CUSICK

SCHOOL DISTRICT #59

2026-2027 STAFF HANDBOOK

CUSICK SCHOOL DISTRICT

305 Monumental Way • Cusick, WA 99119
Phone: (509) 445 1125 • Fax: (509) 445 1598
www.cusick.wednet.edu

The Cusick School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal and provides equal access to all. The following employees have been designated to handle questions and complaints of alleged discrimination.

TITLE IX COORDINATOR

Greg Bollinger
305 Monumental Way
Cusick, WA 99119
gbollinger@cusick.wednet.edu

CIVIL RIGHTS COMPLIANCE

Steve Bollinger
6-12 Principal
305 Monumental Way
Cusick, WA 99119
sbollinger@cusick.wednet.edu

SECTION 504/ADA COORDINATOR

Doug Theil
K-5 Principal
305 Monumental Way
Cusick, WA 99119
dtheil@cusick.wednet.edu

PANTHER PRIDE

RESPECT • RESPONSIBILITY • SAFETY

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CUSICK SCHOOL DISTRICT

2026-2027

Corrected 8/6/2026

APPROVED 4/28/2026

For Students: No Half Days/Early Dismissal
Monday thru Thursday, except for the following two Friday's: September 25 & November 13

AUGUST (1)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER (18)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER (17)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER (15)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER (11)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY (15)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Significant Dates

August
- 24-27 ..... Staff In-Service
- 26 ..... Grades 6 & 9 Orientation
- 26 ..... Grades 1-5 Open House 5:30-6:30
- 31 ..... Student's First Day

September
- 2 ..... TK/K First Day
- 7 ..... Labor Day
- 18 ..... Staff In-Service

October
- 16 ..... Staff In-Service

November
- 20 ..... Staff In-Service
- 11 ..... Veteran's Day
- 25-27 ..... Thanksgiving Vacation NO SCHOOL

December
- 11 ..... Staff In-Service
- 21 - 31 ..... Christmas Vacation NO SCHOOL

January
- 1 ..... New Years Day
- 4 ..... Students Return to School
- 22 ..... Staff In-Service
- 18 ..... M. L. King, Jr. Day NO SCHOOL

February
- 15 ..... President's Day NO SCHOOL
- 19 ..... Staff In-Service

March
- 19 ..... Staff In-Service

April
- 5 - 8 ..... Spring Break NO SCHOOL
- 16 ..... Staff In-Service

May
- 21 ..... Staff In-Service
- 31 ..... Memorial Day NO SCHOOL

June
- 11 ..... Graduation
- 16 ..... Student's Last Day
- 11 & 17 ..... Staff In-Service

FEBRUARY (15)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH (19)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL (13)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY (16)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE (10)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

District Phone Numbers

Cusick School District: 445-1125
Bess Herian Elementary: 445-0361
Transportation Dept: 445-1231
District Fax: 445-1598

Quarter Grades

1st
Sem/ 2nd
3rd
Sem/ 4th

Hours of Operation:

Jr./Sr. High 8:00-3:40
Elementary 8:10-3:35

Legend

Non-school Days
Staff School Improvement
Snow Make-up Days

The Cusick School District encourages the Character Counts Values identified as follows:

The Six Pillars of Character

The Six Pillars of Character are the core ethical values of **CHARACTER COUNTS!** These values were identified by a nonpartisan, secular group of youth development experts in 1992 as core ethical values that transcend cultural, religious, and socioeconomic differences. The Six Pillars of Character are trustworthiness, respect, responsibility, fairness, caring, and citizenship. We recommend using the Pillars in your character education or SEL initiative in this specific order and using the acronym ***"T.R.R.F.C.C."*** **(Terrific).** Each of the Six Pillars of Character help instill a positive school climate and a culture of kindness, making schools a safe environment for students to learn.

TRUSTWORTHINESS

- Be honest. Don't deceive, cheat, or steal.
- Have integrity. Do what you say you'll do.
- Keep your promises.
- Be loyal. Stand by your values.

RESPECT

- Follow the Golden Rule.
- Be accepting of differences.
- Be courteous to others.
- Deal peacefully with anger, insults, and disagreements.
- Be considerate of others' feelings.

RESPONSIBILITY

- Do what you are supposed to do. Try your best.
- Persevere. Keep on trying.
- Be self-disciplined.
- Think before you act. Consider the consequences.
- Be accountable for your words, actions, and attitudes.

FAIRNESS

- Play by the rules.
- Take turns and share.
- Be open-minded. Listen to others.
- Don't take advantage of others.

CARING

- Be kind.
- Be compassionate.
- Express gratitude.
- Forgive others.

CITIZENSHIP

- Do your share to make your home, school, and community better.
- Cooperate.
- Stay informed. Vote.
- Be a good neighbor.
- Make choices that protect the safety and rights of others.
- Protect the environment.



BOARD OF DIRECTORS
CUSICK SCHOOL DISTRICT #59

Current Directors:

Anna Armstrong	Area 2
Mark Cutshall	Area 3
Paul Edgren	Area 1
Jason Lyon	Area 5
Tye Shanholtzer	Area 4

SCHOOL BOARD MEETINGS

The Cusick School Board meets in the library, located in the High School building. All meetings are public and scheduled on the fourth Monday of every month at 5:00 pm. In addition to regular meetings, the Board sometimes holds special meetings, executive meetings, and work sessions; special meetings or changes to regular session will be advertised in the Miner for two weeks prior. Meeting agendas are posted on the school web page just prior to the meeting to account for last minute changes. Meeting minutes are posted for the month prior following approval by the School Board.

VISION

To provide for the success of each student through educational excellence.

MISSION

The Cusick School District, in cooperation with Parents, the Kalispel Tribe and community, is committed to serving each student. We will educate, challenge, and equip each student to realize his/her potential and become a life-long learner who is a contributing member of society.

BELIEFS

We believe that…

- Each person has the right to an equitable, appropriate education in a safe, non-threatening environment.
- Each person has the right to be treated with dignity and respect.
- All people can learn.
- Each person has the right to reach his or her potential through a challenging education.
- Meaningful learning is a life-long, multi-faceted process.
- Understanding and communicating are fundamental to learning.
- Learning is a shared responsibility involving student, parent, community, and school staff.
- Significant adult/student relationships positively impact the education of young people.
- Creating quality education is an ongoing process requiring the commitment of all stakeholders.
- Professional development is the responsibility of each professional and should be job embedded, data driven, and include collaborative processes.
- All people have the responsibility for continuous betterment of themselves, society, and the environment.

District Office Hours: 8:00-4:30

(509) 445-1125

Superintendent: Don Hawpe	Extension 518
6-12 Principal: Steve Bollinger	Extension 102
K-5 Principal: Doug Theil	Extension 515
Director of Business Services: Heather Dauphin	Extension 202
Safety and Security: Josh Mason	Extension 514
Maintenance and Transportation: Jack Biss	Extension 211
Director of Technology: Eddie Laux	Extension 326
Food Service/Kitchen: Sara Reynolds	Extension 319
ALE HomePride Director: Jaime Palmer	Extension 115
Kalispel Language School	(509) 447-7461
Camas Learning Center	(509) 447-7114

Emergency Phone Numbers

In all emergencies, dial 911

CALL THE SUPERINTENDENT IMMEDIATELY WHEN A CRISIS BEGINS

Don Hawpe, Superintendent	(509) 671-5435
Steve Bollinger, Secondary Principal	(509) 671-7468
Doug Theil, Elem. Principal	(509) 690-9057

FIRE & LAW ENFORCEMENT (911)

Pend Oreille County Sheriff	(509) 447-3151 or 3152
Washington State Patrol	1-800-283-7804
Federal Bureau of Investigation	1-206-622-0460
U.S. Secret Service	1-509-353-2532
Kalispel Tribal Public Safety Dept.	(509) 445-1785

MEDICAL

Newport Hospital	(509) 447-2441
Poison Control Center	1-800-732-6985
Camas Wellness Center	(509) 447-7111
Health Department/Newport	(509) 447-3131

EMERGENCY SERVICES **(509) 447-3731**

CHILD PROTECTIVE SERVICES **(509) 447-6216**

National Number 1-800-557-9671

MENTAL HEALTH **(509) 447-5651**

MISSING CHILDREN:

Call local law enforcement, FBI, U.S. Secret Service, at 1-800-843-5678

Building Keys

The District Secretary is charged with the responsibility for the distribution and supervision of issuing the keys required for the proper operation of the building. Each staff member, when issued keys, must sign a key form. Unauthorized duplication of keys is a violation of District Procedure. Report lost keys to the principal immediately.

Bell Schedule-HS/JH

First Bell 7:56
First Period 8:00-8:56
Second Period 9:00-9:56
Third Period 10:12-11:08
Fourth Period 11:12-12:08
Lunch 12:08-12:38
Fifth Period 12:42-1:38
Sixth Period 1:42-2:39
Seventh Period 2:43-3:40

Student Discipline

Student discipline is the responsibility of every teacher. Each building is expected to formulate and implement student responsibility plans. Our goal is to counter negative connotations of discipline and develop disciplinary procedures that leave students' dignity intact. Emphasis should be placed on Preventative, Positive approaches that instill a sense of responsibility in each student. Our preferred definition of discipline is closely related to "disciple". Children learn by examples modeled by the adults in their environment. If you need administrative assistance, student referral sheets are available in the staff room, a copy is included in this handbook for reference.

High School

- **15-minute rule**-We have a standing rule that students not be let out of class the first or last 15 minutes of class.
- **Hall Passes**-Students must have a signed hall pass when leaving or entering your classroom during the class period.
- **Student Cell Phone Usage**-We have a new classroom policy and procedure addressing student cell phone use.



Snow and Inclement weather

Occasionally it is necessary to alter the District's Operating schedule due to snow and/or inclement weather. The district notification system and emergency phone tree will be your source of information if/when it occurs. Employees should see Principal Steve Bollinger to get signed up for immediate updates via email and/or text.

If you miss part (late arrival) or all the day because of the weather, the following leave policies and provisions may be applied:

Certificated Staff: 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).
Late Starts: Get to the school as soon as is safely possible.

Full-Time (260 day) Classified Staff & 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 must use vacation, personal or emergency leave (maximum 3 days) for the non-worked hours.

Other Classified staff: such as paraprofessionals, school office professionals, and bus drivers should not report to work. Time must be made up with the students on the designated make up day(s).
Late Starts: Get to school as soon as is safely possible, any missed time will need to be made up or accounted for with a leave sheet.



WHAT TO DO IF INJURED ON THE JOB

SAFETY: We all share the responsibility to maintain our workplace in the safest possible manner for ourselves, our students, and visitors to the district. Should you notice a dangerous situation of any kind, please notify your supervisor so it may be corrected. Safety is an area in which we can all participate to make our work environment as safe as possible. Our responsibility as employees is to carry out the tasks assigned in our job in such a way as to ensure our own safety, as well as the safety of those around us.

ACCIDENT REPORTING-WORKERS COMPENSATION

Report all accidents and near misses from hazardous conditions to your supervisor. If you are injured on the job, you are required to fill out an Accident/Incident Report form. You may pick up a form from the District Secretary, or from either of the staff lounges where forms are located, to begin the filing of your accident/incident report.

If you were injured during a workplace accident or incident, be sure to select "Yes" when the form asks you if you have sought, or intend to seek, medical care. Doing so will initiate a claim for workers' compensation benefits. You will receive a copy of your Self-Insurer Accident Report (SIF-2), which provides you your claim number, and is required when you go to the doctor.

Cusick School District recognizes that each employee provides a vital and important contribution in helping us fulfill our mission to equip each student to realize his/her potential. It is our goal to return our injured workers in a timely manner by providing light duty assignments to employees who have been injured on the job and who have temporary medical restrictions precluding them from performing one or more of their essential job functions. When light duty positions are available, they can be offered for up to 90 days.

Maintenance & Technology Request

For Building Maintenance and Repairs, please send all requests for facilities and maintenance (e.g., broken lights, heating/cooling issues, classroom repairs) to: facilities@cusick.wednet.edu

For Technology Support, for any IT-related issues (e.g., computer problems, software access, printer issues, network connectivity), please email helpdesk@cusick.wednet.edu

For any emergency that requires immediate attention (such as a power outage, water leak, etc.), please contact the office by phone or radio. Using these email channels for non-emergency requests is the most efficient way to get your issues addressed.

BUSINESS OFFICE DEADLINES

(This list represents some of the various business office deadlines for your convenience)

5th of Each month	Time Sheets and Per Diem Sheets- Payroll Cut Off Date
7 day Lead Time	Purchase Order Processing Lead Time
10th of Each month	Reimbursements // Accounts Payable Cut-Off
Open Enrollment Set by SEBB (Dates vary Oct-Nov)	Medical Plan Open Enrollment
October 1st- Clock Hour forms must be received, signed by Superintendent and entered by District Secretary.	Official transcripts of coursework completed must be received in the District office by September 30 to be counted for salary schedule placement on October 1.
During current year Open Enrollment dates	Last day to make IRS Section 125 Cafeteria Plan Election enabling employees to pay for qualified benefits (health insurance premiums, FSAs, and HSA's) with pre-tax income.
February 10th (approx.)	Sick Leave Buy Back Election Form due at District Office
June 5th	Certified/Classified Annual Leave Cash Out Form Due to District Office for payout in June Payroll

Cusick School District Employee Bargaining Units

Employees are encouraged to read and understand their respective negotiated Collective Bargaining agreements. Each agreement covers individual, association, and district rights; personnel procedures, leaves of absence, and benefits. ***(Write in names after elections for your convenience)***

Cusick Education Association (CEA)

Represents Teachers

President: _____ President-Elect: _____

Secretary: _____ Treasurer: _____

Public School Employees Association (PSE)

Represents Instructional Assistants, SPED assistants, Food Service, Secretaries, Custodians and Maintenance.

