



Violence Threat Risk Assessment (VTRA)  
Parent Notification

Dear Parents/Guardians:

Canadian Rockies Public Schools 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 behaviour and learn from their mistakes.

When students' behaviours pose a potential threat to safety or serious harm, the Violence Risk Threat Assessment (VTRA) Protocol 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 VTRA Protocol outlines how a school responds immediately to threatening behaviour. Principals may first bring together a school Threat Assessment Team, which ideally includes the principal/assistant-principal, a school-based counselor/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 safe, such as local police or mental health organizations. Parents and guardians will be notified as soon as possible if the VTRA process is initiated. If parents/guardians cannot be reached, or if they choose not to provide consent, 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.

As always, student safety is our first priority. If you have any questions regarding the Canadian Rockies Public Schools VTRA Protocol, please contact Superintendent Christopher MacPhee, [chris.macphee@crps.ca](mailto:chris.macphee@crps.ca)

Sincerely,

Christopher MacPhee  
Superintendent of Schools  
Canadian Rockies Public Schools