

PACE ACADEMY

2020-2021

HANDBOOK

Front Desk: 404-262-1345

Lower School: 404-240-9131

Middle School: 404-240-9134

Upper School Student Life Office: 404-240-9126

This handbook is provided for the use and convenience of students, parents and faculty/staff of Pace Academy.

It is not to be used for commercial purposes.



966 W. Paces Ferry Road, N.W.
Atlanta, GA 30327
404-262-1345
www.paceacademy.org

Table of Contents

General

The School	4
Mission Statement	4
Core Values	4
School Motto	4
Nondiscrimination Policy	4
Diversity Policy	5
Administration, Faculty and Staff	6
Policy of Payment	30
Advancement	36
Communications	37
Emergency Communications	37

Lower School

Policies	38
Dress Requirements	42
Conduct and Disciplinary System	44
Grading System	49
Use of Computers and Technology	51
Awards Days	53
Procedures	53
Organizations and Activities	55
If You Have a Question	57

Middle School

Policies	59
Academics	59
Grading System	62
Attendance	66
Dress Requirements	69
Procedures	71
Student Conduct Policies	74
Honor Code	77
Use of Computers and Technology	83
Organizations and Activities	87
Community Engagement	87
Awards	88
Grade Representatives	89
If You Have a Question	89

Upper School

Policies	91
Academics.....	91
Grading System	93
Looking Ahead Toward College	102
Attendance	103
Dress Requirements.....	107
Procedures	109
Rules and Regulations	111
Honor Code	113
Code of Conduct and Respect	114
Citation/Demerit Policy.....	121
Disciplinary Procedures.....	125
Use of Computers and Technology	127
Community Engagement.....	131
Student Council	132
Awards	134
Grade Representatives	144
If You Have a Question.....	144

The School

Pace Academy was established in 1958 as an independent college-preparatory coeducational day school. The school currently enrolls 1115 students in pre-first through 12th grades.

Pace is accredited by the Southern Association of Colleges and Schools and holds membership in the National Association of Colleges and Schools as well as the Mid-South, Georgia and Atlanta Area Association of Independent Schools. The school belongs to the College Entrance Examination Board, the Educational Records Bureau, the Cum Laude Society, the National Honor Society, the National Association of College Admission Counselors and the Georgia High School Association.

Our Mission

Our mission is to create prepared, confident citizens of the world who honor the values and legacy of Pace Academy.

Our Core Values

We create success through partnership with parents, students and faculty.
We are dedicated to developing the whole child.

We have respect for others and their unique ideas and beliefs.
We have pride in our accomplishments and our heritage.

Our Motto

To Have the Courage to Strive for Excellence.

Nondiscrimination Policy

Pace Academy does not discriminate on the basis of race, color, gender, sexual orientation, national origin, religion or physical ability in the recruitment or admission of students or in any of the rights, privileges, programs or activities generally accorded or made available to students or applicants. This nondiscrimination policy extends to the administration of admissions policies, financial aid and loan programs, academic programs, athletic programs, educational policies and all other programs, policies and activities of the school. In addition, Pace Academy is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age or disability in any employment policy or practice.

Diversity Policy

Pace Academy strives to create a diverse and multicultural environment in which all members of our community are respected, valued and included. We maintain diversity and inclusiveness to be fundamental values that benefit our classrooms and community.

Pace Academy's board, faculty and staff are committed to creating and maintaining an academically and socially excellent learning environment. We acknowledge our responsibility to prepare our students to thrive in an increasingly diverse and interconnected world. We believe our students will be better prepared to lead as they expand their perspectives, are able to recognize the quality and value of different ideas and people and become increasingly competent in understanding the various cultures they will encounter.

We acknowledge and respect the differences of opinion that exist around political and social issues in our community. Therefore, Pace Academy promotes the free flow of ideas and will introduce our students to a wide variety of thought while avoiding bias in all school programs and functions. We reaffirm our non-affiliation and support no political or social agenda. We are a community that will not tolerate bigotry, harassment, discrimination, complacency or mediocrity. These elements destroy our ability to rear and educate our children to live as effective global citizens in a democratic society.

We understand diversity as an umbrella term that encompasses but is not limited to race, color, gender, sexual orientation, ethnicity, religion, socioeconomic status, physical ability and age as well as other aspects of life experiences that contribute to each individual's interests, skills and learning styles.

Administration, Faculty and Staff

Administrative Team

Head of School:

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

Head of Lower School:

Syreeta Moseley, B.S., Northwestern University; M.A., University of Arizona

Head of Middle School:

Graham Anthony, B.A., Emory University, M.Phil., Trinity College Dublin

Head of Upper School:

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Chair of Visual and Performing Arts Department:

Sean Bryan, B.F.A., University of Kentucky; M.F.A., University of Iowa

Chief Financial Officer:

AJ Lashley, C.P.A; B.S. and MAcc., Auburn University

Chief Human Resources Officer:

TBA

Director of Admissions:

Jennifer McGurn, B.S. and M.B.A., Butler University

Director of Advancement:

Heather White, B.A., Stephens College; M.P.A., Indiana University-Purdue University Indianapolis

Director of Athletics:

Chad Wabrek, B. A., Hobart College; M.A., Middlebury College

Director of College Counseling:

Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Director of Communications:

Caitlin Jones, B.A., Rhodes College

Chief Equity and Inclusion Officer:

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Director of Facilities:

Dave Fortier

Director of the Isdell Center for Global Leadership:

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Director of Student Life:

Troy Baker, B.S., Wright State University; M.A.T., Brown University; Ed.D., Peabody College, Vanderbilt University

Technology Coordinator:

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Academic Resource Center

Director of the Academic Resource Center and Upper School Learning Specialist:

Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Lower School Learning Specialist:

Debra Cook, B.S., Berry College; M.Ed., Oglethorpe University

Lisa Richardson, B.S., Auburn University; M.Ed., Georgia State University

Director of the Middle School Academic Resource Center and Middle School Learning Specialist:

Liz Mason, B.A., Roanoke College; M.A.T., Mary Baldwin University

Middle School Learning Specialist:

