



**PORTLAND  
ARTHUR ACADEMY**

**Parent/Student Handbook  
2008-2009**

## Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Staff Directory</b>	<b>4</b>
<b>General Information A-Z</b>	
<i>Attendance</i>	4
<i>Before &amp; After School Care</i>	5
<i>Calendar</i>	12
<i>Daily Schedule</i>	5
<i>Child Custody</i>	5
<i>Discipline</i>	6
<i>Distribution of Materials</i>	6
<i>Drop off/Pick up</i>	6
<i>English Language Learners</i>	6
<i>Enrollment</i>	6
<i>Extra Curricular Activities</i>	6
<i>Field Trips</i>	6
<i>General Complaint</i>	6
<i>Health and Safety</i>	7
<i>Lock-Down Procedures</i>	8
<i>Lost and Found</i>	8
<i>Lunch</i>	9
<i>Parent Organization</i>	9
<i>School Closures</i>	10
<i>School Supplies</i>	10
<i>Special Education</i>	10
<i>Talented and Gifted</i>	10
<i>Testing</i>	10
<i>Uniforms</i>	10
<i>Visitors</i>	11
<i>Volunteers</i>	11

Dear Parents,

Welcome to Arthur Academy Charter School.

This handbook is a valuable tool for the beginning of a successful academic career for you and your student. The staff at Arthur Academy would like to keep communication a top priority with parents and students who attend our school. All staff is dedicated to making sure your child is having a positive experience while at Arthur Academy.

This informative handbook is a resource for the many day-to-day questions you might have if you are a brand new parent or have been with us for 5 years. Please review the information with your child and refer to it when questions arise during the school year.

We appreciate any ideas or suggestions through-out the school year.

You are welcome to visit or volunteer and work with us in partnership to help prepare a bright future for your child.

Sincerely,

**Michelle Duhon**  
School Director  
Portland Arthur Academy

**Charles Arthur**  
Executive Director  
Arthur Academy Charter School

## **INTRODUCTION TO ARTHUR ACADEMIES**

### **Current 2008 Arthur Academy Enrollments**

	<b>David Douglas</b>	<b>Reynolds</b>	<b>Woodburn</b>	<b>Portland</b>	<b>Gresham</b>	<b>St. Helens</b>
Years	6	4	4	3	1	1
Grades	k-5	k-6	k-5	k-5	k-4	k-6
Enroll	150	165	122	140	125	170

There are now six Arthur Academies in the Portland area.

These schools offer a unique option for instruction in each school district that they are located.

#### **Arthur Academy Charter Schools are....**

- Academically focused schools using specialized instructional programs.
- They all start with academic kindergartens.
- They provide a small school setting.
- The instructional programs are derived from an incremental/mastery instructional model for the basic subjects of reading, math and language.
- These programs are augmented and complemented by Core Knowledge programs for content area subjects.

The incremental/mastery instructional model used is found in the Direct Instruction (DI) Programs, research and developed at the University of Oregon. The programs include well-developed and comprehensive lessons and materials. They are all constructed with small incremental teaching progressions (from simple to difficult) and include clearly defined and prescribed teaching methods that produce mastery of skills and content from start to finish.

The Direct Instruction programs are not the only programs that are used in our schools. The DI programs are complemented with another set of programs produced by the Core Knowledge Foundation, founded by E.D. Hirsch. These programs have more open ended, inquiry materials in subjects of history, geography, science, music, art and literature.

Both sets of programs, the DI and Core Knowledge programs provide our schools with the best of both approaches to teaching.

