

SUBSTITUTE HANDBOOK

2015 - 2016



Tomball Independent School District



Dear Substitute Teacher,

Welcome to the Tomball Independent School District! Substitute teachers play a vital role in the education of our district's students—you are needed, valued and appreciated.

The purpose of this handbook is to provide information to help answer your questions and pave the way for a successful year. This handbook is neither a contract nor a substitute for official district policies. It is not intended to alter the at-will status of non-contract employees. It is a guide and brief overview of district policies and substitute guidelines.

We hope your substituting experience will be professionally fulfilling to you and educationally beneficial to our students. May each of you have a good year and enjoy your time with the Tomball Independent School District.

Sincerely,

A handwritten signature in black ink that reads "James Baker".

James Baker
Director of Human Resources

MISSION STATEMENT

Tomball ISD serves students through a culture that provides an innovative, personally rigorous and individually valuable education, reflective of community standards.

SUBSTITUTE EXPECTATIONS

All policies that apply to teachers are also applicable to substitutes. Tomball ISD Board Policy may be accessed from our website (www.tomballisd.net) under About Us => School Board => Policy. In addition, the district has established the following expectations for substitutes:

AESOP/Assignment Tracking

It is advisable that substitutes utilize the features of their AESOP account or their own method to keep a log of dates and times worked, schools and confirmation numbers so that they may more easily communicate with Substitute Coordinators and verify the accuracy of their paychecks. AESOP is the primary source of communication from the Human Resources department to substitutes. Substitutes should check their AESOP accounts year-round for important messages from the Human Resources department. More information about AESOP can be found in the Personnel Procedures section of this handbook.

Check In/Out

Substitutes are expected to sign in and out at the school office at the beginning and end of the employee's regular workday. Substitutes should check the employee's mailbox and collect any materials provided by the Substitute Coordinator. If required by the campus, substitutes should obtain and display a parking pass on their vehicle.

Classroom Presence

Substitutes are expected to be in their classrooms before the first bell each morning and at all times while classes are in session. Substitutes should stand at their classroom door to supervise and greet students during the changing of classes. When appropriate, substitutes should also escort their students to and from classes in other areas of the building. Substitutes should never leave their classroom unattended. If a substitute needs to leave the classroom for any reason, a nearby teacher should be notified or the front office contacted so that alternate arrangements can be made to supervise the classroom. Staff restrooms are available to substitutes. If unsure of their location or if a key is required, contact the front office staff.

Communication with Students

Substitutes are not to exchange personal contact information with students. Substitutes should not photograph students or have any contact with students by phone, text or social media.

Computers and Electronic Devices

Use of district computers by substitutes must be directly related to work assignments and projects. Substitute teachers in long term assignments may be given a district email address and additional access for gradebook and attendance purposes. District computers are not for personal use, such as email, gaming, shopping, and social networking. Substitutes are not to text, use cell phones or other electronic devices during instructional time for personal use, including searching AESOP for upcoming substitute assignments.

Conference Periods

Substitutes are expected to remain on campus during their assigned conference period. Substitutes may check and respond to personal calls/texts during their conference period. While not required, substitutes may inquire in the front office if help is needed with additional projects.

Dress Code

Tomball ISD expects all employees to present a professional appearance for students and parents, promote a positive working environment, and ensure safety in the workplace. The following section lists examples of appropriate and inappropriate attire. This is intended to serve as a guideline and is not all-inclusive.

Appropriate Attire:

- Dress or khaki slacks or pants
- Dresses, tunics or skirts no shorter than at the knee
- Collared shirts, golf shirts, blouses (either long or short-sleeved)

Inappropriate Attire:

- Garments that are too tight, too short or too revealing (no mini-skirts, even with tights)
- Sweat/jogging suits, exercise apparel, yoga pants, leggings, spandex or Lycra items
- Ripped, torn or stained clothing or shoes
- Recreational sandals, such as flip-flops, Crocs or rubber-soled shoes
- Hats worn indoors
- Males: Untucked shirt tails, sleeveless shirts, shorts and sandals
- Females: Backless, halter, tube top, off-the-shoulder, midriff, spaghetti strap or low-cut blouses. Female staff members may wear sleeveless blouses if shoulder seams extend to the shoulder and undergarments are covered.

Exceptions:

Campuses may observe "Spirit Days", which permit a more relaxed dress standard. Guidelines for appropriate dress vary by campus and may include jeans, spirit shirts and athletic shoes. Please consult the Substitute Coordinator for clarification. The principal may also approve variations in the dress code for field days, special events, or for those individuals whose assignments necessitate an alternate form of dress. For questions regarding dress code or to request an accommodation of dress code requirements, please consult the principal or Substitute Coordinator, who will also address any cases of distracting or inappropriate appearance.

Hair and Accessories:

Hair should be neat and clean and shall not be worn in a style that disrupts the work or instructional environment. Male substitutes' hair may not be in a ponytail or extend below the bottom of a shirt collar. Male substitutes' facial hair should be neatly trimmed. Accessories should not be disruptive to the work or instructional environment. Substitutes should cover any inappropriate or distracting tattoos. Body/face piercings should be covered or removed. Male substitutes should refrain from wearing earrings.

