

## 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).

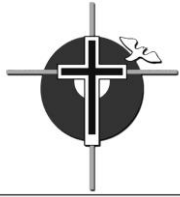
## 2. Procedure

### 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.



### **2.3 Board-Operated Extended-Day Programs**

- a) The principal may delegate the authority to initially deal with situations involving students in their extended day programs when they are absent from the school.
- b) The ECE or supervisor must report to the principal or vice-principal any activities that must be considered for suspension or expulsion that are received from staff or others during the principal's absence.
- c) ECEs working in board-operated extended-day programs, and their supervisors, may be delegated limited authority to contact the parents of a student who has been harmed as the result of a serious student incident and the parents of the student who has engaged in the activity. They should attempt to contact the principal if they are unsure of the appropriate response to a serious action. They should indicate to the parent that the principal will be notified and will follow up the following day.

### **3. Guidelines**

- 1) A principal may only delegate this authority to a teacher if the principal and vice-principal are absent from the school.
- 2) 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.
- 3) 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).