

West Seattle High School

Decision Making Guidelines

March 7, 2007

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KEY to the Decision Making Document

"I" = **INPUT** (individual or group gives input into a decision)

"P" = **PROPOSAL** (a more formal proposal that comes from a committee, department, or group, not an individual)

"X" = **DECISION IS MADE HERE** (individual or group that actually makes the decision.)

"R" = **REVIEW OF DECISION** (individual or group reviews the decision to ensure that it is aligned with state and federal laws, district policies, contract language, fiscal responsibilities, school goals)

ACTIVITIES AND ATHLETICS

Decision Making Area	Principal & Admin Team	Activity Coord	Athletic Director	Coaches (Grps & Indivs)	ASB Officers' Council	ASB Clubs	Couns	Indiv Teachers	Class Advisors	Fiscal	Parents	Comm Stake-Holders	Student Forum
ASWS Policy	R	R			X	I		I	I				I
Coordination of school & community activities	R	X	I	I		I		I	I		I	I	I
Coordination of assemblies and WSHS events	R	X	I	I	I	I		I	I		I	I	I
Fundraising & allocation of funds to support student activities	R	X	X	P	I, P, or X	P		I, P	P	I	I, P		I
Development & implementation of ASB Budget	R	P, R	P	P	P, X	P			P	I			I
School Store	R				X (financial only)	P, X				I			
ASB co-curricular Activities (clubs)	R	I			X	P				I			
Student athletic programs	R	I	X	I	I, P					I	I	I	
Student athletic awards & recognitions	R	I	X	P						I			
Individual team plans			I	X									
Metro league & district rules * regulations (team & individual)	R		X	P									
Team selection	R		R	I, X									
Hiring of head coaches	X		I, P, R	I									
Hiring of asst coaches	R		R	X									
Athletic equip purchase & repair	R		X	P	X (if ASB)					I			
Athlete discipline & management	R		R	X			I	I					
Athletic eligibility			X	I			I	I					

BUDGET

Decision Making Area	Princ & Admin Tm	BLT	Instr Council	Indiv Depts	All Staff Members	SLC Coord	Site Council	Sp Ed	Bil	Indiv Teachers	Fiscal	School To Work @ JSCEE	Parent Groups (PTSA, other)	Budget Comm.
Total building budget	X	R	P	P	I, X			P	P	I	I		I	P
Instr budget distribution	X		X	P	I in depts			X	X	I	I			
Internal Dept. Budgets	I			X						I				
D.O.E. Grant	R	I, P	I, P	I, P	I	X				I	I			
Gates Grant	R	X			I, P	I				I, groups P	I			
Vocational \$\$	R			I								X, R		
Broader Issue of Having Fines & Fees	R	X	I											
Budget Reports											Updated reports quarterly			

CURRICULUM AND INSTRUCTION

Decision Making Area	Principal & Admins	All Staff Members	IC	Individual Depts.	Individual Teachers	Bilingual	Sp. Ed.	Activities Coord	BLT	Parent Groups (PTSA, other)	District	Site Council	Counselors	IEP Team
Establish, monitor, evaluate IEP students' progress toward/eligibility for graduation	R										R		X	X
Monitor gen ed student progress toward/eligibility for graduation	X		R		I	I							P	
Philosophy, and goals of overall curriculum (*1)	R	I	X	P	I	I	I		P	I	X	I	I	
Honors & AP course designation	R	I	X	P	I					I	R	I	I	
Dept. curriculum Scope & sequence (*2)	R	I	P	X	I	I	I		P	I	X	I	I	
Co-curricular & enrichment activities for students	R	P	P	P	I	I	I	X		I		P		
Departmental testing programs	R	I	P	X	I	I	I			I				
Assessment of overall curriculum	R	I	X	P	I	I	I		I	I	I	I		
Explore and approve new curriculum	R	I	X	P	I	I	I			I	I	I		
Technology in the curriculum	R	I	P, X	X	X	I	I		X, P	I	I			
Building-wide Standardized Testing	R	I	I, R	I	I	I	I				I		X	

"R" = **REVIEW OF DECISION** (individual or group reviews the decision to ensure that it is aligned with state and federal laws, district policies, contract language, fiscal responsibilities, school goals) If a decision is not aligned, this entity has the power to veto.

(*1) = "Overall curriculum" means programs and class-groupings that affect the entire school and/or multiple departments. AVID, academics, Advanced Placement structures, etc. would fall under this category.

(*2) = "Scope & sequence of department curriculum" means decisions about curriculum affecting only a single department, with no major affects outside of that department.

