



# CHENEY

## SCHOOL DISTRICT

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# SUBSTITUTE HANDBOOK

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Cheney School District No. 360  
12414 S. Andrus Rd. • Cheney, WA 99004  
(509) 559-4599 • <http://www.cheneysd.org>

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# TABLE OF CONTENTS

Introduction .....	3
Policies and Procedures .....	4
Employment Information & Expectations .....	4
Payroll Information .....	8
Substitute Sick Leave .....	10
On-The-Job Injury Claims Filing.....	13
Frequently Asked Questions .....	14
Helpful Tips .....	15
Contact Information & Resources.....	17
Schools & Map .....	18
School Calendar .....	19
Red Rover Quick Start Guide.....	20

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# INTRODUCTION

Greetings,

Welcome to Cheney Public Schools, we are pleased to have you as a substitute employee! Cheney Public Schools strives to recruit qualified substitutes to work in our schools. As a substitute, you play an essential role in the student experience. The role of a substitute can be challenging and demanding, but also very rewarding. We recognize that every substitute is a crucial member of the district and plays an important part for the success of every student. If it were not for your hard work and dedication, we would not be able to support our students the way we do.

Cheney Public Schools is located in one of the fastest growing areas in Spokane County. The mission of our school district is:

**Cheney Public Schools exists to guarantee a safe and caring environment where ALL students learn at high levels and graduate with options for post-secondary education, careers, and civic engagement.**

You are joining a staff of highly dedicated people committed to student achievement. We have designed this handbook to give you as much information as possible. It is our hope that this handbook becomes part of your daily routine and that you take advantage of the resources we have provided to you. This handbook contains both general guidelines and specific information to assist you as you work in our schools. It is your responsibility to follow all district policies and procedures, as well as know the information in this handbook. Please take the time to review and read it thoroughly. If you have any questions, please contact Leigh Lubbers, Human Resources Administrative Assistant, at [llubbers@cheneysd.org](mailto:llubbers@cheneysd.org) or (509) 559-4542.

Thank you again for your dedication to the students of Cheney Public Schools. We hope that you enjoy your experience working with us!



Tom Arlt  
Assistant Superintendent

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## POLICIES AND PROCEDURES

Below are [district policies and procedures](#) that directly relate to you as a substitute with Cheney Public Schools. Please click the links provided below to review this important information.

- **Harassment, Intimidation, and Bullying – 3207 and 3207P**
- **Gender Inclusive Schools – 3211 and 3211P**
- **Tobacco or Tobacco-Like Product Use – 3244/4215**
- **Child Abuse Reporting – 3421 and 3421P**
- **Affirmative Action and Nondiscrimination – 5010 and 5010P**
- **Sexual Harassment – 5011 and 5011P**
- **Civility – 5117**
- **Drug-Free Workplace – 5201**
- **Conflicts of Interest – 5251**
- **Maintaining Professional Boundaries between Employees and Students – 5253 and 5253P**
- **Technology – 2022 and 2022P**

## EMPLOYMENT INFORMATION & EXPECTATIONS

### **Red Rover Absence Management**

All substitutes will be given access to the online substitute system, [Red Rover Absence Management](#). This system is where Cheney employees enter their absences for substitutes to view and accept. Substitutes may utilize the system by receiving a text message or by logging in to the online system to review which assignments are available. The system will also notify all available substitutes for an absence that is not filled within 48 hours of the absence start time.

All substitute accounts will be set up so that they may see assignments within the departments they are interested and qualified to substitute for; for example, a teacher substitute will only have access to see teaching assignments and a paraeducator substitute who helps out in the kitchen as well will see assignments for both paraeducator positions, as well as kitchen assistant positions. If you would like to substitute in multiple areas, please reach out to our [HR Admin Assistant](#) to discuss options.

Once you have been officially approved to substitute for Cheney you will receive an email invitation directly from Red Rover to create your username and password.

### **Online Training Modules through Vector (formerly SafeSchools)**

As an expectation of employment, all substitutes must *fully complete* the mandatory [Vector](#) training modules as assigned through the online system *before they may begin substituting* with Cheney School District. These training modules will also be assigned, and must be completed on an annual basis, prior to the beginning of each school year, in order to remain active on the substitute list.

The annual training modules will be sent to all substitutes in August prior to the start of the school year and *must be completed before you may begin substituting for that particular school year*. The following are especially important to the climate and culture of our District:

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- ***Cheney Civility Expectations (Board Policy 5117)***

This is a professional working and learning environment and we expect all substitute employees to treat all district employees, parents, students, community members and any other person with whom you may come in contact during your work as a substitute, with respect and courtesy. We expect the same for you as we expect of you.

- ***Cheney Confidentiality Statement***

Cheney School District will not tolerate gossip. Employees and substitute employees at Cheney may be privileged to personal information regarding a student or staff member for the purpose of completing their assignment. Any information shared with you as part of your assignment *must remain confidential*.

- ***Cheney Boundaries (Board Policy 5354)***

This is a professional working and learning environment and we expect all employees to maintain appropriate staff/student boundaries *at all times*. If you have questions about what this means, please reach out to our [HR Admin Assistant](#) immediately.

A one-time completion stipend of \$100 will be paid to the substitute employee under the following conditions: a) training modules must be fully completed prior to beginning subbing, and b) ten (10) substitute workdays have been completed.

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### **Substitute Hours and Schedule**

Cheney Public Schools does not, and cannot guarantee hours for substitute positions as they are posted and filled on an “as needed” basis; however, we can guarantee that if you have a desire to work, if you are willing to be flexible with your schedule and if you are able to accept assignments with 24 or 48 hours notice, your likelihood of receiving assignments will be higher than if you do not.

