## **Policy 701 Complaint Summary**

to be used for complaints of non-professional conduct

Section I:	Notification of Complaint			
	/:(print person's name) olainant:	School Administr	ator	[ ] [ ] [ ] [ ] [ ] ] ]
Section II:	Identity of pupil believed to be su	bjected to non-profe	ssional conduct	(victim)
Pupil:		D.O.B		Davi
	name(s)		r Month	Day
School:		_ District:		
Parent/Guardian:		_ Phone No		(H)
OR <ul> <li>Not applicable</li> </ul>	(e.g. non-professional conduct does			(W)
Section III:	Identity of Respondent			
Respondent:	Person against whom allegation was made	Job Title:		
Work Location:		District:		
		Phone No.:		(H)
				(W)
Section IV:	Description of Events (attach	sheet if necessary)		
Section V:	Signatures			
		Date <sup>.</sup>		
Complainant / Victi	m			
Signature of schoo	l official receiving the complaint			

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.

PART B -	For office	e use	only
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Section VI:	Reporting to FCS/	/Police		Page 2 o
Has this complai	int been reported to:			
Child Protection	n Services? 🗌 No	> 🗌 Yes		
Date rep	oorted (Yr./Mo./Day)	Time:		
Name of	f person who reported			
Name of	FCS official who recei	ived the report		
Police or RCMP	<b>??</b> 🗌 No	> 🗌 Yes		
Date rep	orted (Yr./Mo./Day)	Time:		
Name of	f person who reported			
Name of	i police official who rece	eived the report		
Section VII:	Communication S	Summary		
vhen?		system to receive the complaint (c		,
osition:		Name:	Date:	
	Part A of the Complain			(11./WO./Day)
Position:		Name:	Date:	see Part A (Yr./Mo./Day)
	e Complaint Summary			
			Deter	
osition:		Name:		(Yr/Mo/Dav)
		Name:		
		nmary sent to the superintendent's		
When was a cop		nmary sent to the superintendent's		
When was a cop Section VIII:	by of this complaint sum	nmary sent to the superintendent's		
When was a cop Section VIII: Have the parents	by of this complaint sum Immediate Action s of the victim been not	nmary sent to the superintendent's		
When was a cop Section VIII: Have the parents	by of this complaint sum Immediate Action s of the victim been not	nmary sent to the superintendent's <b>Taken</b> tified? No  Yes		
When was a cop Section VIII: Have the parents	by of this complaint sum Immediate Action s of the victim been not	nmary sent to the superintendent's <b>Taken</b> tified? No  Yes		
When was a cop Section VIII: Have the parents f not, why: Have measures	by of this complaint sum Immediate Action s of the victim been not been taken to minimize	nmary sent to the superintendent's <b>Taken</b> tified? No  Yes	s office? Date: _	
When was a cop         Section VIII:         Have the parents         f not, why:         Have measures         No       Ye	by of this complaint sum Immediate Action s of the victim been not been taken to minimize	nmary sent to the superintendent's <b>Taken</b> tified? No Yes	s office? Date: _	(Yr./Mo./Day)
When was a cop         Section VIII:         Have the parents         f not, why:         Have measures         No       Ye	by of this complaint sum Immediate Action s of the victim been not been taken to minimize	nmary sent to the superintendent's <b>Taken</b> tified? No  Yes	s office? Date: _	(Yr./Mo./Day)
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When was a cop         Section VIII:         Have the parents         I not, why:         Have measures         No         Ye         Describe arrange         s there any othe	by of this complaint sum Immediate Action s of the victim been not been taken to minimize ement: er information you can p	nmary sent to the superintendent's Taken tified? No Yes	s office? Date: _	(Yr./Mo./Day)
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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.