

APPENDICES

APPENDIX A

Alberta Advance Academy

JS Sidhu, Chief Officer; principal

Public Interest Disclosure Form

This Form serves as the public disclosure of wrongdoing form of Alberta Advance Academy as authorized under Section 13 of Alberta’s PIDA.

Name of the person making the disclosure: _ Contact information for the disclosing individual

Telephone: Address: _

E-mail: _

Description of the alleged wrongdoing – including specifically –

- 1) the wrongdoing; 2) when it took place; 3) where it took place; 4) the context in which it took place; 5) the name of the person who allegedly committed or is about to commit the wrongdoing; 6) any supporting information – documentation, electronic sources, witnesses - that may provide support for the reason to believe that a wrongdoing has been committed.

(if space is insufficient above, please continue the description on the back of the page.)

Has a disclosure of a wrongdoing been made as a report or complaint under other legislation (for example, a professional conduct or practice complaint) or a report of a criminal code violation? Please describe, how, when, where, and to whom. Also please describe acknowledgement of the report, if any.

Has a disclosure been made to the Public Interest Disclosure Commissioner? Please describe how, when and confirmation of the report, if any.

APPENDIX B

Public Interest Disclosure Investigations

An investigation may be conducted by the designated officer or by an investigator or team of investigators named by the designated officer.

Investigations must be carried out systematically and thoroughly. The evidence gathered through the investigation hopefully will assist with making a determination about the validity and gravity of the disclosure. The investigator will identify the substance of the disclosure and identify evidence in support or otherwise of the disclosure.

The objectives of the investigation of a disclosure are to:

- Gather information through documents, artifacts, witness statements as well as statements from the alleged wrongdoer;

- Gather information in keeping with procedural fairness principles; Collate information relating to the disclosure as expeditiously as possible;

- Based on the information collected, make evidence-based findings objectively and impartially;

- Make recommendations to the school or other appropriate bodies based on the findings.

When conducting an investigation, good administrative and internal investigation principles must be adhered to, specifically:

- the investigation must be conducted in a timely manner; any

- findings must be objectively determined;

- interviews and the collection of documents are handled in keeping with the principles of procedural fairness and natural justice;

- discretion is practiced when conducting the investigation;

- confidentiality is maintained to the degree possible in the circumstances;

- sensitive information is protected, especially where the investigation may lead to further legal or professional due process procedures; and,

- recommendations, including recommendations for action, are reasonable and practical in the context.

Principles of procedural fairness and natural justice may be reviewed by linking to the Alberta Ombudsman's site at: <http://www.ombudsman.ab.ca/fairness-guidelines.php>.

Also, comprehensive overview of fairness and natural justice issues is:

<http://lawjournal.mcgill.ca/documents/27/2/mullan.pdf>.

NOTE: Sensitive issues such as suicide and sexuality must be reported to the Principal asap.
NOTE: Counselling must be by professionals with parental permission if the student is under 18.
[2] Issue: Discussed with parents: _ In Person_ Phone_ Email
Issue NOT Discussed with parents: _ No time _ Confidential matter
Parental Response if contacted:
Signature: _____ Date: _____
Teacher's Response: [1] Satisfied [2] Not Satisfied [3] Forwarded to the Principal
Signature: _____ Date: _____

NB: For either choice this form must go to the principal. DO NOT send page 1 and 2 home.

[3] Forward this “Concern Form” to the Principal.

Written concerns handed in to the principal on Year_ Month_ Day_

Re. _____ DOB: YR_ MO_ DA_ Gr: _

If the issue was discussed with the parents and no help arranged, then the Principal must ask for intervention on the child's behalf:

[1] Principal Intervention:

I _____ Father/Mother of _____

give permission to

don't give permission to