TISD is confident that each substitute will use his or her best judgment in following the above dress code guidelines. The principal and Substitute Coordinator reserve the right to evaluate appropriateness. If you are unsure whether or not an article of clothing is acceptable, don't wear it. Please be considerate of other staff members and set a positive example for students.

Emergency Procedures

Substitutes should review the fire escape route posted in their classroom. Contact the Substitute Coordinator regarding the plan for fire and tornado drills or shelter-in-place scenarios.

Extra Duty Assignments

Substitutes are expected to perform any special duties normally assigned to the employee, such as bus duty, hall duty, lunch duty, playground duty, etc. Failure to fulfill extra duty assignments poses a safety risk for students.

ID Badges

Substitutes are issued an ID badge for the current school year by the Human Resources department. This badge must be worn at all times while on campus. Substitutes must exchange their old badge for a new one on an annual basis. Messages regarding dates for obtaining new badges will be posted on AESOP.

Illness/Injury/Emergency

If a student is ill and must leave the classroom to see the nurse, a clinic pass must be issued. In the case of an injury, accident or other emergency, call or send someone for the nurse and principal immediately. Do your best to care for the situation calmly and professionally in the meantime to avoid undue alarm. Do not permit others to crowd around a student who is ill or injured. Under no circumstances should a substitute dispense over-the-counter pain relievers or other medication. The school nurse is available and authorized to evaluate illness or injury and administer medication provided by the student's parent. Information regarding a student's illness or injury at school is confidential and should not be discussed with other individuals. The school nurse will make all necessary contacts to family members or medical professionals.

If a substitute becomes ill or injured during the school day or another emergency arises which prevents completion of the assignment, notify the Substitute Coordinator immediately so the staff can provide assistance and classroom coverage can be arranged. A substitute may leave campus provided they have authorization of the principal or Substitute Coordinator and they follow the campus sign out procedure.

Sexual Harassment

Tomball ISD takes very seriously its commitment to preventing sexual harassment in the workplace. All allegations of sexual harassment are investigated and appropriate action taken. Substitutes are expected to display respect toward students at all times. A substitute should not initiate or otherwise touch a child in a physical way (i.e. hugging, grabbing, disciplining, wrestling/horseplay, adjusting/removing student clothing, or any type of physical contact without administrative authorization).

Substitute Handbook

Substitutes are expected to print a revised copy of the Substitute Handbook each year, acquaint themselves with its contents, and take it with them to their assignments for reference during the school day.

Tobacco/Alcohol

Smoking or the use of any tobacco and/or alcohol products is prohibited 24 hours a day within all school district buildings and on school grounds per Board policy.

PERSONNEL PROCEDURES

Eligibility

A substitute is an individual who serves on a temporary basis in the place of a current paraprofessional aide or teacher. To be eligible to serve as a substitute **paraprofessional** in Tomball ISD, an individual must have completed a minimum of forty eight (48) semester hours of college credit. To be eligible to serve as a substitute **teacher** in Tomball ISD, an individual must have completed a minimum of sixty (60) semester hours of college credit. These college hours must be verified via an official college transcript, bearing the signature of the registrar.

There are several steps involved in becoming an active substitute. Substitutes must take Region 4's online substitute training course and submit a certificate of completion. This course may be waived for applicants who 1) are completing their student teaching or 2) hold a valid teaching certificate and provide official service records verifying employment as a full-time teacher for at least two of the last five years. Substitute applicants must have a clear background check, three professional references, proof of fingerprinting and DPS clearance. Substitutes must also complete all required New Substitute Paperwork, attend Substitute Orientation, and be eligible for hire within Tomball ISD.

Personnel Files

It is a requirement of the Texas Education Agency that school districts maintain a personnel file on each substitute employed. The following list of items is required for the personnel file:

- Substitute Application
- Region 4 Certificate of Completion or Service Records
- Proof of Fingerprinting
- Official College Transcripts
- Teaching Certificate (if applicable)
- Personnel Information Sheet
- TEA Ethnicity and Race Data Questionnaire
- W-4 Form
- Authorization for Direct Deposit (with voided check or bank letter attached)
- I-9 Form - Employment Eligibility Verification
- Letter of Reasonable Assurance (annual requirement)
- Substitute Handbook Receipt (annual requirement)

It is important to keep your substitute file current. Any changes to your name, address, telephone number, email address or retiree status should be reported to Allison Van Houten in Human Resources at allisonvanhouten@tomballisd.net or 281-357-3100 x 2075.

AESOP

Tomball ISD utilizes the AESOP substitute placement and absence management system. All absences are entered, fulfilled and tracked using the AESOP system. This service utilizes both online and phone features to communicate available jobs. Once you are activated as a substitute, you will receive an email notifying you of your account login and PIN number. You may access the AESOP website directly at www.frontline12.com/aesop or via the TISD homepage by hovering over Staff Members and then selecting AESOP. Enter your login and PIN at the top of the screen. You may change your original PIN to another 4- to 5-digit number which is easier to remember. Substitutes who work in multiple districts have the option of creating a 6-digit multi-district PIN to view available jobs in all the districts where they serve.

From your online account, substitutes can view and accept available jobs, track past jobs, enter non-work days, enter/update your email address, and set campus and calling preferences. Changes to your phone number or mailing address cannot be made online and must be submitted via email to Human Resources. Contacts are listed below.