President: _____ President-Elect: _____

Secretary: _____ Treasurer: _____

Teamsters Local Union No. 690

Represents Bus Drivers

President: _____ President-Elect: _____

Secretary: _____ Treasurer: _____

JOB OPENINGS

Part of your professional growth may involve moving to a different role within the district. Position openings are posted in both the High School and Elementary Staff Rooms, and emailed to staff, of the appropriate job classification. During the posting period, employees interested in applying for posted positions must submit a letter interest to be considered.

JOB PERFORMANCE EVALUATIONS

You will be evaluated by your 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.

PROFESSIONAL DEVELOPMENT

Cusick School District believes that the most important component of any organization is its people. With this in mind, we recognize the importance of providing classes and opportunities for professional development. The district offers research based professional development classes and courses throughout the year free to District employees through Safe Schools (pdEnroller). Your supervisor may be able to provide you information regarding other professional development opportunities.

Certificated Clock Hours

Clock hours serve a few purposes for certificated staff, OSPI requires clock hours for renewal of your certificate and Clock hours are also used for advancement on the salary schedule.

- You earn clock hours on staff In-service days (your signature on sign-in sheets provided are mandatory)
- You earn clock hours as you take courses from other approved providers.

It's your responsibility to upload your clock hour information to your account in "eCert", OSPI's certification system. For advancement on the salary schedule, ***you must submit a clock hour form to the HR department, deadlines apply.*** (See forms section)

10 clock hours = 1 college credit. As written in WAC 181-85, all clock hours must be earned through an "approved provider". To verify that a course provider is approved, annual lists are available from OSPI at: http://www.k12.wa.us/certification/clockhours.aspx . It's the employee's responsibility to keep a record of their clock hours, so keep copies of all clock hour documents submitted to HR.

Paraprofessional Required Training: Beginning with the 19-20 school year, all paras in the state were required to begin 28 hours of the Fundamental Course of Study which is provided in-district. The training is a combination of half day in-person training and online training modules. In the first months of the school year, dates and times for the training will be communicated and paraprofessionals must plan to attend this training. This training time is compensated. Online course completion should be done Monday-Friday. Contact your supervisor for more information

PURCHASE ORDER-REQUISITION PROCEDURE

The purchasing process begins when the department/building determines a need for goods, services or travel and ends when that need is met. Some items to consider when preparing to create a purchase order, or requisition:

- Are there dollars set aside for this purchase in the board-approved budget for the school year? When calculating the dollar amount be sure to include capacity for shipping & handling as well as taxes.
- Is the vendor for the goods or service already a vendor in skyward system? (Ask the business office). If not, please contact the business office and provide vendor information. This information must be received in the Business Office so it can be entered into the system before the completion of the purchase order/requisition.
- Is the timeframe sufficient to receive the goods or services by the needed date? Requisitions go through a two-layered approval process. ***Business Office, then Principal, then Superintendent***.

• Have you already communicated with your principal regarding approval of this purchase?
• Purchasing of supplies and services shall be done via purchase orders; failure to follow this process could result in the employee covering the cost of the goods or services.
• Open purchase orders are closed at the end of the school year.

Steps

• to complete the purchase order, or requisition:
• Log into Skyward, go to Financial Management/Purchasing/Click on Requisition. Add Vendor, item details, prices, accounting coding then click Submit to start approval process. ***Detailed instructions are provided at the end of this handbook or can be provided by the Business Office upon request.***
• Once fully approved the Business Office will provide you a copy of the Purchase order via email within 1-2 days. This email will include instructions as to whether your order was placed through ecommerce or the official Purchase Order will be sent to the employee to complete the order (for vendors that are not ecommerce).
• Upon receiving the goods or services:

- Review the items to the packing slip or other evidence report.
- Sign showing satisfactory receipt of goods or services.
- Send signed receipt to the Business Office

INSTRUCTIONS FOR COMPLETING REIMBURSEMENT REQUEST

1) If you are requesting **reimbursement for purchases**
   - You will only need to complete the front page of green reimbursement form, either general or ASB. **If this is an ASB reimbursement it needs to be approved by the club you represent.*
   - Please attach original receipts to a separate 8.5x11 sheet of paper.
   - Write your name on all pages in case they become separated.
   - Your building Principal must sign before you submit.

2) If you are requesting reimbursement for travel, meals, or mileage ***(If a Purchase Order has already been approved, please provide the receipts directly to the Business Office)***
   - Please complete a Travel Voucher
   - Please attach original receipts to a separate 8.5x11 sheet of paper.
   - If a District Credit Card was used for this travel, circle (y).
   - If you have traveled around or outside the district, attach a "Google Map" printout showing the address of where you left from and where you went.
   - Please sign the Travel Voucher indicating the claims made by you.
   - Write your name on all pages in case they become separated.
   - Your building Principal must sign before you submit.

PLEASE KEEP IN MIND WHEN SUBMITTING YOUR CLAIMS FOR REIMBURSEMENT.

- Receipts must contain **only items listed for reimbursement** – No personal items marked out.
- Bankcard receipts showing the total only are not acceptable. We often get restaurant receipts just showing a total. When dining, please check this and ask for **an itemized receipt** if you would like reimbursement.
- A discussion of your travel must be made with your principal before you travel: Where, When and estimated charges as well as how this will be funded.
- The mileage reimbursement rate changes every year in January.
- Reimbursements that do not have complete information will be returned.
- Please remember that reimbursement requests (even corrected ones) **need to be received in the district office by the 10th** of each month in order to be paid at the end of the month.
- Please contact **Heather Dauphin at hdauphin@cusick.wednet.edu,** if you have any questions.

ASB FUNDS

All Associated Student Body (ASB) funds are separate from District moneys and are for the extracurricular benefit of the students. Student involvement in deciding how to use those funds is an integral part of student body government. Final approval of ASB activities rests with the Board of Directors, but the Board has no power to initiate ASB activities. Disbursements must be appropriately budgeted, approved and documented by the elected student representatives. ***No purchases will be made without approval of the student body, student adviser, principal (or designee), and business office at the secondary level. Principal (or r designee) and business office approvals are required for elementary level purchases. Employees making purchases without prior approval will be held responsible for the purchase and no reimbursements will be made.***

ATTENDANCE & TIME OFF

BREAKS AND LUNCH – CLASSIFIED HOURLY EMPLOYEES

Hourly employees are provided a 10-minute rest break for every four hours of work. This break is offered during the work period according to the schedule established by the supervisor and is not meant to be added to the start or end of the work day or lunch. No hourly employee may work more than three (3) hours without a rest break. Any deviation from the break established by the supervisor must be pre-approved by the supervisor.

Additionally, hourly employees who work five (5) or more hours are provided a 30-minute unpaid meal break. This meal break may not occur less than two hours nor more than five hours from the beginning of an employee's working day. Employees may not be expected to work during their unpaid meal break.

WHEN YOU CANNOT BE AT WORK

A fundamental requirement of your job is that you be at work on time, every day. If you must be late or absent, telephone the District Secretary, who will notify your building principal, the superintendent, and your supervisor where applicable. Do so, 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 so that necessary arrangements can be made. Contact Human Resources if you need more information. *Employees are responsible for entering the appropriate leave in skyward to record their absence(s) as soon as possible or upon returning to school.*

LEAVE REQUESTS

Many Cusick School District employees are not scheduled to work during school breaks. Please speak with your immediate supervisor to confirm whether, in your role, you are expected to work during school breaks. Family and personal situations that arise which cannot be scheduled during non-work days may be accommodated using the limited number of personal leave days which are granted to meet these situations.

Each Cusick School District 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.

PERSONAL LEAVE

Requests for personal leave are submitted as early as possible but no less than three (3) working days in advance in skyward. *All absences are to be entered through Skyward.* 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. In the absence of contract language, the expectation is that requests to use multiple personal leave days consecutively will be made 20 working days in advance. Failure to submit personal leave requests within this timeframe may result in disciplinary action. *Instructions and additional information are located at the end of this handbook.*

SICK LEAVE

If you become ill and need to call out sick, please **text or call** the District Secretary ***Regina Williams (509) 445-5340***, before 9pm or after 5:00am so she can initiate the substitute process with the Principal and Superintendent. *You must enter your absence/sick leave through the same skyward process as with personal leave request.*

Sick leave may only be used for illness, emergencies, and mandatory religious observance days (limit for religious observance is two (2) days per school year). Sick leave is not permitted for use as personal leave. For absences of 5 days or more, documentation from a medical professional must be provided to Human Resources. 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	Professional Leave	Bereavement Leave
Jury/Subpoena	Emergency	Vacation	Military

UNPAID LEAVE TIME

Leaves that extend beyond your personal leave or sick leave allocation ***must be approved in advance by your supervisor and the school board***, if approved, it will be without pay. Such requests are facilitated by the Human Resource department by completing a "Request for Unpaid Leave." Failure to secure Board approval for unpaid absences may result in disciplinary action. Unpaid leave may only be requested when personal leave and/or sick leave is exhausted.

SUBSTITUTES

All staff are to communicate with their supervisor, in advance whenever possible, about the need for a substitute. The supervisor will make the decision regarding substitute need or in-house coverage. If a substitute is needed, employees (except bus drivers and custodians) must request a substitute when entering their leave request in skyward. If you become ill and need to call out sick, please **text or call** the District Secretary ***Regina Williams (509) 445-5340***, before 9pm or after 5:00am so she can initiate the substitute process with the Principal and Superintendent. Bus Drivers and Custodians who become ill must contact the Transportation & Maintenance Director ***Jack Biss (509) 680-3581*** to ensure appropriate coverage. For absences of more than 3 days, please coordinate with your building administrator. Absences must be entered in skyward as soon as you are able to do so.

FAMILY MEDICAL LEAVE ACT

The Cusick School District adheres to the provisions of the Family Medical Leave Act ("FMLA") and agrees to extend these provisions to employees who meet the eligibility requirements. Please contact the HR Department to initiate an FMLA request.

(U.S. DEPARTMENT OF LABOR INFORMATION INSERT FOLLOWS)

WASHINGTON STATE PAID FAMILY MEDICAL LEAVE

Separate from FMLA, employees may qualify for up to twelve (12) work weeks, or up to eighteen (18) work weeks combined family and medical leave under the Washington Paid Family and Medical Leave & Insurance Act (PFMLA) of job-protected leave for certain family and medical reasons, PFML is administered by the Washington State Employment Security Department (ESD), not the Cusick School District. Qualifying events, eligibility for the PFML benefit, and the amount of that benefit, are determined through the Employment Security Department (ESD), Employees are responsible for filing claims with the ESD, and payments will come directly from ESD.

(WASHINGTON PAID FAMILY & MEDICAL LEAVE OFFICIAL FLYER FOLLOWS)

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave.
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason.
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Paid time off.
Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

How it works



Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at **$1,206** per week.

Your rights



If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is 0.4% of your wage. You may pay about 2/3 of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

Learn more and apply at
paidleave.wa.gov

Washington
Paid Family & Medical Leave

Employment Security Department
WASHINGTON STATE

LEAVE SHARING PROGRAM

A district employee is eligible to receive donated leave if the staff member meets the criteria outlined in board policy Leave Sharing 5406. The superintendent established procedures for Leave Sharing 5406 P, which align with RCW 28A.400.380, 41.04.650-665 & WAC 392-126-004-104.

Eligibility to Receive Shared Leave

A. A district employee is eligible to receive donated leave if:

1. The staff member suffers from, or has a relative (WAC 392-136A-020) or household member suffering from, an extra-ordinary or severe illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the staff member to:
    a) Go on leave-without-pay status; or
    b) Terminate his/her employment;
2. The staff member's absence and the use of shared leave are justified by documentation;
3. The staff member had depleted, or will shortly deplete, his/her annual leave and sick leave reserves;
4. The staff member has abided by district rules regarding sick leave use; and
5. The staff member has diligently pursued and been found to be ineligible to receive industrial insurance benefits.

The superintendent shall determine the amount of leave, if any, which a staff member may receive under this policy. However, a staff member shall not receive more leave than the number of contracted days remaining in the current school year. If the condition requiring the employee's absence continues beyond the current school year, the employee shall not receive a total of more than 261 days of leave. re illness, injury, impairment or physical or mental condition which has caused,

B. District employees may donate leave as follows:

1. A staff member who has an accrued annual leave balance of more than ten (10) days may request that the superintendent transfer a specified number of days to another staff member authorized to receive shared leave, or to the district's annual leave pool. A staff member may not request leave to be transferred that would result in an accrued annual leave balance of fewer than ten (10) days.

2. A staff member who accrues annual leave and sick leave may request that the superintendent transfer up to six days of sick leave in any twelve-month period to a staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member must retain a minimum of 480 hours of sick leave after the transfer.

3. A staff member who does not accrue annual leave but who has an accrued sick leave balance of more than sixty (60) days may request that the superintendent transfer a specified amount of sick leave to another staff member authorized to receive such leave, or to the district's shared leave pool. A staff member may request to transfer no more than six (6) days of sick leave during any twelve (12) month period, and may not request a transfer that would result in an accrued sick leave balance of fewer than sixty (60) days. Sick leave as defined in RCW 28A.400.300 means leaves for illness, injury, and emergencies.

4. A staff member who receives personal holiday leave may request that the superintendent transfer a specified amount of personal holiday leave to another staff member authorized to receive shared leave, or to the district's shared leave pool. A staff member may request to transfer no more than eight (8) hours of personal holiday leave during any calendar year.

5. The number of leave days transferred shall not exceed the amount authorized by the donating staff member.

6. Any leave donated by a staff member which remains unused shall be returned to the donor. To the extent administratively feasible, leave transferred by more than one staff member shall be returned on pro-rata basis.

Maximum Amount of Leave Received

An employee may not receive more than 522 days of shared leave during total District employment. Other methods of accommodating an employee's needs such as modified duty, modified hours, or special assignments in place of shared leave will be considered, consistent with state law, on a case-by-case basis.

Documentation

An employee will submit a Request to receive Sick Leave from Co-Workers Form along with documentation to support the request for shared leave, consistent with state law, before the district approves or disapproves the employee's request for shared leave.

Donating Leave

Employees may, with the approval of the Superintendent or designee, donate sick leave to another District employee, for circumstances outlined in this section.

