Downtown Montessori Academy

School Board Code of Conduct

Purpose

This Code of Conduct establishes expectations for behavior, accountability, and ethical standards for all members of the School Board. It is intended to ensure effective governance, maintain public trust, and support the mission and long-term success of Downtown Montessori Academy.

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1. Duties and Responsibilities

Board members commit to:

- Act in the **best interests of the school and its students**
- Uphold the school's **mission, vision, and values**
- Provide **strategic oversight**, not operational management
- Exercise **independent judgment** while supporting collective decisions
- Maintain **confidentiality** of non-public information

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2. Standards of Conduct

Board members shall:

A. Integrity and Ethics

- Act with honesty, integrity, and professionalism at all times
- Avoid behavior that could harm the reputation of the school or board
- Disclose and appropriately manage real or perceived **conflicts of interest**

B. Respect and Collaboration

- Treat fellow board members, staff, students, and the community with respect
- Engage in **constructive dialogue**, even in disagreement
- Refrain from disruptive, abusive, or discriminatory behavior

C. Governance Boundaries

- Respect the distinction between **board governance and school administration**
- Avoid directing staff, except through the designated school leader
- Support the authority of the Superintendent/Principal

D. Accountability and Participation

- Attend and actively participate in meetings
- Prepare in advance by reviewing materials
- Fulfill committee and assigned responsibilities

E. Confidentiality

- Protect sensitive or confidential information
- Not use board service for personal, financial, or political gain

F. Public Representation

- Represent the board's decisions accurately to the community
- Support board decisions publicly, even when personally opposed

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3. Reporting and Addressing Violations

- Board members are expected to **raise concerns in good faith** if they believe a violation has occurred
- Concerns should be directed to the **Board Chair** or designated governance committee
- The board will handle such matters with **discretion and fairness**

4. Enforcement and Corrective Action

If a board member is found to have violated this Code of Conduct, the Board may take one or more of the following actions:

1. **Informal Counseling** – A discussion with the Board Chair to clarify expectations
2. **Formal Warning** – Written notice of the violation and required corrective actions
3. **Censure** – Formal resolution of disapproval entered into board records
4. **Removal from Leadership Roles** – Including officer or committee positions

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5. Removal of a Board Member

To preserve the integrity and effectiveness of the Board, members agree to the following:

- A board member may be subject to **removal**, including but not limited to:
    - Repeated or serious violations of this Code of Conduct
    - Failure to fulfill responsibilities or meet attendance expectations
    - Breach of confidentiality
    - Conduct that materially harms the organization or its reputation
- Removal of a Board Member is further defined in the Downtown Montessori Academy Bylaws.

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6. Acknowledgment

All board members are required to review and sign this Code of Conduct, affirming their commitment to uphold its standards.

Name: _____
Signature: _____
Date: _____