**LMS NORMS**

**Meeting Code of Cooperation**

* Assume good intent
* Anonymous way to put things on the agenda
* **Arrive on time and end on time (time management)**
* Schedule enough time to discuss certain topics (discipline, dress code, etc.)
* **Votes anonymously**
* Allow people to complete their thoughts
* **Use a protocol that allows all to provide input (time limit to comments)**
* If possible, come prepared with a solution or possible solutions
* Speak with respect **(Listen, speak, and respond with respect)**
* Treat others as you would like to be treated
* Recognize that we all have a color (different personalities)
* Minutes provided in a timely manner to all staff

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| **Individual** | **Group** |

Created during 2008-2009 School Year

Updated: August/September 2010