



# Kildeer Countryside CCSD 96 Communication Norms

**1 – WE** use communication structures and protocols in place to share information and updates with all and are committed to sharing the same message at the same time whenever possible.

## **Collective commitments:**

- Committee and team representatives will use report-out times to share information agreed upon and noted in the share-out document.
- *State of the State* sessions will address updates and information pertinent to all.
- We will honor scheduled report-out times.
- We will work to prioritize what is shared within each structure (staff meetings, job-alike meetings, *State of the State*, etc.).

**2 – WHEN** acting as a representative, issues will be reflective of those represented and not representative of an individual issue. We trust those acting as representatives to present our views.

## **Collective commitments:**

- Individual issues will be stated as such to the appropriate party.
- We acknowledge and respect that identified representatives will speak on our behalf after gathering feedback.

**3 – WE** will strive to communicate with clarity and consistency, articulating the *why* behind decisions and the work.

## **Collective commitments:**

- We will include information regarding the *why* in report-out protocols for clarity.
- We will make committee structures and membership clear and accessible.

**4 – WE** will approach topics and issues with an open mind, seeking out and respecting different perspectives. We will seek additional information from those closest to the issue before reacting or taking a position.

## **Collective commitments:**

- We will ask questions directly of the source.
- We commit to presenting perspectives professionally and acknowledge and validate differing opinions.

**5 – WE** will assume positive intentions, seeking to understand all of the issues impacting decision making from the perspective of different roles and responsibilities.

## **Collective commitments:**

- We will communicate the factors impacting decision making.
- We will seek out varying perspectives from various roles when making decisions and recommendations.
- We will trust that decisions are made with an open mind with students' and staff's best interests considered.

**6 – WE** will communicate with a respectful, positive tone and engage in active listening while remaining solution-focused.

## **Collective commitments:**

- We will limit the use of off-topic technology in order to be fully present.
- We will use body language that communicates respect for others.
- Concerns and challenges will be paired with offered ideas and solutions.
- Brainstorming ideas will be offered without immediate evaluation.

**7 – WE** all take responsibility for direct and healthy communication that positively supports a collaborative culture.

## **Collective commitments:**

- We will honor the behavioral collective commitments identified.
- We will work as a team and support each other as we communicate.