

(1) REPORTING

In order to allow for a timely and appropriate assessment and intervention of high-risk student behaviours, any school division employee, student, parent or other individual having knowledge of such behaviour, shall immediately report this information to the school's principal or designate. To the extent possible, the identity of the reporter will be kept confidential. Deliberately false or misleading reports by students or staff will be treated as incidents of inappropriate conduct and may be subject to disciplinary action.

(2) DATA COLLECTION

The school-based Violence Threat Risk Assessment (VTRA) team shall initiate the Stage 1 VTRA Data Collection when the principal or designate receives a report of a concerning behaviour or situation involving a potential threat.

Data collection may include:

- review of current and previous school discipline records;
- discussions with school staff, students, the target(s) of the threat, the student of concern, parent/guardian;
- searches of the student(s) locker(s), desk, backpack and/or car(s);
- review of student's activities, i.e., school assignments, notebooks, diaries, Internet usage, etc.;
- a call to previous school personnel;
- consultation with community-based service providers.

(3) SHARING INFORMATION

Information pertaining to assessment of students' threatening behaviour will be shared on a need-to-know basis. Typically, this will involve sharing of factual information and not personal details about the student or others involved in the threatening behaviour. Decisions regarding sharing of information will be made by the school-based VTRA team led by the principal or designate and may include consultation with the superintendents department, divisional designate for VTRA and/or the police.

(4) COMMUNICATION WITH PARENTS

The school-based VTRA team shall contact the parent/legal guardian of a student who has made a threat to inform them of the incident and to explain the VTRA procedures. Due to the potential threat to student and staff safety, the investigation will continue even when the parent/legal guardian cannot be contacted. Continued efforts will be made to contact the parent/legal guardian.

Once the data has been collected, the parent/legal guardian will be informed of the recommendations.

In the event a student making a threat has identified a specific target(s) or victim(s) and the school-based VTRA team has determined that the student poses a moderate or high level of risk, the parent/legal guardian of the targeted victim(s) shall be notified. If it is determined that the student poses a low level of risk to the targeted victim(s), the parent/legal guardian of the targeted victim(s) may be informed.

(5) COMMUNICATION WITH SCHOOL STAFF

School personnel will be informed of specific incidents of student threatening behaviour on a need-to-know basis as determined by the school-based VTRA team led by the principal or designate. In the event of a high-profile threatening situation, the principal or designate shall notify and debrief staff regarding actions taken.

(6) COMMUNICATION WITH STUDENTS

Students will be informed of specific incidents of threatening behaviour on a need-to-know basis as determined by the school-based VTRA team led by the principal or designate. In the event of a high-profile threatening situation, the principal or designate may elect to notify and debrief students regarding actions taken.

(7) COMMUNICATION WITH COMMUNITY

In the event of a high-profile threatening situation at the school, the principal or designate may send a letter to the community providing factual information about the incident and actions taken by the school and/or the administration offices. This letter shall be written in consultation with the superintendents department.

(8) COMMUNICATION WITH RECEIVING SCHOOL

When a VTRA has been conducted, the findings of the assessment shall be shared with the receiving school.

(9) STORING INFORMATION

Upon activation of the River East Transcona School Division Protocol for Responding to Student Threat-Making Behaviours (JICDAC-R1) the following documents shall be completed and stored in the Pupil Support File:

- Stage 1 VTRA Data Collection form;
- Stage 1 VTRA Report.

In the event a Comprehensive VTRA is completed, the Comprehensive VTRA report shall be stored in the divisional student services file:

A copy of the Comprehensive VTRA Intervention Plan and Recommendations shall be stored in the Pupil Support File.

(10) ACCESS TO VIOLENCE THREAT RISK ASSESSMENT DOCUMENTATION AND REPORTS

A parent/legal guardian of a student who has made a threat shall be provided with a copy of the school's Intervention Plan. If a Comprehensive VTRA report has been completed, the parent/legal guardian shall receive a copy of the Intervention Plan and recommendations.

School personnel will have access to VTRA documentation on a need-to-know basis to assist in the educational programming of the student and/or to ensure a climate of safety in the classroom and school environments.

Intervention plans and recommendations developed through a Comprehensive VTRA process shall be shared with individuals or agencies outside the school system with written consent from the parent/legal guardian or according to the guidelines of The Protecting Children (Information Sharing) Act.

Effective Date:	May 20, 2008	Policy	
Amended Date:	May 21, 2019	Regulation	XXX
Board Motion(s):	176/08; 132/19	Exhibit	
Legal/Cross Reference:	The Protecting Children (Information Sharing) Act, S..M. 2016, c17		