

SEOUL AMERICAN ELEMENTARY SCHOOL

SY 2008-2009



SCHOOL OF SUCCESS

STUDENT – PARENT HANDBOOK

STUDENT/PARENT HANDBOOK

SY 2008-2009

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**DoDDS - PACIFIC/DDESS - GUAM
2008-2009 SCHOOL YEAR CALENDAR**

DoDDS Pacific 2008-2009 School Year Calendar

Wednesday, August 20 Reporting date for nonadministrative educator personnel for orientation and classroom preparation

First Semester - (92 Instructional Days)

2008

Monday, August 25 Begin First Quarter and First Semester

Monday, September 1 Labor Day - Federal Holiday

Monday, October 13 Columbus Day - Federal Holiday

Thursday, October 30 End of First Quarter
(47 days of classroom instruction)

Friday, October 31 No school for students - teacher work day

Monday November 3 Begin second quarter

Tuesday, November 11 Federal Holiday (Veterans Day)

Thursday, November 27 Thanksgiving - Federal Holiday

Friday, November 28 Friday - Recess Day

Monday, December 22 Begin Winter Recess

Thursday, December 25 Christmas - Federal Holiday

2009

Thursday, January 1 New Year's Day - Federal Holiday

Monday, January 5 Instruction Resumes

Monday, January 19 Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 22 End of Second Quarter and First Semester
(45 days of classroom instruction)

Friday, January 23 No school for students - teacher work day

Second Semester - (91 Instructional Days)

Monday, January 26 Begin Third Quarter and Second Semester

Monday, February 16 Presidents' Day - Federal Holiday

Thursday, April 2 End of Third Quarter
(48 days of classroom instruction)

Friday, April 3 No school for students - teacher work day

Monday, April 6 Begin Spring Recess

Monday, April 13	Instruction Resumes - Begin Fourth Quarter
Monday, May 25	Memorial Day - Federal Holiday
Thursday, June 11	No school for students - teacher work day
Friday, June 12	End of Fourth Quarter and Second Semester (43 Days of classroom instruction) Last day for nonadministrative educator personnel
School Year 2008-2009:	Instructional Days - 183 Teacher Work Days - 190

SCHOOL DIRECTORY

Principal	Mrs. Melissa Klopfer	736-4613
Assistant Principal	Mrs. Samia Mounts	736-4613
Assistant Principal	Mr. Kristopher Kwiatek	736-4613
Lead Secretary	Mrs. Teresa Holder	736-5437
Office Automation	Mrs. Mee Park	736-5978
Attendance Clerk	Ms. Sin, Chom Suk	736-4613
Registrar	Mrs. Sari Bruce	736-7748
Office Automation	Mrs. Judith Fandrich	736-5978
Counselor	Mrs. Cynthia Hilgartner	736-5614
Counselor	Mrs. Rebecca Lucy	736-5613
Counselor	Mr. Rydell Wilkins	736-5615
Counselor	Mrs. Denise Columbo	
School Nurse	Mrs. Miyoung Cho	736-4192
School Nurse	Mrs. Karen Chapman	736-4192
District Superintendent	Mr. Samuel Menniti	738-6826
Seoul School Complex		
Registrar (ACS/Room 121)	Mr. Kim, Yun Bae	738-7707
Transportation Office	Mr. Ken Bakameyer	738-5032

When calling from off post, dial 791 plus the extension (last five digits) or dial 0505 plus the number.

IF YOUR CHILD IS GOING TO BE ABSENT, CALL THE ATTENDANCE CLERK AT 736-4613. Please send a note when the child returns to school, explaining the absence. Thank you

Please visit our homepage: http://www.seoul_es.pac.dodea.edu/

Dear Parents and Students,

Seoul American Elementary School (SAES) is pleased to welcome you and your family to Seoul, Korea. Korea is called the "Land of the Morning Calm." You will find this country an exciting and busy place to live and its people very interesting and friendly.

The campus is quite large, with seven buildings and a cafeteria. The main building houses primary classrooms, the Information Center, the Dolphin Theater, and computer labs. Grades 3, 4 and 5 and some Kindergarten classrooms are located in outlying buildings.

SAES is one of the largest schools in DoDDS and ranked as one of the highest in academic performance. There are about 1100 students at Seoul American Elementary School. Our staff consists of over 90 professional educators, 20 educational aides and 10 clerical personnel. It is a dynamic school, where teachers are dedicated and work hard to help children achieve their highest academic goals and potential.

Our curriculum is based on the U.S. National Standards with special classes including Art, Music, Physical Education, Computer and Korean Culture. You can peruse the DoDEA curriculum standards at <http://www.dodea.edu/instruction/curriculum/curriculum.htm#info>. After school activities offered include: Ski Club, Yearbook, Homework Club, Dance Club, Karate, Healthy Lifestyle, Spanish Club and many more.

If you have a child with special needs, we have outstanding Special Education, Literacy, Gifted Education, and English as a Second Language programs. If you feel your child qualifies for any of these programs, we have a highly trained support staff ready to help.

Being located in a foreign country, SAES encourages teachers to take study trips throughout the area. Classes have gone to restaurants to experience Korean food, to the demilitarized zone (DMZ) to further appreciate our freedom, to Suwon Folk Village to learn about Korean life, and many other places that will be new and exciting for you.

Welcome to SAES – A school of success!

Melissa Klopfer
Principal

Samia Mounts
Assistant Principal

Kristopher Kwiatek
Assistant Principal

SEOUL AMERICAN ELEMENTARY SCHOOL PHILOSOPHY

We, the staff, provide for and serve the educational needs of our students as they prepare to become responsible citizens in a democratic society within a global environment.

We believe that each child is unique, and all children can learn. All aspects of each child's development are fostered: physical, social, emotional, mental and creative growth, and positive self-esteem.

We believe the success of the child comes as the result of the cooperative effort of home, community, and school.

VISION STATEMENT

The vision of SAES is to provide a positive learning environment that meets the needs of all children and prepares them to become lifelong learners and responsible citizens of a global community.

MISSION STATEMENT

Seoul American Elementary School provides standards based instruction in a safe learning environment which fosters independent thinking and respects cultural diversity through collaboration among staff, students, parents and community.

