Northeastern Catholic District School Board

DELEGATION OF AUTHORITY

Administrative Procedure Number: APE007

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to maintaining safe learning environments for students and staff. In accordance with required legislatives 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
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-7 Delegation of Authority
- E-23 Emergency Preparedness
- E-34 Safe Schools
- P-3 Indemnification of Members of the Board and Employees

DEFINITIONS

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

PROCEDURES

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.

1.3 A digital copy of the acknowledgement letter will be emailed to the Office of the Superintendents of Education.

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 enter their absence for a specific date in the Atrieve HRIS system, and identify the Teacher in Charge as their replacement.

3.2 A report of dates when authority has been delegated to a Teacher in Charge can be obtained from the HRIS system as needed.

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 as outlined in provision 5.1.

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: Teacher in Charge Acknowledgement Letter

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: August 2026