

**SEOUL AMERICAN
ELEMENTARY SCHOOL**

SY 2012-2013



**SCHOOL OF SUCCESS
STUDENT – PARENT HANDBOOK**

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SEOUL AMERICAN ELEMENTARY

SCHOOL STUDENT PLANNER

Date	Planned Activities
Friday, August 17	New Family Orientation 1 (1500) (optional-attend session 1 or 2)
Monday, August 20	New Family Orientation 2 (1000) (optional-attend session 1 or 2)
Friday, August 24	Meet and Greet (class lists published) (1:30 - 2:20 PM)
Monday, August 27	First Day of School @ 0740 - 1410 students grades 1-5
Monday, September 3	Labor Day – Federal Holiday - No School
Tuesday, September 4	First Day of School for Kindergarten@ 0740 – 2:10
Tuesday, September 4	Tea and Tears Reception for Kindergarten parents 08:10 in Cafeteria
Thursday, September 13	First Day of School for Sure Start students
Tuesday, September 18	Open House – 4:00 PM
Friday, September 21	Half-day Teacher In-service M Day – 10:45 AM dismissal
Monday, October 1	Chusok—No school for students—Teacher In-service day
Friday, October 5	Half-day Teacher Training Day – 10:45 Dismissal
Monday, October 8	Columbus Day – Federal Holiday - No school
Tues-Fri, October 9-12	School Picture Days
Monday, November 2	No school for students - Teacher Record day - End of 1 st quarter
Monday, November 12	Veteran’s Day - Federal Holiday - No school
Thurs/Fri, November 15-16	Parent/Teacher Conferences – No school for students
Thursday, November 22	Thanksgiving Day - Federal holiday - No school
Friday, November 23	Thanksgiving recess - No school
Friday, December 7	Half-day Teacher In-service – M Day 10:45 AM dismissal
Wednesday, December 12	Accelerated Withdrawal Date (Fall Semester)
Mon, Dec 24 – Fri, Jan 4	Start winter recess - School resumes Monday, January 7, 2013
Monday, January 21	Martin Luther King Jr. Day - Federal holiday - No school
Friday, January 25	No school for students - Teacher Record day - End of 2 nd quarter
Monday, February 11	Lunar New Year – No school for students –Teacher In-Service
Monday, February 18	President’s Day - Federal holiday - No school
Friday, February 22	Half-day Teacher In-service M Day – 10:45 AM dismissal
Friday, April 5	No school for students - Teacher Record day - End of 3 rd quarter
Monday, April 8	Start spring recess - School resumes Monday, April 15
Friday, April 19	Parent/Teacher Conferences – No school for students
Friday, May 3	Half-day Teacher In-service M Day – 10:45 AM dismissal
Wednesday, May 15	Accelerated Withdrawal Date (Spring Semester)
Monday, May 27	Memorial Day - Federal holiday - No school
Thursday, June 6	Last day of school for Sure Start
Thursday, June 13	Last Student Day of School Year 12-13 – 10:45 AM dismissal

Above, you will find the school year planner for 2012-2013. It includes the no school days for teacher in-service, records days, holidays, winter, and spring recess. In-service days are used for professional development and working on Continuous School Improvement (CSI). CSI provides a focus for improving instruction, student learning, and enabling students to achieve their maximum

potential. Our school's goals are based upon DoDEA's Community Strategic Plan and the unique needs of our school and student population. **As soon as the school is notified of training dates and or additional in-service days we will update the planner.**

SEOUL AMERICAN ELEMENTARY SCHOOL DIRECTORY

Principal	Dr. Cathy Yurica	736-4613
Assistant Principal	Dr. Samia Mounts	736-4613
Assistant Principal	Dr. Andre Elliott	736-4613
Lead Secretary	Mrs. Stephanie White	736-5437
Office Automation	Mrs. Elizabeth Rambo	736-4378
Attendance Clerk	Ms. Chom Suk Sin	736-4613
Registrar	Mrs. Debra Nuusilla	736-7748
Counselor	Mrs. Deborah Wolf	736-5627
Counselor	Ms. Tynia Hopkins	736-5614
Counselor	Ms. Denise Colombo	736-5613
School Nurse	Ms. Sanda Colombo	736-4192
School Nurse	Ms. Miyoung Cho	736-4192
District Superintendent's Office	Dr. Irby Miller	723-7863
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: www.seoul-es.pac.dodea.edu



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

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 and 2nd grade 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: Choir, Yearbook, Homework Club, Dance 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!

