



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

| BOARD POLICY | |
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| <i>Policy Section</i> STUDENTS | <i>Policy Number</i> 819 |
| <i>Administrative Procedure Number</i> AP-S-819 | <i>Page</i> Page 1 of 3 |

POLICY TITLE

Safe Schools - Delegation of Authority

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board maintains positions of leadership and authority at all of its schools to ensure safety and proper order.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to support the safety of school sites through appointments to positions of responsibility and the delegation of authority when such appointed persons are not on site.

3.0 GUIDELINES

- 3.1 This Policy is established to ensure consistent leadership and a purposeful learning environment in the school even when the principal and/or vice principal is absent from the school.
- 3.2 The principal assumes all authority, responsibility and power in accordance with applicable Board Policies, Administrative Procedures and the Education Act and its regulations.
- 3.3 When the principal is absent from a school where a vice principal is appointed to the school, the principal shall delegate her/his authority to the vice principal. Accordingly, the vice principal shall assume the authority, responsibility and power in accordance with Board Policies, Administrative Procedures and the Education Act and its regulations.

- 3.4 When the principal is absent from a school where no vice principal is appointed or if both the principal and vice principal are absent from the school, the principal shall delegate her/his authority as outlined in The Education Act, Part XIII, Behaviour, Discipline and Safety to a teacher.
- 3.5 A decision pertaining to the allocation of supply coverage in the event of a principal or vice principal absence shall be made by either the principal in consultation with senior administration or by senior administration.
- 3.6 Replacements for longer-term absences of the principal and/or vice-principal shall be made by senior administration.
- 3.7 Teachers who are delegated with limited authority are covered by the Board's liability policy while conducting duties as outlined herein.

4.0 TERMS AND DEFINITIONS

4.1 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.

4.2 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.

4.3 TEACHER

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

4.4 DELEGATION OF AUTHORITY

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

4.5 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.

4.6 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.

5.0 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

6.0 RELATED POLICIES

7.0 RELATED FORMS

Safe Schools Form 21

8.0 APPROVED BY BOARD

May 28, 2013

9.0 EFFECTIVE DATE

May 28, 2013

10.0 POLICY REVIEW DATE

May 2018

11.0 REVIEW BY

Superintendent of Schools – Safe Schools