

Education Act
REVISED REGULATIONS OF ONTARIO
REGULATION 298
Amended to O. Reg. 613/00
OPERATION OF SCHOOLS - GENERAL

This is the English version of a bilingual regulation.

Duties of Principals

11. (1) The principal of a school, subject to the authority of the appropriate supervisory officer, is in charge of,
- (a) the instruction and the discipline of pupils in the school; and
 - (b) the organization and management of the school.
- (2) Where two or more schools operated by a school building or school grounds, the board board jointly occupy or use in common a shall designate which principal has authority over those parts of the building or grounds that the schools occupy or use in common.
- (3) In addition to the duties under the Act and those assigned by the board, the principal of a school shall, except where the principal has arranged otherwise under subsection 26 (3),
- (a) supervise the instruction in the school and advise and assist any teacher in co-operation with the teacher in charge of an organizational unit or program;
 - (b) assign duties to vice-principals and to teachers in charge of organizational units or programs;
 - (c) retain on file up-to-date copies of outlines of all courses of study that are taught in the school;
 - (d) upon request, make outlines of courses of study available for examination to a resident pupil of the board and to the parent of the pupil, where the pupil is a minor;
 - (e) provide for the supervision of pupils during the period of time during each school day when the school buildings and playgrounds are open to pupils;
 - (f) provide for the supervision of and the conducting of any school activity authorized by the board;
 - (g) where performance appraisals of members of the teaching staff are required under a collective agreement or a policy of the board, despite anything to the contrary in such collective agreement or board policy, conduct performance appraisals of members of the teaching staff;
 - (h) subject to the provisions of the policy of the board or the provisions of a collective agreement, as the case may be, in respect of reporting requirements for performance appraisals, report thereon in writing to the board or to the supervisory officer on request and give to each teacher so appraised a copy of the performance appraisal of the teacher;
 - (i) where the performance appraisals of members of the teaching staff are not required by board policy or under a collective agreement, report to the board or to the supervisory officer in writing on request on the effectiveness of members of the teaching staff and give to a teacher referred to in any such report a copy of the portion of the report that refers to the teacher;
 - (j) make recommendations to the board with respect to,
 - i. the appointment and promotion of teachers, and
 - ii. the demotion or dismissal of teachers whose work or attitude is unsatisfactory;
 - (k) provide for instruction of pupils in the care of the school premises;
 - (l) inspect the school premises at least weekly and report forthwith to the board,
 - i. any repairs to the school that are required, in the opinion of the principal,
 - ii. any lack of attention on the part of the building maintenance staff of the school, and
 - iii. where a parent of a pupil has been requested to compensate the board for damage to or destruction, loss or misappropriation of school property by the pupil and the parent has not done so, that the parent of the pupil has not compensated the board;
 - (m) where it is proposed to administer a test of intelligence or personality to a pupil, inform

- the pupil and the parent of the pupil of the test and obtain the prior written permission for the test from the pupil or from the parent of the pupil, where the pupil is a minor;
- (n) report promptly any neglect of duty or infraction of the school rules by a pupil to the parent or guardian of the pupil;
 - (o) promote and maintain close co-operation with residents, industry, business and other groups and agencies of the community;
 - (p) provide to the Minister or to a person designated by the Minister any information that may be required concerning the instructional program, operation or administration of the school and inform the appropriate supervisory officer of the request;
 - (q) assign suitable quarters for pupils to eat lunch.
- (3) A principal shall only make a recommendation to the board under subclause (3) (j) (ii) after warning the teacher in writing, giving the teacher assistance and allowing the teacher a reasonable time to improve.
- (5) A principal of a school,
- (a) in which there is a French-language instructional unit as defined in section 309 of the Act, who does not hold qualifications to teach in the French language as required by subsection 19 (12) or is qualified to teach in such unit only under subsection 19 (13); or
 - (b) in which there is an English-language instructional unit as mentioned in subsection 325 (1) of the Act, who does not hold qualifications to teach in the English language as required by subsection 19 (11) or is qualified to teach in each unit only under subsection 19 (13), shall notify the appropriate supervisory officer in writing of the impracticability of the duty placed on the principal, having regard to the qualifications of the principal, to supervise the instruction, to conduct performance appraisals and to assist and advise the teachers referred to in the notice.
- (6) Where arrangements are made under subsection 26 (3), the principal is relieved from compliance with clauses (3) (a), (g), (h) and (i) to the extent that such duties are performed by another qualified person or persons.
- (7) The other qualified person or persons who perform the duties shall be responsible to the board for the performance of such duties.
- (8) The outlines of the courses of study mentioned in clause (3) (c) shall be written and provided,
- (a) in the French language in the case of courses of study provided in a French-language instructional unit operated under Part XII of the Act; and
 - (b) in both the English and French languages in the case of a course of study in a program established in the school under paragraph 25 of subsection 8 (1) of the Act.
- (9) Where, after reasonable notice by the principal, a pupil who is an adult, or the parent of a pupil who is a minor, fails to provide the supplies required by the pupil for a course of study, the principal shall promptly notify the board.
- (10) A principal shall transmit reports and recommendations to the board through the appropriate supervisory officer.
- (11) A principal, subject to the approval of the appropriate supervisory officer, may arrange for home instruction to be provided for a pupil where,
- (a) medical evidence that the pupil cannot attend school is provided to the principal; and
 - (b) the principal is satisfied that home instruction is required.
- (12) The principal of a school shall provide for the prompt distribution to each member of the school council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of school councils. O. Reg. 613/00, s. 1 (1).
- (12.1) The principal shall post any materials distributed to members of the school council under subsection (12) in the school in a location that is accessible to parents.
- (13) In each school year, the principal of a school shall make the names of the members of the school council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter or by such other means as is likely to bring the names to the attention of the parents.
- (14) The principal shall meet the requirements of subsection (13) in each school year not later than 30 days following the election of parent members of the school council.

