**Highland Park High School Course Team Norms**

*This document can be used to help course teams develop norms for collaboration (adapted from Hirsh, Delehant, and Sparks, 1994).*

***When establishing norms for your course team, consider:***

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| ***Time:***  When do we meet? | ***Proposed Norm(s):***  During pre-determined Wednesday morning collaborations & other times determined by the team. |
| ***Listening:***   * How will we encourage active listening? * How will we discourage interrupting? | *One conversation at a time.*  *Reflecting upon what others have said.*  *Be respectful of others opinions.*  *Asking for clarification of understanding.* |
| ***Confidentiality:***   * Will our course team meetings be open? * What will say in our meetings that will be held in confidence? * What do we agree that we can communicate outside of our meeting? | *Student samples*  *Teacher/student data*  *Assessment*  *Be mindful of personal judgments*  *Conversations about specific student names and teacher names will remain in the room.* |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | *Allow everyone to have a voice.*  *We might not all agree – honor the dissenting opinion.*  *Move forward even if we don’t all agree*  *Be able to claim indifference.* |
| ***Participation***   * How will we encourage everyone’s active participation? * How will we determine a team facilitator? * What will the role of the team facilitator be? * How will we take notes & record our work? * How will we keep secondary members informed? | *Secondary & primary members have responsibility to contact each other.*  *Designate who will do the outreach.*  *Stay on topic*  *Informal Parliamentary procedures* |
| ***Expectations***   * What do we expect from our team members? * What will we do if we believe someone is not actively contributing to the team? * How will we evaluate our course team work throughout the school year? |  |
| ***Miscellaneous:*** |  |