

Policy 701 Complaint Summary
to be used for complaints of non-professional conduct

Section I: Notification of Complaint

Complaint made by: _____ Pupil []
 (print person's name) Teacher []
 School Administrator []
 Phone No. of Complainant: _____ District Administrator []
 Parent/Guardian []
 DOE Staff []
 Other person _____ []
 (title or relation to pupil)

Section II: Identity of pupil believed to be subjected to non-professional conduct (victim)

Pupil: _____ D.O.B. _____
 name(s) Year Month Day
 School: _____ District: _____
 Parent/Guardian: _____ Phone No. _____ (H)
 _____ (W)

OR

Not applicable (e.g. non-professional conduct does not involve a pupil)

Section III: Identity of Respondent

Respondent: _____ Job Title: _____
 Person against whom allegation was made
 Work Location: _____ District: _____
 Phone No.: _____ (H)
 _____ (W)

Section IV: Description of Events (attach sheet if necessary)

Section V: Signatures

 Complainant / Victim Date: _____

 Signature of school official receiving the complaint Date: _____

PART A

Note: Every effort will be made to keep the complainant's/pupil's identity confidential. However, the steps needed to resolve this situation may require the release of the complainant's/pupil's name to investigators and possibly the respondent.

Section VI: Reporting to FCS/Police

Has this complaint been reported to:

Child Protection Services? No Yes

Date reported (Yr./Mo./Day) _____ Time: _____

Name of person who reported _____

Name of FCS official who received the report _____

Police or RCMP? No Yes

Date reported (Yr./Mo./Day) _____ Time: _____

Name of person who reported _____

Name of police official who received the report _____

Section VII: Communication Summary

Who was the first person in the school system to receive the complaint (or witness the situation) and when?

Position: _____ Name: _____ Date: _____
(Yr./Mo./Day)

Who completed Part A of the Complaint Summary?

Position: _____ Name: _____ Date: see Part A
(Yr./Mo./Day)

To whom was the Complaint Summary forwarded?

Position: _____ Name: _____ Date: _____
(Yr./Mo./Day)

When was a copy of this complaint summary sent to the superintendent's office? Date: _____
(Yr./Mo./Day)

Section VIII: Immediate Action Taken

Have the parents of the victim been notified? No Yes

If not, why: _____

Have measures been taken to minimize the contact between the victim and respondent?

No Yes

Describe arrangement: _____

Is there any other information you can provide concerning this incident?

Please specify: _____

Has the respondent been notified of the complaint? No Yes Date: _____

In accordance with Policy 701, the original Complaint Summary and any relevant documentation is to be forwarded to the superintendent's office after notification of the final outcome of the complaint is received from the superintendent's office.

PART B