

South Park Elementary PTO Code of Conduct

South Park Elementary PTO volunteers are expected to uphold a code of conduct to ensure a positive and productive environment within the school community. This code of conduct generally outlines expectations for behavior, communication, professionalism, and adherence to PTO and school policies.

- **Respect and Courtesy:** Treating everyone with respect. Refrain from any form of discrimination, harassment, or aggressive behavior towards staff, students, and other volunteers.
- **Professionalism:** Demonstrating professionalism in all interactions, maintaining appropriate behavior, speech, and attire while representing the South Park Elementary PTO.
- **Commitment and Reliability:** Honoring commitments, being punctual for assigned tasks, and notifying PTO coordinators in advance if unable to fulfill a commitment.
- **Communication:** Maintaining open and transparent communication with PTO Board Members, Event Committee Members, and school administration, seeking clarification when unsure about tasks or responsibilities.
- **Teamwork and Collaboration:** Collaborating effectively with other volunteers, teachers, and school administrators, fostering a spirit of cooperation and mutual support.
- **Safety:** Prioritizing the safety and well-being of all participants during PTO events, following safety guidelines and protocols provided by the elementary school.
- **Integrity and Accountability:** Acting with honesty and integrity in all PTO activities, reporting any concerns or issues immediately to the PTO Board.
- **Compliance:** Adhering to all school and/or PTO policies, procedures, bylaws, and guidelines.
- **Upholding the PTO Mission:** Being faithful to the educational and character development goals of the school and the PTO mission statement, ensuring these objectives are not compromised.

Failure to comply with the South Park Elementary PTO volunteer code of conduct may result in the loss of volunteer privileges. Violations will be reviewed by the South Park Elementary PTO Board, who will then decide whether to continue granting volunteer privileges. This decision will be documented and communicated to the individual in writing.

South Park Elementary PTO Volunteer Guidelines

All volunteer opportunities:

- You must be a current member in good standing.
- You must have all clearances current and on file with the district.
- You must have your badge to enter the school and volunteer (the office will send you home if you do not have your badge)! If you do not have a badge yet, you will receive it the day of the event from the office. Also bring your photo ID, just in case the school requests it!
- Per SPEC's rule, you are not allowed to bring other children/siblings with you to volunteer.

Homeroom Holiday Parties

- Homeroom parties have 3 parent volunteers for each class
- There are 3 homeroom parties: Halloween, Christmas & Valentine's Day
- If chosen to be a volunteer, your class VP will notify you via email or cell phone. You will then coordinate with the other 2 volunteers how you would like to organize the party.
- ***Volunteers are responsible to purchase all materials for games, crafts, etc. for the homeroom parties.***
- Usually it is 2 games and 1 craft per party. Sometimes the older children would rather only play games, but this is completely up to the volunteers for that party!
- For the games, some volunteers buy small prizes, this is not mandatory, but if you would like to, go for it!
- Teachers will usually have the class split into 3 groups so each student gets to participate in whatever has been planned in rotation.
- The PTO will provide 3-\$5.00 gift cards to each homeroom volunteer group, please hand to the teacher to do a random draw for 3 students. This is in lieu of drinks & snacks.
- For all homeroom parties, please arrive at the main entrance at 2:15 to check in, parties run from 2:30-3:15.
- Although we will have 1 representative from yearbook committee to take pictures of classrooms during parties, if you are a volunteer, please try and take as many photos of all kids and activities so everyone has a chance to be in the yearbook! You can send your photos to yearbookspec@gmail.com, please put description in subject (ex: 1st Grade Halloween Party- Miss Boff)
- The office will email a form to you prior to the party if you would like to take your child home with you as a car rider after the party is over. You can only take the child you are volunteering for with you. If you would like to also take siblings in other classrooms as well, they will be dismissed separately and you will wait in the office for them to be dismissed to you.

PTO Events (Glee Events, Holiday Workshop, Book Fair, etc.)

- Volunteers are to set up, clean up, and assist chair people/teachers with their lesson/activity only.
- Help the chair of the event with any tasks they have given out.

Field Trips

- Must attend 1 general PTO meeting during the school year (before the field trip).
- Chair or Co-Chair any PTO Event
- Must volunteer/participate at one event during the school year (or prior year for fall field trips). Events include:
 - Book Fair – Fall or Spring – Both During school day or family night
 - Fall Feast – During the School Day
 - Holiday Workshop – Both during school day or family night
 - Science Fair (night)
- Field trips are sometimes physical and require a lot of walking, up and down big hills, and carrying lunches. Please make sure you are physically capable.
- Responsibilities of field trip volunteers are to help the teachers with their students to stay together and keep/distribute the student lunches.

*If you have any questions about your clearances, email Todd: todd.naylor@sparksd.org, he can confirm if they are on file or expired. On your volunteer badges, there is a date at the bottom of the card, that is the expiration date of clearances you filled out.



Thank you!