Available jobs can be viewed and accepted 24 hours a day, 7 days a week online or via the toll-free automated telephone system at 1-800-942-3767. You may also be contacted by phone within 48 hours before available assignments with the option to accept or reject jobs. District call times are 5:00 am-10:00 pm. If you accept a job by phone or online, you will be issued a confirmation number for the assignment. The AESOP phone and online systems work together. Jobs accepted by phone will be reflected in your online account.

In order to maximize the efficiency of the system, substitutes should enter non-work days for days they are unavailable to accept assignments. Otherwise, the system will use valuable time attempting to contact unavailable substitutes and delay offers of assignments to substitutes interested in working.

Training is provided during Substitute Orientation on the use of the AESOP system. A variety of helpful user guides and videos are available on the AESOP website. You may also contact AESOP at support@aesoponline.com. If you have questions regarding your AESOP account, contact Karen Endsley in Human Resources at karenendsley@tomballisd.net or 281-357-3100 x 2023.

Jobulator

If you are interested in receiving info about available assignments from your mobile phone, AESOP offers an optional subscription service called Jobulator which provides automatic, continuous notification of job opportunities and job acceptance from your desktop or mobile device. There is a \$39.99 annual fee for this service. This fee is not associated with Tomball ISD. A 30-day free trial is available. For more information, go to www.jobulator.com.

Cancellations

Substitutes should make every effort to fulfill assignments they have accepted. Cancellations place undue burden on campus staff and students. Substitutes may not cancel an assignment for matters of convenience or to take a professional, rather than paraprofessional, assignment. Examples of acceptable reasons for cancellations include personal or family illness, death in the family, emergency weather conditions, or unanticipated lack of transportation.

Substitutes can cancel full-day or half-day assignments in AESOP up until 2 ½ hours prior to the assignment start time and can cancel multi-day assignments up until 24 hours prior to the assignment start time. The assignment will go back out to the substitute pool. Substitutes who cancel assignments will receive a warning message notifying them that they will not be able to accept another assignment within a certain timeframe. Any other emergency cancellations or adjustments must be made by an AESOP Administrator, either one of the Human Resources contacts below or the Substitute Coordinator on the campus where you were assigned. A list of Campus Contacts is included in this handbook. Human Resources contacts include:

Karen Endsley - 281-357-3100 x 2023 or karenendsley@tomballisd.net
Allison Van Houten - 281-357-3100 x 2075 or allisonvanhouten@tomballisd.net

Benefits

Active substitutes who are not TRS retirees are eligible for district medical coverage. New substitutes will accept or decline coverage at Substitute Orientation. Returning substitutes will have the opportunity to adjust their elections during the annual renewal process.

Renewal

A new substitute roster is created for each school year. Those substitutes who are on the active roster at the end of the school year, have had no break in service, and are not currently under review for poor/unacceptable performance will be eligible for renewal for the new school year. Substitutes wishing to renew must complete required annual paperwork, including a Letter of Reasonable Assurance, Substitute Handbook Receipt and benefits elections.

Returning Substitute Session dates and instructions are announced on AESOP in the spring. Sessions are held in early May. All necessary paperwork will be provided at the sessions. Substitutes who do not attend one of the Returning Substitute Sessions offered in May must schedule an individual appointment with Human Resources prior to the week before the start of the new school year. Returning substitute paperwork will not be accepted once school begins. Substitutes who do not fulfill returning substitute requirements prior to the week before the start of the new school year will be deactivated and must reapply online.

Deactivation

If, at any time during the year, you wish to be deactivated as a substitute, submit your request and reason for deactivation (relocation, full-time employment, etc.) via email to Allison Van Houten in the Human Resources Department at allisonvanhouten@tomballisd.net.

Unsatisfactory Performance

Substitutes are evaluated on their performance in the classroom. A sample Substitute Evaluation Form is included in this handbook. A poor evaluation may result in a substitute being excluded from taking assignments in that classroom or on that campus in the future. Substitutes who are excluded from an individual campus may continue to accept assignments on other campuses. Substitutes may be excluded from substituting district-wide after three poor evaluations.

Substitutes may also be removed from service to the district at any time deemed necessary and appropriate. Deactivation from the substitute system may result from periods of inactivity (not accepting jobs for a long period of time), failure to renew for the following school year, excessive/inappropriate job cancellations, a pattern of tardiness, unprofessional behavior or poor performance, endangering a student, failure to follow substitute procedures, violation of campus or district policies, or other legal reasons deemed necessary.

PAYROLL PROCEDURES

Paychecks

Substitute paychecks are deposited directly to the checking/savings account noted on your Direct Deposit Authorization Form. Substitutes will be paid in half day or whole day increments only. A Substitute Payroll Schedule is included in this handbook. Please consult this schedule to determine the date on which you will be paid for completed assignments.

Should there be a question regarding your paycheck, first contact the Substitute Coordinator on the campus where you fulfilled the assignment. Contact Human Resources if further assistance is needed. Substitutes will have Medicare, Social Security and Federal Withholding deducted from their paychecks. A substitute who is a former TISD employee and has an accrued sick leave balance may not use this sick leave while substituting.

