



Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEPP)

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

All families and community members were invited and encouraged to provide input and suggestions on developing/reviewing this plan. This plan is available on our school website and in the Title I parent and family engagement notebook located in our front office. If you would like a printed copy of this document, or require translation, please contact our Title I Contact, Carrie Young.

Se invitó y aliento a todas las familias y miembros de la comunidad a proporcionar aportes y sugerencias sobre el desarrollo / revisión de este plan. Este plan está disponible en el sitio web de nuestra escuela y en el cuaderno de participación de padres y familias del Título I ubicado en nuestra oficina principal. Si desea una copia impresa de este documento o necesita una traducción, comuníquese con nuestro contacto de Título, Carrie Young)

School's vision for engaging families: Odyssey Charter School aims to work in partnership with our families and build positive relationships with parents, families, and other community stakeholders to fulfill the school's mission and support the needs of students.

Assurances:

We will:

- Involve an adequate representation of parents, or establish a parent advisory board to represent families, in developing and evaluating the "School Parent and Family Engagement Plan" that describes how the school will carry out its required family engagement activities.
- Hold an annual meeting for families to explain the Title I program and the rights of parents to be involved. Offer other meetings/workshops at flexible times.
- Use a portion of Title I funds to support parent and family engagement and involve parents in deciding how these funds are to be used.
- Involve parents in the planning, review, and improvement of the Title I program.
- Develop a school-parent compact that outlines how parents, students, and school staff will share the responsibility for improving student achievement, and describes how parents and teachers will communicate.
- Offer assistance to parents in understanding the education system and the state standards, and how to support their children's achievement.
- Provide materials and training to help parents support their child's learning at home.
- Provide staff development to educate teachers and other school staff, including school leaders, on how to engage families effectively.
- Coordinate with other federal and state programs, including preschool programs.
- Provide information in a format and language parents can understand, and offer information in other languages as feasible.
- Include the School and District Parent and Family Engagement Plans on our school website and in the Parent Engagement Notebook in the front office.

Principal:

Date:

EVERY TITLE I SCHOOL IN BREVARD COUNTY WILL:

1. Involve families and community members in the design, implementation and evaluation of their Schoolwide Improvement Plan (SWP) and Title I program. The school will jointly develop and evaluate the Parent & Family Engagement plan, as well as the school-home compact, with an adequate representation of families.

Title I Documents	Date of meeting to gather family/community input.	List outreach strategies used to invite families and community to provide input.	Describe the method in which family and community members were involved.	What evidence do you have to document family/community participation?
Schoolwide Improvement Plan (SWP) Comprehensive Needs Assessment (CNA)	5/2/19, 7/18/19, 9/4/19, 9/5/19, 9/12/19	Facebook, Blackboard, Remind, Newsletter, Fliers	Parents were invited to the meeting to discuss possible goals or improvements for our school. Stakeholders also completed surveys to help school administration see target areas.	Sign in sheets, Photos and Survey Data
Parent and Family Engagement Plan (PFEFP)	7/18/19, 9/4/19, 9/5/19, 9/12/19	Facebook, Blackboard, Newsletter, Fliers	Parents were asked for their input in potential areas of improvement at our school. Stakeholders reviewed last year's PFEFP and listed areas or ideas for improvement.	Photos and Survey Data
School-Home Compact	9/4/19, 9/5/19, 9/12/19	Flyer, Blackboard, Newsletter	Parents will be asked to review the compact give feedback on possible improvements to last year's forms	Sign in sheets, surveys, compact comments, agenda
Title I Budget & Framework	May 2019 PSAP	Flyer, Blackboard, Remind, Facebook	Review of Title I events, budget, and framework	Sign in sheets, Flyer, agenda
Parent & Family Engagement Funds	5/2/19, 9/4/19, 9/5/19, 9/12/19	Facebook, Blackboard, Remind, Newsletter, Fliers	Parents will review parent and family engagement activities and last year's plan. Survey of needs for this year's funds	Sign-in sheets, flyer, agenda

**All Title I schools are required to hold at least one face-to-face conference in which the compact is discussed with families.*

2. Hold an annual meeting for families to explain the Title I program and the rights of parents and families to be involved.

