

**Eastside Homeschool PTSA Standing Rules**  
**2020-2021**

Last modified April 2020

## I

### IDENTIFICATION AND DEFINITION

- 1) The name of this PTSA Unit is Kelsey Creek Home School PTSA, with the additional following trade name: Eastside Homeschool PTSA, in the state of Washington. The name, Eastside Homeschool PTSA, is used synonymously with Kelsey Creek Home School PTSA. The local unit number is 2.3.40. Its National PTA local unit number is 233104. It was chartered on Oct. 11, 2002 and incorporated on April 24, 2006.
- 2) Global Purpose - The PTA's global purpose is to "work for the health, welfare, safety, education, care and protection of children in the home, school, community and place of worship." The Eastside Homeschool PTSA's mission is to support the National PTA and Washington State PTA's purposes and goals within our local region.
- 3) Specialized Purpose - The Eastside Homeschool PTSA serves children and families who engage in home learning and who attend events and programs facilitated by the Eastside Homeschool PTSA. We define "home learning" to include:
  - a. Independent homeschooling under WA State Home-based Instruction Law (RCW 28A.200.010).
  - b. Participation in an ALE, Parent Partnership Program, distance learning program, or other public or private program that incorporates home-based study.
  - c. A combination of part-time participation in a public or private school and part-time independent home-based study.
- 4) Incorporation - Eastside Homeschool PTSA was incorporated on April 24, 2006 and assigned UBI 602 623 156. The treasurer is responsible for filing the annual corporate report by April 30.
- 5) Registered Agent - The registered agent for this corporation is the Washington State PTA. The Employer Identification Number is located in the Legal Documents binder in the custody of the president.

## II

### LEGAL COMPLIANCE

- 1) Tax-exempt status - Eastside Homeschool PTSA was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on June 24, 2008. A copy of the letter of determination is filed in the Legal Documents binder, maintained by the president.
- 2) Charitable Solicitations Act - Eastside Homeschool PTSA will comply with the Washington Charitable Solicitations Act by registering if required or by using the optional registration process if registration is not required. The treasurer is responsible for determining whether registration is required and for filing the annual renewal by May 31<sup>st</sup> to avoid penalties.
- 3) IRS - The treasurer is responsible for
  - a. collecting completed W-9 forms from contracted teachers on or before August 1st,
  - b. filing the appropriate Federal Tax Return Form 990, Form 990EZ or Form 990-N prior to November 15th,
  - c. providing a copy of the Federal Tax Return form to the board of directors no later than December 1<sup>st</sup>,
  - d. completing and providing 1099 forms to contracted teachers after January 1st and prior to January 31st
- 4) Designated agent - The Eastside Homeschool PTSA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service.
- 5) Standards of Affiliation - Per the Washington State PTA Uniform Bylaws, we will annually review the WA State PTA Standards of Affiliation Agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA

### III MEMBERSHIP

- 1) General - Membership in Eastside Homeschool PTSA shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, community members, and any other persons that support and encourage, purposes of PTA. Students are honorary members with no voice or vote.
- 2) Dues - The membership dues for this PTSA shall not exceed \$20 per individual adult member. Family membership dues for this PTSA shall not exceed \$35. Family membership is defined as two adults in the same household. Teacher membership dues shall not exceed \$15. All paid members have a voice and vote at Eastside Homeschool PTSA General Membership Meetings.
- 3) Membership in Eastside Homeschool PTSA does not guarantee participation in Eastside Homeschool PTSA Enrichment Program.
- 4) General Meetings
  - a. The PTSA shall hold at least two General Membership Meetings per year.
  - b. At these meetings, members will discuss and vote
    - i. to adopt the budget,
    - ii. to approve standing rules,
    - iii. to elect the nominating committee,
    - iv. to elect officers,
    - v. and on other issues that may arise.
  - c. At the first General Membership meeting, members will vote on the Nominating Committee and approve Standing Rules. This meeting will take place before the Enrichment Program classes start.
  - d. At least 10 members must be present to constitute a quorum in order to conduct business.
  - e. Votes will be passed with a simple majority.
  - f. Each member will receive written notice of the place, date, and time of General Membership Meetings no more than 50 days and no fewer than 10 days prior to the date of the meeting.
  - g. Participation in General Meetings may be held electronically by Skype, Zoom, or Google Hangout, for example. Requests must be made at least 2 days in advance of the meeting so that arrangements can be made.
  - h. Electronic voting may be used in order to elect the nominating committee and to elect officers. A name, date, and time stamp is required for each of these electronic votes.

### IV ELECTED OFFICERS

- 1) A quorum of 10 members is required for Officer and Nominating Committee elections. Officer and Nominating Committee elections may be conducted by meeting or electronic vote. If voting takes place by electronic transmission, the name of each candidate is to be contained in the notice of the meeting and any vote cast must be received within the time frame identified in the notice of the meeting. If there is only one candidate for any given office, the vote may be done by voice at a General Membership Meeting. All other voting by the membership must be conducted in person or by electronic transmission at general meetings.
- 2) The Nominating Committee shall be elected at the first General Membership Meeting.
- 3) Officer Positions - The elected officers constitute this PTSA's Executive Committee. The officers on this committee shall be -
  - a. As many as two presidents,
  - b. As many as three vice presidents,
  - c. One secretary,
  - d. and one treasurer.
- 4) Our PTSA will comply with the training requirements necessary to remain in good standing as specified by the most current WSPTA Standards of Affiliation Agreement. All elected officers shall maintain documentation that they have satisfied the training requirement.

## V

### BOARD OF DIRECTORS

- 1) Executive Committee
  - a. The Executive Committee of this PTSA shall include the elected positions of as many as two presidents, and as many as three vice presidents, one secretary and one treasurer. The duties of these positions are defined in the WSPTA Uniform Bylaws Article 5. (TBD the duties of the Vice Presidents.)
  - b. The elected positions of each co-president and co-vice president shall be entitled to voice and vote at board of directors' meetings.
  - c. The elected officers are elected and legally empowered to make decisions for the organization.
- 2) The Board of Directors of this PTSA shall consist of:
  - a. The Executive Committee members as defined above
  - b. The following Chairs, appointed by the Executive Committee will serve on the Board. These are the Communications Director and the Fundraising Chairperson.
  - c. Up to two EHPTSA members-at-large who shall be appointed by the Executive Committee to the Board of Directors. Board members-at-large serve in advisory capacity with no vote.
  - d. The Director of the Eastshore Unitarian Church's department of Lifelong Learning shall be considered an ex-officio member of the EHPTSA Board of Directors.
- 3) Responsibilities of the Board of Directors are as follows:
  - a. Draft and approve a proposed budget for the following year. The proposed budget shall be presented to the PTSA membership for approval at the Spring meeting.
  - b. Draft and approve of Standing Rules at the beginning of each school year. The Standing Rules shall be presented to the PTSA membership for approval at the Fall meeting.
  - c. Make interim emergency revisions to the standing rules if circumstances require.
  - d. Coordinate the various activities planned and executed by the various committees.
  - e. Hear and work to resolve reports of problems related to EHPTSA.
  - f. Discuss and vote on issues related to the governance and direction of Eastside Homeschool PTSA.
- 4) Board of Directors Meetings
  - a. The Board of Directors shall hold monthly meetings.
  - b. The schedule of the Board of Directors meetings shall be determined and set by the Executive Committee.
  - c. A majority of current voting board members shall constitute a quorum at board of directors' meetings.
  - d. Voting policy is simple majority.
  - e. Attending via electronic resources (telephone, Skype, or Google Hangout, for example) is allowed.
  - f. All members of Eastside Homeschool PTSA can observe Board of Directors' Meetings, and all members may have a voice in the discussion, but only appointed members of the Board of Directors may vote on issues.
  - g. Board members who are unable to attend or participate in a total of three meetings during the PTSA calendar year (July 1<sup>st</sup>- June 30<sup>th</sup>) will be asked to step down in order for a new member to be appointed in their place before elected during the following meeting.

