

**WOODLAND**  
**Public Schools**  
*Excellence in Education*

**EMPLOYEE**  
**PERSONNEL & POLICY**  
**INFORMATION**  
for  
**Woodland Schools**  
**2016 - 2017**



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## Superintendent's Welcome

As a member of the Woodland Public Schools family you are engaged in noble work. Work that, at its very core, is about creating. It is arguable that we are the most important of the creative professions. Beyond creating marvelous learning experiences we have the opportunity to create a future of opportunity for children.

The most important person in the life of a child is the one who cares enough to invest in that child's life. For many that person is a parent or grandparent. For some it is a teacher, a coach, a secretary, a principal, a custodian, a bus driver, a para. Too often we identify our work in education by our title or role. Most children we serve care little for our title. They care deeply that we love them unconditionally, care for them, and are invested in creating with them a future of possibility, hope, and excellence.

Our vision is clear:

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 most important priority in hiring the twenty-nine new faculty and staff who join us this fall is their individual positive energy, predisposed value for kids, and a clear belief and hope that this vision will become our reality. I am excited to serve a great team and be led by a school board with a clear vision for a future of hope and a clear focus on providing excellence for all children.

My hope lies in the fixed belief that together we will find it morally unconscionable that any child would be allowed to fail.

We exist to provide an excellent education to children. This is our tradition. This is our future.

Thank you for your service on behalf of children.

In Hope,



Michael Z. Green  
**Superintendent**



## 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.

<u>Board Members:</u>	District #1 District #2 District #3 District #4 District #5	Sarah Stuart Janice Watts Lesa Beuscher Matt Donald Steve Madsen Michael Green
<u>Administration Office:</u>	Superintendent Asst. Superintendent/Director of Learning Human Resources Manager Executive Secretary Administrative Secretary District Registrar/Administrative Secretary	Asha Riley Vicky Barnes Nicole Galloway Sarah Hadaller Jody Brentin
<u>Business Services:</u>	Executive Director of Business Services Payroll / Personnel Manager Procurement/Apprenticeship Coordinator Business Services Assistant	Stacy Brown Carol Ann Wood Stephanie Patterson Chrissy Oliver
<u>Facilities/Safety</u>	Facilities and Safety Director Secretary	Scott Landrigan Tegan Steen
<u>Technology Services</u>	Technology Manager Tech 3 Tech 2 Tech 1	Steve Rippl Travis Borders Will Weaver James Doty
<u>High School:</u>	Principal Assistant Principal Administrative Secretaries Building Secretaries	John Shoup Dan Uhlenkott Cindy Thoeny/Tish Brand Julie Arndt/Cindy Hadaller/Sheri Bowman
<u>TEAM High School:</u>	Principal Administrative Secretary	Dan Uhlenkott Tish Brand
<u>Middle School:</u>	Principal Assistant Principal Administrative Secretary Building Secretaries	Jacob Hall Angela Campbell Crystal Roskoski Jodi McLendon/Christy Bisconer
<u>Intermediate School:</u>	Principal Administrative Secretary Building Secretary	Steven Carney Mary Feris Lucy Russell
<u>Primary School:</u>	Principal Administrative Secretary Building Secretary	Ingrid Colvard Teresa Young Lori Cline
<u>Special Services</u>	Director Administrative Secretary	Deb Kernen Michelle McLaughlin
<u>Yale School:</u>	Principal Secretary	Ingrid Colvard/Asha Riley-Transition 16-17 Teresa Young/Lori Cline
<u>Lewis River Academy (LRA):</u>	Director Secretary	Asha Riley Sherri Franke
<u>KWRL Transportation Services:</u>	Transportation Director Assistant Transportation Director Assistant Dispatcher/Secretary Transportation Specialist	Shannon Barnett Donna Sheppard Rosemary Forsberg/Sheila Schafer Kady Gates/Brandy Jackson

## About Our School District

### Our Mission

It is the Mission of the Woodland Public School District to educate all students to excel in their chosen endeavors while becoming productive members of society.

### Our Schools

#### Woodland Primary School

600 Bozarth Avenue  
Woodland, WA 98674  
(360) 841-2900  
Office Hours: 8:00 a.m. – 4:30 p.m.  
School Days/Hours:  
Mondays: 10:05 a.m. – 3:20 p.m.  
Tues-Fri: 8:50 a.m. – 3:20 p.m.

#### Woodland Middle School

755 Park Street  
Woodland, WA 98674  
(360) 841-2850  
Office Hours: 8:00 a.m. – 4:00 p.m.  
School Days/Hours:  
Mondays: 10:00 a.m. – 3:35 p.m.  
Tues-Fri: 8:45 a.m. – 3:35 p.m.

#### Lewis River Academy

800 Third Street  
Woodland, WA 98674  
(360) 841-2704  
Office Hours: 8:00 a.m. – 4:00 p.m.  
School Days/Hours:  
Mondays: 9:45 a.m. – 3:00 p.m.  
Tues-Fri: 8:30 a.m. – 3:00 p.m.

#### Yale Elementary School

11842 Lewis River Road  
Ariel, WA 98603  
(360) 231-4246  
Office Hours: 6:30 a.m. – 3:00 p.m.  
School Days/Hours:  
Mondays: 10:15 a.m. – 2:30 p.m.  
Tues-Fri: 7:45 a.m. – 2:30 p.m.

#### Woodland High School

1500 Dike Access Road  
Woodland, WA 98674  
(360) 841-2800  
Office Hours: 8:00 a.m. – 4:00 p.m.  
School Days/Hours:  
Mondays: 9:40 a.m. – 3:15 p.m.  
Tues-Fri: 8:25 a.m. – 3:15 p.m.

#### WCC

600 Bozarth Avenue  
Woodland, WA 98674  
(360) 607-7926  
M-F: 6:30 a.m. – 6:00 p.m.  
(Before and After School Only)

#### Woodland Intermediate School

2250 Lewis River Road  
Woodland, WA 98674  
(360) 841-2750  
Office Hours: 7:30 a.m. – 4:00 p.m.  
School Days/Hours:  
Mondays: 9:40 a.m. – 2:55 p.m.  
Tues-Fri: 8:25 a.m. – 2:55 p.m.

#### T.E.A.M. High School

Modular: 759 Third Street  
Mailing Address:  
1500 Dike Access Road  
Woodland, WA 98674  
(360) 841-2740  
School Days/Hours:  
Mondays: 10:00 a.m. – 3:00 p.m.  
Tues-Fri: 8:00 a.m. – 6:00 p.m.

### Administration

#### District Office

800 Second Street  
Woodland, WA 98674  
(360) 841-2700  
Office Hours: 8:00 a.m. – 4:00 p.m.

#### Business Services

Modular: 761 Third Street  
Mailing Address:  
800 Second Street  
Woodland, WA 98674  
(360) 841-2710  
Office Hours: 8:00 a.m. – 4:00 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 administration 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 Business Services office. Policy #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. Policy #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 Board policy #5271.

## Sexual Harassment

Woodland School District recognizes its responsibility to provide a working environment free from all types of discrimination, including sexual harassment.

Sexual harassment is defined as any of the following when made within the work setting and unwelcome by the person to whom directed: requests for sexual favors; deliberate verbal, visual, or physical advances or conduct of a sexual nature; and/or exposure to offensive sexual innuendo. Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or,
3. Unwelcome sexual or gender-directed conduct or communication interferes with an Individual's performance or creates an intimidating, hostile or offensive environment.

