
EMPLOYEE HANDBOOK



#Washougal *Rising*

4855 Evergreen Way, Washougal, WA 98671

360-954-3000

www.washougal.k12.wa.us

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WELCOME TO THE WASHOUGAL SCHOOL DISTRICT!

As the Interim Superintendent, I am excited to welcome you to a new year in the Washougal School District. Our district has a rich history and strong traditions of hard work, collaboration, and compassion for others. These values have guided our work and will continue to guide our efforts each day.

The Washougal School District is known for academic excellence, innovative programs, and strong community partnerships. Characterized by a supportive and inclusive environment, we prioritize student success, personalized learning, and the arts, while also valuing extracurricular activities and athletics.

Our educators deeply understand our students, providing a nurturing yet challenging environment that promotes growth. We set high expectations, instilling a love for learning and helping students realize their full potential. By recognizing each student's strengths and areas for improvement, we employ diverse strategies to ensure their success. Together, we build inclusive, safe, and welcoming communities of learners.

Ensuring a learning environment that is psychologically, physically, and culturally inclusive is a top priority. We strive to make every student feel accepted and included as a valued member of their classroom, school, and district. By building relationships grounded in our understanding of each student and their unique needs, we establish a strong foundation for effective teaching and learning.

Professionalism, responsibility, kindness, hard work, optimism, and a genuine passion for supporting students define our educators. We approach our roles with dedication, ensuring students receive the guidance and support to thrive academically, socially, and emotionally.

Thank you for being a part of our community. Together, we will continue to create an environment where every student can succeed.

Sincerely,

Aaron Hansen
Interim Superintendent
Washougal School District

Washougal School District Staff Handbook 2024-25

The Washougal School District recognizes all employees are expected to follow the guidance contained in the following policies:

0050	Equity, Diversity, and Inclusion	3232	Parent and Student Rights in Administration of Surveys, Analysis or Evaluation
2020	Course Design, Selection and Adoption of Instructional Materials	3241	Classroom Management, Discipline and Corrective Action
2022	Electronic Resources and Internet Safety	3244	Prohibition of Corporal Punishment
2025	Copyright Compliance	3245	Students and Telecommunication Devices
2145	Suicide Prevention	3246	Restraint, Isolation, and Other Uses of Reasonable Force
2161	Special Education and Related Services for Eligible Students	3416	Medication at School
2162	Education of Students with Disabilities Under Section 504	3418	Response to Student Injury or Illness
2190	Highly Capable Program	3421	Child Abuse, Neglect and Exploitation Prevention
2320	Field Trips, Excursions, and Outdoor Education	4020	Confidential Communication
	- High Risk Activities to Avoid	4040	Public Access to District Records
	- Expectations for Supervision During Field Trips	4210	Regulation of Dangerous Weapons on School Premises
2331	Controversial Issues/Guest Speakers	4215	Use of Tobacco and Nicotine Substances
2333	Flag Exercises	4220	Complaints Concerning Staff or Programs
2336	Required Observances	4314	Notification of Threats of Violence or Harm
2340	Religious-Related Activities	5010	Nondiscrimination and Affirmative Action
2420	Grading and Progress Reports	5011	Sexual Harassment
3122	Excused & Unexcused Absences	5201	Drug Free Schools
3205	Sexual Harassment of Students	5251	Conflicts of Interest
3207	Prohibition of Harassment, Intimidation and Bullying	5253	Maintaining Professional Staff/Student Boundaries
3210	Nondiscrimination	5271	Reporting Improper Governmental Action
3211	Transgender Students	5282	Civility
3220	Freedom of Expression	6511	Staff Safety
3224	Student Dress	RCW 42.52.160	Ethics in Public Service
3230	Student Privacy and Searches		
3231	Student Records		

Policy listed in bold has been added or updated since last handbook

This handbook is not meant to be a complete list but does identify policies containing guidance that staff are expected to follow. A full listing of WSD Board policies can be found on the WSD Website at www.washougal.k12.wa.us.

HANDBOOK INTRODUCTION

The purpose of this Employee Handbook is to summarize our operating procedures and to establish important policies expected in the workplace. Employees should read this handbook and become familiar with the content every year. Employees should be comfortable referring to the information in this handbook. This handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should refer to the referenced Washougal School District Policy or operative collective bargaining unit.

This handbook is not an employment contract, either express or implied. Nor does it guarantee any fixed terms and conditions of your employment. Employment agreements can only be entered into by a Human Resource Representative with approval of the Superintendent or designee and the final approval of the Washougal School District's Board of Directors. An agreement for employment is not enforceable unless reduced to writing and signed by an appropriate representative of the District and the employee.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur. Finally, some of the subjects described herein are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those subjects. Please note that the terms of the written insurance policies, applicable Collective Bargaining Agreements, and state and federal laws are controlling.

If you need additional information or assistance, please contact the Human Resources Office for Certificated Staff at 360-954-3004 or email at cindie.persons@washougalsd.org, and for Classified Staff at 360-954-3051 or email at rhonda.sherman@washougalsd.org. We are happy to answer any questions you might have.

WASHOUGAL SCHOOL DISTRICT'S VISION AND GOALS



#Washougal *Rising*

Washougal knows, nurtures, and challenges all students to rise.

To be **KNOWN** is to be... heard, acknowledged, valued, understood, accountable, seen, part of, and connected to.

To be **NURTURED** is to know... I matter, I am cared for, I can find help, I am included, people will support me, and people will meet me where I am.

To be **CHALLENGED** is to be... responsible for myself, pushed to grow, stretched to do more, encouraged to experience productive struggle, taught how to persevere, and encouraged to meet my full potential.

To **RISE** is to... create quantifiable change, see increasing performance, help students reach their fullest potential, guide students to find a purposeful path, and become one of the top performing districts in the state of Washington.

SIX GUIDING PILLARS OF SHARED VISION AND GOALS



Effective Instruction

We will invest in attracting, retaining and developing excellent teachers and staff. We will provide relevant, rigorous and supportive instruction with high expectations for all students.

Career and College Readiness

We will prepare students to contribute to the community they live in, whether in skilled trades, higher education, or professional careers.

Equity

We will engage in intentional efforts to identify disparities that create opportunity gaps, and take action to eliminate the achievement gap. We will develop and strengthen students' agency, so they are prepared for careers, college and life.

Educational Engagement

We will ensure all students are involved in innovative, artistic, creative, vocational, and intellectual pursuits, so they develop confidence, understanding, and agency in the classroom and beyond.

Partnerships to Support Students

We will partner to build culturally responsive schools, where all children are known, supported, and connected through positive relationships in a safe environment.

Stewardship of Resources

We will maximize resources to create opportunities for our students through a transparent budget process that aligns with our priorities for student achievement and operations of the district. Every dollar matters.

