

Grade-Level Meeting Norms

(Adapted from Our Lady of the Wayside School)

Kindergarten

- Meet one day a week at lunch.
- Address academics first and end the meeting with housekeeping items.
- Agree to have a team leader to answer questions that arise.
- Focus on having a positive approach and share ideas and curricular activities.
- Meet twice a week once each month.

First and Second Grade

- Come prepared with agenda and specifics (student data and topics).
- Agree upon time to discuss each student brought to the meeting (use a timer).
- Stay on track, no sidebars.
- Remember to include some positives.

Third Grade through Fifth Grade

- Come prepared with an agenda and materials as needed (student data and topics).
- Agree upon time to discuss each student.
- Stay on track and follow agenda.
- Plan ahead and be prepared.
- Be open to suggestions, and be flexible.
- Share meeting responsibilities.

Middle School

- Come prepared with an agenda and student data.
- Show respect (of one another, no side conversations, be open minded).
- Have professionalism (i.e., be on time, on task, positive; show ownership; have all participate).
- Show fairness (i.e., all participate and contribute).
- Commit to implementation and follow through.

What would a schedule look like for grade-level teams to meet on a weekly basis?

What kinds of student data could be included at each grade-level meeting?

What roles and responsibilities would grade-level team members have?

