



PRIVATE & CONFIDENTIAL

Human Rights Complaint Form

(for students/parents/caregivers to file a human rights complaint against TDSB staff)

COMPLAINANT:

I am a: [ ] Parent/Caregiver [ ] Student [ ] Community Member

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Are you reporting on behalf of a student? [ ] Yes [ ] No

If yes, please provide the student's information:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

CONTACT INFORMATION (If filing on behalf of student, please include your contact information):

Home/Cell Phone No: \_\_\_\_\_ Preferred Email address: \_\_\_\_\_

NAME OF RESPONDENT (PERSON (S) ACCUSED):

\_\_\_\_\_

Status of Respondent(s): [ ] TDSB Staff Member [ ] Student [ ] Parent [ ] Community Member [ ] Other

If the respondent is a TDSB staff member or student, please indicate their school/work location:

DETAILS OF COMPLAINT

Description of Alleged Harassment/Discrimination:

Definition of Harassment under the Ontario Human Rights Code ("Code") and Board's Human Rights Policy: "a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome." The vexatious comment or conduct must be because of a Prohibited Ground (see below).

Discrimination under the Code: People have the right to equal treatment and opportunities, without discrimination in the areas covered by the Code.

Not all unfair treatment and not all harassment are covered by the Code. The Code prohibits actions that discriminate against people based on the protected grounds below.

Please check off any ground(s) upon which the complaint is based. Please explain below why you believe so.

If you are unsure of the ground(s) simply indicate that in the description of the incident in the box below.

Prohibited grounds under the Ontario Human Rights Code and the Board's Human Rights Policy:

- [ ] Age [ ] Gender Expression
[ ] Ancestry [ ] Gender Identity
[ ] Citizenship [ ] Marital status (includes same sex partnership)
[ ] Colour [ ] Place of origin (where one was born)
[ ] Creed (religion) [ ] Race
[ ] Disability or perceived disability (Including mental or physical illness or injuries, and some addictions) [ ] Sex (including pregnancy, sexual harassment)
[ ] Ethnic origin [ ] Sexual orientation
[ ] Family status [ ] Socio Economic Status



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### DESCRIPTION OF INCIDENTS Please use additional pages if required.

When describing the incident(s) that you believe was harassment or discrimination please include: **What** happened? **Who** was involved? **When** did it happen and time)? **Where** did it happen? Were there any witnesses?

#### Incident 1:

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Witness(es):</b> _____ _____		
<b>Description of Incident:</b>		

#### Incident 2:

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Witness(es):</b> _____ _____		
<b>Description of Incident:</b>		

#### Incident 3:

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Witness(es):</b> _____ _____		
<b>Description of Incident:</b>		



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**Has this complaint been reported previously?** Yes No

If Yes, to who was it reported to: Teacher Vice-Principal/Principal Superintendent Other

What actions were taken?

If complaint was **not** reported previously, please indicate why:

**Have you filed any other complaint regarding these incidents (e.g., human rights tribunal)?**

Yes No

Please provide details:

**Desired Resolution (What would you like to see happen?):**

**Would you consider mediation as a form of early resolution to your concerns?**

Yes No

Please Explain:

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The information contained in this form is of a highly confidential nature and will be protected in accordance with the provisions of the ***Municipal Freedom of Information and Protection of Privacy Act***.

**PLEASE EMAIL THIS FORM TO THE SCHOOL'S PRINCIPAL OR SUPERINTENDENT OF EDUCATION THAT IS NOT IMPLICATED IN THE INCIDENTS.** As per s6.4 of [PR515](#), student complaints of alleged harassment/discrimination should be reported to the school administration. Student complaints against the administration should be reported to and will be addressed by the superintendent and if not addressed, can be forwarded to the Human Rights Office at [HumanRightsOffice@tdsb.on.ca](mailto:HumanRightsOffice@tdsb.on.ca). The complaint will be addressed through the appropriate school policy or procedure (e.g., Caring and Safe Schools, Parent Concern Protocol). Per the [Parent Concern Protocol](#), the student's classroom teacher is the first point of contact, followed by the school's principal, and then the school's superintendent. Complaints by a member of the public against Board staff will be forwarded to the immediate school principal or department manager of the affected area of the Board staff is working at the time of the alleged incident."