



BOARD ADMINISTRATIVE PROCEDURE	
<i>Administrative Procedure</i> Delegation of Authority	<i>Administrative Procedure Number</i> AP 913
<i>Directional Policy</i> Safe and Accepting Schools - 900	

Title of Administrative Procedure:

Delegation of Authority

Date Approved:

2021

Projected Review Date:

2026

Directional Policy Alignment:

This Administrative Procedure aligns with the Safe and Accepting Schools Directional Policy - 900 by ensuring our schools are welcoming, safe, respectful, equitable, inclusive and accepting learning and teaching environments, rooted in the teachings of the Gospel.

Alignment with Multi-Year Strategic Plan:

The Delegation of Authority Administrative Procedure supports the board’s Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person. This Administrative Procedure aligns with the Board’s Multi-Year Strategic Plan to value relationships, ensure equity and maximize resources.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

PURPOSE:

The Delegation of Authority Administrative Procedure ensures that the Peterborough Victoria Northumberland and Clarington Catholic District School Board maintains positions of consistent leadership and authority at all of its schools to ensure safety and proper order - through appointments to positions of responsibility and the delegation of authority when such permanently appointed persons are not on site.

BACKGROUND:

The Principal assumes all authority, responsibility and power in accordance with applicable Board Policies, Administrative Procedures, the Education Act and its regulations.

When the Principal is absent from a school where a Vice Principal is appointed to the school, the Principal shall delegate their authority to the Vice Principal. Accordingly, the Vice Principal shall assume the authority, responsibility and power in accordance with Board Policies, Administrative Procedures, the Education Act and its regulations.

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 their authority as outlined in the Education Act, Part XIII, Behaviour, Discipline and Safety, to a teacher.

ACTION REQUIRED:

1. Whenever possible, the board will ensure that at least one school administrator is present on school property.
2. Where the school administration is not present on site, the Principal will delegate their authority in accordance with Board policy and its administrative procedures.
3. A Principal has the authority to delegate their 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.
4. 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.
5. A Principal has the authority to delegate their 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.
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 the appropriate Safe Schools Form every school year.
 - (b) The Safe Schools Form will be filled in, copied and given to the Principal, Vice Principals, teachers who are delegated authority, the Family of Schools Superintendent and the Superintendent of Safe Schools.
 - (c) The delegation of authority will respect the collective agreement.
 - (d) 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.
 - (e) 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.
 - (f) 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.

- (g) 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.
- (h) If the teacher is not sure whether they should call the parents, the teacher will contact the Principal/Vice Principal, Family of Schools Superintendent or another member of senior administration for direction.

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 (if applicable) 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 Administrative Procedure.

8. When a Principal's absence is unplanned, the notice of delegation of authority will be made verbally.

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.

10. (a) A decision pertaining to the allocation of supply coverage in the event of a Principal or Vice Principal absence shall be made by the Principal in consultation with Senior Administration.

(b) Replacements for longer-term absences of the Principal and/or Vice Principal shall be made by Senior Administration.
11. Teachers who are delegated with limited authority are covered by the Board's liability policy while conducting duties as outlined herein.

Responsibilities:

The Board of Trustees is responsible for:

- Ensuring alignment of this Administrative Procedure with the Safe and Accepting Schools Directional Policy.
- Reviewing the Delegation of Authority Administrative Procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Ensuring that all employees for whom they have supervisory responsibility are aware of the requirements under this Administrative Procedure.
- Ensuring Principals are consistent with the application of and in alignment with this Administrative Procedure.

Principals are responsible for:

- Providing leadership and supports for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Ensuring the Delegation of Authority Administrative Procedure is implemented at their school.
- Completion of the Delegation of Authority - Safe Schools Form, each school year.
- Ensuring the Delegation of Authority Administrative Procedure is implemented when absent from the school.

Vice-Principals are responsible for:

- Providing leadership and supports for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Assuming the authority, responsibility and power in accordance with Board Policies, Administrative Procedures, the Education Act and its regulations when the Principal is absent from the school.

Teachers are responsible for:

- Ensuring they are knowledgeable about the directions and requirements under this Administrative Procedure.
- Complying with the outlined direction and requirements of this Administrative Procedure when acting under the Delegation of Authority.

Progress Indicators:

- Schools develop and complete the Delegation of Authority – Safe Schools Form and;
- Schools implement the Delegation of Authority Administrative Procedure when the appointed person(s) are not on site.

Definitions:

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

- **Delegation of Authority** - means the assignment of powers, duties and responsibilities by a supervisor to a staff member.
- **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.
- **Absence** - means that the person appointed to the position of authority is not present due to illness, meetings at another site or approved leaves.

References:

- [Education Act, Sections 265 and 264](#)
- [Education Act, Part XIII, Behaviour, Discipline and Safety](#)
- [Ontario Regulation 298: Operation of Schools, Sections 11 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](#)