

JAMES A. ARTHUR INTERMEDIATE

Title I Campus

CAMPUS PROCEDURAL MANUAL

2020-2021

This handbook is intended to provide you with useful information to help make your child successful this year. If you have any questions or concerns, please contact your child's teacher or the campus principal.



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JAMES A. ARTHUR INTERMEDIATE
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Phone Number: 817-563-8300 Fax: 817-483-3628

PRINCIPAL

Ms. Cari Clark

ASSISTANT PRINCIPAL

Mrs. Trisha Poore

COUNSELOR

Mrs. Amber Anglin

*JAMES A. ARTHUR INTERMEDIATE
MISSION STATEMENT*

We, the faculty, students, and parents of James A. Arthur Intermediate School, believe all students can and will learn. High standards have been set for all of our students. By providing the students with quality education and a positive learning environment, the students will excel academically and socially. Through cooperative effort of school and home, the student will be provided with a comprehensive knowledge base, critical thinking skills, and the ability to make wise decisions.

*SCHOOL MOTTO-WHERE LEARNING IS FOR LIFE
SCHOOL MASCOT---WILDCAT
SCHOOL COLORS --- Green, Black, White*

A Proud TITLE I School-Wide Campus

This status allows for JAA to receive significant federal funds for the betterment of all JAA students. Last year the funds helped provide assistance in the way of technology, resources, programs, and personnel. We plan to offer opportunities for parents to provide input as to how the funds can best be used to serve our students. One of our goals is to build a strong relationship between school and home. We encourage you to go to the JAA Website for additional information regarding goals and parent involvement.

Student/Parent/Teacher Compact

Parents and schools can help students start a lifetime of successful learning by becoming partners. This agreement is our commitment to work together to improve learning.

AS A STUDENT, I WILL BE RESPONSIBLE FOR:

- Attending school every day unless I am sick
- Coming to class on time and being prepared to work
- Actively participating in all aspects of the Title I Program
- Respecting the rights of others to learn without distraction or disruption
- Showing respect and cooperating with all adults in the school
- Completing all assignments to the best of my ability
- Spending time at home daily studying and reading

AS A PARENT, I WILL BE RESPONSIBLE FOR

- Seeing that my child attends school daily and on time
- Providing a home environment that encourages my child to learn
- Actively participating in the Title I Parent meetings and Parent Education programs
- Working closely with teachers to help children be successful in school
- Providing a regular time at home for working on school-related activities
- Helping my child in every way possible to meet his/her responsibilities

AS A TEACHER, I WILL BE RESPONSIBLE FOR:

- Coming to class prepared to teach
- Helping each student reach his/her fullest potential
- Providing an environment conducive to learning
- Allowing students to be successful through the use of many enjoyable instructional experiences
- Maintaining communication on an ongoing basis through student progress reports, classroom/school newsletters and parent meetings
- Supplying clear evaluations of student progress and achievement to both students and parents

**JAMES A. ARTHUR INTERMEDIATE
2020-2021 COVID SUPPLEMENT**

SCHOOL ARRIVAL

- School hours are from 8:30 am to 4:25 pm. Students may enter the building at 8:15 am.
- Students will enter the building through one of four locations: the west cafeteria doors, the two entrances facing Mistletoe Dr. and the doors on the east side of the building.
- Students should wear a mask when entering the building.
- Employees will be at each entrance to check students' temperature before entering.
- If a student has a reading equal to or above 100 degrees Fahrenheit, they will be sent to the nurse and a parent will be contacted.
- Students must wear face masks on the bus.
- A Grab-and-Go breakfast kiosk will be set up on the east side of the building to reduce the amount of traffic in the building.
- Students will go directly to class to eat breakfast and put on their ID. All students will be given a lanyard and ID. Students must wear their ID all day. At the end of the day, students may also attach their mask to the lanyard. The lanyard with ID will be kept at school.

