**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:***

|  |  |
| --- | --- |
| ***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 judgments – judgments on persons vs. judgments of ideas*  *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.* * *Post information on wiki.* * *Stay on topic* * *Informal Parliamentary procedures – to begin meetings* * *Log & Posting is how we will record our work.* * *Facilitator role is voluntary – currently Chris is playing this role.* * *Designate who will do the outreach.*   *Lars – Christine Hill; Aaron Fay*  *Brian – Aaron*  *Kevin – Chris*  *Brian – Paul*   * *Notetaking (voluntary)– rotating – this person will post* |
| ***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? | * *To be considered, dissenting opinions need to be voiced* * *Be present.* * *Be engaged.* * *Encourage and welcome those that may not be as vocal as others.* * *Checkpoints to follow through with tasks*   + *Are we moving through the process?*   + *Are we developing common assessments? (by level?)*   + *How are the common assessments working?*   + *How are assessment for learning ideas becoming a part of our practice?*   + *Looking at Essential Skills to link together leveled conversations?* * *Timeline – are we meeting those deadlines* * *If you are looking to find out what someone thinks – ask.* |
| ***Miscellaneous:*** |  |