1. The leave donor must have accrued more than twenty-two days of sick leave. The leave donor may not donate an amount of sick leave that will result in his or her sick leave account going below twenty-two days.
2. The donating employee will complete a Request to Transfer sick Leave from Co-Workers Form, available from Human Resources.
3. Any shared leave not used by the leave recipient during each incident or occurrence as determined by the district must be returned to the leave donor(s) and reinstated to the respective leave donor's or donors' appropriate leave balance(s).

HOW YOU ARE PAID

PAY DATES

Pay dates will fall on the last district work day of the month. The cutoff for timesheets is the 5th of the month, unless that day falls on a holiday or weekend in which case it will be the next business day following. Payroll items submitted after the 5th may not be considered until the next month.

EXTRA TIME WORKED

Timesheets for approved extra time worked may be obtained from Human Resources. These must be signed by your supervisor and submitted by the 5th of the Month, for payroll processing.

DIRECT DEPOSIT

Direct deposit is available to all employees of Cusick School District at all banking institutions of your choice. You are encouraged to have your paycheck direct deposited for many valuable reasons.

- The convenience of not having to go to the bank. Your money will be in your account on the last district work day of the month.
- Your paycheck could easily get lost or stolen in the mail. If this happens it will take payroll time to cancel the lost check and reissue one.

If you have not already done so, please contact the payroll officer to complete a form and take advantage of direct deposit today!

ONLINE EMPLOYEE ACCESS

Online "Employee Access" through Skyward allows employees to view and print paycheck information, leave balances and W-2 information; this access is provided to all employees.

NAME, PHONE, ADDRESS AND DIRECT DEPOSIT CHANGES

If you have a name change, phone number change or Direct Deposit change please stop by the District Office immediately to obtain and complete a change form. ***(See forms section)***

INSURANCE ADDITIONS

After the annual open enrollment period has ended, additions of family members to insurance policies may take place only after a change of family status *(i.e., marriage, new baby, special enrollment event)*. ***A full list of special enrollment events can be found on your SEBB account website***. If you have questions about changes to your insurance plan, please contact the benefits administrator in the District Office.

ACCURACY OF REPORTS

All payroll reports/timesheets are the responsibility of the individual to whom they apply. Payroll reports/timesheets not properly filled out or not turned in by the cut-off date may be delayed and not included in the current payroll period.

QUESTIONS OR CONCERNS

Please direct any questions regarding insurance or payroll to the payroll officer/District Secretary at 445-1125 ext. 512

MANDATORY DEDUCTIONS

SOCIAL SECURITY (FICA)

All employees are required to participate in the Federal social security plan. These deductions are automatically deducted from your paycheck.

TEACHERS' RETIREMENT SYSTEM (TRS)

Certificated employees may elect to be members of either TRS Plan 2 or Plan 3. A percentage deduction of each qualified certified employee's monthly pay is deducted and sent to the Department of Retirement Systems. The school District also contributes in each qualified employee's name to TRS. Specific details can be found on the Department of Retirement Systems website at https://www.drs.wa.gov

SCHOOL EMPLOYEES' RETIREMENT SYSTEM (SERS)

Classified employees whose position is anticipated to require 70 or more hours for five months in two consecutive years must be members of either SERS Plan 2 or Plan 3. A percentage of earnings is deducted and sent to the Department of Retirement Systems. The district contributes a percentage as well. Specific details can be found on the Department of Retirement Systems website at https://www.drs.wa.gov

FEDERAL WITHHOLDING INCOME TAX

All employees must file a W-4 form upon being hired. It is the responsibility of each employee to initiate any W-4 changes for marital status, or amount of desired withholding. Taxes are deducted based on the monthly amount earned in our District.

MEDICARE

All employees are required to participate in the Federal Medicare plan. These deductions are automatically deducted from your paycheck.

WASHINGTON PAID FAMILY MEDICAL LEAVE

All employees are required to participate in the Washington State PFML plan. These deductions are automatically deducted from your paycheck.

WASHINGTON CARES LTC FUND
All employees are required to participate in the Washington State LTC plan, unless you have qualified for and obtained an exemption. These deductions are automatically deducted from your paycheck.

WORKERS' COMPENSATION
All employees are required to participate in the workers' compensation plan. These deductions are automatically deducted from your paycheck.

BENEFITS – *DENTAL, VISION, BASI LIFE, AND BASIC ACCIDENTAL DEATH AND DISMEMBERMENT*
These benefits require 100% group participation by eligible employees. Premiums for Dental, Vision, Basic Life and Basic accidental death and dismemberment insurance are employer paid. Please visit SEBB My Account at https://myaccount.hca.wa.gov for additional information

VOLUNTARY DEDUCTIONS

LIFE INSURANCE
Employees may voluntarily purchase additional life insurance at their own expense.

HEALTH SAVINGS ACCOUNT (HSA)
Employees who are enrolled in a high-deductible health plan may elect to contribute pre-tax earnings to a Health Savings Account for the purpose of paying qualified medical expenses. To qualify for pre-tax designation, contributions must be made through an IRS section 125 cafeteria plan.

IRS SECTION 125 CAFETERIA PLAN (FSA/DCP)
Handled through SEBB, employees may elect to contribute pre-tax earnings to a trust fund for the purpose of paying medical out-of-pocket or childcare expenses.

UNION DUES
All employees represented by a CEA, PSE or Teamsters bargaining Unit may choose to become a member of the Association and pay union dues. Before the District may deduct union dues from payroll, the district must receive written authorization on a union membership form. Upon receipt of such signed authorization, the district will deduct the appropriate union dues from that employee's next monthly payroll. For more information about union dues, member rights and benefits, and other issues, please refer to the applicable collective bargaining agreement (CBA) or contact your Union President.

VEBA
VEBA is a tax-free health reimbursement arrangement type of health plan that reimburses out-of-pocket healthcare costs incurred by you, your spouse, and qualified dependents. All contributions, investment earnings, and withdrawals (claims) are tax free. This is a union-elected benefit and participation requirements may vary from year to year. See payroll officer/District Secretary for additional information.

OTHER
Other voluntary deductions may exist. Please see the payroll officer for additional information.

Skyward Leave entry instructions, Skyward requisition entry instructions, Clock hour forms, student referral sheets, Hall passes and additional forms and information are located at the end of handbook.

COBRA - CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985

The SEBB Program offers one or more ways for you and your dependents, if eligible, to continue SEBB Program coverage.

- SEBB Continuation Coverage (COBRA) — **a temporary extension of SEBB health plan coverage** available to SEBB members defined as qualified beneficiaries under federal Consolidated Omnibus Budget Reconciliation Act (COBRA) rules, and for state-registered domestic partners and their children, based on RCW 26.60.015 and SEBB policy resolution that extends SEBB coverage for dependents not otherwise eligible for COBRA. Coverage may be temporarily extended only if the SEBB member experiences a qualifying event.

- SEBB Continuation Coverage (Unpaid Leave) — **a temporary extension of SEBB insurance coverage** for employees who lose eligibility for the employer contribution toward insurance coverage due to specific types of leave.

Washington State Professional Educator Standards Board

The Code of Professional Conduct information is included at the end of this handbook, along with forms and other information.

PUBLIC TRUST

Please bear in mind that we have been entrusted with the public's money to run the very best school system possible for the children of our District. The facilities, materials and supplies purchased with district funds are not "ours", but merely allocated for our use in providing the optimum educational experience possible for our students. Damage, loss, or disappearance ultimately hinders the educational experience we strive to enhance.

WASHINGTON STATE CODE OF PROFESSIONAL CONDUCT FOR EDUCATION PRACTITIONERS

Teachers | Educational Staff Associates | Administrators

Washington State
PROFESSIONAL EDUCATOR STANDARDS BOARD

Washington Office of Superintendent of
PUBLIC INSTRUCTION

OFFICE OF PROFESSIONAL PRACTICES

The Office of Professional Practices, a division under the auspices of the Superintendent of Public Instruction, is charged with enforcement, including discipline, of educational practitioners for violation of the Professional Code of Conduct. The office receives, investigates, and makes legal findings regarding complaints. A nine member professional advisory committee reviews appeals from proposed disciplinary actions. Educators who violate the code may receive a letter of concern, be reprimanded, or their license to practice may be suspended or revoked.

The Office of Professional Practices also reviews charges that an applicant for or the holder of professional certification lacks good moral character or personal fitness. These standards are set forth in WAC 181-86-013 and address commission of criminal acts and other behavior which endanger children, colleagues, or other staff. Commission of criminal acts may not be directly related to professional conduct, but they do reflect upon the individual's worthiness and ability to serve as a professional educator.

Requests for additional information may be addressed to:
Office of Professional Practices
Office Of Superintendent of Public Instruction
Old Capitol Building, PO Box 47200
Olympia, WA 98504-7200

CODE OF PROFESSIONAL CONDUCT CHAPTER 181-87 WAC

WAC 181-87-005 PURPOSE

The sole purpose of this chapter is to set forth policies and procedures related to reprimand, suspension, and revocation actions respecting certification of education practitioners in the state of Washington for acts of unprofessional conduct. It is recognized that grounds for the discharge, nonrenewal of contracts, or other adverse change in contract status affecting the employment contracts of education practitioners are broader than stated herein. The grounds set forth as unprofessional conduct in this chapter shall not limit discharge, nonrenewal of contracts, or other employment action by employers of education practitioners.

WAC 181-87-010 PUBLIC POLICY GOALS OF CHAPTER

The public policy goals of this chapter are as follows:

1. To protect the health, safety, and general welfare of students within the state of Washington.
2. To assure the citizens of the state of Washington that education practitioners are accountable for acts of unprofessional conduct.
3. To define and provide notice to education practitioners within the state of Washington of the acts of unprofessional conduct for which they are accountable under the provisions of chapter 181-86 WAC.

PROFESSIONAL ACCOUNTABILITY

WAC 181-87-015 ACCOUNTABILITY FOR ACTS OF UNPROFESSIONAL CONDUCT

Any educational practitioner who commits an act of unprofessional conduct proscribed within this chapter may be held accountable for such conduct under the provisions of chapter 181-86 WAC.

ADMINISTRATIVE PROVISIONS

WAC 181-87-020 APPLICABILITY OF CHAPTER TO PRIVATE CONDUCT

As a general rule, the provisions of this chapter shall not be applicable to the private conduct of an education practitioner except where the education practitioner's role as a private person is not clearly distinguishable from the role as an education practitioner and the fulfillment of professional obligations.

WAC 181-87-025 EXCLUSIVITY OF CHAPTER

No act, for the purpose of this chapter, is defined as an act of unprofessional conduct unless it is included in this chapter.

WAC 181-87-035 EDUCATION PRACTITIONER DEFINITION

As used in this chapter, the term "education practitioner" means any certificate holder licensed under Title 181 WAC of the professional educator standards board to serve as a certificated employee, or any person serving in a position for which certification is required under Title 181 WAC of the professional educator standards board.

WAC 181-87-040 STUDENT DEFINITION

As used in this chapter, the term "student" means the following:

1. Any student who is under the supervision, direction, or control of the education practitioner.
2. Any student enrolled in any school or school district served by the education practitioner.
3. Any student enrolled in any school or school district while attending a school related activity at which the education practitioner is performing professional duties.
4. Any former student who is under eighteen years of age and who has been under the supervision, direction, or control of the education practitioner. Former student, for the purpose of this section, includes but it not limited to drop outs, graduates, and students who transfer to other districts or schools.

WAC 181-87-045 COLLEAGUE DEFINITION

As used in this chapter, the term "colleague" includes a certificated educator or any individual employed on a permanent or temporary basis.

ACTS OF UNPROFESSIONAL CONDUCT

WAC 181-87-050 MISREPRESENTATION OR FALSIFICATION IN THE COURSE OF PROFESSIONAL PRACTICE

Any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning any of the following is an act of unprofessional conduct:

1. Statement of professional qualifications.
2. Application or recommendation for professional employment, promotion, certification, or an endorsement.
3. Application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit.
4. Representation of completion of in-service or continuing education credit hours.
5. Evaluations or grading of students and/or personnel.
6. Financial or program compliance reports submitted to state, federal, or other governmental agencies.
7. Information submitted in the course of an official inquiry by the superintendent of public instruction related to the following:
    a. Good moral character or personal fitness.
    b. Acts of unprofessional conduct.
8. Information submitted in the course of an investigation by a law enforcement agency or by child protective services regarding school related criminal activity.
9. Assessments leading to certification.
10. An education practitioner who aids, encourages, and/or abets another educator in any falsification or deliberate misrepresentation, including omission, of a material fact in conjunction with the acts listed above commits misrepresentation in the course of professional practice.

WAC 181-87-055 ALCOHOL OR CONTROLLED SUBSTANCE ABUSE

Unprofessional conduct includes:

1. Being under the influence, as defined in RCW 46.61.506, of alcohol, marijuana or of a controlled substance, as defined in chapter 69.50 RCW, on school premises or at a school-sponsored activity involving students, following:

a. Notification to the education practitioner by their employer of concern regarding alcohol or substance abuse affecting job performance;
b. A recommendation by the employer that the education practitioner seek counseling or other appropriate and available assistance; and
c. The education practitioner has had a reasonable opportunity to obtain such assistance.

2. The possession, use, or consumption on school premises or at a school sponsored activity of a Schedule 1 controlled substance, as defined by the state pharmacy quality assurance commission, or a Schedule 2 controlled substance, as defined by the state pharmacy quality assurance commission, without a prescription authorizing such use.
3. The consumption of an alcoholic beverage on school premises or at a school sponsored activity involving students if such consumption is contrary to written policy of the school district or school building.
4. The possession of marijuana or marijuana-infused product on school premises or at a school sponsored activity involving students if such possession violates Washington law or is contrary to written policy of the school district or school building.
5. The use or consumption of marijuana or marijuana-infused product on school.

