

Casey Elementary School

Student Handbook
SY 2012-2013



Casey
Wolves

Contact Information

DSN: 730-6444/730-6447

Fax: 031-865-1083

From Off Post in Korea:

0505-730-6444/0505-730-6447

FAX: 031-865-1083

From Outside Korea

11-82-505-730-6444

Fax: 011-82-31-865-1083

Address: (US Mail)

Casey Elementary School

DoDDS Unit 15792

APO, AP 96224

SCHOOL PHONE NUMBERS

Mrs. Shelly Kennedy

Principal

730-6404

Instructional Hours

The school day is as follows: Regular Hours

Kindergarten- 8th grade: 8:00- 2:35

Sure Start: 8:00- 1:35



We are the Casey Wolves
Our colors are red and black
We stand strong
One School one pack

School History

Camp Casey was officially named and dedicated in 1952 in memory of Major. Hugh B. Casey, who died in a plane crash December of 1951. Casey arrived in Korea in 1951 as a Second Lieutenant who served as a company commander in the 2nd Battalion, 7th Infantry Regiment, and 3rd Infantry Division. He received the Distinguished Service Cross, the nation's second highest award for valor, for heroism at the Hungnam beachhead.

As a major milestone in the Tour Normalization process for U.S military forces assigned to the Republic of Korea, the idea of a school in Area 1 became a reality. The first ever DoDEA School in Area 1, Casey Elementary School, is a testament to the vision and partnership that exists between USFK, 2nd Infantry Division, IMCOM-Korea, and DoDEA

MISSION STATEMENTS

DoDEA's Mission:

Provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Casey Elementary School's Mission Statement

Casey Elementary School develops leaders by providing a challenging education and preparing citizens for a dynamic global community.

DoDEA Guiding Principals

Student Achievement...a shared responsibility.

Trust and respect for other's rights.

Unlimited Opportunities to reach high expectations.

Dedication to lifelong learning.

Casey Elementary School's Guiding Principles

Lead by

Example

And

Demand

Excellence in

Return

Want to Improve Our Schools?

www.pac.dodea.edu

Concerning the
School/District



Concerning an
Individual

ALWAYS START AT THE SCHOOL

School Administration

Classroom Teacher

School Advisory Council (SAC)/
School Liaison Officer (SLO)

School Administration

Installation Advisory Council (IAC)

District
Superintendent's Office

District Advisory Council (DAC)

Area Office & Administration

Area Advisory Council (AAC)

DoDEA Headquarters

Pacific Theater
Education Council (PTEC)

Dependents Education
Council (DEC)



We can Help Navigate the Way!

Continuous School Improvement **(CSI)**

Student Performance Goal #1

By June 2014, Casey Elementary School will demonstrate improvement in reading comprehension skills through analyzing and extending the meaning on all texts as indicated by DoDEA grade-level standards and measured by system-wide and assessments.

Student Performance Goal #2

By June 2014, Casey Elementary School will demonstrate improvement in mathematics through their understanding of numbers and number relationships as indicated by DoDEA grade-level standards and measured by local and system-wide assessment.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

CHAIN-OF-COMMAND FOR ADDRESSING SCHOOL RELATED ISSUES

If you have a concern please communicate it to us. The chain-of-command is as follows:

Teacher – Leave a message by phoning 730-6444 for the teacher to contact you.

Counselor- If concern is not solved with the teacher.

Nurse- If health related.

Principal- If the teacher, Counselor, and you do not have the authority to solve the problem, call the Principal at 730-6444.

Korea District Superintendent- 738-5922

Area Director Okinawa- 644-5778

DoDEA Director/Arlington, VA- (703) 588-3200

To discuss general school policies with parents and teachers, attend SAC Meetings or phone the President of SAC. These meetings are conducted monthly. Speaking directly with your child, the Teacher, the Nurse, Counselors or Administration is the best way to solve individual and particular concerns.

Academic Achievement

Students are encouraged to achieve to the full extent of their ability. We recognize student differences, but at the same time we do not condone anything less than full effort. We ask your assistance in providing students with encouragement, necessary help, and a quiet place to study at home.

Academic Recognition

The honor roll will be posted after each nine week marking period for grades 4th-8th. Casey Elementary School will recognize outstanding academic performance for A/B students, no grade less than a B. Certificates will be presented at an awards assembly after quarters one, two, and three. Parents and the public are welcome to attend.

Terra Nova Standardized Testing

The Terra Nova Standardized Test is administered in March at Casey Elementary School to students in grades 3-8. We ask your cooperation in making sure your child is well rested, eats breakfast, and in attendance during testing week.

