Medicine Hat Public School Division
601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 600 – Students

ADMINISTRATIVE PROCEDURE: ASSESSING POTENTIAL THREAT MAKING AND HIGH-RISK STUDENT BEHAVIOURS

PROCEDURE CODE:	*612 AP 004*
Policy Reference: 612 – Safe and Caring Environment that Fosters and Maintains Respectful and Responsible Behaviours, Diversity and a Sense of Belonging	

BACKGROUND

The Division is committed to providing students, staff and parents/guardians with a safe and secure learning environment.
The Division requires that all threats and high-risk behaviours will be assessed, and appropriate interventions and disciplinary actions are taken.

PROCEDURES

1. Trained multidisciplinary teams at both the school and Division level will use this procedure when responding to threat making and high-risk behaviours.
2. Each principal is to review this threat assessment procedure with all staff and students at the beginning of each school year as well as with the School Council, and with parents/guardians through the school newsletter in order to provide "fair notice" that each threat will be taken seriously.
3. Students and staff who become aware of a threat are to inform the principal immediately.
4. The principal is expected to secure the school environment by detaining students involved in a threatening or violent situation, notifying parents/guardians, implementing the school discipline policy as appropriate to the situation or by taking any other immediate action deemed necessary to ensure student and staff safety.
5. The principal or trained designate is to be notified of all threats or violent situations and will coordinate the school's risk/threat assessment procedures.
6. The suspension of students for engaging in threatening or violent acts is not to be a substitute for a thorough threat assessment and intervention plan; however, suspension may be used as an interim intervention as the threat assessment is conducted and, within

the guidelines of the suspension procedure, until such time as an adequate intervention plan can be implemented as appropriate.

7. Student Threat Assessment Teams may be notified to assess intervention needs, based on the level of threat, consult with outside experts, and provide intervention.
8. When the threat assessment protocol is activated, a trained and designated Student Threat Assessment Team member will notify parents/guardians. Whenever possible, parents/guardians are to be an integral part of the risk assessment process.
9. The Division Student Threat Assessment Team will meet to review the incident, assess the threat intervention needs, and make recommendations for intervention planning to the principal for action and the Associate Superintendent of Student Services for information.
10. The resulting assessment report and recommendations represent the collective opinion of the whole team rather than any one individual member of the team.
11. Principals are to report all threats involving threat assessment procedures to the Associate Superintendent of Student Services or designate, outlining the incident, the assessed threat level, actions and interventions taken and planned.
12. Communication with the media will be done solely through the Office of the Superintendent.

Approved: October 24, 2022
Revised: September 1, 2026