Dr. Catherine Yurica

Principal

Dr. Samia Mounts

Assistant Principal

Dr. Andre Elliott

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 education at Seoul American Elementary School is a community working together to have Students Actively learning Everyday Successfully.

Students
Actively Learning
Everyday
Successfully

DODEA MISSION STATEMENT

Seoul American Elementary School provides an exemplary education that inspires and prepares all students for success in a global environment.

SCHOOL IMPROVEMENT GOAL STATEMENTS AND INTERVENTIONS

Goal 1: All By June 2012, all SAES students will improve in reading comprehension across the curriculum. At Seoul American Elementary School reading comprehension focuses on the targeted skills of evaluating important information presented in nonfiction text and summarizing important points in the text as measured by TN3 science and social studies subtests and grade level formative assessments.

Interventions: Read and response and Observe, Wonder, Infer (OWI)

Goal 2: By June 2013, all SAES students will increase performance on targeted problem solving skills in math as measured by TN3Math subtest and school-based assessments. The targeted skills: identify relevant, irrelevant, or missing information; develop a strategy; and explain the solution process.

Intervention: Understand, Plan, Solve, Look Back

NCA ACCREDITATION

Seoul American Elementary School has historically been accredited by the North Central Association of Colleges and Schools and the Commission on Accreditation and School Improvement (NCA-CASI). Recently, this organization became AdvancEd. Seoul American Elementary School will maintain accreditation by 1) meeting the AdvancEd standards for quality schools, 2) engaging in continuous school improvement, and 3) demonstrating quality assurance through internal and external review.

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.

ARRIVAL AT SCHOOL

Students begin entering the school building at 7:40 a.m. Children living within walking distance of the school should leave home in time to arrive at the school at approximately 0740. Supervision is provided prior to the beginning of the school day starting at 7:30 am. Parents who bring their children to school should not drop them off before 0730 a.m. The instructional day ends at 1410. Half-day hours are announced in the parent newsletter.

DROP OFF/PICKUP AREA (Kiss –N- Drop)

A number of our families bring their children to school each day. Because of the heavy traffic on 8th Army Drive and X-Corps Blvd, with buses arriving behind the school, we ask that parents drop off and pick up their children in the designated Kiss –N- Drop areas. There are drop off areas designated (Kiss –N- Drop) on the school side of 8th Army Drive and X-Corps Blvd for this purpose.

ATTENDANCE

DoDEA Regulation 2095.1 requires all students to attend school for 180 instructional days. School attendance is a joint responsibility between the parent or sponsor, the teacher, the student and the school. Students with excessive school absences will be monitored. Please see the DoDEA policy for additional guidance at <http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>.

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 correlated.

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.

TARDINESS

Students arriving at school after 0745 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 0745 are required to be signed in by their parent (s) and pick up a tardy slip for their teacher, before going to class.

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.

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.

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 regarding appropriate 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.

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.

HOME/SCHOOL COMMUNICATIONS

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

Our weekly parent newsletter, The Dolphin Dispatch, is published each Friday via email. It contains a great deal of information and is the best way to keep informed about the school. Weekly school lunch menus for the cafeteria and a calendar of events will be sent home and e-mailed on Fridays. If you do not receive these documents, 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.

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
- Professional collection
- Korean collection
- Dolphin Theater for assemblies
- Reference area
- Computer Labs
- Biographies
- Non-fiction books

INFORMATION CENTER POLICIES

Student Check-Out Policy

Students may check out the following numbers of books:

- Kindergarten - 1 book
- 1st grade - 2 books
- 2nd & 3rd grades – 3 books
- 4th & 5th grades – 4 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

Reserving a Book

- Only teachers may reserve books.

Magazines and Newspapers

- Students may not check out magazines or newspapers.

HOURS of OPERATION

Student Check-Out: 7:35-2:45 (must be closely supervised by a parent after 2:25 on regular school days)

Community Patron Check-Out: 2:10-2:45 on regular school days

READING COUNTS

Students may take Reading Counts quizzes in the Information Center on regular school days when sent with a pass by a teacher or after school from 2:10-2:45.