Tentative date & time(s) of meeting	
How are families notified of the meeting?	Families will be notified through several methods: Facebook, Website, Blackboard, Newsletter, Flyer, Remind and Class dojo.
What information is provided at the meeting?	The Office of Title I provides each school with a Power Point Presentation and feedback form that incorporates information on: The Title I Program, Use of Funds Overview, Curriculum and Assessment Information, Parent and Family Engagement Plan, Compact, Ways Parents Can Be Involved. We personalized the Power Point by elaborating on how our Title I funds are used to increase student achievement and to promote parent and family engagement along with our school goals for this year. We also included ways parents can be involved at our school, how to access staff, school grade information, parent survey results and information on the school's curriculum. Some of this was handled in the individual classrooms after our whole grade level presentation in the cafeteria.



Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEF)

<p>How are parents and families informed of their rights?</p>	<p>Brevard Public Schools Office of Title I provides all Title I schools with a brochure informing parents of their rights. This brochure is sent home with all students via backpack. Schools are also required to have a copy of the "Parents Right To Know" letter in a parent and family engagement notebook kept in the front office. The district Title I office monitors and keeps documentation of this on file.</p>
<p>What barriers will you address to encourage parents/families to attend?</p>	<p>One of the school's goals this year is customer service and building partnerships with all stakeholders. At the event we will discuss our goals for the year along with assisting families on signing up for FOCUS and providing I-ready training.</p>
<p>How will you get feedback from parents and families about the meeting?</p>	<p>Exit surveys will be provided and collected.</p>
<p>How do parents and families who are not able to attend receive information from the meeting?</p>	<p>All information will be sent on blackboard and FOCUS messaging boards. Information will also be posted on our Website after the event. We will also have an orientation packet for each new family that joins our campus. In it will be documents that share the information that every family needs access to.</p>

Identify partnerships that coordinate & integrate Title I and local/federal funds to provide opportunities that encourage and support parents and families in more fully participating in the education of their children and/or to help support learning at home.

<p>Title II- Professional Development</p>	<p>The district K-12 Parent Involvement Resource Teacher, the Title I Family Involvement Resource Teacher, and the Office of Educational Leadership & Professional Development staff work in partnership with Odyssey educators through district wide workshops/trainings to provide school staff members with professional development in working effectively with our parents. We also collaborate with Green Apple Inc. to plan and provide additional professional development for our families and students. We work closely with the Palm Bay Police department to provide trainings for bike safety, bullying prevention, cyber bully prevention, etc...</p>
<p>Title III-ESOL</p>	<p>The district Resource teacher for Title I Family Involvement works collaboratively with Odyssey's ESOL teacher and instructional assistant to address the needs of English Language Learners and families. We plan and implement appropriate programs, services, and training opportunities for school staff and families, including ensuring that information is translated into parents' primary language whenever possible.</p>
<p>Title IV-Well-Rounded Education/School Safety/Educational Technology</p>	<p>Safety is our #1 priority for all our students and staff members. Odyssey has hired a Guardian for lower campus and an SRO for upper campus to ensure all students and staff are safe. Drills for critical instances are practiced monthly to ensure all know what is expected of them in case of an emergency. We also have technology in the form of cameras on our campus and on our buses to help in situations that need further investigations. All our entrances have safety doors that need a swipe card for entrance including from the office to the rest of the building.</p>
<p>Title IX-Homeless</p>	<p>Odyssey educators and staff members work collaboratively with the Office of Title I and the district Homeless liaison to meet the varying needs of our homeless students and families. Students identified as homeless are eligible for additional instructional support outside of regular classroom hours through tutoring services paid for by the district Title I funds, should a need for remediation be necessary. We work closely with transportation through the District to ensure transportation is provided for any of our homeless students. We also provide weekly meal bags for the weekends for our students in transition.</p>
<p>FDLRS/ESE services</p>	<p>After review of our surveys from families and staff, Odyssey evaluated our ESE and ESOL staff and made changes to assist in a more organized and family centered approach to our IEP, EP and ESOL meetings. A new Coordinator will be assigned to cover both ESE and ESOL to assist with a streamlined process.</p>
<p>Preschool Programs (Head Start/VPK)</p>	<p>Odyssey Charter School provides parents with Voluntary Pre-Kindergarten through our private preschool. We also accept students who are eligible for School Readiness through the Early Learning Coalition. Parents of Volunteer Pre-Kindergarten students are invited to all parent workshops, family night events, curriculum meetings, Kindergarten readiness night, and parent meetings through newsletters and other media.</p>



