



## Welcome Back!

School year 2005-06 is under way and we all are looking forward to the start of a new school year. I hope everyone has had a wonderful and safe summer. Staff will be in training from August 15<sup>th</sup>-September 2<sup>nd</sup> to prepare for a full academic year. With this letter you will find a supply list, school calendar and other useful information. Please keep the calendar posted for special dates.

If your child is new to our school this year and you have not filled out a Registration form or an Immunization form please obtain one and return it promptly.

You may drop it by the office or mail it to:

Arthur Academy- David Douglas  
13717 SE Division Street  
Portland, Oregon 97236

First Day of School for all students: Thursday, September 8<sup>th</sup>, 2005.

David Douglas Staff:

- Ms. Arnold- Kindergarten/Assistant Principal
- Ms. Post - 1<sup>st</sup> grade
- Mr. Simms- 2<sup>nd</sup> grade
- Ms. Walkers- 3<sup>rd</sup> grade
- Ms. Duhon- 3<sup>rd</sup>/4<sup>th</sup> grade
- Mrs. Nelson, Mrs. Vess and Mrs. Long- Teaching Assistants
- Mr. Chuck Arthur - Principal

Uniforms: The following uniform is proper at Arthur Academy:

Top: White or Blue Polo shirt or blouse ( no T-shirts )

Bottom: Khaki Pants, shorts, skorts, skirts, etc.

School Hours: The Arthur Academy David Douglas School has 2 start times and 3 ending times.

Kindergarten: 9:00-12:15

1<sup>st</sup> and 2<sup>nd</sup> grade: 9:00-3:15

3<sup>rd</sup> and 4<sup>th</sup> grade: 8:45-3:30

Parking Lot Notes: Our parking lot is cozy so to accommodate our busy times during the AM and PM drop off times please use the 2 Lanes closes to the school for DROP OFF ONLY. DO NOT GET OUT OF YOUR CAR. If you need to talk to other parents or staff please find a parking spot and walk in to the school. Use 137<sup>th</sup> or Division street for other drop off areas.

Lunches: At this point we are still offering a lunch through various vendors in the community. A calendar will be available after school starts. Lunch cost \$2.25.

Meet and Greet Teachers Days: Tuesday, September 6<sup>th</sup> and Wednesday, September 7<sup>th</sup>, 2005 will be days that you may visit your child's school, class and teacher. You are encouraged and welcome to bring supplies in at this time. However, please remember that these are teacher set-up days as well.

School Supplies: Please bring school supplies into your child's class on visiting days or on the first day of school. The exception is Kleenex and baby wipes. We have a storage issue so please bring in 1 Kleenex and 1 container of baby wipes for now and later the teacher will send home a note to bring in the rest of those 2 supplies. The container on your list needs to hold the colored pencils, mini sharpener, and markers and will be stored in a teacher box for art projects.

Please do not put your child's name on things as we share all items.

Summer School Picnic: The picnic that was scheduled for August has been canceled.

Publicity and Directory Denial Forms: Please sign the form and send back to your child's teacher. If there is a parent who would like to volunteer their time putting together a school directory please contact Ms. Arnold.

Volunteers: We are looking for some help in the office in the mornings. It may seem trivial to you but we would really appreciate help in the office from 8:30-12:30 answering phones, getting messages to the appropriate staff and running the copier machine. The classroom teachers will notify you for specific classroom help during the year.

Parent Meetings: We have a parent group that meets monthly at the school. More information will be sent out later.

Contact Information: If you need to get a hold of a teacher please send a note with your child, send an email or leave a message on the school number and the staff will get back to you as soon as possible. As a staff we do our best to answer the phone but our 1<sup>st</sup> priority is the students' academic time. We check messages every couple of hours.

Child Care: We do have Child Care available for your student. The Child Care room has moved to the far north portable. You may sign up for Child Care starting the week of September 22<sup>nd</sup>.