



Complaint Form

(including incidents of bullying, harassment and discrimination)

Date of complaint: _____ Date of incident: _____

School or other location where incident occurred: _____

Person reporting: Student Parent Volunteer Employee Other: _____

Name: _____ or **Anonymous**
(Students, parents and volunteers may anonymously report bullying and harassment of any kind.)

Phone: home: _____ work: _____ cell: _____

Address: _____ City: _____ Zip: _____

Does this complaint involve a report of harassment, intimidation, bullying, cyberbullying, hazing, teen dating violence or discrimination?

- NO** **YES** — **Reported offender** (check one): **Reported victim** (check one):
- | | | | |
|----------------------------------|--|----------------------------------|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Teacher | <input type="checkbox"/> Student | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator | <input type="checkbox"/> Parent | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other Staff | <input type="checkbox"/> Other | <input type="checkbox"/> Other Staff |

Have you attempted to resolve the incident/complaint at the school level?

- YES** Who did you talk to? _____
What were the results? _____

- NO** Why not? _____

The first steps of the Eugene School District’s complaint process are to report the complaint to the school or department and to try to resolve the issue between the complainant and the person whom he or she believes has violated the district’s policies. If you are unable to resolve the issue by working with the school or department, you may file a formal complaint with the superintendent’s office.

If the complaint has not yet been addressed at the site level, it will be referred to the school or department, and the administrator or his/her designee will contact you to follow up. (If the principal or supervisor is the subject of the complaint, this step is bypassed.) If you have worked with the school or department but have been unable to resolve the issue, the superintendent will designate a person to follow up on the complaint.

_ CONTINUE TO PAGE 2 _