The typical schedule for substitute assignments is based on the buildings/departments in which you will be working. Times for all building-level assignments (i.e. paraeducator, teacher, kitchen assistant, etc.) will be reflected in the online substitute scheduling system. You will have the ability to review the start and end times before selecting an assignment. Times for bus driver substitutes will be communicated directly by the Transportation Department. Times for custodial substitutes will be communicated directly by the Maintenance & Operations Department.

The start time listed for assignments is the time the District expects you to *begin* the assignment, not the time the District expects you to *arrive* for the assignment. Please make sure you arrive at the location of your assignment with enough time to begin at the listed start time.

- **Certificated substitutes** should check in with the office manager upon arrival *and* prior to leaving.
- **Classified substitutes** should be at their assigned school 10 minutes before the beginning of their scheduled shift and check in with the office manager. An office procedure notebook or daily schedule should be available for your reference during your assignment.

If a more critical position is left unfilled, the school/department may need to shift you to another assignment. It is the expectation that substitutes be flexible and cooperative with this infrequent request.

### **Cancellation Guidelines**

When you have accepted an assignment, it is important to keep this commitment. Last minute job-hopping is not allowed within the district, this includes the day before an assignment. Cancelling repeated assignments could result in removal from the substitute list. If you must cancel a pre-scheduled job, please do so as far in advance as possible, though preferably no less than 48 hours before the scheduled start time of the position. This allows the District ample time to fill the position before it is scheduled to begin. Anything less than 48 hours can cause unfilled absences in our buildings, which results in a negative impact on the learning environment for our students and staff. **Notify the building/department if you must cancel on the day same day of an assignment.** If you are unable to get in touch with the building/department, you may contact Human Resources at (509) 559-4542 to cancel your absence.

### **When You Arrive**

Be prompt! Check-in at the office. Introduce yourself to the office staff and those in neighboring classrooms. Explain for whom you are substituting – in some cases they may not be aware of the employee's absence. Be sure to visit the school office to sign-in upon arrival. The office will provide information on class schedules/class seating charts, lesson plan books, room locations, extra duties, textbooks, recess times and emergency procedures. Remember to wear your ID badge or ask for a guest badge if you do not have yours for the day.

### **When You Leave**

When you are ready to leave for the day, it is important that you check-out with the office manager. They will acquire any badges, keys or documentation that you may need to return. In addition to this, if there is extra time before the end of your shift, they may be able to find additional work that can be done.

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Here are some helpful hints to leaving the classroom ready for the return of the employee:

- Leave a written account of the work done during the day summarizing accomplishments, problems, and suggestions for improvements in substitute or classroom procedures
- Ensure the classroom is as it was when you arrived
- Correct assignments handed in during the day, if asked (certificated substitutes)
- Hand in a record of class attendance, if required

### **Attire**

While we want our employees to work comfortably in the workplace, we also serve the public and act as role models for students. It is expected that our employees present a *professional and appropriate* image. Additionally, your attire must allow you to complete your scheduled assignment safely and effectively. Jeans are accepted attire for our buildings, given that they will allow you to *safely and effectively complete your scheduled assignment*. Paraeducator substitutes should also be prepared with inclement weather clothing: boots, raincoat, gloves, etc.

### **ID Badges**

For the safety of students and staff, the district requires that all employees wear photo identification badges during the work day. Substitute employees will be provided a photo ID badge upon employment. If you do not have a badge, or need a replacement, please contact Human Resources at (509) 559-4542.

### **Cell Phones**

You will be held to the same standards as the employees in the buildings you are serving in. Use of your cell phone is not permitted, except during lunch and break periods. In the event of an emergency we understand that it may be necessary for you to use your phone.

### **Break Periods between Substitute Assignments**

We support the ability of our substitutes to create and manage their own schedule. In doing so, we understand that there may be periods of time where you will not be available for work. However, if any substitute goes 45 days without working in a substitute assignment without communication with Human Resources, it will be considered a resignation of the substitute position and the substitute's account with the District will be deactivated. The substitute will need to go through the formal hiring process in order to be reinstated.

If you are expecting or anticipating that you will be out for a period of time greater than or equal to 45 days, you must communicate your intentions to HR prior to reaching that threshold. Failure to do so will cause the District to consider the prolonged absence of assignments your resignation from your substitute position and it will result in the deactivation of your account.

### **Professional Expectations**

Cheney School District's expectation is that you will conduct yourself professionally at all times. Some examples of past concerns regarding unprofessional conduct include, but are not limited to:

- Not showing up for a scheduled assignment and not communicating with the building/department or Human Resources
- Cancelling a pre-scheduled assignment within 24 hours of the absence start time without communicating with the building/department or HR
- Negligence while completing your scheduled assignment
- Unprofessional or uncivil conduct while completing an assignment
- The release of confidential, personal information of a student or staff member

*Cheney School District reserves the right to deactivate a substitute's account for any reason given they have failed to complete the requirements of the position.*

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# PAYROLL INFORMATION

## **Payroll Period**

The payroll period is from the first day through the last day of each month. Substitute time is paid one month behind. For example, hours worked from the 1<sup>st</sup> of September through the 30<sup>th</sup> of September will be paid on October's pay date (listed below).

## **Payday**

Payday is the last working day of each month. Cheney Public Schools requires all employees to utilize electronic direct deposit. Your payroll will be electronically deposited the morning of payday. A paystub will be available to you via [Employee Access](#) and will cover the hours and pay worked from the 1<sup>st</sup> through the end of the prior month.

You can view and print a copy of your paystub via our [website](#). Payroll information is available for online viewing four days prior to each payday. If you have questions, please email our [HR Admin Assistant](#).