School Advisory Committee

The purpose of the Committee is to advise the Principal on pertinent matters for the improvements of the school. The committee serves as an advisory body, not a policy-making body. Casey Elementary School SAC major goals are to establish, expand and maintain effective communications between the school, the post and the community. Areas of special interest include Instructional Resources, School Policy, Public Services, and Student Standard of Conduct and Discipline. Meetings are held monthly and are open to all parents. A suggestion box is maintained in the school office.

Parent Teacher Organization (PTO)

The PTO is a parent volunteer program that helps fundraising for Casey Elementary School. PTO meetings are an opportunity for parent involvement. For more information about the PTO please contact them by e-mail, CampCaseyPTO@hotmail.com

Academics and School Curriculum

Our overall curriculum for our school covers the following subject areas: Reading, Mathematics, Language Arts, Social Studies, Health, Science, Art, Music, Physical Education, Library Skills, Advancement Via Individual Determination (AVID), Career Education, and Korean Culture Studies. The National Standards drive our classroom instruction. The DoDEA Curriculum standards are available at:

<http://www.dodea.edu/curriculum/>

Study Trips

Study trips are a vital tool in the educational process. Study trips in Korea provide unique experiences for students. Study trips aid students in the acquisition of accurate cultural and historical information. The purpose of study trips is to aid in gathering information, correcting and/or erasing false impressions of people in a foreign county, providing sensory impressions, and motivating interests. The study trip experience differs from one grade level to another. Chaperoning a study trip can be a “special” time for the parents to spend with their child. We ask, however, that younger siblings not attend. All chaperones must complete a background volunteer form before attending study trips. These forms are available in the main office.

Homework

The following guidelines show the average range of minutes that may be assigned as a daily total.

1 st	15-20 minutes
2 nd -3 rd	25-30 minutes
4 th	30-40 minutes
5 th	40-50 minutes
6 th , 7 th , 8 th	60+ minutes



Textbooks

Textbooks adopted by the DoDEA schools are ordered from the same book companies that are used by schools in the United States. The books are issued free of charge to students. But the sponsor is financially responsible for the cost of lost or damaged textbooks and library books. When books are damaged or lost as a result of pupil carelessness, the teacher will notify parents. Students will buy a replacement book and return it to the school. For a library book, a “bill” will be issued from the librarian for the cost of the book. The parents should purchase a postal money order made out to the book company and a replacement will then be ordered. No refunds will be given if books are found after that date. Parents can help by impressing upon their children the fact that free textbooks are indeed a privilege and that they have a responsibility to protect public property.

Information Center (Bldg. 2409 Room 110)

The library is open to students all day. It has a total collection of 6,000 books in fiction, nonfiction, primary, reference, and professional sections, and audio-visual materials, which are available for students and staff. One library specialist maintains the collections; cooperate with teachers on source-based learning objects, and presents weekly lessons. The library is automated with the Library World System. Parents are encouraged to visit and borrow books.

Special Education Services

The Casey School has a wide variety of programs for students with special needs. These programs include services for the communication impaired, learning impaired, emotionally impaired and other health impaired. The Special Education Program at Casey includes a Pre-school Child Development Center for the child (age 3-6) who is determined in need of special education services, a program for emotionally impaired students and a program for students with communication impairments. Casey also has a mild to moderate and moderate to severe program for those students with learning impairments in grade 1-5. Students enrolled in special education receive instruction in the least restrictive environment. This could involve a pullout from the classroom for part of the school day or 100% inclusion in the regular education setting.

Child Find

Do you have, or know of a child with a special need who is not in school? A DoDDS campaign called Child Find attempts to locate and identify persons with special needs ages from birth through age twenty-one. Once identified, we can begin planning to meet their special education needs and determine priorities for service. You can help! Tell parents of children with special needs who are not in school. Call the Principal at 730-6444. Or, tell us about the individual and the school will contact the parents to inform them of the program. Unfortunately, many of the community's youth are not benefiting from special educational services because frequently parents or guardians do not know their child can be helped through special programs in DoDDS at no cost to them. Thank you for helping our children

Attendance



School attendance is important and in order to receive the best education, students need to Be Here! This year, DoDEA is implementing a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States.

School attendance issues have been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's new attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

Here are a few of the highlights of the policy:

- All students are required to attend school for 180 instructional days per school year.
 - Academic penalties will not be imposed for excused absences.
 - Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
 - Excused absence include:
 - Personal illness
 - Medical, dental, or mental health appointment
 - Serious illness in the student's immediate family
 - A death in the student's immediate family or of a relative
 - Religious holiday
 - Emergency conditions such as fire, flood, or storm
 - Unique family circumstances warranting absence and coordinated with school administration.
 - College visits that cannot be scheduled on non-school days
- Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Academic penalties will not be imposed for excused absences. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

Many families—both military and non-military—underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten—that's just nine days—can be an indicator that a child will fall behind by the fifth grade.

Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, you need to be here.

There are times when a student needs to miss school - everyone understands that. But attendance is important. To have a quality education experience, you need to *Be Here*.

Attendance—what parents should know

- Parents can team up with teachers to make sure students are in school and ready to learn.
- How parents can help:
 - Schedule medical and dental appointments outside of school hours.
 - Schedule vacations during school breaks.
 - Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
 - When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
 - Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

Arriving Late/Excusing Students

If a student is arriving late to school they must be signed in by a parent in the front office. When coming from an appointment the student should bring an appointment slip to excuse them from school. If a student is leaving school early a parent or emergency contact must sign the student out in the front office. Students will not be released to anyone other than the parents unless they are listed on the registration packet as an emergency contact.

Prolonged Absences from School

Home leaves and unique travel opportunities are part of being responsive to the military environment and living overseas. Unfortunately, these often result in students missing significant portions of their education. A child's education must be the responsibility of both parents and school. If you plan on taking your child(ren) out of school for prolonged periods, you should be aware of the following:

- No grades will be given for a quarter in which the student is not in attendance for at least 20 days.
- Teachers are only required to provide work for 5 school days, even if the child is out longer teachers must be given 3 days notice to prepare.
- Absences due to trips longer than 3 days need to be pre-excused by the Principal. Parents may pick up the paperwork necessary for Principal to review.

It is the school's goal to educate each child in school; however, unless the child attends school regularly, this goal is difficult to achieve. Parents should ensure that a Daily Journal is kept, and home trade books and library books are read to ensure maintenance of skills and to increase the educational value of leave and travel. Absences from 5-20 days or more will be sent to the sponsor's command, except for Emergency Leave.

DISCIPLINE

Toys at School

Toys, skateboard, toy or replica guns, firecrackers, knives and similarly dangerous items do not belong at school. Walkmans, MP3s, iPods, game boys, radios and cassettes, baseball cards, Pokemon or Digimon cards and other items that might be traded or lost should also be left at home. There is also no chewing gum. In the event unauthorized items are found at school, they will be taken from the student. These items will be released only to the student's parents. Bringing items that create safety hazards on the bus or at school will result in disciplinary action taken by School Administration and Post Officials.

Weapons Incidents

Casey Elementary School is required to report all weapons that students bring to school to the Security Police. Weapons are considered to be items such as: guns, (BB Guns, Pellet Guns, any that are capable of firing a projectile) authentic appearing replicas of a firearm, fireworks of all types, sling shots, straight razors, razor blades, brass knuckles, and any objects that may be used readily to inflict bodily harm. Parents will be notified immediately. Bringing these objects to school will result in a suspension for the student and notification of the incident to Post and DoDDS Officials. All schools in Korea are asked to notify parents and dependants about the DoDOS-Korea Gun Policy:

Students found with a gun, authentic appearing replicas of a firearm, pellet guns, BB guns, toy guns, etc., in their possession or on school grounds will immediately be suspended and given an opportunity for a formal hearing prior to expulsion.

***DoDDS has a Zero Tolerance
Weapons Policy***

School-Wide Discipline Procedures

Introduction

All students are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disrupt the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, proper maintenance of textbooks and other school equipment and adherence to school rules, regulations and expectations for learners. All students have a responsibility to notify school staff of behavior that may endanger the safety and well-being of others.

Every student is expected to give his/her name upon request to any staff member in the school. Refusal or supplying a false name will result in disciplinary action. Students are to appropriately respond to reasonable teacher requests without question. If the student does not understand the reason behind the request, he/she should ask at an appropriate time for explanation.

POLICY

Consequences for non-compliance with school rules are designed to modify undesirable behaviors and to hold students accountable for their actions. Consequences begin with the classroom teacher but may be elevated to the administrators when necessary and include range of actions, specified in the “Table of Recommended Consequences DoDEA Regulation 2051.1” (Department of Defense Education Activity Disciplinary Rule and Procedures August 16, 1997).

Who is responsible for appropriate student behavior?

Everyone: parents, students, teachers, administrators, and other school staff.

Military/civilian sponsors have the responsibility to ensure their students act responsibly, appropriately, and respectfully.

Chain of Command for Parent's Questions/Concerns:

Teacher

Administrator

District Superintendent's Office

Pacific Area Office

DoDEA Headquarters

What is expected of Middle School Students at Casey Elementary?

Students should conduct themselves in a manner that does not interfere with the learning, safety, or well-being of others.

Anywhere on a school campus or at a school-sponsored trip or activity, students should:

Be polite and respectful of others.

Keep hands, feet, and objects to self and limit touching of others.

Be prompt and prepared for class.

Use appropriate language and a conversational voice.

Eat, drink and "hang out" only in designated areas.

