

Receiving Principal Checklist for Safe Transfer of At-Risk Student

A principal who is to receive an At-Risk student from within SRPSD who has a profile that could be described as “at risk” will be notified through the following process:

- Notification by the Student Support Services Consultant and;
- Notification by the sending Principal

Possible Student Profile

A student who is identified as “At-Risk” may demonstrate some of the following behaviours:

- Persistent attempts at self-injury
- Established pattern of aggression toward staff
- Established pattern of aggression toward peers
- Persistent attempts to damage property
- Persistent verbal and or physical outbursts that interfere with the safety and/or learning of others
- A lack of predictability (no established triggers) for aggressive and highly disruptive behaviours

Checklist for student transfer from another SRPSD school

- Refer to [AP 153](#): Student and Staff Safety
- Request the transfer of the student’s Cumulative File
- Consult with Educational Support Teacher to review the student’s IIP and Student Safety Plan
- Collaborate with the sending principal and parent/guardian/caregiver to establish a transfer team and timelines.
- In consultation with sending principal, review the role of parent/guardian/caregiver.
- Immediately revise/prepare Safety Plan based on all available information.
- Work with sending school to develop supportive relationship with parent/guardian and student.

Checklist for student transfer from outside of SRPSD

- Register the student at his or her home school in order to initiate the placement process.
- Refer to [AP 153](#).
- Request the transfer of the student’s Cumulative File.
- Develop a school entry plan prior to the student attending a school. To facilitate this, the principal shall inform the Educational Support Teacher and the Student Support Services Consultant.
- Contact the sending school/board and begin the process of gathering essential information.
- Collaborate with the sending principal and parent/guardian/caregiver to establish a transfer team and timelines.
- Immediately prepare a Safety Plan based on all available information.

For both internal and external transfers

- Principal shall help establish a transfer team to insure the safe placement of student. The team should include school-based staff (teacher (s), EST and support staff), SRPSD Student Support Services personnel, staff from sending school and parent/guardian/caregiver.