If you have questions regarding your paycheck, please contact Payroll as follows:

Certificated Substitutes: [Barb Kvapil](#), (509) 559-4504

Classified Substitutes: [Martina Brown](#), (509) 559-4560

## **2024-2025 Pay Dates**

Sep 30, 2024	(Pay for 8/1-8/31)	Oct 31, 2024	(Pay for 9/1-9/30)
Nov 27, 2024	(Pay for 10/1-10/31)	Dec 31, 2024	(Pay for 11/1-11/30)
Jan 31, 2025	(Pay for 12/1-12/31)	Feb 28, 2025	(Pay for 1/1-1/31)
Mar 31, 2025	(Pay for 2/1-2/28)	Apr 30, 2025	(Pay for 3/1-3/31)
May 30, 2025	(Pay for 4/1-4/30)	Jun 30, 2025	(Pay for 5/1-5/31)
Jul 31, 2025	(Pay for 6/1-6/30)	Aug 29, 2025	(Pay for 7/1-7/31)

## **Substitute Rates - Certificated**

- \$150.00 Fully Certified Subs Full Day Rate (7 hours)
- \$135.00 Emergency Certified Subs Full Day Rate (7 hours)

## **Substitute Rates - Classified**

*Classified substitutes are paid for the actual hours worked. Lunch period is unpaid. Hours are paid at the step one rate of each classification.*

Bus Aide	\$17.34	Secretary	\$18.33
Bus Driver	\$22.55	ECEAP/Preschool Instructional Para	\$17.85
Non-CDL Driver	\$18.45	Self-Contained Instructional Para	\$18.42
Custodian	\$20.75	Behavior Specialist Instructional Para	\$18.99
Cashier/Kitchen Assistant	\$17.94	Instructional Paraeducator** \$17.85b n **ASD, ASD, Community Transitions, General Classroom, IEP Support (1:1), ISI, LAP/Title, Library, Locker Room, Office Support, PE, Resource Room	
Lead Line	\$18.45		
Cook/Baker	\$19.48		
Kitchen Lead	\$21.01		
Supervision/Aide**	\$17.34	<i>Paraeducator Substitutes who fill a position that includes hygiene duties will be compensated an additional \$1.00/hour for those duties.</i>	
**Lunch; Recess; Bus Duty			



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## **Long-Term Substitutes**

### *Certificated Staff Only*

Long-term assignment is defined as a substitute teacher working more than 20 consecutive days in one assignment. The substitute must hold the appropriate endorsement for the assignment subject area. Long-term sub compensation is based on placement on the certificated salary schedule using individual education credits and experience. The rate is based on transcripts and verified experience in your substitute file. **It is the substitute's responsibility to provide all transcripts and experience verification forms to HR.**

***Individuals holding an Emergency Substitute certificate may not be placed in long-term assignments due to the limitations of the certificate.***

When a substitute works 20 consecutive days in the same assignment, he or she will be placed on the district's [Certificated Salary Schedule](#) and the pay increase will be back dated to the first day in that assignment. Long-term substitutes will also accrue sick leave at a rate of one (1) day of sick leave per month after the completion of 20 consecutive days. Once the long-term assignment is completed, the substitute will return to accruing one (1) hour of sick leave for every forty (40) hours worked. At the end of the sick leave accrual year, any unused sick leave of 40 hours or less will carry over to the following year.

If you think you are close to completing 20 days and you have not been in contact with human resources in reference to your placement/assignment, please contact Human Resources at (509) 559-4542.

## **W-4**

Federal withholding will not take place until you have been paid the minimum earnings based upon the status you have claimed (single, married, head of household) . Instead, you can put a dollar amount Step 4, Option C, Extra Withholding if you would like to guarantee you have federal withholding deducted from your pay.

## **Insurance**

Effective January 1, 2020, any substitute who works 630 hours during the school year will become eligible to receive full benefits per the School Employee Benefits program, also known as [SEBB](#). Once you reach 630 hours, Human Resources will contact you regarding your access to benefits.

Please note, if you become eligible for benefits but you wish to opt out, you are still required to log in to the benefits portal and make the election to opt out of the benefits. The system is set up to automatically enroll you in benefits once you qualify. **Once again, if you do not wish to be covered by the benefits offered through the SEBB program once you become benefits eligible, you will be required to opt out, otherwise you will receive and be required to contribute monetarily to those benefits.**

Please contact the Human Resources Specialist at (509) 559-4539 if you have any questions regarding eligibility or benefits.

## **Changes to Contact Information**

Each substitute must assume responsibility for notifying [Human Resources](#) of any changes to their contact information, including but not limited to; address, phone number, email address, etc.

## **Unemployment Compensation**

Substitute employees are not eligible for unemployment compensation as they are provided a letter of reasonable assurance for continuing employment in the same or a similar position for the following school term and after regularly-scheduled school breaks. As a regular practice, Cheney Public Schools gives such written assurance each May for the following year at the time of hire.

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# SUBSTITUTE SICK LEAVE

## Process and Procedures

In the fall of 2016, Washington voters approved Initiative 1433. The initiative requires all Washington state employers to provide paid sick leave to all employees beginning January 1, 2018.

The following steps specifically address the process and procedure for all Cheney School District substitutes to report absences and request use of accrued sick leave.

## Requirements

- a. The Substitute must be scheduled for a **multiple-day (2-day minimum)** assignment to be eligible to request paid time off.
- b. The Substitute must have a sick leave balance available for use.

