

## Elements of a Classroom Meeting

### Teacher introduces and establishes the purpose of the Class Meeting.

- Teacher focuses the students on the Class Meeting Rules
- Teacher teaches or reviews procedures for the students to follow.
- Teacher introduces the topic including any decisions to be made.
- Teacher clearly states her expectations of how the students will treat one another.

### Teacher uses facilitation techniques to help the students listen and talk to one another.

- Teacher uses more open-ended questions. For example:
  - *What questions do you have?*
  - *Why is it important to listen to each other?*
  - *How did you solve that problem?*
- Rather than closed or one-word-answer questions.
  - *Do you agree?*
  - *Are you listening to each other?*
  - *Did you solve that problem?*
- Teacher has the students use discussion prompts to connect their ideas. For example:
  - *I agree with \_\_\_\_\_ because . . . .*
  - *I disagree with \_\_\_\_\_ because . . . .*
  - *In addition to what \_\_\_\_\_ said, I think . . . . .*
- Teacher uses facilitative questions.
  - *What questions can we ask \_\_\_\_\_ about what he said?*
  - *Do you agree or disagree with \_\_\_\_\_, and why?*
- Teacher uses follow-up questions. For example:
  - *How do you know?*
  - *Why does that make sense?*
  - *Why is that important?*
- Teacher probes student comments that can lead to deeper learning for the class.
- Teacher paces the lesson to maintain the students' attention and engagement.
- Teacher provides a few seconds of quiet wait-time before calling on a student to respond.
- Teacher avoids repeating or paraphrasing students so that they listen to one another, not just the teacher.

### Students engage and participate in the class meeting.

- Students consider and discuss the topic in a serious way.
- Students ask one another questions and extend one another's thinking.
- Students agree and disagree with one another and say why.
- Partners focus on each other during cooperative structures.
- Many, if no most, students contribute ideas to the whole-group discussion.
- Students offer a variety of ideas, solutions, or answers.

**Students apply social skills and values they have learned in the program.**

- Students take turns talking and listening.
- Students share the work or materials fairly.
- Students contribute ideas that are different from other people's ideas.
- Students respect the opinions of others.
- Students respond to one another in a caring way.
- Students take responsibility for their learning and behavior.

**Teacher closes the meeting in a purposeful way.**

- Teacher asks the students to reflect on how they interacted during the meeting.
- Teacher encourages discussion about any problems the students had working together and how they might avoid or solve those problems in the future.
- Teacher summarizes the discussion and reaffirms decisions.
- Teacher holds the students accountable to the decisions they made by explaining that he will check in with them in the coming days.