



Collaborative Team Meeting Norms

In Professional Learning Communities, norms represent protocols and commitments developed by each team to guide members to work together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.

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The following norms have been agreed upon by our team.

1. We will begin our meeting on time, with student profile binders brought by teachers
2. We will respect and value the opinions of all staff members involved in the meeting
3. We will focus on the literacy skills of students in our meetings
4. We will proactively seek out the most effective supports and will work diligently to ensure success for all our students.
5. We will do whatever it takes for our students.

Norms could be related to:	Examples of team norms:
<ul style="list-style-type: none">• Meeting attendance and punctuality• Communication• Being prepared or completing assignments• Other	<ul style="list-style-type: none">• We will maintain a positive tone at our meetings.• We will not complain about a problem unless we can offer a solution.• We will begin and end our meeting on time and stay fully engaged throughout each meeting.• We will contribute equally to the workload of this team.• We will listen respectfully and consider matters from another's perspective.