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Port Allegany School District

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www.pasdedu.org

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Superintendent

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Elementary Principal
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Mr. Marc L. Budd
High School Principal

Ms. Erika Emerick
Assistant Principal
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AEDY LOCAL LEVEL COMPLAINT PROCESS

Dear Parent/Guardian/Complainant:

Thank you for contacting the Port Allegany School District and providing us 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.

Individuals having complaints and concerns regarding AEDY are required to seek resolution via the relevant AEDY Program and/or Port Allegany School District rather than elevating concerns to the PDE the first instance.

Filing an AEDY Complaint with the Port Allegany 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 Port Allegany School District.

The complaint must include:

- (1) a statement that the AEDY Program or Port Allegany School District has violated any applicable federal and /or state law or regulations;
- (2) the facts on which the statement is based;
- (3) all relevant documents and supporting information;
- (4) a proposed resolution to the problem to the extent known and available to the complainant at the time the complaint is filed; and
- (5) the signature and contact information for 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 the Port Allegany School District, at 20 Oak Street, Port Allegany PA 16743, or faxed to 814-642-5082, or emailed to mbudd@pasdedu.org.

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

Port Allegany School District is an Equal Rights and Opportunities District and does not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices.

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The Staff Member in charge of this process may interview any individual who is said to have knowledge of the allegations. As part of the investigation, the Staff Member may require the AEDY Program or Port Allegany School District to respond to the allegations and may contact the complainant. The Staff Member may consider any relevant evidence as part of the investigation and outcome.