

Grand Forks School District Dispute Resolution Policy/Procedures

Federal regulations require that each school district adopt procedures for receiving and resolving disputes pertaining to the Title programs. It also requires each school district to specifically address the resolution of issues with students experiencing homelessness.

If a parent, school personnel or any interested person wishes to file a complaint, the following process must be followed:

1. The written complaint must be sent to the authorized representative of the appropriate Title program by mail to:

Jody Thompson
Grand Forks School District
P.O. Box 6000
Grand Forks, ND 58206-6000

List of Authorized Representatives

Title I – Jody Thompson
Title IIA – Jody Thompson
Title III – Jody Thompson
Title IV – Jody Thompson
Title IV Part B 21st Century– Jody Thompson
Homeless Liaison – Jennifer Modeen

2. The complaint must include:
 - The date;
 - The name, address, and telephone number of the person making the complaint;
 - The name of the individual (if applicable) the complaint is against;
 - A detailed description of the complaint, including specific facts; and
 - The signature of the person making the complaint.
3. When a written complaint is filed, the appropriate authorized representative will investigate and issue a written response within thirty (30) days from the date the complaint is received.
4. Once a response is received from the Authorized Representative, the person making the complaint may submit a reconsideration request in writing to the Superintendent of Schools within thirty (30) days of the date of the Authorized Representative's response. The Superintendent of Schools will issue a final decision within thirty (30) days from the date the reconsideration request is received.
5. In the event the complaint is not resolved, the person making the complaint has the right to have their complaint reconsidered by the North Dakota Department of Public Instruction and the U.S. Department of Education.

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

6. If a dispute arises over an issue concerning the transition of homeless children and youth regarding school selection and enrollment, the following procedures are put in place:
 - A student will be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute over school selection and enrollment.
 - The principal will refer the student and the parent/guardian to the district's homeless liaison to carry out the dispute resolution process as quickly as possible.
 - The parent/guardian will be provided a written explanation of the school's decision regarding school selection and enrollment if a parent/guardian or student disputes the school selection and enrollment decision.
 - The school district's homeless liaison will provide the homeless coordinator at the State level all written documentation and related paperwork pertaining to the dispute if the dispute remains unresolved at the district level or appealed.
 - The State homeless liaison will review the materials and determine the school selection or enrollment decision. The LEA, school, and parent will be notified of this decision.