WAC 181-87-060 DISREGARD OR ABANDONMENT OF GENERALLY RECOGNIZED PROFESSIONAL STANDARDS

Any performance of professional practice in flagrant disregard or clear abandonment of generally recognized professional standards in the course of any of the following professional practices is an act of unprofessional conduct:

1. Assessment, treatment, instruction, or supervision of students.
2. Employment or evaluation of personnel.
3. Management of moneys or property.

WAC 181-87-062 DIGITAL COMMUNICATION

1. Unprofessional conduct includes inappropriate digital communication with a student including, but not limited to: Cell phone, text messaging, email, instant messaging, blogging, or other social media or social network communication.
2. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

a. The nature, purpose, timing, and amount of the communication;
b. The subject matter of the communication;
c. Whether the communication was made openly, or the educator attempted to conceal the communication;
d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship, was sexually explicit, or involved discussion of the sexual history, activities, or preferences of either the educator or the student.

WAC 181-87-065 ABANDONMENT OF CONTRACT FOR PROFESSIONAL SERVICES

Any permanent abandonment, constituting a substantial violation without good cause, of one of the following written contracts to perform professional services for a private school or a school or an educational service district is an act of unprofessional conduct:

1. An employment contract, excluding any extracurricular or other specific activity within such contract or any supplementary contract.
2. Professional service contract.

WAC 181-87-070 UNAUTHORIZED PROFESSIONAL PRACTICE

1. Any act performed without good cause that materially contributes to one of the following unauthorized professional practices is an act of unprofessional practice.
   a. The intentional employment of a person to serve as an employee in a position for which certification is required by rules of the professional educator standards board when such person does not possess, at the time of commencement of such responsibility, a valid certificate to hold the position for which such person is employed.
   b. The assignment or delegation in a school setting of any responsibility within the scope of the authorized practice of nursing, physical therapy, or occupational therapy to a person not licensed to practice such profession unless such assignment or delegation is otherwise authorized by law, including the rules of the appropriate licensing board.
   c. The practice with an expired, lapsed, suspended, surrendered, or revoked certificate in a position for which certification is required under Title 181 WAC of the professional educator standards board.

d. The failure of an education practitioner to abide by the conditions within an agreement, executed under WAC 181-86-160, to not continue or to accept education employment.
e. The failure of an education practitioner to comply with any condition, limitation, or other order or decision entered under chapter 181-86 WAC.

2. For the purpose of this section, good cause includes, but is not limited to, exigent circumstances where immediate action is necessary to protect the health, safety, or general welfare of a student, colleague, or other affected person.

WAC 181-87-080 SEXUAL MISCONDUCT WITH STUDENTS

As used in this chapter, "sexual misconduct with students" means:

1. Unprofessional conduct includes the commission by an education practitioner of any sexually exploitive act with or to a student including, but not limited to, the following:
   a. Any sexual advance, verbal or physical;
   b. Sexual intercourse as defined in RCW 9A.44.010;
   c. Indecent exposure as defined in RCW 9A.88.010;
   d. Sexual contact, i.e., the intentional touching of the sexual or other intimate parts of a student except to the extent necessary and appropriate to attend to the hygienic or health needs of the student;
   e. Engaging in sexual grooming of a student, such as befriending and/or establishing a connection with a student or a student's family to lower the student's inhibitions for the purpose of a sexual relationship.
2. The provisions of this section shall not apply if at the time of the sexual conduct the participants are married to each other.

WAC 181-87-085 FURNISHING ALCOHOL OR CONTROLLED SUBSTANCE TO STUDENTS

Unprofessional conduct includes the illegal furnishing of alcohol or a controlled substance, as defined in chapter 69.50 RCW, to any student by an education practitioner.

WAC 181-87-090 IMPROPER REMUNERATIVE CONDUCT

Any deliberate act in the course of professional practice which requires or pressures students to purchase equipment, supplies, or services from the education practitioner in a private remunerative capacity is an act of unprofessional conduct.

WAC 181-87-093 FAILURE TO ASSURE THE TRANSFER OF STUDENT RECORD INFORMATION OR STUDENT RECORDS

The failure of a principal or other certificated chief administrator of a public school building to make a good faith effort to assure compliance with RCW 28A.225.330 by establishing, distributing, and monitoring compliance with written procedures that are reasonably designed to implement the statute shall constitute an act of unprofessional conduct.

WAC 181-87-095 FAILURE TO FILE A COMPLAINT

The intentional or knowing failure of an educational service district superintendent, a district superintendent, or a chief administrator of a private school to file a complaint under WAC 181-86-110 regarding the lack of good moral character or personal fitness of an education practitioner or the commission of an act of unprofessional conduct by an education practitioner is an act of unprofessional conduct.



GOOD MORAL CHARACTER AND PERSONAL FITNESS CHAPTER 181-86 WAC

WAC 181-86-011 VALID CERTIFICATE REQUIRED

Persons serving as teachers in the public or private schools or as principals or educational staff associates in public schools under chapter 181-79A WAC and in career and technical education positions under chapter 181-77 WAC shall hold certificates authorized by the professional educator standards board for service in the respective roles as required by statute or rules of the professional educator standards board.

Any certificate issued under chapter 181-77 or 181-79A WAC or previous standards of the professional educator standards board shall entitle the holder thereof to be employed by a public or nonpublic school for the performance of duties encompassed by the type of certificate as specified in WAC 181-79A-140 if such certification is required by statute or rules of the professional educator standards board, unless such certificate is under suspension or until such certificate expires, lapses, or is revoked or surrendered.

WAC 181-86-013 GOOD MORAL CHARACTER AND PERSONAL FITNESS DEFINITION

As used in this chapter, the terms "good moral character and personal fitness" means character and personal fitness necessary to serve as a certificated employee in schools in the state of Washington, including character and personal fitness to have contact with, to teach, and to perform supervision of children. Good moral character and personal fitness includes, but is not limited to, the following as described in RCW 28A.400.322:

1. No conviction or plea of guilty to any felony crime occurring after July 23, 1989, and before July 26, 2009, involving:
    a. The physical neglect of a child under chapter 9A.42 RCW;
    b. The physical injury or death of a child under chapter 9A.32 or 9A.36 RCW, except motor vehicle violations under chapter 46.61 RCW;
    c. Sexual exploitation of a child under chapter 9.68A RCW;

d. Sexual offenses under chapter 9A.44 RCW where a minor is the victim;
e. Promoting prostitution of a minor under chapter 9A.88 RCW;
f. The sale or purchase of a minor child under RCW 9A.64.030;
g. Violation of laws of another jurisdiction that are similar to those specified in a. through f. of this subsection.

2. No conviction or plea of guilty to any felony crime, including attempts, conspiracies, or solicitations to commit a felony crime, occurring on or after July 26, 2009, involving:
   a. A felony violation of RCW 9A.88.010, indecent exposure;
   b. A felony violation of chapter 9A.42 RCW involving physical neglect;
   c. A felony violation of chapter 9A.32 RCW;
   d. A violation of RCW 9A.36.011, assault 1; RCW 9A.36.021, assault 2; RCW 9A.36.120, assault of a child 1; RCW 9A.36.130, assault of a child 2; or any other felony violation of chapter 9A.36 RCW involving physical injury except assault 3 where the victim is eighteen years of age or older;
   e. A sex offense as defined in RCW 9.94A.030;
   f. A violation of RCW 9A.40.020, kidnapping 1; or RCW 9A.40.030, kidnapping 2;
   g. A violation of RCW 9A.64.030, child selling or child buying;
   h. A violation of RCW 9A.88.070, promoting prostitution 1;
   i. A violation of RCW 9A.56.200, robbery 1; or
   j. A violation of laws of another jurisdiction that are similar to those specified in a. through i. of this subsection.

3. No conviction of any crime within the last ten years, including motor vehicle violations, which would materially and substantially impair the individual's worthiness and ability to serve as a professional within the public and private schools of the state. In determining whether a particular conviction would materially and substantially impair the individual's worthiness and ability to practice, the following and any other relevant considerations shall be weighed:
   a. Age and maturity at the time the criminal act was committed;
   b. The degree of culpability required for conviction of the crime and any mitigating factors, including motive for commission of the crime;
   c. The classification of the criminal act and the seriousness of the actual and potential harm to persons or property;
   d. Criminal history and the likelihood that criminal conduct will be repeated;

e. The permissibility of service as a professional educator within the terms of any parole or probation;
f. Proximity or remoteness in time of the criminal conviction;
g. Any evidence offered which would support good moral character and personal fitness;
h. If this subsection is applied to a person certified under the laws of the state of Washington in a suspension or revocation action, the effect on the education profession, including any chilling effect, shall be weighed; and
i. In order to establish good moral character and personal fitness despite the criminal conviction, the applicant or education practitioner has the duty to provide available evidence relative to the above considerations. The superintendent of public instruction has the right to gather and present additional evidence which may corroborate or negate that provided by the applicant or education practitioner.

4. No behavioral problem which endangers the educational welfare or personal safety of students, teachers, colleagues, or other affected persons within the educational setting.
5. No practice within the state of Washington within the previous five school years with an expired, lapsed, suspended, surrendered, or revoked certificate in a professional position for which certification is required under the rules of the professional educator standards board.
6. For the purpose of this section "child" means a minor as defined by the applicable state or federal law.
7. For the purpose of this section "conviction" shall include a guilty plea.

WAC 181-86-014 GOOD MORAL CHARACTER AND PERSONAL FITNESS CONTINUING REQUIREMENT

The good moral character and personal fitness requirement of applicants for certification under the laws of the state of Washington is a continuing requirement for holding a professional educational certificate under rules of the professional educator standards board.

DISCIPLINARY ACTIONS | APPEAL PROCESS | PUBLIC NOTICE

WAC 181-86 ACTIONS BY THE OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION FOR ACTS OF UNPROFESSIONAL CONDUCT AND/OR LACK OF GOOD MORAL CHARACTER AND PERSONAL FITNESS

Order of Dismissal: The Office of Superintendent of Public Instruction will take no disciplinary actions; the case is dismissed without prejudice.

Order of Reprimand: Orders the certificate holder not to continue or repeat the conduct or lack good moral character or personal fitness. The certificate remains valid unless expires/lapses.

Order of Suspension: Suspends the educations practitioner from practicing for a stated period of time. Such order may contain a requirement that the certificate holder fulfill certain conditions precedent to resuming professional practice and certain conditions subsequent to resuming professional practice.

Order of Revocation: An order revoking the certificate(s) of the education practitioner.

Voluntary Surrender: A holder of a certificate who has not received a final order for revocation may voluntarily surrender their certificate to the Office of Superintendent of Public Instruction if the certificate holder believes they might be ineligible to hold a certificate for any reason which is or might constitute grounds for a revocation of the certificate other than a conviction of a felony crime states within WAC 181-86-013(1).

Denial Order: A conclusion of law that the applicant does not qualify for the certificate, including renewal and reinstatement, or endorsement request.

WAC 181-86-170 BURDEN AND STANDARD OF PROOF

The following burden and standard of proof shall be applicable:

1. If an application for certification or reinstatement has been denied for lack of good moral character or personal fitness, the evidence submitted by the applicant must prove by clear and convincing evidence that he or she is of good moral character and personal fitness or the application will be denied.
2. In a suspension or revocation proceeding, the superintendent of public instruction must prove by clear and convincing evidence that the education practitioner is not of good moral character or personal fitness or has committed an act of unprofessional conduct.
3. In all other proceedings, including reprimand, the standard of proof shall be a preponderance of evidence.

WAC 181-86-140 APPEAL - GENERAL

Any person who applies directly to the superintendent of public instruction for a certificate, particular endorsement, certificate renewal, or certificate reinstatement whose application is denied or any person who is notified that their certificate is suspended or revoked or that a reprimand order has been issued shall be advised that they are entitled to appeal that decision to the superintendent of public instruction if they follow the procedures established in this chapter.

The appeal procedure may not be used to seek reinstatement of a certificate if that certificate has been revoked in the preceding twelve months by the superintendent of public instruction.

The appeal procedure to the superintendent of public instruction consists of two levels, one informal and one formal. The use of the informal level is a condition precedent to use of the formal level. In addition, RCW 34.05.570 provides for judicial review of such decisions.

WAC 181-86-145 APPEAL PROCEDURE - INFORMAL SPI REVIEW

Any person who appeals the decision or order to deny ((his or her)) their application, the issuance of a reprimand, or the order to suspend or revoke ((his or her)) their certificate must file a written notice with the superintendent of public instruction within thirty calendar

days following the date of postmarked mailing or other notification, whichever is earlier, from the section of the superintendent of public instruction's office responsible for certification of the decision or order. A written notice of appeal is deemed filed upon actual receipt during office hours by the section of the superintendent of public instruction's office responsible for certification of the decision or order.

The written notice must set forth the reasons why the appellant believes their application should have been granted or why their certificate should not be suspended or revoked, or why the reprimand should not be issued whichever is applicable.

Following timely notice of appeal, the superintendent of public instruction shall appoint a review officer who shall proceed as follows:

1. If the appeal does not involve good moral character, personal fitness, or unprofessional conduct, the review officer shall review the application and appeal notice and may request further written information including, but not limited to, an explanation from the person or persons who initially reviewed the application of the reason(s) why the application was denied. If the review officer deems it advisable, they shall schedule an informal meeting with the appellant, the person or persons who denied the application, and any other interested party designated by the review officer to receive oral information concerning the application. Any such meeting must be held within thirty calendar days of the date of receipt by the superintendent of public instruction of the timely filed appeal notice.
2. If the appeal involves good moral character, personal fitness, or acts of unprofessional conduct, the review officer shall schedule an informal meeting of the applicant or education practitioner, the office of superintendent of public instruction, and/or counsel for the applicant or education practitioner with the admissions and professional conduct advisory committee. Such meeting shall be scheduled in accordance with the calendar of meetings of the advisory committee. However, the notice of appeal must be received at least thirty calendar days in advance of a scheduled meeting.
3. Send by certified mail a written decision (i.e., findings of fact and conclusions of law) on the appeal within thirty calendar days from the date of post-marked mailing the timely filed appeal notice or informal meeting, whichever is later. The review officer may uphold, reverse, or modify the decision to deny the application, the order to reprimand, or the order to suspend or revoke the certificate.