Have no chewing/bubble gum in and around school.

Clean up and dispose of garbage appropriately.

TABLE OF CONSEQUENCES

The purpose of this table is to provide guidance to administrators and should not restrict their use of discretion to account for unique circumstances or special needs students when handling misconduct.

<i>Category ***</i>	<i>Examples of Infractions</i>	<i>First Referral</i>	<i>Second Referral</i>	<i>Third Referral</i>	<i>Fourth Referral</i>
A	Hall pass violation. Violation of Public Display of Affection (PDA) Dress Code Violation Unexcused Tardiness	Administrative Action	Administrative Action	Administrative Action	Possible Suspension 1 Day
B	Disruptive Behavior, Sexually Offensive Language/Behavior/ Insubordination, Unsafe Behavior/Horseplay, Cheating/Forgery, Theft, Inappropriate/Profane Language, Truancy/No show for detention	Administrative Action	Administrative Action	Administrative Action	Administrative Action
C	Fighting(any kind), Acts of Violence, Abusive Behavior/Bullying/ Harassment, Tobacco use, Alcohol Possession/Use, Minor Vandalism(<\$100) Insubordination w/ Disrespect Profanity, Severely Sexually Offensive Behavior	SUSPENSION 1-3 DAYS	SUSPENSION 1-3 DAYS	SUSPENSION 1-3 DAYS	SUSPENSION 1-3 DAYS
D	Dangerous Behavior to self or others, Illegal Substance, Possession/Use/ Distribution, Larceny, Arson, Bomb Threats, Extortion, Major Vandalism(\$100+) False Fire/ Bomb Alarms, Weapon Possession/Use, Communicating Serious Threats	SUSPENSION/ EXPLULSION PROCEEDING S INITIATED	SUSPENSION/ EXPLULSION PROCEEDINGS INITIATED	SUSPENSION/ EXPLULSION PROCEEDINGS INITIATED	SUSPENSION/ EXPLULSION PROCEEDINGS INITIATED

**Administrative Action may include the following: Counseling Session, Detention, and Parent Notification.

-PARENT/GUARDIAN MAY BE REQUIRED TO ACCOMPANY HIS OF HER CHILD (REN) ON ANY DAY(S) INVOLVING SUSPENSION

-Shadowing-Parent accompanies student to all classes and remains throughout the day, including lunch.

-Out-Of-School- Parent accompanies, and remains with the student at Community Work Detail.

***For Categories A & B all steps of the progressive discipline process shall be completed prior to the submission of a discipline referral.

Internet Safety/ Cyber Security

Once something is posted online, it's close to impossible to "take it back."

Children today are tech savvy, yet may not consistently display cyber-safety and appropriate etiquette while online or texting. Do you know children create *fake profiles* in order to *prank* others? If parents are not yet familiar with these terms or practices, they probably should be. A *fake profile* is designed to hide the true identity of the sender. For example, some children may create multiple Facebook accounts in different names. Although intended as a joke, a *prank* typically involves making false allegations or spreading rumors about another which can damage reputation and feelings.

Because they don't see facial expressions, body language, and other visual cues relied on during personal encounters, children may feel free to say or text things online that they wouldn't otherwise, especially if hiding behind a *fake profile*. Remind them that behind the screen names, profiles, and avatars are real people with real feelings. *Pranks* can be harmful and damaging.

Laws now exist that hold parents of minor children responsible for the child's online bullying, psychological or physical threats, harassment, and the like, that originate from computers and electronic devices in or of the home.

Character Counts, Especially Online!



Character Counts, Especially Online!

Integrity

Do the right thing, even when no one is watching.

- Treat all people fairly.

Respect

Treat others with respect; follow the Golden Rule

- Be tolerant and accepting of differences
- Use good manners online and texting, not bad or hurtful language
- Be considerate of the feelings of others
- Don't threaten, tease, or hurt anyone's feelings or reputation.

Responsibility: Use self-control

- Be self-disciplined; use the internet and texting responsibly

Think before posting online, consider the consequences

- Be accountable for your words, actions, and attitudes.

DRESS CODE

DRESS CODE SURE START/ELEMENTARY

The School follows Post dress code. Students are expected to dress cleanly and neatly. Students are expected to wear socks, tennis shoes and clothing that will not restrict movement in PE classes. All shoes will be safe and appropriate. Inappropriate footwear includes, but is not limited to:

- roller skates, skate shoes (wheelies)
- bedroom slippers
- Bare feet and platform shoes
- Flip flops

Hats should not be worn in the School buildings. All shirts and blouses must cover midriff, back and sides and all undergarments (including bra straps). Undergarments must remain out of view at all times and should not be worn as outer garments. All shirts, tops and dresses shall cover the shoulders. All must be of the appropriate size, not cut low in the front nor see through.