SCHOOL IMPROVEMENT GOAL STATEMENTS

Goal 1: All students will improve reading comprehension across the curriculum.

Goal 2: All students will improve informational writing across the curriculum.

NCA ACCREDITATION

Seoul American Elementary School is accredited by the North Central Association of Colleges and Schools and the Commission on Accreditation and School Improvement (NCA-CASI). During school year 2003-04, our school was evaluated and received full accreditation. The North Central Association for school accreditation requires that staff members be qualified by experience and training. This qualification includes a Bachelor's Degree, college courses in the areas of instruction, and a valid teaching certificate.

ADDRESS, PHONE NUMBERS AND EMERGENCY CONTACTS

Current home address, phone numbers and an emergency contact name and phone number (other than the sponsor or spouse) are required. With the above in mind, we ask that all sponsors make sure their child's/children's records are updated whenever there is a change in address or phone number (duty and home). Most importantly, please ensure that the name and phone number of an adult who will act as your emergency contact (other than the sponsor or spouse) is valid and current. This vital information will be shared with the nurses, teachers, and school officials.

Please call the Registrar at 736-7748, or send an email to the [Principal](#). The back of the Quarterly Progress Report Card Envelope can also be used to send this information to the school.

ARRIVAL AT SCHOOL

Supervision is provided prior to the beginning of the school day starting at 7:50 am. Children living within walking distance of the school should leave home in time to arrive at the school at approximately 0755. Parents who bring their children to school should not drop them off them before 0750. Students begin entering the buildings five minutes before 0800. The instructional day begins at 0800 and ends at 1415.

ATTENDANCE

For the safety of the children, parents are asked to call the School office at 736-4613 no later than 0830 to inform us that your child/children will be absent from school. Always write a note to the teacher when your child returns to school to explain the absence. Research has shown that school attendance and student grades are strongly interrelated.

At Seoul American Elementary School the educational program is organized on the basic assumption that all students will attend school regularly, and that they will be punctual. Adherence to the school attendance program is the responsibility of the parents and students.

1. Each teacher will maintain an accurate record of daily attendance for each student. This includes teachers of special subjects and support classes as well as teachers in regular classrooms.
2. Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situations), religious observances, family trips, and medical or dental appointments which cannot be arranged during non-school time. All other absences (including suspension) will be considered unexcused.
3. Absences or tardiness will be excused when the teacher receives an acceptable written excuse from the sponsor. If students arrive after 10:00 a.m., they will be marked absent for ½ day. If students leave school before 12:15 p.m., they will be marked absent for ½ day.
4. Students are encouraged to make up all work missed during their excused or unexcused absence. Failure to do so may result in a lower overall grade on the progress report.
5. When a student is absent from school part or all of a school day, and is found to be truant, the teacher or teachers of the student will hold a conference with the sponsor/parents and student as soon as possible to elicit reasons for truancy. The outcome of this conference will be submitted in writing by the teacher to the school principal, within five days after the conference. If a student runs away from a class or from the school campus and returns during the school day, this is considered to be unexcused absence.
6. Excessive and unexcused absence or truancy is considered to be disruptive behavior.
7. In order to receive grades on a progress report, a student must have been in attendance at least 20 school days of that quarter.

DROP OFF/PICKUP AREA

A number of our families bring their children to school each day. Because of the heavy traffic on 8th Army Drive and the buses arriving behind the school, we ask that parents drop off and pick up their children on the road along side of the school on 8th Army Drive. There is a drop off area on the school side of 8th Army Drive for this purpose.

TARDINESS

Students arriving at school after 0800 are considered tardy. If you know that your child will be late in arriving at school, please make certain a note is sent explaining the tardiness. A signed appointment slip from the dentist or doctor may be used in lieu of a note from parents. Students who are tardy due to government transportation are excused. Students arriving after 0800 are required to be signed in by their parent(s) and pick up a tardy slip for their teacher, before going to class.

BICYCLES/SKATE BOARDS/SKATES

Our students may ride bicycles to and from school, but not on the school campus. They must wear the appropriate safety equipment. Bicycles should be secured with a lock in the racks upon arrival at school and remain locked until it is time to return home. Bicycles may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked. The boundaries of the school campus are the fences. Skate Boards, Roller-Skates, and Roller-Blades are not allowed at school at any time.

CHILD FIND

Child-Find is the ongoing process used by DoDDS and the military departments to seek and identify individuals from 3 to 21 years of age who might be in need of special education. If you have a child or know of a child whom you suspect may be handicapped or in need of special education due to mental retardation, hearing impairment, visual impairment, learning disability or multiple handicaps, please contact the school. DoDDS actively seeks to identify these children so they may receive the special education services that they need.

COMPUTER AND INTERNET ACCESS AGREEMENT

In order for students to be allowed Internet access or use of computers at school, their parents must sign the DoDEA Student Computer and Internet Access Agreement at the time of registration or re-registration. This agreement will be signed by each student prior to initial computer usage during this school year. The agreement explains the terms and conditions for the following: Acceptable Use, Privileges, Internet Etiquette, Warranties, Security, and Vandalism. Students are reminded that they are expected to maintain high standards of behavior while engaged in all school activities. Rules and Policies established by SAES and individual teachers for the appropriate utilization of computers and Internet access will be respected and followed.

CONFERENCES/APPOINTMENTS

The school believes that frequent communication between the teacher and the parent is essential to ensure that the best possible learning situation is afforded each child. In addition to the regularly scheduled Fall and Spring parent teacher conferences, arrangements may be made at the request of either the teacher or the parent for individual conferences.

Students and parents are encouraged to make appointments with teachers for discussion of personal and academic problems as they arise. Delay in finding solutions to these problems frequently has a serious effect on academic achievement. When problems or concerns arise, parents should contact the person closest to the issue first. In most cases that is the classroom teacher. Appointments may be made by contacting the school office at 736-4613, or sending a note to your child's teacher.