Any employee who believes he/she has been subjected to sexual harassment or intimidation on the job is strongly encouraged to bring the matter to the immediate attention of his/her immediate supervisor, the personnel department, or any administrator with whom he/she feels comfortable in discussing the matter.

Complaints should be reported to Vicky Barnes, Human Resource Manager/Title IX officer. All such complaints will be promptly investigated, and where appropriate, immediate corrective action will be taken.

Any employee who has been found, after investigation, to have been in violation of the WSD's sexual harassment policy will be subject to disciplinary action up to and including discharge. Policy #6590.

## Student Harassment

See attached policy #3207 regarding student harassment.

## Religious-Related Activities and Practices

See attached policy #2340 regarding religious-related activities and practices.

## School Bus Driver Training and Responsibility

See attached policy #6630 regarding school bus driver training and responsibility.

*\*The above referenced policies may be accessed through the district web page ([www.woodlandschools.org/policies](http://www.woodlandschools.org/policies)).*

**Join Us for the Woodland School District 2016 Benefits Fair  
Woodland High School (1500 Dike Access Road) 3:30 PM to 5:30 PM.**

**Payroll information and changes are due by the tenth (10<sup>th</sup>) of each month**

**Woodland School District  
Insurance Rates 2016-2017 (Monthly Rates)**

<b>WEA Premera Blue Cross PPO Plans Medical</b>	<b>PLAN 2 \$300 DED</b>	<b>PLAN 3 \$500 DED</b>	<b>BASIC \$2,100 DED</b>	<b>EasyChoice A \$1,250 DED</b>	<b>EasyChoice B \$750 DED</b>
Employee	\$979.90	\$895.85	\$532.55	\$659.70	\$659.70
Employee & Spouse	\$1,793.75	\$1,640.10	\$966.80	\$1,198.70	\$1,198.70
Employee & Child(ren)	\$1,308.40	\$1,196.30	\$706.25	\$875.30	\$875.30
Employee, Spouse & Child(ren)	\$2,150.55	\$1,966.50	\$1,158.20	\$1,436.35	\$1,436.35

<b>WEA Premera Blue Cross PPO Plans Medical continued</b>	<b>HDHP W/HSA \$1,750 DED</b>	<b>KAISER PERMANENTE HMO PLAN PLAN C15D \$0 DED</b>
Employee	\$516.80	\$790.16
Employee & Spouse	\$938.05	\$1,580.31
Employee & Child(ren)	\$685.30	\$1,106.22
Employee, Spouse & Child(ren)	\$1,108.40	\$1,896.37

<b>Dental</b>	<b>KAISER</b>	<b>DHMO PlanU</b>	<b>PPO PLAN FG</b>	<b>Vision</b>	<b>Standard VSP</b>
Employee	\$87.77	\$73.64		Employee	\$9.32
Employee & Spouse	\$173.78	\$145.80		Employee & Spouse	\$20.08
Employee & Child(ren)	\$170.26	\$142.85		Employee & Child(ren)	\$16.20
Employee, Spouse & Child(ren)	\$257.17	\$215.76		Employee, Spouse & Child(ren)	\$26.96

Our Vision plan is VSP. It is mandatory for all benefits eligible employees.

If you have any changes on your medical coverage - Medicare eligibility, child addition or deletion, etc., please notify payroll - these all affect your medical premium.

The new rates will be deducted from your October 2016 pay.

2016-2017 State Allocation - **\$780.00** for fulltime employees. Additional dollars may be available through benefit and allocation pooling. From this state allocation, Dental and Vision are deducted. The amount remaining may be applied toward the medical premiums.

**Summaries of PREMERA and Kaiser medical and dental benefits are available on the District Website.**

**[www.woodlandschools.org](http://www.woodlandschools.org) / District / Staff / Employee Information / Benefits & Retirement.** If you are not on a plan or wish to change your current plan, you must fill out application forms, which are also available online. Changes must be made by **September 30, 2016** for insurance to be effective November 1st. **All changes must be made by September 30, 2016.** For changes please contact Chrissy Oliver in Business Services.

**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.

## Union Dues

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

<b>NEA</b>	\$15.58	<b>WEA</b>	\$34.67	<b>Community Outreach</b>	\$1.00
<b>LEA (Local)</b>	\$10.00			<b>Paramount Duty Assessment</b>	\$1.00
<b>Uni-Serve</b>	\$17.33	<b>NEA-FCPE</b>	\$1.00 (optional)	<b>WEA-PAC</b>	\$2.25 (optional)
<b>NOTE:</b>	<b>NEA-FCPE is a VOLUNTARY CONTRIBUTION. When an authorization is signed, it is continuous each year unless revoked in writing to WEA.</b>				

The Woodland Education Representatives have all information for certificated employees regarding your union. If you have any questions, please contact your union representative - from the following list.

#### Woodland Education Association:

<b>Co-Presidents:</b>	Shari Conditt	<b>Building Representatives:</b>	
<b>Treasurer:</b>	Andrea Edwards	Primary School:	TBD
<b>Secretary:</b>	Brent LiaBraaten	Intermediate School:	Carlotta Propersi
<b>Membership:</b>	Brent LiaBraaten	Middle School:	Robin Uhlenkott
		High School:	Devon Hillman

#### Woodland Secretarial Association Officers/Representatives:

<b>President:</b>	Teresa Young	<b>Building Representatives:</b>	
<b>Vice President:</b>	Jodi McLendon	Primary School:	TBD
<b>Secretary:</b>	Mary Feris	Intermediate School:	Mary Feris
<b>Treasurer:</b>	Cindy Thoeny	Middle School:	TBD
		High School:	Cindy Thoeny

#### Classified Service Employees International Union Local 925 Officers:

<b>President:</b>	James Doty
<b>Steward WMS/WHS:</b>	Steve Lappe
<b>Steward WPS:</b>	Diana Ramey

#### Transportation Service Employees International Union Local 925 Officers:

<b>President:</b>	Candy Koethe	<b>Shop Stewards:</b>	
<b>Vice President:</b>	Chris Caffall	Kalama:	John Deveny
<b>Secretary:</b>	Teresa Thatcher	Woodland:	Connie Rogers & Joni Ewert
		Ridgefield & La Center:	Liz Chick

## Other Deductions (Automatic)

Social Security	6.2% of wages up to \$118,500
Medicare	1.45% of wages
Federal Income Tax	Based on W-4 information
Retirement	TRS Plan 2
	TRS Plan 3
Retirement	SERS Plan 2
	SERS Plan 3
Labor & Industries	Based on hours worked
Unemployment	Based on wages

## Payday

Payroll runs from the 11<sup>th</sup> of the month to the 10<sup>th</sup> of the next month. Employees shall be paid on the last business day of each month. For the school year of 2016-17 payday will fall on the following dates: September 30, 2016, October 31, 2016, November 30, 2016, December 30, 2016, January 31, 2017, February 28, 2017, March 31, 2017, April 28, 2017, May 31, 2017, June 30, 2017, July 31, 2017 and August 31, 2017. When school is not in session, checks and warrants are available to be picked up in the District Office by 4pm. (except for December 30, 2016, which due to the holiday, will be mailed) Direct Deposit is strongly encouraged.



## Salary/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 WEA Salary Insurance Plans offered through American Fidelity Assurance Company. While you recover, American Fidelity will pay you a significant percentage of your income. Open Enrollment for WEA Salary Insurance will be held in the spring. These salary insurance plans are voluntary and premiums may be run through payroll deduction. Completed applications, new as well as changeovers, may be received in the district 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.**

## Tax-Sheltered Annuities

The payroll office has a Policies and Procedures Manual on Tax Sheltered Annuities. Please check with payroll 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.

