WOODLAND Public Schools
Excellence in Education

EMPLOYEE PERSONNEL & POLICY INFORMATION for Woodland Schools 2022 - 2023
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Personnel & Policy Information

The purpose of this handbook is to give each employee a brief overview of the payroll and personnel policies, procedures and options for the school year.

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Superintendent’s Welcome

Early last spring, I got a little aggressive. I pruned back a beautiful evergreen shrub that had become a little overgrown. I now need to make a little time to remove the dried and dead remnant of what used to be a healthy shrub. I also aggressively pruned a Saucer Magnolia. I was convinced that its fate would be the same as my now dead euonymus shrub. But, the magnolia tree had a different plan— slowly, new growth began to emerge from its seemingly dormant stump.

The roots of the magnolia tree are strong. Our schools, like the plants in my yard, have suffered some serious pruning over the last few years. Like the magnolia tree, we are emerging with bright new growth— evidence that our roots are strong.

You are the roots of our schools. You provide the energy for new growth. You provide the stability to ensure that we emerge new, fresh, and growing.

I anticipate that it will take a few years for my magnolia tree to bloom. I am sure that it will likely look pretty rough in the meantime, yet, I trust and look forward to a return of healthy springtime blooms.

Our vision is: Woodland Public Schools, in partnership with families and the community, will create a PreK-12 system that serves and supports ALL children and ensures that EACH child has FULL access to, is engaged in, and obtains an excellent education that prepares them for responsible citizenship and a future of adaptability and success in life and their chosen endeavors.

Like the magnolia, the pruning of the pandemic has stalled and slowed our growth toward achieving this vision. Like the magnolia, the visible emerging growth holds the promise of a beautiful future. A future in which ALL students have equitable opportunities to succeed and blossom. A future where EACH student graduates ready to succeed and prepared for career, life, AND college.

The roots are strong. Thank you for your investment and the strength you each show toward our return to blossom.

For ALL the kids,

Michael Z. Green
# District Directory

**Board Members:**
- District #1: Sarah Stuart
- District #2: Janice Watts
- District #3: Jeff Wray
- District #4: Trish Huddleston
- District #5: Tom Guthrie

**Administration Office:**
- Superintendent: Michael Green
- Asst. Superintendent/Director of Learning: Asha Riley
- Human Resources Director: Vicky Barnes
- Executive Secretary: Nicole Galloway
- Administrative Secretaries: Sarah Hadaller/Nichole Lester

**Business Services:**
- Executive Director of Business Services: Stacy Brown
- Payroll Coordinator: Tanya Price
- Procurement/Benefits Coordinator: Mary Gleason
- Building Secretary: Brandy Jackson
- District Registrar/Administrative Secretary: Deena Capen

**Facilities/Safety**
- Facilities and Safety Director: Scott Landrigan
- Administrative Secretary: Tegan Steen

**Technology Services**
- Technology Manager: Steve Rippl
- Tech 3: Travis Borders
- Tech 1: James Doty
- Tech 1: Finnegan Andrews
- Tech 1: Thaddeus Reber

**High School:**
- Principal: Phillip Pearson
- Assistant Principal: Dan Uhlenkott
- Administrative Secretaries: Cindy Thoeny/Tish Brand
- Building Secretaries: Julie Arndt/Sheri Bowman

**TEAM High School:**
- Principal: Dan Uhlenkott/Phillip Pearson
- Building Secretary: Brandy Jackson

**Middle School:**
- Principal: Russell Evans
- Assistant Principal: Angela Campbell
- Administrative Secretary: Crystal Roskoski
- Building Secretaries: Jodi McLendon/Heather Finn

**North Fork Elementary School:**
- Principal: Denise Pearl
- Administrative Secretary: Lucy Russell
- Building Secretaries: Pam Mauldin/Shelby Mathison

**Columbia Elementary School:**
- Principal: David Starkey
- Administrative Secretary: Candice Littleman
- Building Secretary: Savannah Guillen

**Learning Supports and Alternatives**
- Executive Director: Jake Hall
- Administrative Secretary: Michelle McLaughlin
- Administrative Secretary: Nichole Lester