WASHOUGAL SCHOOL DISTRICT CALENDAR 2024-25

Printer friendly version of the WSD calendar can be found at the following location:

WSD School Calendars: [Calendars](#)

Washougal School District 2024-25 School Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">August 2024</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">September 2024</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; 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- First and Last Day of Classes
- School Holiday or Other Non-Student Attendance Day
- 3-Hour Early Release
- District Learning Days
- State or Federally recognized holiday (or date observed)
- Possible Snow Make-up Day

Aug 26	School Offices Open
Sep 2	Labor Day Holiday
Sep 3	School Starts
Oct 28 - Nov 1	K-12 Conferences (3-Hour Early Release)
Nov 11	Veterans Day Holiday
Nov 27 - 29	Thanksgiving Holiday
Dec 23 - Jan 3	Winter Break
Jan 20	Martin Luther King, Jr Holiday
Feb 3	Semester Break Day
Feb 17	Presidents' Day Holiday
Mar 14	Possible Snow make-up day
Mar 26 - 28	K-12 Conferences (3-Hour Early Release)
March 31 - April 4	Spring Break
April 25	Possible Snow make-up day
May 23	Possible Snow make-up day
May 26	Memorial Day Holiday
June 14	WHS Graduation
June 17	Last Day of School (3-Hour Early Release)
June 18 & 20	Possible Snow make-up days
June 19	Juneteenth Holiday
June 24	School Offices Closed
July 4	4th of July Holiday

Semesters End: Jan 31 & June 17

EARLY RELEASE DAYS: EVERY WEDNESDAY

K-12 schools: 40 minutes early

*Make up days to be used (in order listed) for school closures due to inclement weather:

March 14, April 25, May 23, June 18 and 20

Approved by Board of Directors: March 26, 2024

The Washougal School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Aaron Hansen, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3050; Title IX Officer: Aaron Hansen, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3050; Section 504 Coordinator: Connor McCroskey, 4855 Evergreen Way, Washougal WA 98671, (360) 954-3020.

DISTRICT INFORMATION

Washougal School District Administration Office
4855 Evergreen Way
Washougal, WA 98671
360-954-3000
www.washougal.k12.wa.us

Human Resources Department, Cindie Persons (HR and Payroll Manager, Certificated Staff)
360-954-3004
cindie.persons@washougalsd.org

Human Resources Department, Rhonda Sherman (HR Specialist - Classified/Coaches/Advisors)
360-954-3051
rhonda.sherman@washougalsd.org

Information Technology Department, Les Brown
360-954-3037
les@washougalsd.org

Payroll Department, Cyndi Barbur (Payroll, Benefits and Retirement)
360-954-3007
cyndi.barbur@washougalsd.org

Payroll Department, Barbara Houser (Payroll Assistant)
360-954-3052
barbara.houser@washougalsd.org

AESOP (Frontline)
800-942-3767
<https://login.frontlineeducation.com/login>

ONLINE LEARNING

Washougal Learning Academy K-8
1100 34th St
Washougal, WA 98671
360-954-3833
<https://sites.google.com/a/washougalsd.org/washougal-learning-academy/>

Principal: Tami Culp

HIGH SCHOOL

Washougal High School

1201 39th St

Washougal, WA 98671

360-954-3100

<http://www.washougal.k12.wa.us/whs/>

Principal: Mark Castle

Associate Principal: Mary Andreotti

Associate Principal (Activities & Athletics): Brian Wilde

MIDDLE SCHOOLS

Canyon Creek Middle School

9731 Washougal River Rd

Washougal, WA 98671

360-954-3500

<http://www.washougal.k12.wa.us/ccms/>

Principal: Jake Healea

Jemtegaard Middle School

35300 SE Evergreen Hwy

Washougal, WA 98671

360-954-3400

<http://www.washougal.k12.wa.us/jms/>

Principal: David Cooke

Associate Principal: Tiffany McCormick

ELEMENTARY SCHOOLS

Cape Horn Skye Elementary

9731 Washougal River Rd

Washougal, WA 98671

360-954-3600

<http://www.washougal.k12.wa.us/cape/>

Principal: Brooke Henley

Columbia River Gorge Elementary
35300 SE Evergreen Hwy
Washougal, WA 98671
360-954-3900
<http://www.washougal.k12.wa.us/crge/>

Principal: Hannah Hartman

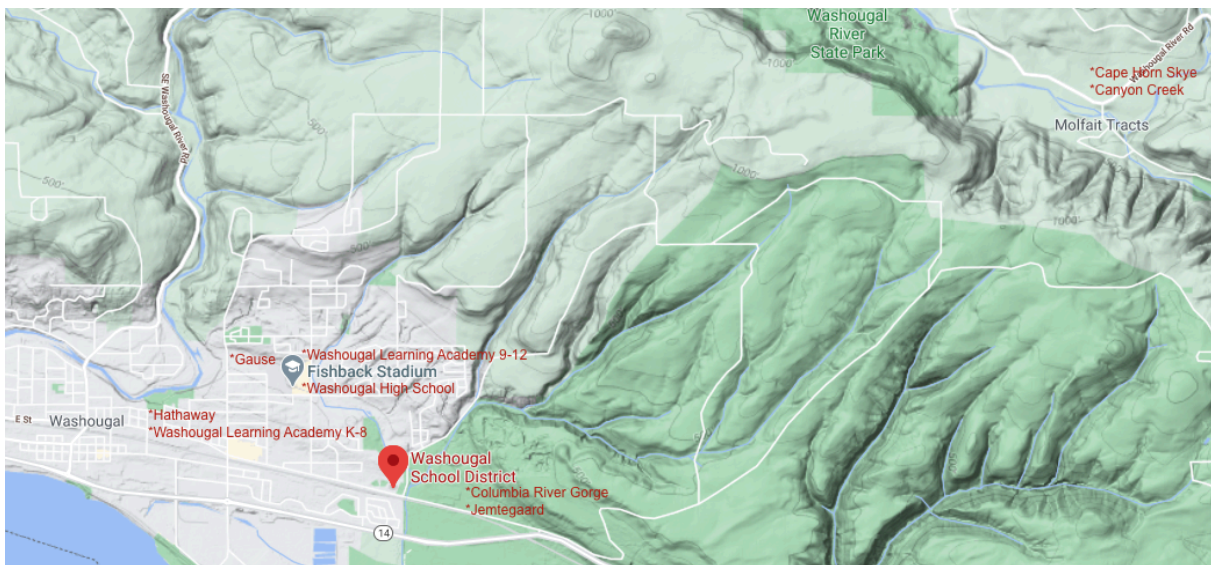
Gause Elementary
Washougal Learning Academy (K-8)
1100 34th St
Washougal, WA 98671
360-954-3700
<http://www.washougal.k12.wa.us/gause/>

Principal: Tami Culp

Hathaway Elementary
630 24th St
Washougal, WA 98671
360-954-3800
<http://www.washougal.k12.wa.us/hathaway/>

Principal: Wendy Morrill

LOCATIONS OF WASHOUGAL SCHOOLS



BASICS OF EMPLOYMENT

BACKGROUND CHECK/FINGERPRINTING

All successful applicants, upon being hired by Washougal School District, are required to be fingerprinted for background clearance through Washington State Patrol and the Federal Bureau of Investigation. This is done at the applicant's cost through ESD 112 by appointment only. Fingerprinting appointments may be scheduled through ESD 112 online at <https://www.esd112.org/hr/fingerprinting/> or by calling (360) 952-3390.

