

**TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE**

**Process**

Any individual who believes that the **Tioga School District #15** has violated the regulations or law governing a Title program should submit a complaint to the **Superintendent at Tioga School District #15 at PO Box 279; Tioga, ND 58852 or at 303 N. Linda St.; Tioga, ND 58852 or by calling (701) 664-2333.**The **Superintendent** shall investigate the complaint and provide the individual with a written response within 30 days or as soon as practicable.<sup>1</sup>

The complaint must include:

1. The name, address, and telephone number of complainant;
2. The date;
3. Listing of district, unit, or individual complaint is against;
4. A detailed description of the complaint, including specific facts;
5. The signature of person making the complaint.

If the complainant is dissatisfied with the response, the complainant may submit an appeal request to the **Title Program Director** 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 Tioga PSD #15 Policy GABDB.....Amended: February 14, 2023**

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<sup>1</sup> The 30 day deadline is recommended by NDSBA but not required by federal law.