



2017-2018 Parental Involvement Plan

EXPLORER K-8 Title I, Part A Parental Involvement Plan

I, Lisa Braithwaite, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)]

Lisa Braithwaite
Signature of Principal or Designee

08-18-17 9/28/17
Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: The mission of Explorer K-8 School is to encourage children in a caring environment to become lifelong learners through discovery, self discipline, and commitment to academic achievement, through cooperative efforts of the school, home, and community.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: At the start of the start of the 2017-2018 school year, Title I personnel will facilitate the Title I Annual Meeting. The Title I staff and administration provides detailed information regarding the Title I school-wide program and parents are invited to become a member of the Title I Committee. Parents are given the opportunity to be a member of the Title I Committee by attending the first meeting or turning in their request to serve on the Title I Annual Meeting survey. Explorer K-8's Title I Committee meets at least seven times during the school year (September through May) to review and evaluate topics associated with Title I components. The topics for the Title I Committee meetings include, but are not limited to the following areas: Florida School Grade requirements, School Improvement, Ten Elements of a Title I school-wide program, Family Engagement Team (FET), Annual Meeting, Highly Qualified Staff, Staff Development, Parent Trainings/Workshops, Extended Day/Year Programs, Monitoring, Data Analysis, Evaluations, Surveys, Budget and Master Schedule. To ensure that all topics are covered, the components are separated out per month based on need for review or analysis of programs.

August/September - Florida School Grade requirements, School Improvement Plan (SIP), Highly Qualified Staff, Ten Elements of a Title I School-wide Program, the Family Engagement Team (FET), Title I Annual Meetings, and Parent Trainings/Workshops planned for the school year.

October - Staff Development, Parental Trainings/Workshops available, Reading, Writing and Math Initiatives, monitoring, student assessments

November - Title I Extended Day/Year, Evidence-based programs (Pearson SuccessMaker, Reflex Math, Promethean technology, Performance Matters, SAM, etc.)

January - Mid-year Report - Data Analysis of 1st semester programs

February - Revision of Title I Parent Involvement Plan, Revision of Title I School-Parent Compact, Eligibility Survey

March/April - Parent Engagement Surveys, updates on current school-wide programs, draft of next school year Title I programs

May - Scheduling and Master Schedule, Time on Learning, Budget, Program Analysis and Comprehensive Needs Assessment. At this meeting the school's Title I allocation will be discussed and the formalization of the next school year's budget will be drafted, subject to review and revision by the District Title I personnel. Priorities will be established for the use of the Title I funds. The school's Title I personnel will provide documents to measure the success of the school-wide Title I program by monitoring attendance data, agendas and minutes from the Title I Committee meetings to ensure compliance of Title I requirements.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

Coordination		
Count	Program	
1	ESE Pre-K	Parents of the Pre-K program are invited to participate in school-wide programming.
2	ESOL and (Title III)	Title I supports ESOL and Title III programs by translating documents into Spanish for Title I sponsored parent events.
3	Exceptional Student Support Service (ESSS)	The EK-8 Title I Staff will work with district and school-based Exceptional Student Support Services staff to provide parent trainings/workshops associated with academic needs and assessment testing requirements. These trainings/workshops will be supplemental to the literature parents receive in an

		annual staffing conducted through Exceptional Student Support Services. The Exceptional Student Support Services department provides technical assistance and the Title I staff will plan, advertise and host the parent engagement workshop(s).
4	Hernando County Adult Education	The EK-8 Title I Staff will coordinate with the Adult Education program and refer parents to the Suncoast Technical Center.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Select a date, time and format of Title I Annual Meetings for 2016-2017 school year	Title I Facilitator	No later than June of the proceeding school year	Title I Committee Agenda and minutes of meeting
2	Publish notice to parents via backpack notice, automated telephone call, newspaper notice and marquee	Title I Staff	Within 10 days of Title I Annual Meetings	Attendance records will be evaluated for participation rate at both Title I Annual Meetings
3	Prepare print materials for distribution at Title I Annual Meetings	Title I Facilitator, Title I Staff	Prior to PD to train staff for Title I Annual Meetings	Feedback from staff on printed materials reviewed at PD training.
4	Meet with faculty during PLCs to discuss format, procedures and outcomes for meeting	Title I Facilitator, Title I Staff	Within 10 days of Title I Annual Meetings (Middle School and K-5)	Faculty training evidence will be agenda, sign-in sheets and minutes
5	Presentation outlining the scope and requirements Title I program at Title I Annual meetings.	Title I Facilitator	By end of 1st Marking Period	Agenda, Attendance Records and Parent Response Forms
6	Prepare "Sorry We Missed You" newsletter for those unable to attend one of the Title I Annual mtgs.	Title I Staff	Within one week of K-4 and Grades 5-8 Title I Annual Meetings	Combined total of sign-in sheets from the two Title I Annual Meetings and signed rosters from teachers indicating that they sent the materials home via backpacks.
7	Collect sign-in sheets after the K-4, Grades 5-8 Title I Annual Meetings	Title I Staff	Within 5 working days after K-4, Grades 5-8 Title I Annual Meetings	Title I Staff review sign-in sheets to ensure attendance was accurately recorded.
8	Follow up parent requests and comments	Title I Staff	Within 2 weeks after both K-4 and Grades 5-8 Title I Annual Meetings	Records maintained of follow-up correspondence and their results
9	Records maintained of follow-up correspondence and their results	Title I Staff	Within 4 weeks after both K-4 and Grades 5-8 Title I Annual Meetings	Presentation of records of Title I K-4 and Grades 5-8 Annual Meetings to Title I Committee