## VI

### RECORDS

- 1) The original copy of any legal document (including all records listed in the WSPTA Secretary's Handbook section 4) shall be kept in a legal documents binder, which will be held and maintained by the president. All elected officers shall have access to the contents of the legal documents binder. Copies of any legal documents will be held in a binder by the Treasurer.
- 2) Board meeting minutes, addenda and supporting documents shall be distributed to all members of the board of directors via email within 10 days following board meetings. The secretary shall also maintain a binder and shared online documents containing printed and scanned copies of all of the above, as well as motion forms and other

relevant material from meetings. The contents of this binder and shared online documents shall be available to the board of directors always and membership upon request.

- 3) Electronic copies of certain documents shall be maintained in the PTSA's electronic records. The location, user ID and password are maintained by the serving president, who will be responsible for maintaining access to board members. The elected board members will have access to view all parts of the electronic records while serving. The records shall be made available to any PTSA member in good standing, upon request.

## VII FINANCE

- 1) Budget approval - This PTSA shall approve its annual operating budget in the spring of each year. The board of directors may reallocate funds at their discretion budgeted for one purpose to another purpose by a majority vote, up to \$500 per budget line item.
- 2) Financial Review - A financial review committee with three members appointed by the president will review the financial books twice a year. The first review shall be completed by January 31st. The second review shall be completed by July 20th. Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.
- 3) Banking
  - a. The PTSA maintains accounts with a local financial institution as determined by the board of directors. Account records are maintained by the treasurer. Any such account shall require the signatures of at least two elected officers to make a withdrawal.
  - b. The board of directors shall determine which officers shall have signing authority on the PTSA bank accounts. The list of designated signers is maintained by the secretary.
  - c. The PTSA's monthly bank account statements shall be provided unopened to a reviewer appointed by the board of directors who is not a signer on the PTSA's accounts. The reviewer shall promptly report any concerns or discrepancies identified in the review to the executive committee. If there are no concerns or apparent discrepancies, the reviewer shall initial and date the account statements and provide them to the treasurer.
  - d. Should the PTA receive an NSF check, a service fee in the amount of the total of all imposed fees will be charged to the member. If the NSF check or checks are not paid for by June 1st, then the PTA will not accept any checks from this individual in the future.
  - e. Checks not cashed within 90 days of receipt will be subject to a \$30 reissuance fee.
- 4) Payments - payments to Eastside Homeschool PTSA may be made by check, cash, bank transfer, or using an electronic payment system approved by the Board of Directors.
- 5) Reimbursements - All reimbursement requests for authorized expenses must include a receipt and be submitted to the treasurer within 90 days of purchase. All requests for reimbursement must be received by June 1st or they will be considered a donation to the PTA. The use of the EHPTSA reimbursement form is required for all requests.
- 6) Gambling Activities (e.g. bingo, raffles, carnivals, etc.) - Participants at PTSA activities shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office, to participate in gambling activities at PTSA events.

## VIII STATE PTA PARTICIPATION/VOTING DELEGATION

- 1) Voting delegates to the council shall be the President, Vice President, and Treasurer.
- 2) The vote of this PTSA for the position of Washington State PTS Region 2 director shall be determined by the board of directors.
- 3) The voting delegates to the annual WSPTA convention shall be determined in the following order: Incoming President, Outgoing President, Incoming Vice President, Incoming Secretary, Incoming Treasurer, Outgoing Vice President, Outgoing Secretary, Outgoing Treasurer. The board of directors shall determine the number of delegates to be funded by the PTSA.
- 4) The voting delegate(s) to the WSPTA Legislative Assembly shall be determined in the following order: Legislative chair, President, Vice President, Secretary, Treasurer. The board of directors shall determine the number of delegates to be funded by the PTSA.

## IX

### RECORD KEEPING

- 1) Legal documents - Legal documents shall be maintained in a secure location. Copies are to be made for the president and kept in the legal documents notebook. All elected officers shall have access to legal documents.
- 2) Meeting Minutes - The secretary is responsible for recording both General Membership and Board of Directors' meetings' minutes. The secretary shall distribute minutes within 10 days following meetings. The secretary is also responsible for maintaining all minutes, which must be kept on a permanent basis.

## X

### POLICY REVIEW

Eastside Homeschool PTSA shall maintain policies for conflicts of interest and participation in PTSA sponsored enrichment classes. These policies shall be reviewed and approved yearly by the Board of Directors. Copies of these policies shall reside with the president and secretary and are available to membership upon request similar to meeting minutes in section IX Record Keeping.

## XI

### STANDING RULES

Standing rules are the specific conditions or rules a local PTA or council chooses to impose upon itself within the scope of the *Washington State PTA (WSPTA) Uniform Bylaws*. Standing rules give identity to and define each PTA and its relationship with its members. Standing rules should reflect the most important conditions that a PTA wishes to impose on itself; these conditions would be, generally speaking, consistent over time.

Standing rules are adopted by the membership to govern the PTA's operation. Every year, the standing rules must be reviewed by the Board of Directors, updated (if necessary), and approved by the membership at the first General Membership meeting by a majority.

Standing rules can be amended at any time by a vote of the membership, provided that quorum has been reached. If the membership has been given proper notice of the intended change prior to the date of the meeting, then the change can be approved by a majority vote of the members present; if no notice was given prior to the meeting, a 2/3 vote of the members present is required.

## ADDENDUM A

### PROHIBITION AGAINST HARASSMENT, INTIMIDATION & BULLYING AND CIVILITY POLICY

#### PROHIBITION AGAINST HARASSMENT, INTIMIDATION & BULLYING

The Board is committed to a safe and civil educational environment for all children and adults associated with the program that is free from harassment, intimidation, or bullying. As defined in legislation, “Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act including but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act:

- A. Physically harms a student or damages the student’s property.
- B. Has the effect of substantially interfering with a student’s education.
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of EHPTSA.

“Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

Nothing in this section requires the affected student to possess a characteristic that is a basis for the harassment, intimidation or bullying.

Focus is on the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

#### **BEHAVIORS/EXPRESSIONS**

This policy recognizes that ‘harassment,’ ‘intimidation,’ and ‘bullying’ are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three (3) behaviors, however, this differentiation should not be considered part of the legal definition of these behaviors.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This Regulation is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by our sponsor’s policies.

#### **PREVENTION**

EHPTSA will provide members, students, and teachers with strategies aimed at preventing harassment, intimidation, and bullying as part of the EHPTSA handbook and EHPTSA standing rules. Please refer to the EHPTSA Member Handbook section titled “Gentle Conflict Resolution Agreement for Instructors and Parents.” When necessary EHPTSA will seek partnerships with

families, law enforcement, legal representation, PTA at the district, regional, state and national level, our sponsor and landlord Eastshore Unitarian Church and other relevant community agencies.

### **INTERVENTIONS**

Interventions by The Board are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive academic and social experience at school. EHPTSA will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, termination of contracts, removal of rights to facility, to law enforcement referrals. Per PTA policy, any confidential documentation shall be sealed for privacy and stored in the permanent records.