Pay Rates

Substitutes shall be compensated according to the following guidelines. Substitutes with 48-59 college hours are eligible to substitute as a Paraprofessional/Aide only. Substitutes with 60+ college hours are eligible to substitute as a Paraprofessional/Aide or Teacher. Daily compensation is based on the role of the absent employee, not the qualifications of the substitute.

Paraprofessional/Aide Pay:

1-9 days in the same or different positions: **\$66.00 per day**

10 or more consecutive days in the same position: **\$76.00 per day**, retroactive to the first day of the assignment

Safe Handling Class

District training entitled "Safe Handling for Students with Special Needs" is offered twice a year (typically in October and April) by the Special Services Department for substitutes interested in working as a paraprofessional/aide in self-contained special education classes. Substitutes who successfully complete the Safe Handling class and subsequently fulfill an eligible paraprofessional/aide assignment in a self-contained special education program (such as PALS, PASS, AB, PPCD, SLL, Developmental) will be paid the daily **teacher** rate for this assignment. Teacher rates are listed below. Registration details for these classes are determined by Special Services, not Human Resources, and will be announced via a semi-annual message on AESOP.

Professional/Teacher Pay:

1-9 days in the same position or in different positions: **\$90.00 per day**

10 or more consecutive days in the same position: **\$100.00 per day**, retroactive to the first day of the assignment

Long-Term Assignments

Individuals substituting in the same teacher position for 25 or more consecutive days, who hold valid Texas certification for the subject/grade level of the position, may be eligible for compensation at the rate of \$250.00 per day starting with day 25, plus a retroactive payment to the first day of the assignment. **Eligibility must be approved in advance of the long-term assignment by Heather Strickland, Certification Specialist in the Human Resources Department**, at heatherstrickland@tomballisd.net or 281-357-3100 x 2024. A break in service of no more than 5% of the assignment is acceptable if the long-term substitute is responsible for planning the assignment during this break. Any pre-existing commitments on days within the timeframe of the long-term assignment should be communicated in advance to the principal or Substitute Coordinator.

CLASSROOM MANAGEMENT

Substitute Folders

If the absence was anticipated, substitute folders are prepared by the classroom teacher and can be found on or in the teacher's desk. This folder contains information that will be helpful to you in your assignment.

Substitute folders may contain one or more of the following items:

- Lesson plans
- Master schedule
- Bell schedule
- Duty list
- Fire drill procedure
- Seating chart/class roster
- Student handbook
- Discipline/tardiness forms
- Attendance procedures and forms
- Clinic passes
- Classroom procedures
- Notes from gradebook

Daily Procedures

- Check in with the front office at the start of the workday.
- Wear your ID badge.
- Check the teacher's mailbox in the workroom.
- Look for a substitute folder in the classroom. If it is not available, check with the Substitute Coordinator for further instructions.
- Write your name on the board.
- Review master schedule for bell, teaching and lunch schedules.
- Become familiar with fire drill procedures.
- Take attendance, sign and date where indicated. Send to the campus Attendance Secretary/Registrar.
- A student is considered tardy if entering the classroom after the scheduled beginning of the class. All tardy students should have an admission pass from the office.
- Carry out teacher's lesson plans as closely as possible.
- If there are discipline problems, use classroom management strategies. If the situation escalates, notify an Assistant Principal or complete a discipline form and send student to the front office.
- If you have questions or need help, consult nearby teachers or the front office.
- Leave all notes, feedback for the teacher and student work on the teacher's desk.

Instructional Skills

A lesson can be broken down into three components:

1. Introduction
 - State the lesson objective
 - Review students' previous learning
 - Tie new material to previous knowledge to motivate learning
2. Instruction
 - Step-by-step explanation
 - Examples and/or demonstration
 - Guided practice
3. Conclusion
 - Independent practice
 - Lesson summary

Leadership Skills

Take charge of the classroom

- Start class decisively
- Take roll efficiently
- Give directions concisely

Share expectations for student conduct

- Give specific directions about desired behavior
- Give students specific feedback about actual behavior
- Use proximity – do not remain at the desk – circulate around the classroom
- Use the teacher's classroom discipline plan

Communicate the significance of learning to the students

- Minimize time spent on procedural matters
- Encourage student attention and participation
- Supervise student progress
- Provide feedback to students about their work
- Provide closure at the end of class

CURRICULUM

Elementary

The curriculum for students of the elementary schools of the Tomball Independent School District meets the standards established by the Texas Education Agency and includes instruction in: art, language arts (including reading, spelling and handwriting), mathematics, music, physical education/health, science, social studies and technology. Pre-kindergarten through 2nd grade students are in self-contained classes for all subjects. Third and 4th grade students are served by two teachers teaching language arts and social studies or math and science. Librarians and certified art, physical education and music instructors are employed on each campus.

Intermediate

Intermediate school campuses (grades 5-6) provide an instructional arrangement uniquely designed for the young adolescent. Teams of teachers work with students in extended blocks of time for the core academic subjects of language arts, mathematics, science, health and social studies. Study skills, physical education, and enrichment programs enhance the intermediate school curriculum. Exploratory elective choices include art, band, choir, and orchestra.

