**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?  During department collaborations and other times determined by the team. | ***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? | ***Not let our laptops be distractions.***  ***Eye contact.***  ***Body language awareness.***  ***Allow for silence to happen.***  ***Think twice before you speak. Tournez sa langue sept fois dans la bouche.*** |
| ***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? | ***Our course team meetings will be open.***  ***Students’ names should be kept confidential.***  ***Anything that a team member brings up may be kept confidential.***  ***We may communicate our targets, norms, rubrics, logs and assessments.*** |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | ***Decisions will be made with a majority of two votes with the possibility of one absentee ballot per quarter.***  ***Consensus will have been reached when we all say: “okay”.***  ***We will deal with conflict by honestly politely express our differences and try to understand differing point of views. We will attempt to reduce conflict by listening to the whole message instead of focusing on the points on which we don’t agree. We will ask for clarification and allow for people to overtly speak their mind.*** |
| ***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 call on participants and ask for their input.***  ***We have determined our facilitator by discussion and agreement.***  ***The role of the facilitator will be to refocus the topic of our conversation on our goals.***  ***The role of the facilitator is to report during team meeting facilitator.***  ***We will rotate the responsibility of taking and posting notes.***  ***We will keep secondary members informed through conversations, emails and postings 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 honest, thoughtful and productive contributions. We expect willingness to take on the work. We expect the products that we create to have a direct and effective use for our teaching practice.***  ***If we believe that someone is not actively contributing we will openly express our impressions, explain our point of view and invite the team members into a conversation about our norms.***  ***We will evaluate our work from an organizational point of view per the goals we set and from an instructional point of view per the students’ grasp of the targets we designed for them.*** |
| ***Miscellaneous:*** |  |