**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? | ***Wait time***  ***2 before me***  ***Be respectful*** |
| ***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? | ***Anything discussed about students will stay within our meeting.***  ***Not take personally and avoid judgment.*** |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | ***After discussion we come to a agreement that is a majority. Understand that sometimes not everyone will be 100% in agreement.*** |
| ***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? | ***All team notes will be posted on the wiki and secondary members will be asked to read the notes. We will also discuss anything that needs to be completed by teachers in class with secondary member.***  ***A facilitator will take notes and post on the wiki.*** |
| ***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? | ***Active participation and contribution to a discussion.***  ***We will revisit our goals throughout the year and adjust as needed.*** |
| ***Miscellaneous:*** |  |