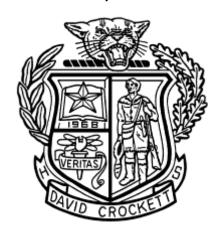
# David Crockett High School Austin Independent School District Austin, Texas



# Faculty Handbook 2017-2018

# **Mission Statement**

 $Fostering\ a\ community\ of$  learners and leaders.

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# **School Song**

From thee O Crockett High School
May we learn how to be
A part of your tradition,
Your spirit, loyalty,
And may we be proud and true
To your colors ever glorious
And may your banner wave
Always Victorious!!!

# **School Organization**

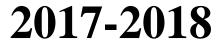
## Administration, Front Office, Support Staff...

Main Office	Principal: Kori Crawford	414-7806
Main Office	Principal's Secretary: Diane Carrizales	414-7806
	Front Desk/Main Number	414-2532
Main Office	Assistant Principal, 12 <sup>th</sup> grade: <b>Trisha Uhler</b>	414-0461
270s Office	Assistant Principal, 11 <sup>th</sup> grade: <b>Tiffany Farris</b>	414-8012
230s Office	Assistant Principal, 10 <sup>th</sup> grade: <b>Rudy Cisneros</b>	414-7812
270s Office	Assistant Principal, 9th grade: Travis Barrett	414-7802
179 Office	Academy Director: Tai Choice	414-7898
270s Office	Guidance Secretary: Janice Snyder	414-7884
FRC*	Counselor – 12 <sup>th</sup> grade: <b>Kathy Golden</b>	414-7813
270s Office	Counselor – 11 <sup>th</sup> grade: <b>Michael Quintana</b>	414-7602
230s Office	Counselor – 10 <sup>th</sup> grade: <b>Chris Garcia</b>	414-7886
270s Office	Counselor – 9 <sup>th</sup> grade: <b>Amy Rogers</b>	414-7835
FRC*	Counselor – ECHS: Ann McClain	414-7808
200s Office	Team Leaders:	
Mark Daws	on, Tish Gonzales Reynolds, and Tracey Garcia	414-1054

Attendance Clerk: <b>Carmen Ledesma</b>	414-7807
Bookkeeper: Lilly Trevino	841-1702
Data Processor: Nancy Garcia	414-7873
PEIMS Coordinator: Rosa Robinson	414-7846
Registrar: Kathy Alvarado-Romero	414-7811
Parent Support Specialist: Ron Reed	414-7851
Graduation Coach: Michael Hidalgo	414-7879
Librarian: Claudia Gibson	414-7844
College and Career Center: Michelle Kailey Snyder	414-0460
Communities in School: Mandy Stalcup	841-1646
Special Education Coordinator: Corinne Roffe	414-7860
Nurse: Julie Carr	414-7888
Head Custodian: Veronica Santos	414-7852
Campus Police/School Resource Officers:	
<b>Angelica Covington and Darrell Cheney</b>	841-7606



<sup>\*</sup>Family Resource Center





Regular Bell Schedule			
Period 1/5	9:00-10:30		
F.I.T.	10:35-11:00		
Period 2/6	11:05-12:40		
Lunch	12:40-1:20		
Period 3/7	1:25-2:55		
Period 4/8	3:00-4:30		
Late Start Schedule			
Period 5	10:15-11:35		
Period 6	11:40-1:00		
Lunch	1:00-1:40		
Period 7	1:45-3:05		
Period 8	3:00-4:30		
C Day S	C Day Schedule		
Period 1	9:00-9:50		
Period 2	9:55-10:40		
Period 3	10:45-11:30		
Period 4	11:35-12:20		
Lunch	12:20-1:10		
Period 5	1:15-2:00		
Period 6	2:05-2:50		
Period 7	2:55-3:40		
Period 8	3:45-4:30		

# Classroom Guidelines

#### Instruction...

**Syllabus** – You are expected to distribute a follow course syllabus that is created by the course group/PLC (Professional Learning Group). Your syllabus must contain the following elements: materials, grading policy, tutoring times, conference period(s), course standards, website, phone number, and room number.

<u>District Yearly Planning Guide (YPG) and Student Performance Guides (SPG)</u> - The district has developed a yearly itinerary for every core class. They have also published more detailed "road maps" to help teachers with their planning. Teachers are expected to follow the district scope and sequence. YPGs and SPGs can be accessed through department websites. From school, click on the AISD Cloud and then search department websites. For more support contact your department chair or administrator.

