Norms and Decisionmaking Guidelines

“Creating a voice and encouraging personal responsibility.”

Agreements for Conducting Business

NORMS:
• Assume and practice best intent
• Accept that mistakes will happen
• Provide emotional safety
• Respect differences

Communication:
❖ Clear communication
  ➢ Specific
  ➢ Detailed
  ➢ Timely
❖ Two way communication (active process)
❖ Agreement isn’t always necessary, but communication is

Decision making:
❖ Review decision making agreements on a regular basis
❖ Maintain child centered decision making which is guided by school mission statement
❖ Involve parties who are directly affected
❖ Identify Givens
❖ Identify what decisions need to be made by everyone and what decisions can be made by a few
**Decision Making Guidelines**

Determine and share if the decision is a:

**Given:** district mandated or principal/AP decision

OR

**Choice**

- Review the mission statement
- Decide the timeline for making the decision
- Identify parameters and/or information necessary for this choice
- Check with administration to determine who would be directly effected
- Inform the people who are directly effected

Procedures to Follow Once All Involved Are Informed:

- If all people who are directly involved agreed, then proceed as agreed
- If all people directly involved do not agree, then process with a discussion using the agreements for conducting business
- If a large group of people (more than a team) are directly involved, refer the matter to leadership team to determine the best means to process (faculty meeting or otherwise)

Procedures for revisiting a decision:

- Go the person/committee who is in charge of the decision with input (following agreements for conducting business)
- Go to the principal or assistant principal to decide the best procedure for revisiting (large group, small group, one on one, etc)