All clothing and jewelry shall be free of the following:

- profanity
- violent images
- wording or suggestion
- sexually suggestive phrases or images
- gang related symbols or alcohol, tobacco, drugs or advertisements of such products

All items of personal clothing, including boots, raincoats, umbrellas, jackets, etc., should be plainly marked with the child's name and grade. This will facilitate claiming and returning lost items. Articles are frequently lost and the School cannot assume responsibility of these losses.

DRESS CODE

Middle School

The dress and grooming of Middle School Students at Casey Elementary School shall be neat and clean, promoting a positive Educational environment. Clothing that disrupts Educational activities and processes of the School will result in the removal of the student from the regular School environment until acceptable alternate clothing can be procured for the student. The Administration will be the final judge about whether a student's clothing is appropriate for school or whether it may create a climate that is distracting to learning. The Administration has the right to amend this dress code at any time. Principals, faculty and staff members will enforce the dress code. Requirements for a student dress for Middle School Students at Casey Elementary School are listed below:

- All trousers, pants, or shorts must totally cover under garments; including boxer shorts must be of the appropriate size with the waist of the garment worn at the student's waist. "Sagging" will not be allowed.
- All shirts and blouses must cover midriff, back, sides and all undergarments (including bra straps). Undergarments must remain out of view at all times and should not be worn as outer garments. All shirts, tops and dresses shall cover the shoulders. All must be of the appropriate size, not cut low in the front nor see through.
- The length of shorts, skirts and dresses must fall at or below the fingertips when hands extended at the side. Leggings may be worn under skirts/dresses but the fingertip rule still applies.
- All clothing and jewelry shall be free of the following: profanity, violent images, wording or suggestion, sexually suggestive phrases or images, gang related symbols or paraphernalia, alcohol, tobacco, drugs or advertisements for such products.
- All shoes will be safe and appropriate. Inappropriate footwear includes, but is not limited to roller skates, skate shoes, flip-flops, bedroom slippers, platform shoes and high heels.
- Sunglasses and hats are not to be worn in the building. This includes wearing sunglasses on the head,
- All garments must be in good repair and free from holes or tears.

To be fashionably dressed is not necessary, but to be appropriately dressed is. Students, as well as parents, should assume responsibility for acceptable appearance.

EMERGENCY

Phone Number/Emergency Contact

Please keep the School posted on your phone number and emergency contact changes.

EMERGENCY EVACUATION DRILLS

The School has periodic fire and safety checks by Post Officials. Fire and safety precautions are often discussed with students. Evacuation drills are held during September and once Monthly thereafter; evacuations usually take about 2-3 minutes. If the Post Commander directs early dismissal of School, individual students will be released using the plan their parents have elected on the Emergency Evacuation Student Plan. Consolidation of stragglers will be accomplished as directed by the Post Commander. Students whose authorized emergency contacts are not available will be turned over to the supervision of the Post Commander.

DISASTER PREPAREDNESS

Examples of natural disasters that could occur which you, your child, and the School must be prepared to meet as calmly as possible.

- TYPHOONS- These usually occur between May-October
- ICE OR SNOW- the Post Commander determines whether or not to close School. If School is to be closed your source of information will be AFN Radio & TV. Please discuss an alternate location which your child is to report if you are not at home when School closes early.

Inclement Weather Notification

GO:

School is open as per usual with the regular daily schedule.

DELAY:

School is delayed 2 hours – meaning all buses will run their schedule two hours later than usual. AAFES will serve lunch on these days. School will end at the regular time; all classes will be on a reduced schedule.

CANCELLED:

School is closed for the day.

Information regarding inclement weather and school closures will be made available through the following venues:

- Mass e-mail to parents from the school.
- Information will be posted on Area 1 Facebook site
- Information will be posted on Casey PTO Facebook site
- AFN Radio will also make announcements

The following procedures will be used if an emergency involving your child occurs.

Step 1. The sponsor (guardian at home) will be contacted, if possible.

Step 2. If all above fails, the sponsor's duty office or another parent will be contacted.

Step 3. If the above fails, then the emergency contact person will be called. An emergency contact is required to be on file at all times.

Step 4. If all the above fail, the sponsor's command will be contacted to provide contact assistance.

Emergencies can happen any time and any place; therefore:

Every family should have a plan in case an emergency occurs. Does your family have such a plan? Does your child's School know the correct names, addresses, phone numbers of your home, and two emergency contacts?

Hopefully, throughout the School year there will not be any emergency requiring the School to close prior to the regularly scheduled time; however, if the School should close earlier during the day without notice, could you be contacted?

HEALTH CARE

We have one full time nurse.

