

RESPONSIBILITIES AND GUIDELINES FOR SCHOOL ADMINISTRATION

The principal is responsible with 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 so that students may find their school to be safe, attractive, and productive place in which to work, learn and grow.

INDIVIDUAL EDUCATION PLANS (IEP)

Principals will:

- Designate a case manager and ensure that an IEP is developed with the assistance of parents, student (when appropriate), teachers, and other professionals for any student who is unable to access the regular curriculum.
- Be accountable for the delivery and implementation of educational programming and services for students with exceptional learning needs.
- Ensure that the IEP:
 - Is prepared and updated with the assistance of the parents, student (when appropriate), teachers and other professionals.
 - Takes 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.

ASSESSMENT

Principals will:

- Ensure that a student is assessed as soon as reasonably practicable and referred for a specialized assessment if the in-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 accommodations.
- 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.

DISCIPLINE/SUSPENSION

Principals will:

- Develop categories of the reasons for which a student may be suspended;
- Ensure that each suspension is categorized accordingly;
- Ensure that the total number of pupils suspended and the duration of suspensions are tabulated for each category;
- Offer and arrange alternative programming for students who are suspended for more than five days.