



## Wyckoff PTO Coordinating Council, Inc.

### Code of Conduct

The Wyckoff PTO Coordinating Council, Inc. and its subordinate organizations (PTOs) shall develop, adopt, disseminate and implement a Code of Conduct that establishes standards, policies and procedures for positive behavioral expectations on school grounds, during PTO meetings and at on or off school property PTO sponsored events.

The Code of Conduct will apply to all members of Coordinating Council and said PTOs. All PTO members are expected to conduct themselves in a mature and responsible nature in all situations where they are a representation of said PTO.

The Code of Conduct is put into place to support and maintain the PTO and to ensure civil, safe, secure, supportive, and disciplined meetings and for events that take place on or off school grounds. It establishes parameters for the PTO officers to respond to violations of the Code of Conduct and to be able to address the severity of the offenses.

To maintain a standard of excellence, we require that you carefully read, understand and comply with the **Code of Conduct**. This code of conduct represents the minimum standards of behavior and performance. The code cannot cover every conceivable type of situation, but it is intended to guide your behavior as you conduct yourself as a member of the PTO.

### Code of Conduct – PTO Executive Board

The success of any PTO Executive Board depends on the competence of its members and the community, which they represent.

All Board members are required to uphold a high degree of integrity with students, parents, staff and administration. This conduct expectation extends to include school and community events when acting as a representative of the PTO. This also includes Committee Chairs and Class Parents.

The Bylaws and this Code of Conduct will generally govern your term on the PTO Executive Board.

Conflicts of Interest: You must never use your position, influence, and knowledge of confidential school or board information for personal gain or in lieu of personal agendas.

The reputation and success of the PTO includes team leadership, open communication and problem solving.

- (a). **Team Leadership.** The leadership should possess the ability to encourage teamwork, cooperation and collaboration within the PTO and school community towards a common goal. Conflict management, being able to adapt to meet the needs of the situation, and acknowledging and celebrating team progress, milestones and successes are necessary.
- (b). **Communication.** The ability to provide timely and concise information to others is necessary. Keep people up to date with accurate information, demonstrate active listening by clarifying, confirming and summarizing and encourage the free expression of opinion between the Board, students, staff, administration and community.
- (c). **Problem Solving.** Solutions are based on logical assumptions and factual information with consideration to resources, constraints and goals. Identify and obtain information to solve a problem, analyze alternative solutions, collaborate with others and take responsibility for decision making.

## Code of Conduct – PTO Members

The success of any PTO depends on the competence of its members and the community, which they represent. This includes integrity, service before self and excellence in all we do.

- (a). **Integrity.** Fulfill your obligations to the very best of your ability. If you cannot fulfill your responsibilities, notify the PTO President so appropriate steps can be taken.
- (b). **Respect.** Be respectful towards others and demonstrate appropriate behavior. Treat all individuals with dignity and respect despite differences.
- (c). **Be Polite.** Discussion, questions and disagreements should be polite, courteous and seemly. Support the final decision of the organization, whether you agree or not. Second guessing, complaining, pointing fingers and or gossiping only weaken the PTO, it reflects ill of you.
- (d). **Remember Why.** Remember the purpose written in the PTO Bylaws as to why we do what we do. Bottom line, it is not about you, it is about the betterment of the school and the children.
- (e). **Organizational goals before personal goals.** Keep the best interest of the PTO and the school ahead of your own personal agenda and image.
- (f). **Be open-minded.** Maintain a vision and commitment to improvement. Keeping an open mind to new and different ways of thinking. Listen and be open to others' ideas, suggestions and solutions.

(g). **Be altruistic.** Be willing to help each other for the best overall good of our children.

(h). **Be a team player.** Use your unique set of gifts and talents and use them to the best of your ability, and allow others to do the same.

## **Code of Conduct for PTO Meetings/Events**

PTO meetings are reserved for reviewing the minutes, presenting budget information, discussing old business and new business, and hearing current updates.

Any criticism of individual teachers, administrators or parents should be addressed outside of the PTO meetings with either the PTO President or school Principal.

Foul or abusive language is strictly prohibited and may result in an immediate ejection from any PTO meeting.

Aggressive or threatening behavior will result in an immediate removal from all PTO related meetings and events.

**HIB.** Harassment, intimidation, and bullying defined as communicating with an individual for the purpose of frightening, intimidating and/or causing substantial emotional distress to an individual on a repeated communication will not be tolerated at all and will result in immediate removal of all participation of any kind within any and all PTO activities.

## **Violations of Code of Conduct**

Any PTO Executive Board member or PTO member whose conduct is not consistent with these guidelines may be cautioned by the Coordinating Council President, PTO President or School principal.

The PTO Executive Board may have to take disciplinary action against individuals who repeatedly or intentionally fail to follow our Code of Conduct. Disciplinary actions will vary depending on the violation, but may include demotion, reprimand or suspension from events or meetings.

**Removal Protocol for Meetings:** Each PTO President or School Principal has the power to request an individual remove themselves from a meeting. Once a removal request has been made at a meeting, the PTO President will adjourn the meeting until the situation has

been resolved. Once the individual has been removed, the PTO president will restart the meeting.

**Removal Protocol for Events:** Each PTO President or School Principal has the power and authority to remove an individual from a PTO event/activity whether on school grounds or at a separate venue if they feel the code of conduct has been broken.

Any violation of the Code of Conduct may prohibit you from holding office, a chairperson position or class parent role.

Legal action may result in any cases of corruption, theft, embezzlement or other unlawful behavior that may occur.

**September, 2024**