**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? | ***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? | ***General respect*** |
| ***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? | ***Course team mtgs will be open.***  ***Yes, what is said in meetings will be held in confidence.***  ***We can communicate our target work, course objectives, & general planning information.*** |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | ***Collaborative decision making.***  ***A consensus for this group is if all are in agreement.***  ***Speak directly with individual if conflict.*** |
| ***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? | ***Due to the size of this group, full input is required from each member.***  ***Sarah Douglas is team facilitator.***  ***The team facilitator will be mindful of deadlines and communicate our work.***  ***Julie will take notes at meetings and Sarah will post items to Wiki.***  ***We will email documents to secondary members and encourage them to visit 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 team members to attend all meetings, be on time, play an active role in creating documents, & demonstrate respect for each other.***  ***We will communicate directly with each other regarding contributions.***  ***Work will be evaluated in summer workshop with curriculum development.*** |