<u>**Objective**</u> – Your objective should be posted where it is visible to every student. It should include a language (speaking, listening, writing, and reading) and content objective and should be measurable. It is the learning goal for the day.

<u>Lesson Plans</u> - Every teacher is expected to create and follow an engaging and real-world lesson plan that is aligned to the standard(s). Lesson plans should be created in the PLC and should contain the following elements: content objective, language objective, opening/warm up, AVID strategies(s), multiple activities, transitions, needed materials, grouping strategies, estimated pacing, pedagogical strategies, predetermined higher-level thinking questions, various types of formative assessments, and a closure/wrap up.

Lesson plans will be submitted by standard on the David Crockett High School Lesson Planning Website (<a href="https://sites.google.com/a/austinisd.org/crockett-lesson-planning-website/">https://sites.google.com/a/austinisd.org/crockett-lesson-planning-website/</a>). To access the google site you will need to use your AISD login and password. Make sure to bookmark the site. It contains various resources, AVID strategies, Crockett rubrics, TEKS, YPGs, Grading Policy documents, and Meeting Agendas.

#### **Crockett Website** – www.crocketths.org

<u>Computers</u> – When planning a lesson that involves students needing computers, you have several options. You may check out COWs (computers on wheels) through your department and/or the librarian. Each COW contains 10 netbooks. There are also three computer labs you may sign up for via Google docs. If you choose to use the COWs, please know that students are not allowed to unplug or plug in the netbooks. When you find a netbook that doesn't work, you will need to submit a Heat ticket (via the technology help desk... just type in "help" into your browser window), and make sure the cart is organized with all computers charging. 1:1 is coming in January and an addendum will be added to address 1:1.

#### **Professional Learning Communities**

Crockett High School expects for Professional Learning Communities (PLCs) to function as a primary driver of its vision, mission, and continuous improvement efforts. Crockett High School will sustain high-functioning PLCs through effective teacher leadership, consistent procedures, and a tight process to focus on learning standards, curriculum, assessment and differentiation.

#### PLC Procedures - All Crockett High School PLCs will:

- Establish norms
- Arrange the physical space to support dialogue and collaboration
- Send agendas in advance
- Assign roles (lead, recorder, process checker, timekeeper, etc.)
- Review semester calendar
- Keep PLC artifacts up to date (in Share Drive, Google, etc.)

#### PLC Process - All Crockett High School PLCs will:

#### Be clear about what students should know and be able to do by the end of each unit. We do this through:

- Identify power standards, core literacy strategies, and essential questions
- · Complete unit or daily lesson planning documents
- Utilize standards-based grading with aligned and descriptive rubrics
- Plan increasingly rigorous questions throughout the class when creating lessons
- Spiral content through increasingly complex power standards
- Conduct lesson and assessment audits
- Write and post learning objectives

#### Know where each student is in their progress towards meeting the standards. We do this through:

- Administering pretests to find student strengths and gaps
- Developing common formative and summative assessments that are aligned to high stakes exam materials (EOCs, SAT, AP Exams, etc.)
- Conduct student work audits (Santa Cruz)
- Providing diagnostic warm-ups and closing activities
- Implementing frequent checks for understanding (e.g. whiteboards, clickers, fist of five, exit tickets, etc.)

# Prepare for how we will respond differently for students who demonstrate proficiency and those who don't. We do this through:

- Planning for reteaching within the lesson
- Embedding interventions and enrichments within activities/lessons/units
- Creating strategic student groups
- Plan for a Switcheroo
- Teach with a colleague
- Assign proficient students to serve as peer tutors
- Assign students to campus-wide tutoring

### Classroom Management...

**Beginning and End of Class** - Students will be greeted by the teacher daily as they enter each class. Every class should begin with a warm up/introduction that engages and excites students and ends with a wrap up/closure that addresses the daily objective. **Students are not allowed to leave during the first and last 15 minutes of class.** 

<u>Hall Passes</u> – When a student needs to use the restroom or go get water, make sure they take your designated hall pass. Only one student should be out of class at a time. <u>No students</u> <u>are allowed to leave during the first and last 15 minutes.</u>

<u>Tiered Interventions</u> – teachers are expected to handle minor disciplinary infractions in their classroom. It is recommended that teachers use a tiered intervention system to document and address unwanted behaviors. For example, first offenses may warrant a verbal redirection, second offenses may warrant a private discussion in the hall and/or a phone call home, while a third offense should involve parent contact and possibly lunch detention. For each stage documentation is crucial. Any time you talk to a parent, administrator, or other support staff in regards to a particular student you need to log into eCST and document your conversation(s). eCST is found on the AISD Cloud. Once in eCST, search for the student and then click on "service tracking". See below for more information regarding eCST.