DRESS CODE

Students are expected to be neatly groomed and dressed appropriately for the day's activities. Caps and head covering, clothing which displays offensive language, reference to drugs or alcohol, or is disruptive to the educational process will not be allowed. Boys and girls are not to wear clothing that shows the midriff area of the body or reveal undergarments. Clothes that are too exposing, too tight, sagging pants and gang emulating dress are inappropriate for school. Students are to remove hats upon entering the building. Closed toe shoes are strongly recommended to prevent foot and ankle injuries. Sandals, backless shoes, and flip-flops are not good protection or support for students participating in playground activities and physical education programs. Students may wear shorts that are not shorter than fingertip length. The school administration reserves the right to make judgments concerning the appropriateness of items of clothing.

“Wheelies and Heelies” should not be worn to school. They are a tremendous safety hazard in schools. Students found wearing these items will be asked to remove the wheels and leave them with the teacher until the end of the day.

FIRE DRILLS

These drills are essential. They are held weekly during the first month of school and once a month thereafter. In the event of a fire drill, or other emergency evacuation procedures, a loud, continuous alarm will be sounded. Students will follow the evacuation route posted in the room and follow the teacher in an expeditious and orderly manner. Students are not to return to their rooms during or after an emergency evacuation procedure until given permission by an appropriate authority.

WITHDRAWAL

If your child is withdrawing from school, it is necessary for you to notify the registrar at 736-7748 at least 10 duty days prior to the child's last day of school. This will allow sufficient time for grades and records to be collected and prepared for your move.

If your tour of duty is completed during the 4th quarter and your child must be withdrawn from school prior to the established "Early Withdrawal" date, your child will be given a final report card with a grade to date. Students must be in attendance twenty days prior to school closing to receive official promotion. When you pick up the records, you must show a picture ID.

GIFTED EDUCATION PROGRAM

The goal of the DoDEA Gifted Education Program is to identify students with high potential and exceptional performance and offer challenges that match their strengths. The Seoul American Elementary School's Gifted Education Program is for students in kindergarten to fifth grade who are in the top 3-5% of the school population following the DoDEA program guidelines.

Students who transfer directly from another DoDEA gifted program will automatically be placed in the gifted program at SAES pending review of the former school records. Students from other schools' gifted programs must go through the Gifted Review Process that is ongoing throughout the school year. If parents or teachers would like to recommend a student for the gifted program they may contact the Gifted Resource Teacher to begin the gifted review process.

The gifted review process includes the following:

- Review of school records including any gifted information
- Review of test results (if not available tests can be administered with parental approval)
 - Total score at or above the 95% on a group ability test OR
 - IQ score of 130 or above OR
 - A total battery at or above 97% on a nationally normed achievement test
- A questionnaire for parent, classroom teacher and student
- Observation in the regular classroom

The counselor, administrator, and gifted resource teacher make up the Gifted Review committee. They meet to make the decision whether the child will be:

- A. Eligible for the gifted program
- B. Ineligible
- C. Monitored

The Gifted Review Committee determines which two or more of the following Gifted Education Program services eligible students receive:

1. Resource Room (2 hours weekly of in-depth projects)
2. Individualized Services
3. Differentiation in the Regular Classroom

GUESTS AND VISITORS

All visitors to any area or building of Seoul American Elementary School, including parents picking up children, need to sign-in at the Main Office and pick up a badge, which must be returned to the office after you sign out. This is for the security of your children and so that we are apprised of everyone who is in the buildings with the students. Thank you for complying with this process. If you are picking up work for your child that may have been absent, please do so at the front office. Do not go directly to the classroom during instructional time. This interrupts the learning process.

Parents are welcome at Seoul American Elementary School, whether it is to visit a classroom, speak with a school official or take an active part in the school program as a resource person or a volunteer. Visits in the classroom or with a school official should be planned and arranged in advance by calling the school office or writing a note directly to the teacher. In this way, the purpose for the visit can be achieved, and at the same time, the school program can continue uninterrupted. Parents may volunteer to be part of the school program as chaperones on study trips, being an extra pair of hands at a school/classroom function, be an educational resource in the classroom, prepare bulletin board displays, be a small group facilitator, work one-on-one with a student, and much more. Our School Advisory Committee (SAC) and the Parent/Teacher Organization (PTO), along with SAES faculty and staff, welcome parents to be active members of the School-Home Partnership in the achievement of our school mission through parent-community participation.

HELPING YOUR CHILD SUCCEED IN SCHOOL

Give your child a feeling of security at home. Make him/her part of your home activities and help him/her accept the responsibility of this job.

Help your child develop self-reliance by giving him/her responsibilities suitable to his/her age.

Encourage habits of promptness, obedience, and respect for authority. Teach your child to share experience and possessions.

Prepare your child for school by seeing that he/she has sufficient sleep, eats a good breakfast, and wears suitable clothing.

Refrain from criticism of other children and teachers in his/her presence. Help him/her to develop a positive attitude toward school.

Avoid expressing opinions in front of your child, which may result in his/her forming prejudices of any kind.

HOME / SCHOOL COMMUNICATIONS

Various means of communication are used such as announcements on the intercom system, parent newsletters, meetings, parent visits in school and classrooms, special parent notices, phone calls, progress report cards, parent conferences, school and teacher websites.

Our monthly parent newsletter, *The Dolphin Dispatch*, comes the 15th of each month by email. It contains a great deal of information and is the best way to keep informed about the school. Monthly school lunch menus for the cafeteria are available, and a calendar of events is attached. If you do not receive one, there are extras in the main office for your convenience. It is essential for your student to know the importance of bringing these publications home. Parent notes are a frequent method of home-to-school communication. Conferences requested by parents are desirable, and can be arranged by direct written communication to the teacher or by phone. It is important to confer frequently with the teacher and with school administration.

