



# Maywood Middle School PTSA 2.6.40

## Maywood Middle School PTSA Volunteer Code of Conduct

### MISSION STATEMENT

It is the mission of the Maywood PTSA to build a strong, inclusive and supportive community through positive and effective communication, thereby increasing participation of parents, teachers and staff and advocacy for students.

### BEHAVIOR:

Maywood PTSA is an all-volunteer organization. It is considered a business due to its organization as a corporation and 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.

**Maywood PTSA** will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the **Maywood PTSA** 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.

### DEFINITIONS:

The following terms are used as defined below throughout this Code:

"Civility Policy" means that policy adopted by the Issaquah School District as Policy No. 5282, as amended from time to time. A copy of this policy is attached hereto for ease of reference.

"District" means Issaquah School District 411.

"PTSA" or "our PTSA" means our local unit: Maywood Middle School PTSA 2.6.40

"PTSA Executive Committee," "PTSA Board of Directors," "Vice President," and terms of similar import shall have the meanings described in the current Standing Rules of the Maywood Middle School PTSA.

### ETHICAL CONCERNS AND CONFLICT RESOLUTION

All PTSA 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 Maywood Middle School's Principal. (See attached copy of civility policy- 5282) If any inappropriate behavior or

incident occurs at a PTSA sponsored event, you must also immediately report it to the Maywood PTSA President.

The PTSA Executive Committee, or its designees, shall act in conjunction with school and/or District administrators to support any school or District directed action involving our volunteers or programs.

If you witness any unacceptable conduct or an incident that violates the District's Civility Policy, you must immediately report it to the Maywood Middle School Principal, in person or in writing (including electronic format such as email).

If you witness any unacceptable conduct or if an incident occurs at a PTSA-sponsored activity you must also report it to the Maywood Middle School PTSA President in person or in writing (includes via electronic format such as email).

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

- Will this conduct hurt Maywood Middle School in the long run? Will it cause Maywood PTSA 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 Maywood PTSA Grievance and Conflict Resolution Process (attached).**

Revised 9/16/2024

Approved with changes: 9/16/2024 GMM (recorded by Jennifer Ferris Gardiner, Secretary)

## **Maywood PTSA Grievance and Conflict Resolution Process**

Our PTSA is committed to resolving conflicts and grievances raised by our volunteers in a professional, fair, consistent, appropriate and timely manner. Our PTSA will follow the steps and procedures set forth below to achieve resolution.

1. **Informal Stage:** A person who has a grievance against another PTSA volunteer, or a grievance regarding the conduct or administration of any PTSA activity (the "complainant") should begin by discussing the issue(s) directly with the person of concern by the complainant, or with the appropriate committee chairperson. If the complainant is not satisfied with the initial response, or if the issue is not resolved to the satisfaction of all parties, then the grievance should be sub. Every attempt should be made to resolve the grievance(s) as soon as possible.
2. **Formal Stage:** 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 Maywood PTSA Executive Committee for investigation/arbitration/mediation . A complainant may present a grievance only on his/her behalf; he/she may not complain on behalf of another party. Investigation of grievances will be conducted in a fair, impartial and transparent manner that accords respect to all parties. The Executive Committee will require any member to recuse themselves if they are interested parties in the grievance before the committee meets to ensure equitable treatment during the review.

The grievance will be reviewed with both parties and a decision made within fourteen (14) days of being presented to the Executive Committee. The time frame for decision-making may be suspended during any period that the same or a substantially similar grievance is being considered by school or District personnel, or by another agency with jurisdiction, and during any time that a complainant fails to cooperate with the investigation process. The Executive Committee will record its decision in whatever manner it deems appropriate, and shall keep a copy of the grievance in its records.

3. **Final Appeal to Board of Directors:** 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 ballot vote on the decision at its next regularly scheduled meeting.
4. If a grievance relates to the Executive Committee, or the Board of Directors as a whole , such that there are no disinterested persons on the Executive Committee or Board of Directors who are able to investigate and decide the grievance, a request for assistance shall be made to the Issaquah PTSA Council 2.6 Board of Directors.

## **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. Maywood PTSA volunteers must cooperate completely in any investigation relating to Maywood PTSA and be truthful at all times. Maywood PTSA volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency. Our PTSA prohibits retaliation against volunteers who, in good faith, submit or participate in the investigation of any complaints.

## **Volunteer Code of Conduct Agreement**

By volunteering with or through the Maywood PTSA you are agreeing to abide by this policy.

### **Issaquah School District Civility Policy (5282):**

<https://www.isd411.org/about-us/regulations/5000-series/5282>

### Helpful links:

#### **Issaquah School District Volunteers Policy (5630)**

<https://www.isd411.org/about-us/regulations/5000-series/5630>

#### **Issaquah School District Volunteers Procedure (5630P)**

<https://www.isd411.org/about-us/regulations/5000-series/5630/5630p>