

Lake Youngs PTSA 9.7.25
Code of Conduct
2024-2025

1. Mission Statement

The mission of the Lake Youngs Elementary PTSA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. We work in partnership with teachers, staff, parents, students and the local community to enhance children's educational experiences through safe, fun and educationally enriching activities, supported by our own fundraising.

2. Values

- a. Values guide our behavior and establish a legacy for our students, families, and the surrounding community. In order to be a respected organization, we need to always honor our core values and model "The Grizzly Way."

Grizzlies are: Ready to Learn, Kind to All, and Safe Each Day.

- b. **Ready to Learn:** We take responsibility for our actions as individuals, as team members, and as an organization. We are open to feedback, new ideas and input on how our words, actions and programming impact others. We hold ourselves accountable and stay openminded towards finding solutions to problems.
- c. **Kind to All:** We know it is critical that we are kind and respectful to everyone at every level of our organization as well as those our organization interacts with. We champion equity, welcome hospitably, celebrate diversity, embrace individuality, and listen carefully when others speak.
- d. **Safe Each Day:** Integrity is at the heart of everything we do. We are honest, ethical, and upfront because trust is at the foundation of our relationships with our students, their families, our teachers, our communities, and each other. We follow the rules, policies and guidelines of the school, district, LYPTSA, WSPTA and National PTA.

3. Behavior

- a. Lake Youngs PTSA is a business due to its 501c3 non-profit organization status. As such, all officers, board members, program leaders, committee 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.
- b. Lake Youngs PTSA volunteers will adhere to the agreement guidelines required by Kent School District for all volunteers and adhere to Kent School District Policy 5630P (Volunteers in Public School).
- c. Lake Youngs PTSA will not tolerate harassment, physical threats, public slander, uncivil conduct or any of the like, in any form. If the Executive Committee recognizes a problem emerging, the Executive Committee will follow outlined conflict resolution procedures and has the right to address and end conflicts in accordance.
- d. For the purpose of this policy, "uncivil conduct" includes: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, contacting a person who has requested to not be contacted, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or staff person has directed one to leave, violating the privacy of another individual's belongings, or other similar disruptive conduct.

- e. For the purpose of this policy, “uncivil conduct” does not include: the expression of controversial or differing viewpoints that may be offensive to some persons, so long as one (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and two (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the organization’s purpose or activity.

4. Ethical Concerns and Conflict Resolution

- a. If any inappropriate behavior or incident violates Kent School District’s Volunteer Agreement or KSD Board Policy 5630P, you must immediately report it to the Principal. If any inappropriate behavior or incident occurs during PTSA activities, you must also immediately report it to the Executive Committee.
- b. In deciding whether to report a complaint about someone, ask yourself the following questions. If your answer to any of these questions is “yes” or “maybe,” please follow the Grievance and Conflict Resolution Procedure.

-Will this conduct hurt Lake Youngs Elementary School in the long run?

-Will it cause Lake Youngs PTSA to lose credibility with its students, families, staff and/or teachers?

-Will this conduct hurt other people such as other volunteers, staff, teachers, students, or families?

-Will this conduct subject me, my co-volunteers or the organization to legal fines or criminal charges?

5. Grievance and Conflict Resolution Procedure

- I. The aggrieved party, who has a formal grievance, should start by discussing the issue(s) directly with the person(s) of concern by the complainant. Every attempt should be made to resolve grievances at the lowest level possible.
- II. 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 Executive Committee for investigation/arbitration/mediation. The Executive Committee will facilitate the routing of the grievance to a Grievance Committee, which will consist of two (2) Executive Committee members and two (2) Board Members. Members of the Grievance Committee must not be a person of concern in the grievance or the complainant. The grievance will be reviewed with both parties and decisions made within fourteen (14) days of being presented to the Executive Committee.
- III. All parties involved should keep a written record of actions taken.
- IV. Investigation of complaints should be conducted in a fair and transparent manner that accords respect to all parties and reflects the principles of natural justice. All parties to a complaint will be informed of the outcome(s).
- V. If the issue is not resolved to the satisfaction of both parties an appeal may be made to the Board of Directors, who will have a silent vote on the decision. In the event that a resolution remains unsatisfactory to both parties, the Executive Committee will contact Kent Area Council for next steps.
- VI. If a resolution involves the removal of a board member from their position, a silent vote for removal will be taken at a special Board of Directors meeting in accordance with the Lake Youngs PTSA Standing Rules.