## **Staff Directory**

Executive Director	Charles Arthur
School Director	Michelle Duhon
Kindergarten teacher	Kristy Crandell
1 <sup>st</sup> Grade teacher	Jesse Lucas
2 <sup>nd</sup> Grade teacher	Angela Schee
3 <sup>rd</sup> Grade teacher	Bruce Fisher
4 <sup>th</sup> Grade teacher	Jordan Massinger
5 <sup>th</sup> Grade teacher	Jesse Slick
Teaching Assistant	Sonia Shukri
Teaching Assistant (1/2 day)	Michelle Duhon
Teaching Assistant	Nathan Saunders
Lunch Duty	Stephanie Stephans
Office Manager	Marilyn Krause

### **Attendance**

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our hands-on, academically focused learning, regular attendance is crucial. Learning takes place through carefully scheduled daily curriculum,

when students are absent, late or leave early; they miss valuable information and are at a disadvantage. Parents should plan vacations and trips which do not conflict with the school's instructional calendar.

Late arrivals and early dismissals can be very disruptive to other students and

to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

Sickness, severe illness or death in the family, exposure to a contagious

disease or religious holidays are considered legitimate excuses for absences or tardiness.

If a student is to be absent, parents are urged to inform the school in advance. It is the parent's responsibility to contact the teacher for missing work.

Students having more than 10 consecutive absences will be automatically withdrawn from Arthur Academy and will have to re-apply for admission

### ***Before & After School Care***

Learn and Play provides on-site before and after school enrichment programs Care hours are from 6:30 a.m. to 8:30 a.m. and 3:00 to 6:00 p.m..

For information on registration, payments, financial assistance and space availability, call 503-839-4870

### ***Daily Schedule***

#### **School Hours**

8:15 - 8:30	Classroom doors open and drop off time
8:30	Class start time
3:00 – 3:10	Dismissal and Pick up

Please respect the school times. Teachers use before and after school as preparation time or staff meetings. Individual class schedules will be distributed by teachers.

#### **Lunch and Recess**

K	Lunch: 11:45-12:15	
1 <sup>st</sup> Grade	Lunch: 11:30-11:50	Recess: 11:50-12:05
2 <sup>nd</sup> Grade	Lunch: 11:40-12:00	Recess: 11:25-11:40
3 <sup>rd</sup> Grade	Lunch: 12:00-12:20	Recess: 12:20-12:35
4 <sup>th</sup> Grade	Lunch: 12:15-12:35	Recess: 12:00-12:15
5 <sup>th</sup> Grade	Lunch: 12:15-12:35	Recess: 12:35-12:50

### ***Child Custody***

Arthur Academy recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Official notices and report cards will be sent to the

parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during

school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school board property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school manager.

### ***Discipline***

Information on discipline policies and procedures utilized by Portland Arthur Academy is based on the Arthur Academy Charter Schools General Handbook. Parents may secure a copy of Arthur Academy's General Handbook from the school office.

### ***Distribution of Material***

Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on the property by a student or a non-student without the administrations approval. This also includes any information or flyers sent out by any parents of parent groups.

### ***Drop off/Pick up***

- Enter at the Alder street entrances and exit at the 76<sup>th</sup> street exit.
- Park in the lower spaces during drop-of and pick-up times.
- If the parent or guardian is not picking up the student please inform the school manager as to who will be picking up the child. It must be someone who is listed on the emergency form.

- Please update school management as to any changes in your students contact or emergency information. It is extremely important that our school records remain accurate. Changes in phone numbers and addresses are the parent's responsibility and must be reported to the school manager. In case of an emergency it is important we be able to contact you as soon as possible.

### ***English Language Learners***

Students who have limited English proficiency often require additional support to be successful in the classroom. Portland Arthur Academy will identify and serve those students who qualify for these services.

### ***Extra Curricular Activities***

Portland Arthur Academy has been involved in a wide array of after school activities. Some of which include Chinese class, chess club, Mad Science, and soccer.

### ***Field Trips***

Field trips may be scheduled for educational, cultural or extracurricular purposes, with the consent of the executive director and the school manager. Off school ground field trips will require parent or guardian consent.

### ***General Complaint Procedure***

Information on general complaint policies and procedures utilized by Portland Arthur Academy is based on the Arthur Academy Charter Schools General Handbook. Parents may secure a copy of Arthur Academy's

General Handbook from the school office.

