



Parent Involvement Committee

Code of Conduct

1. Purpose

The PIC Code of Conduct ensures members conduct themselves respectfully, responsibly, and collaboratively. It reinforces that PIC is an advisory body working under the standards of WRDSB Policy 6001.

The language in this document is written in plain, accessible terms to support parents and caregivers who may not have governance experience.

2. Who It Applies To

Applies to all members of the PIC, including parents/caregivers, trustees, staff representatives, and community members, in the context of meetings, subcommittee work (including Governance, Membership, Communications, PRO Grant, SCIS, Newcomer Advocacy and Support, Environmental Health and Sustainability, and Parent Information Night), and PIC-related communications.

3. Core Principles

- **Respect and Civility** – Treat all members with dignity and respect.
- **Integrity and Honesty** – Participate in discussions in good faith, declare conflicts of interest.
- **Collaboration** – Work together to support parent engagement and student well-being.
- **Inclusivity** – Value diverse perspectives and ensure equity, accessibility, and cultural sensitivity.
- **Confidentiality** – Respect the privacy of discussions where sensitive issues arise.
- **Shared Responsibility** – Contribute positively to subcommittee work, recognizing that each committee plays a vital role in advancing PIC's mission and supporting families.



4. Standards of Behaviour

- Comply with all Board policies, including Policy 6001 (Code of Conduct) and Policy 1017 (Human Rights).
- Engage in respectful discussion and debate. Disagreement is acceptable; disrespect is not.
- Avoid disruptive behaviour, personal attacks, or discriminatory language.
- Use communication tools and PIC apparel responsibly and for PIC business only.
- Support consensus-building; once decisions are made, represent them collectively.
- Respect the roles of trustees, staff, parents, and community partners.
- Within the community, be mindful that you don't represent PIC, but rather you are a member of PIC.
- The Chair is the spokesperson for PIC and will be the liaison with the Board staff and Trustees. The Chair may delegate this responsibility in certain circumstances providing written permission.
- Members are expected to contribute constructively within the subcommittees they serve on. Each subcommittee has a unique focus and all require respectful collaboration, accountability, and a commitment to PIC's shared purpose.

5. Accountability and Process

- Breaches of conduct will be addressed as necessary by the Governance and/or Membership subcommittees or by the PIC Chair(s) with support from the Director's designate.
- Whenever possible, mediation or informal resolution will be sought before formal action.

6. Commitment

- All PIC members acknowledge this Code of Conduct upon joining and agree to uphold it for the benefit of students, families, and the WRDSB community.
- Members will sign a one-page acknowledgment form at the beginning of their term to reinforce accountability and shared responsibility.

Acknowledgment Form (SAMPLE)

Parent Involvement Committee (PIC) Code of Conduct

I, _____, acknowledge that I have read, understood, and agree to uphold the PIC Code of Conduct. I commit to working respectfully, responsibly, and collaboratively with fellow members in support of students, families, and the WRDSB community.

Signature: _____

Date: _____

Quick Reference Guide - PIC Code of Conduct

Purpose: Ensure PIC members work respectfully, responsibly, and collaboratively in line with WRDSB standards.

Who It Applies To: All PIC members (parents/caregivers, trustees, community members)

Core Principles:

- Respect and civility
- Integrity and honesty
- Collaboration
- Inclusivity (equity, accessibility, cultural sensitivity)
- Confidentiality

Standards of Behaviour:

- Follow WRDSB policies, including Policies 6001 and 1017
- Engage respectfully in discussion and debate.
- Avoid disruptive, discriminatory, or personal attacks.
- Use PIC resources responsibly.
- Support consensus and represent decisions collectively.
- The Chair is the spokesperson for PIC and will be the liaison with the Board and Trustees.

Accountability:

- Chair(s) address breaches, seeking mediation when possible.

Commitment:

- Members agree to this Code upon joining.
- Each member signs an acknowledgment form at the start of their term.