

# SUBSTITUTE TEACHER HANDBOOK

2026-2027



# KERRVILLE INDEPENDENT SCHOOL DISTRICT

Human Resources Office  
1009 Barnett St.  
Kerrville, Texas 78028  
(830) 257-2200

## ***FORWARD***

*This handbook is prepared for the purpose of providing you with information that will be beneficial to you in your role as a substitute teacher in the Kerrville Independent School District.*

*It is our desire to assist you in any way possible to have a positive experience as you teach the children of our community. The substitute teacher is essential to the success of our educational program. We look forward to working with you for a successful school year.*

# Kerrville Independent School District

## Board of Trustees

2024-2025

|                     |                |
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## Central Office Administration Staff

|                    |                                                            |
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| Shelby Balser      | Asst. Superintendent Administration<br>and Human Resources |
| Jarrett Jachade    | Asst. Superintendent Business Office                       |
| Dr. Sonerka Mouton | Asst. Superintendent Curriculum &<br>Instruction           |
| Amy Ahrens         | Director of Secondary Education                            |
| Julie Johnson      | Director of Elementary Education                           |
| Sarah Kraatz       | Director of Human Resources                                |

## SCHOOLS AND CAMPUS LEVEL ADMINISTRATIVE STAFF

|                                                                    |                                                                                                                                                                   |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tivy High School<br>3250 Loop 534<br>830-257-2212                  | Rick Sralla, Principal<br>Candice Michalek, Assoc. Principal<br>David Sanchez, Asst. Principal<br>Mark Tribett, Asst. Principal<br>Candace Prout, Asst. Principal |
| Hal Peterson Middle School<br>3175 Loop 534<br>830-257-2204        | Rose Gonzales, Principal<br>Margie Dixon, Assoc. Principal<br>Kimberly Kothmann, Asst. Principal<br>Chris Ramirez, Asst. Principal                                |
| Daniels Elementary School<br>2002 Singing Wind<br>8360-257-2208    | Katie Miller, Principal<br>Dana Nathanson, Asst. Principal                                                                                                        |
| Nimitz Elementary School<br>100 Valley View<br>830-257-2209        | Lynda Guzman, Principal<br>Denise Krause, Asst. Principal                                                                                                         |
| Starkey Elementary School<br>1030 W. Main<br>830-257-2210          | Colleen Dale, Principal<br>Aubrey Davila, Asst. Principal                                                                                                         |
| Tally Elementary School<br>1840 Goat Creek Parkway<br>830-257-2222 | Gena Carpenter, Principal<br>Stephen Schwarz, Asst. Principal                                                                                                     |
| Early Childhood Center<br>1011 Third St.<br>830-257-1335           | Jennifer Dennison, Director                                                                                                                                       |
| Hill Country High School<br>1200 Sidney Baker Rd.<br>830-257-2232  | Steve Schwarz, Director                                                                                                                                           |
| Disciplinary Alternative School<br>1010 Barnett<br>830-257-1332    | Dustin Cowart, Asst. Principal                                                                                                                                    |

## **APPLICATION PROCEDURE AND REQUIRED DOCUMENTS**

The Substitute Application located on the District website must be completed. Applications will be reviewed and selected applicants will be invited to an interview session.

After an applicant is interviewed and offered a position as a Kerrville ISD Substitute, fingerprints are required to be completed. Once fingerprint clearance is received, then the required onboarding paperwork will be completed. An online training will be provided with the needed information to succeed as a Substitute.

## **RETURNING EACH NEW SCHOOL YEAR**

A Letter of Reasonable Assurance is emailed to each substitute in late May of each school year. This letter is to notify substitutes that they will remain on the substitute list for the next school year (if they wish to continue) and that they do not qualify for unemployment benefits during the summer break. The attachment to the letter must be returned to Human Resources in order to assure placement as a substitute for the next school year. If the form is not returned to Human Resources by the date indicated, then the substitute's name is removed from the list and they must re-apply in order to be reinstated to the list.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Kerrville ISD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Substitutes with questions or concerns relating to discrimination on any of the basis listed above should contact the Assistant Superintendent of Human Resources at 830-257-2200 EXT 1016.

