

Department Team Norms

2018-2019

1. **Time**: Be on time, stay for the entire meeting and avoid personal appointments, remain on topic for duration of meeting, check email within 24 hours and by the end of Monday (prior to ACE meeting)
2. **Listening**: Every voice will be given the opportunity to be heard prior to making any decisions. All team members will practice active listening.
3. **Decision Making**: Consensus will be the means by which decisions are made, we view all of our learners as our team responsibility.
4. **Participation**: Participate fully in an atmosphere of mutual respect – invest in the work of the team, be prepared before attending meetings (read emails, go over paperwork, read stories for upcoming lessons, etc...), all participants are actively involved (never “sandbag” a colleague), commit to share strategies, practices, tools and resources to support the success how all members of the team
5. **Confidentiality**: Always respect personal and professional information.
6. **Norm Violation**: Verbal communication (statements such as “Can we refocus...?” or “Does anyone else have anything to share?”)

