**HPHS SOPHOMORE 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? | * Note Taking * Meeting agenda |
| ***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? | * P.E. Dept. welcome to attend & listen. * Confidentiality/professionalism discussed at initial mtg. * Open communication is encouraged during free periods. |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | * Vote on all decisions * Mutual agreement on presented idea * Decisions will be made with student best interest as focus. |
| ***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? | * Each course member agrees to participate actively. * Teacher teaching the most classes in designated course * Designate a note taker. * Conversations between teachers will keep all sophomore teachers informed. * Wiki updates/emails will be shared to keep all members/department chair informed. |
| ***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? | * Teamwork * Send reminders to all members regarding our timelines. * Course Team reflection and personal reflection |
| ***Miscellaneous:*** |  |