## Reporting an Absence

- a. For a *foreseeable* absence (i.e. doctor's appointment): report within 10 days of scheduled assignment.
- b. For an *unforeseeable* absence (i.e. emergency): report as soon as reasonably possible before the required start of the Substitute's shift.
  - i. If you are in need of canceling a pre-scheduled job please do so as far in advance as possible, though preferably no less than 48 hours before the scheduled start time of the position.
  - ii. If you are not able to give the District/building the preferred notification, and it is necessary to cancel your absence within less than 48 hours, please contact the building/department for which you are scheduled to work and inform them that you will not be able to work in the position as previously scheduled. If you are unable to get in touch with the building/department, you may contact Human Resources at (509) 559-4542 to cancel your absence.
  - iii. If you would like to request paid sick leave, please complete the designated form and turn it in to any building secretary or HR. This form will be submitted for approval and then forwarded to Payroll. Payroll will verify your available sick leave balance and determine if you are eligible to use paid sick leave for your absence.

## Accrual Rate

Employees will accrue one (1) hour of paid sick leave for every 40 hours worked. The accrual year is September 1 through August 31.

## Use of Accrued Sick Leave & Increments in Which it Can be Used

Substitute employees are entitled to use earned and accrued sick leave beginning 90 calendar days after commencement of their employment.

- a. **Certificated Substitutes:** must use leave in increments of no less than one half day (3.5 hours) or one full day (7 hours).
- b. **Classified Substitutes:** may use leave in increments of one quarter hour (15 minutes).

## Rate at Which Sick Leave is Paid

Employees using sick leave will be paid at the rate of pay associated with the assignment(s) from which the employee is absent (pg. 8). Paid sick leave hours do not count toward the calculation of overtime.

## Carry Over

At the end of the sick leave accrual year, any unused sick leave of 40 hours or less will carry over to the following year. The maximum amount of carryover from one school year to the next is 40 hours.

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### **Authorized Uses**

Paid sick leave may be used for the following:

- a. An absence resulting from an employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care.
- b. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventative medical care.
- c. When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school/place of care has been closed for such reason.
- d. For absences that qualify for leave under the state's Domestic Violence Leave law (RCW 49.76). The law allows victims of domestic violence, sexual assault, or stalking to take reasonable leave from work to take care of legal or law enforcement needs, seek treatment for physical and mental injuries, obtain services from a shelter or social services program, obtain mental health counseling, participate in safety planning, relocate, or take other actions to increase safety from future incidents. Family members of a victim may also take reasonable leave to help the victim seek treatment or obtain help and services if the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking.

Accrued sick leave can be used when the employee needs to be absent for any of the above reasons from an assignment for which the employee is scheduled to work. The District may require a doctor's verification for proof of illness or injury if the employee requests to use paid sick leave for more than three (3) consecutive workdays.

### **Definition of "Family Member"**

A "family member" is defined as follows:

- A child, including a biological, adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandchild; or
- A sibling

### **Separation of Employment**

For substitute employees, there is no cash out option of any balance of sick leave either on an annual basis or upon separation from employment.

### **Rehire of an Employee Within 12 Months of Separation**

If an employee leaves employment and is rehired within 12 months of separation, any unused sick leave accrued under I-1433 up to 40 hours will be reinstated to the employee's sick leave balance.

### **Transfer of Sick Leave**

If a substitute employee is hired into a continuing position with Cheney School District, sick leave accrued under I-1433 will *not* be transferred into their employee sick leave allocation. Additionally, if you begin employment with Cheney Public Schools and have accrued I-1433 sick leave with another Washington school district, it will *not* be transferred into your sick leave bank with us.

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**Retaliation Prohibited by Law**

Retaliation is prohibited against an employee for lawful exercise of their paid sick leave rights. If an employee believes he/she is being discriminated or retaliated against, the employee may contact the District's Compliance Officer. If an employee is not satisfied with the District's response, he/she may contact the Washington State Department of Labor and Industries.

If you have questions regarding the Substitute Sick Leave Procedures please contact the [Human Resources Admin Assistant](#) at (509) 559-4542.

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# ON-THE-JOB INJURY CLAIMS FILING

## **SUBSTITUTE RESPONSIBILITY**

### **When you have an on-the-job accident:**

1. Seek first aid or medical attention if needed.
2. Inform your supervisor immediately ***and*** complete an [Employee Incident Report](#). **If no medical attention is needed, stop here.**
3. **If you *are* seeking medical attention**, inform your supervisor. Contact Northeast Washington Educational Service District (NEWESD) 101 at (509) 789-3516 to:
  1. Report the incident has occurred.
  2. Provide details of the incident to the claims staff.
  3. Obtain a claim number.

**Please note:** you are able to see any physician of your choice for your initial visit. **However, if you require additional medical care, your attending physician must be enrolled in L&I medical provider network.** You can check your providers network status at: <https://lni.wa.gov/claims/for-workers/find-a-doctor/>

### **What to do at the medical provider's office:**

1. Inform the medical provider that this is a work-related incident.
2. Provide the medical provider with the claim number you received from NEWESD 101. If you do not have a claim number yet, call NEWESD 101 from the provider's office to get claim number.
3. Instruct the medical provider to forward ALL claim information to:

NEWESD 101  
NE WA Worker's Compensation Cooperative  
4202 S. Regal St.  
Spokane, WA 99223-7764  
Phone: (509) 789-3516  
Fax: (509) 789-3780

4. Complete the Patient Information Section on the Physician's Initial Report (PIR) which is provided by the doctor.
5. **DO NOT COMPLETE/FILE** the L&I State Fund claim form.
6. Obtain a note with your return to work status from the provider.
7. Please advise NEWESD 101 Claims Department if you will be missing time from work.
8. If needed, schedule a return appointment with a provider in the L&I medical provider network.

### **What to do after each medical provider visit:**

1. Call NEWESD 101 at 509-789-3516 to report your return to work status.
2. Fax your return to work status note to NEWESD 101 within 24 hours (Fax to 509-789-3780).
3. Report your return to work status to your supervisor within 24 hours.
4. Provide your supervisor with a copy of your work status note.

