

**Saint Paul Public Schools
Non-Public Schools Federal Programs Complaint Procedures**

During the course of administering federally funded programs there may be disagreements about how the law or guidelines are to be interpreted and applied by teachers, parents, principals and administrators. In attempting to resolve disputes over the issue(s) being raised, the following steps will be followed.

1. The individual raising the question will submit a written statement to the school district Title administrator(s) indicating which section(s) of the law, regulations, or guidelines were not properly interpreted or applied.
2. The District program administrator(s) will meet with the individual raising the question and discuss the school district's interpretation of the law, and how it was implemented in the area in question.
3. If the individual raising the question is not satisfied with the District program administrators' explanation, then a written request to the District program administrator(s) should be submitted citing the statutory or regulatory violation(s) and requesting a meeting with the State Director of the program.
4. The District program administrator(s) will schedule a meeting with themselves, the State Director of the program, and the individual raising the question to discuss the issue(s) related to the law and/or guidelines and how they were applied to the areas in question.
5. Within ten (10) days after the meeting with the State Director of the program, the Director will respond in writing to the District program administrators and the individual raising the question regarding Minnesota's current interpretation and application of the section(s) of the law and/or guideline(s) that were in question.
6. If the issue is still not resolved to the individual's satisfaction, the individual has the right to contact the U.S. Department of Education for further clarification and resolution.

Saint Paul Public Schools District Federal Program Administrators

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