In most cases, the home and the school rely on the student to deliver messages. We have found the "student carrier system" to be our most reliable method of communication. Students are issued a "Take Home" folder at the beginning of the year. It is labeled with one side for papers for parents to send back to school, and the other side for papers to keep at home. We hope this will help with organizing papers. Please check it daily. Check out our website: www.seoul_es.pac.dodea.edu

HOMEWORK

SAES supports the philosophy that homework is a necessary adjunct to school life. The assignment of academically appropriate homework is an extension of classroom instruction, and supports the teacher's instructional objectives. Instruction can be enriched through meaningful homework assignments. It is our policy that homework will be assigned in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area. Homework is expected to be completed satisfactorily, and returned in a timely manner by all SAES students. Communication with your child's teacher is the key to establishing a good homework routine. Parents are strongly encouraged to provide a positive environment for homework. Homework policies and expectations are explained by teachers usually during class orientation or Open House. Parents should familiarize themselves with the homework policy of each teacher their child/children have. Homework at the elementary school level should not exceed one hour per night. The suggested amount of time spent on homework by grade level is:

K-1: 10-20 Minutes

2-3: 20-30 Minutes

4-5: 40-50 Minutes

If your child is having trouble, please contact the teacher and /or guidance counselor.

INCLEMENT WEATHER OR EMERGENCY CONDITIONS

In case of severely inclement weather (snow, ice or any emergency conditions), tune in to AFN radio and/or TV for school closing announcements. The Installation Commander will make the decision to cancel, delay or release school early, based on the road conditions in consultation with the District Superintendent. After making his decision, the Superintendent will inform the principal, who in turn informs the staff. The Installation Commander provides AFN with information for broadcast on the current road conditions and the status of school operations.

During green road conditions school will operate normal hours. Amber road conditions could result in either a normal or delayed school start. Typically, during red or black road conditions there would be no school. However, if the road conditions change while the busses are enroute, the students will be brought to school until they can safely return to their homes. If children are at school when road conditions change and there is a decision to close school early, before releasing children and busses, the elementary school will contact parents or the emergency contact to ensure someone will be home to care for those children who fall under the Area II Child Supervision Policy. It is imperative that parents and/or guardians ensure that schools have up-to-date emergency contact information on each student.

In the early springtime, levels of yellow dust in the air can sometimes become elevated. The administration, in consultation with the 121 Hospital, the military, and local environmental agencies, will determine if outdoor activity should be limited or suspended.

EMERGENCY PLAN

It is required that every SAES student have on file an Emergency Plan for each school year. These must be completed at registration each spring and updated whenever your information changes.

INFORMATION CENTER (Library)

Seoul American Elementary School Information Center (IC) operates on an open schedule. Its collections are available to all students and all teachers throughout the school day. The Information Center supports and enriches the educational program of the school through service to the students, faculty, administration, and the community with an extensive, balanced, relevant collection of print and non-print materials.

Resources available in the Information Center include:

- | | | |
|---------------------------------|-------------------------|---------------------------|
| -An early childhood collection | -Fiction books | -Non-fiction books |
| -Professional collection | -Magazine subscriptions | -A/V materials collection |
| -Dolphin Theater for assemblies | -Reference area | -Korean collection |
| -Computer Labs | -Biographies | -Internet and Intranet |

Information Center Policies

Hours of Operation

- Open for student check out Mon- Fri 09:00-15:30
- All students must be accompanied by a parent after 14:30
- The *Reading Counts* program is available to only Seoul American Elementary School students between 7:55 and 14:45.

Student Check Out Policy

Students may check out the following numbers of books:

- Pre-K- 1st grade- 1 book
- 2nd- grade- 2 books
- 3rd-5th grade – 3 books

The student circulation period is 10 school days.

Due to limited resources students will be allowed only one book by a particular author at any given time.

Overdue/Damaged Book Policy

- Students may not check out any new materials while overdue books are outstanding
- Overdue books must be physically presented at the circulation desk in order to be renewed
- Patrons are responsible for compensating the Information Center for books they have lost or damaged

ITEMS NOT ALLOWED AT SAES

All DoDDS schools are part of the DoDEA Zero Tolerance for Weapons. All weapons, look-a-like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Other prohibited items include, but are not limited to, chewing gum, x-acto knives or cutters, animals, Korean spinning tops, skateboards, tape decks, radios, walkmans, video games, CD players, laser beam pointers, toys, and roller blades. Shoes with wheels should not be worn to school. Only items that are listed on the supply lists should be brought to school. We know that parents give cell phones to students for safety. Cell phones have to stay in students' backpacks and turned off during school hours. If students play with the phone, the school will take the phone and call the sponsor to pick it up.

LEAVING SCHOOL DURING THE DAY

For the safety of our students, children cannot be released to non-family members or friends without explicit, written authorization. The person designated must bring photo identification for confirmation by the office. If a parent intends to pick up a child before the regular dismissal time, a note should be sent to his/her teacher indicating the time the child will be picked up. The child will then be called to the Office at the time of the parent's arrival. If there is a change in after-school arrangements for your child, please notify the classroom teacher in writing.

Children in kindergarten and first grade may not walk to and from school unless accompanied by sponsor, parent, or other designated person. This other designated person must be pre-arranged, responsible, verifiable, and at least in the seventh grade. (Area II Command Policy # 1-11)

In order to leave school during the school day, children must be personally checked out by a parent, or by a guardian with explicit written parental permission. When checking children out, come to the school office, not the classroom, to begin the process. No child (grades K-5) will be released for any kind of appointment without the parent coming to school in person unless in extreme emergency. It is for your child's safety that this is done. A note should be brought by the student and given to the teacher so the child can be ready on time.

LOST AND FOUND

Students are responsible for their own apparel and belongings. Mittens, coats, jackets, hats, sweaters, lunch boxes, school supplies, or any other material brought to school should be clearly marked with the child's full name, teacher and room number. The school lost and found is located in the entrance of Building 7000, near the nurses' office.

Valuable items such as glasses, jewelry, watches, and wallets can be claimed at the Main Office. Parents, please check the lost and found often, as there are many unclaimed items left there each year.

LOST BOOK PROCEDURES

Once the teacher/librarian has determined that a book is lost:

- **If textbook:** the title and author are listed, and the student gives that information to Mr. Pak, Supply Clerk.

- Mr. Pak determines the cost, and gives this information to the student.
- Student takes information home to parents.
- The parent pays the charge at the 175th Finance and brings the receipt to the registrar.
- Mr. Pak issues a new book to the student when the receipt is received.

Library book: If a library book is lost, the student and parents are asked to purchase a replacement book or book of equal value, and donate it to the school.