The progression of intervention for students and adults will start with a verbal warning, followed by a written warning, and finally, a formal review by the Board. The elected officers of the Board are elected and legally empowered to make decisions for the organization. Zero tolerance for sexual harassment, sexual abuse, bullying or harassment by adults, illegal activity. This progression of intervention is bypassed at the discretion of the Board in instances of safety, sexual harassment, illegal activity, etc.

### **RETALIATION/FALSE ALLEGATIONS**

Retaliation is prohibited and will result in appropriate discipline which may include suspension or expulsion from The Program. It is a violation of this regulation to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation.

It is also a violation of this regulation to knowingly report false allegations of harassment, intimidation, and bullying. Children and adults associated with the program will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **CIVILITY POLICY**

#### **PURPOSE**

EHPTSA believes that a safe, civil environment is essential to student achievement and overall well-being, to the free exchange of ideas central to EHPTSA's core beliefs, and to the development of youth as thoughtful participants in our world. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and EHPTSA's ability to uphold its mission and goals for the community. EHPTSA encourages all children and adults associated with the program to participate in maintaining a clear expectation of civil conduct and problem-solving throughout all EHPTSA sponsored activities, clubs, and the enrichment program. The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on Eastshore grounds as it relates to EHPTSA or at EHPTSA-sponsored activities by any child or adult associated with the program.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all children and adults associated with the program and to encourage the free flow of ideas without fear or intimidation.
- 2) To provide EHPTSA 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 policy, "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 their 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 on Eastshore grounds after a person in authority (Executive Board member, Eastshore Board member or official, or law enforcement) has directed one to leave, violating the privacy of another individual's belongings 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.

#### **EXPECTATIONS**

In support of this policy, Board of Directors will be responsible for amending Standing Rules and its addendums as well as the member handbook to be presented to the general membership for a vote before going into effect and will be responsible for written and oral communications about these guidelines, resource lists and other tools for the use of the EHPTSA community in achieving the purposes of this policy. Specific procedures appropriate to the needs of students, PTSA members, co-op members, volunteer enrichment teachers will be available to all persons who have legitimate business within the EHPTSA.

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 Executive Board, the Board of Directors, Bellevue District PTSA, Region 2 PTSA, Washington State PTA or National PTA. Individuals are encouraged to work out issues of concern promptly—and preferably no later than ten (10) business days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

The community is invited to participate in committees that exist to produce governing documents for this organization, and encouraged to guide, support, and evaluate efforts to establish and reinforce a culture of civility and respect for all. This policy seeks to promote a culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other policies, specific conduct codes or laws. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. These policies shall be reviewed and voted on annually as part of the Standing Rules.

#### **SEVERABILITY CLAUSE**

If any part of this policy 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.

## ADDENDUM B

### EHPTSA CODE OF CONDUCT

Participation as a volunteer, co-op member, PTSA member, or teacher in the activities of the Eastside Homeschool PTSA (including all leadership roles) is subject to the observance of this Code of Conduct, including the Grievance and Conflict Resolution Process.

#### PTA MISSION STATEMENT

The PTA's global purpose is to "work for the health, welfare, safety, education, care and protection of children in the home, school, community and place of worship."

**EHPTSA MISSION STATEMENT**The Eastside Homeschool PTA's mission is to support the National PTA and Washington State PTA's purpose and goals within our local region. The Eastside Homeschool PTSA serves children and families who participate in home learning in the greater Eastside area.

#### PROFESSIONAL CONDUCT

Our PTSA operates as an all-volunteer organization, however some enrichment teachers are independent contractors, but all people affiliated with EHPTSA are held to this standard of conduct, the EHPTSA standing rules and addendums in its entirety, and the EHPTSA Member Handbook and addendums in its entirety. In addition to being a volunteer run organization, it is considered a business due to its organization as a corporation and its status as a 501(c)(3) non-profit organization. As such, all adults associated with the program should conduct themselves in a professional manner. We continually should ask ourselves the following questions: What actions would you take, how would you handle a problem, and what type of correspondence would you send if you were working for pay in a professional environment?

We earn credibility with our community by keeping our commitments, using good judgment, and honoring our core values of integrity, respect, collaboration, inclusivity, accountability and commitment. We can demonstrate these values by following a few simple rules:

- 1) Act in a professional and civil manner in your relations with students, co-op members, PTSA members, volunteer enrichment teachers, independent contractor enrichment teachers, Eastshore Unitarian staff and members, and other volunteers.
- 2) Find out how you best can serve the activity for which you have volunteered; and commit to doing what you can fulfill.
- 3) As a helper, you are working within the scope you agreed to under the guidance committee chairs or the Board. It is important not to overcommit.
- 4) Remember that students, volunteer enrichment teachers, independent contractor enrichment teachers, co-op members, PTSA members, and other volunteers are relying on your commitment to an activity on a regular and consistent basis when you sign up to fulfill a role.
- 5) A committee chairperson will follow the processes and procedures as outlined in their event or programs binder in planning and managing their activity, and will enlist that number of volunteers necessary for adequate supervision and watchfulness over the activity and will ask for assistance from the board in a timely manner if need be.
- 6) A volunteer must contact the committee chairperson directing the activity if they are unclear about their role or expectations; and must contact the chairperson and/or the volunteer enrichment teacher or independent contractor enrichment teacher, as appropriate, if they are unable to fulfill their commitment.

- 7) A volunteer or independent contractor will respect the privacy of the students, co-op members, PTSA members, volunteer enrichment teachers and independent contractor enrichment teachers. There is no place for gossip within our community. Private information about students who are not our children is not up for discussion with our friends within The Program and EHPTSA because it is unprofessional.
- 8) Except when acting in accordance with the PTSA's Grievance and Conflict Resolution Process, members, co-op members, volunteer enrichment teachers, and independent contractor enrichment teachers will discuss grievances and suggestions relating to our PTSA only with the appropriate PTSA chairperson, or a member of the PTSA Executive Committee.
- 9) A volunteer or independent contractor will remember that the rewards for volunteer service do not include special treatment or special consideration for themselves or their children.
- 10) An independent contractor enrichment teacher will remember that the rewards of serving in this capacity are limited to financial compensation as agreed upon on their contract, and that no special treatment or special consideration for themselves or their children that may attend enrichment classes at EHPTSA.

### **TRAINING**

Our PTSA's officers have state PTA-mandated training requirements that must be satisfied annually. We encourage all PTSA members to take advantage of the many training opportunities offered by the regional, state, and national PTA organizations, including PTA and the Law, Legislative Assembly, and Convention. We also offer training opportunities for our PTSA volunteers, including committee chairperson training and program-related training as necessary. It is recommended that first-time committee chairpersons seek out training from the board of directors. We strongly encourage all volunteers to attend training where appropriate.

### **STUDENT SUPERVISION**

During all EHPTSA/Co-Op activities and enrichment classes, the following two rules apply:

1. Adequate Supervision: A committee chairperson may determine the meaning of "adequate supervision" for his/her activity, but a minimum of two adults must be present at all times during a class or activity where students are present. A chairperson or the PTSA Executive Committee may reschedule, modify, or cancel an activity if the activity is not expected to be adequately staffed, or if the activity cannot reasonably be expected to be conducted in a safe and appropriate manner.
2. Two-Adult Rule: For the protection of students and volunteers, a volunteer should never be alone with a single child (except the volunteer's own child(ren)) where the volunteer cannot be observed and/or interrupted by others. EHPTSA follows the Two Adult Rule which specifies that there should always be two adults present in a classroom or at an event involving children. This also follows East Shore Unitarian Church guidelines.