The role of the School Nurse is:

- *Administer First Aid to all students and employees
- *Conduct vision and hearing screening for special needs
 - *Conduct dental screenings to Sure start students
 - *Monitor immunizations
- *Provide health care information and referrals as needed.
 - *Administer medication
- *Puberty Education to 5th Graders who have parent permission



HEALTH SERVICES

Our School Nurse focuses on health education and promotion, establishing health habits and detecting “at risk students” for illnesses. The role of the School Nurse is to minimize absence due to illness. It is not the responsibility of the school nurse to diagnose, prescribe medication or give medication without a Hold-Harmless form signed by a physician. There will also be classroom education programs on safety, growth and development, and prevention of infection. Useful health information will frequently be published in the school’s parent newsletter, “Wolf Tracks”. Please feel free to contact the nurses’ office at 730-6405 with any additional health concerns or questions you may have.

In order to keep our students as healthy as possible, the nurses need ongoing support from parents in the following areas:

ILLNESS- Students should remain at home or will be sent home for the following conditions:

*Fever over 100 F

*Repeated Vomiting

*Diarrhea

*Eye redness with drainage; or when there is a question of this and the child is unable to keep hands away from eyes

*Infectious disease (i.e., Chicken Pox)

*If they cannot participate in regularly scheduled activities due to fatigue or illness.

*It is recommended by the USNH Pediatric Dept that students remain at home at least 24 hours after the first dose of antibiotics and should be fever free without Tylenol or Motrin for 24 hours. Students should not be sent to school if Tylenol or Motrin were given to control a fever in the morning. When a child has been absent due to illness, a note from parents stating the problem and any instructions from the doctor will be required. Special arrangements must be made for a child to stay indoors at recess. Please notify the teachers immediately.

Special Needs- If your child has special needs such as medical conditions, medications, allergies and etc., please notify the nurse as soon as possible so that she may assist in meeting individual needs.

MEDICATIONS

If an antibiotic is prescribed, the student should take it for 24 hours before returning to school and should finish it all. In order for the nurse to dispense any medication (including nonprescription) to a student, several rules apply:

A Hold-Harmless form must be completed by a parent and physician. This form gives the nurse specific instructions from the doctor and permission for he/she to administer the medicine. Forms are available from the clinic and from the main office at the school. Non-military physicians may fill out the form, as long as the contact number is included for the school nurse.

All prescription and over-the-counter medicines, including inhalers should be kept in the nurse's office during the school day. The goal of this policy is to prevent medications from being used improperly. It is important to provide the nurse with a supply of medicine to keep at school. The hospital Pharmacy will provide an additional labeled bottle for prescription medicines upon request. Permission for the students to carry medication will be addressed on an individual basis by the school, nurse, parent and doctor.

EMERGENCY ACCESS

If a student becomes ill at school we **MUST** be able to contact a parent or friend. Please make every effort to list an emergency contact, preferably someone on post who can either reach you or pick your child up if he or she is ill. This is especially important if one parent is in the field and there is no home phone. The School should be given any changes in phone numbers immediately. A Medical Power of Attorney is needed by your emergency contact to take your child to the Emergency Room. When your emergency contact arrives at school a picture I.D will be required.

SCHOOL LUNCH PROGRAM

The lunch program is coordinated by AAFES. The price of the lunch is determined by that agency. If children do not wish to purchase a lunch they may bring their lunch from home. Reduced Price Lunches are available to qualified students. Application forms are available from ACS. Unannounced changes to the menu may occur periodically due to availability of supplies. To set up a lunch accounts please visit Customer Service at the PX. All visitors to the school who wish to purchase a lunch must be included on a classroom lunch count. Lunch menus will be e-mailed out and posted on Wolfnet.

LUNCH ISSUES

Students are expected to demonstrate good behavior and table manners while using the Cafeteria. The School staff and parents handle lunch behavior problems.

SCHOOL BUS INFORMATION



The Casey Student Transportation Office (STO) provides school bus services for students residing in Area I who attend Casey Elementary/Middle School, as well as space-required and Non-DoD Schools Program students who attend schools on Yongsan Garrison. All students requiring bus transportation must be registered each school year with the STO, located in Casey Elementary School, building 2400/room 116. If you find you have questions after reading the following guidance, please contact the STO at 730-6444.

BUS SERVICES: School bus operations in Area I are supplied by a commercial bus company delivering specifically defined contract services in accordance with Department of Defense Dependents Schools (DoDDS) strict standards. All inquiries pertaining to DoDDS bus services should be addressed to the STO and not directly with the bus drivers, security/safety attendants, or other contract personnel.

BUS REGISTRATION: Students desiring DoDDS school bus transportation must be registered in school prior to visiting the STO. After the registrar completes the eligibility determination and your student is accepted, bring a copy of the signed Form 600 to the STO to accomplish the bus registration process. School bus registration is re-accomplished annually, and your student must be preregistered with the STO if bus service is to be continued during the next school year.