Textbook Reimbursement Cost:

To arrive at the dollar figure that a student should be assessed, for a lost or damaged book, the current catalog price is multiplied by the percentage factor listed below. The result will be the actual cost that will be assessed the student. The rates apply to textbooks only, and do not apply to workbooks and library books, which will be assessed at the full vendor's listed price.

The rates on textbooks to be used are as follows:

- During the first year.....100% of the cost
- During the second year.....80% of the cost
- During the third year.....65% of the cost
- During the fourth year.....50% of the cost
- During the fifth year.....35% of the cost
- During the sixth year.....20% of the cost
- During the seventh year.....10% of the cost

LOST STUDENTS

If a child is not home from school at the normal time, or within 15 minutes, usually one of two things has happened:

1. The buses are late. Please, call school Bus Transportation Office, 723-5032, to check.
2. The student has gone home with a friend without telling you.

Please contact the school office, 736-4613, as soon as possible, as well as any friends with whom your son/daughter plays. The school never authorizes a bus rider to take a different bus or walk home. Please encourage your child to never go anywhere else until reporting home first. Also, please instruct your child to memorize his/her phone number and address.

LUNCH/CAFETERIA PROGRAM

All SAES students, grades K-5, eat lunch in the school cafeteria. Hot lunches can be purchased or students may bring their lunch. Lunch accounts can be set up at the Post Exchange, where students will be given a PIN, or lunch may be purchased with cash. Milk may be purchased separately by those who bring their lunch. Please provide your child with lunch or lunch money. If it is noted that a student is not eating lunch, the sponsor will be notified. No student will be permitted to leave the campus for lunch unless signed out by a parent. If a child should forget to bring a lunch or money, parents may be contacted and the lunch or money can be brought to school by the parent. Students, as an emergency backup, may also sign an IOU with the cafeteria. Students are reminded to pay back the price of a school lunch ticket the following day. It is the sponsor's responsibility to clear the I.O.U. debt for their child with the cafeteria personnel. Lunchroom/cafeteria behavior should be behavior that is acceptable at home. Students may not use the microwave in the cafeteria to warm lunches.

CAFETERIA RULES

1. Use good table manners.
2. Talk softly.
3. Be courteous and respectful to everyone.
4. Always walk and watch where you are going.
5. Keep your table area clean.
6. Objects are never to be thrown.
7. Food/drinks are consumed in the cafeteria.
8. Remain seated at your table until dismissed.

PARENT TEACHER ORGANIZATION (PTO)

The Seoul American Elementary School Parent Teacher Organization (PTO) is composed of an Executive Board of four elected officers and a General Board to include appointed chairpersons. The PTO actively supports SAES and provides several fund raising functions throughout the school year, the major event being the annual Book Fair. The PTO also provides a myriad of services and activities for the benefit and enjoyment of SAES students, parents, and the Yongsan community, including reading night, school photos, yearbook sales, and a volunteer program. Every parent is encouraged and invited to join PTO and to attend each meeting. The

membership drive is held at the beginning of the school year, at which time parents and community members can sign-up for interesting committees and activities. For additional information regarding PTO, its activities, how to join or how to volunteer, please call the school main office at 736-4613.

POWER OF ATTORNEY

If you plan to be out of the country while your children are attending school, please be sure to obtain a special power of attorney to be used in case of emergency. Please inform the teacher, main school office (736-4613) and the School Health Office (736-4192) of the name, address and telephone number of the persons taking care of your child. This is an extremely important step.

HEALTH PROGRAM

The purpose of the DoDDS School Health Program is to help each student to achieve and maintain optimum physical, emotional and social fitness. The school health services include: health education, as well as vision, dental, height, weight, scoliosis, blood pressure, and hearing screening procedures. First aid care is given for children who become ill or injured at school. Any student with an injury or illness that prohibits him from functioning in a classroom will be sent home with a parent or responsible adult who must sign the child out in the school office.

DO NOT SEND YOUR CHILD TO SCHOOL IF:

1. Your child has had a temperature of 100 F or above in the preceding 24 hours.
2. Your child has had diarrhea or vomiting within 24 hours
3. Your child has not seen a doctor after being referred by the school nurse for a contagious disease.

Please dress your children according to the weather. If your child is ill in the morning, do not send him/her to school. Children are expected to participate in outdoor recess if they are in school. Please do not request that your child be kept in at recess.

If your child contracts a communicable disease (mumps, measles, scarlet fever, strep throat, chicken pox, lice or impetigo) please report it to the school nurse at 736-4192. After having any communicable disease, have your child checked by the school nurse before he/she re-enters school. Students are not permitted to carry any type of medicine to school.

Parents should bring medicine to the school nurse, and the nurse will dispense the necessary medicine. If your child has a chronic health problem or physical handicap, please discuss the problem with the nurse in order that the most beneficial care may be provided.

SAES POLICY ON MEDICATIONS GIVEN AT SCHOOL

All medications are dispensed from the nurses' office. Teachers are not responsible for any medications. No student is permitted to carry any medication on them or administer it themselves.

All MEDICATIONS including OTC:

If your child needs to take medication at school, it must be in a properly labeled pharmacy bottle that includes the child's name, the medication name, the dosage, and time to be given, along with any other special instructions. Only bring sufficient medication for school use to avoid possibility of missed doses at home. Three times a day medication should be given at home before school, after school and bed time. The school nurse must also have a permission form (see attached) signed by both the parent and the doctor. These are available in the school nurses' office and Pediatric Clinic.

KOREAN MEDICATIONS

If you take your child to a Korean doctor and your child needs to take medication during school, the school nurse will still need the proper forms completed.

IMMUNIZATION REGULATION

Each student must have a Certificate of Immunization reviewed and updated before entering school, and as needed thereafter. When an immunization is needed, the School Nurse will send the student with his/her parents to the Immunization Clinic at the 121 Combat Support Hospital for the necessary immunization(s). After the immunizations have been given, please give a copy of updated immunization record to the school nurse.