## Electronic Direct Deposit

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. For further information, contact the payroll 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](mailto:gallowan@woodlandschools.org).

For **Emergency** purposes, a current telephone number should be listed with the Business 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 to update your information.

## COBRA

Continuation of benefits (medical/dental). Upon separation of employment, you will receive an information packet from Polestar, our third party COBRA administrator.

## School Year Calendar

A copy of the 2016-2017 and 2017-2018 school year school calendars are found in appendix.

## Forms

Business forms (timesheets, administrative request for classified non-contract hours, class/clock hour reimbursement, direct deposit, W-4, placement on LEAP, certificated optional days, requisition/request and travel reimbursement, unpaid leave) can be accessed on the District website through Staff/Information for Employees at <http://www.woodlandschools.org/node/103>

## 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 Staff/Information for Employees/Employee Access. If you have any questions please contact Chrissy Oliver at 360.841.2713 in Business Services.

## When You Need a Sub

We use 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. 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 excessive personal use of cell phones. 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 ([policy no. 5253](#)) 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.

## 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.

Woodland Public Schools 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. Inquiries regarding compliance procedures may be directed to the School District's Title IX Officer and Affirmative Action Officer, Vicky Barnes, 800 Second St. Woodland, WA 98674, [barnesv@woodlandschools.org](mailto:barnesv@woodlandschools.org), (360) 841-2702, or 504 Coordinator, Deb Kernen, 800 Second St. Woodland, WA 98674, [kernend@woodlandschools.org](mailto:kernend@woodlandschools.org), (360) 841-2720.

## 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 7:00 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 by contacting your school secretary.

## 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 5:30am. 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](http://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 our student database. These automated calls go out between 6:30 and 7:00 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 have 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, call the district office at 360.841.2700.

## 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

American Fidelity Assurance Co. Premium Election Form

Policies:

Electronic Resources	Policy 2022
Copyright Compliance	Policy 2025
Field Trips, Excursions and Outdoor Education	Policy 2320
Religious-Related Activities and Practices	Policy 2340
Prohibition of Harassment, Intimidation and Bullying	Policy 3207
Student Conduct Expectations and Reasonable Sanctions	Policy 3240
Child Abuse and Neglect Prevention	Policy 3421
Regulation of Dangerous Weapons on School Premises	Policy 4210
Tobacco Use	Policy 4215
Notification of Threats of Violence or Harm	Policy 4314
Nondiscrimination and Affirmative Action	Policy 5010
Drug-Free Schools, Community and Workplace	Policy 5201
Maintaining Professional Staff/Student Boundaries	Policy 5253
Guidelines on the Use of Social Media	
Reporting Improper Governmental Action	Policy 5271
Disciplinary Action and Discharge	Policy 5281
Family, Maternity and Military Caregiver Leave	Policy 5404
Infectious Control Program	Policy 6512
Sexual Harassment	Policy 6590
School Bus Driver Training and Responsibility	Policy 6630
Pesticide Notification, Posting and Record Keeping	Policy 6895

2016-2017 Calendar

2017-2018 Calendar

# Woodland School District and American Fidelity Assurance Company

*Premium Only Election Form*

Employer: Woodland School District, Woodland, Washington

Work Site: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Plan Year: 03/01/2016 to 02/29/2017

Social Security Number: \_\_\_\_\_

Please check one of the options below:

- I wish to pre-tax my out-of-pocket Health, Dental and Vision Insurance premiums. See notice below.
- 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Home Phone



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### ELECTRONIC RESOURCES

The Woodland School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Woodland School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The Board directs the superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

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Cross References:	Board Policy	2020	Curriculum Development and Adoption of Instructional Materials
		2025	Copyright Compliance
		3241	Classroom Management, Discipline and Corrective Action
		5281	Disciplinary Action and Discharge
		3207	Prohibition of Harassment, Intimidation and Bullying
		4040	Public Access to District Records
		3231	Student Records

Legal Reference:	18 USC 2510-2522	Electronic Communications Privacy Act
	Pub. L. No. 110-385	Protecting Children in the 21 <sup>st</sup> Century Act

Management Resources:	Policy News, Feb. 2012	Federal Guidance Requires change to Electronic Resource Policy
	Policy News, June 2008	Electronic Resources
	<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
	<i>Policy News</i> , August 1998	Permission required to review e-mail

Revision Date: 10/27/08, 5/14/12, 9/18/14  
Adoption Date: July 17, 2002  
Woodland School District #404

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### **COPYRIGHT COMPLIANCE**

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using of audio-visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of "fair use", these four standards must be met for any of the foregoing purposes:

- A. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship.
- B. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered "fair use"; copying a small portion may be if these guidelines are followed.
- D. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required. The superintendent, copyright compliance officer or designee shall file his or her designation as the district's agent to receive notifications of claimed infringement with the federal Copyright Office.

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Cross Reference:	Board Policy 2022	Electronic Information Systems (Network)
Legal References:	P.L. 94-553	Federal Copyright Law of 1976
	P.L. 105-304	(U.S. Code, Title 17)
		Digital Millennium Copyright Act of 1998

Adoption Date: July 17, 2002  
Woodland School District #404



**FIELD TRIPS, EXCURSIONS AND OUTDOOR EDUCATION**

The Board recognizes that field trips, excursions and outdoor education, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. In addition, the Board recognizes that occasionally there may be reason to permit field trips with less academic relevance.

Field trips which take students in grades kindergarten through grade six out of the state (except the Portland Metro vicinity) or are planned to keep students out of the district overnight must be approved in advance by the Board. The School Board grants authority to the Superintendent to approve field trips that involve students in grades seven through twelve and include overnight trips and travel to destinations within five-hundred road miles. The board will be notified of the approval of all such field-trips.

Outdoor education resident school plans shall be presented to the board for annual approval. The superintendent has the authority to approve all other field trips.

The superintendent shall develop procedures for the operation of a field trip or an outdoor education activity, which shall insure that the safety of the student shall be protected and that parent permission is obtained before the student, leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities, which enhance its usefulness. Private vehicles may be used to transport students if approval is obtained in advance from the principal.

No staff member may solicit students for any privately arranged field trip or excursion without board permission.

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Cross References:	Board Policy 6625	Private Vehicle Transportation
Legal References:	3520 RCW 28A.330.100(5) 62.20.20 WAC 181-87-090	Student Fees, Fines, Charges Additional powers of board Parks, bathing beaches, public camps Contracts for cooperation Improper remunerative conduct

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## 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." To this end, the Board hereby establishes the following guidelines to preserve the rights of all students within the framework of the respective constitutions.

- A. Instruction about religious matters and/or using religious materials shall be conducted in an objective, neutral, non-devotional manner and shall serve a secular educational purpose. History, sociology, literature, the arts and other disciplines taught in school may have a religious dimension. Study of these disciplines, including the religious dimension, shall give neither preferential nor disparaging treatment to any single religion or to religion in general and must not be introduced or utilized for devotional purposes.

Criteria used to guide academic inquiry in the study of religion shall seek the same neutrality, objectivity and educational effectiveness expected in other areas of the curriculum. In addition, materials and activities should be sensitive to America's pluralistic society and should educate rather than indoctrinate. Instructional activities should meet the three-part test established and used by the U.S. Supreme Court to determine constitutionality: (1) the activity must have a secular purpose; (2) the activity's principal or primary effect must be one that neither advances nor inhibits religion; and (3) the activity must not impose excessive involvement on the part of the school in order to maintain a neutral position towards the advancement of religion. This constitutional restriction shall not preclude a student from expressing his/her views relative to belief or non-belief about a religious-related issue in compositions, reports, music, art, debate and classroom discussion, when consistent with the assignment.

