



Ojai Unified School District

Harassment / Bullying Complaint Form

Instructions: This form may be submitted by anyone being harassed/bullied or who has witnessed someone else being harassed/bullied. It is to be turned into the office or principal. This form must be completed by any school employee who has witnessed or is investigating an incident of harassment / bullying.

“Bullying is when someone **REPEATEDLY** and **ON PURPOSE** says or does mean or hurtful things to another person who has a hard time defending himself or herself.” (Olweus)

Date _____ School: _____

Name of person making complaint: _____ Phone: _____

Location of incident(playground/classroom/bus): _____

Name of alleged perpetrator: _____ Name of alleged victim: _____

Date and time of incident(s): _____

Were there any witnesses/bystanders? ___ Yes ___ No If so, who? _____

Nature of Complaint (check all that apply):

Direct Bullying

- ☐ hitting/shoving
- ☐ kicking
- ☐ biting
- ☐ name calling/teasing
- ☐ taking property
- ☐ threats (verbal/note)
- ☐ direct racial comments
- ☐ inappropriate touching/comments
- ☐ retaliation
- ☐ other

Indirect Bullying

- ☐ spreading rumors
- ☐ internet posting
- ☐ electronic messaging
- ☐ cyberbullying
- ☐ exclusion
- ☐ social cruelty (list): _____
- ☐ indirect racial comments
- ☐ involving others in retaliation

Explain: _____

Has this been an ongoing offense (occurring more than once over a long period of time)? ___ Yes ___ No

Explain: _____

Name _____ Signature _____ Date _____