

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

Dispute Resolution Policy Requirements

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title I program.

If a parent, school personnel or any interested person wishes to file a complaint, a policy must be established which outlines the following components:

Process: (Once received, the process that will occur. The process must define a reasonable time limit for responding to the complaint.)

Contact Information: (Who the complaint should be sent to)

Any complaint must include: (What complaint must include)

Reconsideration:

The policy must address the process, at the local level, if the complainant wants the district's decision reconsidered. It must state that they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

State Superintendent
North Dakota Department of Public Instruction
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The Secretary of Education
U.S. Department of Education
555 New Jersey Avenue NW
Washington, D.C. 20208

The following two pages include these documents, which may assist school personnel in creating their Dispute Resolution Policy.

- ▶ North Dakota Federal Title Programs Dispute Resolution Policy and Procedures
- ▶ Template – Public School District Dispute Resolution Policy

If you have any questions regarding the Dispute Resolution Policy and Procedures, please contact Laurie Matzke at lmatzke@nd.gov or 701-328-2284.

North Dakota Federal Title Programs Dispute Resolution Policy and Procedures

Federal regulations require that each state adopt procedures for receiving and resolving disputes pertaining to any of the federal Title programs. A complaint will include an investigation by Department of Public Instruction (DPI) staff that will result in a determination of findings of facts, conclusions, and reasons for a final decision.

If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

- 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	Stephanie Gullickson	sgullickson@nd.gov
Title I Part A	Laurie Matzke	lmatzke@nd.gov
Title II Part A	Greg Gallagher	ggallagher@nd.gov
Title II Part D	Pat Laubach	plaubach@nd.gov
Title III Part A	Kerri Whipple	kwhipple@nd.gov
Title IV Part A	Valerie Fischer	vfischer@nd.gov

- 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. Once a response is received from the State Superintendent, the person making the complaint may submit a reconsideration request in writing to The Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue, NW, Washington, D.C. 20208.

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.

TEMPLATE

Public School District Dispute Resolution Policy

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title I program.

If a parent, school personnel or any interested person wishes to file a complaint, a policy must be established which outlines the following components:

Process: (Once received, the process that will occur)

The process must define a reasonable time limit for responding to the complaint.

Contact Information: (Who the complaint should be sent to)

Any complaint must include: (What complainant must include)

Reconsideration:

The policy must address the process, at the local level, if the complainant wants the district's decision reconsidered. It must state that they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

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