## SUBSTITUTE TEACHER RESPONSIBILITIES

Upon arriving on campus for a teaching assignment, report to the office and sign in. The substitute teacher is expected to perform all the duties of the regular teacher unless the principal releases the substitute from a particular responsibility. These duties may include dismissal duty, hall duty, or other special duties assigned by the campus administrator. If needed, substitutes may also be reassigned to a different classroom. The substitute teacher is not entitled to a conference/planning period and may be asked to cover another class during this time. The substitute teacher should endeavor, if possible, to preserve the regular routine of the class and should follow the daily class schedule and lesson plans provided by the regular teacher. The substitute teacher is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in attire and avoid extremes.

### Daily Expectations:

- Check in at the front office at least 15-20 minutes before the school days begins.
- Become familiar with the schedule and lesson plans left for you. Do not supplement with your own material (worksheets, videos, etc.)
- Ensure you are familiar with how and when to take attendance. Do not allow students to take attendance.
- Introduce yourself to each new group of students with whom you have contact throughout the day.
- Please silence your cell phone during duty hours. Cell phone use is not allowed while monitoring students.
- Never leave the classroom unattended. Ask for a neighboring teacher to keep an eye on the class if you need to step out for a moment.
- A substitute teacher should not permit a student to leave the school grounds without checking with the campus administration.
- Substitute teachers are not entitled to a conference/planning period and may be asked to cover another class during this time.
- Maintain a professional attitude. Substitute teachers are expected to observe the same ethical codes as regular teachers.
- Leave the teacher a brief summary of the day that may include the lessons completed/uncompleted, behavior reports, positive notes, etc.
- At the end of the day, ensure the room is left neat and orderly.
- Check out at the front office before leaving.

## SUBSTITUTE PAY INFORMATION

The pay for a substitute teacher is:

|                                         |                       |
|-----------------------------------------|-----------------------|
| \$110.00 per day for non-degreed        | \$120 per day for LVN |
| \$120.00 per day for degreed            | \$135 per day for RN  |
| \$135.00 per day for certified teachers |                       |

A substitute is considered Long Term if they work in the same teaching assignment for more than ten days. Pay will then be increased to:

\$120.00 per day for non-degreed  
\$130.00 per day for degreed  
\$145.00 per day for certified teachers

\*Long Term begins with the eleventh teaching day and is applicable as long as the substitute remains in the same instructional position continuously. *(only applies if substituting for a teacher.)*

Substitutes must work 4 hours for a half-day's pay and 7 ½ to 8 hours for a full-day's pay. Substitutes are paid in full or half days, not hours.

If a substitute works 1-3 hours and is released early from the assignment, then the substitute must check with the office to work in another designated area in order to complete 4 hours for a half-day pay. Also, if a substitute works 5, 6, or 7 hours and is released early from the assignment, then the substitute must check with the office to work in another designated area in order to complete 7 ½ to 8 hours for a full day.

For short-term substitutes who have completed at least 65 days substituting in a teaching position for KISD during a school year, there is an increase of \$5.00 per day during that school year.

District employees are part of the Teacher Retirement System (TRS) and do not pay into Social Security. However, substitutes are not considered full-time employees and are not qualified to be part of TRS. Therefore, they are enrolled in a 457 Plan for Alternative Retirement for the withholdings in place of TRS and Social Security. For substitutes who have retired through Teacher Retirement of Texas, there are no Social Security deductions or 457 Plan deductions taken from the pay.

## SEXUAL HARASSMENT

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment: “Quid pro quo” occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee’s refusal to submit. “Hostile work environment” is based upon unwelcome repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district. Sexual harassment can consist of unwelcome sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another). All Kerrville ISD substitutes will refrain from all forms of sexual harassment. All Kerrville ISD Policies are available online at [www.kerrvilleisd.net](http://www.kerrvilleisd.net). Note: This policy addresses harassment of District employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL).