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: In order to meet the needs of all our families and provide opportunities for active parental engagement, Explorer K-8 Title I Staff will offer flexible parental engagement meeting times to increase grade level trainings/workshops. We survey our parents at the end of each school year to collect data on the most convenient times to hold parent trainings/workshops. We have an Open House for parents during preschool to help our parents familiarize themselves with their child's teacher and standard operational procedures, and curriculum at Explorer K-8. We have two Title I Annual Meetings (Pre-K-4th Grade and 5th-8th Grade) within the first 9 weeks of the school year to explain our Title I school-wide programs. Our Title I Committee meetings convene a minimum of 7 times throughout the school year and are scheduled to meet the needs of our parents who are committee members. Other curriculum related parent trainings/workshops and social events are offered in the evening, or at other times to increase parental engagement. The School Advisory Council (SAC) meets in the evening once a month on dates voted on by the committee members at the first scheduled meeting of the year. These meetings are coordinated through the School Administration and SAC Chairperson. Evidence will be given through sign-in sheets, agendas, and minutes from the monthly meetings. The School Administration selects parents to be part of the school's Family Engagement Team (FET). They will attend three meetings a year at the District Office and will bring back information to share with other parents.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	School Information: EK-8 Open House	Title I Facilitator, Title I Staff and EK-8 staff	To provide updated academic and school related information to parents on upcoming 2014-2015 events.	August 2015	Classroom sign-in sheets
2	Title I Annual Meeting (2 different nights) to explain requirements of Title I Part A	Title I Facilitator	During these meetings parents will gain an increased understanding of resources available through Title I funding. Parents will also receive information about Highly Qualified Status of Staff, High Quality Curriculum, Assessments and Accountability for Student Achievement.	1st Nine Weeks of School	Sign-in sheets, handouts, agendas, presentation materials and Event Response Form
3	College & Career Readiness Expo	Parent Academy	Middle school students can see which schools have which options for CTE, electives, & school choice	Oct 26, 2017	Sign in at Event
4	Grand Love	Parent Academy	Resources available to grandparents raising student	Nov 4, 2017	Sign in at Event
5	Can you Feel the Heat?	Parent Academy	Interactive science, math, engineering, art, & math activities	Nov 15, 2017	Sign in at Event
6	Family Engagement Team (FET) – a bi-monthly meeting of parents from Title I schools	District and School Title I Staff	During these meetings parents will be provided information to increase their understanding about Title I services provided at the school to increase student academic achievement	September, January, and April	Sign-in sheets, handouts, agendas, presentation materials and Event Response Form

7	Title I Committee Meetings	Title I Facilitator	Title I overview, school data, LEA, School Improvement Plan and how Title I supports this with Title I dollars and budget.	Ongoing throughout school year	Sign-in sheets, handouts, agendas, and presentation materials
8	Science & Math Night	Title I Staff	To increase parental engagement and increase student math & science skills in a family friendly style of learning. Investigate community partners to help with this.	Spring	Parent and students sign-in, completed grade level Math & Science Activities
9	Transitional Workshops:(KG Round-up) Welcome to Middle School - Overview	Title I Staff and EK-8 staff	Providing resources to help parents support their children through the transition between major grade level sequencing.	Spring	Sign-in sheets, handouts, agendas, feedback from the Event Response Form, Data Analysis Report, and Follow-up Activity
10	Social: Pajama Read-A-Thon, Doughnuts with Dad's, Muffins with Moms	Title I IPCs and Literacy Team	By attending this event, parents are provided strategies to help engage their children to read daily to increase their fluency and comprehension.	Literacy Week, Fall & Spring	Sign-in sheets, handouts, agendas, feedback from the Event Response Form, Data Analysis Report, and Follow-up Activity
11	Family Share Night	Title I Staff and ESOL staff	Sharing of community resources while enjoying a fun family atmosphere.	Winter	Sign-in sheets, handouts, agendas, feedback from the Event Response Form, Data Analysis Report, and Follow-up Activity

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Dealing with Students with Poverty	Title I Facilitator/Parent Academy	Teachers will learn how to communicate more effectively with parents	Within the 1st Semester	Surveys

