

Principal Designate in Schools	
Adopted: October 17, 1972	Last Reviewed/Revised: April 18, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: I-12 Emergency Response Plans for Fire, Evacuation, Lockdown, Hold and Secure, Shelter in Place, and Bomb Threat I-19 Occupational Health and Safety II-20 Child Abuse and Protection of Students II-31 Risk Management First Aid II-33 Safe Arrival at School Program II-35 Access to School Premises II-39 Progressive Discipline & Safety in Schools Code of Conduct – Suspensions & Expulsions II-42 Medical Conditions	

Purpose

To outline details about the appointment, role description and requirements for the Principal Designate in all elementary and secondary schools within the Halton Catholic District School Board (HCDSB).

Application and Scope

This policy applies to all schools under the jurisdiction of the Halton Catholic District School Board, where there is no School Administrator present at the school.

References

[Education Act Reg. 298](#)

HCDSB Elementary and Secondary Collective Agreements

HCDSB “Teacher in Charge/Assistant to the Principal Handbook”

[PPM 145 – Progressive Discipline and Promoting Positive Student Behaviour](#)

Definitions

Throughout this policy the term "Principal Designate" will be used to reference a "Teacher in Charge" and "Assistant to the Principal", which are all terms used to describe a teacher that is delegated authority in the absence of the school administration for a short period of time.

Assistant to the Principal – teacher delegated authority by the Principal in Elementary schools without Vice-Principal(s)

Teacher in Charge – teacher delegated authority by the Principal in Elementary and Secondary schools with a Vice-Principal(s)

Principles

- Whenever possible, the Board will attempt to have an administrator present on school property.
- The Principal of a school is in charge of the instruction, safety, and discipline of pupils in the school's organization and the management of the school.
- Teachers assist in developing cooperation and co-ordination of effort among the members of the staff of the school and maintain, under the direction of the Principal, proper order and discipline in the teacher's classroom and while on duty in the school and on the school grounds.
- The Principal of a school 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.

Requirements

- At the beginning of every school year, the Principal, in consultation with their Superintendent of Schools, shall select at least one teacher to act as Principal Designate in the absence of the Principal or Vice-Principal.
- The Assistant to the Principal will receive an allowance as stated in their Collective Agreement.
- The Principal Designate(s) will participate in annual training for the role of Principal Designate.
- The Principal of a school will delegate authority in writing to the Principal Designate with the written consent of the Principal Designate. The written consent will be filed at the school with the Principal and a copy provided to the Principal Designate.

- When the Principal has delegated authority to the Principal Designate, the Principal will communicate with staff the timeframe and to whom the administrative responsibilities have been delegated.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board