

Form 139A
Harassment Incident Report Form



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 _____

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

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- ☐ 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:

- ☐ 1. Incident
- ☐ 2. or Subsequent Incident (specify # _____ if more than 2)

If 2 - Subsequent - Reported? – Yes ☐ No ☐

If "Yes" - To Whom? _____ Date? _____
Consequence? _____

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: _____