**Yale School:**
- Principal: Malinda Huddleston
- Building Secretary: Shelby Mathison

**Lewis River Academy (LRA):**
- Director: Jake Hall
- Secretary: Brandy Jackson

**KWRL Transportation Services:**
- Transportation Director: Shannon Barnett
- Assistant Transportation Directors: Donna Sheppard/Daryl Rodriguez
- Special Ed Coordinator: Sheila Schafer
- Behavior Specialist: Tiffany Wear
- Transportation Specialists: Kady Gates/Jennifer Parke/
  - Jason Stonecipher
- Transportation Specialist (Spanish Speaking): Diana Lopez
Woodland Public Schools, in partnership with families and the community, will create a PreK-12 system that serves and supports ALL children-and ensures that EACH child has FULL access to, is engaged in, and obtains an excellent education that prepares them for responsible citizenship and a future of adaptability and success in life and their chosen endeavors.

Our Schools

**Columbia Elementary**
600 Bozarth Avenue
Woodland, WA 98674
(360) 841-2900
Office Hours:
Monday: 8:30 a.m. - 3:00 p.m.
Tues-Fri: 7:30 a.m. – 3:00 p.m.
School Days/Hours:
Mondays: 9:15 a.m. – 2:25 p.m.
Tues-Fri: 8:00 a.m. – 2:25 p.m.

**Yale Elementary School**
11842 Lewis River Road
Ariel, WA 98603
(360) 231-4246
Office Hours:
Monday: 8:30 a.m. - 3:00 p.m.
Tues-Fri: 7:30 a.m. – 3:00 p.m.
School Days/Hours:
Mondays: 9:15 a.m. – 2:25 p.m.
Tues-Fri: 8:00 a.m. – 2:25 p.m.

**North Fork Elementary**
2250 Lewis River Road
Woodland, WA 98674
(360) 841-2750
Office Hours:
Monday: 8:30 a.m. - 3:00 p.m.
Tues-Fri: 7:30 a.m. – 3:00 p.m.
School Days/Hours:
Mondays: 9:15 a.m. – 2:25 p.m.
Tues-Fri: 8:00 a.m. – 2:25 p.m.

**Woodland Middle School**
755 Park Street
Woodland, WA 98674
(360) 841-2850
Office Hours:
Monday: 9:30-4:15 p.m.
Tues-Fri: 8:15 a.m. – 4:15 p.m.
School Days/Hours:
Mondays: 10:00 a.m. – 3:25 p.m.
Tues-Fri: 8:45 a.m. – 3:25 p.m.

**Woodland High School**
1500 Dike Access Road
Woodland, WA 98674
(360) 841-2800
Office Hours:
Mon-Fri: 8:30 a.m. – 4:30 p.m.
School Days/Hours:
Mondays: 10:15 a.m. – 3:50 p.m.
Tues-Fri: 9:00 a.m. – 3:50 p.m.

**T.E.A.M. High School**
Modular: 759 Third Street
Mailing Address:
800 Third Street
Woodland, WA 98674
(360) 841-2704

**Lewis River Academy**
800 Third Street
Woodland, WA 98674
(360) 841-2704

**WCC (Columbia)**
Modular: 600 Bozarth Avenue
Mailing Address:
800 Second Street
Woodland, WA 98674
(360) 607-7926
M-F: 6:30 a.m. – 6:00 p.m.
(Before and After School and Summer)

**WCC (North Fork) K-4 only**
2250 Lewis River Road
Mailing Address:
800 Second Street
Woodland, WA 98674
(360) 605-6043
M-F: 6:30 a.m. – 6:00 p.m.
(Before and After School Only)

Administration

**District Office**
800 Second Street
Woodland, WA 98674
(360) 841-2700
Office Hours: 7:30 a.m. – 4:00 p.m.
Non-student days 9:00 a.m. - 1:00 p.m.

**Business Services**
Modular: 761 Third Street
Mailing Address:
800 Second Street
Woodland, WA 98674
(360) 841-2710
Office Hours: 7:30 a.m. – 4:30 p.m.