Junior High

Students in grades 7 and 8 within the junior high school program are enrolled in language arts, mathematics, science and social studies. In addition, they take physical education or athletics and may participate in a variety of electives: band, choir, orchestra, art, theatre, crafts, speech, Spanish, and various career exploration courses.

High School

Students in grades 9 through 12 take courses in English, mathematics, science and social studies. Electives include but are not limited to: career and technical education courses, journalism, art, band, music, foreign language, speech, theater arts and humanities.

Gifted Education

Students identified as gifted at the elementary/intermediate level receive services from a GT trained classroom teacher and a certified GT Specialist assigned to the campus. Secondary students identified as gifted have the option of enrolling in advanced classes taught by GT trained classroom teachers. Student progress is monitored at all grade levels to ensure that students are placed in courses and programs that provide the rigor and challenge that help these students reach maximum potential.

Special Education

Federal law requires that students with disabilities receive instruction in the least restrictive environment considered appropriate for their needs. The Special Education Program is designed to offer instruction in only those areas required by the individual student through pull-out or Resource classes. Content Mastery Centers and/or Helping Teacher support is provided on most campuses. Self-contained classes are provided as needed.

Tomball Alternative Education Center

Tomball Alternative Education Center is a technology driven Alternative School for Tomball ISD. The Center's Discipline Alternative program is designed to assist "At Risk" students in learning the academic and personal skills that they need to be successful in school and in life.

CAMPUS CONTACTS

Campus Substitute Coordinators are listed in bold.

Canyon Pointe Elementary School
13002 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3122
Fax: 281-357-3147

Principal:	Barbara Coleman
Assistant Principal:	Niesa Glenewinkel
Administrative Assistant:	Debra Haynes, Ext. 2806
Receptionist:	Debbie Nolen
Attendance:	Karina Santana
Counselor:	Katherine Hannan
Nurse:	Judy Covey

Creekside Forest Elementary School
5949 Creekside Forest Drive
The Woodlands, TX 77389

Phone: 281-357-4526
Fax: 281-357-4535

Principal:	Jeanine Deyoe
Assistant Principal:	Cindy Killam
Administrative Assistant:	Jacqueline Kirk, Ext. 3809
Receptionist:	Christie Jenkins
Attendance:	Suzie Williams
Counselor:	Elysia Dean
Nurse:	Jennifer Ayre

Creekview Elementary School
8877 West New Harmony Trail
The Woodlands, TX 77389

Phone: 281-357-3070
Fax: 281-357-3071

Principal:	Daron Aston
Assistant Principal:	Kristen Lee
Administrative Assistant:	Marycruz Rodriguez
Receptionist:	Rosanna Brumley
Attendance:	Millicent Street
Counselor:	Stephanie Ferro
Nurse:	Pamela Bruner

Decker Prairie Elementary School
27427 Decker Prairie-Rosehill Road
Magnolia, TX 77355

Phone: 281-357-3134
Fax: 281-357-3293

Principal:	Jo Ann Colson
Assistant Principal:	Gigi Ragan
Administrative Assistant:	Cindy Wallace, Ext. 3002
Receptionist:	Susan Wood
Attendance:	Lisa Stripay
Counselor:	Jody Luedde
Nurse:	Patricia Vaughan

Lakewood Elementary School
15614 Gettysburg Drive
Tomball, TX 77377

Phone: 281-357-3260
Fax: 281-357-3271

Principal:	Deanna Porter
Assistant Principal:	Brenda Blackmon
Administrative Assistant:	Michelle Ramirez, Ext. 3606
Receptionist:	Kristina Bueno
Attendance:	Melissa Dorr
Counselor:	Crystal Gidrey
Nurse:	Suzanne Hernandez

Northpointe Intermediate School
11855 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3020
Fax: 281-357-3026

Principal:	Darrell McReynolds
Assistant Principal:	Debbie Lauersdorf
Administrative Assistant:	Blanca Garza, Ext. 1402
Receptionist:	Mari DeLaCerde
Attendance:	Kelly Pacheco
Counselor:	Beth Pitts
Nurse:	Jennifer Benzel

Oakcrest Intermediate School
18202 Shaw Road
Tomball, TX 77377

Phone: 281-357-3033
Fax: 281-357-3034

Principal:	Lee Wright
Assistant Principal:	Ashley Eddlemon
Administrative Assistant:	Cheryl Trimbach
Receptionist:	Maria Delgado
Attendance:	Terri Marfisi
Counselor:	Tweaka Dilek
Nurse:	Melanie Ellis

Rosehill Elementary School
17950 Waller Tomball Road
Tomball, TX 77377

Phone: 281-357-3075
Fax: 281-357-3099

Principal:	Greg Chappell
Assistant Principal:	Amie Antignolo
Administrative Assistant:	Joyce Jackson, Ext. 1604
Receptionist:	Mabeliz Perez-Hernandez
Attendance:	Cydney Miller
Counselor:	Julie Hutson
Nurse:	Darla Herren

Timber Creek Elementary School
8455 Creekside Green Dr.
The Woodlands, TX 77389

Phone: 281-357-3060
Fax: 281-357-3061

Principal:	Lauren Thompson
Assistant Principal:	Kathy Jo Standefer
Administrative Assistant:	Kim Schaub, Ext. 4602
Receptionist:	Nelly Gallardo
Attendance:	Dawna Lee
Counselor:	Penny Cathcart
Nurse:	Stephanie Nelson