### **UNACCEPTABLE CONDUCT**

Students, PTSA members, Program members, and volunteer enrichment teachers shall not, in the performance of their duties, by words or conduct, demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so. We will not tolerate in any form defamation; or any conduct that falls within the definition of the "Prohibition Against Harassment Intimidation & Bullying and Civility Policy". If the PTSA Executive Committee recognizes a problem of unacceptable conduct emerging, the Executive Committee will follow our Grievance and Conflict Resolution Process and has the right to address and end conflicts accordingly. The progression of intervention for students and adults will start with a verbal warning, followed by a written warning, and finally, a formal review by the Board. The elected officers of the Board are elected and legally empowered to make decisions for the organization. Zero tolerance for sexual harassment, sexual abuse, bullying or harassment by adults, illegal activity. This progression of intervention is bypassed at the discretion of the Board in instances of safety, sexual harassment, illegal activity, etc.

### **ETHICAL CONCERNS AND CONFLICT RESOLUTION**

All PTSA members, co-op members, and volunteers should feel comfortable to share their opinion, particularly with respect to civility, ethical concerns, and conflicts. If you feel a person or an activity you are involved with is not honoring this Code, it is important for you to address your grievances with the other party, or with the appropriate PTSA chairperson or the PTSA Executive Committee, and to be willing to meet to reconcile the differences. If reconciliation is unattainable, and if the violation of this Code causes a significant disruption to an activity or to the school, or prevents the PTSA Executive Committee from reasonably being able to anticipate that the activity will be conducted in an appropriate manner, then the PTSA Executive Committee may reschedule, modify, or cancel the activity, and may ask one or more of those involved in the violation to step

off of the activity, or may terminate contracts in severe situations. In no situation will disruptive behavior be tolerated. The PTSA Executive Committee, or its designees, shall act in conjunction with all EHPTSA policies laid out in the standing rules and its addendums and the member handbook.

Termination or lapse of teacher contracts will be communicated legally and reasonably to members whose families are taking the teacher's classes.

If you witness any unacceptable conduct or an incident that violates the "Prohibition Against Harassment Intimidation & Bullying and Civility Policy", you should report it to the Board, in person or in writing (including via an electronic format such as e-mail).

We welcome community members to check in with the Board. The following questions may help you decide if and how to check in with the Board.

- Will this conduct hurt students, volunteers, contractors or other people?
- Will this conduct hurt Eastside Homeschool PTSA and the enrichment program in the long run? Will it cause EHPTSA to lose credibility with its students, families, teachers, or sponsor?
- Will this subject me, my co-volunteers, or the organization to fines, legal action, or criminal charges?

If the answer to any of the above questions is "yes" or "maybe," please see the EHPTSA Grievance and Conflict Resolution Process.

## **ADDENDUM C**

### **EHPTSA GRIEVANCE AND CONFLICT RESOLUTION PROCESS**

EHPTSA is committed to resolving conflicts and grievances raised by our volunteers in a professional, fair, consistent, appropriate, and timely manner. EHPTSA will follow the steps and procedures set forth below, and summarized on the attached quick reference guide, to achieve resolution. The process is the same whether a complainant brings something up on their own behalf or on behalf of someone else.

#### **Informal Stage**

A party who has a grievance against a PTSA member, co-op member, volunteer enrichment teacher, or independent contractor enrichment teacher or a grievance regarding the conduct or administration of any EHPTSA activity (the "complainant"), should begin by discussing the issue(s) directly with the person(s) of concern by the complainant, or with the appropriate committee chairperson, or the Executive Board of Directors if the complaint is against a teacher. Every attempt should be made to resolve grievances as soon as possible, at the lowest level possible.

#### **Formal Stage - Executive Committee Review**

If the issue still is not resolved to the satisfaction of the parties after the informal proceedings, then the grievance and the requested resolution should be presented, in writing, by the complainant to the Executive Committee for investigation/mediation/ arbitration. A complainant may present a grievance on his/her own behalf or their children;. The Board will make such investigation of the grievance as the Board, in its discretion, determines is warranted. Investigation of grievances will be conducted in a fair manner that accords respect to all parties. The Executive Committee will require any member to recuse themselves if they are interested parties in the grievance before the committee to ensure equitable treatment during the review. During investigation, the Board will seek testimony from both the complainant and the accused

separately and the information gathered will be confidential. These interviews will be conducted with at least two Board members present to promote a fair impartial record of the facts under review. Within fourteen business days after presentation of the grievance, the Executive Committee will decide how to resolve the grievance and will offer to review the grievance and the resolution with all parties involved. This time frame for decision-making may be suspended during any time that a complainant or respondent fails to cooperate with the investigation process. The Executive Committee will record its decision in whatever manner it deems appropriate and shall keep a copy of the grievance and its disposition in its permanent records. As required by law these records may be sealed and may not appear as part of the minutes of record. The whole board votes on disciplinary action with a ⅔ majority. The progression of intervention for students and adults will start with a verbal warning, followed by a written warning, and finally, a formal review by the Board. The elected officers of the Board are elected and legally empowered to make decisions for the organization. Zero tolerance for sexual harassment, sexual abuse, bullying or harassment by adults, illegal activity. This progression of intervention is bypassed at the discretion of the Board in instances of safety, sexual harassment, illegal activity, etc.

## **ADDENDUM D**

### **EHPTSA Committee Chair Guidelines**

#### **I**

### **GENERAL GUIDELINES FOR CLUBS, EVENTS, AND ACTIVITIES**

#### **COMMITTEE FORMATION**

Committees are formed by the Board of Directors by assessing the needs of the community for the upcoming PTSA year. Anyone may volunteer to be on a committee, and from those volunteers committee chairs are appointed by the board.

#### **AD-HOC COMMITTEES**

If the need for a committee arrives mid-year that was not initially planned for, it will be an ad-hoc committee. The Board of Directors will appoint a chairperson (or co-chairpersons) to the committee. Co-Chairpersons will fill the committee by invitation within the EHPTSA members seeking out members with differing points of view, knowledge of the committees needs, and availability to meet and fulfill committee tasks.

#### **FACILITIES**

Committee Chairpersons for PTSA Clubs, Events, and Activities will confer with the Board of Directors when choosing a facility to be booked. The board will first confer with ESUC to see if there is an opportunity for use on the proposed date. If ESUC is not available, the committee will find alternate suggestions that are in the general facility of ESUC to promote

an opportunity for all EHPTSA members to be present without undue hardship because of location. The board of directors will finalize booking of the facility for all clubs, events and activities as the President and Treasurer need to co-sign all contracts, including facility bookings that are free of charge. For activities before and after school, and use of facilities, including the kitchens and athletic fields, a district Facilities Use form must be filled out. PTSA president must sign the Facilities Use form. Kitchen fees are deducted from chair

Chairpersons should recruit enough volunteers for set up and clean up for PTSA Clubs, Events & Activities, insuring the facility is left in the manner (or better) than it was received), remembering that we are guests where we go and building positive relationships with hired facilities so that EHPTSA is welcome to host at the facility in the future.

### **FUNDRAISING**

- PTSA board should approve in advance any fundraising activity conducted.
- ESUC and independent contractor enrichment teachers may not plan, manage, or operate fundraisers.
- Money with a deposit counting sheet signed by two EHPTSA members must be immediately turned into PTSA treasurer.
- Fundraiser events must be clearly advertised as an EHPTSA activity.
- If students participate in the fundraising activity, it must be voluntary. Students should not organize, manage, or operate a fundraising activity. Any activity must comply with PTA rules.
- Students cannot handle any money.
- PTSA Fundraising must follow all PTSA bylaws.

