

STUDENT SERVICES – Principal’s Responsibilities

The principal is responsible within the framework of Board policies, the Public Schools Act, the Education Administration Act and other relevant legislation, for the organization and supervision of the school to create optimal learning conditions.

Student-Specific Plans (SSPs)

Principals will:

- Designate a case manager and ensure that an SSP is developed with the assistance of parents, student (when appropriate), teachers, and other professionals for any student who requires student-specific outcomes in addition to the provincial curriculum.
- Be accountable for the implementation and delivery of educational programming and services for students with exceptional learning needs.
- Ensure that the SSP
 - Is prepared and updated with the assistance of the parents, student (when appropriate), teachers, and other professionals.
 - Take into account the student’s behavioural and health care needs (if any).
 - Is consistent with provincial protocols respecting a student’s transition to and from school.
 - Is updated annually or sooner if required by a change in the student’s behaviour or needs.

The annual review helps to ensure continuity of the students learning and provides a foundation on which the following year’s educational programming will be developed.

The SSP will facilitate continuous uninterrupted educational programming, as the student transitions from grade to grade and from school to school.

Assessment

If the school team is unable to assess why a student is having difficulty meeting the learning outcomes and is of the opinion that the student cannot meet learning outcomes even with differentiated instruction and adaptations; Principals will:

- Ensure that a student is assessed as soon as reasonably practicable and referred for a specialized assessment.
- Ensure that the student’s parent(s) are informed before the student is referred for a specialized assessment. No interviewing or testing as part of the assessment may occur without the parent’s written consent.

Approved June 4, 2013
Reviewed June 5, 2017
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