Alice Hall, B.A., Furman University; M.A.T., Georgia State University

Middle School Study Strategies Teacher:

Ashley Clay, B.A., Emory University; M.A.T., Bellarmine University, M.Ed., University of Georgia

Upper School Learning Specialist:

Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw State University

Upper School Academic Coach:

Jordan Silverboard, B.A., Northwestern University; M.A.T., Georgia Southern University

Upper School Tutor:

Amy Pence, B.A., Denison University; M.F.A., University of Arizona

Administrative Assistants

Executive Assistant to Head of School:

Kaitlyn Golphin

Administrative Assistant to Head of Upper School:

Nikki McCrary, B.S., University of Phoenix; M.A., Argosy University

Administrative Assistant to the Head of Middle School, Middle School Registrar, Supervisor of Middle and Upper School Nurses:

Kim Thomson, B.A., Vanderbilt University;
M.D., University of Alabama School of Medicine

Administrative Assistant to Head of Lower School:

Wendy Lashley, A.A.S., Barbados Community College; B.S., University of the West Indies

Administrative Support Staff:

Nikki Poyer, B.A., Northern Illinois University

Pamela Tisdale, B.A., Skidmore College

Lower School Receptionist:

Stephanie Schneider, B.A., University of North Carolina

Admissions

Director of Admissions:

Jennifer McGurn, B.S. and M.B.A., Butler University

Associate Director of Lower School Admissions:

Katherine Patrick, B.S., University of Alabama

Associate Director of Middle and Upper School Admissions and Director of Financial Aid:

Mac McCallum, B.A., Sewanee: The University of the South; M.A., North Carolina State University

Associate Director of Middle and Upper School Admissions:

Heather Bernes, B.A., University of Virginia

Admissions Database Manager:

Ashley Stafford, B.S., University of Mississippi

Admissions Associate:

Chris Slade, B.A., University of Virginia

Advancement

Director of Advancement:

Heather White, B.A., Stephens College; M.P.A., Indiana University-Purdue University Indianapolis

Advancement Annual Giving Director:

Alice Trahant, B.A., Rollins College

Advancement Communications and Stewardship Manager:

Dana Rawls, B.A., University of North Carolina at Chapel Hill

Advancement Database Manager:

Breanne McCord, B.S., Florida State University; M.S., Temple University

Advancement Events Manager:

Elizabeth Glass, B.S., University of Georgia

Advancement Tax Credit Manager and Campaign Coordinator:

Debra Mann, B.S., University of Tennessee

Advancement Parent Organizations Liaison:
Melanie Pope, B. A., University of West Georgia

Alumni Relations Manager:
Hayley Shoji, B.A. and M.S., University of Alabama

Athletic Department
Director of Athletics:
Chad Wabrek, B. A., Hobart College; M.A., Middlebury College

Associate Director of Athletics:
Sharman White, B.S., Georgia Southern University; M.Ed., Coppin State University

Director of Sports Information:
Anna Bush, B.B.A., George Washington University

Director of Sports Performance:
Sekou Walton, B.S., Hampton University

Assistant Director of Sports Performance:
Ty Johnson, B.S., University of North Carolina at Charlotte

Strength and Conditioning Coach:
Anna O'Donnell, B.S., Kennesaw State University

Athletic Coaches:
Seth La Fera

Chris Slade, B.A., University of Virginia

Trainers:

Head Athletic Trainer:
Peter Dewar, B.Sc., Purdue University; M.A., University of Arizona

Auxiliary Programs
Director of Auxiliary Programs:
Zach Slaney, B.S., Georgia Institute of Technology; M.S., Ohio University

Assistant Director of Auxiliary Programs:
Karen Sommerville, B.A., Spelman College

Business Office

Chief Financial Officer:

AJ Lashley, C.P.A.; B.S. and MAcc., Auburn University

Controller:

Will Smith, C.P.A., B.S. and MAcc., Auburn University

Accounts Payable and Payroll Accountant:

Karin Willis, B.S., Cincinnati Metropolitan College

Accounts Receivable Accountant:

Anne Hood, B.A., Louisiana State University

Business Office Administrative Assistant:

Kellie Dominguez, B.B.A., University of Portland

Campus Store

Campus Store Manager:

TBA

Communications

Director of Communications:

Caitlin Jones, B.A., Rhodes College

Creative Services Manager/Graphic Designer:

Ryan Vihlen, B.F.A. and M.F.A., Savannah College of Art and Design

Digital Communications Manager:

Lela Wallace, B.A., Georgia State University

Digital Content Producer:

Omar López Thismón, B.A., Southern Adventist University

Computer Technology

Technology Coordinator:

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Systems Administrator:

George Sokolsky, B.A., State University of New York at Fredonia

Computer Specialists:

Kevin Neely, B.S., State University of New York at Fredonia; M.S., University of Texas at Arlington

Matthew Walker, B.A., University of Rochester

*Diversity***Chief Equity and Inclusion Officer:**

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Lower School Diversity & Inclusion Coordinator:

Nirvana Scott, B.A., Georgia State University

Middle School Diversity & Inclusion Coordinator:

Scott Shupe, B.A., Davidson College

Upper School Diversity & Inclusion Coordinator:

Omar López Thismón, B.A., Southern Adventist University

*Facilities***Director of Facilities:**

Dave Fortier

Director of Maintenance:

Wesley Fortier, A. A., Chattahoochee Technical College

Security Manager and Director of Transportation:

Kevin Johnson, A.A., Lackawanna Junior College; B.A., College of New Rochelle

Security Associates:

Howard Allen, B.B.A., Clayton State University; M.B.A., Troy University

Justin Pender, B.S., SUNY Buffalo State College

Maintenance & Grounds Staff::

Chris Bevel

Mike Davis

Chacon Fanning

Larry Fricke

Waldo Grajales

Remer Halbrooks

Alphonso Horne

Jarrott Hughes, A. A., Chattahoochee Technical College
Brock Price
Daniel Prince, B.L.A., University of Georgia
Charles Smith
Nick Verrilli, B.S., Limestone College

