

## ADMINISTRATIVE PROCEDURE NO. 131

### SCHOOL-BASED DECISION MAKING

#### Background

School-based decision making should involve collaboration between the school-based administrator, teachers, instructional support staff, parents, senior administration, School Council, the parish, and the community.

A school and its community shall have the authority and the support to make decisions which directly impact on the education of students and shall be accountable for the results. "Community" means a school's students, their parents/guardians and other community based support elements available to the school.

#### Procedures

1. The procedures for school-based decision making shall:
  - a. be applicable to all schools in the jurisdiction but provide for flexible approaches to individual approaches;
  - b. focus on teaching and learning;
  - c. encourage input from all staff, parents, School Council, the parish, and the community into school-based decisions on programs, instructional services, extracurricular activities and the allocation of funds to support them;
  - d. include goals, objectives and expected outcomes for school-based decision making;
  - e. identify the types of decisions expected to be made at the school level;
  - f. ensure through established criteria for funding an equitable allocation of funds which respects differences in school populations;
  - g. define the roles, responsibilities and relationships with a focus on broad distribution of power and authority for decision making among all participants: administrators, teachers, instructional support staff, parents, School Councils, the community, senior administration, and the Board;
  - h. provide for a plan to evaluate the effectiveness of the school-based decision making process in place in its schools;

- i. define procedures for widespread communication and information sharing among stakeholders, including appropriate involvement in school-based planning, evaluating and reporting processes;
- j. include guidelines for in-service and professional development opportunities for staff and school council members to facilitate changes in roles and responsibilities including: problem solving, management and communication skills of all stakeholders;
- k. be consistent with Alberta Education's policy and regulations on school councils;  
and
- l. be consistent with Alberta Education's Policy 1.8.1, Services for Students and Children.