PLC Norms Grade 7 English Language Arts

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Norms Light	
Norm Category	**Our PLC Norm**
Meeting Times • Beginning & Ending Time • Starting and Ending on Time	Meeting Times: Tuesdays & Thursdays (Exceptions:1st week of school, last week of grading periods, last week of year) • 8:45-9:15 • Start and End on Time
Listening • How will we encourage listening? • How will we discourage interrupting?	Listening • One person speaks at a time; protocols will be used as needed. Members will agree on agenda items and set goals to establish buy-in. •
Confidentiality • How much of the meeting is confidential? • What can be said after the meeting?	Confidentiality • Personal information from team members will be kept confidential. We will honor student privacy (particularly from other students) by closing the door when names are being shared. • Information to better other PLC teams may be shared.
Decision Making • How will decisions be made? • How will we deal with conflicts when making decisions?	Decision Making • Decisions will be made by team consensus. • We will address conflict respectfully; asking clarifying questions may help.
Participation • How will we encourage everyone's participation?	Participation • Protocols will be used as needed. Products will be provided by all team members as agreed upon.
Attendance • What happens when a member is absent?	Attendance • If a member knows an absence will occur, he/she will notify the team a day prior in order to reschedule the meeting. If no notice is given, members will meet the following Friday/Monday during first plan.
Norms Heavy	
Assessment Goals • Essential Skills & Rubrics • Common Formatives • Data Analysis • Intervention/Extension • Summative	Assessment Goals • Essential Skills & Rubrics will be created prior to Unit of Study (as time allows). • 1st CF will be administered w/in 2 weeks of unit kick off. Co-grading as needed. Data shared within in 2 days of assessment admin. • Data analysis within 1 week of CF. • Interventions within 1 week of data analysis. • 2-3 summatives will be co-graded to establish inter-rater reliability (1 certain; 1 uncertain).

*If members are habitually late, not bringing products, or being disrespectful, we agree to discuss the problem openly. Possible Solutions: Move the meeting to offender's room. If that fails, invite administration to join the meetings.