SAFE SCHOOLS TRAINING

Washougal School District uses SafeSchools.com for mandatory safety training courses. Each employee is expected to complete this training using work time. For the 2024-25 school year, all employees will have until November 1 to complete the training. Using your web browser, go to <http://washougal.wa.safeschools.com/login>. Your login will be your firstname.lastname, and if needed, your password will be the first 5 letters of your login.

SALARY PLACEMENT

CLASSIFIED: Placement on the salary schedule is based on your position and Washington State experience. Your appropriate salary schedule and information regarding compensation are located in your collective bargaining agreement which is linked on the District website and can also be obtained from Human Resources.

CERTIFICATED: Staff are placed on the certificated salary schedule based on degrees, credits, and verified professional experience. The District mandates that transcripts be official. We will need a list of previous employers and addresses to verify your years of professional experience.

Employees who submit credit and or clock hour forms with official transcripts by September 30th of the school year, shall be placed on the salary schedule consistent with the highest allowable level for the current school year retroactive to September of that year.

PROBATION

Each classified employee's job performance shall be evaluated one time each year, no later than spring break, by qualified and trained supervisory personnel. Employees subject to this agreement shall not perform evaluations.

Probationary classified employees will be given a copy of the evaluation tool at the time of hire. The supervisor will meet with the employee by the 25th workday of employment within the District. The supervisor will identify any job performance deficiencies as identified on the evaluation form and suggest steps the employee can take to correct the deficiencies. If the job

performance has not improved at the end of the 60-day probationary period, the District may exercise their right to release the employee.

Certificated classroom teachers and specialists and ESAs are observed within the first ninety (90) calendar days of the commencement of their employment. New certificated staff must complete three years as a provisional employee in WA state. If you have successfully completed the three year provisional status in a different district within WA state you are considered a provisional employee during the first year only.

COLLECTIVE BARGAINING AGREEMENTS

As a new employee you may be represented by a bargaining unit; as such, your work activities are subject to a collective bargaining agreement between the District and your association. All collective bargaining agreements are available online via the District website near the bottom of the Human Resources page at <http://www.washougal.k12.wa.us/human-resources/>.

Your collective bargaining agreement is an extremely important document and it should be read carefully and thoroughly.

Some employees and administrators are non-represented. Their work conditions are established by Board policy. Board policies are posted on the District website at <http://www.washougal.k12.wa.us/board-policies/>, as well as at the end of this handbook.

EMPLOYEE CONDUCT

A Washougal School District educator knows, nurtures, and challenges all students with high expectations, a love of learning, and a focus on helping every student rise to their highest potential and learn at high levels. Effective educators recognize individual students' strengths and needs, and use multiple strategies to help all students be successful while creating collaborative, equitable, safe, and welcoming communities of learners. The Washougal School District desires inclusive schools and classrooms that celebrate the diversity of our school and community. Because school personnel deal with students daily, the Board of Directors expects a high standard of staff conduct. The following rules shall apply to all school district staff in accordance with Board Policy 5253 (full policy located at <http://www.washougal.k12.wa.us/board/policies/5000/5253.pdf>):

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The board expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries.

Professional staff and student boundaries are consistent with the legal and ethical duty of care that district employees have for students.

The interactions and relationships between district staff 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 consistent with the educational mission of the district.

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

The board recognizes that staff may have familial and/or pre-existing social relationships with parents or guardians and/or students. Staff members should use appropriate professional judgment when they have a dual relationship with students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

USE OF TECHNOLOGY

The board supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies and procedures, acceptable use agreement and collective bargaining agreements, as applicable.

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

BOUNDARY INVASIONS

In a professional staff/student relationship, staff maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a staff member that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a staff member that does not have an educational purpose and results in abuse of the staff/student professional relationship.

APPEARANCES OF IMPROPRIETY

The following activities are boundary invasions and can create an actual impropriety or the appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved in writing by the appropriate administrator. If not pre-approved, the staff member must report the occurrence to the appropriate administrator as soon as possible.

- Being alone with an individual student out of the view of others;
- Inviting or allowing individual students to visit the staff member's home;
- Visiting a student's home; and/or
- Sending or soliciting email, text messages or other electronic communications to a student, even when the communication relates to school business, except where the parent or guardian and building administrator/supervisor has consented to such communications and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

REPORTING VIOLATIONS

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member may be engaging in conduct that violates this policy or procedure.

Staff members are required to promptly notify the principal or the supervisor of the employee or volunteer suspected of engaging in inappropriate conduct that violates this policy or procedure.

The administrator, to whom a boundary invasion concern is reported, must document the concern in writing and provide a copy of the documentation to the director in charge of the district's Human Resources Department. The director in charge of Human Resources will maintain a file documenting reports of this nature which are made.

REPORTING SEXUAL ABUSE

All school personnel who have reasonable cause to believe that a student has experienced sexual abuse by a staff member, volunteer, or agency personnel working in the school are required to make a report to Child Protective Services or law enforcement pursuant to board policy and procedure 3421, *Child Abuse, Neglect and Exploitation Prevention* (full policy located

at <http://www.washougal.k12.wa.us/board/policies/3000/3421.pdf>), and Chapter 26.44, RCW <https://app.leg.wa.gov/rcw/default.aspx?cite=26.44>. Reporting suspected abuse to the building principal or supervisor does not relieve school personnel from their reporting responsibilities and timelines.

DRUG FREE SCHOOLS, COMMUNITY AND WORKPLACE

This District is committed to providing a safe, comfortable and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work—or who appear at work under the influence of illegal drugs or alcohol—harm both themselves and the work environment. As a result, the District prohibits employees from doing the following:

- Reporting to work under the influence of alcohol or illegal and/or controlled substances. Controlled Substances means those substances identified in 49 C.F.R. § 40.85.
- Using, possessing, or transmitting illegal and/or controlled substances on district property at any time, or when involved in a school district activity as a district employee while on or off school district property.
- Any employee convicted of a felony attributable to the use, possession, or sale of illegal and/or controlled substances will be subject to disciplinary action, including termination.
 - Using district property or the employee’s position within the district to make or traffic alcohol or illegal and/or controlled substances.
- Using alcohol or possessing or transmitting unsealed containers of alcohol on district property or when involved in a district-sponsored or district activity as a school employee.
- Misusing otherwise legal prescription and over-the-counter drugs. Please refer to Board Policy 5201 for more specific detail regarding our Drug-Free Schools, Community, and Workplace. Be on notice that employees who violate this policy may face disciplinary action, up to and including termination.

PERSONAL PROPERTY

Employees may have personal property in the classroom. Do not access, use, or remove any other employees personal property from the classroom. Always lock the classroom whenever you leave for any amount of time.

DRESS CODE & APPEARANCE

The general appearance of all District employees, especially those who interact with the public, is an important aspect of the professional image the District wishes to reflect. Unless otherwise required by department or building rule, employees may choose their work clothing consistent with the essential functions of their job and reasonable standards of professionalism, safety, cleanliness and hygiene. Supervisors, directors and building principals may require employees to change clothing and/or discontinue practices of dress that are inconsistent with the criteria in the immediately preceding sentence, or that have a negative impact on the educational process or District operations, as authorized by law. Similarly, supervisors, directors or building

principals may require staff to cover tattoos that are deemed disturbing or inappropriate for a school setting (e.g. a swastika, racial slurs, etc.) Building principals and other supervisors shall monitor employee dress according to the contents of this policy and shall have the authority to make building and department rules and regulations to implement this policy. Such rules, if developed, shall be included in the department or building handbooks or other communication to employees.