***Note:** The information center is not open to students or community patrons on teacher work days, early release days after 11:00, or teacher in-service days.*

COMMUNITY MEMBER CHECK-OUT

- Community members may only check out after school, from 2:10-2:45 pm.
- Community members can check out three items for 10 school days.
- Community patrons may renew book(s) if the due date has not yet been reached.
- Community patrons with overdue book(s) may not check out until book(s) are returned.
- Community patrons with overdue book(s) must physically present the book to be renewed.
- Community patrons may keep books for 10 school days.
- Community patrons may not check out magazines or newspapers, videos, DVDs, CDs, Big Books or equipment.

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.

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 the Supply Clerk.
- The supply clerk 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.
- The supply clerk 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

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 appropriate for the cafeteria. 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.

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, ring worm, 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.

To mirror the Interstate Compact regarding student immunizations, DoDEA shall give thirty (30) days from the date of enrollment, for students to obtain the required immunization(s). For a series of immunizations, initial vaccinations must be obtained within thirty (30) days from the date of enrollment. This is a change from the previous 10-day grace period.

Students who participate in any activities in a DoDEA school are required to be immunization compliant. This policy includes students who receive their education outside of the DoDEA school setting, but use the school facilities for any activity including, but not limited to, computer labs, media centers, extra-curricular activities or any other activities or programs.

- 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- two 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

Seoul American Elementary School

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.

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 SECTION

Safety for your children is one of our deepest concerns. We would appreciate 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.

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 starts each day. The upper playground is closed until the buses depart at 2:20. 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.

PLAYGROUND RULES AND PROCEDURES:

- Students will follow the directions of the playground monitors and school staff.
- Students need to be able to see and to be seen by monitors at all times.
- Students will act in a polite, courteous manner toward all students and adults.
- Students will not engage in name calling, hitting, kicking or pushing others.
- Students will seek adult assistance when needed.
- Students will take proper care of all playground equipment and use equipment appropriately.
- Students will not play tag or any activity that involves tackling or physical contact.
- Parents are invited and encouraged to join students for recess.
- Our school **has ZERO tolerance for all bullying behaviors. Strong disciplinary action will be taken in all cases of bullying behavior.**
- Recess will be held outdoors unless the temperature or the weather conditions are unfavorable. Parents should ensure that students are dressed appropriately for outdoor recess at all times of the year.

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.

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.

FIRE DRILLS

Fire 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.

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 to ensure 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.

INCLEMENT WEATHER OR EMERGENCY CONDITIONS

In case of inclement weather (snow, ice or any emergency conditions), tune in to AFN radio, Facebook 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. School starts at 9:40 a.m. when there is a due to inclement weather.

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.

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 STUDENTS

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

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 the parent.

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.

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.

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 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.

CHAIN OF COMMAND/CONCERNS

Parents are encouraged to resolve student matters directly with teachers. However, when it is impossible for matters to resolve at the teacher level, please refer your concern to a school counselor or administrator. School counselors and administrators are available to meet with parents and teachers together to resolve issues.

Classroom Teacher

Email: firstname.lastname@pac.dodea.edu

While each teacher does have a direct line, it is respectfully requested that calls during the school day be directed through the office in order to minimize classroom interruptions. Calls will not be transferred to the classroom during the school day. Emergencies will be handled on a case by case basis, but the general practice will be passing a message on via email.

Fifth Grade Counselor

Email: Deborah.Wolf@pac.dodea.edu

Second Grade/ Fourth Grade Counselor

Email: Tynia.Hopkins@pac.dodea.edu

Third Grade/Sure Start, PSCD

Email: Denise.Colombo@pac.dodea.edu

Kindergarten/First Grade Counselor

Email: Kaye.Cabbagestalk@pac.dodea.edu

Dr. Samia Mounts, Assistant Principal (Grades 3 – 5)

Email: Samia.Mounts@pac.dodea.edu

Dr. Andre Elliott, Assistant Principal (Grades K – 2)

Email: Andre.Elliott@pac.dodea.edu

Dr. Catherine Yurica, Principal

Email: principal.seoules@pac.dodea.edu

SPECIALISTS

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

GENERAL

Art
FLES
Korean Culture/Host Nation

Music
Physical Education
Computers

RESOURCE

ESL (English as a Second Language)
Guidance Counselors
Information Specialists
School Psychologist

Teacher for the Learning Impaired
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 informed 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.

