

# Class Meeting Planning Guide

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

<b>4. Each student suggests a solution, or says “Pass.”</b>	Chart ideas and draw students’ attention to similarities. Consider whether you will you add an idea.
<b>5. Students comment on suggested solutions.</b>	What language might you use to support this step?
<b>6. The group reaches agreement on a solution to try, using thumbs up, middle, or down.</b>	

<b>7. The teacher sums up and compliments the group on their collaboration skills.</b>	
<b>8. The teacher follows up with reminders and check-ins.</b>	What will this look like?