

Butler Area School District Federal Programs Title I Complaint Procedure

School districts receiving Title I funding are required by the Pennsylvania Department of Education Division of Federal Programs to have a written procedure in place for public school administrators and parents to file a complaint against the school district with regard to Title I services that may be provided to a public school. Following are the steps that should be followed in the event that a complaint with regard to services should arise.

Step 1:

If you have a concern regarding the educational services provided to the eligible students at your school, you should first contact Brian Slamecka, Assistant Superintendent at (724)214-3101 or by email at brian_slamecka@butler.k12.pa.us.

(The attached *Public Schools Complaint Form* may be completed and also be sent as a next step):

Step 2:

If no satisfactory resolution is agreed upon after communication with Dr. Slamecka, please contact Dr. Brian White, Superintendent of the Butler Area School District at (724)287-8721 or by email at brian_white@butler.k12.pa.us . (Please complete the attached *Public Schools Complaint Form* and submit it for his review.)

Step 3:

If no satisfactory resolution is agreed upon after communication with Dr. White, you have a right to appeal to the Pennsylvania Department of Education. You should address your appeal to the following address and include a copy of this form and all resolution attempts to date:

**Susan McCrone
Chief, Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333
(717)783-9161**

**Butler Area School District
Federal Programs Title I Schools Complaint Form**

Date submitted: _____

Name of Person Submitting _____
(This information is optional, but it is required if a personal response is requested.)

Name of School _____

Contact Information:

Address _____

City _____ *Zip* _____

Phone _____

Alternate Phone _____

I am a (check one):

___ *Parent/family member of Title I student this public school*

___ *Administrator at this public school*

___ *Staff member at this public school*

___ *Student at this public school*

___ *Other (specify) _____*

Please state the nature of your complaint below and attach additional pages if needed. Please provide names, dates and other supporting information as appropriate. Be as specific as possible. If you have taken any steps to resolve your issue at your local school, please describe them and the outcome of your efforts. Please include your suggestion for a solution.