



# Northeastern Catholic District School Board

## DELEGATION OF AUTHORITY

Administrative Procedure Number: APE 036

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to maintaining safe learning environments for students and staff. In accordance with required legislative responsibilities, the NCDSB may delegate authority when an administrator is absent from the school to ensure that the provisions of safety, discipline, student behaviour, and well-being are upheld.

### REFERENCES

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Ontario Regulation 472/07

PPM 144: Bullying Prevention and Intervention

PPM 145: Progressive Discipline and Promoting Positive Student Behaviour

PPM 159: Collaborative Professionalism

Northeastern Catholic District School Board Policies

E 7: *Delegation of Authority*

E 23: *Emergency Preparedness*

E 34: *Safe, Accepting and Inclusive Schools*

P 3: *Indemnification of Members of the Board and Board Members*

Ontario North East Region Police and School Protocol

### DEFINITIONS

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#### **Delegation of Authority**

The assignment of specified duties to a Teacher in the absence of all administrators in a school.

### PROCEDURES

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#### **1.0 DELEGATION OF AUTHORITY ACKNOWLEDGEMENT LETTER**

- 1.1 Upon the selection of a Teacher in Charge, the Principal of the school will ensure the timely completion of the Delegation of Authority acknowledgement letter.
- 1.2 A copy of the acknowledgement letter will be given to the Teacher in Charge and the original filed in the Principal's office.

#### **2.0 PRINCIPAL ABSENCE & CONFIRMATION OF TEACHER IN CHARGE**

- 2.1 The Principal will advise staff of absence, preferably by email and communicate the dates of absence and the name of the Teacher in Charge.
- 2.2 In times of emergency when the Principal is not able to communicate absence, a designate will communicate this information to staff accordingly.

### **3.0 LOGGING OF NAMES OF TEACHER IN CHARGE AND DATES WHEN AUTHORITY IS DELEGATED**

- 3.1 The Principal will keep a logging form in one standard location in his/her office.
- 3.2 The Principal will record the date and name of the Teacher in Charge, who has been delegated authority.
- 3.3 Both the Principal and the Teacher will initial each entry.
- 3.4 The completed log will be sent to the Office of the Superintendents at the end of each school year.

### **4.0 SUPPORT FOR DELEGATION OF AUTHORITY**

- 4.1 By October 31 of each school year, the Board will host a training session for Teachers in Charge. This training will include but is not limited to matters such as: a review of the Police and School Protocol; Emergency Preparedness; provisions of Delegation of Authority; and provisions of related collective agreements.

### **5.0 EMERGENCY SITUATIONS**

- 5.1 Notwithstanding the above, in emergency situations where a Teacher in Charge is unavailable in accordance with the provision above, the Association and the Superintendent of Education/designate will consult on a solution, depending on the circumstances.
- 5.2 A *Delegation of Authority: Teacher in Charge Acknowledgement Letter* will be signed and filed accordingly for each occasion that an emergency situation occurs.

### **6.0 COMMITMENT TO REVIEW PROCEDURES**

- 6.1 The procedures will be reviewed on as needed basis in consultation with the Northeastern Units of CPCO and OECTA to ensure that the provisions are responsive to the needs of our system and staff and compliant with legislative requirements.

### **7.0 RELATED FORMS AND DOCUMENTS**

- LETTER: Delegation of Authority Acknowledgement
- FORM: Delegation of Authority Logging Template

**Director of Education:**

*Tricia Stefanie Welty*

**Date:**

**June 2019**