<u>**DEEDS**</u> – Disciplinary Electronic Educational Documentation System – DEEDS is our online referral system. To access DEEDS, go to the AISD Cloud, click on the search icon and type in DEEDS. Once in DEEDS, you will need to search for the appropriate student using their name or student ID number. Once you have selected the correct student, you will click on "Create a new Referral". Please see your administrator, team leader, or department chair if you need help completing a DEEDS referral.

<u>Automatic Referrals</u> – Automatic referrals are for more serious offenses where the administration needs to intervene. Teachers are required to put all automatic referrals into DEEDS. An administrator cannot intervene until there is a DEEDS referral. To access DEEDS, go to the AISD Cloud, click on the search icon and type in DEEDS. Automatic referrals are needed when:

- Safety is an issue,
- Fighting,
- Assault of any kind,
- Destruction of school property,
- Bullying,
- A student walks out without permission,
- Inappropriate sexual behavior
- Possession, sale, use, distribution, and/or being under the influence of alcohol or drugs.
- Possession of or use of firearms or weapons of any kind.

\*Important: When any of these serious behaviors occurs, the teacher should call for a Hallway Security Monitor (4-2532 or 4-7884) to assist in removing the student(s) from class. Teachers may not send disruptive students out of class without an escort by Hallway Security.

<u>eCST</u> – Provides a multi-tiered, integrated approach to support behavior, academic, attendance and speech/language needs of all AISD students. Teachers can use this tool to review and document various support services for students. To access eCST you will need to log on to the AISD cloud. Once in the system you will be provided with information about the student (student profile, at risk status, summary of her attendance, discipline, and academic data, assessment scores on benchmarks, parent contact information, review interventions, and track services offered). Teachers are encouraged to document parent contact, notes on referrals, and other interventions with their students through the service tracking tab.

\*Important: Please remember that when you document any information in DEEDS or eCST, that those are public records. You should state the facts without naming any other student or person. You should not state any opinions or diagnoses.

<u>Discretionary Removal by Teacher (Sec.37.002)</u> – "A teacher may remove a student from class:

- who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn".

There are specific types of documentation and procedures that the teacher and administrator have to follow for this type of removal to take place. You will receive an email in the beginning of the year that outlines how to handle this situation. If you have any questions or need another copy of the removal guidelines, see your administrator.

### Attendance & Tardy Policies...

Attendance Reporting - Teachers are expected to report attendance accurately in TEAMS within the first 45 minutes of each class period and contact the student's parents and administrator of any student who accumulates 3 unexcused absences in a four-week period. Teachers can no longer make all attendance changes to the current day by logging back into TEAMS - during 2<sup>nd</sup> and 6<sup>th</sup> periods, TEAMS will be locked after the first 30 minutes and any corrections will need to go through Ms. Ledesma. For all other periods, you can make corrections in TEAMS within the same day. To make any changes from previous days, you will also need to contact Ms. Lesesma to make an attendance correction.

<u>Student Tardies</u> – Students who do not arrive to class on time will need to report to the main office to receive a pass to class. Teachers should not allow any student into class unless they have a pass. Teachers are expected to be in the hallway or at the doorway to greet students and promote promptness. In a 90-minute class, students are marked as tardy through the first 45 minutes, and as absent during minutes 46-90. Repeated violations of the tardy policy should warrant parent contact, documentation in eCST, and notification to the appropriate administrator.

<u>Tardy Log</u> – Teachers are expected to keep a tardy log that students sign as they enter. This will serve as documentation in the case that a student comes to class after the teacher is locked out of TEAMS.

### **Grading Policy...**

#### STANDARDS BASED GRADING at CROCKETT HIGH SCHOOL

#### What is Standards-Based Grading (SBG)?

A philosophy that student grades should reflect what standards they know and calls on you to design all instruction and assessments around those standards.





#### Why SBG?

SBG gives students a meaningful, realistic learning experience. It is transparent and allows for growth.