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, and gender-based harassment:

Title IX Coordinator: Sarah Kraatz

Physical Address: 1009 Barnett St., Kerrville, TX 78028

Email Address: [sarah.kraatz@kerrvilleisd.net](mailto:sarah.kraatz@kerrvilleisd.net)

Telephone Number: 830-257-2200

## HARASSMENT OF STUDENTS

Sexual and other harassment of students by substitutes are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District substitutes are prohibited. Substitutes who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student will be reported to the student’s parents and promptly investigated. A substitute who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. (For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.)

## **CRIMINAL HISTORY BACKGROUND CHECKS**

Substitutes are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on substitutes and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to a substitute's current national criminal history and updates to the substitute's subsequent criminal history. (See Policy DBAA(LEGAL) and also DF).

## **SUBSTITUTE ARRESTS AND CONVICTIONS**

A substitute must notify the Human Resources Office within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude
- Dishonesty, fraud, deceit, theft, misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substances defined in Chapter 481 of the Health and Safety Code
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period
- Acts constituting abuse or neglect under the Texas Family Code (See DH(LOCAL))

## **POSSESSION OF FIREARMS OR WEAPONS**

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times. (See GKA(LOCAL) and FNCG(LEGAL)).

## **DRESS CODE FOR SUBSTITUTES**

Kerrville ISD has a dress code for professional staff and extends its applicability to all substitute employees as well. The dress and grooming of District employees shall be clean, neat, appropriate for their assignments, and consistent with any additional standards established by their supervisors and approved by the Superintendent.

## **BAD WEATHER CLOSING**

The District may close schools because of inclement weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, open late or to release students early, all local radio and television stations will be notified by school officials. This information will also be posted on the District's website ([www.kerrvilleisd.net](http://www.kerrvilleisd.net)) and social media sites.

## **NAME AND ADDRESS CHANGES**

Substitutes must notify the Human Resources Department if there are any changes or corrections to their name, address, phone number, education/certification, qualifications, or assignment changes. This is necessary for checks and W-2's to be mailed to the correct location and for the pay rate to be correct.

## **NOTICE OF STUDENT WITH A DIAGNOSED SEVERE FOOD ALLERGY**

This school district has students who have been diagnosed with a severe food allergy. A severe food allergy is an allergy that might cause an anaphylactic reaction. An anaphylactic reaction is a serious allergic reaction that is rapid in onset and may cause death. You must check the appropriate substitute folder provided by the classroom teacher for information regarding whether specific students in the class have been diagnosed with a severe food allergy. All health information is confidential. If there is a student with a diagnosed food allergy in the class, please contact the campus nurse for procedures on food allergy management.

## **STUDENT DISCIPLINE**

For minor behavior disruptions, you may leave a note for the teacher or seek assistance from a neighboring teacher. When major behavior problems, the substitute teacher should seek the assistance of a campus administrator or neighboring teacher.

- A SUBSTITUTE TEACHER MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.
- A SUBSTITUTE TEACHER SHOULD NEVER PHYSICALLY HANDLE A STUDENT. IF THE SITUATION REACHES THIS LEVEL OF INTENSITY, A SUBSTITUTE TEACHER SHOULD CALL FOR THE ASSISTANCE OF A CAMPUS ADMINISTRATOR.

## **STUDENT RECORDS**

The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information. 34 CFR 300.623 (See FL(LEGAL))

## **ADMINISTERING MEDICATION TO STUDENTS**

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. (See FFAC(LEGAL) and FFAC(LOCAL))

## **ACCESS TO THE INTERNET**

Substitute teachers should not access the Internet for personal reasons. Students may access the Internet for instructional purposes only. Student use should be closely monitored.

## **STUDENT ILLNESS/ACCIDENT**

In cases of illness or minor accidents, substitutes should send the student to the nurse's office. For serious accident or injury, send another student to notify the school nurse or campus administrator.

