

Class Meeting Planning Guide

<p>1. Review the ground rules for class meeting.</p>	<p>What rules need to be established so students are listening to one another and responding honestly and respectfully to solve the problem?</p>
<p>2. The teacher states the reason for the meeting.</p>	<p>For example: "In our classroom we have been working on _____ and I have noticed that sometimes . . ."</p>
<p>3. Each student states what they've noticed about the problem or how it makes them feel, or says "Pass."</p>	<p>How might you guide this in a way that helps students follow the rules?</p>

4. Each student suggests a solution, or says "Pass."

Chart ideas and draw students' attention to similarities. Consider whether you will add an idea.

5. Students comment on suggested solutions.

What language might you use to support this step?

6. The group reaches agreement on a solution to try, using thumbs up, middle, or down.

7. The teacher sums up and compliments the group on their collaboration skills.

8. The teacher follows up with reminders and check-ins.

What will this look like?