



## Briarwood Elementary PTA Volunteer Code of Conduct



Participation as a volunteer in the activities of the Briarwood PTA (including all leadership roles) is subject to the observance of this Volunteer Code of Conduct.

### **MISSION STATEMENT**

The Briarwood PTA will help facilitate and provide strong leadership in the areas of parent communication, classroom support, and student enrichment. Our focus for the 2016-2017 school-year will be increasing enrichment opportunities for students, particularly in the field of the arts, both visual and performing.

### **DEFINITIONS:**

The following terms are used throughout this code:

“Civility Policy” refers to the policy adopted by the Issaquah School District (a copy is attached)

“District” means the Issaquah School District #411

“PTA” means our local unit: Briarwood PTA 2.6.5

“School” means Briarwood Elementary

### **RELATIONSHIP WITH OUR SCHOOL**

Our PTA partners with our school's staff and administrators to achieve many of the PTA's goals. When PTA volunteers are present at school, they are guests of the school and must adhere to all school policies and procedures, including the District's volunteer screening process. PTA volunteers must work cooperatively and under the direction of staff and administrators, particularly when present in the classroom.

### **BEHAVIOR: Sustaining a Culture of Integrity**

Our PTA is an all-volunteer organization. Despite this, it is considered a business due to its organization as a corporation and its status as a 501(c)(3) non-profit organization. As such, all PTA Board members, program chairs and volunteers will conduct themselves in a professional manner. We will use good judgment, be accountable for our actions, and conduct business with integrity. Ethical behavior is modeled from the top and demonstrated by example. We earn credibility with our community by keeping our commitments, acting with honesty and integrity, and pursuing our organization goals solely through honorable conduct. We should continually ask ourselves the following questions: What actions would you take, how would you handle a problem, and what type of correspondence would you send if you worked in a professional environment?

We earn credibility with our community by keeping our commitments, using good judgment, and honoring our core values of integrity, respect, collaboration, inclusivity,

accountability, and commitment. A volunteer can demonstrate these values by following a few simple rules:

1. A volunteer will act in a professional and civil manner in his/her relations with students, staff, and other volunteers.
2. A volunteer will find out how he/she can best serve the activity for which he/she has volunteered, and will commit to doing only what he/she can actually fulfill.
3. A volunteer will remember that he/she is a helper in the school and will work cooperatively and under the direction of those in charge.
4. A volunteer will remember that students, staff, and other volunteers are relying on his/her commitment to an activity on a regular and consistent basis.
5. A committee chairperson will follow the processes and procedures in the chair handbook and will consult with their respective VP in planning and managing his/her activity.
6. A volunteer must contact his/her chairperson or VP directing the activity if he/she is unclear about roles or expectations or when help is needed.
7. A volunteer will maintain confidentiality with respect to students, staff, and the school.

## **ETHICAL CONCERNS AND CONFLICT RESOLUTION**

All PTA members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts. If you feel a person or an activity you are involved with is not honoring this code, it is important for you to address your grievances with the other party, or with the appropriate PTA chairperson, VP, or President.

Our PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the PTA Board recognizes a problem emerging, we will follow the process outlined in our Conflict Resolution Procedures.

**If any inappropriate behavior or incident violates Issaquah School District's Civility policy, you must immediately report it to the Briarwood Principal. (A copy of the Civility Policy can be found in our Conflict Resolution Procedures)**

**If any inappropriate behavior or incident occurs at a PTA sponsored event, you must also immediately report it to the Briarwood PTA President.**