### **MONEY MANAGEMENT AND BUDGET**

- PTSA Activities must be planned, managed and operated solely by members of the EHPTSA and with EHPTSA funds.
- Clubs, Events and Activities may receive sponsorships to cover operating costs, but those should be made as a directed donation to EHPTSA, earmarked for the specific Club, Event or Activity.
- All supplies purchased with EHPTSA funds are property of EHPTSA.
- ESUC employees and board members or independent contractor enrichment teachers are not to receive or handle any money on behalf of EHPTSA.
- ESUC employees and board members or independent contractor enrichment teachers are not signers on PTSA checking accounts.
- Only EHPTSA members can handle money.
- Money is to be counted, the amount noted, and signed by two PTSA members. Money should be immediately turned into the PTSA treasurer.
- Cannot use the ESUC address for correspondence or deliveries without board pre-approval.
- Use of funds must be pre-approved by PTSA board.
- Have PTSA President and Treasurer sign all contracts &/or vendor agreements.
- Follow all PTSA bylaws.
- Turn in all receipts and signed Expense Reimbursement Form within 30 days of your event to the PTSA treasurer.
- When submitting your Event Follow-Up be sure to add suggestions for budget for the coming year so that the budget committee can plan accordingly.

### **MANAGEMENT**

- All supplies purchased with EHPTSA funds are property of EHPTSA and arrangements for storing items after an event, if there is no allocated space at ESUC, should be made with the Board of Directors.
- After a facility has been booked for a club, event, or activity if a change of venue is required you must contact the board of directors so that the PTSA President and Treasurer can sign a contract for the new space. PTSA President will be responsible for cancelling the previous facility.
- Event setup time is negotiated when a facility is booked. If additional setup time is needed, the board of directors needs to be contacted in advance so they can alter the contract with the venue in advance.
- PTSA Chair must be in attendance for setup, clean-up, and during the event.
- Facility space must be cleaned up immediately following the event.

**CONTRACTS**

- Anytime someone is paid for service, you should have a Personal Services Contract and 1099 Signed. See WA State PTA website for sample contracts.
- All contracts should be signed by the PTSA President and Treasurer (not a committee chairperson).
- Facility use forms must be signed by PTSA president and Treasurer (not a committee chairperson).
- A valid Certificate of Insurance and Additional Insured document is required prior to the activity date for any business coming to work with students on site or where the students go off-site.
- PTSA President and PTSA Treasurer keep a copy of all contracts.

**RECOMMENDED BUSINESS PRACTICES (STATE AUDITOR COULD ASK FOR THESE)**

- All disbursements of money need evidence of prior approval by at least two signatures in writing.
- All checks are signed by two people, board members designated as signers on the checking account.
- Keep all source documents as back-up.
- Explain in writing all voids and refunds.
- Never use White Out, pencil or scribble out anything. Periodically record inventory on stored items and equipment. Keep Bylaws, Constitution and Standing Rules current. See Record Retention Schedule in "PTA & The Law" document.

**RISK FACTORS**

- Food Handler Cards are required for all permanent locations (like concession stands) where unpackaged food is handled. For temporary locations (like fundraisers or special events) at least one person needs a card.
- Federal Law prohibits 501(c)3 non-profit groups from engaging in political candidate campaigning.
- EHPTSA Clubs may sponsor/coordinate field trips, but each child should be accompanied by a parent, or guardian in whose care they have been explicitly placed-in. If they are attended to by a non-parent or guardian written permission is needed for their supervisor. Their supervising adult cannot be the EHPTSA chairperson in charge of the club, event or activity.
- High Risk activities are discouraged and must be coordinated with your PTSA board.

**COMMUNICATION**

- Contact the board of directors with any questions.
- Use the Director of Communications to communicate with membership via Sunday Scoop, special announcement newsletters, website, social media and advertising

**II****EHPTSA CLUB GUIDELINES****REPORTING**

- New EHPTSA Clubs must submit a proposal form and present it to the PTSA board.
- Prior to the first EHPTSA Club meeting, a PTSA Planning Report must be filled out and presented at PTSA Board meeting prior to spending any money or first club meeting. If unable to attend a board meeting, Club Leader must contact the board of directors to coordinate another meeting time.
- Maintain a student roster with parent and emergency contact information. Rosters should be shared with the board of directors. Email the board of directors regarding any changes to student roster.
- Maintain a PTSA volunteer notebook, so that if you no longer wish to carry out this role for EHPTSA your successor will have notes to look back on.
- Within 30 days of the conclusion of the club, submit an Event Follow-Up Worksheet to the board of directors.

**MANAGEMENT**

- PTSA requires that clubs be run by two adults, both being PTSA members.
- Offer unbiased sign-ups for the club on PTSA website. Priority sign-ups are not allowed.
- All supplies purchased with PTSA funds are property of PTSA.
- Arrive to Club meetings prior to student arrival.
- PTSA members must be in attendance during the entire club meeting.
- PTSA members cannot leave until all children have been picked up. If a parent is late picking up their child on more than two occasions, the child can be asked to leave the club.
- In the event of a cancelled meeting, PTSA club leader must contact all club members and have confirmation that all club members know the meeting has been cancelled. The board of directors must be notified prior to the cancelled meeting. If PTSA Club Leader is unable to contact a club member, Club Leader or alternative representative needs to be present at the designated meeting time to confirm that no child arrives and is left unattended.

### III

## **EHPTSA EVENT CHAIR**

### **REPORTING**

- PTSA Planning Report must be filled out and presented at board meetings prior to spending any money. If unable to attend a board meeting, the Event Chair must contact the board of directors and coordinate another meeting time.
- Within 30 days of the conclusion of your event, submit an Event Follow-Up Worksheet to the board of directors.
- Maintain a PTSA volunteer notebook.

### **BUDGET (SPECIFIC TO EVENTS AND FUNDRAISING ACTIVITIES)**

- You are given a budget for both income and expenses.
- You must stay within your expense budget and aim to generate your income. Requests for budget changes must be done in person at a PTSA board meeting prior to going out of budget.
- Contract Treasurer if seed money is needed.
- Contract Treasurer to coordinate counting money at the end of an event.
- Follow all budget guidelines listed in the general section for Clubs, Events & Activities

### IV

## **ALL OTHER EHPTSA CHAIRS**

### **REPORTING**

- PTSA Planning Report must be filled out and presented at a board meeting prior to spending any money. If unable to attend a board meeting, the Event Chair must contact the board to coordinate another meeting time.
- Within 30 days of the conclusion of your event, submit an Event Follow-Up Worksheet to the board.
- Maintain a PTSA volunteer notebook.

### **BUDGET**

- Most chair positions are given a budget for both income and expense.



- You must stay within your expense budget and aim to generate your income. Requests for budget changes must be done in person at a PTSA board meeting prior to going out of budget.
- Turn in all receipts and signed Expense Reimbursement Form within 30 days of your event to the Treasurer.
- Follow all budget guidelines listed in the general section for Clubs, Events & Activities

## ADDENDUM E

### EHPTSA Social Media Guidelines

EHPTSA follows the Washington State PTA (WSPTA) Social Media Guidelines.

Facebook and Twitter and other forms of social media pages and groups operated by EHPTSA are intended to provide updated information, news, stories from local PTAs and councils, and ways members may get involved.