Human Resources

Chief Human Resources Officer:
TBA

Senior Human Resources Generalist:
Jon-Paul Keenan, B.S. and M.B.A., University of Phoenix

Isdell Center for Global Leadership

Director of the Isdell Center for Global Leadership:
Tricia Anderson, B.Th., University of Southern Africa; M.T.S.,
Emory University

Associate Director of the Isdell Center for Global Leadership:
Ted Ward, B.A., and M.A., Georgia Southern University

Director of Lower School Design Thinking:

Natalie Catlett, B.F.A., Pratt Institute; M.A.T., Tufts University;
M.S.Ed., University of Pennsylvania

Director of Lower School Global Leadership:

Rebecca Rhodes, B.A., Wake Forest University

Director of Middle School Global Leadership:

Edna-May Hermosillo, B.A. and M.A., Middlebury College

Director of STEAM and Design:

Kirsten Boehner, B.A., University of Notre Dame; M.S. and Ph.D.,
Cornell University

Primary Grades Science and Lower School Computer Teacher:
Katie Sandlin, B.S., Longwood College

Nursing

Anna Gretchen, B.A., Rhodes College; B.S.N., Union University;
M.S.N., University of South Alabama

Megan Turner, B.S.N. and R.N., Medical College of Georgia

Physical Education Department

(Lower, Middle, and Upper School teachers)

Department Chairperson: Steve Cunningham,
B.S. and M.S., Slippery Rock University

John Ague, B.A., Mount Union College

Kelsea Ayers, B.S., The Ohio State University

Jolie Cunningham, B.S., Georgia State University

Ty Johnson, B.S., University of North Carolina at Charlotte

Mark Sommerville, B.S., Hampton Institute; M.A., Central Michigan University

Liz Tutt, B.S., University of Texas

Sekou Walton, B.S., Hampton University

Student Life

Director of Student Life:

Troy Baker, B.S., Wright State University; M.A.T., Brown University; Ed.D., Peabody College, Vanderbilt University

Summer Programs

Director of Auxiliary Programs:

Zach Slaney, B.S., Georgia Institute of Technology; M.S., Ohio University

Assistant Director of Auxiliary Programs:

Karen Sommerville, B.A., Spelman College

Lower School Faculty

Head of Lower School:

Syreeta Moseley, B.S., Northwestern University; M.A., University of Arizona

Director of Academics:

Barbara Scott, B.S., Georgia State University; B.A., Randolph-Macon Woman's College; M.Ed., Georgia State University

Director of Student Life:

Kacy Brubaker, B.A., Hanover College; M.Div., Emory University; M.S., Georgia State University

Director of Curriculum and Professional Development:

Amy Underwood, B.S., University of Evansville;
M.S. Lesley University

Director of Lower School Design Thinking:

Natalie Catlett, B.F.A., Pratt Institute; M.A.T., Tufts University;
M.S.Ed., University of Pennsylvania

Administrative Assistant to Head of Lower School:

Wendy Lashley, A.A.S., Barbados Community College;
B.S., University of the West Indies

Receptionist:

Stephanie Schneider, B.A., University of North Carolina

Pre-First Grade Teachers:

Patti Alexander, B.S. and M.Ed., Georgia State University

Carter Baldovski, B.S., Auburn University; M.Ed., University of West Georgia

Sonja Russ, B.S., Kennesaw State University

Pre-First Grade Associate Teachers:

Adrienne Margine, B.A., Wheaton College; M.A. Ed., from University of Phoenix

Victa McCray, B.B.A., Georgia State University

Rhonda O'Gorman, B.S., Presbyterian College; M.A., Oglethorpe University

First Grade Teachers:

Bailey Greer, B.S., Auburn University; M.Ed., Grand Canyon University

Anna Fluevog, B.A., and M.A., Furman University

Amy Trujillo, B.S. and M.S., Florida State University

First Grade Associate Teachers:

Elizabeth Collins, B.A., Miami University; M.A.T., Mercer University

Kaitlyn Kerrigan, B.S., Lees-McRae College;
M.A.T., Converse College

Jiwoo Lee, B.S.Ed., University of Georgia

Second Grade Teachers:

Robbi Hudgins, B.S., Vanderbilt University; M.S., Georgia State University

Mary Pat McCallum, B.A., University of North Carolina at Chapel Hill

Martha Lee Thwaite, B.S., Converse College; M.Ed., Columbia College

Second Grade Associate Teachers:

Pascale Bienné, B.S., Endicott College

Judy Body, B.A., Queens College; M.A., Oglethorpe University

Sandra Chung, B.S., Kennesaw State University

Third Grade Teachers:

Cristy Ames, B.S., Kennesaw State University; M.Ed., Columbus State University; Ed.S., University of West Georgia

Paige Kagan, B.S., Georgia College and State University

Armando Vizcaino-Santiago, B.A. Fordham University; M.Ed., University of Notre Dame

Third Grade Associate Teachers:

Jennifer Fedosky, B.S., Texas Tech University

Andrea Green B.S., University of West Georgia

Camellia Nalls, A.A., Brewer State Junior College; B.S. and M.A., University of Alabama

Fourth Grade Teachers:

Elizabeth Rucker, B.A., Wake Forest University; M.T., University of Virginia

Declan Traquair, B.S., Young Harris College

Patrice Wright-Lewis. B.A., Spelman College; M.Ed., Vanderbilt University

Fourth Grade Associate Teachers:

Wanda Gold, B.A., Pennsylvania State University

Alexis Peck, B.A., Kennesaw State University

Goldie Wong, B.S., Kennesaw State University

Fifth Grade Teachers:

Hayley Hardwick, B.S., Oglethorpe University; M.A.T., Mercer University

Rebecca Rhodes, B.A., Wake Forest University

Dianne Wilbur, B.S., Presbyterian College; M.Ed., Kennesaw State University

Fifth Grade Associate Teachers:

Greg Blythe, B.B.A., Georgia State University

Laurie Elliott, B.A., Duke University

Jennifer Hogan, B.S., Texas State University

Knight Crew:

Director of Auxiliary Programs: Zach Slaney, B.S., Georgia Institute of Technology; M.S., Ohio University

