

JMMS PATT CODE OF CONDUCT

“Integrity first, service before self, and excellence in all we do.”

The Jackson Memorial Middle School PATT is an organization created, governed, and operated by volunteers. Because of its structure, the PATT desires to promote volunteering as much as possible; however, misguided intentions or inappropriate behavior by those same volunteers can stunt the growth or undermine, even sabotage, the efforts of the Organization. To combat possible negative effects and to acquaint Members with expectations, this document stands shoulder-to-shoulder as a companion to the PATT By-Laws and Chairperson Guidelines and serves as the governing philosophy of volunteering in and through the PATT, whether as an Executive Officer or as a Member. This document also specifies the conduct expected of Officers and Members during any and all PATT meetings and events.

JMMS PATT chairpersons, executive board members, and members should be aware that they are ambassadors to, or liaisons between, the PATT and parents, and the PATT and teachers and staff of JMMS. They should conduct themselves accordingly and strive to improve the organization and the school in accordance with the current, accepted PATT By-Laws and Chairperson Guidelines.

Individual problems arising shall be taken up outside the meeting and should be addressed with either the President of the PATT or the Principal of JMMS in accordance with school policy and PATT By-Laws, Chairperson Guidelines, and Code of Conduct.

The PATT will also enforce adherence to the PATT Code of Conduct, the companion to the PATT By-Laws and Chairperson Guidelines, at any meetings, functions, and events in which the PATT participates or sponsors.

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Be polite, honest, and fair. Discussions, questions, and even disagreements should be polite and courteous.

Be respectful of JMMS rules, administration, teachers, staff, and students.

Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political beliefs, or economic status.

Fulfill your duties in a timely manner in accordance with the Executive Board or Principal's expectations. If you cannot fulfill your obligations, please immediately notify an Executive Officer so appropriate steps may be taken.

Organizational goals come before personal goals. Keep the best interest of the PATT and the school ahead of your own personal agenda and image. Use the PATT By-Laws and Chairperson Guidelines as the guide for deciding what situations and projects are appropriate for the PATT.

Support the final decision of the organization, whether you agree with it, or not. Second-guessing, complaining, pointing fingers, and/or gossiping not only weaken the organization, they reflect ill of you.

Be open-minded. Look for ways to improve the organization, a function, or an event. View situations from an organization-wide perspective. Listen to others' ideas, suggestions, and solutions. Do your best. Don't complain – offer a solution instead.

Be a team player. You have a unique set of gifts and talents to bring to the PATT. Use them to the best of your ability and allow others to do the same.

Give credit and accept responsibility.

Know what is going on. **The PATT serves the entire school.** Take an interest in grade levels, activities, and programs that your child might not be involved in. Talk to parents and teachers. Attend PATT meetings.

Refrain from the use of profane, insulting, harassing, or otherwise offensive language when representing the PATT. Personal attacks or harassment, either visual, verbal, or physical, on another person will not be tolerated and may be grounds for removal.

Remember, you represent Jackson Memorial Middle School, you represent the PATT, and you represent your family.

Code of Conduct for PATT Meetings

PATT meetings are reserved for reading the minutes, presenting budget information, hearing current updates, and discussing old business and new business. Criticism of individual teachers, administrators, or parents shall not be voiced in open meetings or executive sessions. Any individual problems arising shall be taken up outside the meeting and should be addressed with either the President of the PATT or the Principal of JMMS in accordance with the school policy and the PATT By-Laws and Chairperson Guidelines.

Failure to abide by the JMMS PATT Member Code of Conduct will result in review by the PATT Executive Board and possible suspension or dismissal pending outcome.

All Executive Board members and Chairpeople shall sign a written document that they have accepted a current copy of, read, and shall abide by the JMMS PATT By-Laws, Chairperson Guidelines, and Code of Conduct. The signed By-Laws, Chairpersons Guidelines and Code of Conduct agreements shall remain in the permanent JMMS PATT files. It is the chairperson's responsibility to review these policies and documents with their committee members. All PATT members are required to abide by all rules, policies, and guidelines put in place.