

Odyssey Charter School

SUMMER NEWS

2016

Odyssey Charter Elementary School
1755 Eldron Blvd. S.E. • Palm Bay, FL 32909
321-733-0442

Odyssey Charter School Jr. / Sr. High
1350 Wyoming Drive S.E. • Palm Bay, FL 32909
321-345-4117

"Committed to academic excellence and the education of the whole child"

ODYSSEY CHARTER SCHOOLS: THE MISSION

The mission of Odyssey Charter Schools is to work in partnership with the family and community, with the aim of helping each child reach their full potential in all areas of life. We seek to educate the whole child with the understanding that each person must achieve a balance of intellectual, emotional, physical, spiritual and social skills as a foundation for life.

Dates to Remember

July 15 & 16 -	Registration
August 10-	Students first day of school
August 17-	Early Release
August 24-	Early Release
August 25 -	OCS Board Meeting
August 31-	Early Release
September 5-	Labor Day



Welcome to all Odyssey Families...

The onset of a new school year is upon us! To our returning students and families, we are excited to journey with you through another year of learning; to our new students and families, we are excited you have chosen to make Odyssey Charter Schools your path toward positive, healthy, academic and social successes.

Odyssey Charter Schools is growing! We will have more than 200 new students during the 2016-2017 school year. In tandem with our student population growth, we have also grown our programs. We have created more innovative, 21st century college and career pathways for our Jr. / Sr. High students and even for our elementary-aged Odyssey family who will be embarking on a myriad of exploratory learning via our Project Lead the Way (PLTW), and STEM-based activities.

As your leaders, we will continue to build a positive school culture. We commit to partnering with all of our Odyssey Families to ensure that our students are engaged to reach their highest academic and social potential in a healthy learning environment.

On behalf of both Odyssey Charter Jr./Sr. High and Odyssey Elementary School campuses... We look forward to seeing you soon!

Monica Knight, PhD
Site Administrator
OCS Jr./Sr. High

Wendi Nolder, MEd
Site Administrator
OCS Elementary School

Summer Registration

Required for All Odyssey Charter School Families

Friday, July 15, 2016: 12pm to 3pm

Saturday, July 16, 2016: 10am to 1pm

- Odyssey Charter Elementary School summer registration: Eldron Campus
- Odyssey Preparatory Academy (OPA) summer registration: Wyoming Campus
- Odyssey Charter School Jr./Sr High summer registration: Wyoming Campus

Odyssey Families who did not purchase a 2015-2016 yearbook will have the chance during July 2016 Registration!

Please be prepared to complete the following for your student(s):

- Lunch Application
- Bus Assignment & Authorization to Ride
- Elementary Students: Teacher Assignments
- Final Schedules for Junior/Senior High Students
- Before and After-Care Registration
- Health Card
- Student fees (check or money order only... Cash will not be accepted)
- All "Dress for Success", school conduct, cell phone, technology, and bus behavior agreements

The following documents must be provided in order to successfully complete the registration process for the 2016-2017 school year beginning August 10, 2016:

- Birth certificate (Kindergarten & all new students)
- Current Immunization form (Grades: K, 7, 9, & all new students)
- Current Physical Exam (Grades: K, 7, 9, & all new students)
- IEPs, EPs, Behavioral Plans, 504 Plans (All new students - as applicable)

Change to School Uniform Policy: 2016-2017 Updates

All Odyssey Charter School students are required to wear a school uniform. Our uniforms can be purchased through our uniform provider:

All Uniform Wear

2585 W. New Haven Ave. (Rte. 192), West Melbourne, FL. 32904
www.alluniformwear.com , (321) 608-3845

** Discount coupons will be available during Summer Registration at all campuses.*

Odyssey is 'Dressing for Success'...

