

Chapter 6

Principal's Statutory Responsibilities

ABSTRACT

This chapter concerns school principals' responsibilities according to the law. While mentioning the California Education Code and the Chinese Compulsory Education Act, the chapter focuses on the Ontario Education Act. It lists the sections in the Education Act and Regulation 298/1990 Operation of Schools, which prescribe principals' specific responsibilities. The chapter contains Policy/Program Memorandum (PPM) No. 145 and Policy/Program Memorandum (PPM) No. 120 promulgated by the Ministry of Education, which deal with factors principals shall consider when they discipline students who have engaged in inappropriate activities in schools. In addition, it has the Provincial Model for a Local Police/School Board Protocol by the Ministry of Education stipulating that it is mandatory to report to police certain types of incidents.

The principal of a school has an important influence on the learning of the students in that school. California Education Code Title 2 Division 3 Part 25 Chapter 4 Article 1 sections 44817 and 44818 stipulate that the principal of each school when directed by the district superintendent of schools shall submit an annual report to such superintendent on forms furnished by the Superintendent of Public Instruction. Article 2 section 44860 states that no person shall be employed as principal of a school of six or more certificated employees unless he or she holds a valid school administration credential

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and at least one of the required additional credentials. Section 44861 presents that a substitute principal holding a valid teacher's credential of the same grade as the school to be administered may be employed without meeting the requirements of section 44860 to meet an emergency for not more than five months. The Chinese Education Act does not mention principals, but the Chinese Compulsory Education Act Chapter 3 Article 26 prescribes that the principal of a school is responsible for that school. The principal shall meet the requirements made by the state. Principals shall be appointed by the education bureau of the people's government at the county level according to the law.

In Ontario principals are appointed by district school boards. Education Act section 265 stipulates that it is the duty of a principal of a school, in addition to the principal's duties as a teacher,

- (a) to maintain proper order and discipline in the school;
- (b) to develop co-operation and co-ordination of effort among the members of the staff of the school;
- (c) to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister;
- (d) in accordance with this Act, the regulations and the guidelines issued by the Minister, to collect information for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record;
- (e) to prepare a timetable, to conduct the school according to the timetable and relevant school year calendar, to make the timetable and calendar accessible to pupils, teachers, designated early childhood educators and supervisory officers, to assign classes and subjects to teachers and to assign junior kindergarten or kindergarten classes or extended day program units to designated early childhood educators;
- (f) to hold, subject to the approval of the appropriate supervisory officer, such examinations as the principal considers necessary for the promotion of pupils or for any other purpose and report as required by the board the progress of the pupil to his or her parent or guardian where the pupil is a minor and otherwise to the pupil;
- (g) subject to revision by the appropriate supervisory officer, to promote such pupils as the principal considers proper and to issue to each such pupil a statement thereof;

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