REQUIRED IMMUNIZATIONS ARE:

- Diphtheria/Pertussis/Tetanus - four doses, at least one dose must be given after the fourth birthday. A fifth DPT is recommended at 4-6 years of age, if 4th dose given before 4th birthday.
- Tdap Booster- single Tdap booster dose is recommended for children 11-12 years old, if 5 years elapsed since the last dose.
- Polio Vaccine- three doses, at least one dose must be given after the fourth birthday.
- Measles/Mumps/Rubella – two doses, one dose given after 12 months, a second at least after 4 weeks from first one.
- IPPD - or TB skin test -- annually. If newly positive, x-ray taken and follow-up is according to Community Health guidelines.
- Hepatitis A- two doses, at least 6 months apart
- Hepatitis B- three doses, 0, 1 and 6 months schedule
- Meningococcal-one dose, 11-12 years age
- Varicella- one dose through the age of 12 years or reliable history of the disease.
- Haemophilus influenzae type b(Hib)-two to four doses before 5 years old,

Unit # 15549
APO AP 96205

PERMISSION FOR ADMINISTERING MEDICATION AT SCHOOL
약 복용 허락서

Name of Student: _____
학생 이름
Reason for treatment/Diagnosis: _____
치료이유/진단명
Medication Name: _____
약품명
Dosage: _____
복용량
Duration of Treatment: _____
치료기간
Time of Day to Be Taken: _____
복용시간

Physician's Name 의사 이름

Phone Number 전화번호

Physician's Signature 의사 서명

Date 날짜

I hereby give permission for the school nurse and/ or designate individual from Seoul American Elementary School to administer the above -prescribed medication to my child.
저는 서울 미국인 학교의 보건교사가 위에 처방된 약을 저의 아이에게 투약하는 것을 허락합니다.

Parent's Signature 부모 서명

Date 날짜

Note: The prescription medication must be brought to school in its original container, appropriately labeled by the pharmacy stating the name of the child, the medication, dosage, and the date issued. The medication will remain at school for the duration of the prescription.

처방약은 반드시 학생이름, 약품명, 복용량 그리고 발행일자등이 적힌 라벨이 붙여진 용기를 학교에 가지고 와야 합니다.

처방약은 약을 복용하고 있는동안 학교에서 보관합니다.

PLAYGROUND AND CAMPUS POLICY

Each child is expected to be courteous and respectful to everyone at school and for all school property. Students are reminded to keep their hands, feet and belongings to themselves. Hats, headgear, scarves, caps and/or visors will not be worn inside the buildings at SAES.

Students should practice safety, act responsibly and be considerate of others when involved in any activity anywhere on the school campus or at any school function. Students should always walk on campus unless engaged in an activity being supervised or directed by a teacher. Students should practice fair play, good sportsmanship, be polite and considerate of others. Students should behave as responsible citizens at all times.

Playground and school campus safety is always a concern. Please remember that pets have no place on the school campus. Playgrounds are closed before school. The upper playground is closed until the buses depart at 2:30. We ask your cooperation in protecting all children at school. If a student would like to use the library before or after school, he/she must be accompanied by a parent or guardian.

When recess is over, students are to stop playing and line up immediately and quietly, at which time they will walk back to their class.

SAFEGUARDING THE PRIVACY OF STUDENT RECORDS

It is the intent of Seoul American Elementary School to act in accord with the "Family Education Rights and Privacy Act of 1974". In doing so, we place priority on safeguarding the privacy of student records. It is our intent to allow parents and students to be fully informed of our record keeping and testing/screening procedures. Information collected concerning students in our school is maintained by various school personnel. All employees are responsible for ensuring that only appropriate school personnel on a need-to-know basis have access to student school records. No individual or agency outside the school system will be permitted to inspect student records without permission from the parents. Parents are encouraged to examine their child's records at any time by making an appointment through the school's office.

SAFETY

Safety for your children is one of our deepest concerns. We would appreciate it if you would remind your children that they are not to leave the school grounds to go anywhere, including Baskin-Robbins, Popeye's or Burger King before, during or after school. Children are not allowed to cross the street during school hours for any reason unless accompanied by an adult and with permission from the school administration. Students should use crosswalks and obey safety signals at all times. Every effort will be made to protect each child at school. This includes policies and rules to prevent accidents. Items not allowed at SAES may be held for parents to reclaim.

SCHOOL ADVISORY COMMITTEE (SAC)

The Seoul American Elementary School Advisory Committee (SAC) is composed of five elected parents and five elected professional staff members who provide two-way communication between the community and the school by advising the Principal on all matters affecting the operation of the school. The School Advisory Committee makes suggestions and recommendations to the principal and/or installation commander for the improvement of educational programs and general quality of education and school programs. The meetings are open to the public and community members are welcome to attend.

SCHOOL DAY

Instruction begins at 0800 and classes dismiss at 1415. Half-day hours are announced in the parent newsletter. **Students are not to arrive at school prior to 0750.** There will be no student supervision prior to 0750. Students arriving by bus are the exception.

SCHOOL PROGRESS REPORTS/PARENT-TEACHER CONFERENCES

Progress cards are issued quarterly. Parent-teacher conferences are held at the end of the first and third quarters. At the end of the first quarter, we will schedule **all parents** for conferences. At the end of the third quarter, teachers will hold conferences with certain families and will notify these families about the time. Two-way communication, continuously, between school and parents is a key ingredient in fostering a successful learning experience for each child. Parent-teacher conferences are encouraged throughout the school year on an as-needed basis. Parents desiring an appointment with their child's teacher should call 736-4613 and make an appointment or send a note directly to the teacher with their child.

SCHOOL SUPPLIES

Student supplies such as pencils, notebooks, crayons, erasers, etc., are not provided by the school and are available for purchase at the local Post Exchange. Similar supplies are available on the economy. Copies of the supply lists are available at the Post Exchange and school office. The items are required for the first day/week of school. Teachers may request additional items for their own classrooms. Please mark all items with the name of the student.

SPECIALISTS

Our school is fortunate to have available the expertise of the following specialists.

GENERAL

Art
Computer
Korean Culture/Host Nation
Music
Physical Education

RESOURCE

ESL (English as a Second Language)

Guidance Counselors
Information Specialists
School Psychologist
Teacher for the Learning Impaired
Compensatory Education
Speech Therapist
Literacy Support Specialists
Gifted Education

If you have any concerns regarding your child and a need to utilize any of these specialists, please contact the Main Office (736-4613) for an appointment.

