| **Grade Level: 5th Science** | **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  10:10-11:00 |
| **Listening**  How will we encourage listening?  How will we discourage interrupting? | Respectful listening, No cell phones, No multitasking,  Verbally address issue, Closed doors for subject meeting |
| **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 door for subject meeting  Conversations are in confidence to those it pertains to |
| **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 based on data  Discussions using collaboration to come to a consensus that is best for student needs.  Deal with conflicts through patience, respectfully with discussions. |
| **Participation**  How will we encourage everyone’s participation?  Will we have an attendance policy? | Come prepared with materials (data, resources, etc.)  Understood that subject meeting is on assigned day. |
| **Expectations**  What do we expect from members?  Are there requirements for participation? | Listening, respectful, collaborative |