



Issaquah Valley PTA Civility Policy 2019-20

Mission Statement

The mission of Issaquah Valley Elementary PTA is to enhance the educational experience of children and their families while fostering a strong sense of community. The PTA is a partnership of teachers, educational staff, and volunteers who raise funds to support our school. The PTA gives each child a legislative voice and provides safe, fun and educationally enriching activities.

Values

Values guide our behavior and establish a legacy for our students, families, and the surrounding community. In order to be a great organization, we need to always honor our core values:

Integrity

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.

Respect

We know it is critical that we respect everyone at every level of our organization. We champion integrity, embrace individuality, and listen carefully when others speak.

Excellence

We hold ourselves to a high standard of performance. We prize innovative ideas and the teamwork it takes to make them realities.

Accountability

We take responsibility for our actions as individuals, as team members, and as an organization. We work together, support one another and never let the students — or our fellow PTA volunteers — down. Great organizations are judged by what they do and by what they say.



Behavior: Sustaining a Culture of Integrity

Issaquah Valley PTA is considered a business due to its 501c3 non-profit organization status. As such, all PTA Board members, program chairs, committee members 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.

The Issaquah Valley PTA strives to support and advocate for our children by partnering with staff, families, and the wider community to create a safe and healthy learning environment where students can excel and feel confident in themselves.

We should continually ask ourselves: What actions would you take, how would you handle a problem, and what type of correspondence would you send if you worked in a professional environment?

Issaquah Valley PTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the Issaquah Valley PTA Board recognizes a problem emerging, the Board will follow outlined conflict resolution procedures and has the right to address and end conflicts accordingly.

Ethical Concerns and Conflict Resolution

All PTA members and volunteers should feel comfortable to share their opinion, particularly with respect to ethical concerns and conflicts.

If any inappropriate behavior or incident violates Issaquah School District's Civility policy, you must immediately report it to the Issaquah Valley Elementary Principal. (See attached copy of civility policy- 5282). If any inappropriate behavior or incident occurs at a PTA sponsored event, you must also immediately report it to the Issaquah Valley PTA President.

In deciding whether to report a complaint about someone, you should first ask: •Will this conduct hurt Issaquah Valley community? Will it cause Issaquah Valley PTA to lose credibility with its students, families, staff and/or teachers? -OR- •Will this conduct hurt other people such as other volunteers, staff, teachers, students, or families? -OR- •Will these conducts subject me, my co-volunteers or the organization to legal fines, insurance claims or criminal charges?

If the answer to any of the above questions is "yes" or "maybe," please see the Issaquah Valley PTA Grievance and Conflict Resolution Process (attached).



Issaquah Valley PTA Grievance Process

1. 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.

2. 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 Issaquah Valley PTA Board for investigation/arbitration/mediation. The Issaquah Valley PTA Board will facilitate the grievance. The grievance will be reviewed with both parties and a decision made within fourteen (14) days of being presented to the Board.
 - The parties involved should keep a written record of actions taken.
 - 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).

CONFIDENTIAL REPORTING AND NO RETALIATION

Reports and complaints will be kept confidential to the extent permitted by law and by the organization's need to properly investigate the situation. Issaquah Valley PTA volunteers must cooperate completely in any investigation relating to Issaquah Valley PTA, and be truthful at all times. Issaquah Valley PTA volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency.

Additionally, we may never disclose or discuss an investigation with unauthorized persons. Issaquah Valley PTA prohibits retaliation against volunteers who, in good faith, submit or participate in the investigation of any complaints.



Series 5000: Personnel

**Regulation
Civility – 5282**

Adopted: 11/2010 Last Revised: 08/15

Formerly: Policy Issaquah School District Page 1 of 2

Purpose. The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and a District’s ability to support and educate its students.

The District encourages all staff to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school District. The District is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this Regulation is three-fold:

1. To promote a work and learning environment that is safe, productive and beneficial for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with appropriate models for respectful problem-solving; and
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation- especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

Definitions. For purposes of this Regulation, “uncivil conduct” includes the following: 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, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Page 2 of 2

Expectations. In support of this Regulation, the Superintendent shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this Regulation. Specific procedures appropriate to the needs of staff, students, volunteers, and parents/community members will be available to all persons who have legitimate business within the District.

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly-and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this Regulation and its related procedures to resolve concerns.

Site Councils are encouraged to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all. Complaints alleging conduct arising out of District programs that is uncivil or involves harassment, intimidation, or bullying of parents or volunteers will be processed via Regulation 4011 and Procedure 4011P, provided that parental complaints against District employees will be processed via Regulation 4220 and Procedure 4220P.

