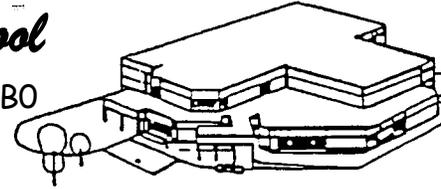




## *Lady Mackenzie Public School*

1746 Kirkfield Rd., Kirkfield, ON KOM 2B0  
(705) 438-3371



**Ana Mena**  
**Principal**

**Jeremy Cadeau-Mark**  
**Vice-Principal**

November 2016

Dear Parent(s)/Guardian(s);

Trillium Lakelands District School Board (TLDSB) believes all members of our community have the right to feel safe and protected. TLDSB will respond to all student behaviour that poses a potential risk to other students, staff and/or members of the community.

TLDSB's *Threat and Risk Assessment and Response Procedure* (OP-6531) requires that parents/guardians are notified that TLDSB does investigate any worrisome or threatening behavior exhibited by a TLDSB student, and that the board has a policy and procedure in place to support the investigation. This letter serves as the required notification about this process.

Threat and risk assessment is the framework for a systematic response to threatening behaviours in schools and the community. Certain behaviours exhibited by students (as outlined in the attached document and in our procedure) may require response beyond TLDSB's progressive discipline process and may require that a threat assessment be initiated. The general purpose of an assessment is to assist in creating and maintaining an environment where students, staff, parents/guardians and others feel safe by reducing risk and by assisting the student to receive the help needed to address the issues contributing to the high-risk behaviour.

Attached to this letter is a document that outlines the process through which TLDSB will assess serious and worrisome threats to determine the level of risk to self or others. TLDSB's *Threat and Risk Assessment and Response Procedure* (OP-6531) in its entirety can be reviewed at the website address below:

<http://tldsbc.ca/wp-content/uploads/2013/07/Threat-and-Risk-Assessment-Procedure-OP-6531.pdf>

Violence and threat assessment is a collaborative process with our community partners and is a key component of keeping our schools safe. Our fair notice information will be posted on the school website or available through your school for your reference.

Sincerely,

Ana Mena, Principal

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## THREAT RISK ASSESSMENT FAIR NOTICE AND PROCESS

The Trillium Lakelands District School Board recognizes all members of the school community have the right to be safe and feel safe in the school community.

Under certain conditions, students may undergo a "Threat Risk Assessment". This assessment determines the level of risk to others and themselves.

*\*All Trillium Lakelands District School Board policies and procedures align with the Safe Schools Act.*

*\*The model presented in this document reflects the work of Kevin Cameron, Director for the Canadian Centre for Threat and Risk Assessment.*

### **What behaviours initiate a Threat Risk Assessment?**

A student threat risk assessment will be initiated when behaviours include, but are not limited to:

- Serious violence with the intent to kill or harm
- Verbal/written threats to kill or seriously harm others (clear, direct and plausible)
- Internet/website/ social media threats to seriously harm or kill others
- Possession of weapons, including replicas
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidation or assault
- Gang related intimidation and violence
- Significant worrisome behaviour

Initiation of a Threat Risk Assessment may occur depending on the context of the incident or worrisome behaviour.

### **Duty to Report**

To keep our school communities safe, all stakeholders must report all threat related behaviours. In the Trillium Lakelands District School Board, we have an expectation that staff will report any acts of violence or threats that they are privy to, to their school administrator.

### **What is a Threat Assessment Team? (TAT)**

Each school has a multi-disciplinary team. The team consists of an administrator, a police officer, a school support person (psychologist, student services/attendance counsellor, guidance counsellor) and additional people that may include community resources.

### **What is the purpose of a Threat Risk Assessment?**

- To ensure the safety of students, staff and parents, and school community
- To understand, based on the data gathered, the factors which contribute to the threat maker's behaviour
- To develop an Intervention Plan that addresses the emotional and physical safety of the threat maker and others

### **What is the process?**

- All threat making behaviours are reported to a school administrator who may activate the protocol
- A team is formed and team members will gather relevant data
- Information will be obtained from multiple sources which may include:
  - Teachers, students, targets, threat makers
  - Parent/caregivers
  - Current and previous school records
  - Law enforcement
  - Support groups/agencies
  - Online sites-Facebook, Twitter, Instagram, etc.
  - Locker and backpack search, home search
- The team will share data and determine a current level of risk
- A comprehensive intervention plan will be developed