



Eugene School District 4J
Formal Complaint Form
(including harassment and discrimination)

Parents, students and staff work together frequently to address concerns and improve the educational experience for students. Raising concerns directly with the involved employee, school or department is often the most effective way to resolve them.

While problem-solving at the local, school level is encouraged, some complaints are not resolved at the local level and in some circumstances, a person may wish to raise their concern with district administration immediately.

You may file a formal, district-level complaint by submitting this form to the Office of the Superintendent.

Information about complainant

Name: _____ or **Anonymous**

Person reporting: Student Parent Employee Volunteer Other: _____

I am filing this complaint on behalf of: Myself My child Another student Other

Phone home _____ work _____ cell _____

Address _____ **City** _____ **Zip** _____

Email address _____ **School name** _____

Date of complaint _____

Type of complaint (please check the appropriate box)

Legal compliance

Alleged noncompliance with Oregon school regulations (OAR 581-022 Program Standards) or other law applicable to district programs. Examples include: Special Education, Talented and Gifted, Alternative Education, Instructional Hours, Health and Safety, Nutrition, Restraint and Seclusion, or Title IX.

Discrimination or harassment based on a legally protected characteristic

Please check the actual or perceived characteristic upon which the alleged conduct was based.

- | | | |
|--|---|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> National origin | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Sex or gender |
| <input type="checkbox"/> Gender identity or expression | <input type="checkbox"/> Race or ethnicity | <input type="checkbox"/> Sexual harassment |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Religion | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Military or veteran status | <input type="checkbox"/> Other (describe) _____ | |

Bullying, harassment, intimidation, cyberbullying or hazing not based on a legally protected characteristic.

Other concern

CONTINUE TO PAGE 2 ➡

Details of complaint

What happened? Please describe the incident or concern you experienced that led to this complaint, including the events and actions in as much detail as possible. Please attach additional pages if you need more space.

Are you making a complaint about a specific staff person? Yes Name _____

Who was involved in the incident or concern?

Who witnessed it?

Where did it happen?

When did it happen and/or when did you learn about it?

Have you attempted to resolve the incident or concern at the school level?

YES Who did you talk to?
What were the results?

NO Why not?

How would you like the district to resolve your complaint?

Submit to: Eugene School District 4J, Superintendent's Office, 200 N. Monroe St., Eugene, Oregon 97402

What comes next? The superintendent's office will send you a written acknowledgement, within 10 working days of receiving this form, telling you who will follow up on your complaint.

Questions? Contact the superintendent's office at 541-790-7706 or find additional information about district complaint procedures at www.4j.lane.edu/complaints.