



Alternative Education for Disruptive Youth (AEDY) Complaint Information Packet and Complaint Form

May 2019

Dear (Complainant):

Thank you for contacting the Pennsylvania Department of Education (PDE) and providing us with the opportunity to assist you in this matter. The following is a process designed to address complaints and concerns regarding any aspect of Alternative Education for Disruptive Youth (AEDY) programs, including placement and exiting decisions, the quality of relevant academic instruction, the provision or omission of language assistance services, and services to students with disabilities including reasonable modifications. This process is referred to herein as the “State AEDY Complaint Process.”

Individuals having complaints and concerns regarding AEDY are required to seek resolution via the Local AEDY Complaint Process at the school district¹ rather than elevating concerns to PDE in the first instance. Students, parents, and others may file a State AEDY Complaint if a local AEDY complaint or concern is not resolved at the school district level and/or if students, parents, or others wish to challenge the Local AEDY Complaint Process resolution. The filing of a complaint via the AEDY Complaint Process at the local or state level does not limit any other rights or remedies under federal and state law. This means, for example, that a parent may still file a separate due process complaint concerning his or her child’s Individualized Education Program (“IEP”) as provided pursuant to the Individuals with Disabilities Education Act (“IDEA”).

PDE will ensure that parents and students who are limited in (or have no) English proficiency (known as Limited English Proficiency or “LEP”) are provided translation and interpretation services to participate in the State AEDY Complaint Process. If you have questions or need translation or interpretation services to access this document or the AEDY Complaint Process, please feel free to contact the PDE AEDY Office at (717) 705-3771.

¹ While the term “school district” is used throughout, this process pertains to charter schools as well as school districts placing students in AEDY Programs.

Filing an AEDY Complaint with the Pennsylvania Department of Education

Any individual or organization may submit a written complaint using the AEDY Complaint Form to PDE's AEDY Office. The complainant must forward a copy of the complaint to the School District at the same time the complainant files the complaint with PDE.

The complaint must include (1) the facts on which the statement is based and (2) a proposed resolution to the problem to the extent known and available to the complainant at the time the complaint is filed.

Each complaint is assigned to an PDE AEDY Team Member for investigation. The PDE AEDY Team Member may conduct an on-site investigation at the School District or at the AEDY Program site to review relevant records and interview relevant staff. The PDE AEDY Team Member may interview any individual who is said to have knowledge of the allegations. As part of the investigation, the PDE AEDY Team Member may require the AEDY Program or the School District to respond to the allegations and may contact the complainant. The PDE AEDY Team Member may consider any relevant evidence as part of the investigation and outcome.

Upon conclusion of the investigation, the PDE AEDY Team Member will respond with one of the following outcomes:

- If the PDE AEDY Team Member reviews the allegations set forth in the complaint and determines that the complaint is not within PDE's jurisdiction, the PDE AEDY Team Member will notify the complainant of such and take no further action.
- If the PDE AEDY Team Member reviews the allegations set forth in the complaint and determines that the complaint merits referral to an existing complaint procedure within PDE, the PDE AEDY Team Member will make the referral as appropriate.
- If the PDE AEDY Team Member concludes the investigation and makes a finding of compliance, the PDE AEDY Team Member will notify the complainant and the School District and take no further action.
- If the PDE AEDY Team Member concludes the investigation and makes a finding of non-compliance, the PDE AEDY Team Member will notify the complainant and the School District and direct corrective action to address the noncompliance.

PDE will make a good faith effort to perform the actions outlined above in accordance with the following timeline: (1) investigate within 45 days of a determination that an investigation is appropriate, and (2) determine compliance or noncompliance within 30 days of the conclusion of the investigation. Depending upon the nature of the allegations and the investigation, PDE may take additional time for these steps and will expedite these steps for more serious allegations.

The PDE AEDY Team Member will review the actions taken to address any noncompliance. If the PDE AEDY Team Member determines that the School District addressed the noncompliance, the matter will be closed. If the PDE AEDY Team Member determines that the School District failed to address the noncompliance, PDE may take appropriate enforcement action.

The PDE AEDY Team Member will acknowledge receipt of complaints. To determine the status of a complaint, please feel free to contact the PDE AEDY Office at (717) 705-3771.

State AEDY Complaint Form

You may make copies of this form, use additional paper, or call the PDE Alternative Education for Disruptive Youth Program (AEDY) Office at 717-705-3771 for additional copies. You may also attach copies of relevant documents to this form.

My preferred method of contact is:

By phone (please provide number):

Best time during normal business hours to call:

By email (please provide email address):

In person at a public facility during normal business hours. The location would probably be a school or Intermediate Unit building to permit duplication of documents.

Are you filing this complaint on behalf of a specific child? Yes No

Name of Child:

Child's Date of Birth:

Address of Child:

Complainant Information

Name:

Address:

Phone Number:

Home:

Work:

Cell:

E-mail:

Relationship to child or children:

Parent Attorney Advocate Other: _____

School/Program Information

Child's school and school district:

Child's AEDY Program (please include even if the child has not yet attended the program and has only been referred to attend):

Is the child currently in school? Yes No

If so, where is the child's current program:

School Building:

School District:

Charter School:

Private Provider:

Complete *only* if this Complaint is filed on behalf of a homeless child or youth.

Contact Person:

Telephone:

Complaint Information

On or about what date did the violation occur?

Date:

To clarify my allegations, I would like the PDE AEDY Team Member to interview the following person(s). (Optional)

Name	Occupation/Title	Phone Number/E Mail Address

Provide a statement about the violation or issue, which you believe has occurred.
Please include a description of the problem.

List the facts to support your statement.

What, if any, is your proposed solution to this problem?

Please return the form to:

Pennsylvania Department of Education
Office for Safe Schools
Alternative Education for Disruptive Youth (AEDY)
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333