**KWRL Office**
989 Frazier Lane
Woodland, WA 98674
(360) 225-8075
Office Hours: 6:00 a.m. – 5:00 p.m.
**Staff Immunizations**

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and recognizing prevention as a means of combating the spread of disease, the WSD recommends employees who come in close contact with children should be immunized against TD (tetanus-diphtheria) and MMR (measles, mumps, and rubella). The immunization form is a record for your personnel file and is available on the website. Please fill out and return to the district office if you have not already done so. Also, if you have been selected as an employee who may need Hepatitis B injections please contact the Facilities and Safety Director. WSD Board Policy No. 6512

**Tobacco Use**

Smoking or any other use of tobacco products shall be prohibited on school district property. This shall include all district buildings, grounds and district owned vehicles. In addition, smoking or any other use of tobacco or tobacco-like products including, but not limited to “electronic cigarettes”, shall be prohibited off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District. This prohibition applies to staff and all volunteers. WSD Board Policy No. 4215

**Drug-Free Schools, Community and Workplace**

Woodland School District maintains a drug-free workplace. It is in violation of WSD Board Policy #5201 for any employee to manufacture, distribute, dispense, possess or use on or in the workplace without a valid prescription any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance.

**Reporting Improper Governmental Action**

Woodland School District encourages the reporting of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for such reporting when the reports are made in compliance with WSD Board Policy #5271.

**Civility**

The District encourages all staff to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school District. The District is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors. WSD Board Policy #5282.

**Discrimination**

Woodland Public School District School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Vicky Barnes, Title IX Officer, Civil Right Coordinator, and Affirmative Action Officer, 800 Second St. Woodland, WA 98674, barnesv@woodlandschools.org, (360) 841-2702
- Jake Hall, 504 Coordinator, 800 Second St. Woodland, WA 98674, hallj@woodlandschools.org, (360) 841-2720

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online. WSD Board Policy No. 5010

**Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.
Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district’s Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district’s sexual harassment policy and procedure, contact your school or district office, or view it online. WSD Policy No. 5011

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** Equity@k12.wa.us | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

### Other Discrimination Complaint Options

**Office for Civil Rights, U.S. Department of Education**


**Washington State Human Rights Commission**

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

### Student Harassment

The Woodland School District is committed to a safe and civil educational environment for all students, parents/legal guardians, employees, volunteers, and community members that is free from harassment, intimidation, or bullying. [WSD Board Policy No. 3207](#)

### Gender-Inclusive Schools

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination. [WSD Board Policy No. 3211](#)

### Religious-Related Activities and Practices

The Board recognizes that views and opinions regarding the relationship of the schools and religion are diverse. While community opinions are important in shaping policy, the board must give primary credence to the United States and Washington State Constitutions, state law and the decisions made by the respective courts when establishing guidelines for making decisions regarding religious-related activities and practices. The Board further accepts the declaration of the State Board of Education that "all students ... possess the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence." [WSD Board Policy No. 2340](#)

### School Bus Driver Training and Responsibility

See [WSD Board Policy No. 6630](#) regarding school bus driver training and responsibility.

*The above referenced policies may be accessed through the district web page*

[https://www.woodlandschools.org/page/14](https://www.woodlandschools.org/page/14)
Payroll/Benefits Information

Payroll information and changes are due by the tenth (10th) of each month. Contact the Benefits Coordinator, Mary Gleason, in the Business Services office at gleasonm@woodlandschools.org or (360) 841-2714 with your benefit questions. Benefits include; medical, dental, vision, life and disability insurance. Full-time and most part-time employees may participate, with eligibility for benefits beginning shortly after hire. You can find the SEBB Enrollment Guide on our website at Departments/Human Resources/Forms and Documents/Benefits and Retirement. You have 60 days from the date of a special qualifying event to submit the forms to make any changes. Otherwise, you can make benefit changes during our Open Enrollment period each fall with changes beginning January 1st.

Payday

Contracts are paid in 12 equal installments over the contract year, September 2022-August 2023. Any adjustments to payroll contracts are due by the 11th of the month. Employees shall be paid on the last state business day of each month. For the school year of 2022-23 payday will fall on the following dates: September 30, 2022, October 31, 2022, November 30, 2022, December 30, 2022, January 31, 2023, February 28, 2023, March 31, 2023, April 28, 2023, May 31, 2023, June 30, 2023, July 31, 2023 and August 31, 2023. When school is not in session, checks and warrants are available to be picked up in the Business Services Office by 4pm (except for December 30, 2022, which due to the holiday, will be mailed).

Section 125

(See appendix for form.)

Employees who may have out-of-pocket payments for medical insurance and/or disability insurance and child-care expenses are eligible for Section 125 (The out-of-pocket premium is deducted before taxes), which includes social security - this will lower your social security contribution - which may make a difference on the amount you can draw upon retirement - if you plan to retire within the next five years you may want to check with your tax accountant.

