



Northern Lehigh PTO Volunteer Code of Conduct

We value our volunteers and the many hours of service they provide, and therefore have developed the following Code of Conduct as part of our procedures for working successfully with the school. The purpose of this Code of Conduct is to help protect the volunteers, the schools, and Northern Lehigh PTO.

Adherence to Code

This Code of Conduct represents the minimum standards of behavior and performance. The Code cannot cover every conceivable type of situation volunteers may encounter, but it is intended to be used as a guide during NLPTO events and meetings. This Code of Conduct document will be made available during the PTO meetings and through online communication tools. All volunteers, meeting attendees, and Executive Board Members shall adhere to these standards or shall be subject to possible removal from the NLPTO volunteering privileges.

- 1) Remember the purpose of the Northern Lehigh PTO: “to promote the welfare of our elementary school children in home, school, and the community; to raise the standards of home and school life; to ensure the protection and care of children in school and in any activities organized by our organization; to promote the partnership between schools and students’ homes so that parents and teachers can work together to strengthen the education of our youth; to develop a united front between parents, educators, and the community to promote the highest advantages in physical, mental, and social education; to provide educational and recreational opportunities for our youth to participate in through our organization.”
- 2) Be respectful. Respect the NLPTO rules, school and district administration, teachers, staff, students, and each other.
- 3) Take pride in your task, your PTO, and your school. When you volunteer, you represent the NLPTO.
- 4) Do your best – it is a reflection of you and the organization.
- 5) Honor the confidentiality and privacy of all members of our community including parents, students, faculty, administrators, and the general public. It is important to respect and protect personal information you may encounter during volunteering or meetings through both oral statements and written materials.
- 6) Under no circumstances should you leave your assigned area to go somewhere else in the school unless directed to do so by school staff or a PTO Board Member.
- 7) Photos should only be taken of your own child. Please do not take or share photos of other people’s children on social media without their consent. Group photos will be taken by PTO Board Members to be shared on our Private Facebook Group.
- 8) If your child is parent pick up, you must sign out in the office, leave the building, and get in line to pick them up like any other day.
- 9) I will dress appropriately for the event at which I’m volunteering, and will use the school dress code as a guideline.

Printed Name: _____

Date: _____

Signature: _____