Professional, business-like, dress and appearance support the vision and goals of the school system by promoting a working and learning environment which fosters high student and staff expectations and achievement. Employees must exercise good judgment in their dress and appearance. It is strongly recommended that if there is doubt about the appropriateness of an article of clothing or adornment, then it should not be worn in the work setting.

NON-DISCRIMINATION

In accordance with Nondiscrimination and Affirmative Action Policy 5010 (full policy located at <http://www.washougal.k12.wa.us/board/policies/5000/5010.pdf>):

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will 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.

Use the following resources for questions and to handle complaints of alleged discrimination:

District Contact

Washougal School District Office
Attn: Human Resources/Records
4855 Evergreen Way
Washougal, WA 98671
360-954-3000

State Contacts

Superintendent of Public Instruction Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360-725-6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360-753-6770

Office of Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206-607-1600

PROFESSIONAL DEVELOPMENT

Staff Development policy is located at
<http://www.washougal.k12.wa.us/board/policies/5000/5520.pdf>.

PROFESSIONAL DEVELOPMENT

Washougal School District encourages and desires their staff to strengthen their skills and to rise as individuals. This helps us all grow as a district and to provide more to our students. Additional training and study are offered as prerequisites for continued growth and effectiveness of staff members. It is also sometimes necessary for staff members with increased responsibilities and new demands. Staff are encouraged to gain additional job-related skills through special study or in-service training. The district offers research based professional development classes and courses throughout the year, free to district employees via the ESD 112. These opportunities can be found through the pdEnroller link on the WSD staff page or by clicking this link <https://www.pdenroller.org/washougal/catalog/>.

The PSE Staff Development Funds Request Form can be found under the WSD Human Resources, the Find a Form page, or by clicking this link <https://wsdhrnews.blogspot.com/p/your-wsd-benefits.html>.

CERTIFICATED CLOCK HOURS

The professional development portal is not directly linked to Human Resources, in order to use clock hours for possible salary schedule movement, you must complete a Clock Hour Inservice Registration form and submit the form directly to Human Resources if you did not register for the course through pdEnroller.

In addition to what the district offers, clock hours may also be available at no additional cost for Professional Growth Plans (PGP). For more information, visit: <https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/>.

Remember, 10 clock hours = 1 credit. Pursuant to WAC 181-85, all clock hours need to be granted by an “approved provider” - to find out if a course provider is an approved provider, annual lists are available from OSPI at: <https://www.k12.wa.us/educator-support/continuing-education-clock-hours>. This list is updated annually in September.

Washougal School District uses ESD 112 to transcribe clock hours for employees. Employees can review clock hours by going to [pdEnroller](#). It is the employee’s responsibility to maintain accurate records for compliance with certification regulations.

CLASSIFIED PROFESSIONAL DEVELOPMENT

Per Article XV, Section 15.1 of the WSD collective bargaining agreement <https://www.washougal.k12.wa.us/wp-content/uploads/2023/04/WSD-pse-Contract-2022-2025.pdf>. Employees required by the District or the state to attend training courses as a condition of employment shall be compensated at the employee’s base hourly rate for all time in attendance, plus any expenses. Training courses which are part of the Washington Public School Classified Employees Apprenticeship Program are not covered by this provision. An employee may request tuition or fees reimbursement for completion of a course or workshop approved by the Superintendent.

JOB PERFORMANCE EVALUATIONS

Employees will be evaluated by their supervisor in accordance with the procedures and criteria in your collective bargaining agreement and the Board Personnel Policies. The purpose of the evaluation is to promote and maintain professionalism in all staff by providing feedback on job performance and to make suggestions for professional growth. Blank evaluation forms are available for your reference on the WSD website Human Resources page, under the Admin Forms tab, or by clicking this link

ATTENDANCE AND TIME OFF

BREAKS AND LUNCH – CLASSIFIED HOURLY EMPLOYEES

As found in Article VII of the Bargaining Contract, each shift for most nine, ten, and twelve month employees shall consist of five to eight hours compensated work time, excluding an uninterrupted lunch period of at least thirty minutes.

- 4-4.75 hours - one 15-minute paid rest period
- 5-6.75 hours - one 15-minute paid rest period and one 30-minute uninterrupted lunch period
- 7-8 hours - two 15-minute paid rest periods and one 30-minute uninterrupted lunch period

When the nature of work allows employees to take intermittent rest periods equivalent to fifteen minutes for each four hours worked, scheduled rest periods are not required. Rest periods shall be scheduled as near as possible to the midpoint of the work period in addition to lunch, if applicable. Employees whose shift requires a lunch period are required to take at least a thirty minute lunch period and are not allowed to waive this lunch period.

ABSENCES

A fundamental requirement of your job is that you be at work on time, every day. If you must be late or absent, telephone your supervisor as early as possible but no later than one hour prior to the start of your work day. In the event of an emergency, you may have someone else call your supervisor so that necessary arrangements can be made.

SUBSTITUTES

Getting a substitute in your position is vital to the success and day-to-day operations of our schools. For those employees who require substitute coverage for an absence, you will record your absence via the electronic absence management system, AESOP (Frontline Technologies), accessed at: <https://login.frontlineeducation.com/login>. In the event of an emergency, you may call or someone else may call on your behalf and let Human Resources know that you will be absent and we will enter your absence for you. We will only enter your absence for you if you are physically unable to or do not have access to a computer/internet. It is your professional responsibility to secure a substitute for your position as far in advance as possible and to ensure that the substitute has lesson plans and materials needed to be successful.

LEAVE

Each employee is critical to fulfilling the educational needs of our students. Absences have an impact on student learning and achievement. For that reason, it is imperative that you follow the District procedures when you are absent as they are designed to reduce the student impact of your absence.

Requests for personal leave must be submitted via AESOP (Frontline) or supervisor as early as possible but no less than twenty four (24) hours in advance. If requesting to use personal leave for multiple consecutive days, such requests must be submitted in advance, to your supervisor, and in a timeframe consistent with the provisions of the governing collective bargaining agreement. There is specific language in the WAE and the PSE collective bargaining agreements (CBA) regarding the use of personal leave during the first week and last week of school. If you are a member of either of those groups, please refer to your respective CBA.

Sick leave days may only be used for illness, emergencies, and doctor or dentist appointments. Sick leave days cannot be used for personal leave. For absences of 5 days or more, documentation from a medical professional may be requested.

NONEXEMPT STAFF MEMBERS (SUBSTITUTES) are covered by the sick leave provisions of RCW 28A.400.300 and are also covered by the sick leave provisions of RCW 49.46.210 and Chapter 296-128 WAC beginning January 1, 2018.