Long Term Disability Insurance

What would you do if an accident or illness kept you from working and collecting a paycheck? How would you handle your financial obligations? Consider protecting your security with the Insurance Plans offered through SEBB/Standard. These salary insurance plans are voluntary and premiums will be run through payroll deduction. Completed applications, new as well as changeovers, may be received in the business services office. Anyone working more than 17.5 contract hours is eligible to enroll at their corresponding plans.

*Point of interest for those running their Salary Insurance through Section 125. Because your premium is not being taxed when paid - any salary insurance benefits you may receive will be taxable.

Additional Life Insurance

Additional life insurance is offered through Metlife and can be purchased through SEBB enrollment. This premium will be run through payroll deduction.
Tax-Sheltered Annuities

The business services office has a Policies and Procedures Manual on Tax Sheltered Annuities. Please check with the office if you are planning on enrolling in a program. Our policy is there must be a minimum of five employees enrolled in a program before we will implement automatic payroll deduction.

Forms

Employee forms (retirement, CBA’s, FLMA, shared sick leave, pay schedules, direct deposit, W-4, etc.) can be accessed on the District website through Departments/Human Resources/Forms and Documents. Credit Reimbursement and Travel Reimbursement can be found at Business Services/Accounts Payable Documents.

Electronic Direct Deposit

It is a district requirement to sign up for direct deposit upon being hired. The net proceeds of your pay warrant are in your checking or savings account the morning of payday. Exact deposit time will vary by financial institution. If you close your account that is set up for direct deposit, you are required to turn in new information immediately. If you don’t, there may be a delay in getting your paycheck to you as we are required to wait for the funds to be returned by the bank. For further information, contact the business services office.

Address Change/Telephone Change

Address/Telephone changes can be done through Skyward by completing the following steps:

- Login to Skyward
- Go to personal information
- Go to address tab
- Enter your new primary and/or mailing address
- Click the request changes button

You can request your Skyward login information by e-mailing Nicole Galloway at gallowan@woodlandschools.org. For Emergency purposes, a current telephone number should be listed with the Business Services Office - unlisted phone numbers will remain confidential. No address or phone numbers are given out to vendors or parents without your permission.

Name Change

Name changes require a new Social Security card. Bring your social security card to Business Services office to update your information.

COBRA

Continuation of benefits (medical/dental). Upon separation of employment, you will receive a premium renewal notice from SEBB who manages COBRA.

Employee Access

This is a web-based tool which enables viewing of pertinent individual salary, benefits, and leave related information. This program is part of the district’s Financial/HR system, WESPaC/Skyward. To access go to our website and select Menu/Human Resources/Helpful Links/Skyward Employee Access. If you have any questions please contact Mary Gleason at (360) 841-2713 in Business Services.

Union Dues

Certificated Employees Only – (Monthly Rate for Full-Time employees)

<table>
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<th>NEA</th>
<th>WEA</th>
<th>LEA (Local)</th>
<th>NEA-FCPE</th>
<th>WEA-PAC</th>
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<td>NOTE:</td>
<td>NEA-FCPE is a VOLUNTARY CONTRIBUTION. When an authorization is signed, it is continuous each year unless revoked in writing to WEA.</td>
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Secretarial Only – (Monthly Rate for Full-Time employees)

<table>
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<tr>
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<th>WEA</th>
<th>LEA (Local)</th>
<th>NEA-FCPE</th>
</tr>
</thead>
<tbody>
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<td>$1.00 (optional)</td>
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</tr>
<tr>
<td>LEA</td>
<td>$11.01</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NOTE:</td>
<td>NEA-FCPE is a VOLUNTARY CONTRIBUTION. When an authorization is signed, it is continuous each year unless revoked in writing to WEA.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you have any questions, please contact your union representative from the following list.

