**Highland Park High School Course Team Norms**

*This document can be used to help course teams develop norms for collaboration (adapted*

***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? | *At the beginning of each meeting we will take 5 minutes for small talk, we will then proceed with team course work.* |
| ***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? | *Discussions about individual students will be confidential. Our course team notes and completed material will be posted on our course team wiki.* |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | *Options and suggestions will be developed in our target team and will then be presented to course for final decision making. Since our course teams are small we expected to be able to come to a consensus. Any conflicts will be worked out course team level.* |
| ***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? | *We are professionals and have expectations that we will all work to achieve our goals.*  *Dave Shirley will be our team facilitator*  *Roxanne Jamroz will be the keeper of the notes*  *Secondary members will be informed through the course teams and will be posted on the wiki. A chem. team email will be sent to all course team members informing them of a new 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? | *We expect professionalism and creativity from our team members*  *We will evaluate our progress throughout the year. At the conclusion of the year we should have 4 common assessments for each course team.* |
| ***Miscellaneous:*** |  |