Assistant Director of Auxiliary Programs: Karen Sommerville, B.A., Spelman College

Associate: Alex Allen

Associate: Nyna Cutler

Associate: Armani Lashley

Associate: Gabby Richie, B.S., University of Georgia

Associate: Aris Wade

Associate: Bianca Williams, B.S., Lincoln University of Missouri

MS Late Knight Crew Associate: TBA

Counselor:

Ashley Zomalt, B.A. and M.A., Loyola Marymount University

Computer Teachers:

Kevin Neely, B.S., State University of New York at Fredonia; M.S., University of Texas at Arlington

Katie Sandlin, B.S., Longwood College

Learning Specialists:

Debra Cook, B.S., Berry College; M.Ed., Oglethorpe University

Lisa Richardson, B.S., Auburn University; M.Ed., Georgia State University

Library:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Catherine Lampley, B.A. and M.L.S., University of Alabama

Library Assistant: Laura Jack, B. A., Bowdoin College

Primary Grades Science Teacher:

Katie Sandlin, B.S., Longwood College

Visual and Performing Arts Teachers:

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Savannah Kelly, B.M. Kennesaw State University

Molly Hurd, B. A., Eckerd College-replaces Susan Edwards

Donna Pottorff, B.S., Georgia Southwestern State University

Nirvana Scott, B.A., Georgia State University

Vonda Vrieland, B.A., Georgia State University

World Language Teachers:

Poliana Aparicio, B.A., Rollins College; M.Ed., Framingham State College

Michelle Fuster, B.A., Kennesaw State University; M.A., Georgia State University

Middle School Faculty

Head of Middle School:

Graham Anthony, B.A., Emory University; M.Phil., Trinity College Dublin

Assistant Head of Middle School for Academics:

Kathie Larkin, B. A., Rhodes College; M.A., Oglethorpe University

Assistant Head of Middle School for Student Life:

Mark Sommerville, B.S., Hampton Institute; M.A., Central Michigan University

Sixth Grade Teachers:

English:

Eric Wilhelm, B.A., Haverford College; M.A., Georgetown University

History:

Scott Shupe, B.A., Davidson College

Mathematics:

Jesse Marshburn, B.A., Hampden-Sydney College; M.A.T., Georgia State University

Science:

Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University; M.A., Teachers College, Columbia University

Middle School Facilitator:

Rachael Armitage, B.A., College of Charleston

Seventh Grade Teachers:

English:

Kate Tornusciolo, B.A., Boston College; M.A., Georgia State University

History:

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

Mathematics:

Ashley Freudenstein, B.S.Ed., University of Georgia

Andrew Lopuszynski, B.S. and M.S., Purdue University

Science:

Alyson Tockstein, B.A., University of South Carolina; M.A., Columbia University

Eighth Grade Teachers:

English:

Katharine Norton, B.A., Dartmouth College; M.A., Middlebury College

Pete Pope, B.A., University of Kentucky

History:

Graham Anthony, B.A., Emory University; M.Phil., Trinity College Dublin

Theresa Jespersen, B.A. and M.A., Rutgers University

Mathematics:

Taylor Berry, B.S., Kennesaw State University

Andrew Lopuszynski, B.S. and M.S., Purdue University

Science:

Kelly Colquitt, B.S., Kennesaw State University

Academic Resource Center:

Director of Middle School Academic Resource Center: Liz Mason, B.A., Roanoke College; M.A.T., Mary Baldwin University

Middle School Learning Specialist: Alice Hall, B.A., Furman University; M.A.T., Georgia State University

Middle School Study Strategies Teacher: Ashley Clay, B.A., Emory University; M.A.T., Bellarmine University, M.Ed., University of Georgia

Computer Technology:

Julie Hampton, B.S., Florida State University; M.A., University of South Florida

Zach Slaney, B.S., Georgia Institute of Technology; M.S., Ohio University

Counselor:

Lele Fallon, B.S., College of Charleston; M.S., Georgia State University

Deans:

Sixth Grade Girls: Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University; M.A., Teachers College, Columbia University

Sixth Grade Boys: Eric Wilhelm, B.A., Haverford College; M.A., Georgetown University

Seventh Grade Girls: Kate Tornusciolo, B.A., Boston College; M.A., Georgia State University

Seventh Grade Boys: Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Eighth Grade Girls: Kelly Colquitt, B.S., Kennesaw State University

Eighth Grade Boys: Stewart Tarvin, B.A. and M.A., University of Georgia

Debate:

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

Discovery:

Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Ashley Clay, B.A., Emory University; M.A.T., Bellarmine University, M.Ed., University of Georgia

Katy Cowles, B.A., Furman University; M.Ed., University of Richmond

Neil DeRosa, B.S., Georgia Institute of Technology; M.A.T., Georgia State University

Julie Hampton, B.S., Florida State University; M.A., University of South Florida

Kathie Larkin, B. A., Rhodes College; M.A., Oglethorpe University

Anna Murphy, B. S., Appalachian State University

Pete Pope, B.A., University of Kentucky

Edward Williams, B.A., Georgia State University; M.A., Grand Canyon University

STEAM:

Chris Berry, A.A., Midlands Technical College

Kirsten Boehner, B.A., University of Notre Dame; M.S. and Ph.D., Cornell University

Lisa Dubovy, B.A., Brandeis University; M.A.T., Tufts University; M.A., Teachers College, Columbia University

Julie Hampton, B.S., Florida State University; M.A., University of South Florida

Alyson Tockstein, B.A., University of South Carolina; M.A., Columbia University

Visual and Performing Arts:

Patrick Campbell, A.F.A., Young Harris College; B.A., LaGrange College

Katy Cowles, B.A., Furman University; M.Ed., University of Richmond

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Savannah Kelly, B.M. Kennesaw State University

Tara Harris, B.M., Georgia State University; M.M., University of Cincinnati

Anna Murphy, B. S., Appalachian State University

Donna Pottoroff, B.S., Georgia Southwestern State University

Woodruff Library:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Marty Hamburger, B.A., University of Iowa

Library Assistant: Tiger Brown, B. A., Claremont McKenna College

World Languages:

French:

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Edna-May Hermosillo, B.A. and M.A., Middlebury College

Latin:

Suzanne Jurado, B.A., University of Georgia

Stewart Tarvin, B.A. and M.A., University of Georgia

Spanish:

Lucas Moreno, B.S., Georgia State University

Katharine Norton, B.A., Dartmouth College; M.A., Middlebury College

Maria Singleton, B.A., Birkbeck, University of London

Upper School Faculty

Head of Upper School:

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Academic Resource Center:

Learning Specialist: Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Learning Specialist: Erin McNicholas, B.B.A., University of Georgia; M.A.T., Kennesaw State University

Academic Coach: Jordan Silverboard, B.A., Northwestern University; M.A.T., Georgia Southern University

Tutor: Amy Pence, B.A., Denison University; M.F.A., University of Arizona

College Counseling:

Director of College Counseling: Jonathan Ferrell, B.A., Centenary College of Louisiana; M.B.A., Millsaps College

Associate Director of College Counseling: Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

Associate Director of College Counseling: Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Administrative Assistant for College Counseling: Shakila Williams, B. A., Oberlin College

Computer Science:

Department Chairperson: Christina Snyder, B.S., Georgia Institute of Technology

Charlie Bryant, B.S., Georgia Institute of Technology

Research & Technology Teacher: Ted Ward, B.A., and M.A., Georgia Southern University

Deans and Counselors:

Dean of Students: Allison Riley, B.A., Kenyon College; M.A., Georgia State University

Class of 2024 Dean: Caitlin Terry, B.A., University of Virginia

Class of 2023: Allison Tarvin, B.A., University of Alabama; M.Ed., Georgia State University

Class of 2022 Dean: Ben Ewing, B.S., Presbyterian College; M.A. Columbia University

Class of 2021 Dean: Krista Wilhelmsen, B.A., Bowdoin College

Upper School Counselor: Sara Eden, B.A., Princeton University; M.S.W., University of Texas

Upper School Counselor: Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Director of Speech and Debate:

Eric Forslund, B.A., Arizona State University

Electives:

Carla Contreras, B.F.A., San Francisco University; M.F.A., Savannah College of Art and Design

Robert Kaufman, A.B., Brown University; M.A.L.S., Dartmouth College

Lee Wilson, B.A., Wake Forest University

English:

Department Chairperson: Marsha Durlin, B.A. and M.A., Emory University

Frederick Assaf, B.A., Johns Hopkins University; M.Ed., University of Virginia

Don DuPree, B.A., University of the South; M.A., Vanderbilt University; M.A., Bread Loaf School of English, Middlebury College; Ph.D., University of Wales

Selby Hill, B.A., University of Georgia; M.A.T., Georgia State University

Aviva Hyams, B.Ed., Australian Catholic University

Robert Kaufman, A.B., Brown University; M.A.L.S., Dartmouth College

Tamara Neiley, B.A., Union College

Katie Moss, B.A., Purdue University; M.A.T., Agnes Scott College; Ph.D., Georgia State University

Bailey Player, B.A., Furman University; M.A., Florida State University

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt University; J.D., Emory University; M.A., Georgia State University

History:

Department Chairperson: Tim Hornor, B.A., University of Rochester; M.A., Emory University

Tricia Anderson, B.Th., University of Southern Africa; M.T.S., Emory University

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory University

Michael Gannon, B.A., Brown University; M.A., Georgia State University

Mindy Lawrence, B.A., Brown University; M.S., Catholic University of America

Duke Sherrell, B.A., Rhodes College

Grady Stevens, B.A. and M.A., The Johns Hopkins University;
A.L.M., Harvard University

Caitlin Terry, B.A., University of Virginia

Ted Ward, B.A., and M.A., Georgia Southern University

Mathematics:

Department Chairperson: Heather McCloskey, B.S.E, Princeton University; Ph.D., Georgia Institute of Technology

Diane Hagner, B.S., College of Charleston; M.S., College of William & Mary

Judy Landers, B.S., Miami University; M.Ed., Wayne State University

Jewell Marable, B.S., Florida A&M University

Matthew Marsico, B.S., Berry College; M.A.T., Georgia Regents University

Jason Smith, B.S., University of Alabama; M.S., Georgia Institute of Technology

Emily Spillane, B.A., DePaul University; M.Ed., University of Missouri-St. Louis

Krista Wilhelmsen, B.A., Bowdoin College

Physical Education:

Ty Johnson, B.S., University of North Carolina at Charlotte

Sekou Walton, B.S., Hampton University

Registrar:

Christina Snyder, B.S., Georgia Institute of Technology

Science:

Department Chairperson: John Pearson, B.A., Dartmouth College; Ph.D., Georgia Institute of Technology

Kevin Ballard, B.S., University of Georgia; M.S., George Mason University

Betsy Costley, B.S., American University

Shresttha Dubey, B.S., Georgia Institute of Technology

Sara Eden, B.A., Princeton University; M.S.W., University of Texas

Ben Ewing, B.S., Presbyterian College; M.A. Columbia University

Kaylan Haizlip, B.S. and Ph.D., The Ohio State University

Tahseen Kazi, B.Sc. and M.Sc., Georgia Institute of Technology, Ph.D., Ohio State University

Matthew Smentek, B.A., Wake Forest University; M.S. Emory University

Allison Tarvin, B.A., University of Alabama; M.Ed., Georgia State University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Student Life Office:

Student Life Administrative Assistant: Bowen Eagleson, B.A., University of North Carolina at Chapel Hill

Transitions Program:

Coordinator: Lee Wilson, B.A., Wake Forest University

Pam Ambler, B.B.A., University of Georgia; M.S., Mercer University

Joanne Brown, B.A., University of Virginia; J.D., University of North Carolina

Michael Callahan, B.A., Cleveland State University; M.Ed., Lynn University

Christine Carter, B.A., Wellesley College; M.A. and Ph.D., Emory University

Sara Eden, B.A., Princeton University; M.S.W., University of Texas

Omar López Thismón, B.A., Southern Adventist University

Jewell Marable, B.S., Florida A&M University

Nikki McCrary, B.S., University of Phoenix; M.A., Argosy University

Jennifer McGurn, B.S. and M.B.A., Butler University

Amelia Tuttle, B.S., University of Georgia; M.S., Purdue University

Chad Wabrek, B. A., Hobart College; M.A., Middlebury College

Emily Washburn, B.A., Duke University; M.Ed., Vanderbilt University; J.D., Emory University; M.A., Georgia State University

