

**C. General School Administration**  
**Policy C-101: School Based Decision Making**  
**Policy**

The Charter Board recognizes the concept of school-based decision making and shall ensure that the strength of the learning process for the students is the primary focus. The school shall be the focus for the improvement of learning and teaching and the authority at the school shall be sufficient to match the responsibility.

**Guidelines**

1. The Principal is the key educational leader at the School and will provide leadership in school-based decisions.
2. The Charter Board acknowledges that the degree of self-sufficiency exercised by the school is a function of many interconnected factors including the readiness of staff to engage in school development, growth and success.
3. The Charter Board acknowledges that school-based decisions are made by formal structures, such as School Council and by less formal structures, such as staff meetings and special committees.
4. The responsibility entrusted to the school is done so according to the School Act, the Charter and the Policies and Plans of Alberta Education and the Charter Board.
5. The primary responsibilities assigned to the Principal include but are not limited to:
  - a) Developing and implementing plans, policies and priorities for the school programs, services and expectations for student performance.
  - b) Ensuring that students are provided with quality programs.
  - c) Supervising, guiding and evaluating staff.
  - d) Developing budget plans and managing and accounting for expenditures and material resources.
  - e) Seek community participation with programs and services.
  - f) Planning and implementing staff development programs.
  - g) Administering a code of conduct for students and teachers to maintain high standards of safety and comfort.
  - h) Coordinating services to students in cooperation with other community agencies.

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