

Dear Parents/Guardians:

**LETTER OF FAIR NOTICE – Prince Albert Risk Assessment Protocol**

The Saskatchewan Rivers Public School Division Board (SRPSD) is committed to providing safe learning environments for all students, staff, school visitors and community members. We believe that by working together with students, their families, and the community, we can support young people to be healthy and happy.

Our principals, vice-principals and school social workers receive training developed by the [Centre for Trauma Informed Practice](#) to lead a process called Assessment of Risk to Others (ARTO). This training has led to the development of a community protocol to help principals protect students from potential threats to safety or serious harm. The protocol helps schools respond quickly to threatening incidents.

The Prince Albert Community Risk Assessment Protocol outlines how schools will respond to threatening or worrisome behavior. Principals will convene a School Risk Assessment Team, which typically will include the principal/vice-principal, a school counselor and a police officer. Depending on the severity of the potential threat, principals may also consult with the Superintendent of Schools and call in members of the Community Risk Assessment Team. This Community Team may include representatives of community agencies such as local Police, Mental Health and Addiction Services, or Child and Family Services.

Parents and guardians will be notified as soon as possible in the ARTO process. If parents/guardians cannot be reached or if they choose not to provide consent, the risk 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 is to serve fair notice that SRPSD will take decisive action when a serious threat has been made. Our goal, as always, is to ensure student safety in a caring learning environment.

Sincerely,

***K. Gerhardt***

Kelly Gerhardt, Superintendent of Schools  
Saskatchewan Rivers Public School Division