The pathway toward college and career readiness, as Odyssey students know, varies for everyone... What they all could agree on, however, was that dressing for success is an important first step. As such, the students and parents at Odyssey Charter Schools voted to change the uniform guidelines to include the following for the 2016-2017 school year:

1. Revamped logos (Odyssey Charter Jr. / Sr. High) and newly stylized, color-designs (OPA & Odyssey Charter Elementary)
2. 'Dry-fit' polos (All campuses) & Button-up dress shirts (Odyssey Charter Jr. / Sr. High ONLY)

Researchers have concluded the following benefits to students when they 'Dress for Success':

- Uniforms create a sense of school pride and belonging
- Uniforms put the focus on academics, not fashion, because students project a neat, serious, businesslike image
- Uniforms encourage students to express their individuality through personality and academic achievements, not outward appearances
- Decreasing violence and theft among students over designer clothing
- Uniforms create a school environment causing fewer discipline problems because students are not distracted
- Uniforms can be less expensive than everyday street clothes
- Uniforms minimize the visible socio-economic differences between children, and helps reduce peer pressure
- Uniforms eliminate pressure to wear brand name clothing
- Uniforms help school officials recognize intruders who come to the school

** A 'Dress for Success' Contract will be signed by every student and parent/guardian during the registration process. Please be aware, consistent failure to comply with Odyssey Charter School's 'Dress for Success' guidelines will result in disciplinary actions deemed necessary by Administration.*

'Dress for Success' Guidelines:

- All students are required to wear full-length solid colored pants, shorts, skirts or 'skorts'. Inappropriately rolling or altering the pants in any way is in direct violation of the dress code. Shorts, skirts and 'skorts' length must be at least mid-thigh.
- Pants, shorts, skirts and 'skorts' that are too big or too tight, as determined by Administration, are not acceptable and will be deemed in violation of the uniform code.

- Belts must be visibly worn at all times. These belts must be black or brown and fastened securely at waist level. Pants must be worn at waist level. Loosely worn and lowly worn pants are not acceptable.

- Students must wear a collared polo shirt or dress shirt. Student polo's and dress shirts must be a solid color and in accordance with the individual schools' uniform guide below. All shirts must bear the School logo.

- Any attire and/or backpacks with any inappropriate logos or displays are prohibited.

- All hats, scarves, bandanas are prohibited on school property.

- Shoes must be closed in the back.

- If a student chooses or needs to wear a jacket or sweatshirt due to cold weather, it must be a solid color and in accordance with the individual schools' uniform guide below.

- Students who choose to dress out in P.E must wear a School T-Shirt and Shorts. Students must change back to regular attire before leaving class.

State and National Awards Odyssey Charter Schools: Green, Healthy, & Sustainable



For six years, the Florida Green School Awards Program (FGSA), sponsored by the Florida Green Schools Network, has recognized the efforts of K-12 students, teachers, schools, and school districts that strengthen health, efficiency and academic achievement. We are honored to note that in 2015, Odyssey Charter Schools was awarded with the **Florida Green Schools Award** for outstanding efforts in environmental sustainability and energy reduction, facilities management, STEM initiatives, health education, food service and wellness, and physical fitness activities.

Odyssey Charter Schools is also the recipient of the **2015: Green Ribbon schools award**; this is a prestigious National Award granted to a select group of schools that lead the United States in modeling the Green and Healthy Schools initiative.

Bus Transportation

Odyssey Charter Schools provides bus transportation to students who live between two and four miles from the school – more miles might be allotted as per established bus routes. A bus slip must be completed for families who wish to sign up for bus services. Bus assignments will be available during summer registration. Each student is allowed one designated bus stop. Changes to assigned routes or bus transportation needs will not be permitted until a new registration form is completed.

Summer Readings

All Odyssey Charter School students received summer reading and assignment choices. Students are expected to complete their chosen assignment by the second week of school. Information about summer readings for each Odyssey Charter School campus is available at: www.odysseycharterschool.com.

Healthy Eating Made Simpler

All Odyssey Charter School campuses have enhanced our online payment service through a partnership with EZpay. Using your credit or debit card, you may pay for your child's school meals.

* Please visit: <https://www.payforit.net/login.aspx> to create a new lunch payment account or update any required account information for the 2016-2017 school year.

School Supply Lists

School Supply Lists are available for Kindergarten thru 11th grade students from the front office for each Odyssey Charter School, and at www.odysseycharterschool.com.



Volunteering

A part of the Odyssey Charter Schools' mission is based on the sustained partnerships made with the families and within the communities served. Because of this, our Odyssey Families are encouraged to volunteer a certain amount of hours each school year. The annual requirement is 18 volunteer hours for one student, and 25 volunteer hours for two or more students.

Brevard Public Schools conducts criminal history background checks on all volunteers. All potential Odyssey volunteers are required to complete a Brevard Public Schools Volunteer Application. To complete the online volunteer application, please click the link below: http://www.edline.net/pages/Brevard_County_Schools/BPS_Links/Volunteer_Information

NOTE: All volunteers fingerprinted December 1, 2009, or later will be automatically grandfathered in to the new system free of charge as a level A PLUS volunteer. All grandfathered volunteers will expire five years from the original fingerprint date.

