

## **Mohall Lansford Sherwood Dispute Resolution Policy/Procedure**

Federal regulations require that each school district adopt procedures for receiving and resolving disputes pertaining to any of the Title programs. The following is the MLS District policy, procedure and forms for its title dispute resolution program.

Mohall Lansford Sherwood Policy states:

### **AN INDIVIDUAL**

Under most circumstances parents who lodge a complaint against a teacher will be referred to that teacher for resolution of the problem. If the situation is such that this procedure fails to resolve differences or if the parents refuse to meet personally with the teacher, the complainant shall be required to submit a written complaint on the form provided by the District.

The teacher will be notified of the complaint and will be given an opportunity to respond to the charges. The building principal and the superintendent will investigate the complaint and review the response and attempt to resolve the differences between the parent and the teacher.

If the teacher is not satisfied with the judgment of the superintendent and the building principal, he/she may appeal the decision to the School Board.

### **A PROGRAM/POLICY**

Under most circumstances parents who lodge a written complaint against a program/policy, which includes handbooks, board policy, federal programs and other established systems, they will be referred to the immediate supervisor of that program. If the situation fails to resolve the issue it will be referred to the superintendent of schools or school board dependent on who is defined as immediate supervisor.

The superintendent or school board will investigate the complaint and may meet with the complainant to review the program or policy and attempt to resolve the issue. A decision by either the superintendent/school board will be done in a timely manner.

If the patron is unsatisfied with the decision by the superintendent/school board the policy/program may be appealed to the North Dakota Department of Instruction and if not satisfied to the USDE.

District Procedure and Forms as follows:

MLS SCHOOL DISTRICT PATRON COMPLAINT  
MLS PUBLIC SCHOOL DISTRICT  
Mohall, North Dakota 58761

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Dear Patron: If you have some concern about the competence, effectiveness, or actions of any employee, student or program of the MLS Public School and you wish to lodge a formal complaint, please complete the form below. Your complaint may concern a School, title or Board of Education Policy and the implementation thereof.

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Name of Individual Against Whom This Complaint is Lodged \_\_\_\_\_

**OR**

Policy or Procedure Against Which This Complaint is Lodged \_\_\_\_\_

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Current Date \_\_\_\_\_ Patron Submitting Complaint \_\_\_\_\_

Address \_\_\_\_\_

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Telephone Number \_\_\_\_\_

Describe the *specific* reason for the complaint. State only those facts about which you have first-hand information. Do not include any hearsay or rumors that you may have heard. Please do not exaggerate the circumstances surrounding your area of complaint. State only those details that you could prove under cross-examination. Try to present specific dates on which the alleged incident occurred. **(You may attach a separate sheet if you prefer).**

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(Exhibit BJA-1) (Signature of Complainant)

**DISPOSITION OF COMPLAINT**

To: \_\_\_\_\_ a complaint has been lodged against you for the reasons stated on the other side of this form. Please respond in writing below to the complaint:

Date: \_\_\_\_\_

(Signature of Employee)

Action by Administration:

\_\_\_\_\_Submitted to Employee/ \_\_\_\_\_Reply Received from Employee/

(Date) Student/Parent (Date) Student/Parent

Action taken by the Administration:

\_\_\_\_\_ (Date)

(Signature of Administrator)

(Exhibit: BJA-2)

**DEPOSITION OF COMPLAINT**

To: \_\_\_\_\_ a complaint has been filed on the policy or procedure for the following area.

Nature of the complaint:

Date: \_\_\_\_\_

Signature

School District Action:

Date: \_\_\_\_\_

Signature

This action by the school district can be appealed to the North Dakota Department of Public Instruction and if not satisfied can be appealed to the Department of Education of the United States.  
(Exhibit BJA-3)

#### State of North Dakota Contact Information:

Contact Information for Title Departments of North Dakota with specific individuals associated within certain areas are as follows:

The written complaint must be sent via mail or e-mail to:

(Director of Specific Title program)

North Dakota Department of Public Instruction

600 E Boulevard Avenue, Dept 201

Bismarck, ND 58505-0440

Federal Title Directors

Consolidated Grants/REAP Beverly Fischer [bflscher@state.nd.us](mailto:bflscher@state.nd.us)

Title I Part A Laurie Matzke [lmatzke@state.nd.us](mailto:lmatzke@state.nd.us)

Title EI Part A Greg Gallagher [ggallagher@state.nd.us](mailto:ggallagher@state.nd.us)

Title II Part D Chris Kalash [ckalash@state.nd.us](mailto:ckalash@state.nd.us)

Title III Part A Man Rasmussen [mrasmussen@state.nd.us](mailto:mrasmussen@state.nd.us)

Title IV Part A Valerie Fischer [vfischer@state.nd.us](mailto:vfischer@state.nd.us)

Title V Part A Greg Gallagher [ggallagher@state.nd.us](mailto:ggallagher@state.nd.us)

Any complaint must include:

- The date;
- The name of the district, unit, or individual the complaint is against;
- The name, address, and telephone number of the person making the complaint;
- A detailed description of the complaint, including specific facts; and
- The signature of the person making the complaint.

When a written complaint is filed, the appropriate DPI Title director will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received.

#### Reconsideration

Once a response is received from DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent within thirty (30) days of the date of the Title director's response. The State Superintendent will issue a final decision within thirty (30) days of the request for reconsideration.

#### Other Formal Dispute Resolution Procedures

Rules regarding dispute resolution between a school district and DPI regarding state or federal funds are outlined in chapter 67-22-01 of the North Dakota Century Code.

Department of Education – Washington DC

If not satisfied with the Department of Public Instruction's decision the dispute can be referred to the United States Department of Education in Washington DC. Information on who to contact will be provided by the ND Department of Public Instruction in Bismarck.