KN COMPLAINTS

Revised: 7.14.2025

USD 261 Complaint Form

The Board of Education policies for USD 261 prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinator:

District Discrimination Coordinator:	The Asst. Superintendent for Human Resources and Student Services, 1745 W. Grand, Haysville, KS 67060, Gillian Macias, gmacias@usd261.com, 316-554-2200
Title IX Coordinator:	The Asst. Superintendent for Human Resources and Student Services, 1745 W. Grand, Haysville, KS 67060, Gillian Macias, gmacias@usd261.com, 316-554-2200
Complainant Name: Address: Email Address: Telephone Number:	_____ _____ _____ _____
Nature of the Complaint (Please Select Any that Apply):	I believe that I have, or someone I know, has been subjected to discrimination on the basis of: ☐ Race ☐ Color ☐ National Origin ☐ Racial Harassment ☐ Sex ☐ Sexual Harassment ☐ Disability ☐ Religion ☐ Age ☐ Genetic Information ☐ Harassment of the basis of _____ OR ☐ General Complaint / Not Related to Perceived Discrimination My complaint is not one of perceived discrimination or harassment but is regarding the situation described below.

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Please describe the incident or act complained of:

Name of person you are filing the complaint against: _____

Please include information about:

- Who was the person engaging in the conduct?
- Who was the conduct directed toward?
- What was the nature of the conduct?
- When did it occur?
- Where did it occur?
- What effect did the incident have on you? What effect did it have on the person allegedly targeted?

_____

_____

_____

_____

_____

Attach additional sheets if necessary.

Were there any witnesses to this incident?

☐ Yes ☐ No

If yes, please indicate who the witnesses were:

_____

_____

What action do you believe the school or district should take with regard to this incident?

_____

_____

If the matter proceeds to an investigation or hearing, will you appear and make and be interviewed and/or testify as to your knowledge of the matter?

☐ Yes ☐ No

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