

Kaneland Blackberry Creek Elementary School PTO

1122 S. Anderson Rd. Elburn, IL 60119
<http://kbcpto.org>



Email: kbcpto@gmail.com
Phone: (630) 365-1122 Fax: (630) 365-3905

KBK PTO

Code of Conduct

We value our volunteers and the many hours of service they provide, and therefore have developed the following Code of Conduct as part of our procedures for working successfully with the school. The purpose of this Code of Conduct is to help protect the volunteers, school and KBK PTO.

When you volunteer, you represent the KBK PTO. Your actions should reflect that. Strive to be your best for the students, your school and KBK PTO.

Respect-

Be respectful. Respect the KBK PTO rules, administration, teachers, staff, students, and each other. Please understand the PTO executive board are volunteers too. We need to remain respectful towards each other at all times. We set the best example for our students to follow. We work together collectively to make our PTO a success, each volunteer brings unique talents and ideas to this PTO. Use them and allow others to do the same.

The KBK PTO stands for "Through the cooperative efforts of parents, students, faculty, and administration, the goal of the PTO is to enhance children's educational environment by fostering a sense of support, pride, and enthusiasm. In addition, the PTO shall strive to provide resources that will stimulate the growth of children and secure the highest advantages in

physical, mental, and social education. The PTO exists to accomplish these goals by serving as a communications liaison and through fundraising.”

Integrity-

Be open-minded. Look for ways to improve the organization, a function or an event. View situations from an organization-wide perspective. Listen to others’ ideas, suggestions. Be open to solutions. We all need to be willing to help each other for the best overall good of our children. Discussions, questions and, yes, even disagreements should be polite, courteous and seemly. Support the final decisions made.

Maintain confidentiality. It is important to respect and protect personal information you may encounter during volunteering or meetings.

Code of Conduct for PTO Meetings

PTO meetings are reserved for reading the minutes, presenting budget information, discussing old business and new business and hearing current updates. Votes and majority decisions made by the Executive Board are final and binding. Criticism of individual teachers, administrators or parents is not permitted in open meetings or executive sessions. Any individual problems should be taken outside of the meeting and should be addressed with either the President of the KBK PTO or the Principal of Kaneland Blackberry Creek Elementary School in accordance with school policy and KBK PTO By-Laws.

Adherence to Code

This Code of Conduct represents the minimum standards of behavior and performance. The Code cannot cover every conceivable type of situation volunteers may encounter, but it is intended to be used as a guide during KBK PTO events and meetings. This Code of Conduct document will be made available during the PTO meetings and through online communication tools. All volunteers, meeting attendees and Executive Board Members shall adhere to these

standards or shall be subject to any disciplinary actions or possible removal from the KBK PTO volunteering. Any disciplinary needs will be handled by the current Principal and President.