**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEPP)**

Pasp	Odyssey invites all parents to become active members of our learning community. We encourage parents to partner with us to help provide a supportive and positive learning experience for every child. As part of each family's commitment to their child's education, parents commit to a minimum of eighteen volunteer hours each school year. Parents are provided with various opportunities to partner and support our children, such as participating in our parent volunteer organization, Parents as Partners (Pasp). Parents are invited to become members of the Pasp by notification of Odyssey's school newsletter. Pasp members assist in the development, revision, and review of the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEPP), and the School-Parent-Student Compact. Parents also contribute to the development of our programs by providing feedback which is used in planning and developing future programs. Parent volunteer opportunities are announced using many different contact methods such as OCS monthly newsletters, weekly classroom newsletters, Blackboard, event notices, school marquee, e-mail newsgroup, and the school's website.
Community Agencies/Business Partners	Odyssey collaborates with several local businesses and government officials to help with educating our students in all areas of life. Events throughout the year such as first responder's day, veterans day, teacher appreciation, 5K, and others involve community businesses and officials as well as other school stakeholders. Community members serve on our board of directors as well. We also partner with community organizations in assisting our students with school supplies and food services on a weekly basis. Some of our community partners include Grand Canyon University, Wawa, Dunkin Donuts, Publix and Panera's, and Sams club.

3. Utilize strategies to ensure meaningful communication and accessibility.

Describe the methods that will be used to ensure meaningful, ongoing communication between home, school and community.	Facebook posts, Marquee advertisements to families and community members, Palm Bay Chamber of Commerce, Remind posts
Describe how you notify each family in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field.	Letters are sent home with every student that has been taught for four or more consecutive weeks by a teacher who is out of field. A copy of the letter and a list of the parents who receive the letter is kept on file as documentation for auditing purposes.
Explain how families are provided information regarding the curriculum, achievement levels, progress monitoring and assessments.	Website postings, Information nights such as open house and curriculum/academic nights, Curriculum and parent resources are available for check-out in the school media center, Pasp meetings and flyers.
Describe how your school provides information to families in their native language. What languages do you provide?	Translation of documents are made through our front office and distributed to families as needed. Odyssey Charter will provide full opportunities and accommodations will be made, to the extent feasible, for participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory children at our family and community events. When we encounter a language that we cannot translate in house, we use Google Translate to assist us.
How are the needs of families with disabilities accommodated to ensure they have access to meetings, workshops, and/or events?	Odyssey Charter will provide full opportunities and accommodations will be made, to the extent feasible, for participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory children at our family and community events. Documents are translated as needed.
Describe the opportunities families have to participate in their child's education.	Families will be invited to learn about the importance of building a love of reading, math, and science through Title events such as Literacy night, math night, and our Science Gross Out event. Parents will be provided with strategies on engaging students in text by having discussion with their child(ren) about what they're reading and learning about in core curriculum areas. Through parent conferences, parents learn ways that they can partner with the school to assist their child.



**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEF)**

Describe how your school shares the PFEF, SWP, CNA and other Title I documents with community members.

Documents will be made available on our school website and accessible in translation for community members. Availability will be announced on our Marquee, Facebook, Blackboard and Remind as well which can be shared.

4. Educate and build the capacity of school staff (administration, teachers, instructional assistants, custodial, front office, etc) on ways in which to work with and engage families effectively as well as the importance of parent and family engagement in increasing student achievement. Explain your plan for this school year.

<u>Topic/Title</u>	<u>How does this help build school/family relationships?</u>	<u>Format for Implementation: workshop, book study, presenter, etc.</u>	<u>Who is the audience?</u>	<u>Tentative Date/Time</u>
School Wide PD on customer service And family communication	Staff received strategies on effective communication with stakeholders at our first faculty meeting. They also received materials to assist with beginning the year with an effective communication plan. Reminders will be provided throughout the year especially close to conference weeks to ensure our staff provides the best customer service while interacting with our families.	Workshop	All OCS Staff	8/5/19, 8:00 to 12:00 ongoing
PLC's	Part of PLC's will be dedicated to Customer Service and Communication plan. Reminders will be provided throughout the year especially close to conference weeks to ensure our staff provides the best customer service while interacting with our families.	Workshop	All OCS instructors	On-going

5. Provide assistance, training, workshops, events, and/or meetings for families to help them understand the education system, curriculum, standards, state assessments and achievement levels.

- Offer workshops, events and/or meetings at flexible dates/times. (i.e. morning, evening, lunch, Saturdays).
- Provide information to families in a timely manner and in an easy to read format.
- The pre-populated topics are required for ALL schools; schools may add additional topics, as needed, based on family feedback collected.