1. Nonexempt staff members must accrue at least one hour of paid sick leave for every forty hours worked.
2. Nonexempt staff members are entitled to use their accrued paid sick leave beginning on the ninetieth calendar day after the commencement of their employment on days they are required to work. "Required" means that the nonexempt staff member is in a multiple day position on a district schedule, is considered to be long-term or temporary, and does not apply to casual substituting. Nonexempt staff members may use their accrued sick leave after the 30th consecutive day of the assignment.

The type of leave requested depends on the reason for the leave. If applicable, please refer to your collective bargaining agreement for specific available leaves and their terms.

- Personal Leave
- Sick Leave
- Bereavement
- Religious
- Emergency
- Jury/Subpoena
- Vacation
- Parental/Adoption
- Military

The District adheres to the provisions of the Family Medical Leave Act (“FMLA”) and the Washington Paid Family and Medical Leave (WA PFML) legislation and agrees to extend these provisions to employees who meet the eligibility requirements. Please contact the HR Department to initiate a leave of absence request. You may have a FMLA and/or a WA PFML qualifying-event and your HR Specialist can assist you in getting and filling out the completed documentation.

For other accommodations or ADA questions, contact the Human Resources Department at 360-954-3004 or 360-954-3051.

UNPAID LEAVE

Leave that extends beyond personal leave or sick leave allocation must be approved in advance through Human Resources. If approved, this will be without pay. Such requests are facilitated by the Human Resource department by submitting a “Request for Leave of Absence Form”, located on the district website, Human Resources page under the Find a Form tab, or by clicking this link <https://wsdhrnews.blogspot.com/p/your-wsd-benefits.html>. (Contact your Certificated or Classified Human Resources Specialist for assistance and/or instructions). Failure to secure approval from Human Resources for unpaid absences may result in disciplinary action.

LEAVE SHARING POLICY

A district employee is eligible to receive donated leave if the staff member suffers from, or has a relative or household member suffering from, an extraordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the staff member to go on leave without pay status. For more information on leave sharing, contact your Certificated or Classified HR Personnel Specialist.

SUBSTITUTES

All staff should communicate with their supervisor about the need for a substitute. If a substitute is needed, employees (except bus drivers) must document their absence and request a substitute through the AESOP (Frontline) system. Bus drivers must contact their supervisor and the dispatcher to ensure appropriate coverage. For absences of more than 3 days, please coordinate with your building administrator before securing a substitute to ensure the substitute is appropriate for an extended absence.

SNOW AND INCLEMENT WEATHER

Occasionally it is necessary to alter the District’s operating schedule due to snow and/or inclement weather. During inclement weather, staff members should listen to local media stations, check <https://www.washougal.k12.wa.us> or www.FlashAlert.net for delayed openings,

early dismissal, or closings. Employees can sign up to get immediate updates via email and/or text through the ParentSquare system. Please make sure the HR department has your current phone number each fall.

If an employee misses part (late arrival) or all of a day because of the weather, the following leave policies and provisions may be applied:

ALL CERTIFICATED: When school is closed due to inclement weather, certificated staff will not report to work. Teachers will make up the day with the students on the designated make up day(s). If you are absent on a late start day, this is considered a full day absence. If you have a planned absence but are able to report to work at the scheduled late start time, your absence should only be for the amount of time you are unavailable during those hours.

FULL-TIME (260-DAY) CLASSIFIED AND ADMINISTRATORS: Should schools close due to inclement weather, full-time employees need to report to work as usual. If you are unable to report to work, you will have to use vacation, personal, emergency leave or comp hours. If there is a late start due to inclement weather, you are able to use vacation, personal, emergency leave or comp hours.

OTHER CLASSIFIED EMPLOYEES (i.e. paraprofessionals, school office professionals, and bus drivers who follow the school calendar): Do not report to work if school is closed due to inclement weather. Time will be added back into school and work calendars for designated make up day(s). If there is a late start due to inclement weather, you are able to use vacation, personal, emergency leave or comp hours.

ACCIDENTS, INJURIES AND ILLNESS

Always use Infection Control Guidelines (below) when attending to any accidents, injuries or illnesses. Attend to any injuries and send a reliable student (or nearest staff member) to the office for help. Particular attention must be given towards preventing accidents or injuries when supervising playground areas and in physical education, shop areas, and science classes. Whenever an accident or injury occurs, see the Office Manager for direction regarding completion of compliance paperwork.

If a student becomes ill, whether in the classroom or on a playfield, they should not be sent alone to the office or restroom. Send a reliable classmate with the ill student or get help from another staff member.

INFECTION CONTROL GUIDELINES

The School Board recognizes its responsibility to provide a safe and healthy environment for students, employees, service providers, and volunteers. Because communicable diseases are

one of the most common causes of student illness and absenteeism, preventing and reducing transmission of communicable diseases is recognized as an essential responsibility of the Washougal School District.

INFECTION CONTROL GUIDELINES FOR ALL EMPLOYEES:

1. Wash hands thoroughly. Use soap and water and rub your hands for at least twenty seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.
2. Wear gloves when in contact with blood or body fluids. If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids (plastic gloves do not provide protection).
3. Try to avoid contact with blood. If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
4. If you come in contact with blood or body fluids, take necessary precautions. It is not considered exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the area thoroughly with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
5. Dispose of contaminated solid waste appropriately. Materials contaminated with blood or body fluids should be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with blood or body fluids must be placed in puncture proof containers and disposed of properly.
6. Clean blood spills with bleach or other appropriate hospital disinfectants. Wipe up and dispose of contaminated materials appropriately.

*In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to ensure that the situation is managed appropriately.

ON THE JOB EMPLOYEE INJURIES

SAFETY

Washougal School District schools should have accident prevention plans that can be located in either the main office or the staff break rooms of the school buildings. The accident prevention

plan explains the district's efforts to minimize the risk of injury in the workplace. A safety bulletin board should also be located in the staff break room with important safety information posted. Your school buildings might also have a safety committee that meets on a monthly basis to discuss safety information in the school and review any accidents that occurred over the last month in the workplace. Contact your building administrator if you are interested in serving on a safety committee.

The responsibility of employees is to carry out the tasks assigned in their jobs in such a way as to ensure their own safety, as well as the safety of those around them. It is also their responsibility to complete any safety training assigned both in the Safe Schools Training and any live training assigned by your building administrator.

We all share the responsibility to maintain the workplace in the safest possible manner for ourselves, our students, and all visitors to the District. Should an employee notice a dangerous situation of any kind, please notify the building administrator so it may be corrected. Safety is an area in which we can all participate to make our work environment as safe as possible.

WORKER'S COMPENSATION

Washougal School District is self-insured through our local Educational Service District (ESD) Workers' Compensation Trust. An injured worker is entitled to no-fault accident and disability coverage. This "workers' compensation" covers medical expenses and pays a portion of wages lost while a worker recovers from a workplace injury or occupational disease.