All religious-related instructional materials and/or activities must relate to a secular student learning goals or standards. Staff shall avoid assigning work that emphasizes the religious aspects of a holiday. Individual students should be allowed, at their own direction, to use religious personages, events or symbols as a vehicle for artistic expression, if consistent with the assignment. State law prohibits staff from requiring that students reveal, analyze or critique their religious beliefs, from grading academic work on its religious expression if any, from censoring or imposing consequences on students who engage in religious expression in accordance with the law, or from imposing the religious beliefs of the staff member on students.

- B. A student may decline to participate in a school activity that is contrary to his/her religious convictions.
- C. If non-curriculum-related student groups are permitted to meet on school premises immediately before or after school hours, students shall be permitted to meet to discuss religious, political, philosophical or other issues provided such group meetings are student-initiated and student-managed in compliance with Board Policy 2153, Non-curriculum Related Student Groups.
- D. Religious groups may rent school facilities under the policy providing for facilities rental. Activities of such groups shall be clearly separated from school sponsored activities so that the

school district does not support or appear to support the establishment of religion.

- E. A student may distribute religious literature under the same conditions that other literature may be distributed on the campus provided that such distribution does not intrude on the operation of the school.
- F. Material and/or announcements promoting religion may not be distributed by non-students or on behalf of groups or individuals who are not students.
- G. Religious services, programs or assemblies shall not be conducted in school facilities during school hours or in connection with any school sponsored or school related activity. Speakers and/or programs that convey a religious or devotional message are prohibited. This restriction does not preclude the presentation of choral or musical assemblies, which may use religious music or literature as a part of the program, or assembly.
- H. Musical, artistic and dramatic presentations, which have a religious theme, may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They shall be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a non-religious nature.  
  
Since a variety of activities are included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs shall not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays and other dramatic activities shall not be used to convey religious messages. Religious symbols such as nativity scenes, if used, shall be displayed in conjunction with a variety of secular holiday symbols so that the total presentation emphasizes the cultural rather than religious significance of the holiday.
- I. A student, upon the request of a parent, may be excused to participate in religious instruction for a portion of a school day provided the activity is not conducted on school property. (Credit shall not be granted for such instruction)
- J. Upon receipt of a parent(s) request, a student shall be excused from attending school in observance of a religious holiday.
- K. Students may wear religious attire or symbols provided they are not materially and substantially disruptive to the educational process.
- L. As a matter of individual liberty, a student may of his/her own volition engage in private, non-disruptive prayer at any time not in conflict with learning activities. School staff shall neither encourage, or discourage a student from engaging in non-disruptive oral or silent prayer or any other form of devotional activity.
- M. No student or staff member shall be subjected to harassment or discrimination on religious grounds. Acts of harassment or discrimination will not be tolerated and will constitute grounds for disciplinary action.
- N. Commencement exercises shall be free from sectarian influence, including invocations and

benedictions.

- O. There shall be no school sponsorship of baccalaureate services. Interested parents and students may plan and organize baccalaureate exercises provided that the service is not promoted through the school and staff, and student participation is voluntary.
- P. This policy shall apply to all school related activities including extra-curricular.
- Q. The superintendent will insure that all staff are familiar with this policy and its provision, and develop procedures to implement the above.

Students, parents and staff who are aggrieved by violations of the above may register their concern with the building principal.

Cross References:	Board Policy	2153	Non-curriculum-related Student Groups
		3122	Student Absences
		3220	Freedom of Expression
		3223	Freedom of Assembly
		3224	Student Dress
		4220	Complaints Regarding Staff or
Program		4237	Contests, Advertising and Promotions
		4235	Public Performances
		4260	Use of School Facilities
Legal References:	U.S. Constitution	First Amendment, Fourteenth Amendment	
	Wash. Constitution Art. I,	11	
	Wash. Constitution Art. IX Sec. 4 and Art. XXVI		
	RCW 28A.600.025		Student rights of religious expression
			Duty of superintendent of public instruction to inform school districts
	WAC 392-400-227		School district rules defining
student's			religious rights

Revision Date: 01-23-08  
Adoption Date: July 17, 2002  
Woodland School District #404

## **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an 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 the school.

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

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

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

### **Behaviors/Expressions**

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 policy 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 other district policies or building, classroom or program rules.

### **Training**

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 annual training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district 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, to law enforcement referrals.

**Students with Individual Education Plans or Section 504 Plans**

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

**Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees 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.

**Compliance Officer**

The superintendent will appoint a compliance officer as the primary district 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 superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

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Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action
	Policy 5011	Sexual Harassment
Legal Reference:	RCW 28A.300.285	Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee Management

**Resources:**

**Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities  
(OCR 10/21/2014)**

*Policy News, December 2014*  
*Policy News, December 2010*

*Policy News, April 2008*  
*Policy News, April 2002*

Revision Date: 10/27/08, 7/25/11, 9/28/15  
Adoption Date: October 8, 2003  
Woodland School District #404

## STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning;
- D. Comply with district rules and regulations; and
- E. Submit to the authority of staff and reasonable discipline imposed by school employees, and respond accordingly.

The superintendent will develop written rules of conduct, which will carry out the intent of the board and establish procedures necessary to implement this policy.

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Cross References:

Policy 3241	Classroom Management, Corrective Actions or Punishment
Policy 6605	Student Safety Walking to School and Riding Buses
Legal References: RCW 4.24.190	Action against parent for willful injury to property by minor-- Monetary limitation-- Common law liability preserved
9A.16.020	Use of force--when lawful
9.41	Firearms and dangerous weapons
9.91.160	Personal protection spray devices
28A.210.310	Prohibition of use of tobacco products on school property
28A.400.110	Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
28A.600.020	Government of schools, pupils, employees, rules and regulations for--To insure optimum learning atmosphere
28A.600.040	Pupils to comply with rules & regulations
28A.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights



protected.

28A.635.060

Defacing or injuring school property-  
Liability of parent or guardian

WAC 392-400-205  
392-400-225

Definition  
School district rules defining  
misconduct--Distribution of rules

20 U.S.C. 7101 et seq.

Safe and Drug-Free Schools and  
Communities Act

ESSB 5946 (2013)

[New Sections added to RCW 28A.600 to be  
codified October 2013]

Management Resources:

Policy and Legal News, September 2013

Student Conduct policy and procedure  
revised.

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### CHILD ABUSE AND NEGLECT PREVENTION

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child's bodily functioning.
- C. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through the clothing, the genitals, anus or breasts of a child for other than hygiene, child care or health care purposes.
- D. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- E. Assaulting or criminally mistreating a child as defined by the criminal code.
- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- G. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Child abuse can include abuse by another minor and so may be included in incidents of student misconduct.

When feasible, the district will provide community education programs for prospective parents, foster parents and adoptive parents on parenting skills and on the problems of child abuse and methods to avoid child abuse situations. The district shall also encourage staff to participate in in-service programs that deal with the issues surrounding child abuse.

The superintendent shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all staff. The purpose is to identify and report as soon as possible to the proper authorities all evidence of child abuse or neglect.

Classified and certified staff are legally responsible for reporting all suspected cases of child abuse and neglect. The district requires all staff to report such cases through the proper channels. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances. School staff shall not make any student available for an investigative interview, with government officials, unless the child consents. If the child is under 12 years of age and the request is from law enforcement officials, the law enforcement official must obtain parental consent, a court order, a warrant, or stipulate the existence of exigent circumstances.

