Norms for 6th Grade Team Meetings

1. We will meet everyMonday at 2:15-3:00 (or after faculty meetings until 4) for team collaboration. (This day may change in spring, due to schedules.)

2. As team leader, Becky will communicate necessary items from the administration. All members of the team are welcome to add items to the agenda that will be shared through Google Docs.

3. During team meetings our priority will be to focus on student achievement i.e. practice grading writing with our common rubric, share best practices, share ideas for other common assessments and/or assignments, design appropriate interventions for those students who are struggling or for those who need to be challenged, and team business.

4. Cheryl Cozzens is always invited to attend the 6th grade language arts team meetings. Morgan will let her know if there will be specific items pertaining to the library/media/testing and put those at the beginning of the meeting.

5. Teachers will use discretion when discussing team items outside of the meetings, especially in regards to individual students. We will adhere to FERPA regulations.

6. If teachers cannot attend meetings, they will check the PLC Team Meetings document for notes.

7. We will always treat each other professionally with kindness and courtesy. We will have an open mind while hearing various opinions and trying to make a TEAM decision.

**Extra Team Jobs/Duties:**

Danielle - Contests, Extension Coordinator (Awesomeness!)

Annie - Honors

Katie - Birthdays!

Krista - CSIP and data expert. Help transfer team to Haiku (if it happens)

Morgan - Work with Cheryl for library, computer, and testing schedules, 40 Book Board

Liz - Student of the Month schedule and reminders, team copies, LC Contact

McArthur - Interventions Data coordinator, team website/instagram

Becky - Team Leader

Chrisana -Honors support with Annie, 400 workroom (clean, tidy, stocked with paper, supplies, towels, organize Scopes) contact Ryan Darling