(15) The principal of a school shall promptly provide the names of the members of the school council to a supporter of the board that governs the school or to a parent of a pupil enrolled in the school, on the request of the supporter or the parent.

(16) The principal of a school shall attend every meeting of the school council, unless he or she is unable to do so by reason of illness or other cause beyond his or her control.

(17) The principal of a school shall act as a resource person to the school council and shall assist the council in obtaining information relevant to the functions of the council, including information relating to relevant legislation, regulations and policies.

(18) The principal of a school shall consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation.

(19) In addition to his or her other obligations to solicit the views of the school council under the Act and the regulations, the principal of a school shall solicit the views of the school council with respect to the following matters:

1. The establishment or amendment of school policies and guidelines that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - ii. school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.
2. The development of implementation plans for new education initiatives that relate to pupil achievement or to the accountability of the education system to parents, including,
 - i. implementation plans for a local code of conduct established under subsection 303 (1) or (2) of the Act governing the behaviour of all persons in the school, and
 - ii. implementation plans for school policies or guidelines related to policies and guidelines established by the board under subsection 302 (5) of the Act respecting appropriate dress for pupils in schools within the board's jurisdiction.

3. School action plans for improvement, based on the Education Quality and Accountability Office's reports on the results of tests of pupils, and the communication of those plans to the public.

(20) Subsection (19) does not limit the matters on which the principal of a school may solicit the views of the school council

Vice-Principals

12. (1) A board may appoint one or more vice- (1). principals for a school.

(2) A vice-principal shall perform such duties as are assigned to the vice-principal by the principal.

(3) In the absence of the principal of a school, a vice-principal, where a vice-principal has been appointed for the school, shall be in charge of the school and shall perform the duties of the principal.

Duties of Teachers

- 20.** In addition to the duties assigned to the teacher under the Act and by the board, a teacher shall,
- (a) be responsible for effective instruction, training and evaluation of the progress of pupils in the subjects assigned to the teacher and for the management of the class or classes, and report to the principal on the progress of pupils on request;
 - (b) carry out the supervisory duties and instructional program assigned to the teacher by the principal and supply such information related thereto as the principal may require;
 - (c) where the board has appointed teachers under section 14 or 17, co-operate fully with such teachers and with the principal in all matters related to the instruction of pupils;
 - (d) unless otherwise assigned by the principal, be present in the classroom or teaching area and ensure that the classroom or teaching area is ready for the reception of pupils at least fifteen minutes before the commencement of classes in the school in the morning and, where applicable, five minutes before the commencement of classes in the school in the afternoon;
 - (e) assist the principal in maintaining close co-operation with the community;
 - (f) prepare for use in the teacher's class or classes such teaching plans and outlines as are required by the principal and the appropriate supervisory officer and submit the plans and outlines to the principal or the appropriate

supervisory officer, as the case may be, on request;

- (g) ensure that all reasonable safety procedures are carried out in courses and activities for which the teacher is responsible; and
- (h) co-operate with the principal and other teachers to establish and maintain consistent disciplinary practices in the school.

Requirements For Pupils

23. (1) A pupil shall,
- (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - (b) exercise self-discipline;
 - (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
 - (d) attend classes punctually and regularly;
 - (e) be courteous to fellow pupils and obedient and courteous to teachers;
 - (f) be clean in person and habits;
 - (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
 - (h) show respect for school property.
- (2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give the reason for the absence orally or in writing as the principal requires.
- (3) A pupil may be excused by the principal from attendance at school temporarily at any

time at the written request of a parent of the pupil or the pupil where the pupil is an adult.

- (4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,
- (a) on the school premises;
 - (b) on out-of-school activities that are part of the school program; and
 - (c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

Advertisements and Announcements

24. (1) No advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without the consent of the board that operates the school except announcements of school activities.
- (2) Subsection (1) does not apply to anything posted in the school in accordance with the regulations.

Canvassing and Fund-Raising

25. (1) It is the duty of a pupil to ensure that any canvassing or fund-raising activity on school property by the pupil is carried on only with the consent of the board that operates the school.
- (2) No principal, vice-principal or teacher, without the prior approval of the board that operates the school at which they are employed, shall authorize any canvassing or fund-raising activity that involves the participation of one or more pupils attending the school.