

# Process for Establishing Team Norms

*Team norms bring to the forefront and intentionally articulate what the team collectively agrees to do during their meeting times. Once established, these norms should be reviewed regularly and can be referred to when team members stray from their established purpose.*

**Building team norms for a variety of collaborative structures is a critical step when staff work together to identify, discuss and respond to the needs of students and reflect upon their collective classroom practices. The following protocol can assist schools in developing team norms to guide the work in Collaborative Team Meetings and other collaborative teams.**

## Step One - Individual Identification of Norms

Individually, ask staff members to write down 3-5 norms or commitments that they feel would need to be collectively agreed upon in response to the following question:

***What norms would all team members need to agree upon in order to effectively and collectively respond to the needs of students while engaging in an examination of our classroom practices?***

*Note: You may elect to have staff view samples of other team norms prior to this step, to gain an understanding of possible norms to be considered. Additional norm samples can be accessed in a [shared drive](#).*

## Step Two - Partner Consolidation

In partners (or groups of three, depending on the size of the group), have staff consolidate their individual list into **four norms** they feel are important. Record these on a new note card.

## Step Three - Small Group Consolidation

Have partners join with another set of partners to create a group of four (or combine multiple partners, depending on the size of the group. Keep group size 8 or less.), consolidating their two lists of four norms into a new agreed-upon list of four norms on a new note card. **Depending on the size of the staff team, this step can be repeated (group of four join another group of four to further consolidate).**

## Step Four - Development of School Norms

As a large group, go around to each group to have them suggest one norm that their group feels strongly about (alternate - before asking to report this, have each group star their most important norm). Record on a poster or digitally project. Once posted, allow opportunity for the large group to ask questions or modify. Do not worry about precise "word-smithing" - that can be accomplished by a small committee or individual following the staff activity. The important element is to capture the essence of the norm for the group. Use a "fist to five" or similar consensus method to ensure group agreement with the statement. Continue this process until each group has shared the statements they feel are important.

**It is important that a single set of team norms exist for all Collaborative Team Meetings. Having consistent expectations for every team in the school for these meetings will ensure a shared understanding of how those meetings operate and clear expectations for team members involved in multiple meetings.**