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Cross References: Board Policy 4310

Relations with the Law Enforcement and  
Child  
Protective Agencies

Legal References:	RCW	13.34.300	Failure to cause juvenile to attend school as evidence under neglect petition
		26.44.020	Child abuse — Definitions
		26.44.030	Reports — Duty and authority to make — Duty of receiving agency— Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Interviews of children — Records — Risk assessment process
		28A.620.010	Community education provisions — Purposes
		28A.620.020	Community education provisions — Restrictions
		43.43.830	Background checks — Access to children or vulnerable persons
		28A.320.160	Alleged sexual misconduct by school employee—Parental notification—Information on public records act.
		28A.400.317	Physical abuse or sexual misconduct by school employees—Duty to Report —Training
	WAC	388-15-009	Definition of child abuse, neglect or exploitation
	AGO	1987, No. 9	Children — Child Abuse — Reporting by School Officials — Alleged Abuse by Student
Management Resources:			
		<i>Policy News</i> , April 2010	Child Abuse Interviews at Schools
		<i>Policy News</i> , February 2007	Physical Abuse and Sexual Misconduct Notice Requirements
		<i>Policy News</i> , June 1999	23% of districts out-of-compliance on child abuse policies

Revision Date: 10/27/08, 6/28/10  
Adoption Date: October 8, 2003  
Woodland School District #404  
Classification: Priority

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## REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any unauthorized person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. persons engaged in military, law enforcement, or school district security activities;
2. persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. persons competing in school authorized firearm or air gun competitions; and
4. any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
2. persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Students who violate this policy are subject to district discipline policies, including the due process

provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy.

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Cross References:	Board Policy 3240 3241	Student Conduct Classroom Management, Discipline and Corrective Action
Legal References:	RCW 9.41.280 9A.16.020 28A.600.420 PNA 9710.02	Dangcrous weapons on school grounds Use of force--when lawful Personal Protection Spray devices Firearms on school premises, transportation, or facilities -- Penalty -- Exemptions Legislature also addresses look-alike firearms

Revision Date: 9/18/14  
Adoption Date: August 15, 2001  
Woodland School District #404

### TOBACCO USE

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property and in any proximity to students.

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.

Notices advising district employees and patrons of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent. Employee and student handbooks shall include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

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Cross References:	Board Policy	3200	Student Rights and Responsibilities
		3241	Classroom Management, Corrective Actions or Punishment
		5280	Termination of Employment
Legal References:	RCW	28A.210.310	Prohibition on use of tobacco products on school property
		7 0.155.080	Purchasing, obtaining or possessing tobacco by Minors-Civil infraction

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### NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff shall work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The superintendent is directed to develop and implement procedures consistent with this policy.

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Cross References:	Board Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Board Policy 3240	Student Conduct
	Board Policy 3241	Classroom Management, Discipline and Corrective Action
	Board Policy 5281	Disciplinary Action or Discharge
	Board Policy 6513	Workplace Violence Prevention
Legal References:	RCW 28A.320.128	Notice and disclosure policies — Threats of violence — student conduct — Immunity for good faith notice — Penalty
	WAC 180-40	Pupils
	20 U.S.C. § 1232g	Family Educational Rights and Privacy Act
	34 C.F.R. Part 99	FERPA Regulations



**Management Resources:**

*Policy News*, February 2003

*Policy News*, February 2010

**Threats Policy Due in September**

**Family Education Rights and Privacy Act  
Revisions**

Revision Date: 6/28/2010, 9/18/14

Adoption Date: August 20, 2003

Woodland School District #404

## **NONDISCRIMINATION AND AFFIRMATIVE ACTION**

### Nondiscrimination

The District, in accordance with state and federal law, shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The Superintendent shall serve as the compliance officer.

### Affirmative Action

The District, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The Superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups-aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the Board.

### Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
- B. The District shall make reasonable accommodation to the known physical or mental limitations

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of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the District program. Such reasonable accommodations may include:

1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
  2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The District shall not make use of any employment test or criteria that screens out persons with disabilities unless:
1. The test or criteria is clearly and specifically job-related; and
  2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the District may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

### **Nondiscrimination for Military Service**

The District will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The District will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

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Cross References:	Board Policy 2030	Service Animals in Schools
	Board Policy 5270	Resolution of Staff Complaints
	Board Policy 5407	Military Leave
Legal References:	RCW 28A.400.310	Law against discrimination applicable to district's employment practices
	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination--Scope — Sexual harassment policies
	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Discrimination — Human Rights Commission

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RCW 49.60.030	Freedom from discrimination — Declaration of civil rights
RCW 49.60.180	Unfair practices of employer defined
RCW 49.60.40	Discrimination, preferential treatment prohibited
RCW 73.16	Employment and Reemployment
WAC 392-190	Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0592	Public school employment — Affirmative action program
42 USC 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20 USC § 1681 - 1688	Title IX Educational Amendments of 1972
42 U.S.C. 12101 - 12213	Americans with Disabilities Act
8 USC 1324	(IRCA) Immigration Reform and Control Act of 1986
38 USC §§ 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR § 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance

Management Resources: <i>Policy News</i> , June 2011	Laws Against Discrimination Address Equal Education Opportunities
<i>Policy News</i> , February 2011	Nondiscrimination
<i>Policy News</i> , August 2007	Washington’s Law Against Discrimination
<i>Policy News</i> , June 2001	State Updates Military Leave Rights

Revision Date: 9/10/07, 12/19/11  
Adoption Date: January 15, 2003  
Woodland School District #404

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

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

“Workplace” is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; 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 which could also include work on a federal grant.

For these purposes, the board declares that the following behaviors will not be tolerated:

- A. Reporting to work under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis).
- B. Using, possessing, transmitting alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids, in any amount or in any manner on district property at any time or when involved in a school district activity on or off school district property. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances including marijuana (cannabis) will be subject to disciplinary action, including immediate termination.
- C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal and/or controlled substances.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner, is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor, in conjunction with the district office, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification will be provided no later than 5 days after such conviction. The district will inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee will be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The district may notify law enforcement agencies regarding to a staff member's violation of this policy

at the district's discretion or take other actions as it the district deems appropriate.

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Cross References:	Board Policy 4215	Use of Tobacco and Nicotine Substances on School Property
	Board Policy 5203	Staff Assistance Program
	Board Policy 5280	Termination of Employment
Legal References:	RCW 69.50.435	Violations committed in or on certain public places or facilities —Additional penalty — Defenses — Construction — Definitions
	21 U.S.C. § 812	Controlled Substance Act
	20 U.S.C §§ 7101-7118	Safe and Drug-Free Schools and Communities Act
	41 U.S.C. § 8103	Drug Free Workplace Requirements for Federal Grant Recipients

Management Resources:

<i>Policy &amp; Legal News</i> , February 2013	Policy Revisions
<i>Policy News</i> , December 2011	Changes in WSSDA's <i>Policy Reference Manual</i>
<i>Policy News</i> , February 1999	Bus drivers still tested for marijuana

Revision Date: 4/23/12, 3/25/13  
Adoption Date: January 15, 2003  
Woodland School District #404

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## MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults.

The Woodland Public Schools board of directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries.

The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools.

Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Additionally, staff members are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy.

The Woodland Public Schools board of directors supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards. Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable.

The superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

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Legal References: RCW 28A.400	Crimes against children
RCW 28A.405.470	Crimes against children - Mandatory termination of certificated employees - Appeal - Recovery of salary or compensation by district.
RCW 28A.405.475	Termination of certificated employee based on guilty plea or conviction of certain felonies - Notice to superintendent of public instruction - Record of notices.
RCW 28A.410.090	Revocation or suspension of certificate or permit to teach - Criminal basis - Complaints - Investigation - Process.
RCW 28A.410.095	Violation or noncompliance - Investigatory powers of superintendent of public instruction - Requirements for investigation of alleged sexual misconduct towards a child - Court orders - Contempt - Written findings required.
RCW 28A.410.100	Revocation of authority to teach - Hearings.

WAC 181-87	Professional Certification - Acts of Unprofessional Conduct
WAC 181-88	Sexual Misconduct, Verbal and Physical Abuse - Mandatory Disclosure - Prohibited Agreements

Adoption Date: November 14, 2011  
Woodland School District #404



# 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 rules 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.

**REPORTING IMPROPER GOVERNMENTAL ACTION**

The district encourages the reporting of improper governmental actions by any district officers or employees and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedure. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedure.

The Superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations of retaliation.

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Legal References:    RCW 42.41.010 to 42.41.060    Local Government Whistleblowers  
Protection

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## DISCIPLINARY ACTION AND DISCHARGE

Staff who fail to fulfill their job responsibilities or follow the reasonable directions of their administrators or who conduct themselves on or off the job in ways that significantly affect their effectiveness on the job or in such other ways that the law determines to be sufficient cause shall be subject to discipline. Behavior, conduct or action which may institute disciplinary action or discharge may include, but is not limited to:

Insubordination, gross incompetence, immorality, sexual misconduct, conviction of a felony, nonprofessional conduct, mental or physical inability to perform the duties for which employed, intemperance, intentional discrimination, vulgar speech or actions, use of habit-forming drugs without pharmaceutical prescription by a doctor of medicine licensed to practice in the state of Washington, use of alcoholic beverages on school premises or at a school-sponsored activity off the school premises, and use of district supplies and equipment for personal betterment or financial gain.

Discipline shall be reasonably appropriate to the circumstances but may include suspension or discharge.

In the event that allegations or charges are made against a staff member for misconduct with minors, the superintendent may contact the child protective services central registry for evidence regarding the staff member as an adjudicated or admitted perpetrator of child abuse or neglect. Discharge or other adverse action affecting the contract status of certificated staff shall be instituted by the superintendent in the manner prescribed by law.

When allegations are made against an employee of sexual abuse, verbal abuse or physical abuse the district shall make a determination whether the abuse or misconduct occurred.

If the district determines that sufficient information exists to conclude that the abuse or misconduct occurred and that the abuse or misconduct resulted in the employee's leaving his or her position at the district, the district must forward known information about the employee sexual misconduct to prospective school district employers.

The district shall not enter into any contract to suppress information about verbal or physical abuse or sexual misconduct by a present or former employee. Neither shall the district expunge such information from the employee's file.

In cases where the allegations involve violations of the state professional code of conduct for certificated staff, the superintendent shall file a report with the office of professional practice in the state superintendent's office. When the district or superintendent discharges, fails to renew the contract or permits a certificated staff member to resign, the superintendent shall notify the office of professional of such termination of employment.

The superintendent is authorized to suspend a probationary status classified staff member immediately. Probationary status for classified staff members is defined in the applicable Collective Bargaining Agreement. Thereafter, if performance has been acceptable, the classified staff member shall be granted regular status.

The superintendent is authorized to suspend a regular status classified staff member immediately. The staff member shall be advised of the right to request an informal pre-termination meeting within five (5)

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working days following notice. At such time the staff member may receive notice of the charges against him/her, an explanation of the evidence, and an opportunity to refute any of the charges made.

The suspended staff member shall have the right to appeal through the grievance process afforded her/him through the applicable collective bargaining agreement. If the suspended staff member does not grieve termination within the prescribed timelines the board of directors shall act upon the recommendation of the superintendent.

If the suspended staff member is not represented by a union she/he may request a hearing before the board of directors to determine if discharge action shall be taken. If a request is not received within five (5) working days of notice of termination, the board shall act upon the recommendation of the superintendent.

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Cross References:	Board Policy 5006	Certification Revocation
Legal References:	RCW 28A.400.300	Hiring and discharge of employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
	28A.400.340	Notice of discharge to contain notice or right to appeal if available
	28A.405.300	Adverse change in contract status of certificated employee--Determination of probable cause--Notice--Opportunity for hearings
	28A.405.310	Adverse change in contract status of certificated employee, including non-renewal of contract--Hearings--Procedure
	28A.410.090	Revocation of authority to teach
	28A.400.320	Mandatory termination of classified employees
	28A.405.470	Mandatory termination of certified employees
	28A.400.340	Notice of discharge to contain notice of right to appeal if available
	WAC 180-86	Policies and procedures for administration of certification proceedings
	180-87	Acts of Unprofessional Conduct
	180-44-060	Drugs and alcohol--Use of as cause for dismissal

Management Resources:

*Policy News*, October 2004 Sexual Misconduct Definitions

Revision Date: 10/10/11  
Adoption Date: January 15, 2003  
Woodland School District #404

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## Family, Maternity and Military Caregiver Leave

Every employee of the district who has worked for the district at least one year and for at least 1,250 hours in the preceding year is entitled to twelve (12) workweeks of family leave during any twelve (12) month period to:

- A. Care for a newborn child, an adopted child of the employee who is under the age of eighteen at the time of placement for adoption, or a newly placed foster child;
- B. Care for a spouse, parent or child of the employee who has a serious health condition, or the employee may obtain leave for a personal health condition if it renders the employee unable to perform his or her job; or
- C. Respond to a qualifying exigency occurring because the employee's spouse, son or daughter, or parent is on active duty or has been notified of pending active duty in support of a contingency operation.

Leave taken for newborn or adopted childcare will be completed within one year after the date of birth or placement for adoption. Family leave authorized under this policy must be taken full-time and consecutively unless an alternative schedule is approved by the superintendent or where intermittent or reduced leave is medically necessary. Instructional staff may not take reduced or intermittent leave when it would constitute 20 percent of the number of working days in the period during which the leave would extend without the approval of the superintendent. An instructional employee may be transferred to an alternative equivalent position that would accommodate reduced or intermittent leave, if such a position is available.

A period of family leave is in addition to any sick leave taken due to the employee's temporary disability attributable to pregnancy or childbirth.

If both parents of a newborn or newly adopted child are employed by the school district, they will be entitled to a total of twelve workweeks of family leave during any twelve month period, and leave will be granted to only one parent at a time. There is no pooling effect for spouses if the family leave is related to a serious health condition.

The superintendent may require written verification from the employee's health care provider.

The district may obtain the opinion of a second health care provider, at district expense, concerning any information pertinent to the employee's leave request. If the opinions of the health care providers differ on any matter determinative of the employee's eligibility for family leave, the two health care providers will select a third provider, whose opinion, obtained at the employer's expense, will be conclusive.

### Maternity Leave

A staff member may use accumulated, paid sick leave for the period of actual disability attributable to pregnancy or childbirth. This period will extend from the date of birth for a period of not more than 60 days, unless an actual period of disability which begins prior to the date of birth or continues beyond 60 days is otherwise verified in writing by the employee's physician.

If the employee's accumulated sick leave is exhausted during the period of maternity, the district will grant a leave of absence without pay or fringe benefits, upon the staff member's request, for the remainder of the period of actual disability due to pregnancy or childbirth.

During any unpaid portion of such leave of absence, the staff member may pay the premiums for any

district insurance plans to keep coverage in effect for the employee and her family.

