AP 336-5

School Based Team Support

Background

Process for welcoming and transitioning student with behaviour or safety needs.

Procedures

1. When you receive a AP336-1 School Registration form with
    a. the social and emotional support needs check box selected or
    b. The additional supports check box (IEP, behaviour plan, safety plan, etc.) selected

    Please ensure you flag for learning support services.

2. Review Form AP336-1 School Registration form for additional parent/caregiver information on social, emotional, or additional supports.

3. Immediate action that must be taken:
    a. Clerical must report student registration to PVP for review
    b. PVP or designate to follow-up with parent/caregiver to surface pertinent details
    c. Clerical must contact previous School requesting an electronic copy of the previous behaviour support plan, safety plan, IEP for immediate enrollment
        i. If clerical does not hear back within 48 hours, they must report that to the PVP for immediate follow up
        ii. PVP will escalate the matter and speak to someone with knowledge of the student and confirm student information
        iii. If PVP encounters difficulty, they will reach out Director LSS for Senior level support

4. Develop plans to support the student and employees including positive behaviour support plan and individual safe work instruction

5. Make relevant staff aware of student's social, emotional, and additional support needs and application prevention and response plans.