



### Vision

To prepare students to be able to select from a variety of career opportunities and to be successful in the world of work

### Mission

All students will be at or above grade level in reading, writing, and mathematics as measured by results on state exams

### Motto

Learning for All  
Whatever It Takes!

### VESD Promise to Employees

In the Victor Elementary School District the skill and knowledge of our people is the most important resource in our service commitment to our families and community.

By applying the principles of trust, honesty, confidentiality, collaboration, respect, integrity and commitment, we provide an environment where everyone's input is valued and respected. Everyone's talent is nurtured and maximized and everyone's achievement is recognized and honored.

VESD creates an environment in which diversity is embraced, teamwork is valued, quality of life is enhanced and the VESD pursuit of excellence is strengthened.

### Professional Guidelines to Common Courtesy

1. When an issue affects the group, bring it to the group; when an issue affects a person bring it to the person.
2. Give suggestions to improve the situation, not to put down another person.
3. Be responsive to and respectful of confidentiality, personality and opinion differences and leadership styles.
4. Act in the best interest of everyone in the District and in the best interest of the District.
5. Provide an environment for open communication and feedback by sticking to the topic and remembering that the other person has the right to be heard and valued.

### Meeting Guidelines

#### *We Believe...*

- Everything we do will be beneficial for students
- We shall respect and support each other
- Every individual's feelings and ideas are valued
- We shall be active listeners
- Silence equals agreement

#### *Therefore We Expect...*

1. No put-downs or negative body language.
2. No irrelevant conversations.
3. Each team member is responsible to obtain information missed during meetings.
4. No politics:
  - No game playing
  - No hidden agendas

- No manipulation
  - Put your cards on the table
  - Represent self, not others
5. Speak to the issue, not to the person.
  6. Members shall support group decisions or bring them back for discussion.
  7. Have effective meetings:
    - Start on time
    - Stick to the agenda
    - Presenter to be concise, and team members shall keep to the point
    - Procedures shall be followed up in writing
    - Have fun while taking care of business
    - No bird-walking!
    - Cell phones and pagers will not interrupt meetings

### The VESD Basics

1. Everything we do will advance our Vision, Mission and Motto, which shall be known, owned and energized by all.
2. The VESD Promise to Employees is our principle belief. It will be honored by everyone.
3. The Professional Guidelines for Common Courtesy are the standards for our conduct.
4. Meeting Guidelines serve as norms for all meetings.
5. We are ambassadors of the Victor Elementary School District. We speak positively about the district and each other at work and in the community.
6. We take personal responsibility for personal and group decisions; therefore, "We versus They" does not exist, we do not blame or make excuses.
7. Everyone has a responsibility to communicate concerns and possible solutions to the appropriate person—the appropriate person will ensure follow through to resolution. Seek a solution rather than a "rule book" response.
8. Give people your full attention - "Be There." Always recognize each other immediately with eye contact, a smile, and their name whenever possible, using greetings such as, "Good Morning," "How may I help you?" "I would be happy to," "Have you been helped?"
9. We return all calls or emails in a timely manner (phone calls within 3 rings, emails within 24 hours).
10. We are always Ladies and Gentlemen in all interactions, even when a conversation grows abusive and must be terminated.
11. It is our responsibility to participate as a team member in a collaborative environment using ideas, resources, and information to achieve common goals.
12. Think well of yourself and take pride in your professional dress, personal appearance and personal health.
13. We celebrate and recognize each other's accomplishments.
14. Respect and trust are the foundation of our organization. It is the responsibility of everyone to listen actively, participate constructively and communicate effectively. Seek first to understand, then to be understood.
15. Everyone honors agreements, schedules, and timelines.
16. Treat people as you want them to become.
17. Everyone is empowered. We involve people in the planning of the work that affects them.
18. It is the responsibility of everyone to create an environment of teamwork and lateral service so that everyone's needs are met.
19. We always seek ways to improve current systems and are proactive in seeking opportunities for innovation.
20. Think safety first. Everyone is responsible for creating a safe, secure, and accident free environment.
21. Everyone is responsible for continuing to improve his or her personal competence.
22. Be flexible and adopt "A Whatever It Takes" attitude to ensure that everyone succeeds.