Tomball Alternative Education Center
1302 Keefer St.
Tomball, TX 77375

Phone: 281-357-3281
Fax: 281-357-3291

Principal:	Becky Dale
Administrative Assistant:	Debbie Rigg, Ext. 4140

Tomball Elementary School
1110 Inwood St.
Tomball, TX 77375

Phone: 281-357-3280
Fax: 281-357-3288

Principal:	Pam Chatham
Assistant Principal:	Kerri Ashlock
Assistant Principal:	Sonya Lerma
Administrative Assistant:	Jennifer Diamond, Ext. 3205
Receptionist:	Kristi Sipe
Attendance:	Barbara Caldwell
Counselor:	Andrea Littlepage
Nurse:	Dana Vestal

Tomball High School
 30330 Quinn Road
 Tomball, TX 77375

Phone: 281-357-3220
 Fax: 281-357-3248

Principal:	Greg Quinn
Associate Principal:	Kim McKinney
Assistant Principal:	Carol Gibson
Assistant Principal:	Lisa Streat
Assistant Principal:	Mark Vierkant
Assistant Principal:	Kevin Williams
Administrative Assistant:	Mary Rendon
Substitute Coordinator:	Jason Budd, Ext. 2277
Receptionist:	Debbie Petrich
Registrar:	Catherine Sabbe
College and Career Counselor:	Emily Nichols
Lead Counselor:	Keyla Carroll
Counselor:	Carol Powell
Counselor:	Karen Hill
Counselor:	Nancy Lynch
Nurse:	Diana Shultz, RN
Nurse:	Donna Siecko, LVN

Tomball Intermediate School
 723 West Main Street
 Tomball, TX 77375

Phone: 281-357-3150
 Fax: 281-357-3148

Principal:	Crystal Romero-Mueller
Assistant Principal:	Jill Hayes
Assistant Principal:	Franc Cavazos
Administrative Assistant:	Lisa Covey, Ext. 4206
Receptionist:	Yadira Lopez
Attendance:	Karen Burns
Counselor:	Angela Howell
Nurse:	Cindy Nelson

Tomball Junior High School
 30403 Quinn Road
 Tomball, TX 77375

Phone: 281-357-3000
 Fax: 281-357-3027

Principal:	Chad Allman
Assistant Principal:	Sara Rush
Assistant Principal:	Todd Abbott
Administrative Assistant:	Pam Caplinger
Receptionist:	Mimi Froman, Ext. 4401
Attendance:	Ronda Morgan
Counselor:	Kim Strong
Counselor:	Kathy Donigan
Nurse:	Tammy Feese

Tomball Memorial High School
19100 Northpointe Ridge Lane
Tomball, TX 77377

Phone: 281-357-3230
Fax: 281-357-3240

Principal:	Carol Houston
Associate Principal:	Chad Smith
Assistant Principal:	Ana Bruton
Assistant Principal:	Stephen Hinze
Assistant Principal:	David Unruh
Assistant Principal:	Meredith Henry
Assistant Principal:	Samora Davis
Administrative Assistant:	Debra Boles
Receptionist:	Bridgette Manuel
Attendance:	TBA
College/Career Counselor:	Norma Phelan
Counselor:	Sheri Forsyth
Counselor:	Jennifer McCready
Counselor:	Julie Wylie
Counselor:	Lashelle Nix
Counselor:	Angie Wartick
Nurse:	Valerie Yeiser

Wildwood Elementary School
13802 Northpointe Blvd.
Tomball, TX 77377

Phone: 281-357-3040
Fax: 281-357-3041

Principal:	Sherry Baker
Assistant Principal:	Mary Endress
Administrative Assistant:	Kelly Link
Receptionist:	Melissa Guerra
Attendance:	Marie Solorzano
Counselor:	Kandy Huggins
Nurse:	Melanie Sharpe

Willow Creek Elementary School
18302 N. Eldridge Parkway
Tomball, TX 77377

Phone: 281-357-3080
Fax: 281-357-3092

Principal:	Teresa Sullivan
Assistant Principal:	Hafida Becker
Administrative Assistant:	Kelli Moore, Ext. 3405
Receptionist:	Bethany Mulvey
Attendance:	Misty Chute
Counselor:	Jenny Herold Fontenot
Nurse:	Bambi Carlson