Ben Wescott, B.A., Roanoke College; M.Ed., Northeastern University

World Languages:

Department Chairperson: Cappy Lewis, B.A. and M.A., Vanderbilt University

Laura Agront-Hobbs, B.Ed. and B.A., University of Alabama

Helen Hathorn, B.A., University of Notre Dame; M.A., Indiana University

Elizabeth Kann, B.A., University of Virginia; M.A., University of Georgia

David Matanes, A.B. and M.S., Georgetown University

Paula Pontes, B.A., Universidade Federal de Minas Gerais; M.A. and Ph.D., University of Georgia

Allison Riley, B.A., Kenyon College; M.A., Georgia State University

Nancy Robinson, B.A., Birmingham-Southern College; M.F.S., Auburn University

Grady Stevens, B.A. and M.A., The Johns Hopkins University

Visual and Performing Arts Department:

Department Chairperson: Sean Bryan, B.F.A., University of Kentucky; M.F.A., University of Iowa

Donice Bloodworth, B.F.A., Atlanta College of Art

Carla Contreras, B.F.A., San Francisco University; M.F.A., Savannah College of Art and Design

Daniel Doyle, B.M.E. and M.M.E., University of Southern Mississippi; Ed.D., University of Illinois

Savannah Kelly, B.M. Kennesaw State University

Tara Harris, B.M., Georgia State University; M.M., University of Cincinnati

Mark Knott, B.F.A., Kansas City Art Institute; M.A. and M.F.A., San José State University

Scott Sargent, B.S., Georgia Institute of Technology

Thomas Tifft, B.A., Castleton University

Susan Wallace, B.M.E., Shorter University

Jennifer Wilson, B.F.A., Bowling Green State University; B.F.A., Corcoran College of Art and Design; M.F.A., University of Delaware

Woodruff Library:

Director of Libraries: Matt Ball, B.A., Georgia State University; M.L.S., Syracuse University

Librarian: Marty Hamburger, B.A., University of Iowa

Electronic Resources Manager: Tiger Brown, B. A., Claremont McKenna College

Policy of Payment 2020–2021 School Year

	Due March 1, 2020	Due July 1, 2020	Due November 1, 2020	Total
Pre-First – Grade 5	\$4,100	\$11,500	\$11,500	\$27,100
Grades 6 – 12	\$4,740	\$13,230	\$13,230	\$31,200

Included in the charges above are such items as cafeteria lunches, student accident insurance, and science and computer lab fees. Athletic apparel and team fees, class trip fees, theater, band and strings fees, class dues, Knight Crew and after school enrichment programs, AP exam fees, and graduation fees are examples of items not included in tuition. These charges will be separately invoiced by the Pace Business Office. Textbooks for Middle School and Upper School students are to be purchased separately from an outside vendor. For additional payment policies, please see the enrollment terms and conditions detailed below.

If there is a balance due on your student's account, an email notification will be sent early in the month by Pace Academy notifying you of the availability of electronic statements on the Pace Academy website through the mySCHOOL section of myPACE.

Payments may be made online by e-check/ACH or credit card. Please see the payment page in "mySCHOOL" for any applicable payment processing fees. Pace Academy accepts American Express, MasterCard or Discover credit cards. We are currently unable to accept Visa for payment of tuition and fees. Checks may be delivered or mailed to the Business Office. The school is unable to accept cash payments of greater than \$1,000 due to IRS reporting requirements.

The Pace Snack Bar does not accept cash. You may fund your Middle or Upper School student's Snack Bar/debit account online by e-check or by credit card, or by mailing a check. Please note, Lower School students are not allowed to visit the Pace Snack Bar without special arrangement with Lower School administration. If you add funds to a Lower School student debit account, the Pace Business Office may refund or transfer those funds. Any balance less than or equal to \$20 on a student or employee's Snack Bar account when he/she graduates, withdraws or otherwise leaves Pace will be forfeited and kept by the school.

For additional payment policies, please see Terms and Conditions of Enrollment detailed below.

TERMS and CONDITIONS of ENROLLMENT

2020-2021 ACADEMIC YEAR

NOTE: RE-ENROLLMENT IS NOT FINAL UNLESS ALL PRIOR FINANCIAL OBLIGATIONS TO PACE ACADEMY HAVE BEEN MET.

1. The non-refundable Advance Tuition Deposit (“ATD”) for the 2020-2021 Academic Year is due on or before March 1, 2020 for re-enrolling students, or, for new students, immediately upon acceptance. The e-signed Pace Enrollment Contract for the 2020-2021 Academic Year must be electronically submitted on or before March 1, 2020.
 - a. Failure to pay the full, non-refundable ATD in good funds on or before the due date will result in the student's position at Pace being vacated.
 - b. Payment of the full ATD plus a mandatory late fee of up to \$500 no later than March 6, 2020, will guarantee reinstatement of the student's place.
 - c. Failure to pay the full ATD and the applicable mandatory late fee by March 6, 2020 will result in the student being placed on the waiting list. He/she may be considered for reinstatement on or after April 16, 2020 (when the new applicant enrollment period ends), provided that the ATD and the applicable mandatory late fee are paid in full and space is available.
2. The First Tuition Payment is due on or before July 1, 2020.
 - a. Failure to make this tuition payment in full on or before the due date will result in the student's position at Pace Academy being vacated.
 - b. Payment of the full first tuition payment plus a mandatory late fee of up to \$1,000 no later than July 31, 2020, will allow the student's position to be reinstated.
 - c. Failure to pay the full first tuition payment plus the applicable mandatory late fee in good funds by July 31, 2020, will result in the requirement that the full annual tuition plus the mandatory late fee be paid in order for the student's position to be reinstated. Such reinstatement is possible only if space is available.
3. The Second Tuition Payment is due on or before November 1, 2020.
 - a. Failure to pay this tuition installment in full on or before the due date will result in the student's position at Pace Academy being vacated. The student will be allowed to complete the first

semester's academic work.