## ***Health and Safety***

### **Immunizations**

Oregon has established several laws for students attending schools to abide by:

- All students must have a current school immunization record or medical or religious exemption.
- All students born in countries where tuberculosis (TB) often occurs must provide proof of being free from TB at their first Oregon enrollment.
- Any student not in compliance with immunization and TB requirements must be excluded.
- Current school immunization records are the parent's responsibility. If you need a form for immunization please check with school office.

### **Illness**

***Please do not send an ill child to school.***

Guidelines to know when you should keep your children home from school or after school activities:

- Fever greater than 100 degrees- needs to be fever free for 24 hours prior to returning to school.
- Rash or rash with fever.
- Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.
- Vomiting.
- Diarrhea.
- Constant cough.
- Stiff neck.
- Strep throat.

If your child is missing school you may call the teacher to request homework. Please allow time for the teacher to compile homework.

### **Medications**

- Oregon law requires that all medication administered at school be dispensed from the original labeled container and **MUST** be accompanied by written consent from the parent.
- Prescription medications must have written instructions from the physician and be accompanied by completed consent forms by the parent.
- All medications must be brought to school by a parent and be given to teacher or school director.
- Self-medication of either non-prescription or prescription is not allowed.
- Medications must be secured at all times.
- Any alcohol-based medications are strictly prohibited.
- School staff is not authorized to dispense any medication at school unless these requirements are met.

Consent forms are available in the school office.

We ask that you pick up medication when it is no longer needed at school. If medications are not picked up at the end of the school year it will be destroyed. Over the counter medication may not be given to children at school unless accompanied by a doctor's note.

### **Lice**

Students found to have lice or nits(eggs) will be sent home and cannot return until all lice AND/OR nits have been removed.

## ***Lock-Down Procedures***

## **Internal Lockdown**

All school interior doors are locked and students are confined to their classrooms and no entry or exit of the school is allowed. This takes place if there is a threat or possible threat **inside** the school. There should be no movement throughout the building. In the event of a LOCK-DOWN, an all-school announcement will be made telling staff “We are going into a LOCK-DOWN, please secure the building.”

The following procedures will go into effect:

- 1) Check in the hall near your room for any students – have them come to your classroom.
- 2) Close your hall door and make sure it is locked.
- 3) Close blinds, curtains, and/or drapes.
- 4) Cover the window in the door (use paper if the door does not have a curtain).
- 5) Move students to same wall as the door, but at opposite end.
- 6) Check attendance for your class.
  - a) Write down names of students missing from your class.
  - b) If known where they should be, indicate on the sheet (i.e. Title 1, ESL, ERC, etc)
  - c) List any extra students you have in your classroom
- 7) Stay in secure location until the principal, police, or security personally informs you that it is safe to resume normal activity.
- 8) DO NOT open the door for anyone.
- 9) Log into email and phone to receive communications from the office or Command Center.

If You Are Outside With Students, Enter the building immediately through the closest doors and enter the closest secure room, if feasible. If not, evacuate to the predetermined area/site.

**External lockdown:** all school exterior doors are locked. This takes place if the threat is **outside** of the school. If the situation allows, parents could be admitted into the school with proper identification. If it is deemed safe for you to enter the building, you will need to show a proper form of identification such as a driver’s license, military I.D., etc.

## ***Lost and Found***

Lost articles of clothing and lunch boxes are stored in the lunchroom, or a lost and found basket in the main hall. At conferences or other school events we set out a lost and found table for parents.

At the end of the school year all unclaimed items will be donated.

It is a tremendous help to mark children’s clothing with a permanent marker or use an iron-on tag.

## ***Lunch***

Students are able to buy a school lunch or bring a cold lunch. The Portland School District provides the lunch.

If you choose to pack a healthy lunch for your student, remember that they do not have access to a microwave or refrigerator.

Free and reduced applications must be completed and approved before students can receive free or reduced lunches. If you are unsure of your

eligibility, please fill out the forms and we will send them to the district office for confirmation.

Paid lunch: \$2.10  
Reduced lunch: .40  
Free: 0.00

You may make checks out to Arthur Academy to purchase bulk tickets.