SAFETY PRECAUTIONS

- Three handwashing breaks have been incorporated into the students' schedules.
- Alcohol-based hand sanitizer stations will be at each entrance and high-traffic areas of the campus.
- Hand sanitizer will be in each classroom.
- Students must wear a mask when traveling outside the classroom.
- Students will be given re-usable face shields to be worn in the classroom.
- Students will maintain six feet of distance from each other in and outside of the classroom.
- Custodial staff will perform electrostatic spray disinfectant throughout the school every morning before the school day begins.
- Students will be provided cleaning wipes for cafeteria tables.
- Cleaning supplies will be available in every classroom.
- Water fountains will not be available, but students are welcome to bring their own reusable water bottle and take it home each day for cleaning.
- Visual markers will be placed on the floors and walls of the campus to help students and staff maintain a six foot distance from one another.

DISMISSAL

- Students will have a staggered dismissal schedule to minimize the number of students in the hallways.
- Students must wear a mask at dismissal.

GENERAL INFORMATION

SCHOOL HOURS

8:15 am	Doors open and breakfast is served
8:30 am	School begins/tardy bell rings
4:25 pm	Dismissal

STUDENT HOLIDAYS

Labor Day	September 7, 2020
Student Holiday/Staff Development Day	October 12, 2020
Student Holiday/Staff Development Days	November 2-3, 2020
Thanksgiving Break	November 23-27, 2020
Early Release Day	December 18, 2020
Winter Break	December 21, 2020 - January 1, 2021
Student Holiday/Staff Development Day	January 4, 2021
District Holiday	January 18, 2021
Student Holiday/Staff Development Day	February 15, 2021
March Spring Break	March 15-19, 2021
Student Holiday/Staff Development Day	April 2, 2021
April Spring Break	April 19-23, 2021

UPDATING REGISTRATION INFORMATION

It is very important that the office be notified when you have any changes in your child's registration information. This information includes changes in: phone numbers, addresses, emergency contact persons, and persons listed on the temporary release section of the registration information. Your child will only be released to persons listed on his/her registration card. It is equally important to notify the campus of any family changes that may impact your child's safety or guardianship.

STUDENT WITHDRAWAL

If it becomes necessary to withdraw your child from school, please give the office at least 24 hours notice to complete the documentation. The student's **LEGAL GUARDIAN** must come into the school office. A note or phone call will not suffice. A copy of the guardian's photo ID will be made in order to initiate this process. If the student owes the school money or books, the process will not begin.

TRUANCY (Absences, Tardies, and Leaving Early)

The Texas Education Code TEC 25.092, requires a student to attend a minimum of 90% of the time a class is in session. Once a student reaches 3 unexcused absences in a 4 week period or 10 unexcused absences in a 6 month period the school must file truancy to Precinct 7. A court date will be set by the Precinct 7 courts in Mansfield.

The law treats late arrival tardies and early release tardies the same. If the student is arriving to the school campus late and the tardiness becomes "sufficiently egregious", they are treated as an absence for the purpose of truancy. This is because the law says truancy is missing days or *parts of days* without excuse. Texas Attorney General Opinion DM-200 answered this question back in 1993. Students who routinely arrive late to school, especially those tardies which are more than just five minutes, constitutes a partial day absence for truancy purposes.

Make sure to always send a note the **next day** when your child returns to school. If your child **comes in tardy or leaves early for a medical appointment**, send a note the **next day** and the tardy will be changed to medical.

PARENT/SCHOOL COMMUNICATION

Numerous forms of communication will be utilized throughout the year:

- E-mails and notifications through Blackboard are available as a form of communication between parents and teachers.
- Parents and teachers are encouraged to schedule conferences to address student progress.
- Download the KISD App for your Mobile Device (Available in the Apple and Google Play App stores)
 - Search **Kennedale ISD**
 - Receive campus notifications
 - Gain access to Campus Calendars and My School Bucks (lunch/nutrition)
 - Access to grades through Parent Portal
- LIKE James A Arthur Intermediate Facebook Page
- Check out our WEBSITE
 - Go to kennedaleisd.net
 - Select James A. Arthur Intermediate

VISITOR PROCEDURES

Parents are welcome to visit our school, but because of the COVID-19 pandemic, the campus is closed to visitors. Once the pandemic has ceased, the following procedures will be in effect:

Parent Classroom Observation Guidelines

1. Please check-in at the front office.
2. Classroom observations should be scheduled and should not exceed 20 minutes.
3. Observations can be scheduled as often as once every other week.
4. Parents should not interact with any student during the visit.
5. Food or drink should not be brought in the classroom.
6. Conversations with the students during class time are not appropriate.
7. The teacher should not share any information about students with parents.
8. Parents should sit in an area designated by the teacher so that the parent can observe the class and not attract the attention of the students.
9. Classroom observations are not appropriate times to have a conference. If specific information is needed from the teacher parents should schedule a conference with the teacher.
10. Instructional time is valuable and parent/teacher discussions should not take place during observations.

MORNING DROP-OFF TIMES

Students may be dropped off for school starting at 8:15. Morning drop off locations are the front door located off Mistletoe Dr. for walkers and car riders and the side entrance by the cafeteria for bus drop off only. Please do not drop off students before 8:00, there are no adults present to monitor your child.

SCHOOL BREAKFAST AND LUNCHES

Breakfast will be served from 8:15 to 8:30. If your child wants/needs to eat breakfast at school, please ensure that they have enough time to eat and report to class by 8:30 A.M. Parents may send money with their child or use the online payment system. Please be aware that the system may take up to two business days to process payments. Please visit the JAA website or the main Kennedale ISD website to access the online payment system or follow the link below:

www.myschoolbucks.com/ver2/login/getmain?requestAction=home. If your child does not have an available balance on their account, they may charge up to one meal. If your child's account has a negative balance an alternative meal will be provided.

Lunch prices will be \$2.50 and breakfast will be \$1.40. All students are expected to eat lunch. If for some reason a student is not to eat lunch, please notify the student's teacher in writing.

Students are provided 30 minutes to eat lunch. Due to the size of our cafeteria parents and guests may not eat lunch with their child in the cafeteria. However, parents may sign **their child** out for lunch or eat

with their child at the picnic tables outside or in the JAA foyer area. Parents and guests may only eat with their child.

***Kennedale ISD participates in the Federal Lunch Program. If you feel that your child may qualify, please feel free to pick up a lunch application and return it to you the JAA office or complete the online application <http://www.schoollunchapp.com/>. The completed form will be turned into our district nutrition coordinator who will then notify you if your child qualifies for free, reduced, or regular lunch prices. This is not handled here at the campus level.*

FOOD AND DRINK IN THE CLASSROOM

Students may bring water in a plastic, re-sealable container into the classroom. Students with lunch later in the day may bring a snack into the classroom with permission from the teacher.

AFTERNOON PICK-UP PROCEDURES (FOR ALL STUDENTS)

Mistletoe is one way traffic during arrival and dismissal times (7:30 am-8:30 am and 3:00 pm-4:15 pm). Students that walk home or will be dismissed from the upper front doors off Mistletoe Drive. Students in 5th grade will be dismissed from the main entrance. Students in 6th grade will be dismissed from the right side of the building. Dismissal procedures are as follows:

- You must have a car tag on your front dash board. It must be visible for your child's name to be called.
- Stay in your car.
- A staff member will call for your child using a walkie-talkie and your child will come out of the building.
- If you do not have a car tag, you will need to park and come into the building to show identification.
- If you have a child in 5th and in 6th, you will pick up both children in the 6th grade pick-up line.

SCHOOL BUS

The bus driver has the same authority over the child while on the bus as the classroom teacher has while the child is at school. The bus driver is in complete charge of his/her bus and its passengers and is charged with the responsibility of maintaining discipline. Serious or habitual infraction of these rules and regulations may result in the suspension of bus riding privileges, ranging from a week to a school year. GoldStar Transportation handles all discipline decisions for any student or students where there is evidence of misbehavior on the school bus. If you have any issues or questions about those decisions, then you must contact GoldStar Transportation at (817) 572-1812.

MESSAGES TO STUDENTS

All information needed for students, due to routine matters, such as rides to and from school, house key deliveries, meeting places, etc. must be made prior to arrival at school.

