

DOINGWHATWORKS



SAMPLE MATERIAL

Staff Norms

Hardy Elementary School, Tennessee

Topic: Turning Around Chronically Low-Performing Schools

Practice: Committed Staff

This document outlines norms for staff interactions and communications. Norms were established as part of reorganizing and building a committed staff. Norms include respecting peers and staff time, communication, and collaboration.

Hardy Elementary Staff Norms

- **Promptness**
- **Organization and Preparation**
- **Respect (Value all opinions)**
- **Consistent inner-school communication**
- **Celebrate Successes**
- **? and A Time at the end of each topic**
- **Time Efficient – Begin and End on Time**
- **Professional Courtesy: *respect speaker, cell phones off (vibrate), attentiveness, limit sidebar conversations***
- **Open Communication**
- **Optimistic and Open-Minded In Meeting**
- **Confidentiality**
- **Collaboration, Cooperation, Team Effort**