



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

<b>ADMINISTRATIVE PROCEDURES</b>	
<i>Administrative Procedure Section</i> <b>STUDENT</b>	<i>Policy Number</i> <b>819</b>
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## **ADMINISTRATIVE PROCEDURE TITLE**

Safe Schools - Delegation of Authority

### **1.0 ADMINISTRATIVE PROCEDURE**

- 1.1 Whenever possible, the board will ensure that at least one school administrator is present on school property.
- 1.2 Where the school administration is not present on site, the Principal will delegate her/his authority in accordance with Board policy and its administrative procedures.
- 1.3 A principal has the authority to delegate his/her powers, duties and responsibilities to a Vice Principal in accordance with the Education Act, Part XIII, Section 300.1. The delegated authority to a Vice Principal will include the Education Act, Part XIII as well as the duties, powers and responsibilities of Principals as described in Board Policy and Administration Procedures; the Education Act and its regulations; and Ministry of Education Policy and Program memoranda.
- 1.4 A principal has the authority to delegate his/her powers, duties and responsibilities to a teacher in accordance with the Education Act, Part XIII, Section 300.1. The delegation of authority to a teacher is limited to the Education Act, Part XIII, Behaviour, Discipline and Safety.
- 1.5 Where the principal delegates authority to the vice principal, the delegation will include all authority of the principal with these two exceptions:
  - (a) The Vice Principal may not suspend for a period of more than 5 school days without approval from a supervisory officer; and

- (b) The Vice Principal may not make a recommendation to the board to expel a student.
- 1.6 Where the principal delegates authority to a teacher, the teacher will assume the following duties and responsibilities from the Education Act, Part XIII, Behaviour, Discipline and Safety.
- (a) The delegation of authority will be detailed in writing by completing Safe Schools Form 21 on an annual basis.
  - (b) Safe Schools Form 21 will be filled in, copied and given to Principal, Vice Principals, teachers who are delegated authority, the Family of Schools Superintendent and the Superintendent of Schools – Safe Schools.
  - (c) The delegation of authority will respect the collective agreement.
  - (d) The delegation of authority to a Vice Principal will reflect Administrative Procedure 1.5.
  - (e) The delegation of authority to a teacher will include the authority to initially deal with situations involving activities that occur that must be considered for suspension or expulsion with due consideration for the safety of those involved. Any initial investigation must be undertaken according to board direction. The teacher must report all details of the incident to the principal or vice principal as soon as possible.
  - (f) The delegation of authority does not include administering suspensions or making recommendations to the Board for expulsion. However, the teacher who has been delegated with authority must report to the principal or vice-principal any activities that must be considered for suspension or expulsion that are received from staff or others during the principal's absence.
  - (g) The delegation of authority provides the teacher with limited authority to contact the parents of a student who has been harmed as the result of an activity for which suspension or expulsion must be considered. The information provided to the parents by a teacher must be limited to the nature of the harm to the student and the nature of the activity that resulted in the harm.
  - (h) The delegation of authority to a teacher does not include the authority to discuss the nature of any discipline measures taken in response to a behaviour transgression.

- (i) If the teacher is not sure whether he or she should call the parents, the teacher will contact the Principal/Vice Principal, Family of Schools supervisory officer or another member of senior administration for direction.
- 1.7 The delegation of authority form will include the following information.
- (a) A list of three to five staff members including the vice principal where assigned in order of delegated authority;
  - (b) Elementary Schools larger than 400 pupils and Secondary Schools will name five staff members including the vice principal (s) on the delegation of authority form;
  - (c) Anticipated times of regular absence from the school for scheduled meetings;
  - (d) The duration of the delegation of authority;
  - (e) How to contact the Family of Schools Superintendent or the senior administration of the Board; and
  - (e) A copy of this Board Policy and its Administrative Procedures.
- 1.8 When a principal's absence is unplanned, the notice of delegation of authority will be made verbally.
- 1.9 In the event of an emergency where the principal and vice principal are absent from the school site, the principal may delegate authority verbally to any teacher. In the event of an emergency where the principal/vice principal and all teaching staff are absent from the school site, the principal may delegate authority verbally to any Board employed staff member.

## **2.0 TERMS AND DEFINITIONS**

### **2.1 PRINCIPAL**

“Principal” means a teacher with an undergraduate degree, five years of teaching experience, certification in three of four teaching divisions (primary, junior, intermediate, senior), two Specialist or Honour Specialist additional qualifications or a master's degree who has completed the Principal's Qualification Program and is appointed to the position of Principal.

## 2.2 VICE PRINCIPAL

“Vice Principal” means a teacher with an undergraduate degree, five years of teaching experience, certification in three of four teaching divisions (primary, junior, intermediate, senior), two Specialist or Honour Specialist additional qualifications or a master's degree who has completed the Principal's Qualification Program and is appointed to the position of Vice Principal.

## 2.3 TEACHER

“Teacher” means a person with an Ontario Teacher's Certificate who is licensed to teach in the province of Ontario.

## 2.4 DELEGATION OF AUTHORITY

“Delegation of authority” means the assignment of powers, duties and responsibilities by a supervisor to a staff member.

## 2.5 DELEGATION OF AUTHORITY TO TEACHERS

“Delegation of authority to teachers” means the assignment of powers and responsibilities as described in Part XIII, Behaviour, Discipline and Safety of the Education Act.

## 2.6 ABSENCE

“Absence” means that the person appointed to the position of authority is not present due to illness, meetings at another site or approved leaves.

## 3.0 REFERENCES/RELATED DOCUMENTS

Education Act, Sections 265 and 264  
Education Act, Part XIII, Behaviour, Discipline and Safety  
Ontario Regulation 298: Operation of Schools, Sections 111 and 12  
Bill 157 Education Act Amendment – Keeping Our Kids Safe at School Act  
PPM 144 Bullying Prevention and Intervention  
PPM 145 Progressive Discipline and Promoting Positive Student Behaviour

## 4.0 RELATED ADMINISTRATIVE PROCEDURES

**5.0 RELATED FORMS**

Safe Schools Form 21

**6.0 ADMINISTRATIVE PROCEDURE REVIEW DATE**

May 2018

**7.0 APPROVED BY BOARD**

May 28, 2013

**8.0 EFFECTIVE DATE**

May 28, 2013

**9.0 REVIEW BY**

Superintendent of Schools – Safe Schools

**10.0 LAST REVISION DATE**

New