Woodland Education Association:
President: Kyla Keefer
Vice President: Andrea Edwards
Treasurer: Jennifer Crosby
Membership Chair: Kyla Keefer
Building Representatives:
Columbia Elementary: Tina Hood
North Fork Elementary: Linda Morris
Middle School: Jen Benedict
High School: Elizabeth Vallaire
TEAM/LRA/Yale: Joe Crawford
Special Services: Jennifer Crosby

Woodland Secretarial Association Officers/Representatives:
President: Sarah Hadaller/Jody McLendon
Vice President: Tish Brand/Candice Littleman
Secretary: Heather Finn
Treasurer: Nichole Lester
Building Representatives:
Columbia Elementary School: Candice Littleman
North Fork Elementary School: Shelby Mathesen
Middle School: Jodi McLendon
High School: Sheri Bowman

Classified Service Employees International Union Local 925 Officers:
President: Jonathan Keefer
Vice President: Dana Preston
Secretary/Treasurer: Mary Ann Sturdivan
Building Representatives:
Columbia Elementary School: Dana Ramey
North Fork Elementary School: Cindie Claycamp
Middle School: Dana Preston
High School: Cindie Claycamp

Transportation Service Employees International Union Local 925 Officers:
President: Gary Hollingshead
Vice President: Mindy Grove
Secretary: Mindy Grove
Shop Stewards:
Kalama: Cory Cliffton
Woodland: Teresa Thatcher/Carol Dix
Mechanics: JD Garren

Other Deductions (Automatic)
Social Security: 6.2% of wages up to $137,700
Medicare: 1.45% of wages
Federal Income Tax: Based on W-4 information
Retirement: TRS Plan 2
Retirement: TRS Plan 3
Retirement: SERS Plan 2
Retirement: SERS Plan 3
Labor & Industries: Based on hours worked
Union Dues: 1.7%-SEIU/KWRL w/monthly max of $107.50
Unemployment: Based on yearly gross and FTE-WEA/WSA
Unemployment: Based on wages
School Year Calendar
Here is a link to the 2022-2023 District Calendar.

When You Need a Sub
We use Absence Management (Formerly AESOP), an automated placement system which uses both phone and web, to fulfill/track absences. You need to know your ID and PIN to access AESOP. To increase communication and improve chances of getting a substitute you can select up to 5 preferred substitutes and number them 1-5. They will receive an email when you put in an absence. If you have any questions please call the district office at 360-841-2700.

Cell Phones
While at work, employees are expected to refrain from personal use of cell phones or personal electronic devices. Personal calls during the work day interfere with employee productivity and is distracting to others.

Dress
Employees are expected to present a well-groomed and professional appearance. The District expects that all employees are neat, clean, and wear appropriate attire that is in good taste and suitable for an educational setting. Dress or attire considered disruptive, inappropriate or which adversely affects the educational atmosphere is not acceptable.

Guideline on the Use of Social Media
In order to maintain professional staff/student boundaries the guidelines in the appendix list apply to all staff using social media, whether a professional account during work hours or a personal account at home. WSD Board Policy No. 5253

Extra-Curricular Job Opportunities
Job opportunities are available after school during the sport’s seasons as ticket takers, supervisors and school dance supervisors. Please contact the appropriate schools for schedules and sign up forms.

Employment Requirements
Under Federal law, all applicants who are hired must be United States citizens or legally eligible to be employed in the United States. Washington State law requires new employees to have a state and national fingerprint background check. The successful candidate will be employed on a conditional basis subject to a satisfactory background check and approval by the Board of Directors. Please check in the district office for forms and information regarding the above.

Staff Safety
It is the duty of Woodland Public Schools to keep its students and staff safe. Woodland School District provides staff safety orientations, and employees can access various safety and job specific trainings under the online Safe Schools Training Program. Links to the Safe Schools Training site, the Accident Prevention Program and the Hazardous Communication Program are available on the district website. Please take time to familiarize yourself with these programs, for the safety of students and staff. If you are injured on the job please fill out the Employee incident Report available on our website, District/Departments/Facilities/Accident Prevention. If you have a safety concern or question, please don’t hesitate to contact Scott Landrigan, Director of Facilities and Safety at (360) 841-2741/(360) 957-9567. WSD Board Policy No. 6511

Notice to Employees: Self-Insured Business
Woodland Public Schools is self-insured. You are entitled to all of the benefits required by the state of Washington’s workers’ compensation (industrial insurance laws.) These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulation by the Department of Labor and Industries (L&I). If you should become inured on the job or develop an occupational disease, immediately report your injury or condition to Tracey Usher, ESD 112 Insurance Programs Claims Adjuster, (360) 952-3584/(360) 750-7504 Workers’ Compensation Filing Information

School Closures
Inclement weather can always cause school delays or closures. To stay informed, please refer to any of the following resources, as well as local radio and televisions stations.
**Alerts**

We have added an alert feature to our website. Alerts will show up on our site for urgent news, such as school closures, and other information (example-changes to game times and schedules). The alert bars will be displayed across the top any page.

