

HARASSMENT INCIDENT REPORT FORM

FORM 139-A

INSTRUCTIONS FOR DISTRIBUTION

1. To be completed by Principal, designate, or supervisor.
2. Distribute as follows:

FOR STUDENT: Initiating student's OSR

WHERE A SUSPENSION OF 3 DAYS OR MORE OR AN EXPULSION HAS BEEN GIVEN: Student's OSR plus Area Superintendent, Superintendent responsible for Human Rights Education, Director (appended to suspension/expulsion letter)

FOR VOLUNTEER/COMMUNITY MEMBER: School File. Principal's discretion, according to seriousness of incident, whether to forward to Area Superintendent, Superintendent responsible for HRE, and Director

Harassment/Discrimination/Human Rights Violation Incident
REPORT FORM
(For incident initiated by student, volunteer, community member)

School/Location: _____ Date of Incident: _____

Principal/Designate/Supervisor: _____

Location of Incident: _____

Initiator's Name: _____
Student - Grade: _____ Age: _____
Other - identify: _____

Offended Person's Name: _____
Student - Grade: _____ Age: _____
Employee - Position: _____
Other - identify: _____

NATURE OF INCIDENT

(check boxes which apply):

- Harassing behaviour on the basis of _____
- Discriminatory Behaviour, on the basis of _____
- Bullying/peer abuse: physical, verbal and/or sexual
- Graffiti and/or display of harassing or discriminatory material
- Hate crime, activity and/or recruitment
- Assault - physical, verbal and/or sexual
- Electronic harassment, stalking, threatening physical or sexual harm, and/or discrimination
- Other: specify _____

INDICATE:

- 1st Incident
 - 2nd or Subsequent Incident (specify # _____ if more than 2)
- If 2nd or Subsequent - Reported? – Yes No
- If "Yes" - To Whom? _____ Date? _____
- Consequence? _____

Harassment/Discrimination/Human Rights Violation Incident

ACTION(S) TAKEN BY SCHOOL

FOR STUDENTS:

- Suspension (____ days)
- Expulsion (Limited or recommended for Full) (_____ days)
- Parent(s) Notified (students below the age of 18)
- Police Involved (Name[s] of Officer[s]_____)

- Police Report File #_____
- Involvement of Educational Services
- Involvement of Human Rights Advisor
- Referral to or requirement to receive counseling
- Restorative Justice
- Human Rights issues dealt with in larger context (e.g., class or school)

- Other; specify:_____

ACTION(S) TAKEN BY SCHOOL

FOR COMMUNITY MEMBERS/PARENTS/VOLUNTEERS:

- Written notification that Board does not condone behaviour
- Letter of Trespass Issued
- Police Involved (Name[s] of Officer[s]:_____)
- Termination of volunteer activity
- Other; specify:_____

IF POLICE WERE INVOLVED, WERE CHARGES LAID?

- Yes
- No
- Still in process, unknown

Signature of Principal/Designate

Harassment/Discrimination/Human Rights Violation Incident

Description of Incident:

Please outline, in detail, a description of the incident, providing names of all individuals involved, including witnesses or bystanders, as well as the results of the investigation. Attach statements from initiator(s) and offended person(s)/complainant(s). Append additional pages as needed.