

## **Teacher Complaint Form**

**INSTRUCTIONS:** Please complete the following form with as much detail as possible in relation to your concerns about a specific incident alleging professional misconduct and/or professional incompetence.

**If you are submitting a complaint about more than one Registered Teacher, a separate complaint form for each teacher is required.**

### **TEACHER DETAILS**

☐ This person appears on the [SPTRB Public Registry](#)

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

Teacher's Full Name: \_\_\_\_\_

School Division: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### **REPORTER CONTACT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Anonymous complaints are not accepted and will not be presented to the Professional Conduct Committee.*

### **Check (all) actions taken so far to address your complaint:**

- ☐ Discussed my concerns with the registered teacher
- ☐ Spoken to the school Principal about this matter
- ☐ Communicated with the School Division / Employer about this matter
- ☐ Have had meeting(s) with: \_\_\_\_\_

The SPTRB has jurisdiction to receive complaints associated with allegations of professional misconduct or incompetence as defined by *The Registered Teachers Act* and *Regulatory Bylaws of the Saskatchewan Professional Teachers Regulatory Board*.

**Check the section(s) you believe have been violated due to the actions within your complaint:**

**Professional Misconduct**

- ☐ conduct which is harmful to the best interest of pupils or affects the ability of a registered teacher to teach;
- ☐ 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 behaviour;
- ☐ physically abusive conduct which involves the application of physical force which is excessive or inappropriate in the circumstances to any person;
- ☐ sexually abusive conduct that violates a person's sexual integrity, whether consensual or not which includes sexual exploitation;
- ☐ an act or omission that, in the circumstances, would reasonably be regarded by the profession as disgraceful, dishonourable or unprofessional;
- ☐ being in violation of a law if the violation is relevant to the registered 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;
- ☐ signing or issuing a document in the registered teacher's professional capacity that the registered teacher knows or ought to know contains a false, improper or misleading statement;
- ☐ falsifying a record relating to the registered teacher's professional responsibilities;
- ☐ providing false information or documents to the registrar or to any other person with respect to the registered teacher's professional qualifications.

**Professional Incompetence**

**Failed to:**

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

**COMPLAINT PROCESS**

Complaints are received by the SPTRB Professional Conduct Committee. To learn more about the Complaint Management Process, visit our [website](#).

## DETAILS OF YOUR COMPLAINT

Provide a clear description of the concerns you have about the teacher specifically named in this complaint form. Include in your description what the teacher did, or failed to do, that has led you to file a complaint alleging professional misconduct and/or professional incompetence.

*If you require more space than what is provided here, you may attach a separate document with the details of your complaint.*

### Documents

If your concern is related to inappropriate use of social media, please include with this form screenshots of the social media posts/content.

Please include with your submission any evidence or documentation related to the complaint that may be helpful if an investigation is ordered. (i.e., pictures, audio recordings, etc.)

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Reporter's Signature

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Date Signed

**Submit completed form (and any supporting documentation) to:**

***Via Email:***

[Registrar@sptrb.ca](mailto:Registrar@sptrb.ca)

***Via Mail:***

Professional Conduct Committee  
Saskatchewan Professional Teachers Regulatory Board  
c/o Registrar  
204 – 3775 Pasqua Street  
Regina, SK S4S 6W8