Leading the Way to Educational Excellence in Palm Bay

GATEway (Gifted and Talented Education) Overview



Gifted and talented students and those with high abilities need gifted education programs that will challenge and excite them in regular classroom settings and enrichment and accelerated programs to enable them to make continuous progress toward their future goals. Odyssey's GATEway program is designed for students that need rigorous content and accelerated pacing to help them strive toward their academic goals.

For qualifying students, the GATEway program will provide Pull Out and Enrichment Opportunities:

- Participation in Project Lead the Way Launch accelerated programs which involves immersing GATEway students in Science, Technology, Engineering and Math (STEM) and engaging students in critical and creative problem-solving strategies
- GATEway students will be surveyed to determine interests each fall so that programming that is aligned to the school mission and student interest is implemented
- When possible, teachers will allow students to work across the disciplines on projects/assignments to demonstrate their understanding of the standards
- Field trips that allow students to expand their understanding of the standards in an applied, hands-on, inquiry-based manner

Giftedness does not look the same in all students. While the need for enrichment and acceleration are often the same, gifted students can demonstrate a wide range of differences in how they exhibit and express their giftedness. As such, Odyssey prides itself in working to select students for the GATEway program from a wide range of traditionally-identified gifted students to those students that show high levels of motivation and talents.

Odyssey Charter Elementary School

Before and After-School Enrichment Programs

Before-Care:

Before-Care begins at 6:00am. Students participate in art, a variety of team-based games, and social fun. Every student enjoys a healthy breakfast in the café before the school day commences at 7:30am. Registration forms are available in the front offices of Odyssey Charter Elementary School and Odyssey Preparatory Academy. There is a one-time registration fee of \$25.00 per family. The weekly rate for Before-Care is \$35.00 per week and the daily drop-in rate is \$8.00 per day.

After-Care:

After-Care is available to students until 6:30pm each day, and every student is provided a healthy snack. Students are grouped by grade levels and activities include: Yoga, art projects, nature trails, digital learning, and homework support with a certified Odyssey Teacher. Registration forms are available in the front offices of Odyssey Charter Elementary School and Odyssey Preparatory Academy. There is a one-time registration fee of \$25.00 per family. The weekly rate for

After-Care is \$55.00 per week and the daily drop-in rate is \$12.00 per day.

Before and After-Care payments are due every Monday (via check or money order payable to OCS or OPA). Please place payments in the deposit box in the multi-purpose room (OCS) or Room 103 (OPA).

- For more information about Before and After-Care Enrichment at Odyssey Charter Elementary School, please contact: Amy White WhiteA@odysseycharterschool.com
- For more information about Before and After-Care Enrichment at Odyssey Preparatory Academy, please contact: Diane MacGilvray MacgilvrayD@odysseypreacademy.com

School Hours

For the 2016-2017 school year, Odyssey Charter Elementary School students will begin the day at 8am; the school day will end at 2:50pm. Our early release dismissals will continue to be every Wednesday at 1:30pm.

Voluntary Pre-Kindergarten (VPK)

Montessori Village Green, located at both Odyssey Charter Elementary School and Odyssey Preparatory Academy provides preschool and VPK programs. Both offer an integration of Montessori and Classical Education, providing a holistically integrated curriculum approach to learning focusing on the whole-child: heart, mind, socio-emotional, and spiritual.

Our Lead Teachers are Montessori Certified with over 60 years of combined teaching experience. In fact, we recently received a 100% VPK Readiness Rate. This prestigious recognition of our program means that 100% of our VPK graduates were prepared for kindergarten based on the Florida Early Learning Standards.

We offer our preschool and VPK services every morning and afternoon, Monday - Friday. Our Montessori Village Green also offers a full-day option: 8:30am-3:30pm, tuition is based on a wrap-around calculation.

Montessori Village Green preschool is offered to children aged three, and our Montessori Village Green VPK is available for children age four by or before September 1, 2016. In line with supporting the needs of all families, please visit: elcbrevard.org, to receive a VPK voucher, which provides families with three hours of tuition-free VPK education. Families may choose to use this three hour, tuition-free VPK voucher as follows: Morning VPK (8:30am-11:30am); or Afternoon VPK (12:30pm-3:30pm).