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## FREQUENTLY ASKED QUESTIONS

**Q. Do I have to work every day?**

**A.** *As a Substitute you have the flexibility to manage your own schedule! Working as often as jobs are available is encouraged, however, we understand that non-work days may be needed.*

**Q. Do I have flexibility in my substitute assignments?**

**A.** *Cheney Public Schools consists of 5 Elementary Schools, 2 Middle Schools, 1 Comprehensive High School, 1 Alternative High School, WIN Academy, and a Home School link program. This provides diversity and flexibility in your sub assignments. The substitute placement system allows substitutes to manage their preferred schools or work sites.*

**Q. If I turn down too many jobs will my account be flagged?**

**A.** *The system is set up to notify substitutes in a random order each time and does not keep track of how many jobs you have turned down. Turning down a job in the system will not affect your likelihood of getting another job, however, we do prefer you work a minimum of two days per month. A break in work of two months or more may result in your account being deactivated.*

**Q. When are substitutes paid?**

**A.** *Substitutes are paid on the last working day of each month, and are paid one month behind, i.e., if you sub in January you will be paid the end of February.*

**Q. I plan to substitute in more than one district at a time, is that ok?**

**A.** *We have multiple substitutes who work in more than one district at a time. Doing so does not affect your ability to work for our district, though we do recommend not extending yourself beyond working for three districts at one time as doing so can become difficult on the substitute.*

**Q. What do I do if I find the hours on my paycheck don't match the hours I believe I worked?**

**A.** *It is very important that you contact Payroll as soon as possible in the event of a potential discrepancy so the issue may be addressed and corrected, if need be, as soon as possible.*

**Q. What do I do if I don't have my ID Badge yet, but I have been approved to begin substituting?**

**A.** *You may substitute without your ID badge as long as you check in with the office and receive a visitor's pass.*

**Q. Could my substitute assignment change once I arrive at the school site?**

**A.** *Yes, if a more critical position is left unfilled, the school/department may need to shift you to another assignment. It is the expectation that the substitute be flexible and cooperative with this infrequent request.*

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# HELPFUL TIPS

## Teaching Controversial Issues

When the curriculum prescribes teaching about controversial issues in the classroom setting, you are responsible to make every effort to carry out the study in a manner in which the students:

- Keep the objectives of the study clearly in mind;
- Stick to lesson plan provided without bias;
- Understand the issues involved, and their implications; and allow all students to reach their own conclusions regarding the issue.

## Classroom Management Tips

One of the most challenging things about working in the classroom is managing behavior. As the teacher, you are responsible for the social organization of the class. If student behavior becomes a problem, and your efforts at correction are unsuccessful, the principal or assistant principal is to be consulted. Here are some helpful tips to manage the classroom:

- Create a commanding teacher presence.
  - Always arrive with elevated expectations and a definite goal of helping students learn something new. If we expect things to go great, there is about a 99.99% chance that they will. Greet students at the door, create working guidelines with the class, have a quiet signal, use encouraging statements that build a growth mindset. Substitute notes my address this.
- Be prepared to provide academic challenges.
  - If the teacher doesn't have an activity to start class, have one ready to go. These could be something like brain teasers, read-aloud, create an analogy, etc.
- Learn their names as fast as you can.
  - Start memorizing our students' names while you take attendance – both helpful and challenging students. This builds relationships and helps you accurately report problems to the teacher.
- Teach the lesson according to the directions left by the teacher.
  - The teacher knows these students, understands their needs, and has planned accordingly. A well-taught lesson can prevent unwanted student behaviors.
  - If no lesson plan has been provided, please contact the office manager.
- Try to understand the communication behind the behavior.
  - Students communicate through behavior. If a child is having a difficult time, try a problem-based approach to solve the issue. Involve the student in finding ways to solve the problem so they have some control and ownership.
- Identify a "helpful student" and ask them about procedures.
  - If possible, ask the teacher ahead of time for the name of a helpful student. If they don't provide one, try to identify one by asking a question about a procedure and seeing who volunteers an answer (and seems trustworthy). When you're not sure how you should handle a procedure, quietly ask that student (when the rest of the class is doing something else), "When do you guys normally take a restroom break?" etc.

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- Learn & adapt standard classroom management techniques.
    - Don't fall into the trap of thinking "I can't do that because I'm a substitute." Most classroom management techniques work across the board or can be adapted to work for relief teachers.
  - Introduce yourself to the staff in the neighboring classes.
    - He/she may be able to provide important classroom information to help you be successful.

### **Expectations in the Classroom**

Just as our substitutes evaluate our schools, our school employees receive feedback about our substitutes. Below are a few notes from the schools, to help you be as effective in the classroom as possible.

- Personal items should be kept out of view of students, especially cell phones, as they can be a distraction. Cell phones should always be on silent as well.
- Students in our schools come from a variety of cultural and religious backgrounds. What seems comfortable for you may make a student uncomfortable. Physical contact between substitutes and students should be limited to high-fives or fist-bumps.
- Following the lesson plan or list of responsibilities a teacher has laid out for you should be your primary goal. Just like the students, we understand that substitutes have a variety of personal thoughts and opinions on the topics presented in the classroom. Please be sure to stick to your lesson plans / instructions and to remain a neutral source of information.
- As a reminder, many students and staff have allergies and limiting fragrance helps with that. Please limit cologne, perfume, and body spray.
- Finally, many classrooms have a designated snack time. While a student may not have one, it is never recommended for a substitute to give a student any personal food for allergy safety reasons.



