

Administrative Checklist

Immediate Acti

Provide the parent/guardian with your contact information and establish meeting times (in person or by telephone) for ongoing communication.		
Provide an overview of additional processes used such as a VTRA, Worrisome Behaviour, and Problematic Sexual Behaviour or others to develop intervention plans.		
Provide information on how a process can be appealed.	Link: Solving Problems	
Monitor the complainant's Response Plan.		
Continue to make contact with the complainant and their parent/guardian. Schedule a follow up meeting.		
Continue to make contact with the respondent and their parent/guardian. Schedule a follow up meeting.		

Response Plan

Knowledge of this Response Plan should be determined on a "need-to-know" basis ensuring protection of privacy for the Complainant. Do not return the Complainant or the Respondent to class until this plan is completed and has been communicated to all persons requiring knowledge of it. There should be no duplicate copies of this document kept at the school. This document should be stored in a secure location designated by the School Administrator. One copy must be sent to the Assistant Superintendent – Inclusive Education.

School & Community Action Plan

	Immediately notify the parent/guardian of all students involved (mandatory).
	Liaise with the School & Family Consultant and the Aboriginal Family Counsellor, if appropriate. Consult with External Team if needed.
	Notify school staff directly involved with plan implementation.
	Plan for alternate pick up/drop off times or locations, recess/lunch times or locations.
	Informed consent to share this plan with involved professionals as parent/guardian deems necessary and appropriate.
	Assign seating and have student line up in proximity to teacher/CEA.
	Modify schedule.
	Alternate classroom environment.
	Plan to continue to increase connectedness at school.
	Consult with RCMP.
	If appropriate connect student with RCMP.

Specifics of the School and Community Plan:
