

1. Purpose

The Catholic District School Board of Eastern Ontario supports the delegation of a principal's powers to a vice-principal of the school or a teacher employed in the school.

Section 300.1 of the Education Act provides the authority for a principal to delegate powers, duties, or functions to a vice-principal (where applicable) or to a teacher (in the case the vice-principal is also absent or the school does not have a vice-principal).

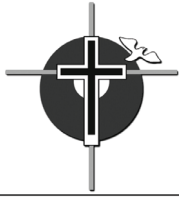
2. Procedure

2.1 Vice-principals

Delegation may include all authority of the principal under Part XIII of the Education Act, except the final decision regarding a recommendation to the Board to expel a student and suspensions for more than 5 school days.

2.2 Teachers

- a) Teachers may be delegated the authority to initially deal with situations involving activities which occur; the principal or vice-principal will consider suspension and/or expulsion.
- b) A teacher may be delegated limited authority to contact the parent of a student who has been harmed as the result of an activity for which suspension or expulsion must be considered.
- c) The information provided to the parents by a teacher must be limited to the nature of the harm to the student and the nature of the activity that resulted in the harm.
- d) The teacher must not be delegated the authority to discuss the nature of any discipline measures taken in response to the activity.
- e) If the teacher is not clear on whether to call the parent or guardian the teacher should contact the principal or supervisory officer for direction.
- f) The principal or vice-principal will follow-up with the parent as soon as possible.



3. Guidelines

- a) A principal may only delegate this authority to a teacher if the principal and vice-principal are absent from the school.
- b) A delegation under this part of the Act must be in writing and subject to any restrictions, limitations and conditions set out in the delegation.
- c) Individuals who have been delegated authority will be provided with the appropriate contact information of those for whom they may be required to support (i.e.; Contact information of available Supervisory Officer).