



# Riverside School Board

<b>By-law Name:</b>	By-law 13: Delegation of Authority to the School Principal and Centre Director
<b>By-law Number:</b>	B418-20120221
<b>Date Approved by Council:</b>	February 21, 2012
<b>Date of Next Review:</b>	3 years from approval by Council

## 1. Preamble

In addition to the functions and powers conferred upon the Principal under articles 96.12 to 96.26 of the Education Act, the Council of Commissioners delegates to the School Principal and Centre Director, under the authority of the Director General or his delegate, the following functions, rights, powers and obligations as well as the responsibility to render an account of their management to the Director General or his delegate.

In this text, the feminine gender is used solely for ease of expression.

## 2. Functions, Rights, Powers and Obligations Delegated

2.1 The Council reserves the right to recall, by Board resolution, any item delegated to the School Principal and Centre Director.

### 2.2 General

The School Principal or Centre Director is the academic and administrative director of the school or centre. She is responsible for the management of the staff of the school or centre, the physical and financial resources, as well as the application of all School Board policies.

### 2.3 Educational Services

The School Principal or Centre Director shall:

2.3.1 Exempt students from attending school by reason of illness or for the purpose of receiving medical care or treatment (refer to Article 15.1);

2.3.2 Ensure that periodic evaluations are conducted of students in her school zone who receive home schooling (refer to Article 15.4);

2.3.3 Ascertain that students attend school regularly (refer to Article 18);



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- 2.3.4 Register only those students who, according to law, are entitled to receive instruction in the English language (refer to Article 205);
- 2.3.5 Exempt a student who needs special support services in English, French or Mathematics from a subject prescribed by the basic school regulation (refer to Article 222.1);
- 2.3.6 Place at the disposal of the students approved textbooks and instructional materials used for teaching the program of studies (refer to Article 230);
- 2.3.7 Ensure that students have access to reference and reading materials (refer to Article 230);
- 2.3.8 Register students based on the Enrolment Criteria of the School Board (refer to Article 239);
- 2.3.9 Suspend, for just cause, a student from attending class for a maximum of five (5) consecutive days;
- 2.3.10 Prepare the recommendation for expulsion of a student for consideration by the Director General (refer to Article 242).

## **2.4 Administrative Services**

- 2.4.1 In a school with more than one vice-principal, appoint one to assume the responsibilities of principal in her absence or inability to act;
- 2.4.2 Establish committees related to the exercise of the duties delegated to her;
- 2.4.3 Apply the Code of Conduct of Riverside School Board, as well as the rules of conduct and safety regulations approved by the Governing Board (refer to Article 76);
- 2.4.4 Post visibly in her school all public notices issued by the School Board (refer to Article 397);
- 2.4.5 Produce all reports requested by the school board (refer to Article 218.1).

## **2.5 Financial Resources Management**

- 2.5.1 In the case of the loss or destruction of school property, claim restitution from the parents of the student if a minor or from the student himself if of full age (refer to Article 8);
- 2.5.2 Sign contracts for fundraising campaigns to support school activities, for goods purchased exclusively for resale and for activities financed totally by students and parents. For expenses over \$25,000, the School Principal and/or Centre Director



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must work in conjunction with the Departments of Finance and Material Resources.

- 2.5.3 The School Principal and/or Centre Director may delegate to other management staff under their supervision, the authority to approve expenses or to commit sums not exceeding \$5,000 from the budget for which they are responsible.

## **2.6 Human Resources Management**

- 2.6.1 Determine the functions and ensure the supervision and evaluation of the staff under her responsibility (refer to Article 96.21);
- 2.6.2 Hire teaching and support staff, as prescribed by the Board, for substitution purposes;
- 2.6.3 Apply appropriate disciplinary measures (verbal or written warning, reprimand and suspension for a maximum of five days) to staff under her responsibility;
- 2.6.4 Authorize requests for professional development and other leaves made by the staff under her responsibility, in accordance with the policies of the School Board;
- 2.6.5 Request financial contributions for daycare services provided (refer to Article 258);
- 2.6.6 Oversee the training of student-teachers assigned to her school (refer to Article 261.1).

## **2.7 Material Resources Management**

- 2.7.1 Proceed with the acquisition of goods and services in accordance with the Board's Policy on Purchasing of Goods and Services and Disposal of Obsolete Equipment (refer to Article 266);
- 2.7.2 Proceed with the loan or rental of school premises for one year or less, in accordance with the Board's Policy on the Rental of Facilities and Article 93 of the Education Act.

## **3. Coming into Force**

This by-law shall come into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V, Division IX of the Education Act. It is available to be viewed by the public at the Board offices during regular working hours and is posted on the Board website.



This By-Law # 13 – Delegation of Authority to the School Principal and Centre Director, was adopted at the Council of Commissioners on February 21, 2012.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Quebec.

Moira Bell, Chairman

Denise Paulson, Secretary General