#### **SBG Creates:**

- Intentional instruction
- A system where progress can be measured per standard
- Accurate representation of knowledge
- A reduction in the number of inaccurate and/or inflated grades
- Dialogue between students and teacher about the standards
- A trusting environment that does not penalize students for mistakes made while learning

# **Crockett HS Grading Codes and Conversion Chart**

Scale	Code	SBG Level	Numerical Score
5	MAS	Mastery	100
4	PRO	Proficient	90
3	BAS	Basic	79
2	DEV	Developing	68
1	LIM	Limited	60
0	NOE	No Evidence	40
0	MSG	Missing	0

#### Standards Based Grading (SBG) Non-Negotiables for SY 2017-2018

- 90% category and 10% category split (90% Power Standard Category And 10% Daily/HW/AVID Category??)
- 90% grades are all based on power standards assessed with a rubric
- Minimum of one grade per week and minimum of six grades per 6-weeks
- Minimum of three 90% grades per 6-weeks
- 90% grades need to be entered the Monday before the 6-weeks grading period ends to allow students time to redo work during the final week of the 6-weeks grading period.
  - Assessments can be done the final week of the 6-weeks. HOWEVER, they MUST be put into the next 6-week grading period.
- Redo work not done within a 6-weeks must be completed by progress report time of the next 6-weeks
  - Students can retake as many times as they want without penalty prior to the next progress report following a 6-weeks grading period
  - Exceptions will be made to this timeline for students who have attempted to do assignments, but are still in the process of mastering standards after the progress report deadline.
- Grades should include a verbal description of the standard
- 5 level rubric using the codes (limited, developing, basic, proficiency, mastery)
- No grades below 40 (change all individual grades to No Evidence)
- PLC gradebooks should have common <u>grades</u> in the 90% category
- PLCs should be using same rubrics
- If students retake and score lower, they keep the higher of two grades

# **General Information**

#### Teacher Attendance ...

<u>Duty Hours</u> - Teacher duty hours are from <u>8:30 to 4:45</u>, Monday through Friday. Attendance is mandatory at all faculty, departmental, course group, ARD, and Professional Development meetings unless approval by the Principal is granted prior to the meeting.

<u>Signing Out</u> - If it is necessary to leave the campus during the school day to take care of school-related or personal business, teachers must inform their PPfT administrator, their department chair, and sign out at the receptionist's desk prior to leaving.

**KRONOS** – All teachers and staff are to report absences in KRONOS. Any unscheduled time off (sick, family illness, etc.) must be entered into KRONOS within 24 hours of returning to work. To access KRONOS, log into the Cloud, then search applications for "KRONOS". KRONOS is also used for supplemental pay outside of the duty day. Instructions for using KRONOS are found in the AISD cloud. For questions about KRONOS, see your administrator or Lilly Trevino.

#### <u>Procedures for Scheduled Absence (School or Personal Leave)</u> –

 When requesting personal leave, you must enter the request in KRONOS. Requests for personal leave should be submitted to your assistant principal at least three days in advance, in accordance with AISD Policy.

- When requesting school leave or professional development leave, you must complete the "Request for PD/School Leave Form" (neon green form found in the main office). Requests for School Leave/Professional Development are to be submitted to your assistant principal at least two weeks in advance. This type of leave includes field trips, school trainings, etc... School Leave/Professional Development Leave may not be approved if comments are not completely filled out.
- Once you receive approval notification of your leave you will need to request a substitute (if needed). See below for detailed instructions regarding how to request a sub via AESOP.

**Requesting a Substitute** - It is the teacher's responsibility to request a substitute via AESOP (http://www.aesoponline.com or call 800/942-3767), regardless whether the leave is scheduled or unscheduled. Your ID is 00 and your number from your employee number Ex. E123456 would be 00123456 and your pin is the first five numbers of your social security number.

<u>Teacher ID Badges</u> – All district employees are required to wear their ID badges every day. You will need to go to the library and have the librarian take your photo. She will then forward your information to Mr. Cisneros who will get your badge processed.

<u>Parking</u> – Designated faculty parking spots are located on the Stassney side in front of the gym and cafeteria and also on the Manchaca side just past the Performing Arts Center. Do not park in the visitor spots.

<u>Teacher Lunch and Duty Times</u> – Teachers are expected to spend 10 minutes of lunch, at the beginning or end, monitoring students at their assigned lunch duty station. All teachers will have a 30 minute duty-free lunch. The list of lunch duty times and locations will be sent out via campus email.

<u>Tutoring Times</u> – All teachers are required to have 1 hour of tutoring outside the school day.

