

INDEPENDENT SCHOOL DISTRICT 196
Rosemount, Minnesota 55068-4199

SERIES NUMBER 805AR ADOPTED May 1995 REVISED _____

TITLE Shared Decision-Making Responsibilities

1. **District and School Decision-Making** - The shared decision-making process in District 196 calls for the Superintendent to identify areas deemed appropriate for involvement of a school-based group or individual. Listed below are selected major topics deemed appropriate for district and school decision-making and the areas of responsibility.
2. **Process Review** - This process will be reviewed and revised periodically to meet the needs of those involved.
3. **All Schools** - The following topics apply to all schools.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
3.1 Capital Outlay Budget	Sets district policy and regulations. Determines which projects will be funded and implemented centrally (roofing, carpeting, blacktopping, etc.). Determines allocation of funds to schools.	Determines use of funds.
3.2 Community Volunteers	Provides liability insurance coverage for volunteers. Coordinates a speakers bureau service through Community Education.	Determines use of volunteers, outside speakers, etc.
3.3 Curriculum Development	Establishes curriculum cycle. Facilitates curriculum development and adoption.	Provides input to the district process. Implements adopted curriculum.
3.4 Diversity	Sets district goals and expected results, and develops and communicates the district plan. Provides assistance in developing school plans.	Develops school plan aligned with district goals and the district plan, incorporating unique needs into the plan. Implements the school plan.
3.5 Fees	Sets district policy and regulations. Sets fees.	Collects fees, as set by the district.
3.6 Field Trips	Sets district policy and regulations.	Schedules field trips within the guidelines set by district policy and regulations.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
3.7 Fundraising	Sets district policy and regulations.	Determines type and purpose of school-supported fundraising events. Approves fundraising events within district guidelines.
3.8 Instructional Allocation Budget	Determines allocation of funds to schools. Provides funds for instructional materials for curriculum adoptions and for student growth.	Purchases instructional materials for subject areas in all years other than the year districtwide curriculum is adopted for that subject area. Purchases supplementary materials, school supplies, instructional supplies, etc. May adjust allocation to meet school priorities.
3.9 Lyceums	Sets district policy and regulations. Provides references or programs.	Determines which lyceums to offer.
3.10 Parent Involvement Funds	Determines allocation of funds.	Determines appropriate expenditures.
3.11 Professional Development for Instructional Staff	Sets district policy and regulations. Determines allocation of funds. Determines district goals.	Uses funds to meet district and school priorities.
3.12 Report Cards and Marking Codes	Determines the standard report card and codes for all schools, and approves acceptable alternatives.	Implements district standard or approved alternative.
3.13 School Calendar	Sets the school calendar. Identifies the dates students will not attend school. Determines the parameters and the number of instructional hours set aside for parent/teacher conferences.	Determines the hours of the parent/teacher conference schedule within district parameters.
3.14 Security	Establishes district standards and plan. Communicates district security plan to everyone affected.	Implements the district plan. Provides a safe, secure learning environment.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
3.15 Staffing Allocations	Determines staff/student ratios and guidelines. Provides enrollment projection data.	Determines use of staffing allocation, including considering the possibility of reallocating instructional to non-instructional, non-instructional to instructional, etc.
3.16 Student Clubs and Organizations	Sets district policy and regulations. Provides advisor salary schedule. Provides funds through instructional and cocurricular allocations.	Determines clubs and organizations available to students, meeting schedules, etc. Determines budget for each club and organization.
3.17 Student Discipline	Sets district policy and regulations.	Implements district policy and regulations, and develops school procedures within the parameters set by the district.
3.18 Student Grouping for Instruction	Provides inservice and research information.	Determines instructional grouping patterns.

4. **Elementary Schools** - The following topics apply only to elementary schools.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
4.1 Enhanced Learning Program	Determines philosophy, staff allocation and program definition. Sets standard for entrance.	Determines utilization of staff allocation and budget from instructional allocation. Identifies students who will receive service.
4.2 Summer School	Through Community Education and Special Education, develops and manages the programs to be offered.	Cooperates with Community Education and Special Education to determine the nature of the program.

5. **Middle Schools** - The following topics apply only to middle schools.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
5.1 Cocurricular Programs (Arts and Athletics)	Sets district policy and regulations. Determines allocation of funds and salary schedule.	Determines use of funds and staff.
5.2 Elective Courses	Requires board approval of school recommendations.	Makes recommendations regarding middle school courses.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
5.3 Enhanced Learning Program	Determines philosophy, staff allocation and program definition. Sets standard for entrance.	Determines utilization of staffing allocation and budget from instructional allocation. Identifies students who will receive service.

6. **High Schools** - The following topics apply only to high schools.

<u>TOPIC</u>	<u>DISTRICT RESPONSIBILITIES</u>	<u>SCHOOL RESPONSIBILITIES</u>
6.1 Cocurricular Programs (Arts and Athletics)	Sets district policy and regulations. Determines allocation of funds and salary schedule.	Determines use of funds and staffing.
6.2 Commencement Day	Determines school calendar.	Determines the date, time and location of commencement within the board-approved calendar.
6.3 Elective Courses	Requires board approval of school recommendations.	Makes recommendations regarding high school courses.