<u>SUGGESTED NORMS</u>

*If your team has never established norms before, it may be helpful to review this list as a starting point to generating your own set of community agreements. Generally, we suggest that there be **five** norms total.*

<u>Procedural Norm</u>	<u>Explanation & Rationale</u>
Start and end on time	Honoring time is a great way to hold the team accountable to accomplishing the objectives in the agenda, but also a respectful way of acknowledging how busy teachers are.
Practice responsible technology use	Technology is an efficient and useful tool to collaborative work. As working professionals, it may be helpful to carve out a 'technology break' in meetings so that team members can respond to an important email, text, or phone call.
Send out meeting agenda in advance	The facilitator can provide team members with a helpful preview of the upcoming meeting and simultaneously a reminder of meeting pre-work. Sending out the agenda in advance is also a great way to solicit feedback from team members and provides space for folks to mentally prepare to participate.

<u>Behavioral Norm</u>	<u>Explanation & Rationale</u>
Be present	Taken literally, this norm can be used to remind team members how important meeting attendance is. This norm also embodies, beyond being physically present, present in mind as well. It reminds the team that each member is integral to the team's success. You may choose to build in a structured time at the beginning of your meeting agenda for team members to "check in" both emotionally and mentally so that they feel like they can participate to the fullest extent.
Assume positive intention	Ask yourself what intentions you're assuming about what someone else is doing or saying; be aware of your assumptions and be sure to give the speaker the benefit of the doubt.
Monitor air time	For larger teams, it is especially helpful to create a norm that reminds team members to be cognizant of the amount of time they spend speaking so that the team can ensure equity of participation.
Take an inquiry stance	This norm encourages team members to ask questions and seek to understand before jumping to conclusions or taking action.
Celebrate collective success and take collective responsibility	As a team, you may decide that it is important that the team feels unified in success and struggle, and this norm can help everyone feel like owners of the work.
Stick to the protocol	If your team is new to protocols or structured meetings, this norm can be used to help different learning needs and processing styles be accommodated within the meeting space.

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[1] *Modified from "The Art of Coaching Teams", Elena Aguilar*

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