

Administrative Checklist

<i>Step / Action</i>	<i>Assigned</i> ✓	<i>Completed</i> ✓
<i>Step 1: Concerning Behaviour / Potential Threat Identified</i>		
• Make sure all students are safe		
• If there is imminent danger, the police/call 911		
• Detain the student/s involved separately		
• Do not allow access to coats, backpacks, lockers, cell phones, etc.		
• Assess worrisome behaviour to determine further action		
• Consult police of jurisdiction (if appropriate)		
<i>Step 2: Review protocol document</i>		
<i>Step 3: Decision to activate Stage I Team</i>		
• NO: information is unsubstantiated or other intervention (outside VTRA) may be more appropriate		
• YES: Continue to Step 4 <ul style="list-style-type: none"> ○ Contact School Superintendent (or Designate) 		
<i>Step 4: Determine if the threat maker has access to the means</i>		
• Check: <ul style="list-style-type: none"> ○ Locker, Backpack, Desk, Clothing / Belongings 		
• Secure: <ul style="list-style-type: none"> ○ Access to vehicle, all electronic devices 		
• Investigate social media profile (example: Facebook)		
<i>Step 5: Parent / Guardian Notification</i>		
• Notify the student's parent/s or guardian/s		
• Notify the victim's parent/s or guardian/s		
• Reason parent/guardian have not been notified		
<i>Step 6: Collect data and document using Threat Risk Assessment form</i>		
• Interview witnesses (those direct and indirectly involved)		
• Interview student in question		
• Interview Target/Victim		
• Interview witnesses		
• Interview staff		
• Gather additional information		
• Review Principal/Administrator's file, discipline records, behaviour logs, suspension letters, etc.		
• Contact previous school/teacher		
• Contact Board/School Staff involved with the student/s		
<i>Step 7: Retain Stage I VTRA report form according to school division policy.</i>		

At any point in the process, if an immediate threat is confirmed, call 911