## SAFETY PROTOCOL

KISD uses the Standard Response Protocol (SRP) as indicated on the poster below. Every classroom or office will have this posted. It is important you become familiar with the language used in each situation.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

### LOCKOUT! Get inside. Lock outside doors.

|                                                       |                                                                                                                                          |                                                                                     |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>STUDENTS</b><br>Return inside<br>Business as usual | <b>TEACHER</b><br>Bring everyone indoors<br>Lock outside doors<br>Increase situational awareness<br>Business as usual<br>Take attendance |  |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

### LOCKDOWN! Locks, lights, out of sight.

|                                                                                     |                                                                                                                                                     |                                                                                      |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>STUDENTS</b><br>Move away from sight<br>Maintain silence<br>Do not open the door | <b>TEACHER</b><br>Lock interior doors<br>Turn out the lights<br>Move away from sight<br>Do not open the door<br>Maintain silence<br>Take attendance |  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

### EVACUATE! To the announced location.

|                                                                                       |                                                                                                                  |                                                                                       |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>STUDENTS</b><br>Bring your phone<br>Leave your stuff behind<br>Follow instructions | <b>TEACHER</b><br>Lead evacuation to location<br>Take attendance<br>Notify if missing, extra or injured students |  |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

### SHELTER! Hazard and safety strategy.

|                                                                                                                                                                                                                                                                                                                    |                          |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|---------|--------------------------|--------|---------------|------------|----------------------|---------|--------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>STUDENTS</b> <table><tr><td><b>Hazard</b></td><td><b>Safety Strategy</b></td></tr><tr><td>Tornado</td><td>Evacuate to shelter area</td></tr><tr><td>Hazmat</td><td>Seal the room</td></tr><tr><td>Earthquake</td><td>Drop, cover and hold</td></tr><tr><td>Tsunami</td><td>Get to high ground</td></tr></table> | <b>Hazard</b>            | <b>Safety Strategy</b> | Tornado | Evacuate to shelter area | Hazmat | Seal the room | Earthquake | Drop, cover and hold | Tsunami | Get to high ground | <b>TEACHER</b><br>Lead safety strategy<br>Take attendance |  |
| <b>Hazard</b>                                                                                                                                                                                                                                                                                                      | <b>Safety Strategy</b>   |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |
| Tornado                                                                                                                                                                                                                                                                                                            | Evacuate to shelter area |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |
| Hazmat                                                                                                                                                                                                                                                                                                             | Seal the room            |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |
| Earthquake                                                                                                                                                                                                                                                                                                         | Drop, cover and hold     |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |
| Tsunami                                                                                                                                                                                                                                                                                                            | Get to high ground       |                        |         |                          |        |               |            |                      |         |                    |                                                           |                                                                                       |

### HOLD! In your classroom. Clear the halls.

|                                                                               |                                                                                         |                                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>STUDENTS</b><br>Remain in the classroom until the "All Clear" is announced | <b>TEACHER</b><br>Close and lock classroom door<br>Business as usual<br>Take attendance |  |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|



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## PERFORMANCE EVALUATION

- A campus administrator may request that a substitute not be allowed to continue to accept assignments for a specific teacher, department, or group due to poor performance. A campus administrator may also request that a substitute not be allowed to continue to accept assignments at their respective campus due to poor performance.
- Substitute teachers who receive negative evaluations from campus administrators within the school year will not be allowed to substitute until such time as the concerns are appropriately addressed by Human Resources. The substitute may be terminated if the concerns cannot be addressed. Please note that previously scheduled assignments during this period may be cancelled until the issues are resolved.