Only in cases of emergency should messages be called or faxed to school for students. Any changes in student's routine schedules (rides home, etc.) must be made in writing to the student's teacher. If the teacher has not been notified prior to 3:00, then your child will follow their normal dismissal routine.

CELL PHONES

KISD prohibits the use of telecommunications devices such as cellular phones, pagers, beepers, and PDA's. Students may possess these devices, but they shall not be visible and must remain off during the school day. Students who use a telecommunications device in a manner that violates Board Policy, law, or the Student Code of Conduct shall be subject to disciplinary action.

First Offense: Parent must come to the school to pick the device up.

Second Offense: 1/2 day of ISS and confiscation of the device. Parent must come to the school to pick the device up.

Third Offense: 1 day of ISS, and confiscation of the device. Parent must come to the school to pick the device up.

GRADING POLICY

Please see the Kennedale ISD Grading Policy for any questions related to grades.

CHROMEBOOKS

Each student at JAA will be assigned a chromebook to use during the day. Students are responsible for keeping up and taking care of their chromebooks. Fees will be charged for damages to chromebooks. Students may use a chromebook case to protect their chromebook during the day.

HOMEWORK

Homework shall be used to support, enrich, or reinforce topics covered in class and should satisfy at least one of the following objectives in an effort to support the learning cycle:

- To provide a drill that helps the student practice the basic skills of a subject.
- To give practice and extension of concepts learned in class.
- To extend learning beyond the material that can be covered in class.
- To develop effective study methods.
- To allow students to make up work after absences.
- To provide a means of re-teaching TEKS.

REPORT CARDS

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

At the end of the first and fourth three weeks of a grading period, parents will be given a written progress report of their child's performance in all courses (English Language Arts & Reading, Mathematics, Science, Health and Social Studies).

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

Report cards and progress reports must be signed by the parent and returned to the teacher within 3 days of receiving the report or report card.

PARENT PORTAL

Parents are encouraged to monitor their child(ren)'s grades through the Parent Portal. You may access the portal through the district website. Please call our PEIMS coordinator at 817-563-8310, if you do not have login information to access the Parent Portal. Students will be assigned a portal access as well and will check their grades weekly.

MAKE-UP WORK

Students will be provided the same number of days to complete make-up work as the number of days they were absent. Example: if a student is absent 2 days he/she will have 2 days to make up the work missed. For extended absences, parents are encouraged to call the school and request missed assignments. Parents may pick up the assignments in the office.

NOTE: The make-up work policy does not apply to long term assignments. Long term assignments which were due while a student was absent will be due upon his/her return to school.

INCLEMENT WEATHER INFORMATION

For altered schedule or possible closing of school during bad weather, please listen to one of the following stations:

WBAP WFAA KERA WPLX KXAS (Channel 5)

The district has an automated calling system for emergencies and current events. This calling system will be activated when school is closed for inclement weather. The calling system will call your primary phone number listed on the emergency card.

VOLUNTEERS/CHAPERONES

All volunteers and field trip chaperones must have approved background checks on file. Background check forms will be sent home at the beginning of each year. If you think there is any possibility that you or someone in your family might want to attend an event as a chaperone, please turn in your application for background check as soon as possible.

JAA HOUSE SYSTEM

For the 20-21 school year JAA will be continuing a Ron Clark Academy (RCA) style house system to build a school culture that is focused on the growth and betterment of JAA . Every student and staff member will be randomly placed in a house that focuses on a specific character trait and color. Every student and employee of the school will be included. Student t-shirts that represents their house will be available. We will wear our house shirts the first day of each week.

DRESS CODE

Dress code will be enforced daily. Please ensure that your child is dressed appropriately for school.

All students are expected to dress in a way that promotes respect for self and others and a safe learning environment while honoring the diversity of the learning community. While it is inevitable that there will be differences of opinion regarding the appropriateness of a student's attire, the final decision lies with the building administrator.

