Group Agreements Document

Group agreements establish guidelines for working together in respectful, cooperative, and effective ways.

**Staff Meeting Times and Attendance**

* Staff meetings will generally be the first and third Wednesday of each month.
* Meetings start at 3:40 and end at 4:30 (meetings may be extended by consensus of the group).
* Staff members will accept responsibility for finding out about decisions made in his or her absence, and will abide by those decisions.

**Role Designation and Debriefing**

- A staff member will convene the meetings.
- The convener may ask for a debrief to allow staff to state their thoughts and feelings.
- The school secretary will record the meetings, and e-mail the minutes to the staff, keeping copies of the minutes in the office.

**Confidentiality, Civility, Respect, Directness and Openness**

- We agree to honor confidentiality.
- We agree to use discretion when sharing meeting discussions outside the meeting.
- We agree to be civil and respectful in and out of the meetings.
- We agree to respect everyone’s ideas even when not agreeing with them.
- We agree to disagree with an individual idea, but not with individuals.
- We agree to actively listen and give our full attention when someone is talking.
- We agree to be open and direct with each other.
- We want to know if someone is uncomfortable or concerned about an issue on the table.
Decision Making

- Consensus is defined as: A proposal that nobody is opposed to, NOT a proposal that everyone likes.
- Decisions will be made by consensus when possible. If we are not able to reach consensus, we will place an item on hold and take it back to our teams for further discussion.
- Process for Proposals: A proposal for a change in program, policy, or procedure should be written and submitted to leadership to be placed on a staff meeting agenda. Proposals are presented and discussed in one staff meeting and following staff input, a proposal may be revised and voted on in a subsequent meeting.
- If a deadline for a decision is upcoming, the decision will be made by a staff vote.
- New decisions will be made by a vote of 1 more than 50% of the total-voting members present.
- Changes to status quo will be made by 2/3 of the total-voting members present.

Leadership Team

- Leadership Team will do the calendar, daily schedules, and set agendas for staff meetings.
- They will strive to put decision items at the beginning of the agenda; they may refer some information and decisions items to the teams.
- Representation on Leadership should be determined by each team and should rotate every two years. Contractually, the administration will make the final decision of the representatives on the leadership team.
- Leadership will appoint recorders of the meeting and e-mail the minutes of the meeting to the staff.
- Leadership meets on Thursdays, every other week, unless called upon for urgent items.
- No meetings scheduled for the 5th Thursday of the month.
House

- There is no OPEN HOUSE. During HOUSE time, students may not visit other Houses unless prior arrangements have been made.
- Two (or more) Advisors may decide to join their HOUSES for an activity.
- If students go outside, they need to be with an adult and not in the courtyard.
- All MAJOR and MINOR discipline issues should include advisor.
- Students are assigned in HOUSES for all three years.
- Once the fee has been paid and the parent permission slip has been turned in, the date at which a 6th grader receives their lunch pass is determined by the parent, advisor, and student.

Study Hall

- Study Hall is closed except when advisors want to allow students to work together on a project.
- Study Hall is on Monday and Thursday.

Technology

- The teacher is responsible for managing check-out, check-in procedures for each laptop. For example, each laptop is in the correct numbered stall, plugged in and charging.
- The teacher is responsible to return the COW to its proper Barn so that it is accessible for the next scheduled appointment.
- The teacher is responsible for the neatness of the Computer Lab, maintaining the hardware and reporting issues promptly.
- Lab and COW time should only be scheduled for a two-week block of time.