| **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 roomTuesdays: Grade Level Meeting with Dr. Golding Wednesdays: if neededBeginning 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 speakDiscourage 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 meetingsWhat 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. |