



## Willagillespie Code of Conduct

1. PTO members are expected to conduct themselves in a mature and responsible nature in all situations where they are a representation of the PTO.
2. All Board and Committee members are required to uphold a high degree of integrity with students, parents, staff, and administration. Including:
  - a. Fosters a culture that incorporates parents, teachers, school administration and other Board members interests as a key value, focusing on the PTO's Mission.
  - b. Maintains a vision and commitment to improvement. Keeping an open mind to new and different ways of thinking to maintain improvements.
  - c. Always upholds and demonstrates high standards of personal ethics and professional conduct, treats all individuals with dignity and respect despite differences.
  - d. Ability to encourage teamwork, cooperation and collaboration within the PTO and school community working towards common goal achievement.
  - e. Ability to provide timely and concise information to others
  - f. Solutions are based on logical assumptions and factual information with consideration to resources, constraints and goals
  - g. You must never use your position, influence, and knowledge of confidential school or board information for personal gain or in lieu of personal agendas
3. Meetings/Events
  - a. Foul or abusive language is strictly prohibited and may result in immediate ejection from any PTO meeting. If an individual is unable to refrain from obeying an officer's warning (using foul language or making derogatory remarks to anyone involved in the PTO meeting) the PTO President may suspend the meeting until the individual leaves the meeting. If the individual refuses to leave the meeting, the PTO President may adjourn the meeting. If further action is required, the police will be called for assistance. If the disruptive individual is a Board Member or Administrator, additional sanctions will occur depending on the circumstances.
  - b. Aggressive or threatening behavior will result in immediate removal from all PTO related meetings and events.
    - i. First offense will result in a 30 days suspension from all PTO related activity
    - ii. Second offense will result in the removal from all PTO related activities for the remainder of the current school year.

- iii. Third offense will result in permanent removal from being able to volunteer or participate in any PTO activities for the remainder of your children's time at Willagillespie.
    - a. Acting on behalf of the PTO in poor manor will result in being removed from your chairperson or volunteer positions.
    - a. Any violation to the code of conduct will prohibit you from holding an officer or chairperson position. The duration will be determined at the discretion of the Executive Board.
  2. Removal Protocol for Meetings: Each PTO Board Member or School Administrator 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 member has been removed the PTO President will restart the meeting.
  3. Removal Protocol for Events: Each PTO Board Member or School Administrator 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.
  4. 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 by 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 umbrellaed activities.
    - a. Any harassment, intimidation or bullying committed by anyone against another parent, officer, or administrator can be reported, verbally and/or in writing to [WillagillespiePTO@gmail.com](mailto:WillagillespiePTO@gmail.com). If you wish to stay anonymous your identity will be kept unknown when the situation is addressed at a PTO meeting. However, there may be certain circumstances where anonymity cannot be guaranteed.
  5. Willagillespie PTO Executive Members 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.
    - a. Possible consequences include:
      - i. Demotion
      - ii. Reprimand
      - iii. Suspension or termination from events or meetings related to the Willagilliespie PTO (for more serious offenses)
  6. We may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.