

**SENNETT MIDDLE SCHOOL
NORMS FOR THE PROFESSIONAL EDUCATOR**

Strive for Open, Honest, Respectful Communication

- ✓ Between students, staff, parents and community members
- ✓ Be welcoming to visitors, volunteers and substitutes
- ✓ Positive public relations/messages with public
- ✓ Refrain from the use of sarcasm

Respect Confidentiality

- ✓ Be careful of what you leave out for student eyes
- ✓ Keep private conversations, private

Instruction Based on Best Practices

- ✓ Collaborate—don't compete—share and learn from each other
- ✓ Be reflective in your practice
- ✓ Work on teaching meaningful curriculum
- ✓ Seek opportunities for continuous improvement

Be a Positive Role Model For Our Students

- ✓ Set good examples for students by following rules for language, gum, dress, etc.
- ✓ Model use of manners, "Please, Thank you."
- ✓ Maintain appropriate volume and voice at all times
- ✓ Have a positive attitude—be cheerful

Take Responsibilities Seriously

- ✓ Be on time to meetings
- ✓ Focus on task at hand
- ✓ Read memos and be informed
- ✓ Be dependable-- meet deadlines, follow through, and get your job done
- ✓ Be respectful of the contract (show up for work on time; work your e
- ✓ Extend professional courtesy to all
- ✓ Clean up after self
- ✓ Consistently enforce school rules (even if you don't agree with them)
- ✓ Be visible
- ✓ Use copy machines & technology appropriately

Be Open to Change

- ✓ Listen
- ✓ Take positive risks

- ✓ Listen
- ✓ Be flexible
- ✓ Listen
- ✓ Speak your own voice; be critical, open, honest and up front
- ✓ Listen
- ✓ Check your facts; don't make assumptions
- ✓ Listen
- ✓ Seek constructive feedback
- ✓ Listen

Build Trust and Confidence

- ✓ Give trust and respect to district personnel and community members—seek to build relationships
- ✓ Be there to support each other; but not at the expense of your job responsibilities
- ✓ Let subs know what is going on
- ✓ Keep parents in the loop
- ✓ Strive to end every interaction with everyone's dignity intact

Appreciation and Recognition

- ✓ Honor others' achievements

Conflict Resolution

- ✓ Follow the steps for conflict resolution
- ✓ Look at things professionally, not personally
- ✓ Seek consensus (can live with the decision)
- ✓ Let stakeholders know of a problem before decisions are made

Decision-making

- ✓ Student-focused
- ✓ Based on data
- ✓ Considers all student and staff needs