

REVIEW OF PROPOSED NORMS FOR TEAM MEETINGS

Below are some proposed norms for our upcoming meeting. **Please review these norms to decide whether you agree to follow them when we meet.** If I don't hear from you by _____ [date], I will assume that you agree to the norms. We'll check in just to be sure at the start of our meeting.

You can email me at _____ or call me at _____ if you have any questions or want to suggest additional norms to help us collaborate well when we meet.

Thanks for your input!

Laurel

PROPOSED NORM	AGREE	NOT SURE	DON'T AGREE
Listening and speaking: One person speaks at a time. All others listen when someone is speaking.			
Taking notes: Any team member can take notes. Only our designated note-taker will keep the "official" notes for the student record.			
Making decisions: Each team member will participate in every decision. We will try to reach consensus about what to include in the plan. Consensus means every team member is able to live with the decision for the time being.			
Asking questions: Every team member is encouraged to ask questions. We agree that it's important to share our questions with the entire team.			
Assume positive intentions: We agree that it's important to assume that each team member cares about the student and is trying to help the team find a better fit between the student and schooling.			
Respect, honesty, and dignity for all: We agree that being a team is important for the child's success at school. We will help each other to speak and act in a way that feels respectful and honest. We will work hard to maintain everyone's dignity during our meeting.			
Kindness and trust: We will think and speak in a way that is kind and truthful. We will help each other by naming times when we sense that kindness and trust might need to be improved.			
Disagreement: We know that the best decisions happen when team members share their ideas and opinions. We might disagree. We won't let this disrupt our relationships with each other. It's OK to disagree and continue to work hard to partner.			
Using data to support decisions: We agree that it's important to share our ideas and opinions and to use data (stories, numbers, work samples, etc.) to show why we believe what we believe. We agree to connect our claims, ideas, and opinions to the data that we share with each other as a team.			

Additional proposed norms (please use additional sheets if necessary):