Willow Wood Junior High School
 11770 Gregson Road
 Tomball, TX 77377

Phone: 281-357-3030
 Fax: 281-357-3045

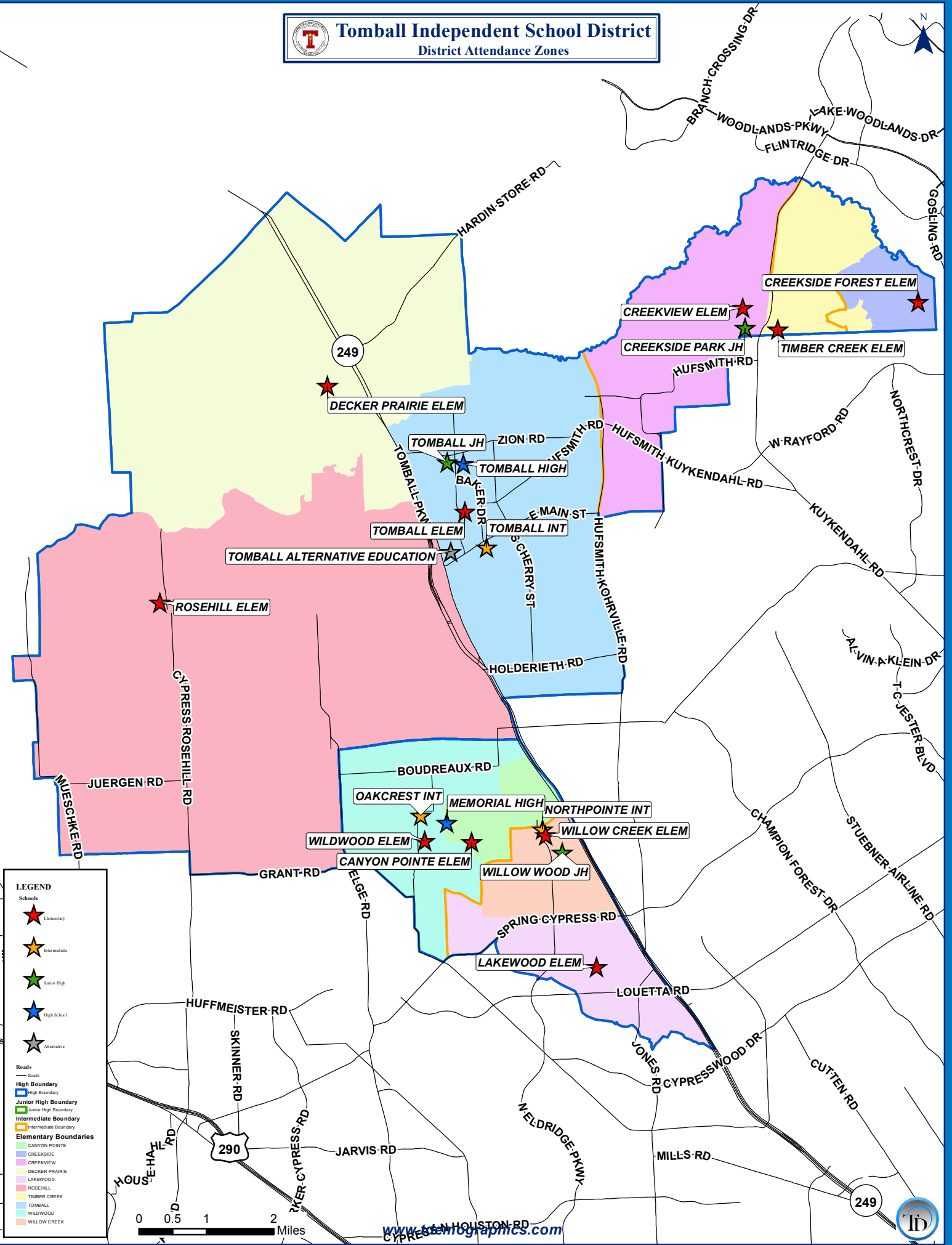
Principal:	Bob Frost
Assistant Principal:	Debra Yarotsky
Assistant Principal:	Chad Stolle
Administrative Assistant:	Diane Wishkoski, Ext. 1202
Receptionist:	Melinda Harrell
Attendance:	Sherrie Habermacher
Counselor:	Barbara Frank
Counselor:	Karla Robertson
Nurse:	Sarah Wallace

CAMPUS SCHEDULES

Substitutes are expected to arrive 30 minutes prior to the morning bell, remain 30 minutes after the afternoon bell, and fulfill all extra duties included in their assignment before, during and after school, such as lunch duty, recess duty, bus duty, etc.

Canyon Pointe Elementary School	8:50 am – 3:50 pm
Creekside Forest Elementary School	8:40 am – 3:40 pm
Creekview Elementary School	8:40 am – 3:40 pm
Decker Prairie Elementary School	8:40 am – 3:40 pm
Lakewood Elementary School	8:50 am – 3:50 pm
Northpointe Intermediate School	8:00 am – 3:00 pm
Oakcrest Intermediate School	8:00 am – 3:00 pm
Rosehill Elementary School	8:40 am – 3:40 pm
Timber Creek Elementary School	8:40 am – 3:40 pm
Tomball Alternative Education Center	7:25 am – 2:25 pm
Tomball Elementary School	8:40 am – 3:40 pm
Tomball High School	7:25 am – 2:30 pm
Tomball Intermediate School	7:35 am – 2:40 pm
Tomball Junior High School	7:20 am – 2:20 pm
Tomball Memorial High School	7:40 am – 2:50 pm
Wildwood Elementary School	8:50 am – 3:50 pm
Willow Creek Elementary School	8:50 am – 3:50 pm
Willow Wood Junior High School	7:50 am – 2:50 pm

