

# PTO Code of Conduct

The long-term success of any PTO depends on the competence and integrity of its members and the community, which they represent. This code lays out the expectations of the CASLV Cadence's PTO. PTO members violating this code of conduct will be removed from their position as per PTO Bylaws and will not be allowed to volunteer for PTO events in the future.

## Code of Conduct for PTO Board:

1. Follow Code of Conduct for PTO Members and any rules required for school volunteers.
2. Foster a culture that is students first and incorporates parents, teachers, school administration and other Board members.
3. Never use your position, influence, and knowledge of confidential school or board information for personal gain or agendas.
4. Plans activities and finds solutions that are based on logical assumptions and factual information with consideration to resources, constraints and goals.
5. Provide transparency to PTO members and the school about PTO activities and finances.
6. Encourage the free and respectful expression of opinion between the Board, students, teacher, school administration and community.
7. Keep an open mind to new and different ways of thinking to maintain improvements.
8. Promote positive relationships and a positive image of our school and the PTO.
9. Perform all duties outlined for your position in the CASLV Cadence Bylaws and any duties assigned to you by the Board (example: leading committees).
10. Follow all policies and procedures agreed to by the board including, but not limited to voting procedure, communication procedure and social media procedure.
11. Protect confidentiality of PTO members, students, and staff.

## Code of Conduct for PTO Volunteers:

This conduct expectation includes school and community events when you are acting as a volunteer and/or representative of the PTO or participating in CASLV community forums.

1. Follow all rules and requirements given by the school for volunteers.
2. Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
3. Consistently meet your volunteer commitments or make alternate arrangements with a PTO Board Member if you are unable to meet your commitment.
4. Consistently display high personal standards and project a favorable image.
5. Do not use profane, insulting, harassing or otherwise offensive language.
6. If you disagree with something a PTO member or the PTO Board is doing, direct comments or criticism at the activity rather than the person.
  - a. Refrain from public criticism of fellow volunteers, students, and staff. Any criticism should be shared with the PTO President and/or appropriate PTO board member or school administrator.
7. Do not personally attack or harass any parent, teacher, or student, either visual, verbal, or physical on another person.