**HPHS Freshmen P.E. Team Norms**

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

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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? | * Paraphrasing * Eye contact * Ask questions for understanding |
| ***Confidentiality:***   * Will our course team meetings be open? * What will we say in our meetings that will be held in confidence? * What do we agree that we can communicate outside of our meeting? | * P.E. Dept. are welcomed to attend & listen. * Professionalism discussed at initial mtg. * Having/building trust and having a common bond in developing curriculum. |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | * Discussion with group and consensus. * Mutual agreement on presented idea * Respectful and professional dialogue. |
| ***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? | * Questions and conversations. * We have created a safe meeting where we all have a voice and are encouraged to share. * Due to our connection with Link Crew, our L. C. facilitator is also our leader. * Role of facilitator is to maintain on task work and unite the ideas. * Constant conversations in regards to meetings and/or planning of curriculum. |
| ***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 involvement professionalism and welcoming to feedback * One on one conversations regarding active involvement * Course Team reflection and personal reflection |
| ***Miscellaneous:*** | * Our group’s relationship is a reflection of our sectioning of classes, 2 frosh classes per period, and the ability to co-teach and collaborate on a regular basis. We also work within our Link Crew curriculum. |