For the 2016-2017 school year, availability is as follows:

Montessori Village Green at Odyssey Preparatory Academy: 1350 Wyoming Dr. SE, Palm Bay

- VPK: 8:15am-11:15am – tuition-free (mornings only)
- VPK: 8:15am-3:15pm – wrap-around tuition (full-day)

Montessori Village Green at Odyssey Charter Elementary School: 1755 Eldron Blvd SE, Palm Bay

- VPK: 12:30pm-3:30pm (afternoons only)

The front office staff can provide registration folders at both Odyssey Preparatory Academy and Odyssey Charter Elementary School. For more information, please contact Amy White, Director by email: WhiteA@odysseycharterschool.com or by phone: (321) 733-0442 Ext. 126.

After-School Clubs

To further support and develop the tenets of the 'whole-child', Odyssey Charter Elementary School offers after-school clubs for students in Pre-school through 6th grade; each club is offered for a 10-week cycle throughout the school year.



Students will be able to experience a variety of activities connected to college and career pathways, including: STEM (via the Young Engineers & Scientists and MinecraftEDU); Exercise Science via experiences with Yoga, Tae Kwon Do, Zumba and All Star Sports; Financial Literacy via Money Management and Future Entrepreneurs; STEAM via digital photography, journalism, Lego® engineering / infrastructure designs, and green-design technology for environmental innovation and sustainability.

All after-school clubs meet one day per week after school for a 10-week cycle; the cost is \$15.00. The first 10-week cycle, Session I, begins in October 2016, and Session II (the second 10-week cycle) begins in February 2017.



DID YOU KNOW?

Odyssey Charter Elementary School has the lowest teacher to student ratio out of every elementary school, charter or traditional public, in Brevard District Schools. For Kindergarten thru grade three, the District's ratio averages 18:1; whereas, Odyssey Charter Elementary School's ratio average for the same grade levels is 16:1. Comparing grades 4-6, Odyssey Charter Elementary School's teacher to student average is 17:1; however, the District's ratio for these same grade levels averages 22:1. The difference is an evidence-based, instructional practice entitled, '**Co-Teaching**'. When two teachers implement a co-teaching model, when they collaborate with the same group of students each day, according to educational experts, every student's needs can be met more effectively (Pancsofar & Petroff, 2016).

'**Co-teaching**' provides a working classroom environment; whereby, small groups of students might be creating a project using various modes of measurement tools, while another group of students, in the same classroom, is working with a second teacher solving mathematical problems relevant to measurement. The 'Co-Teaching' model, like the mission of Odyssey Charter Elementary School, is another tool our innovative teachers employ to ensure that every child has the opportunity to live up to his / her potential.

... And the Data 'Says' ...

Odyssey Charter Elementary School's 3rd and 4th grade students outperformed the state of Florida average, the Brevard average, and ALL elementary schools in Palm Bay in English Language Arts based on the Florida Standards Assessment score report. Our 3rd grade Math students ALSO had a higher percentage of Level 5 and Level 4 students than the State of Florida, than Brevard's average, and the highest percent of Level 5 and Level 4 students in Palm Bay! Our 4th grade Math students outperformed those of every other charter school in Palm Bay as well.

Odyssey Charter Elementary School's 5th grade students outperformed the State of Florida average, the Brevard average, and ALL charter schools in Palm Bay in BOTH Science and English Language Arts based on the Florida Standards Assessment score report. And, Odyssey Charter Elementary School's 6th grade students outperformed ALL charter schools in Palm Bay in Math based also on the Florida Standards Assessment score report.

Congratulations! Keep moving forward!

Odyssey Charter Elementary: School Fees (2016-2017)

Kindergarten – 2nd Grade:

Spalding Notebook (\$2.00) ; Technology (\$3.00)
Total \$5.00

3rd Grade – 6th Grade:

Spalding Notebook (\$2.00) ; Technology (\$3.00); Science Lab (\$3.00);
2016-2017: Daily Planner (\$2.00)
Total \$10.00

What's New?



Project Lead the Way (PLTW): Elementary Expansion

Last school year, Odyssey Charter Jr./Sr. High students engaged with a research-based curriculum for both our Engineering and Computer Science: Programming.