4. The timelines stated herein may be extended by the review officer for cause.
5. In the case of an action for suspension or revocation of a certificate, the review officer, if so requested by an appellant, shall delay any review under this section until all quasi-judicial administrative or judicial proceedings (i.e., criminal and civil actions), which the review officer and the appellant agree are factually related to the suspension or revocation proceeding, are completed, including appeals, if the appellant signs the agreement stated in WAC 181-86-160. In requesting such delay, the appellant shall disclose fully all pending quasi-judicial administrative proceedings in which the appellant is involved.
6. Forms of written notice accepted will be as published by the superintendent of public instruction.

WAC 181-86-150 APPEAL PROCEDURE - FORMAL SPI REVIEW

Formal appeals to the superintendent of public instruction shall be provided as follows:

1. Any person who has filed an appeal in accordance with WAC 181-86-140 and desires to have the decision of the review officer formally reviewed by the superintendent of public instruction may do so. To instigate review under this section, a person must file a written notice with the superintendent of public instruction within thirty calendar days following the date of post-marked mailing of the review officer's written decision. A written notice of appeal is deemed filed upon actual receipt during office hours by the section of the superintendent of public instruction's office responsible for certification of the decision or order.
2. For purposes of hearing an appeal under this section, the superintendent of public instruction shall conduct a formal administrative hearing in conformance with the Administrative Procedure Act, chapter 34.05 RCW. The superintendent of public instruction, in carrying out this duty, may contract with the office of administrative hearings under RCW 28A.300.120 to hear a particular appeal. Decisions in cases formally appealed under this section may be made by the administrative law judge selected by the chief administrative law judge if the superintendent of public instruction delegates this authority under RCW 28A.300.120.
3. The decision of the superintendent of public instruction or the administrative law judge, whichever is applicable, shall be sent by certified mail to the appellant's last known

address and if the decision is to reprimand, suspend, or revoke, the appellant shall be notified that such order takes effect upon signing of the final order.

The superintendent of public instruction or the administrative law judge, whichever is applicable, may uphold, reverse, or modify the decision to deny the application, the order to reprimand, or the order to suspend or revoke the certificate.

4. Forms of written notice accepted will be as published by the superintendent of public instruction.

WAC 181-86-185 PUBLIC NOTICE AND REPORT

The superintendent of public instruction shall notify all other states whenever an applicant has been denied a certificate for failure to possess good moral character or personal fitness or whenever a certificate has been suspended, surrendered, or revoked and shall provide the full name and certificate number, if applicable, to the agency responsible for certification in each state. The superintendent of public instruction shall notify appropriate public or private school officials within the state the name and certification number of all education practitioners whose certificates have been suspended, surrendered, or revoked.

HOW TO FILE A COMPLAINT?

HOW TO FILE A COMPLAINT AGAINST A SCHOOL EMPLOYEE

A written complaint must first be filed with the school district superintendent, educational service district superintendent, or the private school administrator, stating the grounds and factual basis for the complaint.

The Office of Superintendent of Public Instruction has authority to investigate certificated school district employees for acts of unprofessional conduct or lack of good moral character or personal fitness. When an educational service district superintendent, school district superintendent, or the chief administrator of an approved private school possess sufficient reliable information to believe a certificated employee within such educational service district, school district or private school is not of good moral character or personally fit or has committed an act of unprofessional conduct (WAC 181-87), such superintendent or chief administrator, within a reasonable period of time after making such determination, shall file a written complaint with the Office of Superintendent of Public Instruction.

COMPLAINTS ALLEGING PHYSICAL ABUSE OR SEXUAL MISCONDUCT RCW 28A.410.090 (2)

A parent or another person may file a written complaint with the superintendent of public instruction alleging physical abuse or sexual misconduct by a certificated school employee if:

1. The parent or other person has already filed a written complaint with the educational service district superintendent concerning that employee;
2. The educational service district superintendent has not caused an investigation of the allegations and has not forwarded the complaint to the superintendent of public instruction for investigation; and
3. The written complaint states the grounds and factual basis upon which the parent or other person believes an investigation should be conducted.

WAC 181-86-110 DUTY OF ESD SUPERINTENDENT, DISTRICT SUPERINTENDENT AND PRIVATE SCHOOL ADMINISTRATOR TO FILE COMPLAINTS

1. When an educational service district superintendent, a district superintendent, chief administrative officer of a charter school, or the chief administrative officer of an approved private school possesses sufficient reliable information to believe that a certificated employee within such district or approved private school is not of good moral character or personally fit or has committed an act of unprofessional conduct, such superintendent or chief administrative officer, within a reasonable period of time of making such determination, shall file a written complaint with the superintendent of public instruction.
2. If an educational service district, charter school, or school district is considering action to discharge an employee of such district, the educational service district, charter school, or school district superintendent need not file such complaint until ten calendar days after making the final decision to serve or not serve formal notice of discharge.

MANDATORY REPORTING

MANDATORY REPORTING (RCW 26.44.030)

When any professional school personnel has reasonable cause to believe that a child has suffered abuse or neglect, he or she SHALL report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Social and Health Services within 48 hours.

DUTY TO REPORT PHYSICAL ABUSE OR SEXUAL MISCONDUCT BY SCHOOL EMPLOYEES (RCW 28A.400.317)

A certificated or classified school employee who has knowledge or reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee, shall report such abuse or misconduct to the appropriate school administrator. The school administrator shall cause a report to be made to the proper law enforcement agency if he or she has reasonable cause to believe that the misconduct or abuse has occurred as required under RCW 26.44.030. During the process of making a reasonable cause determination, the school administrator shall contact all parties involved in the complaint.

OFFICE OF PROFESSIONAL PRACTICES
Office of Superintendent of Public Instruction
Old Capitol Building, PO Box 47200
Olympia WA, 98504-7200

CUSICK

SCHOOL DISTRICT #59

SKYWARD INSTRUCTIONS

PURCHASE REQUISITION ENTRY

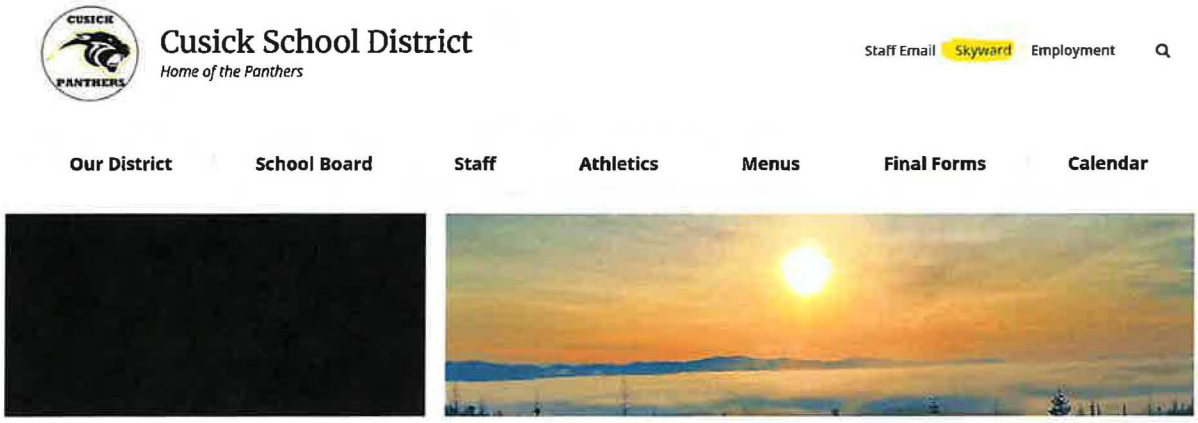
LEAVE REQUEST / SICK LEAVE REPORTING

PANTHER PRIDE

RESPECT • RESPONSIBILITY • SAFETY

Requisition Entry-

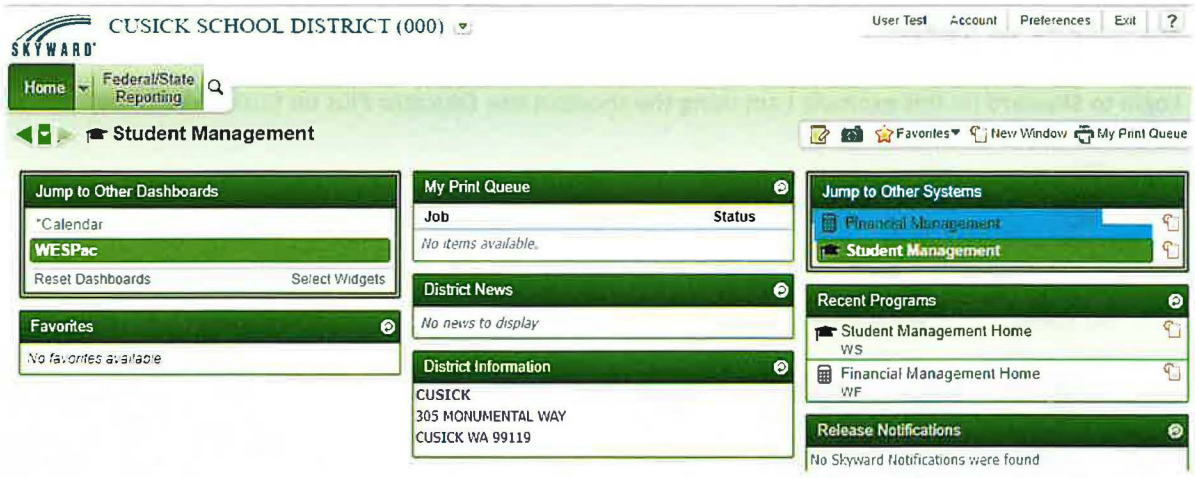
Login to Skyward (in this example I am using the shortcut site Educator Plus on Cusick's website)



Make sure you have chosen All Areas underneath the login box



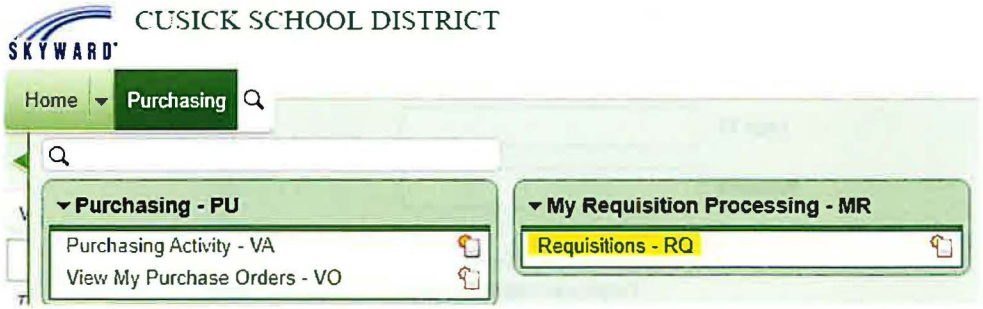
After logging in go to Financial Management

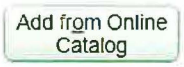


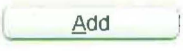
Then Purchasing



Next go into My Requisition Processing and click Requisitions



If ordering from Amazon click 

. If you are ordering from a different vendor other than Amazon click 

Once you get to this screen you will need to fill out any fields that have an * next to them. The first field you will need to enter information in is the Description field. This field will be what the approvers will see first.



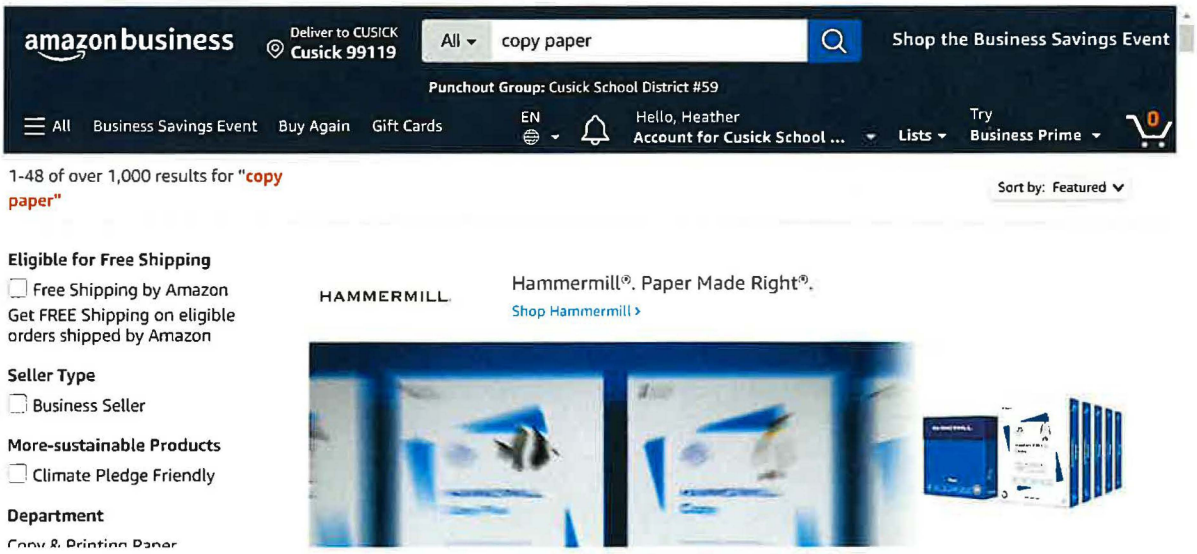
Some examples you can use here are Curriculum, Professional Development or Membership.

Then you will need to add your vendor in the next field down (when ordering from Amazon this will already be filled in). If for some reason you are not able to find your vendor, please contact Heather Dauphin at hdauphin@cusick.wednet.edu

Then click Save and Add Detail or Save and Mass Add Detail (use the Mass option if you have more than one item to enter).

