| **Grade Level: 3rd Grade ELA** | **Norm** |
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| **Time**  When do we meet?  Will we set a beginning and ending time?  Will we start and end on time? | Mondays: PLC, Walker or third grade teacher’s room  Tuesdays: Grade Level Meeting with Dr. Golding  Wednesdays: if needed  Beginning 1:30 - Ending 2:10 |
| **Listening**  How will we encourage listening?  How will we discourage interrupting? | Encourage listening: Allow everyone to have the opportunity to speak  Discourage interrupting: Limit use of cell phones, attentive to speaker, be respectful, be professional |
| **Confidentiality**  Will the meetings be open?  Will what we say in the meeting be held in confidence?  What can be said after the meeting? | Closed meetings  What is said in meetings will be held in confidence.  Examples: Data, professionalism, care enough to confront |
| **Decision Making**  How will we make decisions?  Are we an advisory or a decision-making body?  Will we reach decisions by consensus?  How will we deal with conflicts? | Decisions will be data driven and based on the best interest of the child.  Decisions will be made by the majority to reach a consensus.  We will care enough to confront, show professionalism, and address issues with a person. |
| **Participation**  How will we encourage everyone’s participation?  Will we have an attendance policy? | Everyone will participate by each person having a role. Each role will rotate each 9 weeks. |
| **Expectations**  What do we expect from members?  Are there requirements for participation? | We expect roles fulfilled, contribution, attention, participation, and professionalism. |