

NORMS

"Norms keep a group functioning as a system instead of a collection of individuals."

WHAT ARE NORMS?	"Norms determine the way in which groups solve problems, make decisions and do their work. They influence interactions between members and set parameters of acceptable behaviors." Dr. Carolyn Knight
WHY ARE NORMS IMPORTANT?	"The groups need "rules" to help them work together to not only deal with difficult issues in an objective and consistent way, but also to confirm what each member will do in the normal course of business to make the team succeed." Dr. Carolyn Knight
WHO SHOULD SET THE NORMS?	Group norms are most powerful and effective when group members create them. This is why we are asking each PLC to set and enforce group norms.
WHAT SHOULD BE INCLUDED IN OUR GROUP NORMS?	Your group norms should be your own. Work collaboratively to set the norms that will help your group function in a professional manner.
HOW SHOULD WE ENFORCE OUR NORMS?	Groups should talk about violations and how they will deal with them. How should members be notified if they have violated a norm? Every member should be responsible for enforcing norms.

Directions: Please fill out the PLC NORM form on the reverse side. Write a norm for each category with the exception of the attendance norm which will be a district wide PLC norm for every PLC.

PLC NORMS

PLC Name: _____

PLC Coordinator: _____

Members of PLC: _____

1.	2.	3.
4.	5.	6.
7.	8.	9.

Turn this form into your **LEAD TEACHER** and **SHAWN GOMBOS**
BY: OCTOBER 26TH.

Norm Category	Our PLC NORM
<u>Meeting Time</u> Beginning and ending time Starting and ending on time	*Attach a copy of your proposed PLC schedule.
<u>Listening</u> How will we encourage listening? How will we discourage interrupting?	
<u>Confidentiality</u> How much of meeting should be confidential? What can be said after the meeting?	
<u>Decision Making</u> How will decisions be made? How will we deal with conflicts when making decisions?	
<u>Participation</u> How will we encourage everyone's participation?	
<u>Attendance</u>	Attendance is expected at every meeting! If a member misses one meeting, they must make up the time and the work missed. If a member misses <u>more than one meeting</u> , Shawn Gombos should be notified by the PLC.

1st Reading _____ ΔApproved ΔClarification needed

2nd Reading _____ ΔApproved ΔClarification needed