



FAIR NOTICE LETTER

August 22, 2017

Dear Parents / Guardians:

The Holy Spirit Catholic School Division is committed to providing safe learning environments for all students, staff, school visitors and community members. When a student behaves inappropriately, principals use progressive discipline to help a student take responsibility for their actions, change their behavior, and learn from their mistakes.

When students' behaviors pose a potential threat to safety or serious harm, the Southwest Alberta Regional Violence Risk Threat Assessment Protocol (VTRA) helps principals take further steps to protect students' well-being. The protocol helps schools respond quickly to threatening incidents such as: possession of a weapon or a replica weapon, bomb threats or plans, verbal, written or electronic (Internet, text) threats to kill or injure oneself or others or other threats of violence, fire setting.

The Southwest Alberta Regional VTRA Protocol outlines how a school responds immediately to threatening behavior. Principals may first bring together a School Threat Assessment Team, which ideally includes the principal/associate principal, a school based counsellor / jurisdictional lead, and police. If the situation is serious, the principal may also consult the Superintendent of Schools and call in members of the Community Threat Assessment Team. This community team may include representatives of community agencies who work with us to keep our schools safer such as, but not limited to, local police, children's mental health organizations or Child and Family Services. Parents / guardians will be notified as soon as possible in the Stage I - VTRA Process. If parents / guardians cannot be reached but a concern for safety still exists due to threatening behavior, the threat assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

This letter complies with procedure 2 of Administrative Procedure 322: Violence Threat / Risk Assessment (V-TRA) Protocol, which states that parents/guardians will be provided with "fair notice" that each threat will be taken seriously. Should you wish to further review this Administrative Procedure, please visit our website at www.holyspirit.ab.ca.

If you have any questions regarding the Holy Spirit Catholic School Division's use of the Southwest Alberta Regional V-TRA Protocol, please contact the Director of Student Services at the St. Basil Catholic Education Centre. We appreciate your support in ensuring our schools are safe environments for our students, staff and community partners.

Sincerely,

Chris Smeaton, Superintendent of Schools

Holy Spirit Catholic Schools...

Christ-centered learning

communities where students are cherished and achieve their potential.

St. Basil Education Centre

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AG od's
Children*

*Excellence
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Sacramentality

*Our
Collaborative
Community*

Ministry

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