Tomball Independent School District
District Attendance Zones



LEGEND

Schools

- ★ Elementary
- ★ Intermediate
- ★ Junior High
- ★ High School
- ★ Alternative

Roads

- Roads
- Roads

High Boundary

- High Boundary

Junior High Boundary

- Junior High Boundary

Intermediate Boundary

- Intermediate Boundary

Elementary Boundaries

- Canyon Pointe
- Creekside
- Creekside Park
- Decker Prairie
- Lakewood
- Rosehill
- Timber Creek
- Tomball
- Wildwood
- Willow Creek

0 0.5 1 2 Miles

www.tomball-texas.com



**TOMBALL INDEPENDENT SCHOOL DISTRICT
SUBSTITUTE PAYROLL SCHEDULE
2015-2016 SCHOOL YEAR**

ASSIGNMENT DATES

PAY DATE

Aug 22 - Sept 4	Sept 25, 2015
Sept 5 - Sept 18	Oct 9, 2015
Sept 19 - Oct 2	Oct 23, 2015
Oct 3 - Oct 16	Nov 10, 2015
Oct 17 - Oct 30	Nov 20, 2015
Oct 31 - Nov 13	Dec 10, 2015
Nov 14 - Dec 4	Dec 17, 2015
Dec 5 - Dec 18	Jan 8, 2016
Dec 19 - Jan 8	Jan 25, 2016
Jan 9 - Jan 22	Feb 10, 2016
Jan 23 - Feb 5	Feb 25, 2016
Feb 6 - Feb 19	Mar 10, 2016
Feb 20 - Mar 4	Mar 24, 2016
Mar 5 - Mar 25	Apr 8, 2016
Mar 26 - Apr 8	Apr 25, 2016
Apr 9 - Apr 22	May 10, 2016
Apr 23 - May 6	May 25, 2016
May 7 - May 20	Jun 10, 2016
May 21 - Jun 3	Jun 24, 2016

JULY 2015							Tomball ISD 2015-2016 Calendar							JANUARY 2016						
S	M	T	W	T	F	S	First Day of School August 24, 2015	S	M	T	W	T	F	S						
			1	2	3	4		3	4	5	6	7	8	9						
5	6	7	8	9	10	11		10	11	12	13	14	15	16						
12	13	14	15	16	17	18		17	18	19	20	21	22	23						
19	20	21	22	23	24	25	Last Day of School June 2, 2016	24	25	26	27	28	29	30						
26	27	28	29	30	31	31														
AUGUST 2015							Staff & Student Holidays Independence Day - July 3 Labor Day - September 7 Thanksgiving - November 23-27 Christmas Break - December 21-January 1 Presidents Day - February 15 Spring Break - March 14-18 Good Friday - March 25 Memorial Day - May 30							FEBRUARY 2016						
S	M	T	W	T	F	S	Staff Development/Workdays Student Holidays August 10-13 (New Teacher) August 14 August 17-21 January 4 January 18 February 12 June 3	S	M	T	W	T	F	S						
						1		7	8	9	10	11	12	13						
2	3	4	5	6	7	8		14	15	16	17	18	19	20						
9	10	11	12	13	14	15		21	22	23	24	25	26	27						
16	17	18	19	20	21	22	Early Release Days <i>All Schools: Oct. 16, Dec 18, June 2</i> <i>High Schools Only: December 17, June 1</i>	28	29											
23	24	25	26	27	28	29		28	29											
30	31	Make Up Days (if needed) January 4 January 18 February 12 February 15 June 3	SEPTEMBER 2015							MARCH 2016										
S	M		T	W	T	F	S	S	M	T	W	T	F	S						
				1	2	3	4	5			1	2	3	4	5					
6	7		8	9	10	11	12	6	7	8	9	10	11	12						
13	14	15	16	17	18	19	13	14	15	16	17	18	19							
20	21	22	23	24	25	26	20	21	22	23	24	25	26							
27	28	29	30	Secondary Reporting Periods End: September 25 February 19 October 30 April 15 December 18 June 2	27	28	29	30	31	27	28	29	30	31						
OCTOBER 2015							APRIL 2016													
S	M	T	W		T	F	S	S	M	T	W	T	F	S						
					1	2	3					1	2							
4	5	6	7	8	9	10	3	4	5	6	7	8	9							
11	12	13	14	15	16	17	10	11	12	13	14	15	16							
18	19	20	21	22	23	24	17	18	19	20	21	22	23							
25	26	27	28	29	30	31	24	25	26	27	28	29	30							
NOVEMBER 2015							MAY 2016													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	1	2	3	4	5	6	7							
8	9	10	11	12	13	14	8	9	10	11	12	13	14							
15	16	17	18	19	20	21	15	16	17	18	19	20	21							
22	23	24	25	26	27	28	22	23	24	25	26	27	28							
29	30	Elem. & Int. Reporting Periods End: October 16 December 18 March 11 June 2	29	30	29	30	31													
DECEMBER 2015							JUNE 2016													
S	M		T	W	T	F	S	S	M	T	W	T	F	S						
				1	2	3	4	5				1	2	3	4					
6	7	8	9	10	11	12	5	6	7	8	9	10	11							
13	14	15	16	17	18	19	12	13	14	15	16	17	18							
20	21	22	23	24	25	26	19	20	21	22	23	24	25							
27	28	29	30	31	26	27	28	29	30											