- b. Payment of the full balance due plus a mandatory late fee of up to \$1,000 prior to the school's Thanksgiving break will allow the student's position to be reinstated.
- c. Failure to pay the full outstanding balance on the student account prior to the school's Thanksgiving break will result in the student's place being vacated and made available to a qualified new applicant.

4. **FACTS MANAGEMENT TUITION PAYMENT PLAN** - Pace Academy does not have the resources to provide monthly, quarterly or alternative tuition payment options other than those listed in the Enrollment Contract. As a service to the financially responsible parent(s) or guardian(s), the school has approved participation in the tuition payment plan offered by FACTS Management Company ("FACTS"). A brochure outlining this plan is available in the "mySCHOOL" section of myPACE or through the Pace Academy Business Office.

- a. The balance of the annual tuition payable to Pace Academy after full payment of the nonrefundable ATD may be made using FACTS. This is a 10-month plan beginning May 2020 and ending February 2021. FACTS is for payment of tuition only. Payment of other charges and fees must be paid directly to the school in a timely manner.
- b. Payments may be made through FACTS by:
 1. Automatic deduction (ACH) from a bank account, or
 2. Credit card.Please refer to the brochure for enrollment details. A \$45.00 enrollment fee payable to FACTS will be automatically charged to your bank account or credit card account upon enrollment. This fee is charged for new and continuing enrollments. For credit card payments, a convenience fee of 2.85% of each payment will also be charged to the credit card. All FACTS fees are the responsibility of the parent(s) or guardian(s).
- c. Failure to make timely payments under the FACTS Tuition Payment Plan will result in termination of the plan. Terminated account holders will be required to pay the full, unpaid balance of tuition and fees due at that time plus a mandatory late fee of up to \$100 per missed payment directly to the school. If this is not done, the student may be required to withdraw from the school.
- d. FACTS enrollment for returning students should be finalized by

March 31, 2020 to complete the approval process in time for a May payment to Pace Academy. New students and financial assistance applicants should apply as soon as possible after acceptance or being awarded financial assistance. Late application for a FACTS Tuition Payment Plan may result in assessment of a mandatory late fee by Pace Academy should the tuition payment be received after the due date.

- e. No other payment arrangements will be made through the school.
- f. Important Truth in Lending Act disclosures related to finance charges for the 10-month payment plan are available in "mySchool" with other re-enrollment documents or from the Pace Academy Business Office.

5. **FINANCIAL RESPONSIBILITY** - As stated in the Pace Academy Enrollment Contract, the parent(s) or guardian(s) signing the contract is (are) considered by the school to be financially responsible for the full amount of the annual tuition.

6. **CANCELLATION OF ENROLLMENT**

- g. **Withdrawal prior to July 1, 2020:** The Pace Academy Enrollment Contract may be canceled in writing by the financially responsible parent(s) or guardian(s) without penalty except for forfeiture of the non-refundable ATD.
- h. **Withdrawal on or after July 1, 2020:** If enrollment is canceled on or after July 1, the parent(s) or guardian(s) financially responsible for the student is (are) obligated to pay the full amount of the annual tuition charges as well as any other charges outstanding on account.
- i. **Withdrawal for non-payment:** If a student is withdrawn for reason of non-payment, Pace Academy reserves the right to withhold grades and/or an official transcript from a receiving school until all outstanding financial obligations to Pace Academy are paid in full. There is specific agreement among the Atlanta Area Independent Schools and it is part of the National Association of Independent Schools "Code of Ethics" that no school shall forward official records until the student's account with that school is settled in full. There is further agreement that no school shall enroll a student whose account with another school is delinquent.

7. **TIMELINESS OF PAYMENTS** - A payment will be considered late and the full mandatory late fee will be due if payment is not received in the Pace Academy Business Office by the end of the business day on the due date.

8. **STATEMENTS OF ACCOUNT** - The addresses provided on the Pace Academy Enrollment Contract by the financially responsible parent(s) or guardian(s) will be considered your addresses of record unless the school is otherwise notified in writing. Email notifications will be sent by Pace Academy notifying you of the availability of electronic statements on the Pace Academy website through the mySCHOOL section of myPACE. The Pace Academy Business Office does not mail statements of your account to you at the address of record. Email notification will serve as your reminder to pay. Non-receipt of such notification does not change the requirement for you to make tuition payments on time in accordance with the payment schedule stated herein and on the current Pace Academy Enrollment Contract.
9. **RETURNED PAYMENTS** - Checks, e-checks or credit card payments returned by the bank for any reason constitute nonpayment of fees. In addition to the mandatory late fees that may result due to a returned payment, Pace Academy will impose a \$25 service charge for each returned item. Pace Academy reserves the right to require payment by cashier's check.
10. **OTHER CHARGES** - Charges for miscellaneous supplies or fees (i.e., trips, sports, debate, arts, graduation, Knight Crew, etc.) will vary according to the student's grade and participation and will be invoiced accordingly as incurred. Payment is due within 30 days of billing unless otherwise specified. Pace Academy reserves the right to charge a late fee on charges not paid within 30 days of billing.
11. **TUITION REFUND PLAN** - Pace Academy offers parent(s) or guardian(s) the opportunity to insure their contractual financial obligation for tuition through enrollment in the Tuition Refund Plan. At its sole discretion, the school may require that a family insure its obligation for payment of tuition through this plan. A brochure outlining this coverage is available in the "mySCHOOL" section of myPACE or through the Pace Academy Business Office.
12. **FINANCIAL ASSISTANCE AND SPECIAL CIRCUMSTANCES**
 - a. If granted, financial assistance from Pace Academy will be credited to the remaining balance due on the account.
 - b. Current recipients of Pace Academy financial assistance are required to re-apply for assistance by February 15, 2020. The required non-refundable ATD is due on or before March 1, 2020. The amount of the ATD will be either: 15% of the prior year's

tuition less the financial aid grant or \$100, whichever is greater. Returning students not currently receiving financial assistance who are applying for aid will be required to make the full ATD on the enrollment contract by March 1, 2020. Should the financial assistance offer be insufficient for the student to return to Pace Academy, the ATD will be refunded less a \$100 processing fee if the grant is not accepted by April 16, 2020. New students applying for financial assistance will be required to make an ATD in the amount of 15% of the tuition due less the financial aid grant or \$100, whichever is greater. This deposit is due immediately upon acceptance of the financial aid grant, on or before April 16, 2020, for the student to be enrolled.

