**HPHS Unique 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 * Note Taking * Feedback cards/question cards |
| ***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 * Continue to encourage respectful, on point communication |
| ***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? | * 1st mtg, each course member agrees to participate actively * Teacher teaching the most classes in designated course * Designate a note taker and have a backup note taker * Free period mtg maker to review minutes/decisions from mtg |
| ***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:*** |  |