



COLEGIO INTERAMERICANO
Norms of community collaboration Policy

REVISIONES	
DESCRIPCIÓN	FECHA
Norms of community collaboration Policy	Nov. 2018

Virginia Cupersmith
President of the Board of Directors

Sharon Canadine
General Director

TÍTULO Norms of community collaboration Policy	CÓDIGO DE MANUAL	FECHA Nov-6-2018	PÁGINA 1 of 4
--	---------------------	---------------------	------------------



Colegio Interamericano

Norms of Community Collaboration

A 'norm' is a principle of right action that binds a community as a way of ensuring that the desired culture, necessary to sustain a positive climate, becomes reality. The norms define the kinds of behaviors expected of, and agreed to, by all those choosing to be a part of the community. It is believed that by following the norms, a desirable culture can be realised -- and this, in turn, will lead to a supportive, trusting and understanding 'climate'. At Inter, we agree to a set of community norms which bind us all (staff, students, parents and others) to behaviors that hold all community members accountable to these ideals.

Norm 1: Presume positive intentions and listen with an awareness of personal bias, judgment or expectation

Explanation: As a member of the Interamericano community, even though I may not agree with or understand what someone else is saying or doing, I will still presume the best intentions of others and will try to find a positive way forward.

Sample implications:

- 1. If parents are talking in a group, assume this is for positive (community) reasons, and not with the intent to exclude non-speakers of that language.*
- 2. Know that different parents may look at the same thing and see it differently and that this is acceptable.*
- 3. Always assume that the teacher has your child's best interests at heart - even if you don't understand or agree with the action/decision taken.*
- 4. Know that it is acceptable to ask for help, raise a concern, or raise a question. The school will assume this is with positive intent and will respond accordingly in support of your child and the needs of other children.*

TÍTULO Norms of community collaboration Policy	CÓDIGO DE MANUAL	FECHA Nov-6-2018	PÁGINA 2 of 4
--	---------------------	---------------------	------------------



COLEGIO INTERAMERICANO
Norms of community collaboration Policy

Norm 2: Respect, value and model transparency and inclusivity

Explanation: As a member of the Interamericano community, I am open and inclusive to all members of the community.

Sample implications:

1. *Know that the school values your ideas and opinions, when shared.*
2. *Know you are welcome in the school. Take advantage of this, especially, at times such as conference days, family days, and workshops.*
3. *Invite other parents into your group discussions, and keep it positive, productive and inclusive.*

Norm 3: Take advantage of established opportunities to connect with other parents and staff

Explanation: This norm encourages the full use of the mechanisms established for our community to work together.

Sample implications:

1. *Read the monthly newsletters, division emails and school emails as a priority.*
2. *Attend parent-teacher conferences, sports day, family day, etc. Attend as much as you can.*

Norm 4: Communicate appropriately and directly

Explanation: This norm encourages the use of supportive, direct communication between students, parents, teachers and school in the best interest of working together to support the community.

Sample implications:

1. *While parents will naturally discuss many things with other parents, at Inter, if a solution is needed for a perceived problem in school, parents should approach the school directly.*
2. *Share your expectations clearly and directly with the school.*

TÍTULO Norms of community collaboration Policy	CÓDIGO DE MANUAL	FECHA Nov-6-2018	PÁGINA 3 of 4
--	---------------------	---------------------	------------------



COLEGIO INTERAMERICANO
Norms of community collaboration Policy

3. *Raise concerns clearly and precisely, for example using the stems:
“I need help to understand...”
“What I am observing at home is...”
“I hear from my child that”*
4. *Questions/concerns should be directed to the teacher. If this is not possible, then the department leader or Principal can be consulted.*
5. *If your child is going through difficult personal times – e.g. due to family illness or uncertainty – please tell the school so we can effectively support your child in confidence.*

Norm 5: Respect the precious commodity of time for all community members

Explanation: This norm encourages respect of everyone’s time so it is valued, used efficiently and mindfully understanding the need to balance work/life/parenting responsibilities.

Sample implications:

1. *If you would like to meet with a teacher, unless it is an emergency, set up the appointment in advance and let the teacher know what you would like to discuss. This helps the teacher to be prepared and ensures a more efficient meeting.*
2. *Starting an event on time will demonstrate respect to the participants.*

TÍTULO Norms of community collaboration Policy	CÓDIGO DE MANUAL	FECHA Nov-6-2018	PÁGINA 4 of 4
--	---------------------	---------------------	------------------