PANTS/CAPRIS/DRESSES/SKIRTS/SHORTS/SKORTS

- JEANS, PANTS, CAPRIS, DRESSES, SKIRTS, SHORTS, SKORTS ARE ACCEPTABLE
- SKIRT/SHORT/SKORT LENGTH WILL BE MEASURED FROM THE TOP OF THE SLIT AND MUST BE NO SHORTER THAN THE LONGEST FINGERTIP WITH HANDS FULLY EXTENDED DOWN THE SIDE OF THE LEG
- PANTS, SHORTS, SKORTS AND SKIRTS MUST FIT AT THE WAISTLINE - NO SAGGING IS ALLOWED
- NO JEGGINGS, LEGGINGS, ATHLETIC SHORTS, SWEATPANTS, WIND PANTS, PAJAMAS, BATHROBES, BLANKETS OR SLEEPWEAR
- NO LEATHER, SUEDE, VINYL, SPANDEX, NYLON OR FORM-FITTING MATERIALS
- NO HOLES, FRAYS OR TEARS
- DRESSES WITH A MINIMUM STRAP WIDTH OF TWO INCHES ARE ACCEPTABLE
- *PK-4 ONLY*: SHORTS/LEGGINGS MAY BE WORN UNDER SKIRTS/DRESSES

SHIRTS/TURTLENECKS/SWEATERS/SWEATSHIRTS

- COLLARED SHIRTS, QUARTER-ZIP PULLOVERS, SWEATERS, SWEATSHIRTS AND TURTLENECKS ARE ACCEPTABLE
- SHIRTS MUST TOUCH THE WAIST OF PANTS/SKIRTS, AS MEASURED WHEN THE STUDENT IS STANDING
- HOODIES ARE ACCEPTABLE - HOODS MUST NOT COVER THE HEAD IN THE BUILDING
- KISD SPIRIT SHIRT MAY BE WORN ANY DAY
- NO REVEALING, LOW-CUT, FORM-FITTING OR TRANSPARENT SHIRTS
- NO LEATHER, SUEDE OR VINYL SHIRTS
- SHIRTS WITH A MINIMUM STRAP WIDTH OF TWO INCHES ARE ACCEPTABLE - NO MIDRIFF, HALTER, SPAGHETTI STRAPS OR EXPOSED CLEAVAGE
- KENNEDALE YOUTH SPORTS LEAGUE TOPS MAY BE WORN ON SPIRIT DAYS

SHOES

- SHOES SHALL BE WORN AT ALL TIMES AND IF DESIGNED TO BE TIED SHALL BE PROPERLY TIED
- OPEN-TOED SHOES MUST HAVE BACKSTRAP
- NO FLIP-FLOPS, CLEATS, HOUSE SHOES, SLIPPERS OR SHOES WITH WHEELS

OUTERWEAR

- APPROPRIATELY SIZED COATS AND JACKETS ARE PERMITTED, BUT ADMINISTRATION MAY REQUIRE THE ITEM TO BE STORED IN THE STUDENT'S LOCKERS

GENERAL GUIDELINES

- NO VISIBLE UNDERWEAR, UNDERMENTS, MUSCLE SHIRTS OR CLOTHING SIMILAR TO UNDERGARMENTS
- NO SPANDEX OR LYCRA - ALL CLOTHING MUST BE APPROPRIATELY SIZED
- NO CLOTHING WITH PICTURES OR LANGUAGE THAT IS PROVOCATIVE, OFFENSIVE, VIOLENT, PROFANE, SEXUAL, DRUG/TOBACCO/GANG RELATED OR PROMOTES DEATH AND/OR HATE MESSAGES
- NO ICONS OR MARKINGS ON BODY THAT ARE DISTRACTIVE, CAUSE A DISTURBANCE OR IDENTIFY A STUDENT AS PART OF AN UNAUTHORIZED GROUP, GANG OR SOCIETY

