

# 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 other matters of discrimination 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 OTHER FORMS OF DISCRIMINATION:

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

#### 4. ON MATTERS INVOLVING ATHLETICS

- a. Coach
- b. Athletic Director, High School - [Ross Willick](#), 616-784-2115  
Middle School - [Eric Haik](#), 616-785-3225
- c. Principal, High School - [Nate Robrahn](#), 616-784-2400  
Middle School - [Mike Dodge](#), 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 Dinkelman](#), 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, [Val Conklin](#), 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 Dinkelmann](#), 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.*