

POLICY 13 – SCHOOL–BASED DECISION–MAKING

BACKGROUND

School-Based Decision-Making is based on the fundamental principle that individuals who are affected by the decision, possess expertise regarding the decision and are responsible for implementing the decision, should be involved in making the decision.

The Board believes that major decisions about policies, instructional programs and services and the allocation of funds to support them must be made collaboratively. Therefore, the Board believes it is necessary to define the decisions that are best made at the school level and the decisions that are best made at the Division level.

To support this, a clear framework or matrix shall be developed to delineate which decisions fall under school-level authority and which must be made at the Division level. This framework shall reflect the requirements of the Education Act, Ministerial orders and regulations, Board policy, Superintendent direction, and applicable Administrative Procedures. School-based decisions shall not supersede provincial requirements, Board authority, or Division direction. This framework will reference Section 33(1)(e) and Section 52(1) of the Alberta Education Act to ensure clarity, shared responsibility, and accountability for educational outcomes.

GUIDELINES

Quality School–Based Decision–Making requires proper background information, knowledge and skills and an open environment in which the staff, administration and the School Council can obtain necessary information about Provincial requirements, Board expectations, Central Office requirements, budget and staffing allocations.

School–Based Decision–Making allows each school to meet the unique needs of its community and be somewhat unique in how it develops its local goals, policies, and procedures within the parameters set by the Board and Superintendent.

School–Based decisions must reflect both Alberta Education’s and the Division’s goals, priorities, objectives and expectations, including provincial strategic priorities established under the Education Act. Decisions related to instructional programming, learning resources, school activities, presentations, or locally developed initiatives must be consistent with provincial requirements and Division approval processes. School–Based decisions are to be reached through collaboration and consensus, when appropriate and possible.

The Superintendent is responsible for developing Administrative Procedures, as is outlined in *Administrative Procedure 105, School–Based Decision–Making*.

To ensure alignment and transparency, each school shall address School-Based Decision-Making within its Annual Education Results Report, submitted in November. This reporting shall demonstrate how school-level decisions support Division goals, Alberta Education priorities, curriculum implementation, student learning, safe and caring school environments, respectful and responsible behaviours, meaningful parent involvement, and continuous improvement. School-level decisions must remain aligned with the Education Act, Board policy, Superintendent direction, and Division Administrative Procedures.

Legal Reference: Sections 55, 196 and 197, *Education Act Teaching Quality Standard*
Bill 25 - An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026.
Administrative Procedure 105 School–Based Decision–Making

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