

Code of Conduct

Kenston Forest School Parent Teacher Organization

“Integrity first, service before self, and excellence in all we do.”
– *Kenston Forest School Core Values*

The PTO is an organization created, governed and operated by volunteers. Because of its structure, the PTO desires to promote volunteering as much as possible; however, misguided intentions or inappropriate behavior by those same volunteers can stunt the growth or undermine, even sabotage, the efforts of the Organization. To combat possible negative effects and to acquaint Members with expectations, this document stands shoulder-to-shoulder as a companion to the PTO By-Laws and serves as the governing philosophy of volunteering in and through the PTO, whether as an Executive Officer or as a Member. This document also specifies the conduct expected of Officers and Members during any and all PTO meetings.

Executive Officers should particularly be aware that they are ambassadors to or liaisons between the PTO and parents, and the PTO and teachers and staff of Kenston Forest. Executive Officers should conduct themselves accordingly and strive to improve the organization and the school in accordance with the current, accepted PTO By-Laws.

Volunteering for Kenston Forest School through the PTO is an honor and a privilege. It can be fun, meaningful, rewarding, and at times, even moving, especially when we remember that we should be living examples of the Kenston Forest School Core Values.

“Integrity First”

- **Keep your promises.** If you say you will do something, including maintaining confidentiality, please fulfill your obligations to the very best of your ability. The reputation and success of the PTO and of the event or job for which you have volunteered depend on promises kept. If you cannot fulfill your promise, please immediately notify an Executive Officer so appropriate steps may be taken.
- **Be respectful.** Children and teenagers are guided by the behavior of adults. If we are respectful of KFS rules, (including the dress code as specified by the current KFS Handbook) administration, teachers, staff, students, and each other, regardless of our personal feelings, we are providing a future foundation for children to build on when they work with others and under rules and authority they may have no control over.
- **Command respect.** Expect and allow other Members and KFS students to treat you with respect. Allowing or not reporting students who break rules or who are disrespectful is a disservice to the offender, other students and the entire school and damages the authority of you and the PTO.
- **Be polite.** Discussions, questions and, yes, even disagreements should be polite, courteous and seemly. Support the final decision of the organization, whether you agree with it, or not. Sometimes, mistakes happen – know it, note improvements for the future, and move on. Second-guessing, complaining, pointing fingers, and/or gossiping not only weaken the organization, it reflects ill of you.

“Service Before Self”

- **Remember why.** Read and re-read the purpose of the PTO as specified in the PTO By-Laws: “to serve the students, parents, teachers and staff of Kenston Forest School.” This is not about you; it is about the betterment of Kenston Forest and our children.
- **Organizational goals before personal goals.** Keep the best interest of the PTO and the school ahead of your own personal agenda and image. Use the PTO By-Laws as the guide for deciding what situations and projects are appropriate for the PTO.

- **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 and solutions.
- **Be altruistic.** Volunteer to help a group even if your child is not affected. We all need to be willing to help each other for the best overall good of our children.
- **Be a team player.** You have a unique set of gifts and talents to bring to the PTO. Use them to the best of your ability, and allow others to do the same.

“Excellence in All We Do”

- **Be an ambassador.** Look for opportunities to introduce yourself and draw other parents into the organization.
- **Take pride in your task, your PTO and your school.** Do your best – it's a reflection of you and the organization. Don't complain – offer a solution, instead.
- **Give credit and accept responsibility.** Congratulate a fellow member on a good idea or successful event. Graciously accept responsibility for your mistakes and shortcomings.
- **Know what's going on.** The PTO serves the entire school. Take an interest in grade levels, activities and programs your children may not be involved in. Talk to parents and teachers. Attend PTO meetings.
- **Remember who you are.** You represent Kenston Forest School, you represent your PTO, and you represent your family.

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. Criticism of individual teachers, administrators or parents shall not be voiced in open meetings or executive sessions. Any individual problems arising shall be taken up outside the meeting and should be addressed with either the President of the PTO or the Head Master of Kenston Forest School in accordance with school policy and PTO By-Laws.