

Teacher Complaint Form

INSTRUCTIONS: Please complete the following form with as much detail as possible in regards to your concerns about a specific incident of teacher incompetence or misconduct. As per the *Registered Teachers Act* and *Regulatory Bylaws of the Saskatchewan Professional Teachers Regulatory Board*:

Professional incompetence

32 Professional incompetence is a question of fact, but the display by a registered teacher of a lack of knowledge, skill or judgement or a disregard for the welfare of a student or other member of the public served by the profession of a nature or to an extent that demonstrates that the registered teacher is unfit to:

- (a) continue in the practice of the profession; or
- (b) provide one or more services ordinarily provided as a part of the practice of the profession; is professional incompetence within the meaning of this Act.

Schedule H: Standards of Competence

Registrants of the Saskatchewan Professional Teachers Regulatory Board shall:

1. Create and maintain an environment that encourages and demonstrates a commitment to student learning and student well-being.
2. Demonstrate a professional level of knowledge about the curriculum and the skills and judgment required to apply this knowledge effectively.
3. Demonstrate and support a repertoire of instructional strategies and methods that are applied in teaching activities.
4. Carry out professional responsibilities for student assessment and evaluation.
5. Reflect upon the goals and experience of professional practice, and adapt one's teaching accordingly.
6. Work with colleagues in mutually supportive ways and develop effective professional relationships with members of the educational community.
7. Conduct all professional relationships in ways that are consistent with principles of equity, fairness and respect for others.

Professional misconduct

33 Professional misconduct is a question of fact, but any matter, conduct or thing, whether or not disgraceful or dishonourable, constitutes professional misconduct within the meaning of this Act if:

- (a) it is harmful to the best interests of students or other members of the public;
- (b) it tends to harm the standing of the profession;
- (c) it is a breach of this Act or the bylaws; or
- (d) it is a failure to comply with an order of the professional conduct committee, the discipline committee or the board of directors.

RB2.01 Without restricting the generality of clause 33 of the Act, the following conduct on the part of the teacher is misconduct:

- (a) conduct which is harmful to the best interest of pupils or affects the ability of a teacher to teach;
- (b) any intentional act or omission designed to humiliate or cause distress or loss of dignity to any person in school or out of school which may include verbal or non-verbal behavior;
- (c) physically abusive conduct which involves the application of physical force which is excessive or inappropriate in the circumstances to any person;
- (d) sexually abusive conduct that violates a person's sexual integrity, whether consensual or not which includes sexual exploitation;
- (e) an act or omission that, in the circumstances, would reasonably be regarded by the profession as disgraceful, dishonourable or unprofessional;
- (f) being in violation of a law if the violation is relevant to the teacher's suitability to hold a certificate of qualification or if the violation would reasonably be regarded as placing one or more pupils in danger;
- (g) signing or issuing a document in the teacher's professional capacity that the teacher knows or ought to know contains a fake, improper or misleading statement; or
- (h) falsifying a record relating to the teacher's professional responsibilities; providing false information or documents to the registrar or to any other person with respect to the teacher's professional qualifications.



Saskatchewan Professional Teachers Regulatory Board

204-3775 Pasqua Street
Regina, SK S4S 6W8
Email: registrar@sptrb.ca
www.sptrb.ca

Phone: 306-352-2230
Toll free: 1-844-254-2230
Fax: 306-352-0022

COMPLAINT PROCESS

All complaints are received by the Professional Conduct Committee. The Professional Conduct Committee reviews all information gathered regarding the complaint. The review may take up to 90 days, depending on the complexity of the complaint and the timeliness in which responses are received.

Information may be requested from other individuals who have been identified to the Professional Conduct Committee. In some cases, an expert opinion may be sought.

When we receive the completed form, we will:

1. Contact the teacher in question and provide him/her with a copy of this complaint.
2. Contact other individuals and institutions who may have information relevant to your complaint, if required.
3. Review all information received; further communication with the parties involved will occur.
4. Provide you with a written response to our review. The teacher will also receive a copy.

SUBMIT COMPLETED FORM ATTENTION: Professional Conduct Committee
Saskatchewan Professional Teachers Regulatory Board
c/o Registrar
204-3775 Pasqua Street
Regina, SK S4S 6W8

EMAIL: registrar@sptrb.ca

A. PERSON REGISTERING THE COMPLAINT

First Name: _____ Last Name: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: _____ Cell/Other: _____

Email: _____

Date Complaint is Submitted to SPTRB: _____



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B. TEACHER DETAILS

Identify the teacher you are filing this complaint about. If known/applicable, provide the school name and address. **A copy of this complaint will be sent to the teacher you have identified.**

Teacher's Full Name: _____

School Name: _____

School Address: _____

City: _____ Postal Code: _____

Date(s) of incident: _____

Have you tried speaking with this teacher about your concern? Yes No

C. EXPECTATIONS: What do you hope will happen as a result of this complaint?



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D. DETAILS OF YOUR COMPLAINT

Provide a clear description of the concerns you have about the teacher. Include in your description what the teacher did or failed to do to cause you to complain. Please enclose copies of any documents you feel are relevant to your complaint.

A copy of this complaint will be sent to the teacher you have identified.

Complainant's Signature

Date Signed

FOR OFFICE USE ONLY

File Number: _____ Date Received: _____