

 **Bullying and Harassment Report Form 172-1**

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| Name and contact information of target of alleged bullying and harassment      |
| Your name and contact information if you were a witness to the incident      |
| Name of alleged bully or bullies      |

**Personal statement**

Please describe in as much detail as possible the bullying and harassment incident(s), including:

* the names of the parties involved
* any witnesses to the incident(s)
* the location, date, and time of the incident(s)
* details about the incident(s) (behaviour and/or words used)
* any additional details that would help with an investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

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| **Signature** | **Date** |

**If the alleged bully is a student, parent or other member of the public, submit this form to the worker’s principal or supervisor. Otherwise submit this form to the office of the Superintendent of Schools or the Secretary-Treasurer. Delivery can be done in person or in a sealed envelope marked as confidential.**