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 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 on a study trip. As an invited chaperone, one's responsibility must be to supervise the students. Younger siblings 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. Videos should not be bootlegged/copyright infringed versions of digital media.

STUDENT INFORMATION SECTION

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:

- 1) 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:
 - a) Text or other issued educational material.
 - b) Paper and pencil or other suitable writing instrument.
 - c) Class materials required by each teacher.
 - d) Completed homework.
- 2) Follow Attendance Policy
 - a) Be in the classroom or designated area when class begins.
 - b) Do not skip class.
 - c) Stay on campus.

- 3) Be Polite and Respect Others
 - a) Respect the differences of other people, without regard to their race, religion, sex, creed, national origin, disability, intellectual ability.
 - b) Avoid profanity and/or obscene or lewd gestures and behaviors.
 - c) Keep my hands to myself.
 - d) No public display of affection to others.
 - e) Walk on campus, except when directed otherwise for PE or other activity.
 - f) To engage in NO pushing, shoving, other “rough-housing,” or fighting.
 - g) Keep my voice down and my tone respectful.
- 4) Accept responsibility for myself and for others in my community.
 - a) Follow directions.
 - b) Do not to disturb class.
 - c) Do not to put things in my mouth in classrooms or hallways, including, but not limited to gum, candy, food, drinks, pencils or other objects.
 - d) Do not to wear hats or head coverings in-doors.
 - e) Do not to carry knives of any kind, firearms, fireworks, and not to use ANY object in a menacing or threatening manner.
 - f) Do not carry toys, radios, cameras, tape players, beepers, or other electronic communication device without express permission from a teacher or principal.
- 5) Make a positive contribution to our school
 - a) Dress neatly and appropriately.
 - b) Participate in school activities in a positive manner, demonstrating the behavior of good sportsmanship.
 - c) Take care of the school and school materials, including furniture, texts, library books, school buses, and all other school equipment and property.
- 6) Adhere to the policies and rules described in the DS2051.1, “Disciplinary Rules and Procedures”
- 7) Adhere to all school rules concerning student conduct.

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 BEHAVIOR

The responsibility for a student's behavior and conduct is his/her own and that of the sponsor. Students need to take 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.

NO BULLYING at SAES

Bullying may be in the form of put-downs, name-calling, rumors, verbal threats, menacing, harassment, intimidation, social isolation or exclusion, and physical assaults.

Every child is entitled to feel safe in the classroom, hallways, or on the playground. Seoul American Elementary School (SAES) is committed to providing exceptional educational programs. This can only be accomplished when children feel safe, secure, and are happy to be at SAES. Students at SAES will adopt four simple rules to ensure that bullying is not a problem at our school:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

We have bullying prevention practices and bullying interventions in place at SAES. We expect all students to be good citizens. Consequences for not following school rules will match the behaviors of students who make others feel unsafe and insecure.

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 experiences 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.

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

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:

- Eligible for the gifted program
- Ineligible
- Monitored

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

1. Resource Room
2. Individualized Services
3. Differentiation in the Regular Classroom
4. Cluster Grouping

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.

Please note that this is a partial list designed to get the children started the first week of school. Teachers will give out a more individualized list the first week of school.

Kindergarten

1pkg of fat/skinny pencils	1 towel/blanket for naptime
1pkg of fat crayons/1pkg of 24 crayons	1 backpack (<i>please buy a backpack that is large enough to fit a folder</i>)
1 pair of scissors	1 box of tissues
1 bottle of no run Elmer's liquid glue	
1 pkg of Crayola markers	

1st and 2nd Grade

2 pkg of #2 HB Ticonderoga Pencils (<i>Please do not send special or personalized pencils</i>)	1 pair of scissors
6 Elmer glue sticks	1 large pencil eraser
1 box of 24 Crayola crayons	1 backpack
	1 box of tissues

3rd Grade

2 reams white lined paper	1 eraser
1 box #2 pencils	1 box of tissues
1 box 24 count Crayola crayons and/or colored pencils	

4th Grade

2 pkgs of wide line paper	Eraser
Crayons and/or colored pencils	Scissors
Pencils	1 box of tissues

5th Grade

2 reams white lined paper	1 eraser
1 box #2 pencils	1 box of tissues
1 box 24 count Crayola crayons and/or colored pencils	

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

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: Francis Scott Key

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

August 1, 2012

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.

Dr. Cathy Yurica

Principal