

Kenowa Hills Public Schools

Protocol for Communicating Concerns*

Process by which to Communicate Concerns with School Personnel

*All concerns with any perceived or legitimate connection to Title VII, Title IX, or issues related to equity and diversity within the KHPS Learning Community shall include the appropriate designee identified below,

ON MATTERS INVOLVING TITLE IX:

Title IX Co-Coordinator, [Brooke Davis](#), 616-784-2511

Title IX Co-Coordinator, [Bill Dinkelman](#), 616-784-2511

ON MATTERS INVOLVING DIVERSITY AND EQUITY:

Director of Diversity, Equity, and Mental Health Services, [Brooke Davis](#), 616-784-2511

1. ON MATTERS INVOLVING INSTRUCTION/CURRICULUM

- a. Classroom Teacher
- b. Principal
- c. Assistant Superintendent, [Bill Dinkelman](#), 616-784-2511
- d. Superintendent, [Gerald Hopkins](#), 616-784-2511
- e. [Board of Education](#)

2. ON MATTERS INVOLVING SPECIAL EDUCATION

- a. Special Education Teacher
- b. Principal
- c. Director of Special Education, [Luke Scholten](#), 616-647-0910
- d. Assistant Superintendent, [Bill Dinkelman](#), 616-784-2511
- e. Superintendent, [Gerald Hopkins](#), 616-784-2511
- f. [Board of Education](#)

3. ON MATTERS INVOLVING MENTAL HEALTH

- a. Director of Diversity, Equity, and Mental Health Services, [Brooke Davis](#), 616-784-2511

4. ON MATTERS INVOLVING ATHLETICS

- a. Coach
- b. Athletic Director, High School - [Kim Moffett](#), 616-784-2115
Middle School - [Eric Haik](#), 616-785-3225
- c. Principal, High School - [Nate Robrahn](#), 616-784-2400
Middle School - [Zach Christian](#), 616-785-3225

- d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
5. ON MATTERS INVOLVING STUDENT DISCIPLINE
- a. Classroom Teacher
 - b. Assistant Principal
 - c. Principal
 - d. Assistant Superintendent, [Bill Dinkelmann](#), 616-784-2511
 - e. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - f. [Board of Education](#)
6. ON MATTERS INVOLVING FACILITIES/GROUNDS/BUILDINGS
- a. Building Principal
 - b. Director of Operations, [Sam Wiltheiss](#), 616-784-2511
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
7. ON MATTERS INVOLVING TRANSPORTATION
- a. Bus Driver
 - b. Transportation Supervisor, [Paula Neuman](#), 616-453-4757
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
8. ON MATTERS INVOLVING FOOD SERVICE
- a. Building Principal
 - b. Food Service Director, [Megan Johnson](#), 616-784-0175
 - c. Director of Finance, [John Gilchrist](#), 616-785-2511
 - d. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - e. [Board of Education](#)
9. ON MATTERS INVOLVING PERSONNEL COMPLAINTS**
- a. Support Staff
 - i. Immediate Supervisor of Employee (typically the Building Principal)
 - ii. Director of Finance, [John Gilchrist](#), 616-785-2511
 - iii. Superintendent, [Gerald Hopkins](#), 616-784-2511
 - iv. [Board of Education](#)
 - b. Teaching Staff

- i. Building Principal
- ii. Assistant Superintendent, [Bill Dinkelman](#), 616-784-2511
- iii. Superintendent, [Gerald Hopkins](#), 616-784-2511
- iv. [Board of Education](#)

***Concerns regarding administrative staff should be reported to appropriate level ii staff above. Please note that the Director of Finance oversees support staff (including Building & Grounds, Food Service and Transportation), and the Superintendent oversees teaching and administrative staff.*