

Southwest Elementary School PTA

Volunteer Code of Conduct

I. Relationship with the 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 and Code of Ethics. PTA volunteers must work cooperatively and under the direction of staff and administrators, particularly when present in the classroom.
- If a volunteer is charged with a crime, be it misdemeanor or felony, after submitting to the District's volunteer screening process, the volunteer must report the incident in writing to the PTA President and school Principal and await re-approval before again serving as a volunteer at SWES.

- II. PTA Volunteers have an expectation to treat others with dignity and respect. As members of the PTA, our behavior is reflective on the PTA and our school community.
- III. PTA Volunteers shall not take advantage of their relationship with staff or students for personal advantage. All personal information about children, teachers and the school are to be kept confidential.
- IV. PTA Volunteers will actively promote the good health and well-being of staff and students. Be sympathetic and courteous to all students, and set a good example.
- V. PTA Volunteers are to be fair and will not show preferential treatment in their volunteer roles. Be impartial in dealing with students, teachers, and fellow volunteers and strive to be fair while judging the actions of others.
- VI. PTA Volunteers will be faithful to the educational and character-development goals of the school and assure that these objectives are not compromised by agreeing to live by the SWES PTA mission statement.
- VII. PTA Volunteers shall not in the performance of their duties by words or conduct demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so.

Volunteers are expected to behave in a civil and respectful manner. Our PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. As stated in the Guilford County Employee Handbook, it is the policy of Guilford County Schools to prohibit the intentional or unintentional discrimination, harassment or bullying of any student or employee. SWES PTA extends this protection to volunteers.

Volunteers and visitors who violate this policy will be directed to leave school property, may lose the privilege of serving on a PTA committee and attending meetings, and/or may be reported to law enforcement if such action is warranted or required by law.

While it is the goal of the PTA to include all parents and interested adults, we reserve the right to deny a volunteer relationship on the basis of violation of these codes of conduct.

Volunteer Name

Volunteer Signature

Date