

HOME & SCHOOL

Washington Junior High School

Policy Statement 2017-2018

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 by 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 2017-2018 school year, the WJHS Home & School Board meetings will take place on:

August 22, September 12, October 17, November 14, December 7,

January 16, February 13, March 13, April 10, and May 10

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

An envelope will be provided with the registration materials to be returned to the school office with registration forms.

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:

Hospitality: A representative of this committee shall attend monthly Board meetings. The committee members will also be responsible for the set-up and serving of refreshments at the magazine drive, fall parent orientation, fifth grade parent orientation, parent-teacher conferences, and the May/June Awards Assembly. 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 Principal to have unclaimed items donated to charity or Family Connections. The committee will also perform other duties which may arise.

Magazine Drive: A representative of this committee shall attend monthly Board meetings. The committee members will also coordinate this annual fund raiser with the Assistant Principal and the assigned magazine vendor, schedule volunteers to check orders and count money, oversee the daily accounting of magazine orders during the magazine drive, be in attendance on turn-in days, and 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.

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, and will perform other duties which may arise.

6th Grade Family Party: A representative of this committee shall attend monthly Board meetings. The committee will also coordinate the August or September event 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. The committee will also 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.

REACH (Responsible Educated Adolescents Can Help): REACH 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 REACH. Any monetary support offered by Home & School must be formally requested by REACH. The committee 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.

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.

Fifth Grade Liaison: The Chairperson(s) will act as a liaison between staff, parents and the WJHS Home & School Board and will organize and carry out activities for 5th grade students as deemed appropriate by staff, parents and Home & School with the assistance of a committee. The committee will perform other duties which may arise.