**School Messenger**

Woodland Public Schools has implemented a telephone notification system that will be used in the event of changes to school schedules, cancellation of school or school emergencies. We also may use the system to call for such things as student absences, low lunch balances, bus schedule changes and similar events. On mornings with school delays, you can expect a telephone call around 6:30 am. If you wish to know of school schedule changes prior to that time you may wish to listen to the radio or watch the morning news, as those changes will be broadcast there, too. This website will post alerts, also (see above-Alerts). Please make sure your phone number is current in Skyward.

**How Do I Learn about School Schedule Changes?**

The determination to delay the start of, or close schools is made very early in the morning. The target is to make the decision no later than 5:30 am. Once the decision is made there are FIVE different types of communication set up.

1) The announcement is posted to the home page of the website, www.woodlandschools.org in a red box located in the upper left corner.

2) The announcement is tweeted. Our Twitter name is "@WoodlandPS". You can get a text message sent to you as soon as it is tweeted by texting "follow woodlandps" to 40404. If you wish to stop receiving texts then text "off woodlandps" to 40404 and they will stop.

3) The announcement is posted to Facebook. Our Facebook page is "Woodland Public Schools". "Like" us and you will get our feed.

4) The announcement is set up through the regional "FlashAlert" system. The Woodland Public Schools uses FlashAlert, an Internet-based system for delivering changes in schedule to the news media.
   - Message delivery has been extended directly to the public through FlashAlert Messenger. You may self-register and manage up to three home or office email and/or cell phone text message addresses - and your Twitter address, too - and receive emergency information just minutes after we post it, at no cost to you.
   - To get started, go to FlashAlert.net and click on our region on the map. Choose our organization category and then our name. You start the subscription process by filling in your email address.
   - You may enter one or two more email or cell text addresses. After entering them, you will launch a validation message to each address. You must obtain the two-letter code in the message and post it back into your account to validate that address. This is done to make sure that your messages will reach you.

5) An automated telephone call is set up to ring the primary telephones we have listed in Skyward. These automated calls go out around 6:30 am.

6) Radio/Television stations receive the Flash Alert messages and broadcast closures regularly. In some cases, they miss districts and do not broadcast all of them.
   - If you need to receive messages on schedule changes before 6:30, please consider using methods 1-4. If you cannot, because of lack of cell phone coverage, television/radio, or internet we will be happy to put you on a special call list that rings phones at about 5:30 am. If you wish to be put on this call list, please contact Nicole Galloway at gallowan@woodlandschools.org.

**WCC Weather-Related Late Starts and Closures:**

- All weather-related late starts: WCC is closed.

If school is dismissed for any reason, parents of WCC children must pick up their children within 2 hours of dismissal.
Appendix List

Policies/Notifications:

Electronic Resources
Copyright Compliance
Field Trips, Excursions and Outdoor Education
Religious-Related Activities and Practices
Prohibition of Harassment, Intimidation and Bullying
Gender-Inclusive Schools
Student Conduct Expectations and Reasonable Sanctions
Child Abuse and Neglect Prevention
Regulation of Dangerous Weapons on School Premises
Tobacco Use
Notification of Threats of Violence or Harm
Nondiscrimination and Affirmative Action
Sexual Harassment
Drug-Free Schools, Community and Workplace
Maintaining Professional Staff/Student Boundaries
Reporting Improper Governmental Action
Disciplinary Action and Discharge
Civility
Family, Maternity and Military Caregiver Leave
Infectious Control Program
School Bus Driver Training and Responsibility
Pesticide Notification, Posting and Record Keeping
Staff Safety
Premium Only Opt Out Form
Guidelines on the Use of Social Media

Policy 2022
Policy 2025
Policy 2320
Policy 2340
Policy 3207
Policy 3211
Policy 3240
Policy 3421
Policy 4210
Policy 4215
Policy 4314
Policy 5010
Policy 5011
Policy 5201
Policy 5253
Policy 5271
Policy 5281
Policy 5282
Policy 5404
Policy 6512
Policy 6630
Policy 6895
Policy 6511

