



## DELEGATION OF AUTHORITY: TEACHER IN CHARGE

Responsibility:	<i>Superintendent, Student Achievement &amp; Well-Being</i>
Legal References:	<i>Education Act, as amended; Ontario Human Rights Code; Canadian Charter of Rights and Freedoms; Provincial Code of Conduct.</i>
Related References:	<i>Ontario Regulation 472/07; Ministry of Education Policy/Program Memorandum 144 – Bullying Prevention and Intervention; Ministry of Education Policy/Program Memorandum 145 – Progressive Discipline and Promoting Positive Student Behaviour; Board Policy 6000 – Safe Schools; Board Policy 6001 – Code of Conduct; Board Policy 6008 – Student Discipline Board Policy 6009 – Bullying Prevention and Intervention; Administrative Procedure 1260 – Student Discipline; Administrative Procedure 1620 – Alternative Suspension Program; School Board Police Protocol; Traumatic Response Protocol, 2013; and Threat Risk Assessment Protocol; Delegation of Authority IS-16-DA</i>
Effective Date:	<i>October 17, 2016</i>

### 1. Preamble

- 1.1 Whenever possible, the Board will attempt to have an administrator present on school property.
- 1.2 A principal may delegate authority for discipline matters to a teacher-in-charge. A delegation of authority to a teacher-in-charge will only come into effect if there are no administrators present on school property. Those who are delegated authority for discipline matters must respect and implement their duties and decisions as required by the *Education Act*, Board policies and administrative procedures and the *Human Rights Code* of Ontario.
- 1.3 A vice-principal may not be delegated the power to impose a suspension of more than five (5) days or make the final decision with respect to recommending to the Board that a pupil be expelled.

### 2. Delegation of Authority to Teacher-In-Charge

- 2.1 A teacher-in-charge may be delegated authority by the principal to receive reports about suspension and expulsion infractions from Board employees and transportation providers, in which case, the teacher-in-charge shall at the earliest opportunity inform the principal or vice-principal, and when the absence of the principal and vice-principal might be for 2 or more days, the superintendent.

- 2.2 A teacher-in-charge may be delegated authority to contact the police in an emergency or in the event of an incident requiring police involvement, in accordance with the Police and School Protocol.
- 2.3 A teacher-in-charge may be delegated authority by the principal to conduct an investigation when an infraction has occurred requiring further information before action can be taken. When it appears that the incident might attract discipline in the form of suspension or expulsion, the teacher-in-charge shall **NOT** proceed to investigate, but shall at the earliest opportunity provide the principal or vice-principal, and in the absence of the principal and vice-principal for 2 or more days, the superintendent, with a detailed written and oral account of the steps taken and information determined up to that point.
- 2.4 All incidents on school property occurring during a school related activity or having an impact on school climate that might result in suspension or suspension and a recommendation for expulsion shall be reported by the teacher-in-charge to the principal, or the vice-principal in the principal's absence, at the earliest opportunity, and in the absence of the principal and vice-principal for 2 or more days, the superintendent.
- 2.5 In such circumstances, the teacher-in-charge may be delegated authority to provide information to the parent/guardian of a pupil, who is NOT an adult pupil and where the teacher-in-charge is NOT of the opinion that informing the parent/guardian would put the pupil at risk of harm, about the fact that harm has been caused and the nature of the harm that has occurred. The teacher-in-charge shall also inform 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. The teacher-in-charge may inform a parent/guardian of an adult pupil if that pupil consents to the disclosure of information.
- 2.6 A teacher-in-charge shall NOT be delegated authority to share with the parent/guardian of a victim the name of the suspected perpetrators and/or the discipline measures that might be taken by the school to address the infraction.
- 2.7 The teacher-in-charge may be delegated authority to consider and implement progressive discipline measures following the investigation of an incident, which has occurred on school property, during a school activity, or in circumstances having an impact on the school climate, that by its nature does not require the principal to consider imposing a suspension and does not require the principal to consider imposing a suspension pending an inquiry for the purposes of recommending an expulsion.
- 2.8 A teacher-in-charge shall not be delegated authority to suspend a pupil.
- 2.9 If at any time the teacher-in-charge is uncertain or uncomfortable about the duties that have been delegated and/or the possible application of the *Human Rights Code*, s/he should take immediate steps to contact an administrator. In emergency circumstances, where an administrator is not available, the teacher-in-charge shall contact the superintendent.
- 2.10 Written notice identifying the authority being delegated to the teacher-in-charge, the timeframe for the delegation of the authority and the resources available to the teacher in charge must be provided in the form attached. (Delegation of Authority IS-16-DA).
- 2.11 When a teacher-in-charge 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-in-charge and the timeframe for the administration's absence.