



**Principal Delegation of Authority to Teacher – Bill 157**  
*Written Notice and Procedures*

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A principal shall delegate authority to a teacher in writing using this form prior to his or her absence in the school. When all administrators are absent due to an unplanned illness or an emergency, the delegation can be done orally with the written notice to follow.

When a teacher has been identified to assume duties for a particular timeframe, communication by internal electronic mail shall be provided to all staff members of the school, who are anticipated to be in attendance during the particular timeframe, identifying the name of the teacher designated authority and the timeframe for the administration's absence.

***You will be delegated authority from:***

**Date(s):** \_\_\_\_\_ **to** \_\_\_\_\_

**Time: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

*(Note: Your authority with respect to these matters shall cease upon the return to the school of an administrator.)*

During this time frame, the school administrator(s) will be away from the school.

The school principal and/or vice-principal can be reached at the cell numbers provided:

**Principal:**

**Vice-principal:**

If contact is unable to be made with the school principal and/or vice-principal, the neighbouring school principal can be reached at the phone number provided:

**Neighbouring school principal:**

If contact is unable to be made with the neighbouring school principal, the School Superintendent can be reached at the number provided:

**School Superintendent:**

If contact is unable to be made with the School Superintendent, the emergency Superintendent can be reached at the number provided:

## Emergency Superintendent:

### As part of the duties you are being delegated responsibility for the following:

1. Receiving Safe Schools Incident Reporting Forms (Part I) about suspension and expulsion infractions from Board employees and transportation providers and communicating this information to an administrator at the earliest opportunity (contact numbers provided above);
2. Conducting an initial investigation to determine the nature of an incident, and in particular whether or not the incident is one for which a suspension or expulsion might be imposed;
3. Reporting incidents for which a suspension or expulsion might be imposed to an administrator at the earliest opportunity (contact numbers provided above) and then taking direction from the principal/vice-principal;
4. Providing information to a parent/guardian of a pupil about an incident causing the pupil harm, provided that the pupil is not an adult pupil and you are not of the opinion that reporting the information might put the pupil at risk of harm and not be in the pupil's best interest; and
5. Informing the parent/guardian that, at the earliest opportunity, an administrator will contact the parent/guardian to provide further information about the activity causing harm and the steps that will be taken to support the victim and ensure the victim's safety;
6. Implementing progressive discipline measures following the initial investigation of an incident that does not require consideration of a suspension or expulsion as a consequence; and
7. Contacting the police in an emergency or in the event of an incident requiring police involvement in accordance with the Police and School Response Protocol;
8. In situations outlined in #6, the teacher shall contact the principal, vice-principal or supervisory officer;
9. In cases where the police have been contacted, a principal, vice-principal or supervisory officer will be available at the school.

You must exercise your authority in accordance with the *Education Act*, Board policies and procedures, including the principles of equity set out in the Ontario's Equity and Inclusive Strategy and the Human *Rights Code of Ontario*, which has primacy over the *Education Act* and the Board policies and procedures.

Your authority with respect to these matters shall cease upon the return to the school of an administrator.

Information on this form is collected pursuant to the board's responsibilities set out in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act. Information on this form will be used to administer the Delegation of Authority to Teacher – Bill 157. Questions regarding the collection of this information should be directed to: Privacy and Information Officer, 519 578-3660.