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# CONTACT INFORMATION & RESOURCES

## **Human Resources**

Leigh Lubbers  
HR Admin. Assistant;  
Substitute Coordinator  
(509) 559-4542  
[llubbers@cheneyisd.org](mailto:llubbers@cheneyisd.org)

Kassie Brennan  
HR Specialist –  
Classified Employees  
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[kbrennan@cheneyisd.org](mailto:kbrennan@cheneyisd.org)

Hailey Garza  
HR Lead Specialist –  
Certificated Employees  
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[hgarza@cheneyisd.org](mailto:hgarza@cheneyisd.org)

Angela Moses  
HR Director  
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[amoses@cheneyisd.org](mailto:amoses@cheneyisd.org)

## **Payroll**

Martina Brown  
Classified Payroll  
(509) 559-4560  
[mbrown@cheneyisd.org](mailto:mbrown@cheneyisd.org)

Barb Kvapil  
Certificated Payroll  
(509) 559-4504  
[bkvapil@cheneyisd.org](mailto:bkvapil@cheneyisd.org)

Jamie Reed  
Director of Finance  
(509) 559-4502

## **Technology Services**

Traci Lopez  
Department Secretary  
(509) 559-4900  
[tlopez@cheneyisd.org](mailto:tlopez@cheneyisd.org)

## **Additional Resources**

Human Resources Webpage

<https://www.cheneyisd.org/our-district/department-directory/human-resources>

Payroll Webpage

<https://www.cheneyisd.org/our-district/department-directory/business-services/business-office>

Skyward Login

<https://www2.nerdc.wa-k12.net/scripts/cgiip.exe/WService=wcheney71/fwemnu01.w>

Vector Login

<https://cheney-wa.safeschools.com/login>

Absence Management Login

[Red Rover Login](#)

Cheney Substitute Information

<https://www.cheneyisd.org/our-district/department-directory/human-resources/substitute-information-forms>

Employment Website

<https://www.cheneyisd.org/our-district/department-directory/human-resources/employment>

Department of Retirement Substitute's Guide: TRS plan 2

<https://www.drs.wa.gov/plan/trs2/#substitutes>

Department of Retirement Substitute's Guide: TRS plan 3

<https://www.drs.wa.gov/plan/trs3/#substitutes>

Department of Retirement Substitute's Guide: SERS plan 2

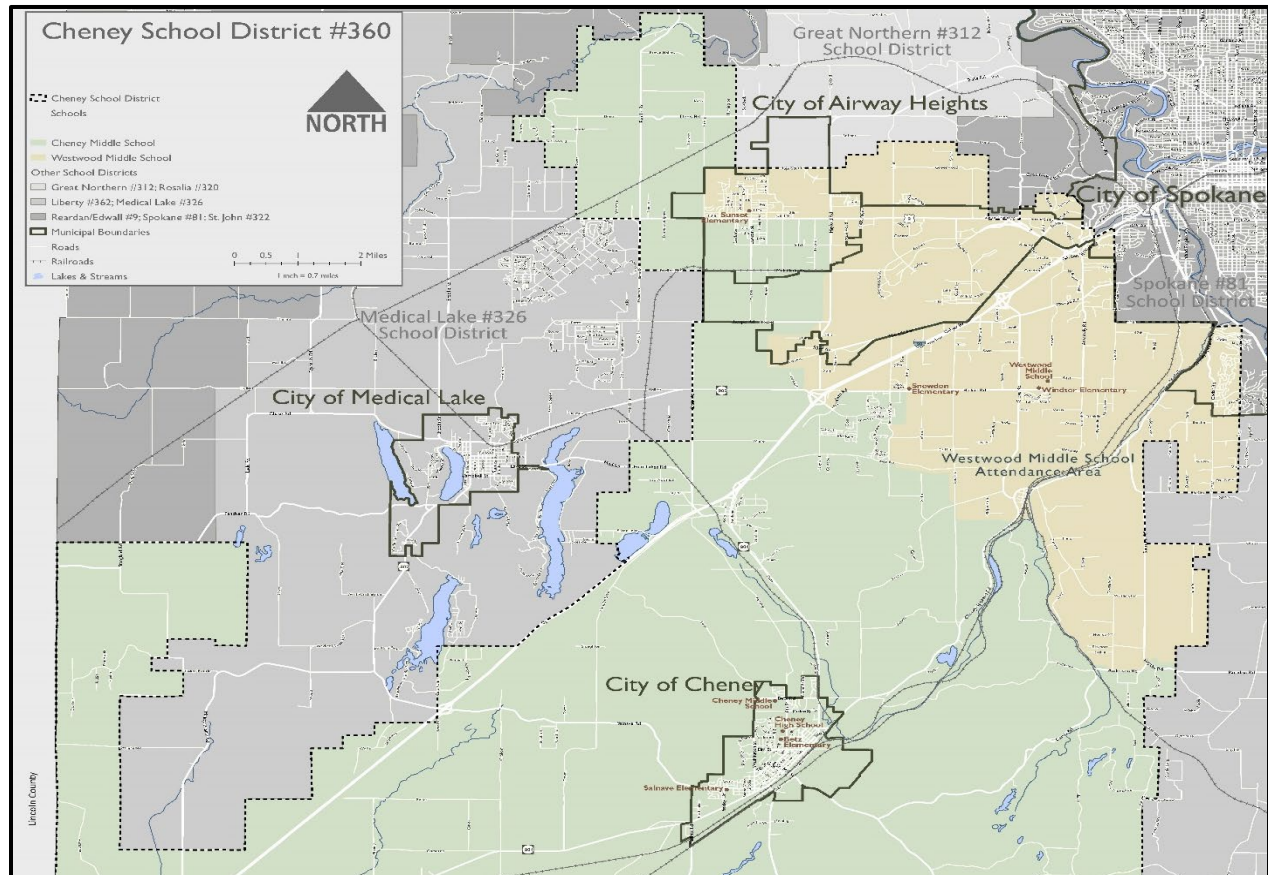
<https://www.drs.wa.gov/plan/sers2/#substitutes>

