

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Safe and Accepting Schools –  
Delegation of Authority**

**School Operations D-51d**

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**APPROVAL DATE:**

**SUPERSEDES:**

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**November 9, 2020**

**February 12, 2018**

**Page 1 of 3**

**November 2024**

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### **1.0 POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene is responsible for establishing appropriate processes to ensure that adequate coverage at the school occurs when there is no School Administrator present on School property.

### **2.0 PURPOSE**

To outline the requirements and details, under the Education Act, Part XIII, that a Principal is provided with to delegate powers, duties, or functions to the Vice-Principal of the School or a Teacher employed in the School

### **3.0 ADMINISTRATIVE REGULATIONS**

#### **3.1 Principles**

- **Whenever possible, the Board will attempt to have an administrator present on school property**
- **The Principal of the school has the authority to delegate his or her powers, duties, and responsibilities to a teacher in accordance with the Education Act, Part XIII, Section 300.1. The delegation of authority to a teacher is limited to the Education Act Part XIII, Behaviour, Discipline and Safety.**
- **When the Principal has delegated authority to the Principal Designate, the Principal will communicate with staff when and to whom responsibility has been delegated.**

#### **3.2 Delegation**

A delegation under Part XIII of the Education Act will be in writing using the “Request/Authorization for Staff Development/Meetings” form generated at the School level and submitted to the Board for notification and approval. The following are conditions set out in the delegation:

- 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.

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**Page 2 of 3**

**November 2024**

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- b) Teachers
- i. The Principal's authority under Part XIII of the Education Act may only be delegated 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 or Vice-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 and Vice-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 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, Vice-Principal or Supervisory Officer for direction. The Principal or Vice-Principal will follow up with the parents as soon as possible.

### **3.2 Receipt of Notice**

Where notice is given to a Vice-Principal or Teacher that authority has been delegated, it shall be considered to have been received by the Vice-Principal or Teacher in accordance with the following:

- i. If the notice is provided verbally and/or sent by a method of electronic transmission, and forwarded to the Board office, the notice shall be considered to have been received by the person to whom delegation has been assigned.

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**Page 3 of 3**

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**3.3 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, she/he will provide the person to whom authority has been delegated with the contact information for the Supervisory Officer/Board office that is to be contacted in case of emergency.