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: Explorer K-8 Title I Staff will assist parents by providing parental engagement workshops which will give parents printed resources and appropriate materials to assist their children

academically. The Title I Family Resource Section located in the Library will provide access for parents to check out academic materials and as well as books about parenting issues.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: Explorer K-8 will host two Title I Annual Meetings (Pre-K-4th Grade and 5th-8th Grade) during the first nine weeks of the school year. All Parents are invited to attend the meetings via written notice sent home with students and automatic phone call to the student's home, and placed on the school's website and marquee prior to the actual meeting dates. Evidence of these meetings is through parent sign-in sheets and signed receipt of "Sorry We Missed You" newsletter. The dates, days and times are voted on at the initial committee meeting to accommodate all parents to meet at convenient times for all stakeholders. There are seven meetings throughout the school year with specific Title I components that are covered to ensure that all parents understand and contribute to the Title I program.

Parent-Teacher conferences (K - 5) are used to allow the parents/guardian to ask specific questions to their child's teacher on Title I programs, curriculum specifications for the grade level and standardized assessment tests. The Title I Staff will work closely with classroom teachers to ensure that parents have the necessary academic resource materials to help their child. Assessments including the content, format, and proficiency levels used to evaluate student progress are explained to parents through printed materials distributed at the two Title I Annual Meetings, School Advisory Council (SAC) meetings and parent training/workshops. Parents may participate in the monthly Title I Committee/SAC meetings to help make decisions relating to the Title I school-wide budget and school-wide programs. Membership is open to all interested parents/guardians and the meetings are publicly advertised by automated phone call and through Facebook and the school wide Remind.

The Explorer K-8 Title I Parental Involvement Plan (PIP) is developed jointly with parents through the Title I Committee each April and May and after review by all stakeholders (LEA, EK-8 Title I Committee and EK-8 Administration). The PIP is sent to the District Title I Coordinator of Family Engagement for approval before being submitted to FLDOE.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: Translators are available for general meetings, if requested and standardized documents such as the District Parent Involvement Plan Summary, the School Parent Involvement Plan Summary, and the School-Parent Compact are made available in English and Spanish. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized through the media, school parent groups, on the school website, on the school marquee, through school-wide automated telephone messages (Blackboard Connect), and backpack notices. Explorer K-8 serves students with both cognitive and physical disabilities, and therefore the school is fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas of the

campus. Parents requiring additional assistance may call the school at 797-7094 to make arrangements for individual tours or to work with school staff when additional assistance is needed.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	District Family Engagement Team (FET)	Coordinator of Family Involvement for Title I, Title I school staff	Provide parent leadership by promoting parent engagement at the school level, as well as, providing information to parents to help their children academically at home	FET will meet 3 times throughout the school-year during the months of September, January, and April
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Conferences are scheduled at a variety of times to accommodate parents	Title I Staff, administration, teachers, support staff	By providing these opportunities children will increase student achievement goals.	Ongoing for 2017-2018

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Information: Annual Meeting (2 nights: PreK-4 and 5-8 th grades)	2	Elem-1235 MS- 592	By attending these meetings, and having parents sign a School-Parent Compact for Student Achievement, families were provided meaningful conversation about their parental role in helping their child(ren) having academic success w/additional resources and assistance. Curriculum overview was held at the Middle School level.
2	Student Achievement and Reading: Social - Pajama Read-A-Thon & Doughnuts & Dads	2	PJ- 98 Doughnuts - 172	Provide a social non-threatening environment for parents to connect with reading.
3	Student Achievement; Kindergarten Round-up	1	146	By families coming in to register their preschool age children for Kindergarten, they were welcomed in a family friendly manner, given a tour of the school, provided resources to work on with their children over the summer to better prepare them for entering Kindergarten. In addition, we had the Hernando County Public Library and FDLRS providing additional resources.
4	Title I Information - Committee Meetings	9	107 + May	Title I overview, school data, LEA and SIP and how Title I supports this with Title I dollars and budget
5	Social: Spring Fling Carnival & Family Share Night	1	118	The sharing of gently used clothes, toys, and books for our Bobcat families in need and school carnival combined for a night of fun!
6	First Grade Science Night	1	60	Sharing of First Grade academic information and grade level science activities
7	7 th Grade Parent Night	1	4	Sharing of Seventh Grade academic information.
8	Honoring Veterans Day	1	505	Community involvement and sharing the historical & civic aspect of Veterans Day.
9	5 th Grade Parent Information Night	1	17	Covering FSA testing & grade level expectations for 5 th grade as well as other 5 grade activities. Students were making holiday crafts as well.
10	6 th Grade Parent Night	1	15	Covered 6 th grade curriculum, testing, Edline and Goggle Classroom.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

Count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	District Website for Parents and Students Training	2	May 16 th - TBA	Teachers will increase their communication with parents therefore having an impact on student achievement.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].
