

**Policy 3.04**

**Category: School and School Community Relations**

**School-Based Decision-Making**

**BACKGROUND**

The development of programs to meet the educational needs of students involves multiple levels of planning and decision making. ... Alberta Education seeks broad input from educators, business, industry and the community in planning programs of study. ... At the local level, planning involves decisions about programs of study can best be implemented with particular groups of students and with individual students.“

*Guide to Education*

Alberta Education believes that major decisions about policies, instructional programs and services and the allocation of funds to support them must be made collaboratively. School-based decision making should involve collaboration between the principal, superintendent, teachers, instructional support staff, parents, and the community in keeping with the policies of the board of trustees. School-based decision making enables schools to be responsive to local needs. The *Education Act*, and the *Three-Year Business Plan* defines the principal is the key educational leader at the school level, who will provide leadership in successful school-based decision making. Principals must work with parents, teachers and members of the community to establish a school-based decision making process to develop school policies and budgets as well as establish the scope of the school program and extra-curricular activities. Establishing an integral relationship among teaching, learning and the decision-making process should result in higher levels of student performance. Alberta Education supports excellence in teaching and learning and the involvement of parents and the community in the education of students.

**POLICY STATEMENT**

1. The CAPE Charter Board believes that given a commensurate level of authority and resources school-based decision-making will enhance student achievement and increase the effectiveness and efficiency of the delivery of the school's instructional program

**DEFINITIONS**

2. **School-based decision-making** - a process for providing increased responsibility and accountability for decisions to the stakeholders at the school level. The concept of school-based decision-making is based on a strategy that those most

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closely connected with the education of children are capable, and are ultimately responsible for making decisions that affect the school lives of students.

**GUIDELINES**

3. The following criteria are integral to the successful implementation of school-based decision-making.
  - 3.1 The primary focus must be on the learner and the learning process.
  - 3.2 The school must be the focus of improvements.
  - 3.3 Meaningful involvement by all stakeholders is vital.
  - 3.4 There is equitable access to a quality education by all students.
  - 3.5 The preferred mode of decision-making is one of cooperation and collaboration.
  - 3.6 The CAPE Charter Board, Superintendent, and Secretary-Treasurer must serve as a service and support group to the school as well as serving in an administrative capacity.
  - 3.7 The implementation of school-based decision-making requires that the school meet the following legal conditions:
    - Provincial statutes and regulations must be obeyed.
    - CAPE Charter Board policies, guidelines and procedures must be followed
4. The Principal shall be responsible and accountable to the CAPE Charter Board for the implementation of school-based decision-making at the school level.

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***References:***

*Education Act*

*Guide to Education*

*CAPE charter*

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