

ADMINISTRATIVE REGULATION

No. 223

Board of Trustees Douglas County School District

SHARED DECISION-MAKING

Shared decision-making (SDM) is a process used by the Site Accountability Committee (SAC) in order to make decisions about student achievement and school improvement.

SDM model – The District’s shared decision-making process is intended to promote collaborative school improvement and stakeholder engagement. Each school shall maintain operating procedures and engage in continuous improvement practices to support student achievement.

The Covenant - The covenant describes the school's instructional mission, vision, and guiding principles for learning. The covenant shall be maintained at the school site and made available to the Superintendent or designee upon request.

The Charter - The charter describes the process by which student achievement and school improvement decisions will be made. It ensures that all who want to be involved may be involved, at some level. Participation opportunities shall be made available to stakeholders. Once shared decisions are made, everyone is obligated to work toward the success of the decision until it expires or is changed by the SAC. The following must be addressed in the SAC charter.

- General goals of the SAC that focus on student achievement.
- Inclusion of primary stakeholders on the SAC. Primary stakeholders represent school administration, certificated staff and parents. Secondary stakeholders represent classified staff, students, and other community members and may be included on SACs.
- Representative selection by pertinent stakeholders.
- Length of term for representatives.
- Voting procedures and level of support required for decision implementation.
- Establishment of meeting days, times, agendas, minutes, and other necessary procedures.

The continuous improvement process ensures that initiatives are data-informed and monitored for progress toward stated goals. Action Plans must be in writing and:

- State the goal of the initiative.
- Describe the data and research upon which the initiative is based.

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- Describe the goals, methods, responsibilities, materials, budget, and timelines of an improvement initiative.
- Describe the specific methods by which an improvement initiative will be assessed and reported to all stakeholders.
 - Examples of assessment include but are not limited to test data, attendance, tardy rates, discipline referrals, dropout rates, samples of student work, financial benefits, interviews, surveys, videos, student performances, and grades.
- Action plans shall be shared with the stakeholders prior to implementation to allow for input and understanding of the proposed initiative.

Parameters -- SAC decisions must:

- Be congruent with the Strategic Plan for the Douglas County School District.
- Be documented in writing and include methods for evaluating effectiveness.
- Comply with all applicable laws, codes, contracts, negotiated agreements, policies and regulations including Douglas County School District Board Policies, Administrative Regulations, and the Strategic Plan.
- Describe if/how a decision affects another school, department and/or the district in general. In the event that another entity is impacted, consultation with affected parties and District administration shall occur prior to implementation.
- Be within the budget, staffing, and calendar assigned to the school.
- Comply with applicable student privacy and records laws regarding disclosure of student information.
- Ensure equity of opportunity and lack of cultural bias.

Sphere of school-level decision-making - The focus of SAC decision-making is improving student achievement, school climate, and instructional effectiveness. The following are examples of areas of decision-making responsibility and accountability to which SDM applies.

- Curriculum and instruction.
 - The content of site-specific staff training.
 - Supplemental materials supported by action research (exclusive of district adoptions).
 - Plans to improve student achievement.
 - School mission.
 - Student competency

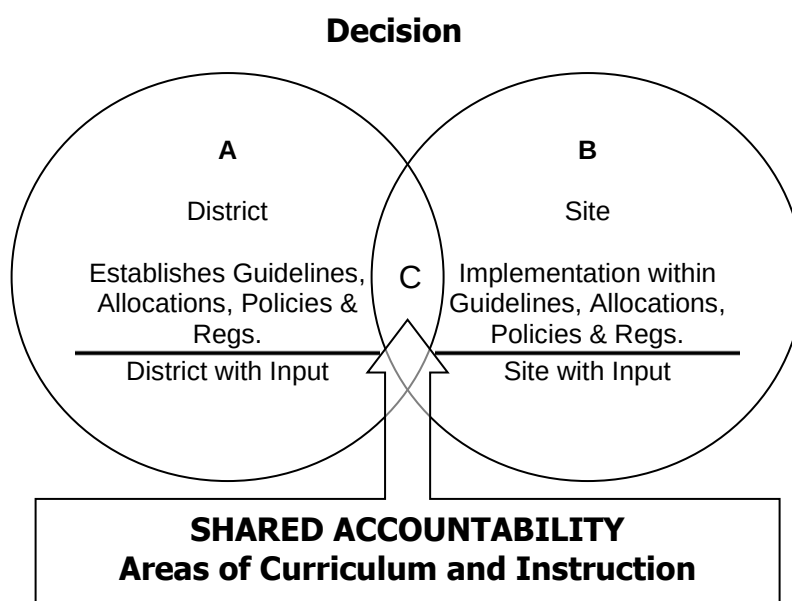
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- Student and staff recognition of student achievement.

In the absence of a formalized SDM approach and/or in the event time is an issue precluding a SAC decision, school administrators will continue to be responsible for decisions related to the above issues.



In circumstances where immediate administrative action is necessary or where the SAC is unable to convene in a timely manner, school administrators retain responsibility for operational decisions consistent with District policy and administrative regulation.

[See Policy related to this Administrative Regulation](#)

Revised: 7/16/2026