

THE SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD

The Saskatchewan Professional Teachers Regulatory Board (SPTRB), under legislation set out in the *Registered Teachers Act*, receives complaints of alleged professional misconduct and incompetence made about registered teachers.

Teachers, principals and most of the senior leaders in the public school system make up the SPTRB's 16,000 registrants.

The SPTRB's responsibility for governing the conduct of its registrants does not replace the employer's responsibility under the *Education Act* to supervise its employees.

SUGGESTED DOs AND DON'Ts

You may find it a stressful experience to receive notification that a complaint has been filed about you. Please take time to review the allegations and any accompanying documents that are sent to you.

Here are some **DOs** and **DON'Ts** to help you during this process:

- ✓ **DO** wait for two to three days after you receive the notice before providing a response. The time will help you to think about the matter and gather your thoughts.
 - ✓ **DO** call the SPTRB to learn more about the investigation process.
 - ✓ **DO** try to recall incidents, dates and names of relevant witnesses and provide as much detail as possible. This could be critical to achieving a successful resolution.
 - ✗ **DON'T** contact the person who filed the complaint. We strongly advise that no contact be made with the complainant unless it has been arranged through your principal or a superintendent at the school division.
 - ✗ **DON'T** alter any of your teaching records or files. This would not be in your best interest. It is also an offence under the *Registered Teachers Act*.
- If you are teaching in the provincial school system:
- ✓ **DO** consider contacting a member of the STF senior staff – they may be able to provide support and guidance during the investigation process or refer you to a lawyer to advise you of your legal rights.
- If you are teaching in an independent or band school:
- ✓ **DO** consider consulting a friend or a lawyer.

What if a Complaint is Made About Me?

204 – 3775 Pasqua Street
Regina, SK, Canada S4S 6W8

Phone: 306.352.2230
Toll Free: 844.254.2230
Fax: 306.352.0022
Email: registrar@sptrb.ca
www.sptrb.ca



RESOLUTION OF DISPUTES

Many concerns can be resolved at the level of the school or school division. If a member of the public expresses a concern about you to the SPTRB, they will be encouraged to talk to you, where appropriate, or to the principal of your school.

In attempting to resolve the matter, the principal may wish to involve you and/or a superintendent of the school division in further discussions.

In some circumstances, a complainant may choose to file a written complaint with the SPTRB.

THE RIGHTS OF REGISTERED TEACHERS

During an investigation of allegations against a registered teacher, the SPTRB takes steps to protect the registered teacher's rights.

1. Investigations will be conducted in a timely and impartial manner.
2. The registered teacher will be advised of the right to seek legal assistance.
3. The registered teacher will be informed of the specific allegation(s) under investigation.
4. The registered teacher will be given an opportunity to provide a written response.
5. The registered teacher will be given an opportunity to provide information to the SPTRB investigator.
6. The complaint will be reviewed impartially by the Professional Conduct Committee – a committee made up of registered teachers and a public representative.
7. The registered teacher will be provided with the written decision of the Professional Conduct Committee.

THE PROCESS

The *Registered Teachers Act* and the bylaws of the SPTRB set out a specific process for filing and investigating complaints.

The complaint to the SPTRB must be in writing.

The complainant must provide their name, address and telephone number.

The complainant must provide the name of the registered teacher and include specific information about the nature of the allegation.

The SPTRB will notify you and tell you about the complainant's concerns.

You will then have the opportunity to respond to the SPTRB.

Your response may be shared with the complainant.

Both you and the complainant will be asked for details about the incident(s) and names and addresses of any witnesses or anyone who may have more information about the complaint.

The SPTRB investigator may contact these individuals for relevant information.



THE PROFESSIONAL CONDUCT COMMITTEE

The Professional Conduct Committee of the SPTRB will meet to consider relevant information collected during the investigation. Neither you nor the complainant will be present at this meeting.

The Professional Conduct Committee may refuse to proceed further with a complaint if, in its opinion, no further action is warranted on the facts of the case or that it is outside the jurisdiction of the SPTRB.

The committee may:

- dismiss the complaint
- suggest consent resolution
- file a formal complaint with the Discipline Committee for a public hearing if the information alleges professional misconduct or incompetence

The SPTRB will send you and the complainant a copy of the Professional Conduct Committee's decision by mail.

CONSENT RESOLUTION

Consent Resolution is a process by which a teacher admits to having committed misconduct or incompetence and consents to taking measures to rectify the situation that led to the complaint. Cases referred for consent resolution must be resolved to the satisfaction of the complainant, the teacher who is the subject of the complaint and the Professional Conduct Committee. Teachers who participate in a consent resolution will have that fact noted on the public register. Matters successfully resolved through consent resolution are not subject to a hearing before the Discipline Committee.

THE DISCIPLINE COMMITTEE

A formal complaint submitted to the Discipline Committee by the Professional Conduct Committee shall be posted on the SPTRB website. The formal complaint will include the name of the teacher and a statement of the sections of the *Registered Teachers Act* and SPTRB Bylaws he or she is alleged to have violated.

The date and time of the discipline hearings shall be posted on the SPTRB website no less than two weeks in advance of the hearing.

The Discipline Committee is comprised of 5 members, at least three of which are Registered Teachers and at least one public representative. The Discipline Committee will hear and make a decision about the case.

The Discipline Committee may find the teacher either guilty or not guilty of the charges set out in the formal complaint. When the verdict is guilty, the Discipline Committee is responsible for making a disciplinary order. The disciplinary order may include: suspension or cancellation of a teacher's certificate or other actions such as permitting the teacher to continue to teach subject to terms or conditions or any other order the Discipline Committee considers just. All decisions of the Discipline Committee are posted on the SPTRB's website.

CONFIDENTIALITY

The SPTRB does not comment on investigations or complaints. The SPTRB does this to protect registered teachers and complainants, as well as to avoid possible prejudice to the process.

During an investigation of allegations against a registered teacher, the SPTRB acts in a fair and impartial way to respect the registered teacher's rights while protecting the public interest.