

**FEDERAL TITLE PROGRAMS DISPUTE RESOLUTION PROCEDURE**

Federal regulations require that each district adopt procedures for receiving and resolving disputes pertaining to any of the federal Title programs. A complaint will include an investigation by Dickinson Public Schools (DPS) 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:

Superintendent  
Dickinson Public Schools  
444 4<sup>th</sup> Street West  
Dickinson, ND 58601-4951

Any complaint must include:

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

The Superintendent shall investigate the complaint and provide the individual with a written response within 30 days or as soon as practical.

If the complaint is not resolved to the satisfaction of the complainant at the district level, the complainant may forward the complaint to the State Superintendent, Department of Public Instruction, 600 East Boulevard, Bismarck, ND 58505. Department of Public Instruction has established a reconsideration procedure with specific resolution timelines, which the complaint shall be apprised of when filing a complaint at this level.

If the complaint is still not resolved to the satisfaction of the complainant, the complaint may be forwarded to the Secretary of Education, U.S. Department of Education, 555 New Jersey Avenue NW, Washington, DC 20208.

**End of Dickinson School District #1 Policy GABDB ..... Amended: 10/10/16**