STANDARDIZED TESTS

It is DoDEA policy that all system assessments administered in DoDEA measure student performance so that inferences can be made about student achievement in basic skill areas as well as provide a source of information for decision-makers concerning programs and services. Students take the Terra Nova Achievement Test, a norm-referenced test for students in grades 3 through 5. All students are given local assessments throughout the year. Parents will be advised of test results.

STAFF DEVELOPMENT

During the year, time is set aside for staff development training for the faculty. The topics for these meetings are determined by the needs of the staff for improving skills and proficiency as well as keeping abreast of new trends in education. Parents are invited and welcome to attend these trainings.

BEHAVIOR

The responsibility for a student's behavior and conduct is his/her own and that of the sponsor. Students need to take the responsibility to maintain standards of behavior which will bring credit to themselves and their families, show recognition and consideration of the rights of others, and contribute to a healthy and orderly educational environment. When the student does not exercise this responsibility, the behavior becomes the responsibility of his parents. Students are expected to maintain high standards of behavior while in school, on school grounds and while engaged in any school activity. Rules and regulations established by the school and individual teachers are for the maintenance of suitable standards of behavior for an orderly and effective school program.

STUDENT RIGHTS AND RESPONSIBILITIES

These guidelines are provided in DS Regulation 2051.2. This regulation is a guide for students and their parents concerning student responsibilities and privileges. The regulation is in support of the DoDEA Community Strategic Plan, Goal 2, Outcome C: All schools will have a safe well-managed, and disciplined environment conducive to learning. This regulation and the Community Strategic Plan are on file in the main school office.

- ☉ Each student has the right to expect an educational environment where he/she can strive to achieve.
- ☉ Students are expected to attend school regularly.
- ☉ Students are expected to behave responsibly at school and at school sponsored events.
- ☉ Every student has the right to expect courtesy, fairness, and respect from school personnel and other students.
- ☉ Students have a responsibility to respect the rights, authority, and property of students, teachers, administrators, and all others included in the educational process.
- ☉ Students and their parents/sponsors are responsible for properly maintaining textbooks and equipment provided by the school.
- ☉ Students have the right to an education free of intimidation and threats. Bullying will not be tolerated.

STUDENT CODE OF CONDUCT

As a student in the Department of Defense Dependents Schools. I commit myself to the following general rules of conduct that are intended to preserve a healthy and productive learning environment for myself and other students. I agree to:

- A. Be prepared for class and on task at all times, and always do my best. I will arrive in class with an open mind, a desire to learn and ready to work with the following items:
 1. Text or other issued educational material.
 2. Paper and pencil or other suitable writing instrument.
 3. Class materials required by each teacher.
 4. Completed homework.
- B. Follow Attendance Policy
 1. Be in the classroom or designated area when class begins.
 2. Do not skip class.
 3. Stay on campus.
- C. Be Polite and Respect Others
 1. Respect the differences of other people, without regard to their race, religion, sex, creed, national origin, disability, intellectual ability.
 2. Avoid profanity and/or obscene or lewd gestures and behaviors.
 3. Keep my hands to myself.
 4. No public display of affection to others.
 5. Walk on campus, except when directed otherwise for PE or other activity.
 6. To engage in NO pushing, shoving, other “rough-housing”, or fighting.
 7. Keep my voice down and my tone respectful.
- D. Accept responsibility for myself and for others in my community.
 1. Follow directions.
 2. Not to disturb class.
 3. Not to put things in my mouth in classrooms or hallways, including, but not limited to gum, candy, food, drinks, pencils or other objects.
 4. Not to wear hats or head coverings in-doors.
 5. Not to carry knives of any kind, firearms, fireworks, and not to use ANY object in a menacing or threatening manner.
 6. Not to carry toys, radios, cameras, tape players, beepers, or other electronic communication device without express permission from a teacher or principal.
- E. Make a positive contribution to our school

1. Dress neatly and appropriately.
 2. Participate in school activities in a positive manner, demonstrating the behavior of good sportsmanship.
 3. Take care of my school and school materials, including furniture, texts, library books, school buses, and all other school equipment and property.
- F. Adhere to the policies and rules described in the DS2051.1, “Disciplinary Rules and Procedures”
- G. Adhere to all school rules concerning student conduct.

STUDY TRIPS

Occasionally during the school year, the children are taken on a study trip as a class project. Children must have a permission slip signed by a parent before they go on any trip leaving the campus. Permission slips are sent home with the child well before the trip is scheduled in order to prevent conflict with appointments and family plans. Teachers have the responsibility to withdraw study trip privileges from students whose behavior is inappropriate. Parents may attend with the child in these instances, or the student may be placed in another classroom. Parents, who are chaperoning, may not bring a younger sibling/infant on a study trip. As an invited chaperone, one’s responsibility must be to supervise the students. Younger siblings/infants may take away from the chaperone's primary responsibility.

VIDEOS

Videos and filmstrips are sometimes utilized by classroom teachers to supplement various segments of the curriculum, to extend particular aspects of a subject, or in conjunction with special activities or events. It is the school’s policy that all videos be previewed by the teacher. Only videos with the rating of G will be shown at SAES.

WEAPONS - Zero Tolerance for Weapons

The staff and students at the school have a right to a safe learning and working environment. To make it such, Seoul American Elementary School is an absolute weapons free zone. No weapon of any type should be brought to school. Weapons are not limited to guns, knives, or destructive explosives. A weapon is defined as any item that is intended to make reasonable persons fear for their safety. Replicas of weapons are also considered weapons.