### Communication...

<u>Teacher Mailboxes and Email</u> – Teachers are expected to check and empty their mailboxes twice a day. Useful and important information will be placed in the faculty boxes. Mailboxes are not to be used for storage. Teachers should also check their emails before school and at least one more time during the day. Important information is communicated via email.

<u>Classroom Telephone and Voice Mail</u> - The classroom telephone is an important tool for communication with parents and students. Teachers are required to return all voice mail messages within 24 hours.

#### List of frequently used commands:

A list of all commands can be found on the AISD cloud.

**First time you log in:** ID = the last five digits of your extension <math>PIN = the password

Step 1 Press the Message button or dial your number.

Step 2 Enter a password. (Default password is 14725#)

Step 3 Please follow system instructions for the following:

• Set a new PIN password. • Record your name. • Record your greeting. • List your number in the phone system directory (optional).

Step 4 Please wait until you hear "You Have Finished Enrollment" then hang up.

#### To change your recorded name:

Step 1 Press the Message button or dial your number and log in to your Voice Mail.

Step 2 select options 4 then select 3 then select 2.

Step 3 At the tone, record your name, or press \* to keep the current recording.

#### To change your password:

Step 1 Press the Message button or dial your number and log in to your Voice Mail.

Step 2 select options 4 then select 3 then select 1.

Step 3 Enter a new password and press #.

Step 4 Enter the new password again to confirm it and press #.

#### To record a greeting:

Step 1 Press the Message button or dial your number and log in to your Voice Mail.

Step 2 select options 4 then select 1.

Step 3 After Cisco Unity plays your current greeting, press 1 to rerecord it, or press 3 to record a different greeting, choose the greeting, and then re-record it.

If you have any questions, concerns or issues regarding the new system or need assistance with setting up your voicemail, please contact our Help Desk at 414-8324.

### **Emergency Operations Plan...**

**Emergency Lock Down** — During a lock down all teachers, staff, and students need to proceed to the nearest classroom or office. Lights are to be turned off. Doors need to be locked. Students and staff are to move to the further area away from the door or windows. All windows (even the small one on the door) needs to be covered.

<u>One Minute Warning</u> – When a one minute warning is called, teachers are to usher their students into their classroom. After one minute has passed, doors are to be locked and any other students that are not already in your room must report to the office. Students are only allowed in your classroom if they have a pass from the office.

<u>Closed Period</u> – when a closed period is announced, teachers are to lock their doors and not let any students leave their class. Only allow students into the class if they have a pass from the office. If there is an emergency in your classroom during this time, call the main office for a hall monitor or call your administrator.

<u>Evacuation Drills</u> – Fire and evacuation drills will occur at least once a month. Not all drills will be announced ahead of time. Teachers are expected to evacuate all their students following a predetermined path. The evacuation map should be posted in a visible location in your room. If you do not have an evacuation map, please contact Kevin Johnson, head custodian.

#### Miscellaneous...

<u>Professional Dress</u> - It is the responsibility of each faculty and staff member to dress in a manner that is appropriate to accomplish his or her teaching or assigned task in the building while at the same time maintaining a sense of professionalism.

Monday – Wednesday	Business Professional (no jeans)
Thursday	College T-shirt Day (jeans and/or CHS spirit wear ok)
Friday	Crockett Spirit wear (jeans ok)

<u>Textbooks</u> - Teachers are encouraged to use state adopted textbooks as instructional resources to enhance instruction. Classroom teachers are responsible contacting their department chair for specific procedures regarding textbooks.

<u>Special Education Services</u> - All classroom teachers must access and reference the following documents for each special education student, and have it readily available, for reference, in the classroom:

- o Individual Education Plan (IEP)
- o Behavior Intervention Plan (BIP) (some special education students) Special Education documents are found in SEEDS (Special Education Electronic Document System) via the AISD cloud. If you need help accessing these documents, please see Corinne Roffe, Special Education department chair. Her phone number is 414-7860.

All inclusion and resource classroom teachers are expected to plan with the regular education teacher and attend all departmental PLC meetings.

<u>Reporting Abuse to Child Protective Services</u> – If you suspect the abuse or neglect of a child, it is your duty to report it immediately. Current law (Texas Family Code, Chapter 261, 261.101) requires that professionals such as teachers, nurses, or counselors must make a verbal report within 48 hours (district policy is less than 24 hours).