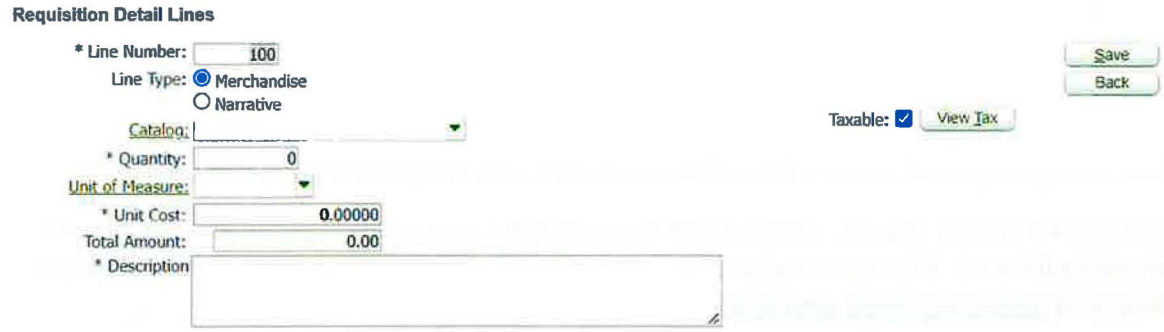


If ordering from Amazon you will be pushed out to Amazon's site so you can add items to your order-

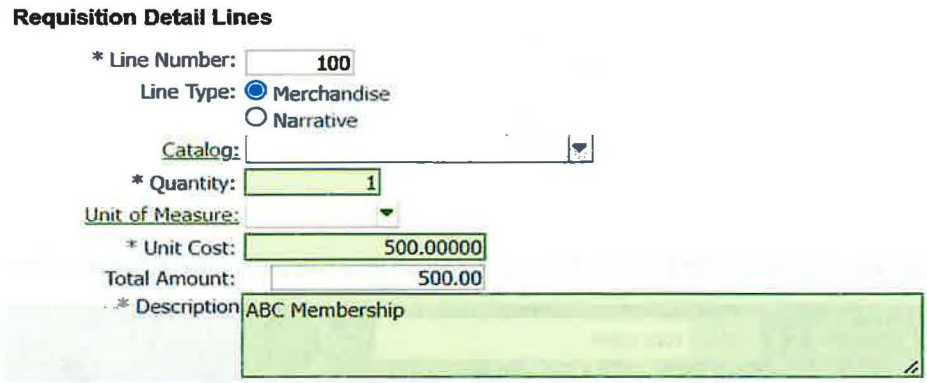


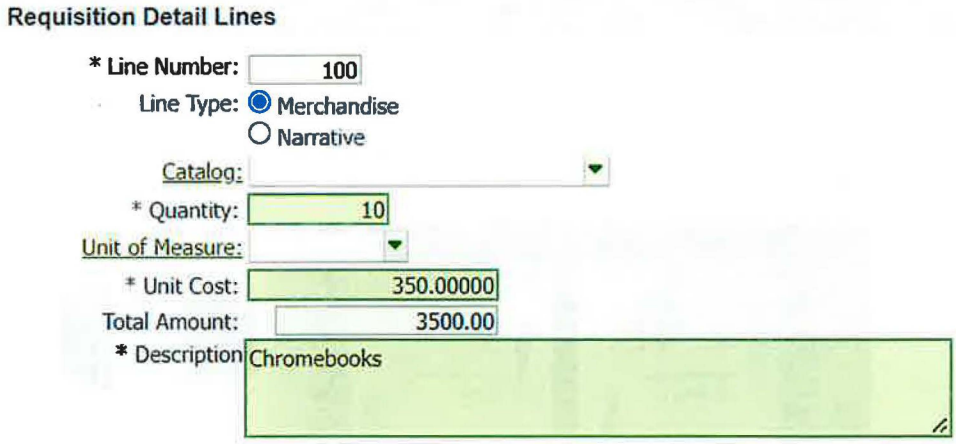
Once you have all items added to your cart proceed to checkout and use the pay by invoice method then you can complete the checkout. This will take you back to Skyward and you can complete the account distribution step and then submit your order (Page 4).

For Vendors other than Amazon- On the next screen you will need to fill in any fields with an *. Enter your quantity, cost and description here. If you have a quote with more than one item listed you can reference the quote here and attach it to the requisition for approvers to view.



Some examples are-

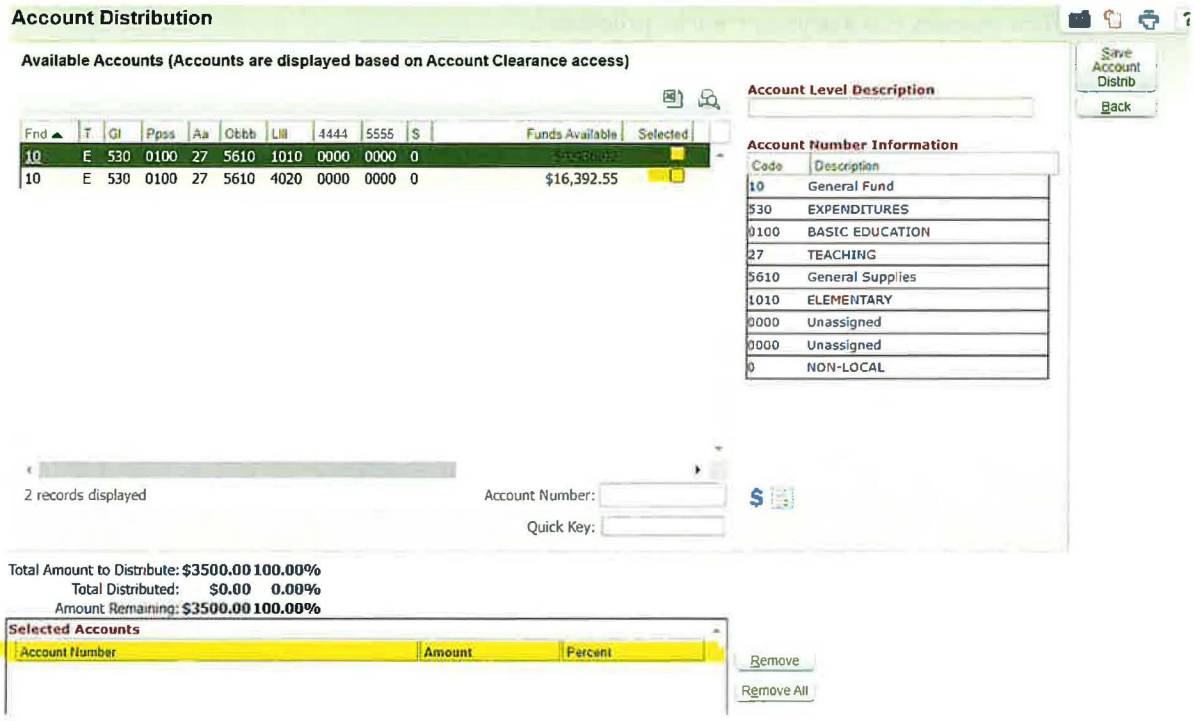




Click Save

For all Vendors you will click 

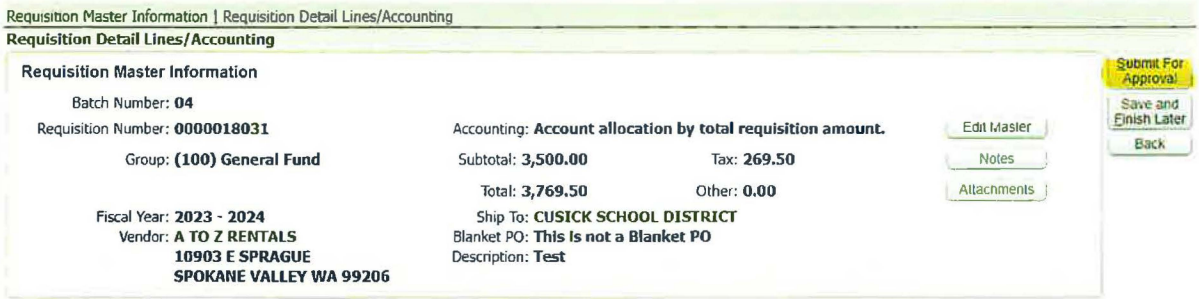
In this area you will need to choose your account code. Select the box next to the account code and make sure under Selected Accounts it has the correct total



amount. Then click 

Accounts with **1010** are for the **Elementary** and Accounts with **4020** are for the **Middle/High School**

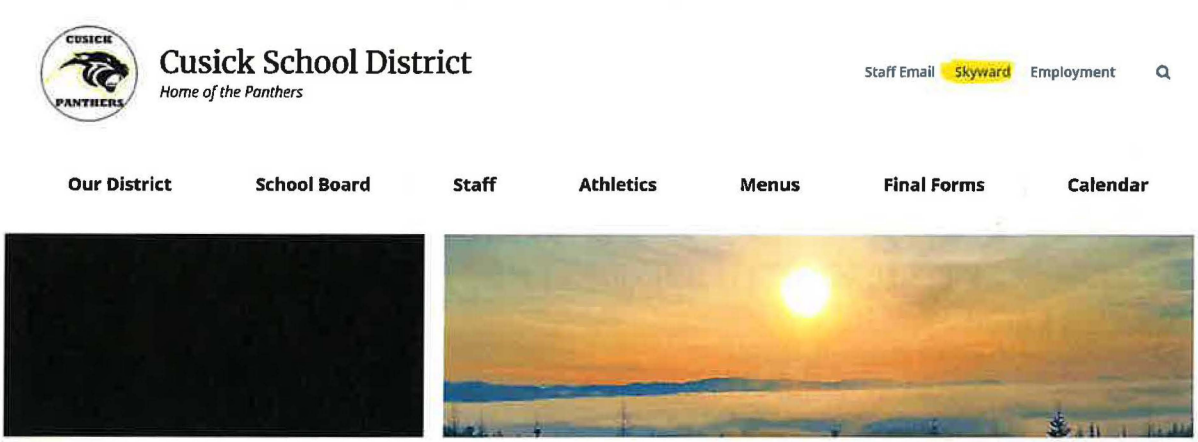
The last Step will be Submit for Approval-



Once your order is fully approved you will receive and email with a PO number that you can use when ordering. If your order is through Amazon, it will be ordered thru Skyward automatically. A copy of the PO will be placed in your mailbox so that you can complete the order with the vendor. If you requested materials you will need to return the PO to the Business Office once your items have been received (staple a packing slip to the Purchase order or write rec'd and initial the purchase order). Once the Business Office receives this a payment will be processed.

Time Off Entry-

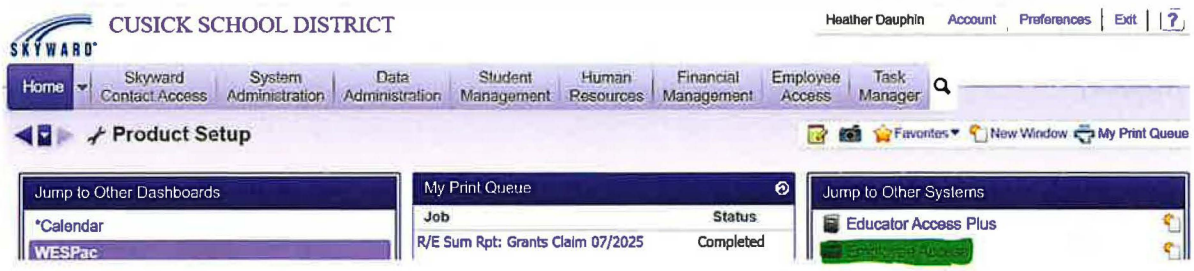
Login to Skyward (in this example I am using the shortcut site Educator Plus on Cusick's website)



Make sure you have chosen All Areas underneath the login box



After logging in go to **Employee Access**-

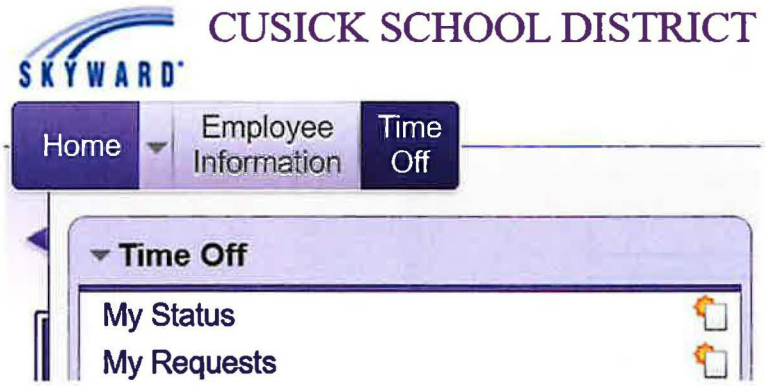


Then **Time Off**



Under **Time Off** you can click on-

My Status – to View Leave Balances
My Requests – to Request Leave



Go to **My Requests**

Click **Add** to enter a new time off request



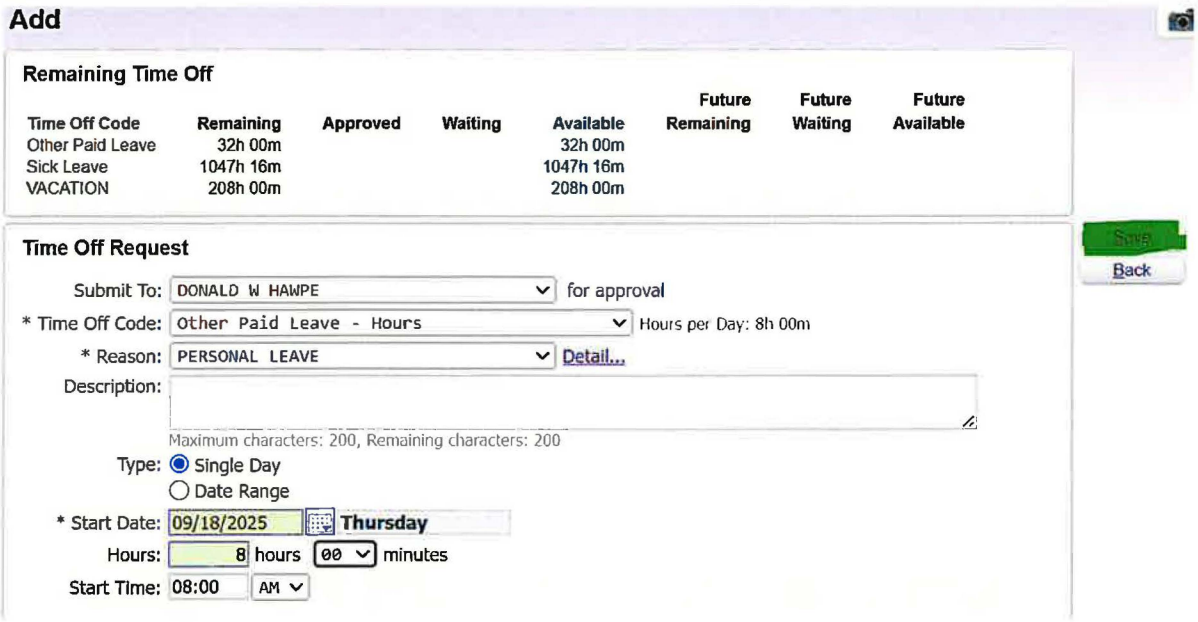
When Adding a request enter **required fields**-

Time Off Code: the type of leave you are requesting example Other Paid Leave, Sick Leave or Vacation

Start Date: Type Single or Date Range

Hours: Teachers 8 hour for a full day/Paras 7 hours for a full day/Bus Driver 4 hours (if less than a full day enter appropriate hours)

Once completed select **Save**



Modify a Leave Request

BEFORE APPROAVL-

If the leave request is still waiting to be approved, it can be edited or deleted. In Time Off Requests click edit. If edit is desensitized the request has been approved.

