**Hopewell Elementary PTA Member/Volunteer**

**Standards of Conduct**

We at Hopewell Elementary PTA are extremely fortunate in that we have an excellent relationship with the school administration, educators, and staff. That relationship allows our volunteers the opportunity to do more during school hours, more often for our children and our school. However, with that “familial” relationship comes the opportunity for our volunteers to relax ***too*** much within the school environment and inadvertently create uncomfortable situations for our children. We have, therefore, developed this annual reminder, for all our members/volunteers.

1. Treat all children, educators, staff, families, and fellow volunteers fairly without regard to gender, ethnic background, race, religion, sex, sexual identity, political belief, physical appearance, intelligence, disability, culture or economic status.
2. Conduct yourself in a manner that demonstrates a positive role model for our children and a responsible member/volunteer of the PTA.
3. Adhere to the school/district rules, most especially the confidentiality statement all volunteers have signed. From the school district confidentiality statement:
	1. Any information about students and staff is highly confidential in nature. It is not to be discussed with anyone outside the school.
	2. Never relate something about students and staff out of school even if you don’t reveal the person’s name.
	3. Never tell information of any sort about one student to another student.
	4. Refer those with questions about a student to that student’s teacher.
	5. Any break in confidentiality is grounds for termination of volunteer privileges.
4. Respect the dignity of the children, educators, staff, families, and fellow member/volunteers.
5. Refrain from public criticism of fellow member/volunteers.
6. Report immediately to the front office and sign-in upon your arrival to the school during school hours.
7. Wear your nametag where it is visible during school hours.
8. Do not represent yourself as an employee or legal representative of the school/district/PTA unless that is your role.
9. Refrain from the use of profane, insulting, harassing or otherwise offensive language while volunteering.
10. During school hours, Hopewell Elementary School is a place of education for our children and distractions are to be kept at a minimum.
	1. Do NOT hold committee meetings within the school during school hours unless you have secured the proper permission from the school administration for the use of a classroom/conference room, etc.
	2. Disagreements with any other PTA member/volunteer should not be taking place in front of our children or the educators/staff. Discuss it later in private.
	3. While you may be present volunteering during school hours, it is not appropriate to share a meal with your child(ren) unless it is a PTA-sponsored meal event.
	4. Do not block school hallways and/or egress areas during school hours.
	5. The staff at the school is there for our children, not us. Be sensitive to when they might be too busy for long discussions and refrain from taking up too much of their time.
	6. A volunteer is permitted ONLY in the designated area where they were assigned when volunteering.
	7. A volunteer is only permitted to volunteer for 1 classroom party at a time. If you have more than one child in the building, you cannot float between classrooms.
11. Be present and on time for any volunteer commitment you make. If circumstances warrant you cancel your volunteer time, let the appropriate person know as soon as possible.
12. Ensure the safety of everyone in the building. Do NOT leave any dangerous (i.e. flammable, etc.) materials unattended.
13. Be courteous to children, educators, staff, families and fellow member/volunteers at all times.
14. Direct any media inquiries to the PTA President and the Principal.

**Most of all, use common sense and consistently act in a manner that you’d like every other member/volunteer to model in front of your child(ren).**