

DOINGWHATWORKS



SAMPLE MATERIAL

Grade-Level Norms

Edgemont Elementary School, California

Topic: Turning Around Chronically Low-Performing Schools

Practice: Committed Staff

This document outlines the norms that guide teacher behavior and collaboration at grade-level team meetings. Each grade-level team decides on its own norms. The norms establish order and focus for the meetings and support using the time productively.

First Grade Norms

1. Don't speak while others are speaking.
2. Follow time schedule - be prompt.
3. End meeting with what needs to be discussed at the next meeting.
4. Take turns; don't interrupt
5. Confidentiality is important.
6. Make decisions by vote.
7. Everyone participates.
8. Listen!
9. Celebrate successes

Second Grade Norms

1. Don't speak while others are speaking.
2. Stay focused.
3. RESPECT others' opinions.
4. Confidentiality is important.
5. Make decisions by vote.
6. Listen! Listen! Listen!

Third Grade Norms

1. Respect others' opinions and listen.
2. Maintain respectful demeanor.
3. Agree to disagree
4. Constructive criticism
5. Supportive comments
6. Be prompt, prepared, ready
7. Shared responsibilities.
8. Be friendly, polite, and professional.
9. Follow schedule and stay on task.

Fourth Grade Norms

1. Be on time.
2. Be prepared.
3. Be respectful.
4. Don't talk over each other.
5. Participate!
6. Stay on task.
7. Be open-minded.
8. Use constructive criticism.

Fifth Grade Norms

1. Start on time and be prepared.
2. Review norms.
3. Equal contribution
4. Respect others and their ideas
5. What happens in the meeting, stays in the meeting.
6. Results must be defined and clear.
7. Celebrate successes.
8. Make S.M.A.R.T. goals.
9. The best "intervention" is "prevention."