

Memo

To:

Date:

From:

Re: Delegation of Authority

You will be delegated authority as teacher-in-charge pursuant to section 300.1(1)(b), consistent with this memo on the dates set out below and initialled by me.

During the specified dates, the principal and vice-principal will be away from the school. The principal can be reached by cell phone at *[insert cell #]*, and the vice-principal may be reached by cell phone at *[insert cell #]*. The superintendent of education / supervisory officer may be reached at *[insert phone #]*.

In the event of an emergency and you cannot contact the superintendent of education, please call the Board Office at 613-258-7757, and the receptionist will put you in contact with another supervisory officer who can assist you.

As part of the duties of teacher-in-charge, you are being delegated responsibility for the following:

- (1) receiving reports from Board employees and transportation providers about serious incidents for which suspensions or a recommendation to expel might be made and communicating this information to an administrator at the earliest opportunity;
- (2) conducting an investigation to determine the nature of an incident to determine 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;
- (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) implementing progressive discipline measures following the investigation of an incident that is unlikely to lead to suspension or expulsion as a consequence; and
- (6) contacting the police in an emergency;

(7) contacting the police in accordance with the Police and School Response Protocol.

You must exercise your authority in accordance with the *Education Act*, Board policies and procedures, including the principles of equity set out in Ontario's Equity and Inclusive Education 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.

Teacher-in-Charge

Principal

DATE OF DELEGATION

Date	Principal Initials