10 tickets = \$21.00  
Milk: \$.50

All students eat lunch with their classmates and are under the supervision of staff members. Parents and family members are welcome to join their students for lunch. Lunches are called in at 8:45 am. If your student is late you must call in the lunch before 8:45 or pack a lunch.

### **Lunch Room**

- Each class will wash hands before lunch.
- Class will arrive to a clean table and eating area.
- Students are responsible to clean up after themselves.
- Students must use inside voice during lunch.
- Once student has finished lunch they will be excused for recess.

Throwing food, spitting food or not following the directions of lunch staff is unacceptable. Students that engage in these activities will eat lunch by themselves, supervised by their class teacher or school director.

### **Parent Organization**

Portland Arthur Academy boasts a thriving parent group known as PAAPO (Portland Arthur Academy Parent Organization). The primary focus of PAAPO is to support the staff and students of The Academy. Monthly meetings are held the first Tuesday of every month. In addition to day to day volunteering, parents are also in charge of maintaining the library. PAAPO also does fundraisers and social events. Our most popular fundraisers include an annual jog-a-thon and carnival. All parents are encouraged to participate in the parent organization's activities.

### **Rules and Regulations**

**Class** - Each class teacher has an established class of rules. The first week of school all teachers will discuss the rules and expectations in the classroom. Teachers will also review playground, lunch and school rules. These rules will be enforced during the school year.

**Playground** - Playground safety is essential. Rules will be discussed with students. For the safety of the student the following will be enforced:

- Only go down on the slide- no up.
- Always use the equipment as it is intended for. Basketballs for shooting hoops, jump ropes for jumping rope, etc.
- No tag on play structure.
- No tackle football.
- Keep hands and feet to ourselves.
- Use appropriate language.
- No flip-flops or sandals.
- Always ask us "is this safe?" or "will this hurt me or someone else?"

## **School Closure**

In the event of inclement weather, Portland Arthur Academy will mirror Portland Public School District's status for school closures and delays. School district closures and delays are generally announced between 6 and 7:30 AM on all major Portland area radio and TV stations.

For all scheduled, non emergency closures see school calendar.

## **School Supplies**

A list of school supplies your child will need is provided to parents and students before the first day of school. Please keep in mind, most school supplies are communal and should not be permanently marked with your students' information.

The school office, as well as, classroom teachers will also be available for lists and specific needs.

All regular textbooks for classroom use are provided by the school at no charge. However, improper care, loss or deliberate damage to a schoolbook will result in a fine to cover replacement costs.

## **Special Education**

Those students who have a current Individual Education Plan (IEP) will be scheduled for service by the Portland School District or the home school district. A staff member or parent may refer students for evaluation who may qualify for services. Contact class teacher for additional information

## **Testing**

The SAT 10 test is conducted at the beginning and end of every year. Arthur Academy adheres to all applicable state tests. In addition, we have tests built into our curriculum for constant evaluation to ensure Mastery.

## **Uniforms**

Students should wear the following during school hours:

- Navy/Khaki pants, shorts, or skorts
- Blue/white collared shirts

No flip-flops or sandals will be allowed on the play structure.

Tennis shoes highly recommended on PE days. Make sure students are dressed appropriately for classroom success and safety.

A "Uniform Exchange" program is located near the school office and is available for donation and/or obtaining useable, undamaged uniforms.

## **Visitors**

Visitors are welcome at the Portland Arthur Academy. For the safety and protection of students, all persons entering any school must sign in at the school office and wear an identification badge while in the school. Trespassers are subject to legal action. The front door is locked and you must ring the doorbell to have a staff member let you in.

School buildings and grounds are smoke-free at all times.

## ***Volunteers***

Many parents and others interested in schools work in classrooms, the library, cafeteria, on the playground or wherever they are needed as volunteer assistants. These people provide a valuable service to the school and the students. Information about the volunteer program is available through the Portland Arthur Academy Parent Organization (PAAPO) or in the school office.