

Moving From Statement to Implementation

Step 1	Task
Share draft with constituent groups to elicit feedback.	Distribute draft statement to constituent groups and provide opportunity for critique and feedback.
Strategies	
<ul style="list-style-type: none"> ■ Distribute to staff using e-mail and include a short online survey to gather feedback. ■ Include draft in parent newsletters with either a response sheet or link to an online survey for feedback. ■ Provide an opportunity for members of the writing group to present the draft at a staff meeting and lead table discussions to gain feedback. ■ Hold an after-school or before-school session at which teachers can meet with the writing team members to discuss the draft. ■ Work with your parent group to schedule a meeting to share the draft with parents and gather feedback and suggestions. 	
Step 2	Task
Revise the statement based on feedback.	Writing group meets and reviews feedback and makes revisions.
Strategies	
<ul style="list-style-type: none"> ■ Hold a half-day meeting to review feedback and make revisions. ■ Meet after school to review feedback and make revisions. 	
Step 3	Task
Seek agreement from appropriate constituent groups.	The revised statement is shared with constituent groups and their agreement and support is sought.
Strategies	
<ul style="list-style-type: none"> ■ Share with a Building Leadership Team and seek their support. ■ Share with the faculty and seek their support. ■ Share with families and ask the parent–teacher organization for support. 	

(Continued)

(Continued)

Step 4	Task
Finalize the mission statement.	Make any needed adjustments, if any.
Strategies	
<ul style="list-style-type: none">■ Share the statement widely with all school constituent groups.■ Post the statement in every classroom.■ Add the statement to your school letterhead.■ Include the statement on the school website and social media accounts.■ Create a banner displaying the statement and hang it in the entrance to the school, in the gymnasium, or in a multipurpose room.	