

Date:

Dear Parent/Guardian:

Horizon School Division is committed to providing safe learning environments for all students, staff, school visitors and community members.

When students' behaviours pose a potential threat to safety or serious harm, the Southwest Alberta Regional Violence Risk Threat Assessment (VTRA) Protocol helps Principals take steps to protect students' well-being. The protocol helps schools respond quickly to worrisome behaviours and/or 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 behaviour. The purpose of the VTRA protocol is to support students and their families in addressing these worrisome behaviours. We believe that students demonstrating such behaviours require a team to support them. Principals may first bring together a School Threat Assessment Team, which ideally includes the Principal/Vice-Principal, a school-based clinician/jurisdictional lead, and police. If the situation is serious, the Principal may also consult with 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 local police, children's mental health organizations or Human Services. Parents and guardians will be notified as soon as possible in the Stage I-VTRA process. If parents/guardians cannot be reached, or if they choose not to provide consent, but a concern for safety still exists due to threatening behaviour, 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.

As always, student safety is our first priority. If you have any questions regarding Horizon School Division, Southwest Alberta Regional VTRA Protocol, please contact Angela Miller at 403-634-9767 or [angela.miller@horizon.ab.ca](mailto:angela.miller@horizon.ab.ca)

Sincerely,

School Administrator's Name  
School Name