

# HR Hot Topics

Woodland Public Schools

December 2017



## Upcoming Events

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### ❖ Winter Break

December 18 – January 1, 2018

### ❖ Martin Luther King Jr. Day

January 15, 2018

### ❖ Semester Break Day

February 2, 2018

### ❖ Snow Make-Up Day

February 16, 2018

### ❖ Presidents' Day

February 19, 2018

## FERPA

*"The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information."*

It is important to maintain confidentiality in our schools. If someone is sharing information with you that may be confidential ask yourself two questions.

1. Do I need to know? If you don't need to know please stop the conversation. If you do need to know then ask the second question.

2. Is the conversation happening in the correct place? Lowering our voices and moving to the side of the room can allow information to be shared while maintaining respect for those we are talking about.

To honor privacy of students, employees and the community, matters of confidentiality are not to be shared with anyone else.

## Employee Of Excellence

Woodland Public Schools is fortunate to have employees who actively pursue serving and supporting all of our children. We want to celebrate them with the Employee Excellence Awards!

Any colleague, student, parent, or community member may submit a nomination and, the award is given at the end of the year barbeque. [Links](#) to the form are on our website under both staff and parents. Please take time to recognize our amazing staff!

# SOAR

This year we will look at how we can add healthy habits to our day so we can soar in our jobs and in our lives!

## Pivotal Habits

- At least 30 minutes daily physical activity
- Practice mindfulness for 20 minutes daily
- Practice optimism and gratitude daily



*Do you have a health success story you would be willing to share?  
As part of the Woodland Public School family, we can learn from each other.  
Contact Vicky Barnes if you are interested in having your story featured in  
SOAR!*

## The Gifts of Gratitude...little things we can do every day to make a difference!

- ☉ Glimpse the Future: Will I dream of what I can do and the steps I need to do to make it happen?
- ☉ Intentional Reminders: Will I focus on the great things happening to me and choose to refocus my mind?
- ☉ Focus on Others: Will I do 5 acts of generosity a day, above and beyond what I normally do?
- ☉ Take Time to Celebrate: Will I take the time needed to truly see and be present with others when they are sharing good news?
- ☉ Savor the Moment: Will I slow down, stop and appreciate what is going on around me?

## Bonuses with Your Benefits!

Both Premiera Blue Cross and Kaiser offer discounts to gym memberships and more...

**Kaiser:** To take advantage of the discounts, go to the [CHP Active and Healthy](#) website. You'll need your Kaiser Permanente Health Record number to sign up.

**Premera Blue Cross:** To take advantage of the discounts, go to [Premera.com](#). Log in and select Stay Healthy and then Member Discounts.