- Report your injury or exposure as soon as possible to your immediate supervisor.
- Please document all incidents and injuries by completing an Incident Report Form which can be found near the bottom right-hand corner of the Staff page, under the Human Resources link on the Human Resources page, under the HR Blog page in the Admin Forms tab, or by clicking this link <https://webdoc.esd112.org/Forms/EIR>, and submitting it to the Human Resources Department.
- Communicate with your healthcare provider so that he/she knows if your injury or disease is job-related.
- All doctor's notes should be submitted to Human Resources as soon as possible. If you go out on a leave or receive a doctor's note that restricts you from working or requires accommodations, you will need to have a release or note from your doctor to return to work. Before returning to work, provide the documentation to your Human Resource Specialist. You need to work with HR regarding those accommodations before returning to work. When in doubt, contact HR.
- Stay in touch with your employer if you are unable to return to work and must take a leave of absence, or if your healthcare provider places any "light duty" restrictions to your regular job duties.

TECHNOLOGY GUIDELINES

EMAIL GUIDELINES

Emails have become a basic communication tool throughout business and in our personal lives with technology available that allows you to correspond from virtually anywhere, at any time. Email can be a very useful and effective means of communication if used appropriately and with good judgment; if used inappropriately it can also expose you and your employer to a damaged reputation, liability, and reduced productivity.

We are in a time of increased public openness, and face increasingly more issues related to online safety and information security. Legal requirements such as the Family Education Rights and Privacy Act (FERPA) (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), Children's Internet Protection Act (CIPA) (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>) and the Health Insurance Portability and Accountability Act (HIPAA) (<https://www.hhs.gov/hipaa/index.html>), require us to manage email, as well as all other written correspondence, in specific ways, which sometimes includes providing copies of email to third parties, thereby exposing correspondence that may have been sent with the assumption that there was some degree of privacy.

The following guideline is provided to help employees of Washougal School District meet the legal, moral and ethical obligations associated with professional correspondence and communication when using the district's email system.

- Emails are public records. Keep all language professional and cordial. Email that is too casual or harsh is prone to misinterpretation. Email should pass the "elevator test." If you are in a crowded elevator with colleagues, parents and reporters, what would you say? If you wouldn't say it aloud in an elevator, don't write it in an email. All email sent and received is saved and archived and subject to search and public disclosure even if you have deleted it from your mailbox. You also don't know who else might receive a forwarded copy of your email.
- Be specific and succinct. Be respectful to the recipient(s) of your email by keeping them brief and to the point. If you need to be lengthy, consider using another format. If sending an email to several people that requires action, be specific about who you expect to take action.
- Don't delay. Read and, if necessary, respond in a timely manner to email questions and requests, reducing the need for follow-up emails or phone calls. Avoid using email as a stalling tactic.
- Email is not appropriate or most effective for all communication. Consider other methods of communication and if the content or issue being addressed is not resolved or understood within 2-3 email exchanges, it may be more effective to pick up the phone or schedule a face-to-face meeting.

- Limit use of reply-all for simple email exchanges that really do not require an answer to “ALL.”
- Limit recipients to only those needing to know. Don’t become a spammer who sends unnecessary emails, “just in case” someone might want to know.
- Deliver good news in writing, and bad news in person (not via email). Never use email to let off steam. A poorly worded or inflammatory message could make a difficult situation worse. Compose the email but don’t immediately send it; think about it for a day or two.
- Vacation or out-of-the-office notices. Consider restricting your set-up on email vacation, or out-of-the-office notices to internal users only to prevent tipping off outsiders that you may be away from home.
- Limit Personal Email. Personal use of the school district’s computing and electronic mail systems must be limited to occasional and infrequent use and only during breaks or after work hours (see Policy 2022 – Electronic Resources Policy). Use of district email for or in support of politically related activities or candidates for public office; or sending information for personal financial gain is strictly prohibited.
- Email is not secure or private. Email passes through many systems on its way to be delivered to the recipient and it could be unknowingly captured and used for unintended purposes. Also, you don’t know if the recipient may forward your email. The security of the email should be considered when sending information that may be subject to HIPAA or FERPA regulations. Unless secured using an encryption key all email is subject to potential misuse by unintended parties.
- Special caution regarding student information. Regulations and District Policies require that special care be taken to protect student privacy when emailing students specific information including health, discipline or any other information that must remain private between the school system, student and their families.
- Record retention rules apply. Email messages should be treated as formal business documents. Most district correspondence, including email, is subject to Public Records Requests and court ordered disclosure. Requests are received on a regular basis from news/media organizations. Most records can be used in legal proceedings for or against the district and its employees.
- Wireless web access. Security concerns abound in the wireless environment. When you are using wireless Internet, unless you are using a VPN (Virtual Private Network), anyone else with a laptop and a piece of readily available free software can read your email along with you.
- Email can be unsafe. Attackers often use email to deliver malware, steal usernames and passwords through phishing, or steal personal information (social security, credit card, or

banking information) by pretending to be someone they're not. Never open attachments or links that you weren't expecting (even from trusted sources), and do not give your logon information to anyone via email. If something doesn't look right, call the sender and ask them if they meant to send you the message.

USE THE INTERNET WITH CARE

Washougal School District promotes a safe, secure, reliable and technology-enriched learning environment for its staff and students through the use of technology to monitor Internet and other external traffic. This technology monitors, filters and captures Internet use, including email, instant messaging, chat sessions, Internet web browsing and file sharing looking for specific types of content and flagging items that are not in compliance with the district's Electronic Resources Policy.

Among other things, the system promotes a safe, secure and productive environment by:

- Improving staff and student safety by facilitating the investigation of threatening email received by students or staff
- Ensuring compliance with state and federal law by monitoring staff or student compliance with district and the State of Washington's K-20 Acceptable Use Policies
- Improving the learning and working processes by notifying the appropriate personnel of students or staff who use their computer for non-education related activities
- Helping protect private information of students and staff as required by law
- Improving staff and student productivity by helping everyone focus on the educational mission and learning objectives of the district
- Managing the network bandwidth needs to assure availability and performance in support of the districts educational mission

Here are a few reminders to everyone of the district's Electronic Resources Policy that governs use of district computing and network resources:

Washougal School District strategic plan and board policies – not to mention state and federal law – mandate that its resources be used in direct support of the education of the students. Key elements of the policy (as defined in School Board Policy and Procedure 2022, <http://www.washougal.k12.wa.us/board/policies/2000/2022.pdf>) includes but is not limited to the following unacceptable behaviors or activities:

- Personal gain, commercial solicitation and compensation of any kind;
- Actions that result in liability or cost incurred by the district;

- Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from Technology Department staff;
- Support for or opposition to ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other district computers, networks and information systems;
- Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken; or
- Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

FREQUENTLY ASKED QUESTIONS:

Q: Can I install computer games on my district desktop/laptop/mobile device?

A: No, unless they are a bona fide part of the curriculum for a class you are teaching.

Q: Can I check my bank balance from my desktop/laptop at work?

A: Infrequently. Incidental or infrequent use for this type of purpose of a district computer during a scheduled break or time that does not interfere with your professional responsibilities is allowed. The new monitoring software can tell how long users engage in this type of activity using the district's computing resources.

Q: I buy and sell items on eBay. Is it okay for me to check the status of my auctions throughout the day so I don't miss out on an important bid?

A: No. Incidental or infrequent use of eBay during a break could be allowed, but using the network for any type of personal financial gain (e.g. the sale of items) or spending lots of time on eBay or other non-work related web sites is not allowed.

Q: Can I download and install software from the Internet onto my desktop/laptop/mobile device?