AFTER APPROVAL-

Please contact Regina Williams

CUSICK

SCHOOL DISTRICT #59

SAMPLE FORMS

COPIES ARE KEPT IN THE FILES ON THE WALL IN THE STAFF ROOM AND MAIN OFFICE.

PANTHER PRIDE

RESPECT • RESPONSIBILITY • SAFETY

CLOCK HOURS AND CERTIFICATION

CLOCK HOURS AND REGISTRATION SYSTEM

pdEnroller is the registration and clock hour system all nine ESDs, OSPI and many school districts use to track attendance and clock hours. Clock hours earned within pdEnroller are summarized on an official transcript and automatically uploaded to E-cert accounts in the OSPI EDS system.

CLOCK HOUR ACCOUNT

DO I HAVE AN ACCOUNT? https://www.pdenroller.org/newesd101/catalog
In the upper right corner; select login. If you do not have an account select the create an account link. If you do not recall your password use the forgot password option. If you are unsure call the ESD.

WHAT IF I AM NEW TO A DISTRICT? Do not set up a new account. Since your old email will no longer be active, contact NEWESD to update your account. If you already have your personal email associated with your profile, you should be able to access your information. Update your district. If your district is not listed, select "other."

WHAT IF I ACCIDENTALLY SET UP MORE THAN ONE ACCOUNT? Contact NEWESD to merge your information or use the merge accounts feature.

HOW CAN I ENSURE MY CLOCK HOURS FOLLOW ME THROUGHOUT MY CAREER? Consider including both your work and personal email to allow continuity and access to your account throughout your career. The more information you can provide the easier it is to differentiate between you and another individual with the same name.

HOW DO MY PDENROLLER CLOCK HOURS GET TRANSFERED TO MY OSPI EDS E-CERT ACCOUNT?
Any clock hours claimed automatically upload to E-cert accounts. To ensure your accounts are linked, visit https://www.pdenroller.org/ecert. Note: pdEnroller only tracks hours earned through an ESD, OSPI or some districts; it is not a central depository. Hours earned by organizations such as WEA, WASA or a college/university will not be included in pdEnroller and need to be manually entered into your E-Cert account.

OSPI Certification
https://www.k12.wa.us/certification
360-725-6400
cert@k12.wa.us

Professional Education Standards Board
https://www.pesb.wa.gov
360-725-6275
pesb@k12.wa.us

NEWESD 101 Registrar
Mary Kempel
509-456-2715
mkempel@esd101.net

More information regarding NEWESD 101 clock hours
https://bit.ly/3QDLJ9Z

CERTIFICATION

DOES MY CERTIFICATE HAVE ANY SPECIAL REQUIREMENTS?

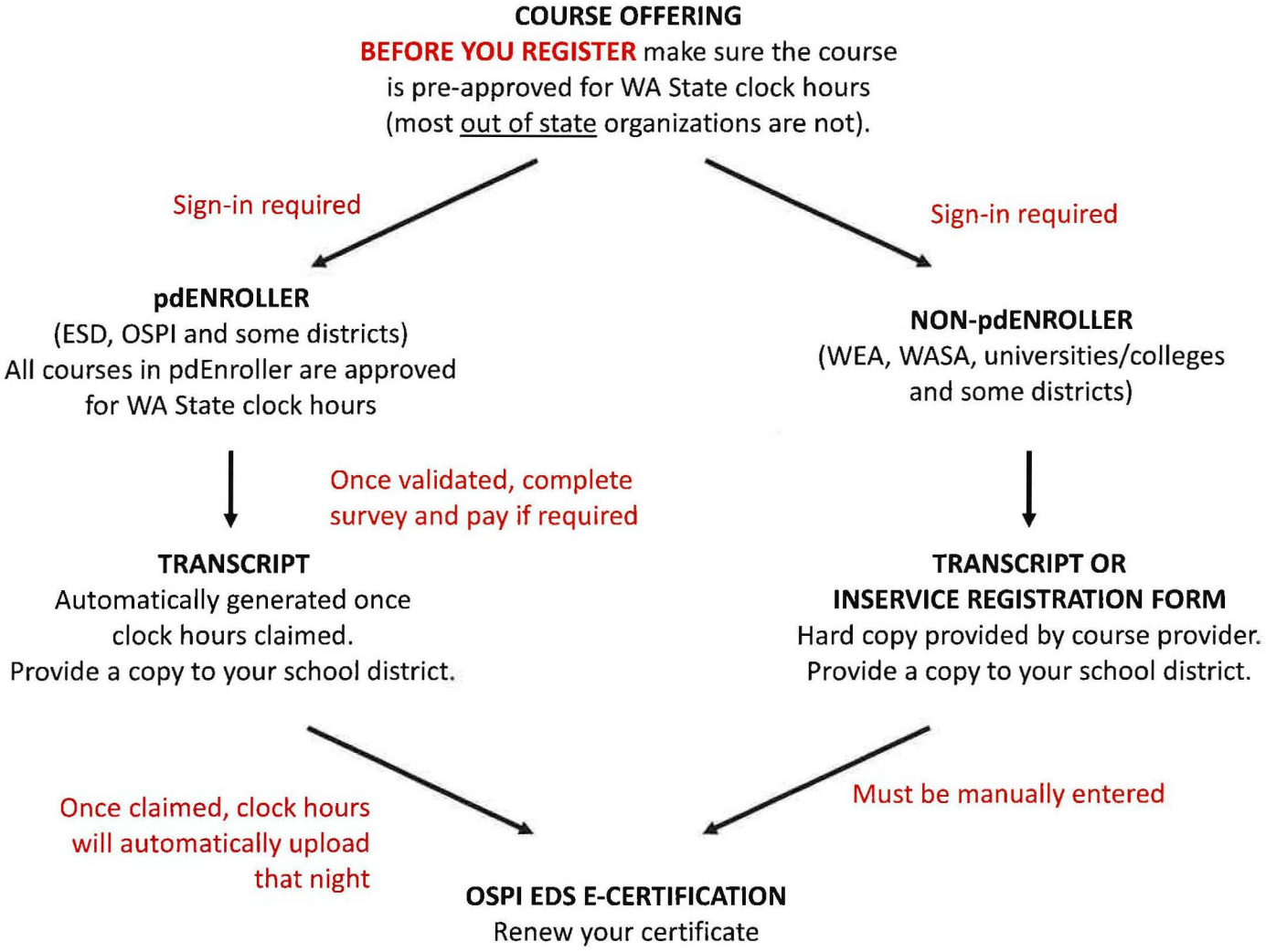
Refer to the OSPI certification page: https://www.k12.wa.us/certification. Select the correct category, i.e., teacher, paraeducator, and then select the type of certificate. If you open your EDS certification page and view your certificates it MAY show your deficiencies. *It is your responsibility to identify what your specific certificate requires.*

- Many certificates require 15 STEM hours and 15 equity hours
- Some certificates require leadership hours (check if you are an administrator)
- Some certificates may have additional requirements such as Issues of Abuse, Suicide Prevention, etc.

WHAT IF I DO NOT SEE MY CLOCK HOURS IN MY OSPI EDS E-CERT ACCOUNT?

Who is the host of your event?

- If it is an ESD, OSPI or some identified districts - Open your pdEnroller account, under your name select clock hours – in your que means you must complete a survey and pay for the hours, if applicable. Once claimed, that night the courses will be uploaded to your E-cert account. You must make sure your accounts are linked, click on the link https://www.pdenroller.org/ecert.
- If it is another organization such as WEA, WASA or other, these hours will NOT show in pdEnroller and must be automatically entered into your E-Cert account.



CUSICK
SCHOOL DISTRICT #59

LEAP SALARY ALLOCATION CREDIT REQUEST FORM

ELIGIBLE ACADEMIC, INSERVICE, OR NON DEGREE CREDITS TO BE RECOGNIZED FOR PLACEMENT ON LEAP SALARY ALLOCATION DOCUMENTS

Employee Name: _____ **Date:** _____

Current Assignment: _____ **School/Location:** _____

- Enter in the table below the requested information about each course. Use the list of criteria below to determine which numbers to put in the last column.
- Deliver this form to the district personnel office and request that these credits be recognized for placement on LEAP salary allocation documents prior to signing up for any course or inservice.
- Credits not recognized in a school year may be recognized in a subsequent school year if there is a change in the qualifying criteria such as a change in state Board of Education rules, a change in the district's strategic plan, a change in the school-based plan for the school in which the individual is assigned, a change in the individual's assignment, or a change in the individual's employer. It is the responsibility of the employee to notify and make known to the school district any credits they want reviewed due to a recognized change.
- Provide additional documentation as requested by WAC 392-121-280 to the district personnel office.
- Contact the district personnel office or collective bargaining unit representative to obtain copies of district policies or contract language relating to: eligibility of credit for salary classification; pre approval of credits; required documentation; timelines for submission of forms; and procedures for resolving disputes.

DATE OR TERM EARNED	INSTITUTION OR PROVIDER	COURSE DESIGNATION AND TITLE	NUMBER OF QTR CREDITS	RECOGNITION CRITERIA (SEE LIST BELOW)

RECOGNITION CRITERIA: Credits earned after September 1, 1995 must meet criteria established by the 1995 Legislature before they can be used for placement on LEAP salary allocation documents. At the time credits are recognized by the school district the content ¤ of the course must meet at least one of the following in addition to meeting criteria in WAC 392-1121-255, 392-121-257 and 392-121-259:

1. It is consistent with the school district's strategic plan for improving student learning;
2. It is consistent with a school-based plan for improving student learning developed under student learning improvement block grants for the school in which the individual is assigned;
3. It pertains to the individual's current assignment of expected assignment for the following school year;
4. It is necessary for obtaining endorsement as prescribed by the State Board of Education;
5. It is specifically required for obtaining advanced levels of certification; or
6. It is included in college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.

I fully understand my responsibilities as outlined above.

_____

Employee Signature

Date: _____

FOR DISTRICT USE

Superintendent Approval

_____

Date: _____

CUSICK
SCHOOL DISTRICT #59
TRAVEL VOUCHER

NAME _____ PAY PERIOD _____

PO # _____

Prior Approval Required for Payment

TRAVEL EXPENSES

DATE	MEALS	ROOM	MILEAGE	LOCATION	PURPOSE / REASON

OTHER EXPENSES *(SUBJECT TO APPROVAL)*

DATE	PAID TO	FOR	AMOUNT

EXPENSE SUMMARY

TRAVEL EXPENSES		OTHER EXPENSES
MEALS	$_____	$_____
ROOM	$_____	$_____
MILEAGE	$_____	$_____

(Paid at current district mileage rate)

TOTAL EXPENSES $_____

I certify under penalty of perjury that this claim is true and correct and that no payment has been received by me on account thereof.

EMPLOYEE SIGNATURE _____ DATE _____

PRINCIPAL SIGNATURE _____ DATE _____

SUPERINTENDENT SIGNATURE _____ DATE _____

SUPPORTING STUDENT SUCCESS
THROUGH RESPONSIBLE STEWARDSHIP

CUSICK

SCHOOL DISTRICT

EXPENSE SHEET

GENERAL FUND

CHECK NUMBER: _____ **ACCOUNT CODING:** _____ - _____ - _____

PAY TO THE ORDER OF: _____

AMOUNT: $ _____ **DATE:** _____

FOR: _____

_____

_____

_____

_____

_____

APPROVED (SUPERVISOR): _____

COMMENTS:

_____

_____

_____

Thank you for supporting
CUSICK SCHOOL DISTRICT!

CUSICK
SCHOOL DISTRICT

EXPENSE SHEET
ASB FUND

DATE: _____ **IMPREST CHECK #:** _____

ACTIVITY ACCOUNT: _____ **AMOUNT: $** _____

CREDIT CARD REQUIRED: ☐ Y ☐ N

TYPE OF CARD: ☐ AUTHORIZED BOA ☐ CITI

PAY TO THE ORDER OF: _____

P.O. #: _____

CODE #	FOR	INVOICE DATE	INVOICE #	AMOUNT $

SIGNATURES

_____ _____

PRINCIPAL **ACTIVITY/CLASS PRESIDENT**

_____ _____

ASB TREASURER/PRESIDENT **SUPERINTENDENT**
(FOR CREDIT CARD AUTHORIZATION)

ACTIVITY ACCOUNTS

1000	General ASB
1010	Business asb
1040	Annual
2000	Athletics
2010	General expense athletics
2060	Ski Program
3000	Classes
3027	Class of 2027-12
3028	Class of 2028-11
3029	Class of 2029-10
3030	Class of 3030-9
3031	Class of 3031-8
3032	Class of 3032-7
3033	Class of 3033-6
3084	Elementary
4000	Clubs
4020	FFA
4035	FCCLA
4045	Skills USA
4065	DECA
4100	Save
6010	InvestEd
6020	Private donations, athletics
6030	E.S. counseling funds
6040	Skookum Kids

Thank you for supporting
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CUSICK
SCHOOL DISTRICT
PANTHER BEHAVIOR REFERRAL

Student Name: _____ **Grade:** _____

Teacher: _____ **Date:** _____

Time: _____ **Location:** _____

DESCRIPTION OF INCIDENT

lease provide a factual description of the behavior and circumstances leading to this referral.

