

TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE

Process

Any individual who believes that the Maple Valley School District has violated the regulations or law governing a Title program should submit a complaint to the principal at Maple Valley School, 207 Broadway, Tower City, ND 58071 or call 701-749-2570. The principal shall investigate the complaint and provide the individual with a written response within 30 days or as soon as practicable.

The complaint must include:

1. The date;
2. A detailed description of the complaint, including specific facts;
3. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the Superintendent. The Superintendent shall issue a written response to the complainant as soon as practicable not to exceed 30 days.

Reconsideration

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the Title Program Director, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. DPI has established a reconsideration procedure in the event that a complainant is dissatisfied with the State Title Program Director's decision.

Once the state-level complaint review process has been exhausted, a complainant may forward the complaint to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208.

End of Maple Valley School District #4 Policy GABDB..... Adopted: 02/15/17

Sample Documentation – Submission D04 – Dispute Resolution Policy

XYZ Public School District Dispute Resolution Policy

Federal and state regulations require districts to adopt procedures for receiving and resolving disputes. A complaint may include an investigation by district staff that will determine the findings of facts, conclusions, and reasons for the final decision.

Any individual who believes the XYZ Public School District has violated the regulations or law governing the federal Title program should submit a detailed, written statement of facts supporting the allegation to:

XYZ Public School Federal Title Program Representative
XYZ Public School District
123 Education Lane
Anytown, ND 12345

Any complaint should include the following:

- Date;
- Name of the school district, unit, or individual the complaint is against;
- Name, address, and telephone number of the individual filing the complaint;
- Detailed description of the complaint, including specific facts; and
- Signature of the person making the complaint.

When a written complaint is filed, the appropriate staff member will investigate and issue a written response.

Reconsideration: If either party is not satisfied with the handling of the complaint or resolution, the matter can be appealed to the district's superintendent.

XYZ Public School Superintendent
XYZ Public School District
123 Education Lane
Anytown, ND 12345

Once a response is received, the complainant has the right to submit a written reconsideration request to:

State Superintendent
North Dakota Department of Public Instruction
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

The department will issue a final decision within thirty (30) days of the request for reconsideration unless the dispute resolution involves a homeless youth. The department must not exceed fifteen (15) days to resolve any issue related to homeless disputes.

If the complaint is not resolved to the satisfaction of the individual, the individual may forward the complaint to:

The Secretary of Education
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208

Other Formal Dispute Resolution Procedures: Rules regarding dispute resolution between a school district and the North Dakota Department of Public Instruction regarding state or federal funds are outlined in the following:

- Chapter 67-23-05 of the NDDPI Administrative Rules
- Title IX, Part E, Subpart 1, Section 9503 of ESEA – Complaint Process for Participation of Private School Children
- Title X, Part C, Section 722(g)(1)(C) of the ESEA – McKinney-Vento