SCHOOL SUPPLIES – SY 2008-2009

SEOUL AMERICAN ELEMENTARY SCHOOL

KINDERGARTEN SUPPLY LIST

SY 2008-2009

- 2 boxes of gallon ziploc bags
- 2 boxes of quart ziploc bags
- 2 rolls of paper towels
- 1 box of tissues
- 1 package of #2 pencils
- 1 primary composition book
- 2 boxes of 16 Crayola crayons
- 1 Box of 8 fat Crayola crayons
- 1 package of My First Ticonderoga pencils (fat ones)
- 4 bottles of Elmer's School Glue (NOT No Run)
- 6 large green and yellow glue sticks
- 1 tray of watercolors
- 1 package of Crayola markers (fat)
- 1 pair children's Fiskars scissors
- 1 pink pearl eraser
- 1 large bottle of hand sanitizer
- 1 towel or small blanket for rest time
- 1 container of Lysol wipes – boys only
- 1 package of brown lunch bags – boys only
- 1 container of baby wipes – girls only
- 1 package of 100 paper plates – girls only

Teachers may also ask for supplies individually. Please do not label supplies. Thank you!

FIRST GRADE SUPPLY LIST

SY 2008-2009

- 2 – Packages of 10 #2 Pencils (please do not send special or personalized pencils)
- 6 – Glue Sticks
- 1 – Box of 24 Count Crayola Crayons
- 1 – Pair School Scissors
- 1 – Large Pencil Eraser
- 1 – Large Box Tissues
- 1 – 1 inch binder for FLES (Foreign Language in the Elementary School – Spanish)
- 1 - Backpack

SECOND GRADE SUPPLY LIST

SY 2008-2009

Please do not tag school supplies with your child's name as the items will become community property upon arriving in the classroom.

- 50 #2 pencils
- 4 large erasers
- 1 box of 24 crayons
- 1 box of 24 colored pencils
- 4 boxes of tissues
- 1 pair of blunt scissors
- 1 pocket folder
- 2 rolls of paper towels
- 1 box of Ziploc snack size bags (all students)
- boys bring 1 box of Ziploc gallon size bags
- girls bring 1 box of Ziploc quart size bags
- 2 regular *Mead* composition books 2
- 1 Mead Primary Journal
- 8 large glue sticks
- 1 box of baby wipes
- 2- 8oz. dispensers of *Purell* hand sanitizer (not soap)
- 1 pack of loose leaf wide rule paper
- 1 plastic ruler with inches and centimeters
- 1 one inch binder for FLES (Foreign Language in the Elementary School – Spanish)

* Individual teachers may request additional supplies.

Additionally, a resupply of school items may be requested throughout the school year.

THIRD GRADE SUPPLY LIST

SY 2008-2009

- 4 packs (80) #2 pencils (no plastic covered pencils, please)
- 1 bottle Elmer's white glue and 2 glue sticks
- 1 eraser
- 1 box of crayons (24)
- 1 set colored pencils
- 1 set markers (8)
- 1 pair Fiskar's blunt scissors (right or left)
- 1 ruler (inches & centimeters)
- 2 large boxes of Kleenex
- 2 large packets of wide ruled paper
- 4 plastic pocket folders
- 1 pencil box (supply storage box)
- 1 hard back composition book
- 3 single subject spiral notebooks with pockets
- 2 rolls paper towels
- 1 box quart size Ziploc bags
- 1 box gallon size Ziploc bags
- 1 bottle anti-bacterial soap (for last names beginning with N-Z)
- 1 bottle of hand-gel (for last names beginning with A-M)
- 1 inch binder for FLES (Foreign Language in the Elementary School – Spanish) class

**Teachers may add to the necessary school supplies as wanted or needed.

Please mark all items with the name of the student.

FOURTH GRADE SUPPLY LIST

SY 2008-2009

1 package of lined wide paper to start the year (more when needed throughout the year)

Pencils

Eraser

Scissors

Colored pencils/crayons

Ruler

Kleenex (cube box) 1 box per semester

Paper towels (1 roll per semester)

* Teachers will announce specific items they need during the first week of school.

** No binders or trapper keepers

SEOUL AMERICAN ELEMENTARY SCHOOL

FIFTH GRADE SUPPLY LIST

SY 2008-2009

- 4 packs of #2 pencils/to be kept by teacher—please put child’s name on packages
- 2 erasers
- 1 ruler (centimeter/inch)
- Scissors (right or left—for upper elementary)
- 2 boxes regular size tissue
- 2 packs college or wide ruled loose leaf paper
- 1 box of crayons (24 count)
- 1 pack of colored pencils
- 1 protractor (to be collected by teacher and used when needed)
- 4 pocket folders or dividers with pockets
- 1- 3” ringed binder (not a trapper keeper—brand name)
- 4 black or blue ink pens
- 2 red ink pens
- 2 rolls of paper towels
- 2 large glue sticks and 1 large bottle of white glue
- 1 package of highlighters (fat or skinny)
- 4 dry erase markers
- 1 pencil pouch (no boxes please)

THE NATIONAL ANTHEM

The Star-Spangled Banner

Oh, say can you see by the dawn's early light
What so proudly we hail'd at the twilight's last gleaming,
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watch'd were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

Lyrics written by Francis Scott Key

**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
Seoul American Elementary School (SAES)
Unit 15549
APO AP 96205-5549**

August 1, 2008

Dear Parents,

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been re-inspected for asbestos-containing materials (ACM). The most recent inspection was conducted on November 6-7, 2006 in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy. The results of the re-inspection indicate we have the following asbestos materials in our buildings:

1. Building 7000: floor adhesive, vinyl floor tile, vinyl floor sheeting and asphaltic roofing material. No immediate abatement required.
2. Building 7001: vinyl floor tile. No immediate abatement required.
3. Building 7002: sheet gasket and asphaltic roofing materials. No immediate abatement required.
4. Building 7007: cement roofing tile. Asbestos contained.
5. Building 7008: vinyl floor tile and floor adhesive. No immediate abatement required.
6. Building 7009: vinyl floor tile, exterior plasters and asphaltic roofing materials. No immediate abatement required.
7. Building 7097: sheet gasket, rope gasket, floor adhesive and asphaltic roofing materials. No immediate abatement required.
8. Building 3579: exterior plasters. No immediate abatement required.
9. Building 3580: tank insulation, sheet gasket and asphaltic roofing materials. No immediate abatement required.

As required by EPA, a periodic surveillance program is in effect for asbestos materials that remain in place, and their condition will be closely monitored.

A copy of the Asbestos Management Plan is kept in our office and is available for your review. If you have any questions or concerns, please do not hesitate to contact me at 736-4613.

Melissa Klopfer
Principal