A: It depends. Software that is licensed, owned, and approved by the District can be installed by a member of the IT staff. Other software may be approved on a case by case basis. To determine if new software can be installed, create a ticket with the Washougal Schools Tech Support team at <https://wsdtech.happyfox.com/home/> to start a ticket.

Q: Can I use my district laptop/mobile device at home using my personal wireless network?

A: Yes, as long as you don't make any configuration changes to the laptop that causes it to not work on the district network. However, keep in mind that all Electronic Resources Policy rules apply no matter where you are using the laptop.

Q: During my off hours can I use my district desktop/laptop/mobile device to manage my personal checking account or use it to operate a non-district business or organization?

A: No. No matter when or where you use the district-provided hardware, the district's Electronic Resources Policy must be followed.

Q: Are personal email, instant messages or web browsing activities private?

A: No. There should be no expectation of privacy when using district computing or network resources. With the exception of specific information protected by law (e.g. covered by HIPAA or FERPA) all records, email, web browsing activities (including exact images of what was viewed), chat sessions, files and documents are subject to the public records disclosure laws of the State of Washington.

Q: Could I be disciplined or fired for violating the district's Electronic Resources Policy?

A: Yes.

PAYROLL PROCESSING

**SCHEDULE OF PAYROLL PROCESSING DATES
2024-25**

PROCESSING MONTH	LAST DAY TO HAVE PAPERS TO PAYROLL	CUTOFF FOR DIRECT DEPOSIT CHANGES	PAYROLL RUN DATE	PAY DAY
September	6	13	23	30
October	7	14	24	31
November	7	13	21	29
December	6	13	20	31
January	8	13	24	31
February	7	13	21	28
March	7	13	24	31
April	9	14	23	30
May	7	13	23	30
June	6	13	23	30
July	8	14	24	31
August	7	13	22	29

The dates above are subject to change. This form is to help Employees and Supervisors know the last day of each month that documents will be accepted in the Payroll office for payment each month.

PAY DATES

Pay periods are the first through the last day of the month. Time worked (extra hours) will be paid on the last banking day of the following month. The cutoff date for submitting timesheets is based on the *Schedule of Payroll Processing Dates* on the previous page. Timesheets received by payroll after the cut-off may be processed the following month. All payments are made through direct deposit. Employees are required to have their check direct-deposited to a financial institution of their choosing.

ONLINE EMPLOYEE ACCESS

All employees are granted "Employee Access" through Skyward which allows individuals to view and print paycheck information, leave balances and W-2 information. The District no longer prints or distributes paper copies of pay stubs.

RETIREMENT

If the position an employee is hired into is eligible for retirement benefits, the employee is required to choose a retirement plan within the first 90 days of employment. Information about retirement plans are available at <https://www.drs.wa.gov>. If you do not choose a plan you will automatically be enrolled in Plan 2. The contribution rate for this plan is set annually by DRS. The employee contribution towards retirement is taken out of each monthly paycheck automatically.

UNION DUES

For those employees that are part of a union (WAE or PSE), membership shall be maintained through monthly dues deducted through Payroll, unless the employee chooses to revoke membership by contacting the appropriate association.

DISTRICT INSURANCE BENEFITS

The welfare of our employees and their families is very important to us. With this in mind, Washougal School District is pleased to offer our employees working 630 hours or more each school year medical, vision, dental, basic long-term disability and basic life insurance. Eligible employees can elect to participate in a flexible spending account, a dependent care account as well as other supplemental programs. More detailed information regarding insurance benefits is provided on the District [website](#). For more information, please call 360-954-3004 for Certificated Staff, or 360-954-3051 for Classified Staff.

ELIGIBILITY

CERTIFICATED: Generally, employees are eligible for SEBB benefits if they are anticipated to work at least 630 hours during the school year (Sept. 1 - Aug. 31). SEBB includes Medical, dental, vision, basic long term disability and life insurance coverage and is mandatory for all employees working a .5 FTE (630+ hours) or more. Employees working less than a .5 FTE do not qualify for SEBB. Medical coverage within SEBB can be waived for those who do not need medical insurance.

CLASSIFIED: Generally, employees are eligible for SEBB benefits if they are anticipated to work at least 630 hours during the school year (Sept. 1 - Aug. 31). Paid leave and paid holiday hours count toward this overall total. SEBB includes Medical, dental, vision, basic long term disability and life insurance coverage and is mandatory for all employees working 630 hours or more. Employees working or compensated for less than 630 hours do not qualify for SEBB. Medical coverage within SEBB can be waived for those who do not need medical insurance.

Employees who are SEBB eligible may elect supplemental Life and AD&D, supplemental Long-term Disability insurance, Flexible Spending Arrangement (FSA), or Dependent Care Assistance Program (CDAP).

ENROLLMENT

The deadline for enrollment is 30 days from the date of eligibility. If you don't make selections, add dependents or waive the medical and long-term disability (LTD) coverage by the deadline you will be automatically defaulted. If you are defaulted and have dependents that have not been added, your dependents will not be included and cannot be added until the annual Open Enrollment period. If you are defaulted, you are responsible for paying the applicable medical premium and the supplemental long-term disability premium. You will also have to pay the tobacco surcharge. If you are defaulted, you are able to decline the supplemental LTD, but will not be reimbursed for any of the premiums already incurred. You can also attest to the tobacco surcharge and have that removed, you won't be reimbursed for any surcharge you pay because you were defaulted. You will not be able to waive or make changes to the medical coverage

until the next Open Enrollment period. There may be qualifying events during the school year in which you may be able to enroll family members. For more information, please call 360-954-3004 for Certificated Staff or 360-954-3051 for Classified Staff.

Information on annual Open Enrollment is shared with employees through district email. In addition, the Health Care Authority (HCA) will mail information to your mailing address. New plan year booklets are available on the SEBB page of the [HCA website](#).

COBRA

If you or your dependents become ineligible for coverage under SEBB, you may be eligible to extend coverage under the federal COBRA program. This allows you and your dependents to continue receiving insurance coverage by self-paid premiums. Continuation of coverage is provided through [School Employees Benefit Board Continuation of Coverage](#). You can find information regarding COBRA on this website.

Available Wellness Resources

[SmartHealth](#)

SmartHealth is offered to SEBB eligible employees seeking resources for healthy lifestyle, mental health or other life challenging events. Visit their website for information on this program.

[Skamania County Behavioral Health](#)

This program aims to offer no-cost or reduced-cost medical and/or mental health care to individuals who are uninsured or underinsured. You must be a current Skamania County resident to receive these benefits.

[The Wellness Program](#)

The Wellness Program is a free mental health program that provides services to uninsured or underinsured adults residing in Clark County. Services provided include counseling, medication management, assistance with insurance application and referral services.

[Kids Mental Health Southwest Washington](#)

The SW Behavioral Health Navigator team is a growing program funded through the Washington State Health Care Authority (HCA) with a goal to bring children, youth and families together to address the behavioral health crisis in children and youth.