_____

_____

_____

_____

_____

ACTIONS TAKEN BY REFERRING ADULT

(Check all that apply)

- ☐ One-Line Correction
  (Example: "That is not okay. Keep your hands to yourself.")
- ☐ Instructional / Verbal Correction
- ☐ Redirection
- ☐ Warning Given
- ☐ Stated That Follow-Up Would Occur
- ☐ Parent/Guardian Contact
- ☐ Student Conference
- ☐ Seat Change
- ☐ Other: _____

Referring Adult: _____

REASON FOR REFERRAL

MODERATE OFFENSES

- ☐ Chronic Misbehavior
- ☐ Not Following Directions
- ☐ Disrespect Toward an Adult
- ☐ Name Calling
- ☐ Put-Downs/Teasing
- ☐ Classroom Disruption
- ☐ Inappropriate Language
- ☐ Other: _____

SEVERE OFFENSES

- ☐ Illegal Activity
  (Threats, Weapons, Drugs, Assault, etc.)
- ☐ Physically Dangerous Behavior
- ☐ Gross Insubordination
- ☐ Harassment or Bullying
- ☐ Gender-Based Harassment
- ☐ Racial, Cultural, Religious, or Other Gross Teasing
- ☐ Fighting / Physical Aggression
- ☐ Other: _____

ADMINISTRATIVE ACTION / FOLLOW-UP

_____

_____

_____

_____

_____

Administrator: _____ **Date Reviewed:** _____

Parent/Guardian Contacted: ☐ Yes ☐ No **Date of Contact:** _____

PANTHER PRIDE

RESPECT · RESPONSIBILITY · SAFETY

CUSICK
SCHOOL DISTRICT

MINOR VIOLATION FORM

STUDENT NAME: _____ GRADE: _____

CLASS/TIME: _____ TEACHER: _____

DATE: _____

VIOLATION

Please check all that apply:

- ☐ Inappropriate dress
- ☐ Inappropriate display of affection
- ☐ Street shoes on gym floor
- ☐ Food/beverages on carpet
- ☐ Random surfing on the web
- ☐ Electronic devices visible
- ☐ Putdowns/profanity towards peers
- ☐ Other (please specify): _____

COMMENTS

_____

_____

_____

STUDENT RESPONSE

☐ POSITIVE ☐ NEUTRAL ☐ NEGATIVE

STUDENT SIGNATURE: _____ DATE: _____

TEACHER SIGNATURE

TEACHER SIGNATURE: _____ DATE: _____

ACTION TAKEN BY ADMINISTRATOR

ACTION: _____

_____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

PARENT CONTACT/MAILED HOME: _____ NUMBER OF VIOLATIONS: _____

CUSICK
★ SCHOOL DISTRICT #59 ★

SAFE STAFF.
STRONG SCHOOLS.
BRIGHT FUTURES.

ACCIDENT REPORT FORM

SCHOOL DISTRICT _____ TO BE USED FOR ALL ACCIDENTS PERSON COMPLETING FORM _____

NAME _____ HOME ADDRESS _____

SCHOOL _____ GENDER ☐ M ☐ F AGE _____ GRADE _____ DATE _____

POSITION OF PERSON INVOLVED: ☐ STUDENT ☐ S/D EMPLOYEE ☐ VISITOR ☐ OTHER _____

NATURE OF INJURY
(CHECK ALL THAT APPLY)

- ☐ ACCIDENTAL
- ☐ ACCIDENTAL CONTACT
- ☐ ANIMAL BITE/STING
- ☐ ASSAULT
- ☐ ASSAULT W/ WEAPON
- ☐ ATHLETIC INJURY (AFTER SCHOOL)
- ☐ ATHLETIC INJURY (DURING SCHOOL)
- ☐ BIO-HAZARD EXPOSURE
- ☐ BURN/SCALD
- ☐ CHEMICAL EXPOSURE
- ☐ CHIPPED TOOTH
- ☐ CHOKING
- ☐ ELECTRICAL INJURY
- ☐ EYE INJURY
- ☐ FALL FROM ELEVATED SURFACE
- ☐ FRACTURE
- ☐ HIT BY FOREIGN OBJECT
- ☐ HORSEPLAY
- ☐ HUMAN BITE
- ☐ ILLNESS
- ☐ LACERATION
- ☐ MEDICAL CONDITION
- ☐ PUNCTURE WOUND
- ☐ SMASHED
- ☐ STRUCK STATIONARY OBJECT
- ☐ TRIP / SLIP
- ☐ VOCATIONAL

BODY PART INJURED

- ☐ ANKLE
- ☐ ARM
- ☐ BACK
- ☐ EAR
- ☐ ELBOW
- ☐ EYE
- ☐ FACE
- ☐ FINGER
- ☐ FOOT
- ☐ HAND
- ☐ HEAD
- ☐ HIP
- ☐ KNEE
- ☐ LEG
- ☐ MOUTH
- ☐ NOSE
- ☐ WRIST
- OTHER _____

LOCATION

- ☐ AUDITORIUM
- ☐ BUS/BUS STOP
- ☐ CAFETERIA
- ☐ CLASSROOM
- ☐ GYMNASIUM
- ☐ HALLWAY
- ☐ LIBRARY
- ☐ LOCKER ROOM
- ☐ OFF CAMPUS
- ☐ PARKING LOT
- ☐ PLAYGROUND
- ☐ RESTROOM
- ☐ SCHOOL GROUNDS
- ☐ SHOP
- ☐ FIELD

OTHER _____

SPECIFY SCHOOL ACTIVITY

_____

IF ACCIDENT WAS THE RESULT OF A MACHINE OR EQUIPMENT FAILURE SPECIFY THE FAILURE IN DETAIL

_____

DOES THE STUDENT CARRY SCHOOL ACCIDENT INSURANCE ☐ YES ☐ NO

NUMBER OF DAYS MISSED FROM SCHOOL _____

NAME OF SUPERVISOR IN CHARGE WHEN ACCIDENT OCCURRED _____

_____ PHONE NUMBER _____

WAS SUPERVISOR PRESENT AT TIME OF ACCIDENT? ☐ YES ☐ NO

ACTION TAKEN

- ☐ FIRST AID TREATMENT
- ☐ SENT TO SCHOOL NURSE
- ☐ AMBULANCE CALLED
- ☐ SENT TO HOSPITAL
- ☐ NO TREATMENT
- ☐ CALLED PARENT/GUARDIAN
- ☐ SENT HOME
- ☐ OTHER _____

BY WHOM

_____

SPECIFY ACTION TAKEN

_____

WITNESSES

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

DESCRIPTION OF ACCIDENT
USE REVERSE SIDE IF NECESSARY

_____

Supervisor's Signature _____

CUSICK
SCHOOL DISTRICT

NOTICE OF NAME / ADDRESS CHANGE

Employee Information Update Form

CURRENT INFORMATION

Name Currently in District System: _____

Date Submitted: _____

PLEASE CHANGE THE FOLLOWING *(Check all that apply)*

☐ **NEW NAME**
(A copy of your Social Security card showing your new legal name must accompany this form.)
New Legal Name: _____

☐ **NEW ADDRESS**
Street Address: _____
City: _____ State: _____ Zip: _____

☐ **NEW PHONE NUMBER**
Phone Number: _____

☐ **NEW CELL NUMBER**
Cell Number: _____

EMPLOYEE CERTIFICATION

I certify that the information provided on this form is accurate and request that Cusick School District update my personnel, payroll, and district records accordingly.

Employee Signature: _____ Date: _____

DISTRICT OFFICE USE ONLY

Date Received: _____ Updated By: _____

☐ Payroll Updated ☐ Personnel File Updated ☐ Skyward Updated ☐ Documentation Received

Comments: _____

_____

PANTHER PRIDE

RESPECT • RESPONSIBILITY • SAFETY

CUSICK
SCHOOL DISTRICT #59

DIRECT DEPOSIT AUTHORIZATION FORM

Authorization Agreement for ACH Credits

EMPLOYEE INFORMATION

Employee Name: _____ Social Security Number: _____

ACCOUNT TYPE

☐ CHECKING ☐ SAVINGS

FINANCIAL INSTITUTION INFORMATION

Depository (Bank) Name: _____

Branch: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ACCOUNT INFORMATION

Transit / ABA Routing Number: _____

Account Number: _____

AUTHORIZATION

I hereby authorize Cusick School District #59 to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to the account indicated above and to credit and/or debit the same to such account.

This authorization shall remain in full force and effect until the District receives written notification from me of its termination in such time and manner as to afford the District and Depository a reasonable opportunity to act upon it.

EMPLOYEE AUTHORIZATION

Employee Signature: _____ Date: _____

DISTRICT OFFICE USE ONLY

Payroll Representative Signature: _____ Date Processed: _____

REQUIRED ATTACHMENT

Please attach ONE of the following:

☐ Direct Deposit Form from your Bank or Financial Institution ☐ Voided Personal Check

CUSICK
SCHOOL DISTRICT

APPLICATION FOR STIPEND
FOR TEACHING A NEW CLASS

NAME: _____

SCHOOL YEAR: _____

NAME OF CLASS: _____

☐ SEMESTER ☐ YEAR LONG

SIGNATURE: _____ DATE: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

☐ APPROVED ☐ DENIED

REASON FOR DENIAL (IF APPLICABLE):

_____

_____

_____

_____

Thank you for supporting
CUSICK SCHOOL DISTRICT!

CUSICK

WORK ORDER REQUEST

Employees are encouraged to note maintenance work needed and to submit work order requests to our building maintenance director.

Building maintenance director along with principals and superintendent will prioritize work orders and ensure all supplies and services required to complete work orders are within the budget.

DATE: _____

BUILDING (Check one):

☐ ELEMENTARY ☐ HIGH SCHOOL ☐ AG AND SHOP ☐ ADAM WYKE GYM

ROOM #: _____

REQUESTED BY: _____

AUTHORIZED BY: _____

WORK REQUESTED: (BE SPECIFIC)

_____

_____

_____

_____

_____

_____

_____

FOR MAINTENANCE OFFICE USE ONLY

COMPLETION DATE: _____

COMPLETED BY: _____

COMMENTS: _____

_____

_____

THANK YOU FOR HELPING KEEP CUSICK SCHOOLS SAFE, FUNCTIONAL, AND THRIVING!

CUSICK ★ SCHOOL DISTRICT ★

FUNDRAISING FORM

SUPPORT OUR STUDENTS!

A. REQUEST FOR PRE-APPROVAL OF FUNDRAISER (AT LEAST TWO WEEKS PRIOR TO FUNDRAISER)

Name of Fund Raising Activity: _____ Class Account #: _____

Intended Use of Proceeds: _____

Estimated Revenues: $ _____ Estimated Expenses: $ _____

Estimated Revenue–Estimated Expensee = Estimated Profit: $ _____

Will the fundraiser be held for the benefit of an organization outside the district? ☐ Yes ☐ No
If yes, please attach a copy of the name, address and phone number of the organization

Dates of the Fundraiser: Start: _____ End: _____

Team/Club Leader (student): _____ (Signature/Date) ASB Bookkeeper (staff): _____ (Signature/Date)

Coach/Class Advisor (staff): _____ (Signature/Date) Principal's *Pre-Approval*: _____ (Signature/Date)

B. STEPS FOLLOWING APPROVAL: REQUEST MUST BE APPROVED BEFORE EVENT CAN TAKE PLACE.

1. Take this form to ASB meeting for approval:
   As of _____, the ASB Council, by a _____ vote, here by approves this Fund Raising Activity.

   ASB President or Treasurer: _____ (Signature/Date) ASB Advisor: _____ (Signature/Date)
2. Give the original approval form to District Accountant/ ASB bookkeeper, keeping copy for class.
3. Order all needed materials or supplies with a Purchase Order through ASB bookkeeper.
4. If needed, complete a Contract with vendor after obtaining Purchase Order approval.
5. Request a cash-box from the ASB bookkeeper (if needed).
6. Conduct fundraiser, monitoring all cash and goods. Inventory should be kept for goods being sold.
7. Obtain appropriate record keeping forms from ASB bookkeeper (all forms must accompany money).
8. Turn all money INTACT into ASB bookkeeper for deposit. **Do not take expenses from money collected.**

C. ACCOUNTING SUMMARY OF FUNDRAISER

1. **Anticipated Revenue** (amount you should have collected based on actual sales): $ _____
2. **Total Actual Revenue Received:** $ _____
3. **Total Cost of Goods Sold** (your cost for items sold): $ _____
4. **Other Expenses** (decorations, supplies, etc.): $ _____
5. **Total Expenditures:** $ _____ (line 3 plus line 4)
6. **Net Profit (loss):** $ _____ (line 2 less line 5)

D. FINAL APPROVAL OF RECONCILIATION

I hereby certify that the above accounting information is complete and accurate:

Team/Club Leader (student): _____ (Signature/Date) ASB Bookkeeper (staff): _____ (Signature/Date)

Coach/Class Advisor (staff): _____ (Signature/Date) Principal: _____ (Signature/Date)

ASB Advisor: _____ (Signature/Date)

PLAN AHEAD. STAY ORGANIZED.
MAKE YOUR FUNDRAISER A SUCCESS!

THANK YOU FOR SUPPORTING OUR STUDENTS AND SCHOOL!