

**ALLEN EAST ELEMENTARY SCHOOL**  
*Bullying Incident Report*

Status of person making this report:                       Student                       Parent                       Staff

Name of person making this report: \_\_\_\_\_ OR     I wish to remain anonymous

Name of Victim: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Name(s) of accused Bully(ies): \_\_\_\_\_ Grade \_\_\_\_\_  
 \_\_\_\_\_ Grade \_\_\_\_\_

Name/Role of other students involved:

_____	<i>Supporter</i>	<i>Onlooker</i>	<i>Defender</i>	<i>Reporter</i>
_____	<i>Supporter</i>	<i>Onlooker</i>	<i>Defender</i>	<i>Reporter</i>

Type of Incident:

- Verbal                      (name-calling, teasing, insults)
- Intimidation              (threats, taking/destroying possessions, exclusion, spreading rumors)
- Severe                      (physical assault, cyber bullying, sexual/racial remarks)

Time of Incident:

- During the school day (including bus)
- Outside of the school day during school-related activities
- Outside of the school day during non-school-related activities

Location of Incident:

- |  |           |                                       |
|--|-----------|---------------------------------------|
| <input type="checkbox"/> Hallway               | Auditeria | <input type="checkbox"/> Bus          |
| <input type="checkbox"/> Playground            | Library   | <input type="checkbox"/> Classroom    |
| <input type="checkbox"/> Gymnasium/Locker Room | Restroom  | <input type="checkbox"/> Other: _____ |

Describe the bullying incident (attach additional sheet if extra space needed): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Please drop off this report in the elementary office or send it by mail to:

Allen East Elementary School  
 c/o Mrs. Flugga  
 9105 Harding Hwy.  
 Harrod, OH 45850

- ❖ ***“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 BULLYING PREVENTION PROGRAM
- ❖ ***Please note that all reported behaviors will not always be a case of bullying. There will be some subjective decision-making made by teachers, staff, and administrators to determine whether an action falls under bullying or general discipline guidelines.***