FACILITIES

Decision Making Area	Principal & Admin Team	Activity Coord.	Athletic Director	LRC (Library)	Individual Depts	Counseling	Individual Teachers	Coaches	Community	Parks Dept.
Instructional usage of facility (allocation of space, teacher room assignments, etc.)	X	I			P	I	I			
Scheduling of the facility	R	X	P		P	I	I	I	P	P
LRC – school hours	R			X	P	I	I	I	P	
LRC – after hours	R	X			P	I	I	I	P	
Gym – school hours	R				X (PE only) or I	I	I			
Gym – after hours	R	X	X				I	I	P	P
Testing (standardized & after hours)	X				I	P	I			
Parks Dept. facility	P		P					P		X

GOALS/PLANNING

Decision Making Area	Principal & Admin Team	BLT	All Staff Members	Coaches (Group & Individual)	Individual Teachers	Individual Departments	Activities Coordinator	SLC Coord.	IC	PTSA	Athletic Director	Couns.
Identify principles upon which all educational decisions are based at WSHS	R	X	P		I	P		I	P, I	I		I
Long-range plan (3-6 years, D.O.E., Gates)	R	X	P		I	P		I	I	R		I
Annual building instructional goals	R	I	I		I	X		I	R	I		
Establish calendar of events	X, R	I	I	I	I	I	X	X	X	I	X	X
Field trips	X			I	I	I				R*		
Testing – standardized and finals	R				I				X			X

* If DOE grant funded

PROFESSIONAL DEVELOPMENT

Decision Making Area	Principal & Admin Team	All Staff Members	Coaches (groups and individuals)	Safety Comm	Individual Teachers	IC	BLT	District Level	Site Council	SLC Coord	Athletic Director
School-wide professional development / staff training	R	I, P, X		P	I	P	X (if no 2/3 approval by staff)	I, P	I (join committees, study groups)	X	
Individual professional development	R				X						
Building LA/ ED planning	R	I		I	I	P	R	I		X	
Staff training in emergency preparedness	R			X	I			I			
Coaches training (groups, individuals)			I					X			X

REGISTRATION

Decision Making Area	Principal & Admin Team	Registrar	Asst. Principal for Reg.	Counseling	Instr. Council	Bil	Sp Ed.	Indiv. Depts.	Indiv. Teachers	WSHS Students	Parents	SEA	
Establish content and timeline for the articulation of new courses	I	I	X	I	P	I	I	I	I				
Creation of master schedule	R	I	X	I	I, P	I, P	I, P	I, P	I	I			
Resolution of master schedule conflicts	R	I	X	I	I, P	I, P	I, P	I, P	I				
Final decisions on class size	R	I	X	I	I	I, P	I, P	I, P	I				
Overall registration process	R	I	X	I	I	I		I		I	I		
Decisions affecting individual students	R		X	X		I	I	I	I	I	I		
Assignment of teachers to classes	X		X			P	P	P	I				
Coordinate classroom overload	R	I	X		I	I	I	I				I, P	
Establish due dates for grades and progress reports	R	I	X	I	P	I	I	I	I				
Indiv stdnt registr in regular ed classes	R	I	R	X					I	I	I		
Indiv stdnt registr in special ed classes	R	I	R	X			X		I	I	I		
Indiv stdnt registr in bilingual classes	R	I	R	X		X			I	I	I		
Indiv stdnt registr in special programs (AVID, ESA)	R	I	X	I				X	I	I	I		

SCHOOL CLIMATE AND SAFETY

Decision Making Area	Principal & Admin Team	Asst. Principal for Safety	Safety Committee	Building Security	Indivi. Depts.	Indiv. Staff Members	All Staff Members	PTSA	Comm Stakeholders	WSHS Students
Staff concerns on non-contract safety issues	R	X	P	P	I	I	R	I	I	I
School climate policies	X	P	P	P	P	I	R	I, P	I	I, P
Suspensions and expulsions	X			I		I			I	I
Safety policies	X	R	P	P	I	I	P	P	I	I, P
School's emergency response	R	R	X	P	I	I	P	I	I	I
All-school drills	R		X	P	I	I	P	I	I	I

STAFFING ISSUES

Decision Making Area	Admin Team	Depart Heads (serve on hiring team)	Instr. Council	Indiv. Depts.	Indiv. Teachers (serve on hiring teams)	Hiring Coord.	Hiring Committee (interview & recommend)	Parents (serve on hiring team)	Students (serve on hiring team)	District	Activities Coord.
Selection of Hiring Coordinator	R	I	X		I						
Formation of hiring teams	See the WSHS Hiring Process										
Hiring of staff	See the WSHS Hiring Process										
Hiring of administrator	I	I			I		P	I	I	X	
Hiring of counselor, activ coord, athl director	See the WSHS Hiring Process										
Staffing allocation	X	I		P	I						
Department head selection	See the WSHS Hiring Process										
Assignment of staff to depts..	X	I			I						
Assignment of advisors for student activities	R				I				I		X
Stipended positions	See the WSHS Hiring Process										
Evaluation of staff	X				I [on own eval]						

SUPPORTING SERVICES FOR ACADEMIC PROGRAMS

Decision Making Area	Principal & Admin Team	Coaches	Activity Coord	Athletic Director	Couns.	IC	Sp Ed	WSHS	BLT	All Staff Members	Indiv Tchrs	Career Center	Teen Health Center	PTSA	Interv Specialist
Academic recruiting of prospective students	R				X	I								I	
Coordination of parent/volunteer services	R	I	X	I	X		I	I	I	I	X	I	I	X	
Coordination of Program volunteers	X	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Parent and student meetings, e.g., 9 th grade orientation, bilingual families mtgs	R	X	X		X	I	I			I	X	X		I	
Communities that Care (CTC)	X, R	I	I		I		I	I	I	I	I	I	I	I	I
Substance abuse program	R	I	I	I	P		I	I	I	I	I		I	I	X
Teen Health Center	R	I	I	I	I		I	I	I	I	I		X	I	I
Career Center	R	I	I	I	I	I	I	I	I		I	X		I	
MESA	R				I	I	I	I		I	X	I			