Norms Monitoring Chart and Template

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| Norm | Example | Non Example | Rating |
| **Show respect and maintain confidentiality** | Team members are kind and supportive and they discuss student/teacher data only within team meetings. | A lack of supportive words and actions exist and confidential information is provided to those outside the team. |  |
| **Participate and contribute actively** | All team members take part in discussions, offering ideas and providing constructive feedback to others. | One or more team members often disengage from conversations. |  |
| **Follow time allocations** | The team focuses on each topic for the amount of time specified on the agenda. | Discussions of specific topics often run too long and therefore other topics aren’t addressed. |  |
| **Have courageous conversations** | The team proactively discusses difficult topics before they become larger problems. | The team is reluctant to discuss topics that are difficult to resolve. |  |

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