

Title I Complaint Process

Any parent who is not satisfied with services their child is receiving through Title I at Pine Road Elementary School is encouraged to follow the process as outlined below:

- 1) First contact the appropriate specialist by email or phone (215-938-0290):
 - a. Building Reading Specialist K-2, Mrs. Mary Huckin (mhuckin@lmtsd.org)
 - b. Building Reading Specialist 3-5, Mrs. Julie Antoni (jantoni@lmtsd.org)
 - c. Building Math Specialist K-5, Mrs. Carolyn Hutchings (clhutchings@lmtsd.org)
- 2) If the issue is not resolved, then you are encouraged to contact the School Principal, Brian Swank, by email (bswank@lmtsd.org) or phone (215-938-0290) to resolve the issue.
- 3) If the issue is still not resolved then you are encouraged to contact the District Title I Supervisor/Director of Curriculum & Instruction, Mrs. Julien Drennan by email (jdrennan@lmtsd.org) or phone (215-938-0272).
- 4) If the concern is not resolved at this level, please contact the District Superintendent, Dr. Marykay Feeley, by email (mfeeley@lmtsd.org) or phone (215-938-0272).
- 5) If you are unable to resolve your concern with the school district, you have the right to file a written, signed statement with the Pennsylvania Department of Education, Federal Programs Division, 7th Floor, 333 Market Street, Harrisburg, PA 17126, attention Don McCrone, NCLB Complaint Manager. The statement should include the federal statute or regulations which you believe have been violated under NCLB.