

ATHENS AREA SCHOOL DISTRICT
Lynch-Bustin ELEMENTARY SCHOOL
Title I Parent and Family Engagement Policy

Program: Title I Schoolwide, Kindergarten-Grade 5

Reviewed/Revised: August 7, 2026

Lynch-Bustin Elementary School values parents and family members as partners in student learning and school improvement. This policy describes how Lynch-Bustin will carry out the parent and family engagement requirements of Title I, Part A under Section 1116 of the Every Student Succeeds Act (ESSA).

The policy will be jointly developed with and agreed upon by parents and family members of Title I students, made available to the community, distributed to families, and reviewed and revised as necessary each year to reflect changing family and school needs.

1. Joint Development, Annual Review, and Improvement of the Policy

Parents and family members will be invited to review and provide input on this policy through Title I meetings, conferences, written or electronic communications, and other family engagement opportunities. Parent comments and suggestions will be considered when the policy is reviewed and revised. The school will document parent participation and the annual review process through dated agendas, attendance records, surveys, comments, or other evidence of input.

2. Annual Title I Meeting

Lynch will convene an annual Title I meeting at a convenient time. All parents and family members of students participating in the schoolwide Title I program will be invited and encouraged to attend. The meeting will explain Lynch's participation in Title I, Title I requirements, parents' rights to be involved, the Parent and Family Engagement Policy, the School-Parent-Student Compact, and opportunities for families to participate in planning, review, and improvement of the Title I program.

The school will also discuss ways to maximize family participation and identify barriers to participation, including barriers affecting families who are economically disadvantaged, have disabilities, have limited English proficiency or limited literacy, or are members of any racial or ethnic minority background.

3. Flexible Meeting Opportunities

Lynch will offer a flexible number of meetings and conferences, including morning and/or evening opportunities, to accommodate family schedules. Meetings may be initiated by a parent/family member, teacher, Title I staff member, or administrator. Virtual or telephone options may be used when appropriate to improve access.

4. Organized, Ongoing, and Timely Parent Involvement in the Title I Program

Parents and family members will be involved in an organized, ongoing, and timely manner in the planning, review, and improvement of Lynch's Title I schoolwide program and parent and family engagement activities. Opportunities for input may include conferences, Title I meetings, schoolwide planning meetings, surveys, written communications, electronic communications, and family engagement events. Lynch will consider parent suggestions and respond as soon as practicably possible.

5. Timely Information About the Title I Program

Families will receive timely information about the Title I program through informational letters, invitations to parent meetings, electronic messages, social media, the school or district website, PowerSchool, conferences, and other school communications. Parent meetings will be held at various times during the school year.

6. Curriculum, Academic Assessments, and State Academic Standards

Lynch will provide parents and family members with information about grade-level curriculum, the forms of academic assessment used to measure student progress, and the achievement levels of Pennsylvania's challenging State

academic standards. Information will be shared through Back to School Night/orientation, parent-teacher conferences, Title I informational meetings, the school or district website, PowerSchool, and direct communication with teachers and Title I staff.

Current local measures include Acadience Learning for Kindergarten through Grade 5 and CKLA benchmarks and progress monitoring. Families will receive individual student assessment results in a timely manner and may receive assistance interpreting those results and understanding how to monitor progress and work with teachers to support achievement.

7. Parent Requests, Suggestions, and Participation in Decisions

Upon request, Lynch-Bustin will provide parents and family members opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decisions related to their child's education. Parents may request meetings with classroom teachers, Title I staff, support staff, or administrators. The school will respond to suggestions and meeting requests as soon as practicably possible. The Child Study Team may also meet with families, when appropriate, to discuss student needs and educational decisions.

8. Joint Development of the Schoolwide Program Plan

Because Lynch-Bustin operates a Title I schoolwide program, parents and family members will be invited to participate in the development, review, and improvement of the Schoolwide Program Plan. Opportunities may include schoolwide planning meetings, Title I meetings, surveys, conferences, and written or electronic feedback. Families will receive timely responses to suggestions made in writing, electronically, or during meetings and conferences.