## TIPS FOR SUCCESSFUL SUBBING

- Arrive early if at all possible.
- Remember that substitute teachers are held to the same ethical and legal standards as regular classroom teachers.
- If you want to work often, make yourself known at each school office. Ensure that each secretary has you on the Sub List and that your telephone number is correct. Visit or call frequently to check with the secretary for upcoming sub needs.
- Be flexible. Sometimes campuses need to piece together coverage for classes. You may be asked to cover another class during the conference/planning period indicated on the schedule. Substitutes are not entitled to a conference/planning period.
- Get to know each school's office staff.
- If you want to do extended, long-term subbing, make it known. Let the secretary and/or assistant principal know and make yourself known as a capable teacher. Tell teachers with whom you work, too. Make sure they think to request you if they must take extended leave.
- Say "yes" to job offers as often as possible, especially during your first months on the sub roster.
- Get to know the names of at least a few teachers and students as soon as possible.
- Dress neatly and professionally. If you want to be considered for hire as a full-time teacher or employee, subbing provides a way to show administrators that you're a professional.
- Introduce yourself to teachers and don't be afraid to ask them to request you the next time they need a sub.
- Form solid working relationships with regular classroom teachers, follow their rules, and leave their classrooms neat. You will be requested over and over if you do this!
- It is important to keep perspective and remember that nothing that can happen in the classroom should shake you so emotionally that you break down. You are the adult and are in control of your emotions and reactions.
- The students you let out of the classroom are still your responsibility. \*\*A good rule of thumb is to let only one student out of class at a time with a hall pass of some sort. When that student returns, another may go.

- Always, ALWAYS, follow the classroom teacher's lesson plans (or whatever substitute instructions have been provided). Never supplement the plans with your own material (worksheets, videos, etc.).
- Take time before school to review material that is unfamiliar. If that still does not help, try to find another teacher who will explain it to you. Neighboring teachers can be and are willing to be helpers in interpreting rules, understanding lesson plans, and in classroom management.
- Leave a note for the teacher at the end of the day. Let the classroom teacher know how the day went. Did the students struggle with a lesson? If so, let the teacher know. Did the students have fun with an activity? Again, let the teacher know. Remember to include the positives of the day as well as the negatives.
- Make sure the room is in order before leaving. Try to stack handed-in assignments in a neat and organized manner where the teacher can easily find them. Put all books where they were at the start of the day. Be sure the room in general looks orderly.
- Speak and act professionally. This commands respect from the students. Establish a good "first impression" and immediately establish your behavior expectations.
- Write your name on the board and greet students.
- Stand at the door of your classroom between periods so you can greet students as they enter while still keeping an eye inside the classroom.
- Students need patience, consistency, good judgment, and a sense of humor!
- When your day is finished, check out through the office.

## **Human Resources Contacts**

Sarah Kraatz, Director of Human Resources

(830) 257-2200 Ext. 1017 [sarah.kraatz@kerrvilleisd.net](mailto:sarah.kraatz@kerrvilleisd.net)

Lydia Rodriguez, Secretary

(830) 257-2200 Ext. 1018 [lydia.rodriguez@kerrvilleisd.net](mailto:lydia.rodriguez@kerrvilleisd.net)

Christina Chacon, Payroll Coordinator

(830) 257-2200 Ext. 1039 [christina.chacon@kerrvilleisd.net](mailto:christina.chacon@kerrvilleisd.net)

- Please refer to the 2026-2027 Payroll Schedule for information on pay dates and pay periods. Contact Ms. Chacon for any questions regarding payroll, check stubs, W4 withholdings, Direct Deposits, etc.

Dee Dee Sheridan, Benefits Coordinator

(830) 257-2200 Ext. 1037 [Deedee.sheridan@kerrvilleisd.net](mailto:Deedee.sheridan@kerrvilleisd.net)

Paige Larranaga, Technology Dept. Secretary

(830) 257-4883 Ext. 1115 [paige.larranaga@kerrvilleisd.net](mailto:paige.larranaga@kerrvilleisd.net)

**Tivy High School  
3250 Loop 534  
Phone: 830-257-2208**

|                  |                        |
|------------------|------------------------|
| Rick Sralla      | Principal              |
| Candice Michalek | Associate Principal    |
| David Sanchez    | Asst. Principal        |
| Mark Tribett     | Asst. Principal        |
| Candace Prout    | Asst. Principal        |
| Lisa Thompson    | Substitute Coordinator |