WORKFORCE SECONDARY TRAUMATIC STRESS

The Washougal School Board is committed to preventing and addressing secondary traumatic stress for District personnel by supporting mental health in the workplace. Everyday school staff work with students experiencing trauma and loss and as a result, school staff may experience secondary traumatic stress. When secondary traumatic stress is left unaddressed, it may lead to

staff turnover, burnout, adult chronic absenteeism, and health issues that negatively impact everyone in the school community.

Secondary traumatic stress, also called compassion fatigue, is a natural but disruptive set of symptoms that may result when one person learns firsthand of the traumatic experiences of another. Symptoms of secondary traumatic stress may include feelings of isolation, anxiety, dissociation, physical ailments, and sleep disturbances. In addition, those affected by secondary traumatic stress may experience: Changes in memory and perception; alterations in their sense of self-efficacy; a depletion of personal resources; and disruption in their perceptions of safety, trust, and independence.

Creating a healthy work environment is a shared process that includes individual, school based and district based strategies. Managing stress, building resiliency, and adapting to change requires intentional and thoughtful effort.

Our medical plans include comprehensive mental health programs that are available to employees and their dependents.

COMMONLY USED TERMS

If you are a new employee to the Washougal School District, you may be unfamiliar with some of the terminology used. We have assembled some terms below that may be helpful for you as you navigate within the district.

504: An individualized plan under Section 504 of the Rehabilitation Act of 1973 that describes the educational and related aids and services that a district determines a disabled student needs as part of their education.

Certificated: Employees required to have a professional certificate, issued by the Office of Superintendent of Public Instruction (OSPI), to perform their job (i.e., administrative, teachers, psychologists, counselors, etc.).

Classified: Employees not required to have a professional certificate to perform their job (i.e. custodians, office professionals, paraprofessionals, etc.).

Clock Hours: Clock hours are units of credit assigned to educators at a professional development/training event. Clock hours are accrued by Washington State educators toward continuing education requirements in the state of Washington.

Collective Bargaining Agreement (CBA): Negotiated contract between Washougal School District and the employee groups, which are currently the Washougal Association of Educators (Certificated) and Public School Employees or PSE (Classified).

(DHOH) Deaf and Hard of Hearing Services: Provides services to students focused on communication and language for students with significant hearing impairments.

Endorsements: Designated subject areas that appear on teaching certificates and are determined through education and experience, granted by the Office of the Superintendent of Public Instruction (OSPI) when a certificated candidate applies for certification.

Talent Ed: Electronic applications system for job openings within the District.

Form A: Used by Certificated employees to be compensated for extended hours/days. This form must be signed by a building administrator and submitted to Human Resources within 90 days of activity completion.

Non-Represented: Non-rep employees are not represented by a union.

Paraeducator: Term that includes all assistants (instructional/general). Providing support to teachers in areas such as: instructional assistance to students, playground, crossing hazardous streets and intersections, and library assistance.

Provisional Contract: As defined by the Office of Superintendent of Public Instruction (OSPI), this is the first three years of a continuing contract for certificated employees in the state of Washington. After three years, the “provisional” contract may be changed to a “continuing” contract subject to the candidate’s “provisional” years performance.

Residency: Job-embedded professional development model implemented at a school site.

(SEBB) School Employee Benefits Board: which administers health insurance and other benefits to all benefit eligible employees in school districts in the State of Washington

(SLC) Structured Learning Classroom: Provides services to students with a focus on social/behavioral needs, collaborative problem solving and positive behavioral supports.

Service Desk: Organization that handles WSD Tech - “Happy Fox” tickets by assigning technicians to support your requests.

Skyward: School management software used by Washougal School District for student, fiscal and employee data.

Spread Pay: Employees, such as teachers and office/clerical, who work ten months but have their pay equally spread over the full year and receive twelve equal paychecks.

Stipend: Pay received by employees for additional supervisory jobs/duties that warrant additional pay (extracurricular and co-curricular).

Supplemental: Contract completed by certificated employees to be paid additional compensation for extended services such as coaching or extracurricular activities.

Support Services: Department that includes Special Education, ELL, and Federal & State Programs (Title I/LAP).

Transition Services: Provides services to students ages 18-21 that are identified through the course of study within their IEP as needing continued special education services beyond the fourth year of high school. Services focus on transition from school years to adulthood.

Workshop: Instructional model used in K-12 classrooms throughout the district.

DISTRICT AND STATE ACRONYMS

ASB: Associated Student Body
ASL: American Sign Language
CBA: Collective Bargaining Agreement
CCDEI: Cultural Competence, Diversity, Equity and Inclusion
CCTE: College, Career, and Technical Education
DRS: Washington State Department of Retirement Systems, administers district retirement plans
ELL: English Language Learner
ESA: Educational Staff Assistant (School Counselors, Physical Therapists, Speech Language Pathologists, etc.)
ESD: Our local Educational Service District (ESD 112)
EdTech: Educational Technology (implementation of technology into daily instruction support)
FTE: Full-time equivalent (Certificated staff, a 1.0 FTE is 7.0 hours per day, 180 days per year)
(Classified staff, a 1.0 is 8 hours per day, 260 days per year)
ELA: English Language Arts
HR: Human Resources Department
IEP: Individualized Education Program, a written statement of the educational program designed to meet a child's individual needs
LAP: Learning Assistance Program
LOA: Leave of Absence
MOU: Memorandum of Understanding
MTSS: Multi-Tiered Systems of Support
OSPI: Office of the Superintendent of Public Instruction
OT: Occupational Therapist
PBIS: Positive Behavior Interventions and Supports
PD Enroller: online registration system used for professional development courses
PLC: Professional Learning Communities
PT: Physical Therapist
SBAC: Smarter Balanced Assessment Consortium
SEBB: School Employee Benefit Board which administers health insurance and other benefits to all benefit eligible employees in school districts in the State of Washington
Skyward: School management software (student system)
SLP: Speech Language Pathologist
SWIS: School Wide Information System
TOSA: Teacher on Special Assignment
WSIPC: Washington State Information Processing Cooperative

HUMAN RESOURCES POLICIES AND GUIDELINES

All Board Policies and Procedures are located on our website under the School Board page, or by clicking this link: <http://www.washougal.k12.wa.us/board-policies/>.

Below are some links pertinent to Personnel and Employment policies:

RECRUITMENT AND PERSONNEL SELECTION

- [5010 Nondiscrimination and Affirmative Action](#)
- [5011 Sexual Harassment of District Staff Prohibited](#)

EMPLOYMENT PRACTICES

- [5201 Drug-Free Schools, Community and Workplace](#)
- [5202 Federal Motor Carrier Safety Administration Mandated](#)
- [5231 Length of Work Day](#)
- [5240 Evaluation of Staff](#)
- [5252 Staff Participation in Political Activities](#)
- [5253 Maintaining Professional Staff/Student Boundaries](#)
- [5260 Personnel Records](#)
- [5270 Resolution of Staff Complaints](#)
- [5271 Reporting Improper Governmental Action](#)
- [5280 Separation from Employment](#)
- [5281 Disciplinary Action and Discharge](#)

PROFESSIONAL EDUCATOR STANDARDS BOARD POLICIES

PESB Policy Manual

<https://drive.google.com/file/d/1Uo7Ejzz2wpWEsYpcEUqOjPBtgswANK8D/view>