



Northeastern Catholic District School Board

DELEGATION OF AUTHORITY

Policy Number: E-7

Authority: 17-222/20-70/23-66

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to maintaining safe, inclusive, and equitable learning environments for students, families, 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

Education Act Ontario Regulation 472/07

Human Rights Code of Ontario

Ontario North East Region Police and School Protocol

Policy Program Memorandum (PPM)

144 Bullying Prevention and Intervention

145 Progressive Discipline and Promoting Positive Student Behaviour

NCDSB Policy

E-23 Emergency Preparedness

E-34 Safe Schools

P-3 Indemnification of Members of the Board and Employees

NCDSB Administrative Procedure

APE007 Delegation of Authority

DEFINITIONS

Delegation of Authority

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

POLICY REGULATIONS

- 1.0 Whenever possible, the NCDSB will attempt to have an administrator present on school property.
- 2.0 When all administrators are absent from school, the Principal shall delegate authority in writing to a Teacher in Charge in accordance with the provisions of the *Education Act*, the Collective Agreement, and other related policies and procedures.
- 3.0 A delegation of authority to a Teacher in Charge will only come into effect if there are no administrators present on school property.

- 4.0 When assigned to the role of Teacher in Charge on a designated day, the provisions of delegation of authority shall apply.
- 5.0 The Teacher in Charge who is delegated authority will be responsible to:
- i) Receive reports from Board employees and transportation providers about serious incidents for which suspensions or a recommendation to expel might be made and communicate this information to a school administrator at the earliest opportunity; decisions regarding suspension or recommendations regarding expulsion do not fall within delegation of authority;
 - ii) Conduct investigations to determine the nature of an incident, and in particular whether or not the incident is one for which a suspension or expulsion might be imposed;
 - iii) Report incidents for which a suspension or expulsion might be imposed to an administrator at the earliest opportunity;
 - iv) Provide information to a parent/guardian of a pupil about an incident causing the pupil harm, provided that the pupil is not an adult and that you are not of the opinion that reporting the information might put the pupil at risk of harm and/or not be in the pupil's best interest;
 - v) Implement progressive discipline measures following the investigation of an incident that does not require consideration of a suspension or expulsion as a consequence; and
 - vi) Contact the police in an emergency or in the event of an incident requiring police involvement in accordance with the Ontario North East Region Police and School Protocol.
- 6.0 The Teacher in Charge who is delegated authority for discipline matters must respect and implement their duties and decisions as required by the *Education Act*, Board policies and administrative procedures, all applicable collective agreements, and the Human Rights Code of Ontario.
- 7.0 The Teacher in Charge who agrees to be delegated authority will provide written consent using the NCDSB *Delegation of Authority: Teacher in Charge Acknowledgement Letter*.
- 8.0 When present in the school but participating in scheduled learning or meetings, the Principal shall assume all duties in accordance with the Regulations, even if a Teacher in Charge is in place to help maintain order in the school.
- 9.0 The Principal or designate shall advise staff members of the administrator's absence and the name of the Teacher in Charge.
- 10.0 The NCDSB will provide training opportunities for Teachers in Charge prior to October 31 of every school year.
- 11.0 The NCDSB liability policy would respond to cover any employee while they are acting within the scope of his or her duties, in good faith, on behalf of the Board.
- 12.0 The NCDSB will meet with Northeastern Units of CPCO and OECTA to review the policy, practices, and potential concerns as required.