

Procedure Title	Delegation of Authority (Principal)		
Date of Issue	February 2, 2010	Related Policy	BP 6820-D
Revision Dates	October 5, 2011, June 12, 2013; October 15, 2019	Related Forms	AF 2810
Review Date		Originator	Administrative Council
References			
AP 6819 "Safe and Accepting Schools Incident Reporting"; Education Act, R.S.O., 1990, c.E.2.; Bill 157 "Keeping Our Kids Safe At School"; Bill 13 "Accepting Schools Act"			

1.0 RATIONALE

- 1.1 The Education Act, R.S.O., 1990, c.E.2. provides a principal with the authority to delegate powers, duties, or functions to vice principal of the school or teacher/early childhood educator employed in the school (2009, c. 17, s. 1.) under Part XIII – "Behaviour, Discipline and Safety".

2.0 PROCEDURE

2.1 Delegation

A delegation under Part XIII of the Education Act must be in writing using form AF 2810 "Principal Delegation" and is subject to any restrictions, limitations, and conditions set out in the delegation, which, at a minimum, must be as follows:

- a) Vice-Principals
 - i. 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. Vice-principals may be delegated the authority to suspend a student for less than six school days.
- b) Teachers
 - i. The principal's authority under Part XIII of the Education Act may only be delegated in writing to a teacher in the absence of the principal and vice-principal, and must respect the terms of all applicable collective agreements.
 - ii. Teachers may be delegated the authority to initially deal with situations involving activities that occur that must be considered for suspension or expulsion. The most important consideration in these circumstances is the safety of those involved. Any initial investigation must be undertaken according to board direction. The teacher must report all details of the initial investigation to the principal as soon as possible.
 - iii. The teacher 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. A teacher may not be delegated authority regarding suspension decisions or recommendations regarding expulsion of students.
 - iv. A teacher may be delegated limited authority to contact the parents of a student who has been harmed as the result of an activity for a serious student incident and the parents of the student who engaged in the activity. 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.

- v. The teacher must not be delegated the authority to discuss the nature of any discipline measures taken in response to the activity.
- vi. If the teacher is not sure whether he or she should call the parents, the teacher should contact the principal or supervisory officer for direction. The principal or vice-principal will follow up with the parents as soon as possible.

Whenever possible, Bluewater District School Board must ensure that at least one school administrator is present on school property. In situations where no school administrator is present on school property, principals shall develop a procedure for communicating to staff when, and to whom, responsibilities have been delegated.

2.2 Receipt of Notice

Where notice is given to a vice-principal or teacher, it shall be considered to have been received by the vice-principal or teacher in accordance with the following rules:

- i. If the notice is sent by mail or another method in which an original document is sent, the notice shall be considered to have been received by the person to whom it was sent on the fifth school day after the day on which it was sent.
- ii. If the notice is sent by fax or another method of electronic transmission, the notice shall be considered to have been received by the person to whom it was sent on the first school day after the day on which it was sent. 2007, c. 14, s. 1.

2.3 Support for Delegated Authority

Support and information will be provided to those who have been delegated authority by all means possible. In the event of an absence of the delegating principal, they will provide the person to whom authority has been delegated with the contact information for the area superintendent that is to be contacted in case of emergency.

If the situation arises where no contact information has been provided the individual with delegated authority will contact their area superintendent for information.