

## 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 Specialists: Mrs. Mary Huckin ([mhuckin@lmtsd.org](mailto:mhuckin@lmtsd.org)) or Mrs. Christina Veneziaie ([cveneziale@lmtsd.org](mailto:cveneziale@lmtsd.org))
  - b) Building Math Specialists: Mrs. Patricia Brokenshire ([pbrokenshire@lmtsd.org](mailto:pbrokenshire@lmtsd.org)) or Mrs. Jennifer McGuigan ([jmcguigan@lmtsd.org](mailto:jmcguigan@lmtsd.org))
- 2) Principal, Brian Swank, by email ([bswank@lmtsd.org](mailto: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](mailto:jdrennan@lmtsd.org)) or phone (215-938-0272).
- 4) If the concern is not resolved at this level, please contact the District Superintendent, Dr. Scott Davidheiser, by email ([sdavidheiser@lmtsd.org](mailto:sdavidheiser@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, 7<sup>th</sup> 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.