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Woodland School District

Premium Only Opt Out Form


Name of Employee: ____________________________________________  Plan Year: 9/1/2022 - 8/31/2023

Social Security Number: _________________________________________

Employee out-of-pocket health insurance premiums will be set up in your payroll profile as “pre-tax” (reducing your overall taxable income gross for the year) * unless you fill out and submit this premium only opt out form to the Woodland School District Payroll Office by Sept 30th of each school year. (Open enrollment.). **If you do not wish to make any changes, there is no action required by you.**

[ ] I do not wish to pre-tax my out-of-pocket Health, Dental and Vision Insurance premiums.

I understand that if I do not complete a new election form that my benefit elections(s) for the current plan year will remain in effect for the next plan year. I also understand that the premiums under Section 125 cannot be revoked or changed during the Plan Year. The only exception is that you may change your election on account of and consistent with an IRS approved status change (e.g. change in legal marital status; change in number of dependents; change in employment status; dependent satisfies or ceases to satisfy dependent eligibility requirements; resident change), cost or coverage changes, and such other events as would permit a revocation or change of election under IRC 125 regulations. The election change must be requested within 30 days of the event and must be on account of and consistent with the status change as defined in the Plan. Before the beginning of each Plan Year, I will be offered the opportunity to change my election for the following Plan Year. If I do not make a new election before each plan year, my existing plan year’s election will remain in force. Financial hardship does not qualify as a change in family status. It is each employee’s responsibility to see that paperwork for needed changes is completed during this open enrollment period.

* Choosing to have your health insurance premiums processed as “pre-tax”, therefore reducing your yearly taxable gross, carries the effect of reducing your Social Security benefit upon retirement.

_______________  _______________  _______________
Date  Employee’s Signature  Home Phone
Guidelines on the Use of Social Media

Professional vs. Personal Social Media

Professional social media is a work-related social media activity that is either school-based (e.g., a Woodland Public Schools principal establishing a Facebook page for his/her school or a teacher establishing a Facebook page or blog for his/her class), non-school-based (e.g., District office staff establishing a Facebook page to facilitate the office’s administration), or related to professional development (e.g., online professional learning community).

Personal social media use is a non-work-related social media activity (e.g., a Woodland Public Schools employee establishing a Facebook, Twitter, or other social media account for his/her own personal use).

District Use of Social Media

Only the professional use of social media is allowed during work hours, and at any time on District owned technology (computers, tablets etc.)

Social media sites are blocked on all District computers, with the exception of staff computers where the employee has received permission from their supervisor (principal) to make use of social media for professional/educational communication.

All District use of social media must be with an account created using your District supplied email address (@woodlandschools.org), not with a personal email account.

If you have an existing account used for school purposes with a personal email address, either change the address associated with it or close the account and create a new one. If you are not clear how to do this contact the tech department for assistance.

Guidelines on the Use of Social Media - Professional and Personal

In order to maintain professional staff/student boundaries (Policy No. 5253) the following guidelines apply to all staff using social media, whether a professional account during work hours or a personal account at home.

- Avoid communicating personally with currently enrolled Woodland Public Schools students on personal social media sites. This type of communication includes, but is not limited to:
  - Friending
  - Following
  - Commenting on students’ pages
  - Posting on students’ pages
- Use common sense, professional judgment and caution.
- Avoid “tagging” photos or videos of Woodland Public Schools employees, volunteers, contractors or vendors without their permission.
- Avoid posting personally identifiable student information or tagging photos or videos of students on personal social media sites.
- Use good judgment and consider refusing or ignoring requests from any Woodland Public Schools students to join social media networks.
- Avoid giving students your personal contact information.
- If you use social media for personal purposes, consider removing current Woodland Public Schools students from your accounts on those sites.
- Be aware that Woodland Public Schools has a right to monitor your professional social media sites and has access to all of your public online behavior. If you have any concerns about a post, you should consult with your administrator before you post, not after.
- These guidelines are in addition to the information on Professional Boundaries in the annual “What Every Employee Must Be Told” training.
- These guidelines apply 24/7 every day of the year.
- Woodland Public Schools’ Social Media Guidelines apply only to WPS employees. Students are covered by the Student Discipline Code.