BUS PASS: All students riding school buses will be issued a bus pass by the STO. These passes are used to ensure only authorized persons are on the school buses and are critical to identification of students and sponsor in case of an emergency. Students must carry their bus pass at all times while riding the school bus. Passes should be presented to the security/safety attendant when entering the bus (both morning and afternoon) and upon request by other school officials as required. The bus pass contains specific route information, to include stop location and scheduled times, as well as the student and sponsor information. Students are only authorized to ride the bus indicated on the pass. A different color pass is used each year and expires at the end of the school year. Authorized students will never be denied transportation to school. Each Security Attendant has a list of students authorized to ride that bus, based on the STO registrations records. However, if students do not have a valid bus pass, they may be denied transportation home and the sponsor will be notified to pick them up at school. If a pass is lost or damaged, contact the STO for a replacement. Failing to present, repeatedly losing, swapping, exchanging or falsifying a bus pass is prohibited and could result in suspension of bus riding privileges.

BUS SCHEDULE: Times for each stop during the morning commute are departure times, and afternoon commute times are estimated arrival times. Recommend students arrive at the bus stop approximately 5-10 minutes before the scheduled departure in the morning. This ensures riders are ready to board the bus when it reaches the stop and promotes an on-time arrival at school. During the afternoon commute, it is advised that sponsors/authorized individuals arrive at the bus stop 5-10 minutes prior to the scheduled arrival time to receive students from the bus. In either case (pick-up/drop-off), the driver is not authorized to wait at the bus stop for students/sponsors arriving late.

LATE BUS ARRIVAL: Occasionally, due to weather, traffic/road conditions, or mechanical malfunctions buses may arrive late to their scheduled pick-up/drop-off point. As a general rule, we advise students/sponsors to wait past the scheduled time. A bus *will* run to service your stop. Keep in mind, the safe transportation of students is our number one priority and drivers *are not* permitted to speed or drive recklessly to make up time.

BUS ROUTES/STOPS: Bus routes are established inside the commuting area for transporting space-required students to and from school. DoDDS officials, in coordination with the Area I Commander, established a commuting area for the Casey Elementary/Middle School. The commuting area is based on the availability of adequate housing within the proximity of the school. Sponsors who obtain housing outside of the commuting area are responsible for getting their student to the nearest designated bus stop along an established route. Bus stops are centrally located within the area of the student's primary residence. The maximum walking distances between the student's primary residence and the school bus stop is 1 mile for Kindergarten to 6th Grade and 1.5 miles for 7th to 12th Grade students. Bus operators may not deviate from authorized pick-up/drop-off points at the request of a student or sponsor.

ALTERNATE BUS STOPS: Daily commute transportation is provided to/from stops within the aforementioned walking distance of the student's primary residence. If your child stays with a childcare provider, either prior to school or after school, you may request an alternate bus stop location in the vicinity of the childcare provider. This request must be completed in writing at the STO via the "REQUEST FOR ALTERNATE BUS STOP" form and submitted for review of impact to bus routes, costs, available seating, etc. If the request is approved, a new or additional bus pass will be issued. For approval, an alternate bus stop location must be an existing school bus stop and within the established commuting area.

CHANGES TO BUS ROUTES/STOPS: Any changes to the student's bus route or bus stop must be accomplished by the sponsor, in person, at the STO. Students are not authorized to execute changes, nor will hand-carried notes be accepted. **Frequent or day-to-day requests for changes to a student's assigned bus route/stop and play dates are not authorized.**

SECURITY AND SAFETY ATTENDANTS: Security attendants are employees who are assigned to a bus for force protection purposes. While their primary responsibility is security, they also help ensure the safety of students, monitor behavior and report misconduct to school officials. **Safety attendants** are employees assigned to buses to assist special needs students.

BUS LOADING ZONE: The school bus loading zone is posted as a "no stopping/parking" zone. Morning buses are scheduled to arrive at the school loading zone between 07:40 and 07:45 and afternoon buses will depart at 14:45.

Since children often become confused about when they are to be picked up at school opposed to riding the bus home, please ensure arrangements outside the normal routine are coordinated in advance with the teacher and/or school office. Once the buses begin to leave, drivers are not permitted to stop, open the door, or otherwise delay the departure except in case of emergencies. Students who are walking are not permitted in the area buses are being loaded. Due to the large number of students unloading/loading in a short amount of time, students are prohibited from loitering or playing in the vicinity of the loading zone. **Parents who drop-off/pick-up their student are required to utilize the "Kiss & Drop" area and to avoid the areas buses load due to congestion and safety concerns.**

MISCELLANEOUS

PARENT VOLUNTEERS

We encourage parents to volunteer their services at the school. Parents can help in all areas of the school: Lunch room, Library, Reading Room, Classrooms, Special Education Classrooms, etc. Casey Elementary has a volunteer program for the school. Volunteers must complete a security clearance before serving their capacity.

