



Apollo Elementary PTA Code of Conduct 2016-17

MISSION STATEMENT

The Apollo Elementary Parent Teacher Association (PTA) is a non-profit, volunteer organization dedicated to enhancing the educational and social experiences of all Apollo students. We do this by:

- Being a powerful voice for children
- Bringing together parents, teachers, students and community members
- Providing curriculum enhancement opportunities for every student
- Building a strong, welcoming, and healthy school environment

BEHAVIOR: Sustaining a Culture of Integrity

The Apollo PTA is considered a business due to its 501c3 non-profit organization status. 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?

The Apollo PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the Apollo PTA Executive Committee recognizes a problem emerging, the Executive Committee will follow outlined conflict resolution procedures and has the right to address and end conflicts accordingly.

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 any inappropriate behavior or incident violates Issaquah School District's Civility policy, you must immediately report it to the Apollo Principal. (See attached copy of civility policy- 5282)

If any inappropriate behavior or incident occurs at a PTA sponsored event, you must also immediately report it to the Apollo PTA President(s).

In deciding whether to report a complaint about someone, you should first ask:

- Will this conduct hurt Apollo in the long run? Will it cause the Apollo PTA to lose credibility with its students, families, staff and/or teachers? -OR-
- Will this conduct hurt other people such as other volunteers, staff, teachers, students, or families? -OR-
- Will this conduct subject me, my co-volunteers or the organization to legal fines or criminal charges?

If the answer to any of the above questions is "yes" or "maybe," please see the Apollo PTA Grievance and Conflict Resolution Process (attached).

APOLLO PTA GRIEVANCE PROCESS

1. The aggrieved party, who has a formal grievance, should start by discussing the issue(s) directly with the person(s) of concern by the complainant. *Every attempt should be made to resolve grievances at the lowest level possible.*

2. If the aggrieved party is not satisfied with the initial response or the issue is not resolved to the satisfaction of both parties, then the grievance should be presented, in writing, to the Apollo PTA Executive Committee for investigation/arbitration/mediation. The Apollo PTA Executive Committee will facilitate the routing of the grievance to the Grievance Committee; which will consist of an ethics chairperson, two executive committee members and two board members. The grievance will be reviewed with both parties and a decision made within fourteen (14) days of being presented to the Executive Committee.

- The parties involved should keep a written record of actions taken.
- Investigation of complaints should be conducted in a fair and transparent manner that accords respect to all parties and reflects the principles of natural justice.
- All parties to a complaint will be informed of the outcome(s).
- If the issue is not resolved to the satisfaction of both parties a final appeal may be made to the Board of Directors, who will have a silent vote on the decision.

CONFIDENTIAL REPORTING AND NO RETALIATION

Reports and complaints will be kept confidential to the extent permitted by law and by the organization's need to properly investigate the situation. Apollo PTA volunteers must cooperate completely in any investigation relating to the Apollo PTA, and be truthful at all times. Apollo PTA volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency.

Additionally, we may never disclose or discuss an investigation with unauthorized persons. The Apollo PTA prohibits retaliation against volunteers who, in good faith, submit or participate in the investigation of any complaints.

Issaquah School District Civility Policy (5282)

Purpose: The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Issaquah School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

Definitions: For purposes of this policy, "uncivil conduct" includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Expectations: In support of this policy, the Superintendent shall be responsible for the development of

District training, written and oral communications, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this policy. Specific procedures appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the District.

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

Site Councils are encouraged to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all. This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District's policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in **further action, such as** discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws. The Superintendent and appropriate staff shall review this policy annually.

Severability Clause. If any part of this policy or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.

Cross References/ Related Policies and Procedures

4312 Parent Complaint

3214 Harassment (students)

3213 Sexual Harassment (students)

5014 Harassment (personnel)

5013 Sexual Harassment (personnel)

3205 Civility – Students (identical language)

4011 Civility – Community Relations (identical language)

Apollo Elementary PTA Conflict Resolution Guidelines