We are thrilled to announce the launch of the PLTW program for Odyssey Charter Elementary School students for the upcoming 2016-2017 school year. PLTW is the nation's leading Science, Technology, Engineering, and Math (STEM) solution in over 8,000 schools across the U.S. Odyssey Charter Elementary School students will engage in critical and creative thinking practices, develop diverse teamwork strategies, and be better able to persevere when faced with challenges.

Project Lead the Way is a successful curricula approach because it engages the hearts and minds of students through Science, Technology, Engineering, and Math (STEM) education. According to experts, participating PLTW students consistently outperform their peers in all areas of academics, are better prepared for post-secondary studies, and are more likely to consider careers as scientists, technology experts, engineers, mathematicians, healthcare providers, and researchers compared to their non-PLTW peers. For more information please visit: <https://www.pltw.org/>

Athletics

Odyssey Charter Elementary School will be participating in the SCCA (Space Coast Christian League). We are also continuing to offer our student athletes the following sports: Volleyball, Flag Football, Basketball, Soccer, Track, and Cheerleading. If you are interested in coaching or volunteering for any of these activities please contact: Mr. Mike Davis @ 321-733-0442.

Odyssey Charter Elementary School Uniforms: Updates

We have made a couple of small adjustments to our uniform guidelines...

- Students will wear dark green or white polo's, our new 'dry-fit' shirts, and the previously purchased T-shirts. All uniform shirts must have the Odyssey Charter Elementary School logo.
- Students may wear khaki shorts, skirts, 'skorts', or pants.



* We appreciate that students wish to show individuality; thus, we allow them the opportunity to do that during our dress down days, which we have the last Friday of each month.

Odyssey Charter School Jr. / Sr. High



Odyssey Charter Jr. / Sr. High's 7th and 8th graders outperformed the State of Florida average, the Brevard average, and ALL middle schools in Palm Bay in BOTH Math and English Language

Arts based on the Florida Standards Assessment for the 2015-2016 school year!

Odyssey Charter Jr./Sr. High Algebra, Geometry, US History, and Civics students also outperformed the State of Florida average, the Brevard average, and all other middle and high schools in Palm Bay based on the Florida Standards Assessments, End of Course Exams.

CONGRATULATIONS to these students, their teachers, and all members of our Odyssey Family who believe in the boundless potential of all children!

School Hours

For the 2016-2017 school year, Odyssey Charter Jr. / Sr. High students will have the opportunity to eat a healthy breakfast from 8:30-8:50. Instruction will begin at 9:00am and end at 4:10pm. Our early release dismissals will continue to be every Wednesday at 2:30pm.

Odyssey Charter Jr. / Sr. High: School Fees (2016-2017)

Daily Planner (\$3.00) ; Technology (\$12.00); Science Lab (\$5.00)

Total \$20.00

What's New?

As our Odyssey Charter Jr. / Sr. High grows, our focus remains on supporting the 'whole-child' in becoming healthy, productive and judicious global citizens. For the 2016-2017 school year, Odyssey Charter Jr. / Sr. High has created and expanded the following innovative programs:

STEAM/STEM

According to the US Economic Statistics Administration (2011, July), the projected number of job openings in 2018 for STEAM/STEM fields will reach 2.8 million, which is a 17% increase in demand from 2008.

Odyssey Charter Jr. / Sr. High is creating an integrated STEAM/STEM program for all interested students grades 7-11. STEAM/STEM-based learning is deeply intertwined in every component of 'real-world' situations, and is essential for student success as they journey into the 'real-world'. Accessing high quality curricula and innovative instruction, students from Odyssey Charter Jr. / Sr. High will be able to use their STEAM/STEM skills as a platform to become college and career ready. With our growing band/orchestra/fine arts programs, on-site organic farm, solar chicken coop, developing forest trail, our partnership for dual enrollment and early college, exciting field experiences, including expert lectures with the Florida Institute of Technology (FIT) and other partners, Odyssey Charter Jr. / Sr. High will have STEAM/STEM experiences like no other in Brevard Public Schools.

"The arts [creative approaches to problem solving] ... is essential to stimulating the creativity and innovation that will prove critical to young Americans competing in a global economy."

-Arne Duncan, 2015

PLTW Expansion: Engineering I/II; Video Gaming / Design:

We are excited to announce that Odyssey Charter Jr./ Sr. High will be expanding our PLTW program to include certification pathways for Engineering I & II, as well as Computer Science: Video Gaming & Design. We will be providing opportunities for both middle school and high school students to engage in one or both of these CTE (Career and Technical Education) certifications.