A. Notice Required

A pregnant staff member is requested to notify her immediate supervisor and the superintendent by the beginning of the fifth month of pregnancy.

At the time of such notice the staff member will submit a written request to her immediate supervisor and the superintendent for one or more of the following:

1. Maternity leave for the period of her actual disability due to pregnancy or childbirth;
2. Family leave for a period of up to 12 weeks, in addition to any period of maternity disability leave, the district will extend the employee's health benefit during this period of unpaid leave;
3. Leave of absence for a period of up to the beginning of the next school term or school year. Such extended leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the desires of the staff member, together with the recommendation of her personal physician or licensed practitioner; or
4. Termination of employment by resignation.

The notice to the district will include the approximate beginning and ending dates for the leave.

B. Employment Conditions

A pregnant staff member may continue working as long as she is capable of performing her normal duties, with the written approval of her physician or licensed practitioner.

The staff member may return to work when physically able to perform her duties. If the employee intends to return to work within 60 days of childbirth, her personal physician or licensed practitioner must certify that the staff member is in good health and ready to resume her duties.

No later than 30 days after the date of birth, the staff member is requested to notify the superintendent of the specific date when she will return to work. Unless the superintendent approves an earlier date of return, the employee will give at least 14 days advance notice of the actual date of return.

The staff member will return to her duties following an extended leave of absence on the date approved by the superintendent. If the employee is still experiencing a disability due to pregnancy, miscarriage, abortion, childbirth or recovery which prevents the employee from performing her duties on the scheduled date of return, an additional period of unpaid leave of absence may be approved at the discretion of the superintendent based upon consideration of educational program needs and the recommendation of the employee's personal physician or licensed practitioner.

C. Assignment upon Return

An employee who has taken a leave of absence only for the actual period of disability relating to pregnancy or childbirth or up to twelve weeks of family leave will return to the same assignment, or a similar position for which she is qualified with at least the same pay and benefits, as she held prior to the maternity leave or family leave.

Upon return from an extended maternity leave, a staff member will be entitled to a position in the district subject to the availability of a position for which she is qualified. An effort will be made to place the staff member in her original position or in a comparable position.

**Military Caregiver Leave**

An employee who is the spouse, son or daughter, parent or next of kin of a service member who is



recovering from a serious illness or injury sustained while on active duty is entitled to twenty six (26) weeks of unpaid leave in a 12 month period to care for the service member.

**Return to Work**

Any employee returning from an authorized family leave will be entitled to the same position held by the employee when the leave commenced, or to a position with equivalent benefits and pay.

Reinstatement of an employee returning from family leave need not occur if: a) the specific job is eliminated by a bona fide restructuring, or a reduction-in-force resulting from lack of funds or lack of work, b) an employee on family leave takes a position with another employer outside the home, or c) the employee fails to provide the required notice of intent to take family leave or fails to return on the established ending date of leave. If an employee fails to return from family leave, the district may recover the costs of the employee’s health benefits paid during the leave. Instructional staff may be required to delay their return from family leave to the beginning of the next semester under the following circumstances:

- A. The employee began leave five or more weeks before the end of the semester, the leave is for more than three weeks, and the employee would otherwise return to work within three weeks of the end of the semester.
- B. The employee began family leave (except for a personal health condition) less than five weeks before the end of the semester, the leave is for more than two weeks, and the employee would otherwise return to work within two weeks of the end of the semester.
- C. The employee began family leave (except for a personal health condition) three or fewer weeks before the end of the semester and the period of leave is more than five working days.

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Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 28A.400.300	Hiring and discharging of employees —
Written		leave policies — Seniority and leave benefits of employees transferring between school districts
and	Chapter 49.78 RCW	other educational employers Family Leave
	WAC 162-30-020	Pregnancy, childbirth, and pregnancy related conditions
	29 USC Sec 2601	Family and Medical Leave Act of 1993
Management Resources:	<i>Policy News</i> , October 2011	Policy Manual Revisions
	<i>Policy News</i> , April 2009	Military Leave

Revision Date: 4/23/12  
Adoption Date: January 15, 2003  
Woodland School District #404

## INFECTION CONTROL PROGRAM

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that susceptible school staff members (including volunteers) provide evidence of immunity against TD (TetanusDiphtheria) and MMR (Measles, Mumps and Rubella). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

To facilitate this prevention program, the board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the requirements for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled.

The superintendent or designee shall evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district shall maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine shall be provided at the district's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work.

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The district shall provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees shall receive district provided training on HIV/AIDS within six months of initial employment.

Records shall be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records shall be kept for the duration of the employee's employment, plus thirty years. The district shall also keep records that employees have received appropriate training.

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Cross reference: Board Policy 3414 Infectious Disease

Legal References: WAC 246-110-001 Control of communicable disease

296-62-08001  
392-198

Blood-borne pathogens  
Training--school employees--HIV/AIDS

Adoption Date: January 2, 2002  
Woodland School District #404

## SEXUAL HARASSMENT

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of

this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall report to the board as necessary reviewing the use and efficiency of this policy and related procedures.

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Cross References:	Board Policy	3210	Nondiscrimination
		3240	Student Conduct
		3421	Child Abuse and Neglect
		5010	Nondiscrimination
		5255	Disciplinary Action and Discharge
Legal References:	RCW	28A.640.020	Regulations, guidelines to eliminate discrimination--Scope
	WAC	392-190-056 through 058	Sexual harassment

Adoption Date: January 2, 2002  
Woodland School District #404

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## SCHOOL BUS DRIVER TRAINING AND RESPONSIBILITY

Bus operators shall observe all state statutes and administrative rules governing traffic safety and school bus operation. The district shall, at the beginning of each school year, provide each driver with a copy of the School Bus Driver Handbook (SBI), any additional laws and/or rules which have been recently enacted and which apply to school bus drivers, and the district's written rules for student conduct on buses.

Each bus driver must have a type 1 school bus driver's authorization issued by the superintendent of public instruction, a passenger endorsement and either a Class B or C commercial driver's license. The bus driver shall also hold a valid and current first aid card. An air brake endorsement is required for a driver who is assigned to a bus with air brakes. A bus driver is required to pass a Department of Transportation and a Superintendent of Public Instruction physical examination every two years.

Any district employee, other than a bus driver, who transports students for school activities in a district or private vehicle must have a valid driver's license issued by the state department of licensing, or a state of residence, and proof of insurance. Such drivers may only operate vehicles with seating capacity of ten or less and may not drive students on scheduled routes between home and school.

Prior to driving students or at least once per school year, each driver must submit to his or her principal or supervisor a photocopy of his or her license and proof of insurance, plus written assurance of the physical health necessary to safely transport children, that he or she has not had a driving license privilege suspended or revoked in the preceding three years, that he or she has not had three or more speeding tickets in excess of ten miles per hour over the speed limit within any twelve-month period in the preceding three years, and that he or she has not been convicted or undergone a deferred prosecution for any misdemeanor, gross misdemeanor or felony that is related to the duty of driving students. Such offenses include but are not limited to those listed in WAC 180-20-101 (1) (j). Employees are responsible for reporting any potentially disqualifying offenses.

In addition, for any employees whose job assignment or supplemental contract requires the regularly scheduled transportation of students in vehicles with seating capacities of ten or fewer, the district shall obtain a certified abstract of the driving record of the employee before the employee transports students. Prior authorization is not necessary for persons transporting students in an emergency affecting health and/or safety.

When a teacher, coach or other certificated staff member is assigned to accompany students on a bus, such person shall be primarily responsible for the behavior of the students in his/her charge. The bus driver shall have final authority and responsibility.