Department of Retirement Substitute's Guide: SERS plan 3

<https://www.drs.wa.gov/plan/sers3/#substitutes>

Cheney 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 the Boy Scouts and other designated youth groups. The following employees have

## SCHOOLS & MAP



### **Betz Elementary School**

317 N. 7th  
Cheney, WA 99004  
(509) 559-4800

### **Windsor Elementary School**

5504 W. Hallett Rd.  
Spokane, WA 99224  
(509) 559-4200

### **Cheney Middle School**

740 Betz Rd.  
Cheney, WA 99004  
(509) 559-4400

### **Salnave Elementary School**

1015 Salnave Rd.  
Cheney, WA 99004  
(509) 559-4700

### **Sunset Elementary School**

12842 W. 12th  
Airway Heights, WA 99001  
(509) 559-4600

### **Westwood Middle School**

6120 S. Abbott Rd.  
Spokane, WA 99224  
(509) 559-4150

### **Snowdon Elementary School**

6323 S. Holly Rd.  
Cheney, WA 99004  
(509) 559-4300

### **Home Works!**

12414 S. Andrus Rd.  
Cheney, WA 99004  
(509) 559-4586

### **Cheney High School**

460 N. 6th  
Cheney, WA 99004  
(509) 559-4000

### **Community Transitions**

740 Betz Rd. – Portable  
Cheney, WA 99004

### **WIN Academy**

740 Betz Rd. – Portable  
Cheney, WA 99004

### **Three Springs High School**

12414 S. Andrus Rd.  
Cheney, WA 99004  
(509) 559-4586

# SCHOOL CALENDAR



## 2024-2025 School Calendar

August					Significant Dates	February				
Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
			1	2	Aug. 19 . . . . .Welcome to Kindergarten	3	4	5	6	7
5	6	7	8	9	Aug. 26 . . . . .Open House	10	11	12	13	14
12	13	14	15	16	Aug. 27 . . . . .First Day of School	17	18	19	20	21
19	20	21	22	23	Aug. 30 . . . . .First Day of Kindergarten	24	25	26	27	28
26	27	28	29	30	Sept. 2 . . . . .Labor Day Holiday - No School					
September					Sept. 9 . . . . .First Day of Preschool	March				
Mon	Tue	Wed	Thu	Fri	Oct. 11 . . . . .Professional Learning Day - No Students	Mon	Tue	Wed	Thu	Fri
2	3	4	5	6	Oct. 30 . . . . .End of First Quarter	3	4	5	6	7
9	10	11	12	13	Nov. 11 . . . . .Veterans' Day Holiday - No School	10	11	12	13	14
16	17	18	19	20	Nov. 26-27. . . . .Conferences - No Students	17	18	19	20	21
23	24	25	26	27	Nov. 28-29 . . . . .Thanksgiving Holiday - No School	24	25	26	27	*28
30					Dec. 23-Jan. 3 . . . . .Winter Break - No School	31				
October					Jan. 17 . . . . .End of Semester/2nd Quarter	April				
Mon	Tue	Wed	Thu	Fri	Jan. 20 . . . . .Martin Luther King Jr. Day - No School	Mon	Tue	Wed	Thu	Fri
	1	2	3	4	Jan. 21 . . . . .Semester Break Day - No School		1	2	3	4
7	8	9	10	11	Jan. 22 . . . . .Emergency Make-up Day	7	8	9	10	11
14	15	16	17	18	Feb. 7 . . . . .Professional Learning Day - No Students	14	15	16	17	18
21	22	23	24	25	Feb. 17 . . . . .Presidents' Day Holiday - No School	21	22	23	24	25
28	29	*30	31		Mar. 13-14. . . . .Conferences - No Students	28	29	30		
November					Mar. 17 . . . . .Emergency Make-up Day	May				
Mon	Tue	Wed	Thu	Fri	Mar. 28 . . . . .End of Third Quarter	Mon	Tue	Wed	Thu	Fri
				1	April 7-11. . . . .Spring Break - No School				1	2
4	5	6	7	8	April 21 . . . . .Emergency Make-up Day	5	6	7	8	9
11	12	13	14	15	May 23 . . . . .Emergency Make-up Day	12	13	14	15	16
18	19	20	21	22	May 26 . . . . .Memorial Day Holiday - No School	19	20	21	22	23
25	26	27	28	29	TBD . . . . .CHS Commencement	26	27	28	29	30
December					TBD . . . . .Three Springs Commencement	June				
Mon	Tue	Wed	Thu	Fri	June 13 . . . . .Last Day of School	Mon	Tue	Wed	Thu	Fri
2	3	4	5	6		2	3	4	5	6
9	10	11	12	13		9	10	11	12	13
16	17	18	19	20		16	17	18	19	20
23	24	25	26	27		23	24	25	26	27
30	31					30				
January						July				
Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri
		1	2	3			1	2	3	4
6	7	8	9	10		7	8	9	10	11
13	14	15	16	*17		14	15	16	17	18
20	21	22	23	24		21	22	23	24	25
27	28	29	30	31		28	29	30	31	

Adopted 2.8.2023

Revised 5.17.2024

Thank you for being here! We appreciate all you do to keep our district running smoothly and our students actively learning!