ACCESSORIES

- HEADBANDS ARE ACCEPTABLE
- MALE STUDENTS ARE PERMITTED TO WEAR STUD EARRINGS
- NO SPIKED JEWELRY, CHAINS, WALLETS WITH CHAINS, BODY-PIERCING JEWELRY OR GAUGES
- NO HATS, CAPS, SCARVES, BANDANAS, SUNGLASSES OR OTHER HEAD COVERINGS (UNLESS FOR MEDICAL OR RELIGIOUS REASONS) ARE PERMITTED TO BE WORN INSIDE THE SCHOOL BUILDING

GROOMING

- HAIR MUST BE NEAT, CLEAN, WELL-GROOMED, OF A NATURAL COLOR AND WORN IN A STYLE THAT IS NOT DISTRACTIVE
- MUSTACHES, BEARDS AND GOATEES MUST BE NEATLY GROOMED
- NO SPIKES OR MOHAWKS OVER THREE INCHES TALL
- NO VISIBLE TATTOOS

CLARIFICATION REGARDING APPAREL/GROOMING SHOULD BE OBTAINED FROM ADMINISTRATION PRIOR TO WEARING IT TO SCHOOL. CONSIDERATIONS OTHER THAN THOSE SPECIFICALLY DISCUSSED IN THIS DRESS CODE WILL BE DETERMINED BY SCHOOL ADMINISTRATORS. THE SCHOOL ADMINISTRATION SHALL HAVE THE RIGHT TO CONSIDER ANY CURRENT FASHION TO DETERMINE ITS ACCEPTABILITY FOR SCHOOL WEAR.

RTI (Response to Intervention)

Students who are struggling academically or behaviorally will be referred to Kid Talk. This team will provide extra support to the student to help him/her be successful in class.

“Though there is no single, thoroughly researched and widely practiced “model” of the RTI process, it is generally defined as a three-tier (or three-step) model of school supports that uses research-based academic and/or behavioral interventions. The Three-Tier Model is described below.

Tier 1: High-Quality Classroom Instruction, Screening, and Group Interventions

Within Tier 1, all students receive high-quality, scientifically based instruction provided by qualified personnel to ensure that their difficulties are not due to inadequate instruction. All students are screened on a periodic basis to establish an academic and behavioral baseline and to identify struggling learners who need additional support. Students identified as being “at risk” through universal screenings and/or results on state- or districtwide tests receive supplemental instruction during the school day in the regular classroom. The length of time for this step can vary, but it generally should not exceed 8 weeks. During that time, student progress is closely monitored using a validated screening system [such as curriculum-based measurement](#). At the end of this period, students showing significant progress are generally returned to the regular classroom program. Students not showing adequate progress are moved to Tier 2.

Tier 2: Targeted Interventions

Students not making adequate progress in the regular classroom in Tier 1 are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. Intensity varies across group size, frequency and duration of intervention, and level of training of the professionals providing instruction or intervention. These services and interventions are provided in small-group settings in addition to instruction in the general curriculum. A longer period of time may be required for this tier, but it should generally not exceed a grading period. Students who continue to show too little progress at this level of intervention are then considered for more intensive interventions as part of Tier 3.

Tier 3: Intensive Interventions and Comprehensive Evaluation

At this level, students receive individualized, intensive interventions that target the students’ skill deficits. Students who do not achieve the desired level of progress in response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). The data collected during Tiers 1, 2, and 3 are included and used to make the eligibility decision.

It should be noted that at any point in an RTI process, IDEA 2004 allows parents to request a formal evaluation to determine eligibility for special education. An RTI process cannot be used to deny or delay a formal evaluation for special education.”

<http://www.rtinetwork.org/learn/what/whatisrti>



SPECIAL STUDENT POPULATIONS

James A. Arthur Intermediate School will service students using the Inclusive School Model. An inclusive school is one where EVERYONE belongs, where the needs of all members are met, and where people care about and support each other. There are several important components to an inclusive school. Special education in an inclusive school is a SERVICE, not a location. Students must meet placement criteria in order to receive special education services.

BEHAVIORAL CONCERNS

James A. Arthur Intermediate has a behavior management teacher on campus. This teacher will work with those students requiring intensive work on social skills in a smaller, more highly structured setting. This program will be available to all students and will be discussed with parents as the need arises. Referral to the program will be contingent upon teacher and principal recommendation as well as office referrals and/or suspensions.

