

Parkway PTO's mission is to establish a positive school environment that fosters meaningful relationships, and provides our children with rewarding educational and social experiences. We strive to work together collaboratively with all members of the Parkway community to help support and enhance the needs of our children and staff members.

In order to create a positive, organized, and productive environment, it is imperative that ALL volunteers align their behaviors and actions to our PTO's mission and agree to respectfully follow our Code of Conduct. Volunteers who are unable to do so, will be at risk of losing the ability to volunteer.

Volunteer Code of Conduct

As you volunteer...

- **Remember why you are here.**
 - Volunteering is a selfless act of kindness in which the best interest of ALL Parkway children (not just your own) as well as the school and PTO should be put ahead of your own personal agenda and image.
 - Volunteering at Parkway DOES NOT afford you any special privileges or school access (i.e. walking the hallways during school hours, visiting your child's classroom, discussing specific concerns with staff members).

- **Be respectful.**
 - Children are guided by the behavior of adults. If we are respectful of Parkway rules, administration, teachers, staff, students, and each other, regardless of our personal needs or feelings, we are not only setting an example for our children, but also showing our staff that we respect the school as a workplace.
 - While volunteering during school hours, it is of the utmost importance that we not disrupt the school day. Please sign in at the front office, head directly to your destination, volunteer, sign out at the front office, and leave promptly after you fulfill your designated responsibilities.
 - While volunteering at evening/weekend events, please continue to respect our school and its rules as though it were school hours.
 - Be on time. In order for our events and programs to run efficiently, we rely on our volunteers. Being late can significantly impact our children, staff, and fellow volunteers. If you are going to be late and don't have a previously agreed upon plan for coverage, notify the Event Chair/Board Member/Staff Member who is counting on you with as much advance notice as possible.
 - Pictures of children should not be taken and posted on social media unless you specifically know the parent/guardian has signed the district's photo release permission form.

- **Be polite.**
 - Discussions, questions, and any disagreements should be polite and respectful. Support the final decision of the organization, whether you agree with it or not. Sometimes, mistakes happen – know it, note improvements for the future, and move on. Second-guessing, complaining, pointing fingers, and/or gossiping not only weakens the organization, it reflects ill of you.
 - Be accountable.

- **Be a team player.**
 - Look for ways to make improvements. View situations from an organization-wide perspective. Listen to others' ideas, suggestions, and solutions.
 - Be willing to help for the overall good of ALL children, not just your own.
 - Use your unique set of gifts and talents to the best of your ability, and allow others to do the same.

- **Be inclusive.**
 - Look for opportunities to build events/programs for all of our children while keeping in mind their diverse needs and interests.
 - Look for opportunities to introduce yourself and welcome other parents into the organization. Volunteering should be a time to open up and meet new people.

- **Be informed.**

In order to remain informed, aligned, and supportive, we encourage all volunteers to attend bi-monthly PTO meetings. Meetings are typically held on Wednesdays at 7 PM in the Parkway library. PTO meetings are a great opportunity to learn and keep up to date on school events, changes, and activities.

Volunteering should be fun for all parties involved. Overall, we ask that you ALWAYS..

- Do your best as it's a reflection of YOU and OUR organization.
- Congratulate fellow members on good ideas and successful events.
- Be committed. If you say you will do something, please fulfill your obligations to the very best of your ability.

I have read the above Code of Conduct and, hereby, state that my behaviors and actions will align with all of the items listed above. In addition, I have completed the District's Harassment, Intimidation, and Bullying (HIB) Form, and have been approved by the Board of Education.

Name: _____

Volunteer's Signature: _____

Date: _____