9. School-Parent-Student Compact

Lynch-Bustin will jointly develop and annually review a School-Parent-Student Compact with parents and family members. The compact will describe how the school, parents/family members, and students share responsibility for improved academic achievement and how they will build a partnership to help students meet State academic standards.

- The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Ways parents and family members will support learning, including participation in decisions and volunteering when possible.
- At least one annual parent-teacher conference in the elementary school during which the compact is discussed as it relates to the individual child's achievement.
- Frequent reports to parents and family members on student progress.
- Reasonable access to staff and opportunities to volunteer, participate in the child's class, and observe classroom activities, consistent with school procedures.
- Regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language family members can understand.

Lynch-Bustin will distribute the School-Parent-Student Compact to families.

10. Assistance to Families in Understanding Standards, Assessments, and Student Progress

School staff will assist parents and family members in understanding Pennsylvania academic standards, State and local academic assessments, student progress data, and ways to work with educators to improve achievement. Assistance will be available through conferences, Title I meetings, family learning activities, individual meetings, and communication with classroom teachers and Title I staff.

11. Materials and Training to Help Families Support Learning

Lynch-Bustin will provide materials and training to help parents and family members work with their children to improve academic achievement. Activities may include family literacy events, staff presentations on literacy acquisition, author visits centered around family reading, academic learning activities, and guidance on educational technology used by students. When appropriate, technology-related information will include responsible use of digital resources and education about copyright piracy.

12. Educating School Staff With the Assistance of Parents and Families

Lynch-Bustin will use annual family survey results, parent focus group meetings, and other parent and family feedback to help identify staff training needs and improve communication and interaction with families. This parent and family input will be used to inform professional learning for teachers, specialized instructional support personnel, administrators, and other staff on the value of family contributions and effective ways to reach out to, communicate with, and work with parents and family members as equal partners, coordinate parent programs, and build ties between home and school.

13. Coordination With Other Programs

To the extent feasible and appropriate, Lynch will coordinate and integrate parent and family engagement activities with other Federal, State, and local programs and services. Lynch invites Head Start students and their families to Parent and Family Engagement evening events and invites nonpublic school families and representatives to annual Parent and Family Engagement meetings, as appropriate. These opportunities help connect families with school information, resources, and engagement activities and support continuity among programs serving children and families.

14. Understandable Format and Language Access

Information about school and parent programs, meetings, and other activities will be provided in an understandable and uniform format and, to the extent practicable, in a language parents and family members can understand. Lynch will use district translation services, provide translated documents upon request, and use PowerSchool translation features to support communication with families. Interpretation will also be arranged when needed and practicable.

15. Informed Participation of All Families

To the extent practicable, Lynch-Bustin will provide opportunities for the informed participation of all parents and family members, including those with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children. Upon request, Lynch-Bustin can arrange an interpreter for meetings and events. The school will also provide reasonable accommodations and supports to reduce barriers to participation, which may include accessible meeting locations, virtual or telephone participation, flexible meeting times, information in accessible or alternate formats, transportation, and childcare when needed and allowable. Lynch-Bustin will coordinate with appropriate district staff and services to address individual family needs and support meaningful participation.

Use of Title I Parent and Family Engagement Funds

Title I funds may be used for reasonable and necessary expenses associated with allowable parent and family engagement activities, consistent with Federal and State requirements and district procedures.

Distribution and Documentation

A copy of this policy will be distributed to parents and family members and made available to the community. Lynch-Bustin will maintain evidence of distribution and annual parent/family involvement in the review process. Distribution evidence may include electronic delivery reports, communication logs, dated notices, website posting records, or other documentation showing that the policy was shared.

A parent signature acknowledging receipt may be collected as an additional local record, but a returned signature is not required by ESSA as a condition of the policy itself. Lynch-Bustin should maintain distribution evidence that demonstrates the policy was sent or otherwise made available to families.

Optional Parent/Guardian Acknowledgment and Comments

This optional section may be used to collect comments or acknowledgment of receipt. Parent input may also be submitted through other school communication methods.

Student Name

Grade / Teacher

Parent/Guardian Name

Parent/Guardian Comments