



**DELEGATION OF AUTHORITY: Teacher in Charge Acknowledgement Letter**

**School:** Insert Name of School  
**To:** Insert Name of TIC  
**From:** Name of Principal  
**Date:** Insert Today's Date

You will be delegated authority as a Teacher in Charge on designated days consistent with this memorandum and the logging procedure for the (insert year) school year.

On the designated days that you will be Teacher in Charge, an administrator shall be away from the school and can be reached by cell phone at INSERT NUMBER HERE. The Family of Schools Superintendent, INSERT NAME HERE, may be reached at the Board Office (705.268.7443) or by cell (INSERT NUMBER HERE).

The emergency Superintendent, INSERT NAME HERE, may be reached at the Board Office (705.268.7443) or by cell (INSERT NUMBER HERE). The following Principal of NAME OF SCHOOL, INSERT NAME OF PRINCIPAL, may be reached at INSERT NUMBER OF SCHOOL to provide you with any assistance.

The Teacher in Charge who is delegated authority will be responsible to:

- i) Receive 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 a school administrator at the earliest opportunity; decisions regarding suspension or recommendations regarding expulsion do not fall within delegation of authority;
- ii) Conduct investigations 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;
- iii) Report incidents for which a suspension or expulsion might be imposed to an administrator at the earliest opportunity;
- iv) Provide information to a parent/guardian of a pupil about an incident causing the pupil harm, provided that the pupil is not an adult and that you are not of the opinion that reporting the information might put the pupil at risk of harm and/or not be in the pupil's best interest;
- v) Implement progressive discipline measures following the investigation of an incident that does not require consideration of a suspension or expulsion as a consequence;
- vi) Contact the police in an emergency or in the event of an incident requiring police involvement in accordance with the Police and School Response Protocol.

You must exercise your authority in accordance with the *Education Act*, Board policies and administrative procedures, all applicable collective agreements, and the *Human Rights Code* of Ontario.

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

**Principal's Signature**

My signature indicates that I have delegated authority to the Teacher in Charge named above.

Date (yyyy/mm/dd)

**Teacher's Signature**

My signature indicates that I understand the duties and expectations listed above and accept the delegation of authority.

Date (yyyy/mm/dd)