

Medicine Hat Public School Division601-1st 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 - EXHIBIT: FAIR NOTICE LETTER

<i>EXHIBIT CODE:</i>	<i>612 E 003</i>
Policy Reference: 612 – Welcoming, Caring, Respectful and Safe Learning Environments	

EXHIBIT

See below for Fair Notice Letter Template.

Approved: October 24, 2022

MM/DD/YYYY

Dear Parents/Guardians:

Re: Fair Notice and Process, Student Violence Threat Risk Assessment (VTRA)

In Medicine Hat Public School Division, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners as members of the Southeast Alberta Regional Violence Threat Risk Assessment (VTRA) committee have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes that all staff must report all threat related behaviours.

What is the purpose of a Violence Threat Risk Assessment (VTRA)?

The Violence Threat Risk Assessment (VTRA) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved, to ensure a full understanding of the context of the threat, and to begin to understand the factors that contribute to the threat maker's behaviour.

What behaviours warrant a Violence Threat Risk Assessment (VTRA) to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is a Violence Threat Risk Assessment (VTRA) Team?

Each school has a multi-disciplinary VTRA team that includes the school administration, school-based counselors and support staff, and may also include division resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the VTRA process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe learning environment for all.

What happens in a Violence Threat Risk Assessment (VTRA)?

The process of a VTRA begins when threat making behaviours are reported. The VTRA protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school division, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the division website.

Sincerely,

Mark Davidson
Superintendent

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the North American Center for Threat Assessment and Trauma Response www.nactatr.com.

