

**Kimberly School District**

**COMMUNITY RELATIONS**

**4310F**

**Concern You Would Like Addressed**

(Please keep your presentation to one sheet. Thank you.)

*If the complaint pertains to sexual harassment or sexual misconduct, the concern should be recommended to the Title IX Coordinator to address in accordance with Policy 3085.*

Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Please identify the right guaranteed by the state or federal constitution, state or federal statute, or Board policy you believe has been violated. If this was an instance of sexual harassment, please report the issue as described in Policy 3085 and Procedure 3085P.:

.....  
.....  
.....

Examples that demonstrate the problem: \_\_\_\_\_

.....  
.....

Results: \_\_\_\_\_

.....  
.....

Suggested Solutions: \_\_\_\_\_

.....  
.....

Response Date: \_\_\_\_\_

Person Responding: \_\_\_\_\_

Kimbelry School District

**Response to Concern**

*If the complaint pertains to sexual harassment or sexual misconduct, the concern should be recommended to the Title IX Coordinator to address in accordance with Policy 3085.*

Person Responding: \_\_\_\_\_ Response Date: \_\_\_\_\_

Method used to communicate response: \_\_\_\_\_

Actions taken to investigate concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People contacted in gathering information upon which to make decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Findings of the investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results of communicating the decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature