

Administrative Procedure 169

COMMUNITY ALERT NOTICES

Background

Occasionally incidents occur of which Delta Police feel parents in a specific school are to be advised.

Procedures

1. The Principal is to be notified whenever an incident possibly requiring a community alert notice has occurred.
2. The Principal shall inform the School Liaison Officer, who will contact the Patrol Section and Detective Office regarding ongoing file(s) and the incident. The Superintendent's Office is also to be informed.
3. The School Liaison Officer shall advise the Principal, District Office and the Corporal of Community Relations on the decision regarding sending the notice to parents.
4. Principal(s) shall inform(s) parents by letter or email, relaying information provided by police. The correspondence shall be approved by Superintendent or designate and the Police Department prior to distribution. The Superintendent, in consultation with the police, will determine the scope of distribution.
6. The Superintendent's Office is to inform the trustee liaison and the Board Chair.
5. Principals may wish to include an item in a regular newsletter to parents to make them aware of this process, for example:

"Occasionally it becomes necessary to alert parents regarding incidents which have occurred, and of which the Delta Police feel that parents in a specific school or area should be made aware.

In such cases it is the District practice to send appropriate information to parents by a letter or email, which is approved both by the Delta Police and the District.

Hopefully, these occasions will be rare, but please be assured that you will be kept informed as necessary."

Reference: Sections 20, 22, 65, 85 School Act
School Regulation 265/89