EHPTSA is, above everything else, a child advocacy association; all posts by the EHPTSA concern aspects of the whole child, and as such EHPTSA is a child advocacy association. Members participating are responsible for their own conduct, taking personal responsibility for their comments, username, and any information they provide.

While EHPTSA welcomes questions and comments in an open forum, it is mindful to remember manners and courtesy, so everyone feels comfortable participating. To keep an open and constructive dialogue, it is insisted that all of our Facebook friends adhere to the guidelines listed below. Your participation is encouraged but if a comment falls under any of the categories below, it will be removed:

- Respect other members' positions and philosophies.
- Off-topic posts of any kind will not be allowed; please keep comments and posts clean and relevant.
- EHPTSA does not allow graphic, obscene, explicit, or racial comments or posts. In addition, EHPTSA does not allow comments that are abusive, hateful, or intended to defame anyone or any association; harassment and bullying of any kind will not be tolerated.
  - Advertisements, endorsements, or promotions of third-party solicitations will not be allowed.
- To maintain nonpartisanship, endorsements or opposition of political candidates are not allowed. Any posts by others about a candidate is not an endorsement or opposition by the EHPTSA.
  - Comments that suggest or encourage illegal activity will not be tolerated.
  - Spam is not allowed and will be removed.
- Personal information including email addresses, telephone numbers, mailing addresses, or any type of identification numbers will be removed.

- Questions, comments and discussion about the running and management of EHPTSA shall be sent to the Board's email [board@EHPTSA.org](mailto:board@EHPTSA.org) in order for the Board to construct information that can be sent out to all members. Posts of this nature may be removed from the EHPTSA Facebook page.

The appearance of external links on the EHPTSA Facebook page or group does not constitute official endorsement on behalf of Eastside Homeschool PTSA, the EHPTSA board, or our members. EHPTSA appreciates all members and followers. Thank you for adding to the discussion and advocating for all children.

## ADDENDUM F

### BOARD STANDARDS OF CONDUCT

The board has established the following as the standards of conduct that board members expect from each other.

**Fiduciary Duties** -The PTA defines fiduciary duty as a duty of care, a duty of loyalty, and a duty of obedience. As non-profit board members we agree that a duty of care is defined as a duty to care for the organization. We will pay attention to its activities and operations. We agree that the duty of loyalty is putting the interests of the organization before our own professional and personal interests. We agree that the duty of obedience is compliance with all federal, state, and local laws. We will also adhere to WSPTA Uniform bylaws, and EHPTSA Standing Rules. We understand that our organization is dedicated solely to child advocacy and we will remain the guardians of the mission.

**Positive attitude** - we believe the benefits of PTA lead to success for all. We will presume positive intent from each other and from members.

**Professionalism** - we will do our best to be prepared, honest, ethical, and responsive in a timely fashion.

**Communication protocol:** All PTA business is conducted via email. Private messages via messaging platforms and texting are reserved for urgent situations or emergencies. Social media platforms are reserved to celebrate the Enrichment Program, not to conduct business. We agree that it is necessary to respect and honor each other's time. We agree to check our email at least twice a week and to offer a response in a timely fashion. We agree that a response does not equate to an answer, sometimes getting an answer takes time. We agree to follow the email protocol agreed upon by the board.

**Communications** - we understand the importance of and need for both transparency and confidentiality and adjust our messages accordingly. Gossip has no place in our work.

**Separate roles for staff and board** - we will work out the best ways for ESUC staff and board members to deliver necessary services to members and we will accept and honor the unique roles of each.

**Adaptability** - we must change when necessary to adapt to circumstances and needs.

**Balance and perspective** - we aim for balance among work, life and PTA, but we also know we can ask for help from fellow board members if we feel we have taken on too much.

**Respect** - we strive to earn both respect from and give it to: one another, the ESUC staff, our members, and other institutions or agencies working on behalf of children and youth.

These standards will be reviewed annually, and board members will be asked to sign a written agreement to adhere to these standards as follows:

## ADDENDUM F

### EHPTSA MEMBER HANDBOOK

# Eastside Homeschool PTSA



Enrichment Classes  
Program Handbook  
Fall 2020

Welcome!

This fall, EHPTSA will be working to provide educational enrichment resources and create opportunities for connection among homeschooling families on the east side of Lake Washington. We value and support the wide variety of philosophies and practices that are used by any families that identify as “homeschoolers.” Our secular organization welcomes families from all races, cultures, religious backgrounds and abilities and we strive to maintain an environment where all students can feel comfortable sharing their unique ideas, beliefs, traditions, interests and talents.

Normally, we hold in-person programs that last the whole school year on Mondays and Fridays in the Education Building at East Shore Unitarian Church in Bellevue, but circumstances this year have compelled us to change things up. We look forward to discovering what happens this next year!

If you have questions about EHPTSA, contact either [welcome@ehptsa.org](mailto:welcome@ehptsa.org) or [board@ehptsa.org](mailto:board@ehptsa.org).

Jen Wilson, Co-President  
[president.wilson@ehptsa.org](mailto:president.wilson@ehptsa.org)

Amber Sterland, Co-President  
[president.sterland@ehptsa.org](mailto:president.sterland@ehptsa.org)

Ben Harpold, Vice President  
[vicepresident@ehptsa.org](mailto:vicepresident@ehptsa.org)

Christine Wright, Treasurer  
[treasurer@ehptsa.org](mailto:treasurer@ehptsa.org)

Colleen Harpold, Secretary  
[secretary@ehptsa.org](mailto:secretary@ehptsa.org)

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# **POLICIES**

EHPTSA policies are developed by the elected Board of Directors with guidance from the following resources:

- Washington State PTA (our parent organization)
  - [WSPTA Uniform Bylaws 2019](#)
  - [Approved Amendments to WSPTA Uniform Bylaws 2019](#)
  - [WSPTA Uniform Bylaws 2019](#)
- Eastside Homeschool PTSA Standing Rules
- East Shore Unitarian Church (our local sponsor)
  - (<https://www.uua.org/safe/handbook>)
  - <https://www.uua.org/safe>
  - <https://www.uua.org/re/owl/faq/running/154563.shtml>
- AIM Insurance
  - <https://protectyournonprofit.com/wp-content/uploads/2016/05/PTA-Safety-Guide.pdf>
- Washington State Office of Superintendent of Public Instruction
  - <https://www.k12.wa.us/>

## **Operational Policies:**

### **Student Population**

Students of any age or method of homeschooling are welcome to participate in EHPTSA.

### **Non-Discrimination**

EHPTSA does not discriminate based upon race, color, religion, creed, sex, sexual orientation, national origin, political affiliation, or physical or mental disability.

### **Children with Special Needs**

Instructors have different levels of expertise and training and strive to meet the needs of all students enrolled in their class(es). In special circumstances, a parent may be asked to stay in class with their child. Open communication will help our teachers support your child's needs. If you have any particular needs or concerns regarding your child, we encourage you to speak directly with your child's instructor and/or the EHPTSA Board.

## Anti-harassment

Harassment is defined as inappropriate or unwanted physical contact or sexual advances; use of epithets, inappropriate jokes, inappropriate comments or innuendos; obscene or harassing telephone calls, emails, texts, letters or interaction on social media and other forms of communication; and any other conduct which is so severe that it interferes with an individual's performance, safety or well-being or creates a hostile environment. Harassment will not be tolerated, and is grounds for expulsion from the Program, at the discretion of the Board of Directors.

