

Professional Courtesies vs. Norms

Typical Norms We See

Come on time

Be prepared

Silence phones

Be respectful to team member's ideas

Fully participate

Professional Courtesies

Effective Norms

- We make decisions by consensus. Consensus means every voice has been heard and the will of the group is clear through a fist to five vote.
- We will use data rather than opinion or personal experience to frame team decisions.
- Our work during our team meetings will answer the four PLC questions.
- We will not correct papers during our team meeting time.
- We will not use our cell phones during team meeting time. If there is a need, individual member will frontload the team of such need.
- We will use this time to talk about things we can control.
- We will talk about students as if the parent was in the room.
- We will offer a potential solution to any problem we identify.
- We will hold one another accountable to the work. If there is a problem, we agree to talk to the person first to solve it.
- We agree to analyze common assessment data as a team and have a collective response to student learning.
- We will keep written track of our collective response to student learning so we can identify strategies that worked and were less effective for future planning purposes.