Building Capacity of Families to Support Learning at Home						
<u>Topic</u>	<u>Title</u>	<u>Tentative Date/Time</u> Are they flexible?	Adult learning goal: What skill that reinforces student learning at home will families gain during this training?	List the Schoolwide improvement plan (SWP) goal this event directly supports	Translation provided	Take home materials provided
Curriculum Areas	Open House events, Literacy Night, Science Night, Math Night	9/4/19, 9/5/19, 9/12/19, 10/8/19, 10/17/19, 11/21/19, 1/16/19, 4/16/19	Families will be invited to learn about the importance of building a love of reading, math, and science. Parents will be provided with strategies on engaging students in text by having hands on activities and discussion with their children.	1) Effective Standards Based Instruction 2) Differentiated Instruction for all students	Y	Y

**Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEPP)**

State Assessments & Achievement Levels	FSA nights	10/17/19, 1/16/19	Families will be invited to learn about the Florida Standards Assessments and how they can support their children at home.	1) Effective Standards Based Instruction	Y	Y
Technology, FOCUS/Launchpad	Orientation, Focus and I-ready Information Night	8/7/19, 8/8/19	Families were assisted with signing up for Focus and Remind and received I-Ready Information. Students and families will be invited to learn about the schools grading and communication system of FOCUS as well as an in-depth look at I-ready and the expectations of our students on the program.	1) Effective Standards Based Instruction		
Transition (Kdg, MS, HS)	Pre-K to K event	4/23/19	Pre-K students entering Kindergarten for the FY21 school year, and their families, will be invited to attend an evening event to learn strategies for reading and math that will help with their transition into Kindergarten.	1) Effective Standards based Instruction 2) Differentiated Instruction		
Parent/Teacher Conferences	Parent-Teacher Conference Night	10/19/19 and 2/20/19	Teachers will discuss with parents, their individual student's progress, assessment results, behavior and continue learning goals. Parents will be guided as a means of required home instructional support needed for continued student success.	1) Effective Standards Based Instruction		
*College & Career	College and Career Fair and College visits	November 2019 Nov-Dec 2019 Jan – March 2020	Full Sail Field trip – Seniors in November Two college visits in 1 st semester; two college visits in 2 nd semester; college guest speakers at OCS Jr Sr throughout the year.	1) Seniors will be invited to attend Full Sail field trip in Orlando 2) EFSC, UCF, FAU, Southeastern, USF, FGCU, Stetson, Nova SE U		
*Graduation Requirements & Scholarships		8/2019, 10/2019, 12/2019, every other month 2020	Counselors will work closely with the students to ensure all credits are in place for all HS students. Host a FAFSA evening for parent/student Meet individually with students who did not attend FAFSA night	1) Meet with every 12 th grader individually 2) Specific interventions for individual 12 th graders to ensure graduation eligibility met 3) Set appointments with students to complete FAFSA		

* Required for secondary schools

How will workshops/events for families be evaluated to determine return on investment?	<ol style="list-style-type: none"> 1) I-ready diagnostics gains from BOY to EOY for grade K-2 2) FSA proficiency and Learning Gains for grades 3-6
How will the needs of families be assessed to plan future events?	<ol style="list-style-type: none"> 1) Pasp meetings during the day and night 2) Survey data from stakeholders 3) Parent-teacher conference notes



Brevard Public Schools
Office of Title I
2019-2020 Parent and Family Engagement Plan (PFEPP)

<p>What are the barriers for parents and families to attend workshops/events and how do you overcome these? (transportation, translation, etc)</p>	<p>1) Inability to attend day time events – We as a school try and plan more evening events that families could attend after work. For several events we will offer two times for parents to attend events (one in the evening and one during the school day)</p> <p>2) Language barrier between school and parents/guardians – We accommodate families by offering translated materials at events and on messages. We also will offer accommodations as much as possible to help families attend and gain much needed information at our events.</p>
<p>How are flexible dates and times for meetings, events and/or workshops offered? (Give examples)</p>	<p>We are offering events both during the day and at night especially the PASP meetings. We also offer numerous events during the day and other activities at night so families can pick and choose what works best for them. As an example we offered a morning tea and muffins for our Kindergarten families.</p>
<p>How do families who are unable to attend building capacity events receive information from the meetings?</p>	<p>Folders are created for families per grade level and are sent home with pertinent information that all families need.</p>
<p>What strategies were used to increase family and community engagement in decision-making?</p>	<p>We hired a new Title I coordinator that has proven experience in the recruitment of community partners. We improved our online communication and updated our website to better advertise to community members and families. We are insuring that our marquee is updated with all our events so community and families can participate more fully. We added community member to our School Board, Parents as Partners and other committees through the year. Event flyers state the community is welcome to all events. Volunteers from the community churches and developments are assisting in our day to day operations and evening events.</p>

