

## Tiered System of Supports - Collaboration Phase: Meeting Norms

### PURPOSE

The purpose of this tool is to provide examples of norms a team may use to support students effectively during Tiered System of Supports meetings.

### DIRECTIONS:

Use these norms or create your own to ensure team members are clear about how they are being asked to participate during meetings.

### Sample Norms

#### Tier 2/Tier 3 Meeting Norms

**We will begin and end meetings on time.**

**We welcome and will consider different points of view.**

**We will engage fully in the process and share ownership of responsibility and workload.**

**We will manage air time to ensure productivity.**

**We will maintain a positive tone when conflicts arise.**

**We will keep all discussions about students in confidence**

#### Rationale

- It is important to demonstrate value of time for each member of the team. Starting late and ending late may have a negative impact on the other work/responsibilities of team members and outside stakeholders.
- All stakeholders present at the meeting have been selected intentionally to provide an alternate perspective. This allows for a more holistic understanding of the student context.
- Team members function in multiple capacities in the school. Students will be best served from the diverse, collective and actively engaged efforts of team members.
- This norm is important, as voices may unintentionally be left out of the discussion. The timekeeper will play an important part in ensuring this norm.
- Our language typically provides insight into the perspective a person might have on any given topic. It is important that the team uses a positive language and tone. This will, in turn, impact reflections and choices made about students and assist in creating a supportive environment among adults.
- Information shared during meetings is often sensitive in nature. It is the responsibility of the team to maintain an atmosphere of trust by keeping data confidential.