

APPENDIX D: [Sample Notification Letters](#)



Letter #1

Attach Fair Notice/Threat Assessment Brochure

Threat Assessment Letter for Parents of Threat-maker(s) Pre-threat Assessment Process

Dear (Parent's Name):

This letter is intended as a follow-up to our (meeting/telephone) conversation of (date). As we discussed on (date) your son/daughter (name of child) has been referred for a threat assessment due to the incidents of (date). As you are aware from the Threat Assessment Brochure (attached) you received in September, a threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture only and may be direct, indirect, conditional or veiled. Pembina Trails School Division takes all threats seriously.

*** Choose Option A or Option B depending upon circumstance.

Option A

You will be contacted by (name of Threat Assessment Team member) within the next few days to begin the threat assessment process.

or

Option B

(Child's name) has been suspended pending the outcome of the threat assessment. You will be contacted by (name of Threat Assessment Team member) within the next few days to begin the threat assessment process and school work will be provided for (Child's name) during this time.

The school-based threat assessment team will assess the level of threat. Information to assist in the evaluation may come from teachers, staff, other students (when appropriate), outside agencies, policy and parents.

Once the threat assessment is complete a decision will be made, in consultation with yourself(selves), to determine what educational adaptations or interventions are required in order to ensure the safety of (name of child) as well as the other students in the school.

It is our intent to work with you to ensure that this threat assessment process is completed as quickly as possible. If you have any further questions with regard to this process please feel free to contact me at (name of school). Our telephone number is (telephone number of school).

Sincerely,

(Name of School Administrator)

APPENDIX D (continued): [Sample Notification Letters](#)



Letter #2

(Version 1)

**Follow-up Letter to Parents of Threat-maker(s)
Post-threat Assessment Review of Findings Meeting
(Parent/Guardian Participation)**

Dear (Parent's Name):

The school-based Threat Assessment team has conducted a threat assessment as a result of the incident on (date) involving your child. Thank you for your participation and input on (date) where we reviewed the findings and discussed a number of recommendations to support (name of child). Based on this meeting, the attached intervention plan has been developed and outlines our plan of support. The school agreed to (state plan, i.e. arrange for weekly counselling for (child name) with the school counsellor or clinician). You agreed to (state plan, i.e. contact the Centralized Intake to arrange for family counselling). (Name of Child) agreed to (state plan, i.e. to "actively participate in all counselling, and to not bring any type of weapon to school in the future").

To ensure that this plan is meeting the needs of (name of Child), it will be helpful to meet again to review how (name of child) has been coping. You will be contacted by (name of staff) in the near future to arrange a time to meet.

Thank you for your partnership in addressing this matter.

Sincerely,

(Name of School Administrator)

c. Superintendent Link



Letter #2
(Version 2)

**Follow-up Letter to Parents of Threat-maker(s)
Post-threat Assessment Review of Findings Meeting
(Lack of Parent/Guardian Participation)**

Dear (Parent's Name):

As you are aware, the school-based Threat Assessment team has conducted a threat assessment as a result of the incident on (date) involving your child. Based on the information gathered, the attached Intervention Plan has been developed to provide additional support to (name of child) as well as address the safety of other students in the school.

To ensure this plan is meeting the needs of (name of child) it will be helpful to meet with you to review how (name of child) has been coping. You will be contacted by (name of staff) in the near future to arrange a time to meet.

Thank you for your support in this matter.

Sincerely,

(Name of School Administrator)

c. Superintendent Link