**SCHOOL – BASED DECISION MAKING**

**P O L I C Y**

**School:** Nancy Elementary School

**Subject of Policy:** Assignment of Instructional and Non-Instructional Staff Time

**Policy Statement**

1. Criteria:

The assignment of school space shall be made based upon criteria that considers class size, program space need, accessibility for the disabled, supervision of students, safety and overall effective school management.

1. Procedure:

The principal in consultation with the council and teachers affected by changes in school space will determine its use.

It shall be the responsibility of the principal for assigning and reassigning space allocated for instructional support and administrative functions.

The principal will inform the council of the space assigned prior to the opening of each school year and anytime space is reallocated and / or reassigned during the school year.

**Date of First Reading: February 4, 2010**

**Date of Second Reading: March 2, 2010**

**Date Adopted: March 2, 2010**

**Signature: Original signature by Shane Hansen \_\_\_\_\_\_\_\_\_\_\_**

(SBDM Council Chairperson)