

## **Manvel Public School District Title 1 Dispute Resolution Policy**

Federal Regulations require that each district adopt procedures for receiving and resolving disputes pertaining to the Title 1 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:**

1. Written complaint must be sent via mail to:

Manvel Public School  
Attention: Mr. Matt Bakke: Administrator  
801 Oldham Ave.  
Manvel, ND 58256

2. Mr. Bakke and/or Mrs. Hiltner will review complaint;
3. Complainant, school personnel and principal will meet to address and resolve complaint;
4. Principal will issue a finding within 10 working days;
5. Complainant can appeal to School Board;

### **Contact Information:**

Matt Bakke: Administrator (701)696-2212 or [Matt.Bakke@manvelk8.com](mailto:Matt.Bakke@manvelk8.com)

Melissa Hiltner: Principal (701)696-2212 or [Melissa.Hiltner@manvelk8.com](mailto:Melissa.Hiltner@manvelk8.com)

### **Any complaint must include:**

1. The date;
2. The name of the individual or class the complaint is against;
3. The name, address, and telephone number of person making the complaint;
4. A detailed description of complaint, which includes specific facts;
5. The signature of the person/persons making the complaint;

### **Reconsideration:**

The person making the complaint may submit a reconsideration request in writing to Mr. Bakke any time prior to initial meeting. Mr. Bakke will issue a final decision within 10 working days of the request for reconsideration.

This decision may be submitted to and reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education if deemed unacceptable to the complainant.

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

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