**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?  During self-directed collaboration  Thursdays during first period as needed | ***Proposed Norm(s):***  During self-directed collaboration and  Thursdays during first period as needed.  Also, Fridays 6th period for Spanish II Honors. |
| ***Listening:***   * How will we encourage active listening? * How will we discourage interrupting? | Make eye contact.  Take notes.  Don’t interrupt others while speaking. |
| ***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? | Anyone is invited to attend.  We will keep students’ names confidential.  Everyone will be included in the conversation. |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | Suggestions will be made based on previous experiences and we can vote on it.  Opinions are also welcome.  We will discuss our feelings by bringing up the situation at the present time and respect each other’s ideas and feelings.  We understand that we may not always agree with each other but will work together to resolve our conflicts without involving a third party unless previously agreed upon by all. |
| ***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 will have a weekly rotation of note-taking, posting the log and creating common assessments.  Each quarter we will have a different facilitator.  To bring up questions or concerns as well as guide the group meetings.  We will rotate who takes notes.  We will post notes to the Wiki and each of us is responsible for checking it. |
| ***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? | Collaboration, respect, active participation, taking initiative, and provide support.  We will talk to the person as a group and express our concern. We will conduct updates and continuously keep all work open to revision. |
| ***Miscellaneous:*** | We will always think about the positive. |