PLC Norms Planning Sheet

adapted from *SRI: School Reform Initiative*

Name:_____Team:_____Date:_____

Norms exist whether or not you acknowledge them.

Tips to Consider

- Develop norms by consensus
- Review norms at each session
- Periodically assess effectiveness of their use
- Add, delete, or renegotiate norms as the need arises
- Refer to norms during the session to prompt members
  Failure to abide by the norms, establishes unwritten norms

Protocol

- **Negotiation with Self:**
  - What do you expect of yourself as a member of this group? What do you expect of others?
  - Write down your three **personal** norms
- **Negotiation with a Partner:**
  - Renegotiate your proposed norms
  - Determine three shared, **partner** norms
- **Negotiation among 4 colleagues/quads**:
  - Each pair brings their proposed norms to the quad.
  - Take the two sets of proposed norms to create a total of three shared, **quad** norms
  - Read the norms aloud "into" the community
- **Negotiations to Achieve Consensus**:
  - For the next meet, the PLC Facilitator re-organized and represents the set of proposed norms for feedback
  - Once norms are decided upon, routinely re-visit them for renegotiation

Examples of Group Norms

- Start on time
- End on time
- Express genuine feelings
- Productively address conflict during meetings
- Keep individual comments confidential
- Each person will have opportunity to be heard
- Listen to and hear one another's viewpoints
- Address issues not personalities
- Publicly support decisions made by the group
- Arrive prepared
- Turn off cell phones
- No 'outside' business during sessions
- Make decisions by consensus
- Limit 'air' time
- Celebrate accomplishments
- Share promising practices

My Personal Norms	Partner Norms	Quad Norms
1.	1.	1.
2.	2.	2.
3.	3.	3.