6. Filing a Grievance

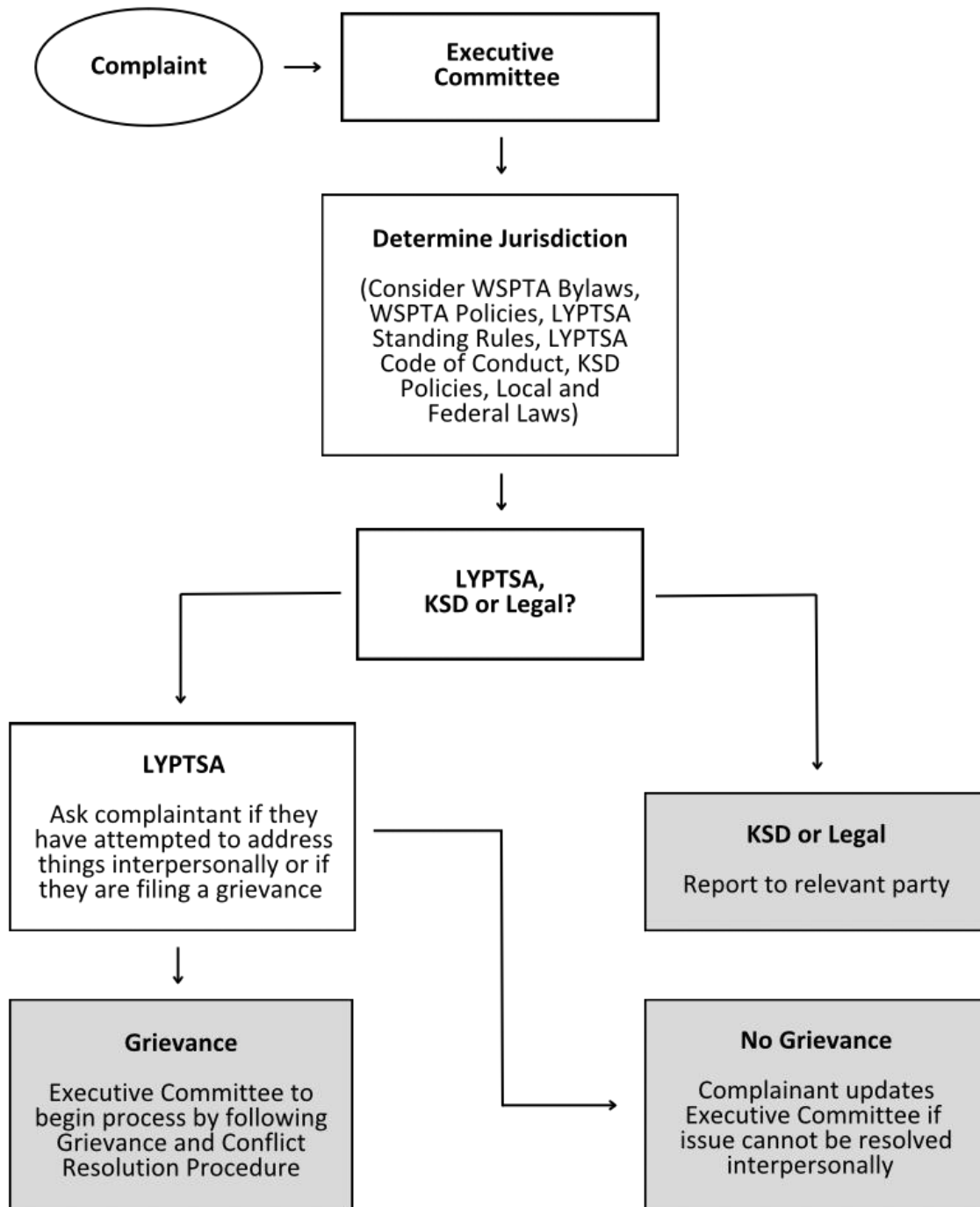
- a. Grievances can be filed and submitted to the Executive Committee in writing via email or in person and should include:
 - I. The names of each person involved.
 - II. A brief but specific summary of the complaint including dates, times and witnesses.
 - III. A description of any prior attempts to resolve the complaint interpersonally.
 - IV. A description of the desired resolution of the complaint.

7. Confidential Reporting and No Retaliation

- a. Reports and complaints will be kept confidential to the extent permitted by law and by the organization’s need to properly investigate the situation. Volunteers must cooperate completely in any investigation relating to Lake Youngs PTSA, and be truthful at all times. Volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency.

- b. Additionally, we may never disclose or discuss an investigation with unauthorized persons. Lake Youngs PTSA prohibits retaliation against volunteers who, in good faith, submit or participate in the investigation of any complaints.

8. Complaint Assessment Guide



Agreement

The below members of the 2024-2025 Lake Youngs PTSA Board of Directors confirms as follows:

- I have received a copy of the Code of Conduct.
- I have read and understand the policy.
- I agree to comply with the policy.
- I understand that this policy exists to protect Lake Youngs PTSA's members and non-profit status.

President

Name(s): _____ Signature(s): _____

Vice-President

Name(s): _____ Signature(s): _____

Treasurer

Name(s): _____ Signature(s): _____

Cashier

Name(s): _____ Signature(s): _____

Secretary

Name(s): _____ Signature(s): _____

Art Docent

Name(s): _____ Signature(s): _____

Book Fair

Name(s): _____ Signature(s): _____

Courtyard

Name(s): _____ Signature(s): _____

Family Fun

Name(s): _____ Signature(s): _____

Financial Review

Name(s): _____ Signature(s): _____

Fundraising

Name(s): _____ Signature(s): _____

Grizzly Reader

Name(s): _____ Signature(s): _____

Health & Welfare

Name(s): _____ Signature(s): _____

Hospitality

Name(s): _____ Signature(s): _____

Kids Helping Kids

Name(s): _____ Signature(s): _____

Legislation

Name(s): _____ Signature(s): _____

Membership

Name(s): _____ Signature(s): _____

Multicultural & Equity

Name(s): _____ Signature(s): _____

Social Media

Name(s): _____ Signature(s): _____

Spirit Wear

Name(s): _____ Signature(s): _____

Staff Appreciation

Name(s): _____ Signature(s): _____

Website

Name(s): _____ Signature(s): _____

Yearbook

Name(s): _____ Signature(s): _____