

Sample Ground Rules for Parent Meetings

Dos

- Be on time
- Be respectful
- Be a good listener
- Be prepared before people arrive
- Be responsible
- Be patient
- Be understanding
- Motivate others
- Be enthusiastic/positive!
- Take responsibility for your actions
- Admit mistakes and learn from them
- Ask for help
- Be accessible (return phone calls and emails)
- Be polite
- Be careful how you express yourself (tone of voice, facial expression, etc.)
- Be conscious of your body language
- Try to leave personal problems at home
- Be careful about your sense of humor
- Take care of yourself
- Be considerate
- Respect other opinions
- Dress appropriately
- Tell the truth (be honest)
- Clean space
- Use "I" messages
- Confidentiality is key
- Ask questions
- Be open to criticism
- Teamwork
- Turn off your cell phone
- Be passionate about your work

Don'ts

- Gossip
- Be unprepared
- Show favoritism
- Make promises you cannot keep
- Get personal
- Take things personally
- Lose your temper
- Be negative
- Pass judgment
- Make assumptions
- Use prejudice
- Pick on people
- Force people to do things
- Play into cliques
- Argue in public
- Pretend you know
- Be a know-it-all
- Be possessive of the group