PLTW educated students use engineering, science, design methodologies, math, and technology to solve complex, open-ended problems in a real-world context. Students focus on the process of defining and solving a problem, not on getting the "right" answer. They learn how to apply STEAM/STEM knowledge, strategies, and critical thinking 'habits of mind' to make the world a better place via the creative engine called: Innovation.

GATEway:

The GATEway program will incite students' curiosity to investigate, analyze, propose solutions to real-world problems, and generate in them the communication skills valued in a global, inherently diverse, society. Many of the GATEway Teachers are qualified in gifted strategies necessary to motivate students to attain their highest academic, social, and emotional potential.



GATEway courses place a special emphasis on mathematics and science competency-driven learning experiences that are integrative, inquiry-based, and problem-centered. By participating in these programs, students will acquire knowledge and skills that transfer across content areas and help them deepen their investigative, synthesis, analysis, comprehension, problem-solving, communication, and leadership skills.



Superior Music at Odyssey:

The 'Superior' rated, Odyssey Charter Jr./ Sr. High's Band Director: Ms. Marli Varnadoe, is open for instrumental donations! If any of our Odyssey Families have any used musical instruments, regardless of the condition, and are willing to donate these to our 'Superior Band' – the gesture would be both greatly appreciated and would also further support the musical journey of our Odyssey Charter Band Musicians.

** Please contact: varnadoem@odysseycharterschool.com.*

Titans are Marching... Titans are Golden!



Beginning fall 2016, we are offering students several new Performing / Fine Art electives including band, Jazz band, orchestra, chorus, and dance. Students are also encouraged to join the Titan Marching Band and Golden Guard. These student performers will compete around the state and perform at the Brevard District Marching Festival. Odyssey Charter Jr/Sr High will host a music camp August 1st - 5th, 2016.

** Registration is only \$20 and includes an official Titan Marching Band or Golden Guard T-shirt.*

Athletics Update:

Odyssey Charter Jr./Sr. High would like to congratulate Coach Corey Kevelin – OCS Jr./ Sr. High's Athletic Director. Coach Kevelin has been with OCS Jr./Sr. High for three years as a Physical Education teacher and athletic coach. He was a four-year letterman and captain of his high school baseball team. In 2010, he graduated from University of Central Florida (UCF) with a Bachelor's Degree in Business Administration and a minor in Psychology. Coach Kevelin has coached several sports throughout his career and is excited to help build the High School Athletic program at Odyssey Charter Jr./Sr. High.

OCS Jr./Sr. will be offering Bowling, Volleyball, Swimming, and Cross Country starting in the fall 2016; Basketball and Soccer will begin winter 2017; and Track starts spring 2017.

Student athletes interested in joining any OCS Jr./ Sr. High team must complete and submit both a sports' physical and consent & release from liability forms. These forms can be found at: www.FHSAA.org clicking the tab For Parents and Students and searching 'forms'. Please bring these completed forms to school registration. REMEMBER: All athletes are required to have a 2.0 GPA or better to remain eligible for athletic participation.

We are also hiring coaches for the following sports: Volleyball, Girls & Boys Basketball, Soccer, and Track. If you are interested or know someone who is, please contact Coach Kevelin at KevelinC@Odysseycharterschool.com to set up an interview.

** All coaches will have to pass a background check.*

OCS Jr./Sr. High Athletics is also looking for financial support from its community. If you or your business would like to donate to our athletics program please contact Mr. Reynolds at ReynoldsA@Odysseycharterschool.com. We are currently selling banners and marquee time for all supporting businesses.

Finally, we would like to congratulate our 40 Varsity Letterman and all of our sports' teams on their accomplishments from the 2015-2016 school year.

We look forward to another exciting year for OCS Jr./ Sr. Athletics!

"Titans on three: 1-2-3... TITANS!"



Grievance Procedures

- Step 1: Request Teacher conference to clarify issue
- Step 2: Contact the Site Administrator if unresolved with the teacher
- Step 3: **Contact Board Designated Parent Representative
- Step 4: Contact the President of the Governing Board
- Step 5: Present issue at the next monthly Board Meeting if unresolved
- Step 6: Seek mediation with the Sponsor

**Dr. Jane Martin has been designated by the OCS Board of Directors as the Representative to Facilitate Parental Involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes according to charter requirements. Dr. Martin can be reached at 321-733-0442.