

Communication Protocol

Last Updated: 04/03/2018

Consultations Regarding Housing Cases

- Hearing Officer will contact the Case Manager for any questions regarding Advocate cases

Referred to Community Standards Board

- Hearing Officer sends an email to the Senior Coordinator for Staff Development (SDSC).
 - Include the name of the student and incident number
 - Include information on why the case is being referred
 - Include any relevant information that the student may have provided during the initial meeting
 - Include any relevant information about other students associated with the case
- Hearing Officer sends case file to the Senior Coordinator for Staff Development and Student Conduct (SDSC)

Student Concerns

- Hearing Officer calls the Senior Coordinator for Student Conduct (OSC) when they have any information (i.e. recent death in family, eating disorder) they feel the Fontaine Center staff (AOD Education) or CAPS should know about a student before their initial session and assessment. Staff member should also talk with Case Manager about escalating to CARE Report.

Case Involving Athlete

- Case Manager sends an email to the Senior Coordinator for Staff Development (SDSC) and Student Conduct.
 - Include the name of the student and incident number