



Prairie Rose School Division

Section G: Personnel

POLICY: GBAA-E
SUBJECT: Harrassment
APPROVED: August 25, 2014
MOTION: 192/14
REAFFIRMED:
REVISED:
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HARASSMENT DOCUMENTATION AND COMPLAINT FORM

Name of Alleged Victim(s) of Harassment: _____

School: _____

Home Address: _____

Home Telephone: _____

- Student
- PRSD staff
- Other _____

Name of Alleged Harasser(s): _____

- Student
- PRSD Staff
- Other

Name of Person Completing This Form (If Different From Alleged Victim): _____

- Student
- PRSD Staff
- Other

Date Incident Occurred: _____

Time Incident Occurred: _____

Place Incident Occurred: _____

Detailed Description of Incident; Who, Where, What, When, How: (Additional space available on reverse)

Names of Persons Witnessing The Incident: _____

Names of Person To Whom This Incident Was Reported: _____



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Agreed Upon Method Of Dealing With This Incident:
(To be discussed with the person assigned to action this complaint.)

- Informal Complaint
 Formal Complaint

Signature of Complainant Date

Received By (Name and Title) Signature of Recipient Date Received

Referred to (Person and Title) Date Received

Received By (Name and Title) Signature of Recipient Date Received

Signature of Recipient Date Received

Detailed Description of Incident; Who, Where, What, When, How: *(Continued from first page)*

Signature of Complainant Date

Received By (Name and Title) Signature of Recipient Date Received

Referred to (Person and Title) Date Received

Received By (Name and Title) Signature of Recipient Date Received

Signature of Recipient Date Received