

HOME & SCHOOL

Washington Junior High School

Policy Statement 2024-2025

This document will be included with, but will not be considered a part of, the Washington Junior High School (WJHS) Home & School By-laws.

At the first WJHS Home & School Board meeting of the new school year, this policy statement will be reviewed, revised and adopted for the coming school year. This policy statement will include information such as the collection of WJHS Home & School donations, WJHS Board committee job descriptions, and other business deemed necessary by the WJHS Board. A simple majority of those present at the meeting may enact this document.

SCHEDULE OF WJHS BOARD MEETINGS:

During the 2024-2025 school year, the WJHS Home & School Board meetings will take place on:

August 21st at 8:30am (Board members only)

September 18th at 8:30am

October 16th at 7pm in the LC

November 20th at 8:30am

December - No Meeting

January 15th at 8:30am

February 19th at 8:30am

March 19th at 8:30am

April 16th at 8:30am

May - No Meeting

The Executive Committee, Principal, and Committee Chairs may give a report at each meeting. Special or lengthy issues should be put on the agenda by notifying the President before each meeting. Minutes of the previous meeting will be emailed to each Board member before the next meeting. A reminder of the date and time of the next

meeting will be included with the minutes. If you are unable to attend the meeting, please notify the President in advance and submit a written report.

COLLECTION OF DUES / DONATIONS

When deemed necessary, an envelope will be provided with the registration materials to be returned to the school office with registration forms or an online collection is also acceptable.

ACKNOWLEDGEMENTS

Births, weddings, and illness of school staff and support service personnel will be recognized with a card and/or gift of up to \$25.00. The death of immediate family (parent, spouse, child) will be recognized with a card and/or monetary gift to a charity to be determined.

Retirement of school staff and support service personnel will be recognized with a gift of up to \$50.00 to be determined by time and service at Washington Junior High School.

BOARD COMMITTEE JOB DESCRIPTIONS:

6th Grade Meet and Greet: A representative of this committee shall attend monthly Board meetings. The committee will also coordinate the August/September picnic with the Principal, office staff, custodians and 6th grade teams. This is a break-even event and monies are collected by teachers prior to the event if possible. The committee will also perform other duties which may arise.

8th Grade Celebration: A representative of this committee shall attend monthly Board meetings. This committee is responsible for coordinating and organizing all 8th grade celebrations, including the boat trip breakfast and moving on ceremony. The 8th grade celebration committee will be in charge of the moving on invitation (digital or paper), decorations and the class gift. The committee will perform other duties which may arise.

Community Inclusivity: This chair works toward the goal of ensuring that the WJHS H&S focuses on the entire student and school community by:

- Sharing relevant events/happenings/District info;
- Working with WJHS Faculty on Diversity, Equity, Inclusion and Belonging (DEIB) communications inside and outside of school, as well as efforts/projects within the school (including, but not limited to, increasing awareness of the Diversity calendar);
- Helping the appointed WJHS Diversity Faculty lead on ideas for their respective budget and goals;

- Serving as the point person to vet financial support requests that come from community groups (a budget should be earmarked for this role accordingly);
- Providing a lens of inclusivity and a voice for consideration of differences when other H&S committees are planning events.

Fall Fundraiser: A representative of this committee shall attend monthly Board meetings. The committee members will also coordinate this annual fundraiser with the Assistant Principal and the assigned vendor, schedule volunteers to assist with prize distribution, be in attendance on prize days, and perform other duties which may arise.

Family Connections: A representative of this committee shall attend monthly Board meetings. In addition, this committee will organize a pool of volunteers who will be called upon when there is a need to help families in need and/or crisis at WJHS. This chairperson will arrange for donations of gift cards to be dropped off to the school office from said pool of volunteers. The decision to call upon these volunteers will come from the WJHS support personnel staff. The committee will perform other duties which may arise.

Hospitality: A representative of this committee shall attend monthly Board meetings. The committee member(s) will also be responsible for the set-up and serving of refreshments at the fall parent orientation/curriculum night. They will also perform other duties which may arise.

Lost and Found: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the periodic cleaning of the lost and found boxes and will coordinate with the Principal to have unclaimed items donated to charity. The committee will also perform other duties which may arise.

Nominations: A representative of this committee shall attend monthly Board meetings. The committee will also recruit and fill all vacant Board positions in the spring for the following academic year, present the list of Board members to the Board at the March meeting, and have the list of Executive Board slate published in the April *Wildcat Weekly*, as public notification of the ballot. This ballot will be voted on at the April meeting. The committee will perform other duties which may arise. Ideally, this committee will have a representative from each feeder school.

Parent Communication: A representative of this committee shall attend monthly Board meetings. In addition, the committee will arrange publication and assembly of the school directory, will assist with any updates/changes and will perform other duties which may arise.

SFCP (School Family Community Partnership): SFCP is a separate entity from the Home & School Board and is a liaison position with voting rights. A representative of this committee shall attend monthly Board meetings. This committee will coordinate all aspects of SFCP and will attend district SFCP meetings. Any monetary support offered by Home & School must be formally requested by SFCP. The committee will perform other duties which may arise.

School Supply Kits: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the ordering, sale and distribution of WJHS supply kits. The committee will also perform other duties which may arise.

Spirit Wear: A representative of this committee shall attend monthly Board meetings. The committee will also be responsible for the ordering, sale and distribution of WJHS spirit wear items. The committee will also perform other duties which may arise.

Staff Appreciation: A representative of this committee shall attend monthly Board meetings. The committee will be responsible for coordinating the back to school staff/board luncheon in August. In addition, the committee will provide snacks/refreshments for staff during fall and spring parent/teacher conferences, and will coordinate a holiday brunch for the staff with the President. The committee will also be responsible for thanking the staff during National Education Week, Administrative Assistants' Week, as well as other teacher/staff recognitions. In addition, the committee will be responsible for staff gifts in December, and will also purchase staff gifts for special occasions, (e.g., weddings, births). The committee will also perform other duties which may arise.

Staff Gift Card Program: A representative of this committee shall attend monthly Board meetings. The committee will be responsible for organizing and carrying out the Winter Staff Gift Card Program prior to winter break and the End of Year Staff Gift Card Program prior to the end of the school year. This includes but is not limited to: communicating with families and staff members, working with the Treasurer to collect funds from families and purchasing the requisite gift cards, as well as distribution of the gift cards to staff. The Staff Gift Card Program encompasses all staff that work at WJHS including bus drivers. The committee will also perform other duties which may arise.

1

¹ Updated and approved 11/7/23, updated and approved 9/18/24