

RCH INCIDENT REPORT FORM - AVRSB
Race Relations, Cross Cultural Understanding, & Human Rights (RCH)

(June 2002)

Date of Incident _____ Time: _____ School: _____

1. Complainant: _____ Grade/Position: _____

2. Offender(s): _____ Grade/Position: _____
_____ Grade/Position: _____
_____ Grade/Position: _____

3. Type of Violation: _____

4. Witnesses (*those who saw or heard the incident*):

Name: _____ Grade/Position: _____
Name: _____ Grade/Position: _____
Name: _____ Grade/Position: _____

5. To whom was the case first reported? _____

6. Describe the incident, including physical evidence (attach any additional, pertinent pages):

7. First Time Offender _____ Offended Before (This Year) _____

8. Names of parent(s)/guardian(s) notified and method of contact: _____

9. Classification of Complaint: Substantiated _____ Unable to Substantiate _____

10. Corrective/Disciplinary Action(s):

11. Educational and Proactive Measures:

12. Outline support given the complainant to deal with emotional feelings (anger, humiliation, embarrassment, fear of reprisal):

13. Complaint was resolved at the school level to the satisfaction of the complainant and his/her parents? Yes ___ No ___

14. The RCH School Advisor has been informed of this incident? Yes ___ No ___

15. Complaint requires further investigation by the RCH Coordinator? Yes ___ No ___

Signature of Principal/Designate _____ Date _____

(See "Reporting Procedure" on Reverse)

Procedure for Recording and Reporting RCH Incidents

1. Use this form to record all instances of Racial or Human Rights harassment involving students.
2. This form is to be filled out and the investigation is to be conducted by the Principal or designate.
3. All students and staff involved in the incident are to complete an "RCH INCIDENT - INDIVIDUAL SUPPLEMENTARY REPORT" (to be attached).
4. Attach any additional pertinent documents (school report forms, extended account of the event, etc.)
5. It is the duty of the Principal or designate to notify the parent(s)/guardian(s) of the Complainant and Offender(s) once the incident has been reported.
6. The RCH School Advisor is to be apprised of the details of the incident (not a requirement for incidents involving staff).
7. Parents of the Complainant are to be informed of disciplinary, educational and proactive measures taken.
8. The Offender is to be counselled (guidance counsellor, principal, vice principal, RCH School Advisor, etc.) or, if necessary, referred for external counselling.
9. The Complainant is to be provided opportunity for counselling (guidance counsellor, Student Support Worker, RCH School Advisor, external agency, etc.).
10. External and internal suspensions need include a relevant, educational assignment(s).
11. Except for repeat or severe offences, disciplinary action for primary to grade 3 students should exclude suspension.
12. **ALL FORMS ARE CONFIDENTIAL.** The Principal must retain a copy and a copy is to be sent through inter-office mail, **not faxed**, to the RCH Coordinator at the Annapolis Valley Regional School Board regional office.
13. **FORMS ARE TO BE SENT IN TO THE RCH COORDINATOR WITHIN FIVE (5) SCHOOL DAYS FROM THE DATE OF THE INCIDENT OR FROM THE DATE IN WHICH THE INCIDENT WAS FIRST REPORTED.**
14. The "RCH Incident - Individual Supplementary Report" form is the account of the individual only, and should not be influenced by a parent, staff, or any other party. This does not preclude another party assisting by taking a dictation of the account by the very young student or student with limited writing skills.
15. The Board must comply with the obligations under the Freedom of Info & Protection of Privacy Act (FOIPOP).

RCH INCIDENT - INDIVIDUAL SUPPLEMENTARY REPORT

(3 May 99)

Race Relations, Cross Cultural Understanding, & Human Rights (RCH)

(To Be Attached to RCH Incident Report Form)

Name: _____ Grade/Position: _____

School: _____ Today's Date: _____ Date of Incident: _____

Location of Incident: _____

Possible Witness(es): _____

Description: _____

Signature

Administrator/Designate Signature