

A Norm Sampler

Directions: Read each norm created by an imaginary learning team at Norton High School. Place a check mark next to norms you believe will help these teachers operate efficiently and productively as a team. Discuss with a partner what other norms you might suggest.

What rules will govern attendance?

- Each team member will commit to participate actively for the school year.
- All members will arrive on time and stay for the entire meeting.
- We will start on time and end on time.

What rules will govern how we talk together?

- All members will join in the team's discussions.
- No one will dominate the discussions.
- Everyone's point of view will be considered.
- Our conversations will reflect our respect for and acceptance of one another.
- We will disagree with ideas not individuals.
- No zingers or put-downs.
- We will keep confidential any information shared in confidence.
- Each member will listen attentively as others speak.

What other expectations do we have for team members?

- We will rotate the team leader role.
- All members will be prepared for the meeting when they arrive.
- All members will be "totally present" during the meeting.
- All members will refrain from grading papers and working on other things during the meeting.
- All members will refrain from scheduling other activities during the meeting time.
- All members will turn off cell phones.
- All members will stay on task during the meeting.
- All members will work to keep team meetings positive and productive.
- The atmosphere will remain cordial and friendly throughout the meeting.
- We will have fun and enjoy working together.

What decision-making procedures will we use?

- We will reach decisions by consensus.

How will we assess our team functioning?

- We will briefly revisit our norms after each meeting or two and decide which ones we need to follow better and which we need to change.



Source: NSDC Team to Teach: Facilitator's guide to Professional Learning Teams