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Kentwood Public Schools Discrimination Complaint Form

The Kentwood Public School District (“the District”) prohibits sex discrimination in all of its education programs and activities. Sex-based harassment is a form of sex discrimination, which means harassment on the basis of sex – including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Complaints may be submitted orally or in writing. Please contact or submit this form to:

Executive Director of Human Resources
Title IX Coordinator
616-455-4400
5820 Eastern Avenue, Kentwood, MI 49508
Human.Resources@kentwoodps.org

Executive Director of Student Services
Title IX Coordinator
616-455-4400
5820 Eastern Avenue, Kentwood, MI 49508
Human.Resources@kentwoodps.org

The following people have the right to make a complaint of sex discrimination and harassment, requesting that the District investigate and make a determination about alleged discrimination:

- A “complainant,” which includes:
 - a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX;
 - a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- The District’s Title IX Coordinator, after consideration of relevant factors.

Retaliation:

The District prohibits retaliation against any person who reports or files a complaint of unlawful discrimination or who cooperates in the investigation of such a complaint. Retaliation can result in disciplinary action up to and including discharge or expulsion. Retaliation allegations should be reported to the applicable Coordinator.

Use of this form is not required, but it does assist the District in gathering data related to the Complaint to ensure a prompt investigation. A Complainant’s failure to use this form will not be the basis to delay an investigation.



For office use only

Received by HR:

Please see Board Policy 2264 for more information.

Key Terms:

Complainant:

- a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Respondent:

- a person who is alleged to have violated the Board's prohibition on sex discrimination.

This form is being submitted by: _____

Phone: _____ Email: _____

Complainant Information:

Complainant Name: _____ Student Staff

If the Complainant is a student:

Date of birth: _____ Building: _____ Grade: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Respondent's Name: _____ Student Staff

If the Respondent is a student:

Date of birth: _____ Building: _____ Grade: _____

If the Respondent is an employee:

Job Title: _____ Building: _____



Date of Incident	
Time of Incident	
Location of Incident	
Witness Name(s) if any	

Describe the alleged discrimination that you are requesting the District investigate. Please be specific. Describe or attach any evidence you believe is relevant. Attach additional pages if needed: _____

What would you like the District to do to remedy the situation?

SIGNATURE

DATE