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**HORIZON SCHOOL DIVISION**

**Policy Code:** ECA  
**Policy Title:** School-Based Decision Making

**POLICY HANDBOOK**

**Cross Reference:**  
**Legal Reference:**  
**Adoption Date:** December 18, 1996  
**Amendment or Re-affirmation Date:** October 24, 2001, February 18, 2011

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SUPPORTS A MODEL OF SCHOOL-BASED DECISION MAKING THAT FOCUSES ON QUALITY LEARNING.

**DEFINITIONS**

School-based decision making: is a collaborative process at the school level where stakeholders have the opportunity to provide a positive contribution to decisions relative to programs, policy and budget. Stakeholders include students, parents, staff, school councils, administrators, the board, central office staff, the community and Alberta Education.

**REGULATIONS**

1. The Board and Superintendent are ultimately accountable for Division outcomes and, therefore, have the ultimate decision-making responsibility.
2. The Board and Superintendent (in collaboration with the Administrative Council) allocates human and financial resources to schools based on principles of equity, fairness, and school context.
3. Schools manage human and financial resources based on Board policy, regulations and for specific purposes as directed by the Superintendent consistent with school plans and in collaboration with stakeholders.
4. The roles, responsibilities and relationships associated with the collaborative decision making process utilized in their school shall be defined by the principal in consultation with staff and School Council and shall be consistent with legislation and Horizon School Division policy and regulations.
5. The degree of collaboration shall depend on the willingness of stakeholders to invest the time and effort required.
6. The nature of school-based decision making may vary from school to school to address local context.
7. When making school-based decisions, consideration should be given to the potential impact on other Horizon School Division Schools and the system as a whole.
8. Principals shall provide opportunities for stakeholder collaboration at the school level.

## **Policy ECA – School-Based Decision Making, Continued**

9. The principal shall provide opportunities for the staff and School Council to be meaningfully involved in school-based decisions on:
  - 9.1. programs and services, extra-curricular and co-curricular activities;
  - 9.2. the allocation of funds to support them;
  - 9.3. school policy issues.
10. The jurisdiction shall provide opportunities for the schools to be meaningfully involved in jurisdiction-level decisions on:
  - 10.1. programs and services;
  - 10.2. the allocation of funds to support them;
  - 10.3. district policy issues.
11. School education planning shall guide all school-based decision-making.
12. The Superintendent, in collaboration with the principal and the School Council, shall supervise the effectiveness of school-based decision making.