



## BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

### 422 Delegation of Authority

DIRECTIONAL POLICY

### 400 Safe, Inclusive, & Progressive Schools

**Title of Administrative Procedure:**

Delegation of Authority

**Date Approved:**

May 2024

**Projected Review Date:**

May 2029

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Directional Policy - 400 Safe, Inclusive, and Progressive Schools by ensuring our students feel safe and secure, that our schools are welcoming, safe, respectful, equitable, inclusive and an accepting learning and teaching environments.

**Alignment with Multi-Year Strategic Plan:**

The Delegation of Authority Administrative Procedure supports our CDSBEO Vision of cultivating the heart, mind, body, and soul of our students and staff. The Board is committed to the safety and well-being of our students and staff and will ensure that Board employees are aware of the CDSBEO's policy and procedures. This Administrative Procedure aligns with the Board's Multi-Year Strategic Plan supporting the four tenets of believing, protecting, learning, and nurturing.

[CDSBEO Strategic Plan 2020-2025](#)

**Purpose**

The Delegation of Authority Administrative Procedure ensures that the Catholic District School Board of Eastern Ontario maintains positions of consistent leadership and authority at all CDSBEO schools to ensure safety and proper order. The delegation of a

Principal's powers to a vice-Principal of the school, or a teacher employed in the school, is expected when such permanently appointed person(s) are not on site.

Section 300.1 of the Education Act provides the authority for a Principal to delegate powers, duties, or functions to a Vice-Principal (where applicable) or to a teacher (in the case the vice Principal is also absent, or the school does not have a Vice-Principal).

### **Action Required**

1. Whenever possible, the board will ensure that at least one school administrator is present on school property.
2. A delegation under this part of the Education Act must be in writing and subject to any restrictions, limitations and conditions set out in the delegation.
3. Individuals who have been delegated authority will be provided with the appropriate contact information of those for whom they may be required to support (i.e., Contact information of the principal if they are offsite but available, or a Supervisory Officer if required).
4. Where the Principal delegates authority to the Vice Principal, the Vice Principal shall assume the authority, responsibility, and power in accordance with Board Policies, Administrative Procedures, the Education Act, and its regulations, with these exceptions:
  - a) The Vice Principal may not suspend for a period of more than 5 school days.
  - b) The Vice Principal may not make the final decision regarding a recommendation to the Board to expel.
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. A Principal may only delegate this authority to a teacher if the Principal and Vice-Principal are absent from the school.
7. 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. Individuals who have been delegated authority will be provided with the appropriate contact information of those for whom they may be required to support (i.e., Contact information of the principal if they are offsite but available, or a Supervisory Officer if required).

Teachers may be delegated the authority to initially deal with situations involving activities which occur; however, the Principal or Vice-Principal will consider suspension and/or expulsion. In addition, the delegation of authority to a teacher will include;

- a) The authority to initially deal with situations involving activities which 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.
- b) The authority to contact the parent(s)/guardian(s)/caregiver(s) 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 parent(s)/guardian(s)/caregiver(s) 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. The teacher must not be delegated the authority to discuss the nature of any disciplinary measures taken in response to the activity. If the teacher is not clear on whether to call the parent(s)/guardian(s)/caregiver(s), the teacher should contact the Principal or supervisory officer for their direction. The Principal or Vice-Principal will follow up with the parent(s)/guardian(s)/caregiver(s) as soon as possible.

8. In preparation for each new school year in September, the principal will;
  - a) Ensure that the delegation of authority to specific individuals will be detailed in writing by completing the appropriate CDSBEO School Delegation of Authority Form.
  - b) On the Form the principal will provide a list of three to five staff members including the Vice Principal (if applicable), in order of delegated authority;
  - c) Schools larger than 400 pupils will name five staff members including the Vice Principal (if applicable) on the delegation of authority form;
  - d) The Delegation of Authority Form will be filled in, copied, and given by the Principal to the Vice Principal(s), teachers who are delegated authority, and the Superintendent of HR.
  - e) The Superintendent of HR will provide a copy of the completed form to the Family of Schools Superintendent and the Superintendent of Safe Schools.
  - f) The delegation of authority will respect the Collective Agreement/Term of Conditions for an employee of any bargaining group that is delegated authority.
9. The Notice of Delegation of Authority Form is to be provided to the individual in advance and will include the following information;
  - a) Anticipated time(s) of regular absence from the school for scheduled meetings;

- b) The duration of the delegation of authority;
  - c) How to contact the Family of Schools Superintendent or the senior administration of the Board if required; and
  - d) A copy of this Administrative Procedure.
10. When a Principal's absence is unplanned, the notice of delegation of authority will be made verbally.
11. 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 and notify their school superintendent of this delegation.
12. The following situations require consultation by the Principal with Senior Administration;
- a) A decision pertaining to the allocation of supply coverage in the event of a Principal or Vice Principal absence.
  - b) Replacements for longer-term absences of the Principal and/or Vice Principal
13. Teachers in short-term delegations 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, Inclusive and Progressive Schools Directional Policy.
- Reviewing the Delegation of Authority Administrative Procedure as part of its regular policy and procedure review schedule.

### **The Director of Education is responsible for:**

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

### **The Superintendent of Human Resources is responsible for:**

- Ensuring that all school principals submit in writing, their completed Delegation of

Authority Form at the beginning of each school year.

- Ensuring that copies of the Delegation of Authority Form are provided to the necessary Family of Schools Superintendent and the Superintendent of Safe Schools at the beginning of each school year.
- Ensuring that the delegation of authority by the principal respects the Collective Agreement/Terms of Conditions for an employee of any bargaining group that is delegated authority.

**Superintendents of Schools and System Portfolios are responsible for:**

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

**Principals are responsible for:**

- Providing leadership and support for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Ensuring compliance with the contents of this Administrative Procedure
- Ensuring the Delegation of Authority Administrative Procedure is implemented when absent from the school.

**Vice-Principals are responsible for:**

- Providing leadership and support for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Assuming 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 implement the Delegation of Authority Administrative Procedure when the appointed person(s) are not on site.

**Definitions**

Delegation of Authority - the assignment of powers, duties, and responsibilities by a supervisor to a staff member.

Delegation of Authority to Teachers – 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

**Appendix**

- Appendix A: [Delegation of Authority – Staff List](#)
- Appendix B: [Notice of Delegation of Authority](#)
- Appendix C: [Teacher in Charge Form](#)