

## **Sending Principal Checklist for Safe Transfer of At-Risk Student**

### **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 School Administrators**

- Refer to AP 153: Student and Staff Safety
- Consult with EST, ensuring that all information that should be sent to the receiving school has been made available to send in the Student Cumulative File.
- Ensure there is an updated IIP with a Safety Plan and/or transition plan in the Student Cumulative File.
- Establish the parent/guardian/caregiver role in transfer/transition process.
- Contact the receiving principal to establish a transfer process.
- Establish a transfer team with the receiving school.
- Develop a timeline of events.
- Work with student to establish his or her interim needs during process.
- Develop an entry plan based on student needs. The plan may include:
  - school visits;
  - establishing a supportive relationship with the receiving school and specifically with key personnel;
  - visits to new setting; and
  - review of transportation.

### **The Safe Transfer Team may consist of, but is not limited to:**

- student,
- parent/guardian/caregiver,
- current teacher(s) and school support staff,
- receiving classroom staff (teacher(s), support staff),
- principal or designate (sending and receiving),
- Educational Support Teacher (sending and receiving)
- SRPSD Student Support Services staff
- professional support staff (e.g. social worker) (with parent/guardian/caregiver permission),
- school Counselling Department (at secondary level).