VISITORS TO THE SCHOOL

ALL VISITORS MUST COME TO THE OFFICE FOR A PASS BEFORE GOING TO A CLASSROOM. Visitors and volunteers are welcome at School. Please pre-arrange the visit with the specific teacher or with the administration if necessary. Badges are required to designate visitors and volunteers. Specific nametags will be issued. All visitors who wish to purchase a school lunch must be included in the classroom lunch count by 0900.

MESSAGES

Classroom instruction time WILL NOT be interrupted to give messages to students or teachers, except in emergencies. We are not staffed to accommodate messages, please have your child's schedule for the day determined before he or she leaves for school each morning.

PARENT NEWSLETTER

The School makes an effort to communicate often with parents. Every week throughout the year you will be advised of school happenings, important events and dates throughout our newsletter, "Casey Wolf Track". Casey Wolf Tracks will be e-mailed out to parents, and it is mandatory to have an official e-mail address on file with the school. We also use our Wolfnet Website that has our school calendar, student information page and parent information page. Please check this often for important updates. The following is instructions to access SharePoint from home:

-Open the internet

-The URL is <http://extranet.csas.pac.dodea.edu> *PLEASE note there is no www

-Click GO, or press the enter key. The user name is the STUDENT'S first.last name. A dot is placed between the first and last name. The password is Casey!#### where the # represents the first 4 digits of the student school ID number. You can get this information from your student's teacher or the front office. Once you login you will be directed to Wolfnet. We hope you enjoy this site.

REGISTRATION OF STUDENTS

Required documents for Registration of Students:

Copy of Current Orders.

Copy of Dependents Entry Approval/CSP Memo

If the student was born in Korea, a copy of the birth certificate is needed instead of Dependent's Entry Approval.

Immunization verification form from the Casey Immunization Clinic.

Student's Passport or Birth Certificate for Students in Kindergarten and First Grade.

Student's Social Security Number.

Records from former school or former school's name and address.

CHANGE OF ADDRESS

Parents MUST notify the school office when there is any change of address, telephone number (home and or duty) or change in emergency contact. It is VERY important that we reach parents or guardians without delay in the event of an emergency. DoDEA requires us to have all of this information on file at all times. It is the parent's responsibility to advise the school when their child is residing with a temporary guardian/care taker.

PARENT/TEACHER CONFERENCE OR CLASS OBSERVATION

Teachers are available for conferences most days before school hours and after school. Appointments should be requested by telephone or in writing. Please keep in mind that any interruption in a classroom causes the students to lose valuable instruction time. If it becomes impossible for you to keep your appointments, please notify the teacher with a note or call to the office as soon as possible. Teachers will strive to do the same. Parents are welcome to visit their child's classroom after arrangements are made with the teacher.

PRIVACY ACT

The School maintains the confidentiality of its student's records. Records are only released to the sponsor. Additionally, personal telephone numbers, addresses and other personal information will not be released.

LOST AND FOUND

If your child loses an item of clothing, lunch box, pencil box, etc., have him or her check LOST AND FOUND immediately. The LOST AND FOUND is located outside the Cafeteria in building 2409. Wallets, keys, eyeglasses and jewelry are kept in the office. If items are not claimed in a timely manner they will be donated to charity. Any items, which are marked with the student's name are returned to the student immediately, so please mark all your items that your child brings/wears to school.

MONEY/SECURITY

The office secretaries are not equipped to make change, nor are the teachers. Occasionally it is necessary for students to pay small fees at school. Please see that your child brings the correct change. Students should not bring more money than is needed for the day or planned events. Teachers are unable to take responsibility for securing money, watches, jewelry, etc.

STUDENTS RIGHTS AND RESPONSIBILITIES

http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012, that will be effective beginning SY 2012-13. The link to the instruction on the DoDEA regulations website is provided above.

SAFETY TIPS FOR STUDENTS

- Learn your full name, address, and phone number
- Learn your parent's title and workstation; carry important numbers on a card in your backpack.
- Learn how to make long distance calls-direct dial and through the operator.
- Never get in to anyone's car without your parent's permission.
- Never tell someone on the phone that you are home alone.
- Never go into anyone's house without your parent's permission.
- No one has the right to touch the private parts of your body except your doctor or nurse.
- Never visit with strangers.
- You must tell your parents if an adult or teenager wants you to "Keep a Secret."
- You must tell your parents if someone offers you gifts, money, or wants to take pictures of you.