

Pen Argyl Area School District  
Special Education  
1620 Teels Road, Pen Argyl, PA 18072  
Phone – (610) 863-9093 or (610) 759-6908  
Guidance Fax (610) 863-3754

Dear Parent/Guardian/Complainant:

Thank you for contacting Pen Argyl School District 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 academic instruction, the provision or omission of language assistance services, and services to students with disabilities to include reasonable modifications. This process is referred to as the “AEDY Complaint Process” throughout this document.

Individuals having complaints and concerns regarding AEDY are required to seek resolution via Colonial Academy and Pen Argyl Area School District rather than elevating concerns to PDE in the first instance. The filing of a complaint via the AEDY Complaint Procedure 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).

School districts 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 AEDY Complaint Process. If you need translation and interpretation services to access this document or the AEDY Complaint Process, please contact Tricia Viglione at (610)863-3191 or [viglione.tricia@penargylsd.org](mailto:viglione.tricia@penargylsd.org).

### **Filing an AEDY Complaint with Pen Argyl Area School District**

Any individual or organization may submit a written complaint using the attached AEDY Complaint Form. The form must be completed and sent to the school district.

The complaint must include:

1. The facts on which the statement is based;
2. All relevant documents and supporting information;
3. A proposed resolution to the problem to the extent known and available to the complainant at the time the complaint is filed; and
4. Contact information of the complainant. The complainant may provide additional information either orally or in writing at any time during the complaint process. The complainant must provide the preferred method of contact on the AEDY Complaint Form.

All relevant documents must be forwarded to Pen Argyl Area School District’s Special Education Office at 1620 Teels Road, Pen Argyl, PA 18013, or faxed to (610)863-3754, or emailed to [viglione.tricia@penargylsd.org](mailto:viglione.tricia@penargylsd.org)

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Failure to provide all of the information in the Complainant Form will not result in the complaint being dismissed. LEAs will work with complainants to ensure the requested information is as complete as possible.

The Supervisor of Special Education in charge of this process shall be impartial and Pen Argyl School District will ensure that the Supervisor of Special Education handling the request is not the subject of the complaint. The Supervisor of Special Education may interview any individual who is said to have knowledge of the allegations. As part of the investigation, the Supervisor of Special Education may require Colonial Academy and Pen Argyl School District to respond to the allegations and may contact the complainant. The Supervisor of Special Education may consider any relevant evidence as part of the investigation and outcome.

If the Supervisor of Special Education concludes an investigation and makes a finding of compliance, the Supervisor of Special Education will notify the complainant and Colonial Academy and Pen Argyl School District and take no further action. If the complainant is not satisfied with the decision, the Supervisor of Special Education may provide the PDE Complaint Process Information to the complainant. If the Supervisor of Special Education concludes an investigation and makes a finding of non-compliance, the Supervisor of Special Education will notify the complainant, Colonial Academy and Pen Argyl School District as applicable and direct corrective action to address the noncompliance.

The Supervisor of Special Education will make a good faith effort to perform the actions outlined above in accordance with the following timeline: (1) investigate within 30 days of a determination that an investigation is appropriate, and (2) determine compliance or noncompliance within 30 days of the conclusion of an investigation. Depending on the nature of the allegations and the investigation, the Supervisor of Special Education may take additional time for these steps and will notify the complainant if additional time is needed. Regardless of the aforementioned timelines, the Supervisor of Special Education will expedite its investigation and corrective action for allegations involving the health, safety and welfare of students or for other good cause shown.

The Supervisor of Special Education will review the actions taken to address any noncompliance. If the Supervisor of Special Education determines that Colonial Academy and Pen Argyl School District addressed the noncompliance, the matter will be closed. If the Supervisor of Special Education determines that Colonial Academy and Pen Argyl School District failed to address the noncompliance, the Supervisor of Special Education will report to a Colonial Academy and Pen Argyl School District Administrator for appropriate enforcement action.

The Supervisor of Special Education will acknowledge receipt of complaints. To determine the status of a complaint, please feel free to contact Tricia Viglione, Supervisor of Special Education at (610)863-3191.

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(Information regarding the Complaint Process and Form will be provided to students, parents and guardians during informal hearings and intake meetings. It will be available on the school district's website for access at anytime.)