

**CORPORAL PUNISHMENT  
INVESTIGATION OF COMPLAINTS FORM**

**A. BACKGROUND**

In accordance with Sections 100.5 and 2100.2 of the Regulations of the Commissioner of Education and Board Policy 500.5.1, each Board of Education shall provide a form for filing complaints regarding alleged use of corporal punishment within the school district.

**B. COMPLETION OF COMPLAINTS REPORT**

All complaints shall set forth the time, place, employee and pupil involved and circumstances of the alleged corporal punishment, and shall be signed by the person making such complaint. All complaints shall be forwarded to the Director of Curriculum and Instruction.

NAME OF PUPIL: \_\_\_\_\_ GRADE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ AGE: \_\_\_\_\_

EMPLOYEE INVOLVED: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

TIME/PLACE OF  
INCIDENT: \_\_\_\_\_

BRIEF DESCRIPTION OF CIRCUMSTANCES OF ALLEGED CORPORAL PUNISHMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature/Relationship to Pupil

**C. DIRECTOR OF CURRICULUM AND INSTRUCTION'S INVESTIGATION**

All complaints shall be forwarded to the Director of Curriculum and Instruction who shall investigate the complained-of incident. The Director of Curriculum and Instruction shall reduce his/her findings and conclusions to writing and shall communicate his/her findings and conclusions in writing to the Superintendent of Schools.

**D. SUPERINTENDENT OF SCHOOLS REVIEW**

The Superintendent shall review the written findings and conclusions of the Director of Curriculum and Instruction and may take any further action which the Superintendent deems necessary under the circumstances.

FURTHER ACTION DEEMED NECESSARY (IF ANY)

\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_  
Superintendent of Schools