

Title I Dispute Resolution Procedure

Parents/Guardians, school personnel, or any interested party wishing to file a complaint pertaining to the District's Title I Programs will follow the process as outlined. (TGU District Schools include: TGU Towner Elementary, TGU Towner High School, TGU Granville Elementary, TGU Granville High School.)

Process:

- I. A parent/guardian, school personnel, or any interested person may present a grievance in writing at any time to the Title I immediate supervisor provided that the term or condition of employment giving rise to the grievance still exists at the time the grievance is presented or did exist no more than fifteen (15) days prior to the time the grievance is presented. The supervisor shall make every effort to resolve the grievance, and shall within ten (10) days of the filing of the grievance, render a written answer on the grievance.
- II. If no agreement is reached or the time limit elapses without answer as outlined in Step One, the aggrieved person may present the written grievance to the Superintendent. This step must be initiated within four (4) days of the supervisor's written decision, or within fourteen (14) days of the filing of the grievance in the event the supervisor fails to provide a written answer. The Superintendent shall either refer the grievance to a designated representative or shall personally work with the aggrieved to seek an equitable solution within ten (10) days. A written response shall be made to the grievant within the same ten (10) days.
- III. Within five (5) days after receiving the decision of the Superintendent an appeal from the decision may be made in writing to the School Board. The appeal shall be forwarded to the grievant in writing within five (5) days after the meeting.
- IV. If the grievant is not satisfied with the decision of the Board, the grievant may request binding arbitration of the grievance within ten (10) days after receiving the written response. Within ten (10) days after receiving the request for arbitration, the grievant and the Board shall appoint a mutually acceptable neutral third party as an arbitrator.

Contact Information

Complaints should be resolved at the lowest possible level of authority before the matter is referred to the Superintendent for review. The contact personnel for the TGU School District #60 are as follows:

TGU Granville: K-6 Schoolwide Title I Teacher
7-12 Schoolwide Title I Math Teacher
7-12 Schoolwide Title I English Teacher
K-12 Principal

TGU Towner: K-6 Schoolwide Title I Teacher
7-12 Schoolwide Title I Math Teacher
7-12 Schoolwide Title I English Teacher
K-12 Principal

District: Schoolwide Coordinator
Superintendent

Any complaint must include the grievant's name, address, and telephone number; a summary of the problem, conflict or complaint, and why the grievant believed the incident occurred, and the requested remedy or solution. The written grievance must contain a signature.

Reconsideration

After the investigation is conducted and the grievant feels the complaint is not resolved, they have the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

North Dakota Department of Public Instruction
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