## Contact Information

Members will provide EHPTSA with current contact information and keep it updated. Many notices go out through the year and the email address you provide should be one you read regularly. A cell phone number is handy for text alerts regarding school closure information and other emergencies. In order to facilitate communication between members, EHPTSA will make available to members a password-protected online directory that includes email addresses and phone numbers. Physical addresses will not be listed in the directory.

## Monitoring Classes

For the safety of both students and teachers, our insurance provider requires that all occurrences of online classes be recorded. Additionally, signing in to observe classes is a task that fulfills the parental job requirements for this semester.

## Health

Along with the normal concerns families have for their health, the coronavirus that causes COVID-19 is weighing heavily on minds this year. Any events that happen in-person will be done in compliance with recommendations put out by the CDC and OSPI. Some things that may be required are masks, maintaining physical distance, regular hand washing or sanitizing, monitoring of symptoms of people on site, regular sanitizing of facilities, and contact tracing. Other restrictions may or may not be required. We will update this handbook once we start meeting regularly in person again.

For now, if your child or anyone in your home is suffering from cough, fever, diarrhea, vomiting, etcetera - basically showing any symptoms of any disease - please remain home and allow yourselves to be **symptom free** for a minimum of 72 hours before attending any EHPTSA activities that may occur in person. Please follow current CDC guidelines regarding self-quarantine after contact with infected individuals.

## Nuts (both tree nuts and peanuts)

IMPORTANT! Some of our members have life threatening allergies to nuts. In order to keep them safe, any type of nuts are not allowed at in-person EHPTSA activities. Given the broad variety of food allergies, be considerate when packing and consuming any food you bring.



## Inclement Weather Policy

EHPTSA follows the Bellevue School District's (BSD) official call for inclement weather. If BSD calls for "no school," we will not meet for any activities that may be in person; classes that can be done virtually may occur online on these days. If BSD calls for "late arrival," we may consider meeting in person depending on how the conditions would impact the activity.

## Parental Jobs Requirements

Given that EHPTSA's Enrichment Program is organized by volunteers, we require that participants in the Enrichment Program contribute toward the work needed to run the program. This is a cooperative and everyone must be willing to help it run smoothly. More details can be found on the website.

## Grievance Procedure

Should anyone experience a disagreement with other participants in the Enrichment Program, please follow these steps for resolving the conflict. Please uphold confidentiality.

1. Go to the person with whom you have a disagreement at a time when you can have a private conversation. Discuss the issue in a non-confrontational manner which focuses on finding solutions. Most issues can be resolved this way as both parties *listen* to each other. It may be helpful to remember that we're all on a team, working together to co-op the best experience possible for all involved.
2. If the conflict cannot be resolved, all parties should meet with a board member.
3. If the issue cannot be resolved, the issue and parties involved will be presented to the entire board in a private meeting. The board will make a final decision.

In the event the grievance is regarding the safety of children or concerning an activity that is generally accepted as illegal, please bring the matter directly to the Board, by-passing the aforementioned Grievance Procedure.

## Confidentiality

In all matters regarding children, regarding disputes, and/or other private matters among adults, we agree to an understanding of trust and confidentiality. However, should the advice of PTA or legal counsel recommend otherwise the board will abide by that advice.

## **Child Protection Policy:**

Adults bear a great responsibility in creating an open, safe culture and environment for children. Abuse of any kind will not be tolerated. To prevent and stop abuse, EHPTSA conducts background checks (WATCH and NSOPW) on all adults involved in our program, requires adherence to the following rules, and relies on individuals to report abuse or suspected abuse immediately.

Because not all children present at the EHPTSA program are registered in the program and not all adults are teachers, we have adopted the following definitions -

- “Students” are any minors age 17 or younger belonging to families of EHPTSA, whether or not an individual child is signed up for any program classes.
- “Adults” are any persons age 18 or older who work with EHPTSA program students as a teacher or volunteer. All parents of students are considered volunteers.

The EHPTSA Child Protection Policy Rules are as follows:

1. EHPTSA requires that at any activity where one or more students are present, a minimum of two adults must be present. An exception to this rule is if a parent or guardian and only their own child(ren) are in a room together.
2. A class or activity will not take place if there is only one adult present to supervise. In the event that two or more adults are not present, EHPTSA will cancel the class or activity. There will be no refunds issued in this event.
3. The door to every classroom shall stay unlocked during program hours.
4. Any online events will be recorded and may be audited later if concerns are reported.
5. Communications via email, text or other social media, must include the student’s parent.
6. Communication shall not be indecent, illegal, inappropriate, bullying or harassing.
7. Any person witnessing or experiencing indecent, illegal, inappropriate, bullying or harassing behavior shall report the situation to a member of the Board of Directors. Unless permission is granted by the reporter or the other party, all identifying information shall be held confidential.
8. Teachers shall not give gifts to students unless gifts are given to the entire class or the teacher has secured permission from the student’s parent.
9. If an adult feels a student is in imminent danger, it is the duty of the adult to alert the appropriate authorities (911).
10. EHPTSA families often form relationships and hold informal activities outside of program hours. Members participating in informal activities do so at their own risk. Formally approved events will be announced via email and appear on the EHPTSA calendar.

Complaints shall be presented to a member of The Board of Directors, who will consult with the rest of The Board and decide on a course of action. After review of reports involving violation of any of the above policies, the Board of Directors may decide that the reported adult be removed from the program temporarily or permanently and their status as a member revoked.

## Fees & Tuition:

### Eastside Homeschool PTSA Membership fee

Eastside Homeschool PTSA is a local unit of Washington State PTA and the National PTA. PTA is the largest child advocacy organization in the United States. By joining Eastside PTSA you are supporting our mission to “work for the health, welfare, safety, education, care, and protection of children in the home, school, community, and place of worship.” As well as our specialized mission to serve children and families who engage in home learning and who attend events and programs facilitated by EHPTSA. The 2019-2020 EHPTSA Membership fee is \$20 per member. Additional family members (second parent or grandparent) are \$5 each.

### Enrichment Program fee

There is a separate fee for participation in enrichment program classes. This fee is used to cover the tools and facilities used by our organization for online learning, registration, website, mailing, etc. The fee is \$50 per semester for one family, regardless of the number of children. While families can create an account on our website and view classes, this fee must be paid and processed before families are eligible to register for classes.

### Class tuition

Each course has its own class fee, payable to EHPTSA. Prices are listed for the entire length of the semester, but are divided into monthly payments. Each class may or may not have a materials fee in addition to tuition. Read each class description for details.

Materials fees and tuition for the first month are due on August 25th or immediately if registering after that date.

Should you choose to withdraw from a class, notice must be given by the 20<sup>th</sup> of each month to the co-treasurer, or you will be responsible for payment on the 25<sup>th</sup>.

Payments electronically transferred or postmarked after the 1<sup>st</sup> of each month will be charged a \$20 late fee.

### Refund Policy

EHPTSA does not offer refunds, but may apply credit toward future payments due.

MEMBER  
AGREEMENTS  
AND  
NOTICES

## Gentle Conflict Resolution Agreement For Instructors and Parents

We believe the best way for all to enjoy their time at EHPTSA is for children to be engaged in inviting activities. So, the best “discipline” is a well-run class. However, in the event that a child needs assistance with their behavior, we have set these guidelines.

### **Teachers are asked to:**

1. Plan classes well so that children are busy, even when self-directed.
2. Have predictable expectations for behavior and recognizable routines so children know when it’s time to listen or time to talk or time to clean up, etcetera.

They may try other similar ideas, as well, as long as they are in the same spirit of treating children with respect and guiding them gently towards their best behavior. If a child still needs help after expectations are explained, the child may be:

1. redirected to the appropriate activity
2. asked gently to stop the inappropriate behavior
3. given a logical consequence.

