

## **FEDERAL TITLE PROGRAMS DISPUTE RESOLUTION POLICY**

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

Any individual who believes that the Hillsboro Public School District has violated the regulations or law governing the federal Title program should submit a detailed statement of facts supporting the allegation to the district superintendent.

Paula Suda  
Hillsboro Public School  
PO Box 579  
Hillsboro, ND 58045

The district superintendent shall investigate the complaint and provide the individual with a written response within thirty (30) calendar days.

If an individual wishes to appeal the determination of the Superintendent of Schools, the individual should submit a written complaint sent via mail or e-mail to:

Supt. Kristen Baesler  
North Dakota Department of Public Instruction  
600 E Boulevard Ave, Dept. 201  
Bismarck, ND 58505-0440

The Superintendent shall provide the individual with the appropriate name and email address of the director of the specific title program. Any complaint must include the following:

- Date;
- Name of 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 ND 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 ND DPI staff, the person making the complaint may submit a reconsideration request in writing to the State Superintendent with thirty (30) days of the Title director's response. The State Superintendent will issue a final decision within thirty (30) days of the request for reconsideration.

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 ND DPI regarding state or federal funds are outlined North Dakota Century Code, chapter 67-22-01.