When the district utilizes charter buses or excursion carriers, the driver shall not have unsupervised access to children and children shall be supervised by a responsible employee of the district. Every contract between a school district and charter bus or excursion carrier shall contain a carrier profile from the Washington utilities and transportation commission.

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Legal References: RCW 28A.160.210  
46.25

School bus drivers, training and  
qualifications--Rules and regulations for  
Uniform Commercial Drivers Act

WAC 180-20	School Transportation
392-145-015	General operating regulations
392-145-020	Rules for school bus drivers;
through 030	Rules for students riding school buses

Adoption Date: January 2, 2002  
Woodland School District #404

**PESTICIDE NOTIFICATION, POSTING AND  
RECORD KEEPING**

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting and record keeping. This includes procedures for the annual notification of staff and parents of the District's pest control policies and methods; pre-notification of staff and parents of pesticide applications; posting of site of pesticide applications; and record keeping, including an annual summary report of pesticide usage.

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Legal References: RCW 17.21

Pesticide Application Act

Adoption Date: August 21, 2002  
Woodland School District #404



## Woodland Public Schools 2016-2017 School Year Calendar

Aug-16					
M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

1  
31 First Day of School  
24, 25, 30 Prof Dev.

Sep-16					
M	Tu	W	Th	F	
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

21  
5 Labor Day

Oct-16					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

19  
10-11 Non-student Staff Da

Nov-16					
M	Tu	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

18  
7-10 K-8 Conferences  
9-10-9-12 Conference  
11 Veterans Day  
23-24 Thanksgiving Holiday  
25 Native American Heritage Day

Dec-16					
M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

14  
21-30 Winter Break  
23 Christmas Eve  
26 Christmas Day  
30 New Years Eve Day

Jan-17					
M	Tu	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

20  
16 MLK, Jr. Day  
20 End of Semester 1  
23 Semester Break Day

Feb-17					
M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

18  
17 Snow Makeup Day  
20 Presidents' Day

Mar-17					
M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

23  
28-31 K-12 Conferences

Apr-17					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

15  
3-7 Spring Break

May-17					
M	Tu	W	Th	F	
	1	2	3	4	5
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

20  
1 Snow Makeup Day  
26 Snow Makeup Day  
29 Memorial Day

Jun-17					
M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

11  
9 Commencemen  
12-13 9-12 Early Release  
14-15 K-12 Early Release  
15 Last Day of School

Jul-17					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

0  
4 Independence Day

- EARLY RELEASE
- KEY DATE (START/FINISH/GRADUATION/ETC)
- HOLIDAYS
- NON STUDENT/NON STAFF DAYS
- SNOW MAKE-UP DAY
- NON STUDENT STAFF DAYS

SCHOOL BELL SCHEDULES			
<b>WOODLAND PRIMARY</b>	<b>WOODLAND INTERMEDIATE</b>	<b>YALE SCHOOL</b>	<b>WOODLAND MIDDLE</b>
Mon-10:05am-3:20PM	Mon-9:40am-2:55pm	Mon-10:15 am-2:30pm	Mon-10:00am-3:35pm
Tues-Fri 8:50am-3:20pm	Tues-Fri 8:25am-2:55pm	Tues-Fri 7:45am-2:30pm	Tues-Fri 8:45am-3:35pm
Early Release 12:20pm	Early Dismissal 11:55	Early Release 11:15a	Early Release 12:35pm
<b>WOODLAND HIGH</b>			
Mon-9:40am-3:15pm			
Tues-Fri 8:25am-3:00pm			
Early Release 12:15pm			



# Woodland Public Schools 2017-2018 School Calendar

Aug-17				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

0  
30-31 Professional Development

Sep-17				
M	Tu	W	Th	F
				1
		4	5	8
		9	6	7
		11	12	13
		14	15	16
		18	19	20
		21	22	23
		25	26	27
		28	29	

19  
4 Labor Day  
5 First Day

Oct-17				
M	Tu	W	Th	F
	2	3	4	5
	6	9	10	11
	12	13	14	15
	16	17	18	19
	20	23	24	25
	26	27	30	31

21  
9 Professional Development

Nov-17				
M	Tu	W	Th	F
		1	2	3
	6	7	8	9
	10	13	14	15
	16	17	18	19
	20	21	22	23
	24	27	28	29
	30			

40  
9 Professional Development  
18 Veterans Day  
10 Veterans Day  
16-17 K-8 Early Release  
20-21 K-12 Early Release  
22-23 Thanksgiving Break  
24 Native American Heritage Day

Dec-17				
M	Tu	W	Th	F
				1
	4	5	6	7
	8	11	12	13
	14	15	16	17
	18	19	20	21
	22	25	26	27
	28	29		

58  
11  
18-28 Winter Break  
22 Christmas Eve  
25 Christmas Day  
29 New Years Eve Day

Jan-18				
M	Tu	W	Th	F
	1	2	3	4
	5	8	9	10
	11	12	13	14
	15	16	17	18
	19	22	23	24
	25	26	29	30
	31			

69  
21  
1 New Years Day  
15 MLK Jr. Day

Feb-18				
M	Tu	W	Th	F
			1	2
	5	6	7	8
	9	12	13	14
	15	16	19	20
	21	22	23	26
	27	28		

107  
2 Semester Break Day  
16 Snow Makeup Day  
19 Presidents' Day

Mar-18				
M	Tu	W	Th	F
			1	2
	5	6	7	8
	9	12	13	14
	15	16	19	20
	21	22	23	26
	27	28	29	30

128  
9 Professional Development  
27-30 Conferences

Apr-18				
M	Tu	W	Th	F
	2	3	4	5
	6	9	10	11
	12	13	16	17
	18	19	20	23
	24	25	26	27
	30			

143  
2-6 Spring Break  
30 Professional Development

May-18				
M	Tu	W	Th	F
		1	2	3
	7	8	9	10
	11	14	15	16
	17	18	19	20
	21	22	23	24
	25	28	29	30
	31			

164  
21  
25 Snow Makeup Day  
28 Memorial Day

Jun-18				
M	Tu	W	Th	F
				1
	4	5	6	7
	8	11	12	13
	14	15	18	19
	20	19	21	22
	23	25	26	27
	28	29		

180  
16  
15 WHS Graduation  
19-22 9-12 Early Release  
21-22 K-12 Early Release  
22 Last Day

Jul-18				
M	Tu	W	Th	F
	2	3	4	5
	6	9	10	11
	12	13	16	17
	18	19	20	23
	24	25	26	27
	30	31		

180  
0  
4 Independence Day

- EARLY RELEASE
- KEY DATE (START/FINISH/GRADUATION/ETC)
- HOLIDAYS
- NON STUDENT/NON STAFF DAYS
- SNOW MAKE-UP DAYS
- NON STUDENT STAFF DAYS

SCHOOL BELL SCHEDULES			
<b>WOODLAND PRIMARY</b> Mon-10:05am-3:20PM Tues-Fri 8:50am-3:20pm Early Release 12:20pm	<b>WOODLAND INTERMEDIATE</b> Mon-9:40am-2:55pm Tues-Fri 8:25am-2:55pm Early Dismissal 11:55	<b>YALE SCHOOL</b> Mon-10:15 am-2:30pm Tues-Fri 7:45am-2:30pm Early Release 11:15am	<b>WOODLAND MIDDLE</b> Mon-10:00am-3:35pm Tues-Fri 8:45am-3:35pm Early Release 12:35pm
<b>WOODLAND HIGH</b> Mon-9:40am-3:15pm Tues-Fri 8:25am-3:00pm Early Release 12:15pm			

