



Form 172-1

Bullying and Harassment Formal Report

Name and contact information of target of alleged bullying and harassment (complainant)

Your name and contact information if you were a witness to the incident

Name(s) of alleged bully or bullies (respondent)

By completing this form, you are acknowledging that you have read Administrative Procedure 172 and completed the Step One Informal Complaint or are initiating this report because the behaviour is extremely dangerous, or the respondent is your principal or direct supervisor.

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)
- explain how the behaviour meets the definition of bullying and harassment
- 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.

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.