**Students' School Day: 8:15 – 3:45**

1. Please arrive to campus to by 7:55 and check in at the office. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Park in the designated visitor parking spots in the student parking lot and enter through the main entrance.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - a. To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any minor issues.
  - b. If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Hal Peterson Middle School**  
**3175 Loop 534**  
**Phone: 830-257-2204**

|                   |                         |
|-------------------|-------------------------|
| Rose Gonzales     | Principal               |
| Margie Dixon      | Associate Principal     |
| Kimberly Kothmann | Asst. Principal         |
| Chris Ramirez     | Asst. Principal         |
| Stephany Vizza    | Principal's Secretary   |
| Julie Pancake     | Attendance Secretary    |
| Josephine Zuniga  | Front Desk Receptionist |

**Students' School Day: 8:00 – 3:30**

1. Please arrive to campus by 7:40 a.m. and check in at the office. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Park in the parking lot at the front of the school and enter through the main entrance.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - a. To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
  - b. If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Daniels Elementary School**  
**2002 Singing Wind**  
**Phone: 830-257-2208**

|                |                       |
|----------------|-----------------------|
| Katie Miller   | Principal             |
| Dana Nathanson | Asst. Principal       |
| Sharon Harris  | Principal's Secretary |
| Taylor Rudolph | Office Secretary      |

**Students' School Day 7:45-3:15**

1. Report to the office by 7:25 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Please park in the lot in front of the school on Singing Wind Drive.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - a. To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
  - b. If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Starkey Elementary School**  
**1030 West Main**  
**Phone: 830-257-2210**

|                |                       |
|----------------|-----------------------|
| Colleen Dale   | Principal             |
| Aubrey Davila  | Asst. Principal       |
| Brooke Frazier | Principal's Secretary |
| Karen Falcon   | Office Secretary      |

**Students' School Day 7:45-3:15**

1. Report to the office by 7:25 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Please park in the parking lot off of Harper Road.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
  - If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Nimitz Elementary School  
100 Valley View  
Phone: 830-257-2209**

|               |                       |
|---------------|-----------------------|
| Lynda Guzman  | Principal             |
| Denise Krause | Asst. Principal       |
| Martha Ibanez | Principal's Secretary |
| Vianey Nunez  | Office Secretary      |

**Students' School Day 7:45-3:15**

1. Report to the office by 7:25 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Park in the parking lot at the front of the school.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
  - If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Tally Elementary School  
1840 Goat Creek Pkwy.  
Phone: 830-257-2222**

|                 |                       |
|-----------------|-----------------------|
| Gena Carpenter  | Principal             |
| Stephen Schwarz | Asst. Principal       |
| Holly Cripps    | Principal's Secretary |
| Evianna Lozano  | Office Secretary      |

**Students' School Day 7:45-3:15**

1. Report to the office by 7:25 a.m. if you are teaching the full day. If you are teaching a partial day, you should report to the office 15-20 minutes before you are scheduled to teach.
2. Park in the Coronado Street parking lot and walk around to the front entrance.
3. Teach the lessons prepared and outlined by the teacher. If you are unable to find the needed materials, please contact a neighboring teacher or front office.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues.
  - If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.

**Early Childhood Center**  
**1011 Third St.**  
**Phone: 830-257-1335**

|                   |                      |
|-------------------|----------------------|
| Jennifer Dennison | Director             |
| Amanda Martin     | Coordinator          |
| Traci Walker      | Coordinator          |
| Janett Holcomb    | Director's Secretary |
| Alicia D'Amato    | Receptionist         |

**School Day 7:45-3:15**

1. Report to the office by 7:25 a.m. if you are teaching the full day. If you are teaching a partial day, report to the office 15-20 minutes before you are scheduled to teach.
2. Park in the parking lot adjacent to Third Street.
3. Each classroom is staffed with a teacher and an instructional assistant. If substituting for the teacher, please follow the lead of the assistant since she knows the children and the routines. Lessons plans and materials will be provided by the teacher.
4. Actively monitor students the entire time. Maintain established routines and procedures of the school and classroom as much as possible.
5. Leave the classroom and desk in good order.
6. Report to the office at the end of the teaching day.
7. Discipline:
  - To report minor behavior concerns, simply leave a note for the teacher. Neighboring teachers can assist with any issues, if needed.
  - If you need emergency assistance for any reason, you may call the office, via the classroom intercom system. Also, neighboring teachers can assist with any issues.