**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? | We have worked closely for the last 11 years with no problems in this area. |
| ***Confidentiality:***   * Will our course team meetings be open? * What we say in our meetings that will be held in confidence? * What do we agree that we can communicate outside of our meeting? | Anything we discuss in course team meetings can be shared with anyone. We also invite anyone to join us. |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | We cannot remember having a conflict in the last 11 years we have worked closely together. |
| ***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? | Although Mari has been appointed the team’s facilitator, we agree to share all responsibilities equally.  We have weekly Soph DPE meetings every Wednesday during 4th period; therefore, we will keep Ann Cocks, the only other member of this course team, informed during these meetings. |
| ***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 maintain the same high quality work we have always achieved together. |
| ***Miscellaneous:*** |  |