We believe that in most cases, this is all that will be necessary. Our goal is to convey to the child that their teachers and parents are working as a team to support the child’s ability to use self-control, and we expect teachers and parents to work cooperatively to support the children.

### **Parents are asked to:**

1. Set appropriate behavior expectations with your child.
2. Honor a teacher’s requests regarding behavior modifications and discuss any situations with your child.
3. If asked by the teacher or desired by yourself, attend the class with the child as an assistant until the parent, student, and teacher agree such assistance is not needed.
4. Know that if a child engages in bullying, verbal abuse, physical fighting, theft, willful destruction of property, or bringing weapons to activities, the child will be subject to disciplinary action, which may include expulsion from the class and/or program.

If a child is unable to bring disruptive behavior under control with a parent present, the Board of Directors may withdraw the child from the class. A refund will not be issued.

### **Unacceptable Corrective Methods:**

Yelling, humiliating, or physical punishment is unacceptable at Eastside Homeschool PTSA.

As children engage in activities that interest them, volunteers and teachers set up well run programs and activities and use these guidelines when needed, we believe the EHPTSA will be a pleasant experience to learn, explore and grow together.

## Parent Agreement

To help ensure the best experience for us all, I agree:

- To treat ALL children with kindness.
- To be aware of where my child is and who is supervising them at all times during in-person events.
- To strive to have my child regularly attend any EHPTSA Enrichment Program classes for which they are registered. My child will get the most from the enrichment activities we have signed up for by being routinely present. I understand that the teachers have planned for my child with time and materials, and we intend to honor their efforts.
- To pay for classes in a timely manner that allows EHPTSA to serve all families.
- To honor my work commitments. If I must miss a scheduled commitment, I will arrange for a substitute for my duties. I agree not to overburden others by getting substitutes too often. If a long-term situation arises, I will talk to the Board to have my duties temporarily or permanently reassigned.
- To give the duties involved in tending to my children priority over the use of electronic devices while attending in person events.
- Whenever my children are present at an on-site activity, I will remain on site and be responsible for my children regardless of their age unless I have signed a form giving permission to another adult to take that responsibility and submitted that form to the Board of Directors.
- That I am fully liable for my child's safety, well-being and behavior.
- To contribute to the greater good.
- That I have read and agree with the information in the EHPTSA Enrichment Classes Program Handbook, including the refund policy, gentle discipline policy, and payment schedule.

## Student Agreement

To help ensure the best experience for all:

I agree:

To be honest, courteous, and patient with others. I will use respectful and polite language.

To honor the time and efforts of my teachers and other class members by giving them my attention and respect.

To treat our meeting place with respect at all times.

To help clean up after any in-person activities I participate in.

To remain with my group during in-person activities, unless I obtain permission from my teacher to leave, and to be in the appropriate areas at all times - not roaming the property or building.

To keep typed comments civil and on-topic when using the chat feature during online meetings.

To never bring weapons to any in-person meeting.

I understand the following conduct will not be allowed while participating in EHPTSA classes or activities and is subject to disciplinary action:

1. Theft or destruction of public or private property
2. Physical fighting or other acts of violence
3. Any form of bullying, harassment, or verbal abuse

I understand that the purpose of this agreement is to help ensure the best experience for all at EHPTSA.

## Instructor Agreement

To help ensure the best experience for us all:

I agree:

To fulfill the aspects of preparing for and running the class I am contracted to provide.

To actively engage during class time, participating in the class.

To use the Gentle Conflict Resolution Policy when and if needed.

To make sure any physical space provided for use by EHPTSA is left in excellent condition, cleaning up and returning items to their original places or as designated by the owner of the site. Where possible, I will encourage children to participate in this duty.

To provide parents a general syllabus prior to the start of classes.

To prepare a plan for the event of my absence in a timely manner, locating a substitute if necessary. I will provide my sub with my plans and needed materials and pay them as arranged between teacher and substitute.

To strive to call on subs as little as possible so as not to place an undue burden on other parents.

To provide my own liability insurance.

To secure business licenses if required by law.

To maintain the Two Adult Rule: When in the presence of one or more students there must be another adult in the same room. When communicating by email or text, there must be another adult on the recipient list.

To refrain from giving gifts to students unless giving similar items to the whole class or after receiving permission from the student's parent regarding the specific item to be gifted.

To understand that as a teaching professional, I am a Mandated Reporter of child abuse and neglect and am legally obligated to file a report with CPS if I suspect a child is in danger.

To understand that, if I am a member of EHPTSA, any harmful actions taken as an instructor can impact my membership status.



## **EHPTSA Online Forums and Social Media Agreement**

The use of such tools as online forums or social media pages are intended to provide updated information, news, stories from other PTAs or homeschool organizations, ways members may get involved, and facilitate open discussion. The EHPTSA is, above everything else, a child advocacy association; all posts by the EHPTSA concern aspects of the whole child. Members participating are responsible for their own conduct, taking personal responsibility for their comments, username, and any information they provide. While EHPTSA welcomes questions and comments in an open forum, it is mindful to remember manners and courtesy so everyone feels comfortable participating. To keep an open and constructive dialogue;) it is insisted that all who participate in EHPTSA online activities and discussions adhere to the guidelines listed below. EHPTSA encourages your participation, but the following rules apply:

- Respect other members' positions and philosophies.
- Off-topic posts of any kind will not be allowed; please keep comments and posts clean and relevant.
- EHPTSA does not allow graphic, obscene, explicit, or racial comments or posts. In addition, EHPTSA does not allow comments that are abusive, hateful, or intended to defame anyone or any association; harassment and bullying of any kind will not be tolerated.
- Advertisements, endorsements, or promotions of third-party solicitations are not allowed except for on specific posts or days intended for that purpose.
- To maintain nonpartisanship, endorsements or opposition of political candidates are not allowed. Any posts by others about a candidate is not an endorsement or opposition by EHPTSA.
- Statements or articles about political *issues* or *legislation* may be allowed if they pertain to issues of interest to EHPTSA such as laws affecting children, families, education, and homeschooling.
- Comments that suggest or encourage illegal activity will not be tolerated.
- Spam is not allowed.
- Personal information including email addresses, telephone numbers, mailing addresses, or any type of identification numbers will be removed from widely visible posts. Program members may find some contact information in the online directory, and anyone who wishes to share their information should do so in a private message.
- No one may share the contact information of another person without their permission.
- Posts or comments that break these rules will be removed by site moderators.

The appearance of external links on any EHPTSA page does not constitute official endorsement on behalf of the EHPTSA or our members. Eastside Homeschool PTSA appreciates all members and followers. Thank you for adding to the discussion and advocating for all children.

## Rights and Responsibilities Agreement for All

I have a right to play, and a responsibility to be kind when playing.

I have a right to speak, and a responsibility to listen when others wish to speak.

I have a right to share things that are special to me, and a responsibility to respect the things that are special to others.

I have a right to be creative, and a responsibility to encourage the creativity of others.

I have a right to be helped when I need it, and a responsibility to help others when they need it.

I have a right to use the space and supplies provided for activities, and a responsibility to keep the space and supplies clean and orderly.

I have a right to interact with my friends, and a responsibility to be civil in my interactions with everyone.

I have a right to my own personal space when I need it, and a responsibility to respect the personal space of others when they need it.

I have a right to take a break when I need it, and a responsibility to work together in a group when I can.

I have a right to contribute to the rules at co-op, and a responsibility to follow the rules at co-op.