It is advisable that you consult with the student's counselor regarding immediate needs of the child, however reporting suspected child abuse to your principal, school counselor or superintendent will NOT satisfy your obligation under this law. <u>You must personally call CPS to make a report.</u>

DO NOT try to investigate. Your role is NOT to interview but to LISTEN and REPORT.

CPS: 1-800-252-5400 or www.txabusehotline.org

<u>Library</u> - The CHS library is the central depository for print and non-print materials, as well as a space for meetings and celebrations after school hours. Teachers must send students to the library with the proper library pass showing date, time, and name of teacher sending student. The library pass may be found on the Crockett shared drive or email Claudia Gibson for one. The library and computer labs are available for meetings and classroom use through previous arrangements with the librarian.

<u>Field Trips</u> - Field trip requests must be submitted through the Google Doc. **All requests** must be received three weeks prior to the date of the event. Additional documentation required for the trip (e.g. agenda/program rationale, parent notification and permission slip, student names and ID numbers, and transportation request or private transportation permission form) must be submitted to Tai Choice. Approval will not be granted until all information is received.

Field trips outside of the city must have approval <u>one month</u> in advance from the Superintendent, in addition to having the campus field trip approval paperwork completed.

<u>Scheduling Events at Crockett</u> - If your club, organization, or team is having an event, other than sports activities you are required to complete and submit the building use request form. Building use requests must be submitted through the Google Doc as well. **Submissions** 

**must occur two weeks prior to the date of the event**. Any event submitted less than two weeks in advance will not occur. You will receive email notification from Tai Choice of approval or denial. Do not inform students, parents, community members, etc. of your event until you have received approval.

**Building Use** – Before working in the building on the weekends or during other times outside the regular operating hours, you must make arrangements with your administrator to ensure the alarm is off. Staff could be charged a fee for police services if you setting off the alarm. All rehearsal and practice schedules outside the school day need to be shared with administration.

<u>**Pets**</u> – Please leave your personal pets at home. All class pets must be approved by your administrator.

<u>Bulletin Boards</u> – It is expected that all bulletin boards will be maintained and updated every six weeks. Every bulletin board will be assigned to a department.

<u>Nurse's Office</u> - AISD Policy prohibits staff from administering medication from a stock or personal supply. Students referred to the nurse's office must have an official pass that is dated and signed by the teacher. Call the nurse or Ms. Snyder for emergency situations <u>only</u> (For example, fainting, seizures, etc.).

<u>Campus Safety</u> - All outside doors should remain closed and locked. Do not prop open or obstruct any outside doors. Only the front doors by the Performing Arts Center will remain open during school hours. Please direct visitors to the main office if you see them without a visitor's pass. Report wandering visitors to the nearest office or campus police. Adult supervision is required at all times on the CHS campus and during each instructional period. Teachers must exert their influence in maintaining proper discipline everywhere on the school campus, especially in the hallways during passing periods. Under no circumstances should a teacher leave his or her class unattended. Teachers should be at their doors during passing periods to greet students and assist in hallway orderliness.

Teachers must accompany his or her students to all activities held during the instructional day, to include visits to the library, assemblies in the gymnasium, performances in the PAC, and such.

Asbestos Hazard Emergency Response Act - In accordance with 40 CFR Part 763 of the Asbestos Hazard Emergency Response Act (AHERA) Section 763.93 pertaining to the Asbestos-in School Identification and Notification Rule, the Austin Independent School District hereby notifies all parties of the availability of the Asbestos Management Plan for the District.

The plan and a copy of the inspections and assessments are available for review Monday through Friday during regular office hours in all school offices and at the AISD Service Center office. If any interested parties desire to view the plan, please contact the Principal, Assistant Principal, and/or the AISD Asbestos Program Manager. The Management Plan includes inspections and physical assessments reports, a training program for our custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and a program for regular surveillance of asbestos-containing materials. Every three years, an accredited inspector conducts an inspection of all known or

assumed asbestos-containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of this inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of this school facility. It is important to note that these materials are in a form and condition that do not pose an imminent health threat to students, staff and visitors.

In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials, and to take appropriate actions to control the release of asbestos fibers. As required by 40 CFR Part 763.92, a six-month periodic surveillance will be conducted to check the condition of asbestos-containing materials, and to determine if any action is needed. The Asbestos Management Plan will be maintained continually and notification of the availability of the plan will be issued each year.

NOTICE: CHANGES TO THIS HANDBOOK MAY BE MADE BY ADMINISTRATION AT ANY TIME, PER DISTRICT OR CAMPUS DISCRETION.