



# Rolling River School Division

## ADMINISTRATIVE PROCEDURE

### IGBB – STUDENT SERVICES – PRINCIPAL’S RESPONSIBILITIES

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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.

#### **Individualized Education Plans (IEP’s)**

Principals will:

- designate a case manager and ensure that an IEP is developed with the assistance of parents, student (when appropriate), teachers, clinicians and other professionals for any student who is unable to access the regular curriculum.
- be accountable for the implementation and delivery 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, clinicians and other professionals.
  - takes into account the student’s behavioural and health care needs (if any).
  - consistent with provincial protocols respecting a student’s transition to and from school.
  - 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 student’s learning and provides a foundation on which the following year’s educational programming will be developed. The IEP 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; the principal 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) is 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.

**Date Approved:** October 15, 2014