


# KEY FEATURES

**✓ STAY INFORMED**  
Select your school during setup or in settings to stay in the loop with what's happening.

**✓ PUSH NOTIFICATIONS**  
Select yes when you download the app to receive the latest push notifications from the district and your school.

**✓ CALENDAR EVENTS**  
Add events to the calendar on your personal mobile device directly from the calendar section on the app.

**✓ NEWS**  
Check out the latest district wide and school news all in one place!




# GET OUR FREE APP

**SEARCH FOR FLOWING WELLS SCHOOLS**

Download on the App Store | GET IT ON Google Play

*Questions about leave, policies, benefits, and more?*



# CHECK THE HANDBOOK!

**CERTIFIED AND SUPPORT STAFF HANDBOOKS CAN BE VIEWED OR DOWNLOADED ON OUR WEBSITE**

**Handbooks**

- Certified Staff
- Support Staff

**Under Human Resources or Quick Links**

**FLOWINGWELLSCHOOLS.ORG**

Every Flowing Wells employee has an Outlook email account (fwusd.org) as well as a Gmail account (fwusd8.or) in order to provide access to Google Classroom, YouTube, and other Google applications. However, your District Outlook account is your primary email account and will be used for official District communications. To avoid having to check both accounts, please set your Gmail account to auto-forward to your District Outlook account by following the steps outlined below. If you previously have completed these steps, you do not need to repeat them as your autoforwarding settings will remain in effect:


- In your web browser, search for Gmail and then log in with your FWUSD Google Gmail Account (ie: jane.smith@fwusd8.org).
- Select Settings using the "gear" icon in the upper right-hand corner, then select "See all settings."
- Select "Forwarding and POP/IMAP" from the upper tabs.
- Select "Add a forwarding address" and enter your FW Outlook email (ie:jane.smith@fwusd.org), then select "Next." You will be asked to confirm; answer "Proceed." A confirmation code and email will be sent to the forwarding email address. Enter this code into the designated field in your Gmail settings, or simply click on the link in the confirmation email.
- Still in Gmail settings, select the radio button next to the statement "Forward a copy of incoming mail to..." and select your fwusd.org email address from the drop-down window.
- Scroll to the bottom of the settings page and select "Save Changes."

## FLOWING WELLS NON-EXEMPT SUPPORT STAFF EXPERIENCE STEP PROGRAM

Honoring years of experience in the Flowing Wells School District

STEP INCREASE UPON COMPLETION OF YEAR	AMOUNT ADDED TO HOURLY RATE AT TIME OF INCREASE
3	.60
6	.60
9	.60
15	.09
20	.09

STEP INCREASE IS IN ADDITION TO ANNUAL RAISE COMPENSATION



June 28, 2022