SPEECH THERAPY

A speech therapist is available for students assessed with articulation/oral language difficulties.

COUNSELING

James A. Arthur Intermediate School has the services of a certified school counselor who is available to aid or assist in any kind of situation that interferes with a student's academic success. This service includes: referral services to community agencies, individual and group counseling for students having academic, behavior, and/or attendance difficulties.

GIFTED AND TALENTED SUPPORT

James A. Arthur Intermediate School has a full-time G/T instructor to serve the educational needs of the academically gifted students. Qualifying students meet with the G/T teacher for a designated time each week. All students will participate in a Genius Hour one day a week to explore interest outside of academics.

SECTION 504

James A. Arthur Intermediate School will provide support and accommodations to students who meet the criteria of having a handicap that substantially limits one or more life activities.

MEDICATION

The following policy has been adopted for students attending James A. Arthur Intermediate School: Current prescription medications may be administered to students if ALL OF THESE REQUIREMENTS ARE MET:

- Medications must be in the ORIGINAL prescription container.
(The pharmacy will supply two bottles, when requested—one for home and one for school.)
- Medications MAY NOT be carried back and forth by students. Any medication, which cannot be left at school, will be transported back and forth by the parent/guardian.
- The attending physician has requested, in writing, that the medicine be given and states that it is medically necessary that it be given at school.
- A SEPARATE medication request form is provided for each medication.
- The parent has requested, in writing, that the school nurse give the medication at school.
- Prescription medications sent to school in baggies, lunch boxes, etc. WILL NOT BE GIVEN AND WILL BE CONFISCATED BY SCHOOL PERSONNEL.

B. Over-the-Counter Drugs (Tylenol, aspirin, cough drops, etc.)

- Over-the-counter drugs such as Tylenol, Aspirin, decongestants, etc will only be administered to students with a WRITTEN REQUEST FROM A PHYSICIAN OR DENTIST. The physician/dentist must state that the drug is to be administered and when the request will expire. (If no expiration date is given, two weeks will be presumed.) The school nurse will not be expected to diagnose a condition and select the correct medication to administer. ANY/ALL OVER-THE-COUNTER DRUGS MUST COME TO SCHOOL IN THE ORIGINAL CONTAINER. If sent to school in baggies, lunch boxes, etc. the medicine will not be given and will be confiscated by school personnel.
- Medications which must be refrigerated will not be accepted unless the bottle can be kept at school.
- Medications prescribed every 12 hours or twice daily will not be given at school, since they can be given before and after school.
- Asthma inhalers will be kept in the nurse's office unless the physician specifies on the request form that it is medically necessary for the student to carry an inhaler on his/her person. (Improper use or care of the inhaler can result in loss of this privilege.)
- Forms for use in requesting administration of medication and/or asthma inhalers by school personnel are available in the nurse's office or you may use or copy the forms in this handbook.

FEVER

The spread of communicable disease, which is usually accompanied by a fever, is a great concern to this school district. Excluding students with fever from school can lessen outbreaks of such communicable diseases. Fever is an indicator of illness; children need the opportunity to recover fully before returning to school.

- A student with a temperature of 100 degrees F. or above is ill. Parents will be notified that the student needs to be picked up. The nurse's office is small and serves a large student population. Please arrange to pick up your child as soon as possible.
- A student sent home or kept home with a fever or 100 degrees F. or above is to be excluded from school until he or she has been fever free (98.6 or below) for 24 hours or more. Example: If a student is sent home Tuesday with a fever, the student cannot return on Wednesday. A student can return earlier if a PHYSICIAN RECOMMENDS, IN WRITING, that the child may return to school at an earlier time.
- Your cooperation in this matter will help us prevent the spread of many communicable diseases among the students in our district.

EMERGENCIES AND ILLNESS

If your child is injured or becomes ill at school, the school nurse's office or the principal's office will notify you and render simple first aid. We must have telephone number where the parents (or responsible adult) can be reached when a child must be picked up during the school day.