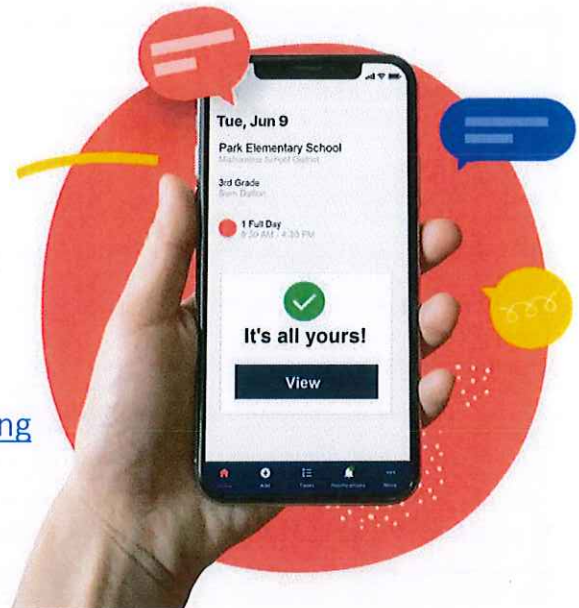


app.redroverk12.com

## Substitute Quick Start Guide

Welcome to Red Rover, a sub placement system built with you in mind! This guide will show you what you need to know to find and accept sub assignments in Red Rover.

A video guide is also available at [redroverk12.com/sub-training](http://redroverk12.com/sub-training)



### Logging into Red Rover



To log in to Red Rover, your district will send you a system invitation email. When you receive your invite, click the blue **Setup Password** button. You'll be directed to the Red Rover website, [app.redroverk12.com](http://app.redroverk12.com), to create a password.

For future visits to the site or mobile app, you'll log in with your email address and password you created.

### Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!



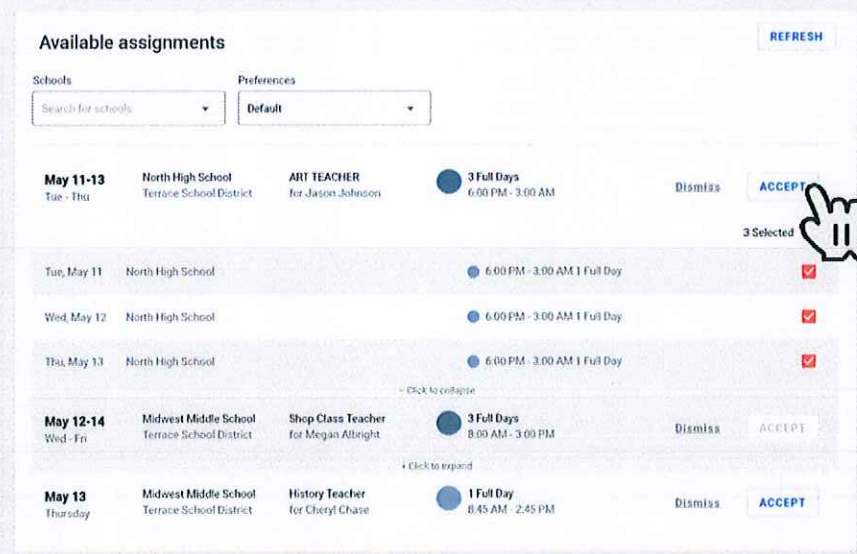
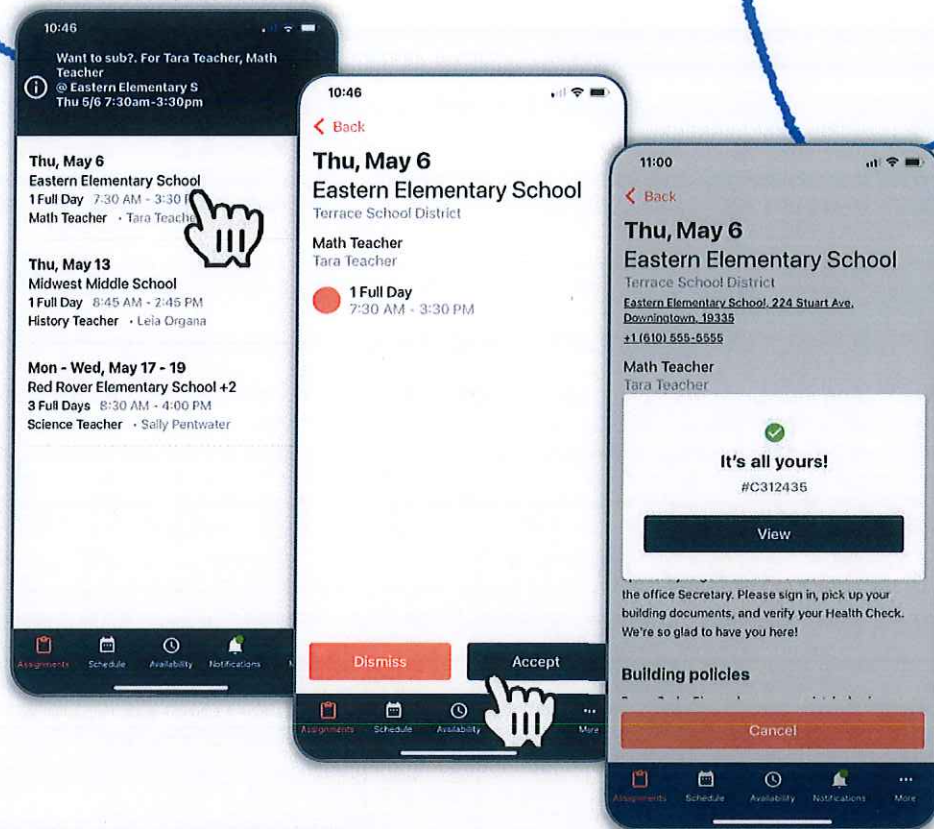


## Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.



## Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at [app.redroverk12.com](http://app.redroverk12.com). Log in with your username and password. Then scroll down to your "Available Assignments."

To accept a job, click the **Accept** button.

If you successfully accept the job, Red Rover will display a confirmation number.

## Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided "Yes" code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

## Help, Managing Notifications, & Personal Information

Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the (?) icon in the upper right-hand corner of the website or in the menu on the app.

