

Staff Roles & Responsibilities

Principals & Vice-Principals

Source: School Regulation S. 5(7) - 5(11)

5. Powers and Duties of Administrative Officers

(7) The principal of a school is responsible for administering and supervising the school including:

- a. the implementation of educational programs,
- b. the placing and programming of students in the school,
- c. the timetable of teachers,
- d. the program of teaching and learning activities,
- e. the program of student evaluation and assessment and reporting to parents,
- f. the maintenance of school records, and
- g. the general conduct of students, both on school premises and during activities that are off school premises and that are organized or sponsored by the school, and shall, in accordance with the policies of the board, exercise paramount authority within the school in matters concerning the discipline of students.

(8) Principals shall ensure that parents or guardians are regularly provided with reports in respect of the students' school progress in intellectual development, human and social development and career development and the student's attendance and punctuality.

(9) Reports under subsection (8) shall be made at least 5 times during the school year as follows;

- a. 3 written reports, once of which shall be at the end of the school year
 - i. on a form ordered by the minister, or
 - ii. on a form approved by the board containing information, and when required, using reporting symbols ordered or approved by the minister, and
- b. at least 2 informal reports.

(10) The principal of a school shall

- a. subject to the approval of the board, establish a program of school assemblies to be conducted at appropriate times during the school year,
- b. ensure that assemblies are held at least 3 times in a school year, including the school day immediately preceding Remembrance Day,

- c. ensure that the Canadian national anthem shall be sung at each school assembly, and
- d. ensure that the Canadian flag and British Columbia flag be displayed at each school while in session.

(11) School assemblies referred to in subsection (10) shall be established to promote loyalty to the Crown, respect for Canadian tradition, laws, institutions and human values, and shall include observation of occasions of historic or current importance to Canada and the Commonwealth, as well as appropriate references to the Canadian flag.

Please see [Board Policy 5060 & 5061](#) for more information on the responsibilities of Principals and Vice-Principals in our School District