13. OTHER

- a. I agree that Pace Academy may use any likeness of the student, siblings, and/or other family members on the Pace Academy website or other promotional materials, without restriction or compensation.
- b. I agree that audio or other recording of any administrator, staff, teacher, student, parent, Board member or other person associated with Pace Academy without that person's permission is a violation of that person's right to privacy and a violation of the Pace Code of Respect. I hereby agree not to engage in such conduct.
- c. Pace Academy reserves the right to remove a student from enrollment at any time if, in the judgment of school administrators, that student's industry, attendance, progress, conduct or influence on or off campus is not in keeping with the school's accepted standards, or if that student fails to abide by the rules and policies of Pace Academy as stated in the current edition of the Pace handbook. There will be no refund of any tuition or fees paid where such withdrawal occurs. Furthermore, any unpaid balance on the student account will be payable in full in accordance with our published payment schedule and terms.
- d. If information developed or considered after the enrollment contract date but prior to July 1, 2020, suggests the inappropriateness of attendance in the school by the student concerned, the school reserves the right to withdraw an offer of re-enrollment or new enrollment and to void the executed enrollment contract. In such a case, the entire liability of the school is limited to the refund of monies on deposit in the student account in excess of any outstanding balance due.

- e. If Pace Academy feels parent dissatisfaction is such that the student's and/or the school's best interests are being harmed, Pace Academy reserves the right to ask the parent to withdraw the student from the school.
- f. Partnership with parents, students and faculty is one of our core values. Pace Academy's policy is to conduct periodic criminal background checks for volunteers who have direct, frequent contact with the children in our care. Background checks are conducted in a fair, consistent and non-discriminatory manner, complying with applicable state and federal laws and guidelines. If parents elect to volunteer to serve in a student-facing role, Pace Academy reserves the right to contact you regarding the necessary background check to continue volunteer duties.
- g. Graduation: At the time of graduation, if a graduating student's account reflects an unpaid balance, the school reserves the right to withhold final grades and/or an official final transcript, to withhold a diploma or to otherwise decline to certify the student's graduation until all outstanding obligations to Pace are fully paid.

14. NONDISCRIMINATORY PRACTICE - Pace Academy does not discriminate on the basis of race, color, gender, national origin, religion or disability in the recruitment or admission of students or in any of the rights, privileges, programs or activities generally accorded or made available to students or applicants. This nondiscrimination policy extends to the administration of admissions policies, financial assistance programs, academic programs, athletic programs, educational policies and all other programs, policies and activities of the school. In addition, Pace Academy is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, gender, national origin, religion, age or disability in any employment policy or practice.

15. TUITION PAYMENT POLICY - By action of the Pace Academy Board of Trustees, there will be no exceptions made to the tuition payment policies delineated herein.

Advancement

The Pace Advancement office is responsible for institutional fund raising, stewardship, gift processing, alumni relations and maintaining the database of constituents and its integrity. The director of advancement oversees all activities of the department and reports to the head of school. The director provides direction and leadership to the staff in carrying out

the goals of the Advancement office. In addition, he/or she works closely with the staff, Advancement Committee of the Board of Trustees, the Alumni Board and parent organization leaders. The Advancement office also works with the Advancement Committee and the Board of Trustees on capital campaign planning and fundraising efforts.

As an independent school, Pace Academy depends on private funding. Because tuition only provides approximately 90 percent of each student's education, the Advancement office seeks and receives funds from individuals, corporations and foundations through the annual fund, planned giving, capital campaigns, endowed giving, parent organizations and the Georgia Tax Credit program. The Advancement office is responsible for soliciting, receiving and processing all charitable gifts to the school. Generally, these tax-deductible gifts consist of cash or checks, securities, tangible personal property, real estate, bequests and charitable trust arrangements. To ensure tax deductibility and proper gift recording and acknowledgement, all gifts should be coordinated through the Advancement office. All fundraising projects must be approved by the Advancement office and may be conducted independently by student and parent groups.

Communications

The Communications office is responsible for the school's website, marketing, communications, publications, advertising, social media and public relations. This office coordinates commercial printing, writes and designs the *KnightTimes* magazine and other print pieces, ensures messaging and sets Pace style standards. Management of the Pace Academy website, www.paceacademy.org, includes content, training and publishing Pace weekly School News and eBlasts. All documents (printed or electronic) distributed by the school must be proofread, branded and approved by the Communications office to ensure consistency with school standards. The Communications office conducts a public relations program to create and maintain a favorable public image for Pace Academy.

Emergency Communication

In an emergency, the community will receive a text message and information will be on the homepage of the website. We will send what our power and technology resources allow. When the school's power and phones are down, we are not able to send email, voice mail or leave recorded messages. If the power is down, the Pace phone system does not function. If a text message is sent the caller ID screen will be 23177 or

63079. We will keep the website homepage updated with the most recent information. Local TV and radio stations will be informed if we are closed.

To ensure receipt of all emergency communications, community members must maintain accurate contact information with the school. Contact information may be updated via myPACE.

A Note Regarding Asbestos

Pace Academy conducts asbestos inspections at least once each year. We have documented through a thorough asbestos survey conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our campus. The asbestos management plan documents plans for managing and maintaining the asbestos containing building materials in-place and/or plans for removal activities. The reports associated with the asbestos inspection, three-year re-inspections, periodic surveillances and operations and maintenance recommendations are all documented in the asbestos management plan.

The plan is available for review in the Facilities Office. Contact Dave Fortier or Wes Fortier for additional information.