This Regulation seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, or District Regulations such as against harassment and sexual harassment, or specific conduct codes. Violation of such building rules of District regulations may result in further action, such as removal from District property or District event, competition, or activity, issuance of a No Trespass order, or criminal charges as applicable. Nothing in this Regulation is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

The Superintendent and appropriate staff shall review this Regulation annually.

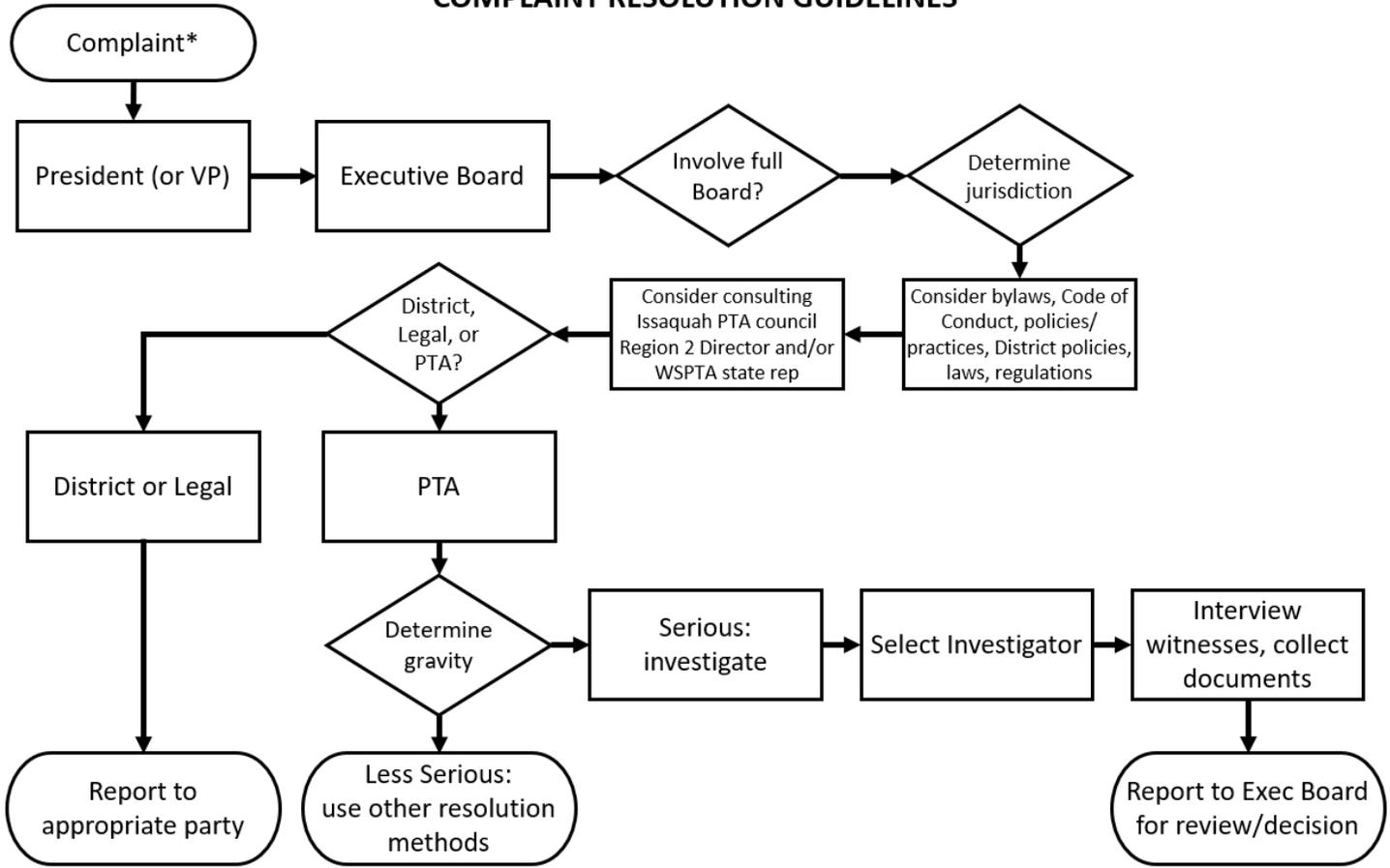
Severability Clause. If any part of this Regulation or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.

Cross References

Regulations and Procedures 5207 Harassment
5013 Sexual Harassment

Issaquah Valley PTA CONFLICT RESOLUTION PROCESS

ISSAQUAH VALLEY PTA COMPLAINT RESOLUTION GUIDELINES



** Note: Not all concerns will rise to the level of a formal complaint. These other issues/concerns are generally handled on a case-by-case basis at the discretion of the President and/or Executive Board*