

McHenry Elementary School District 15

2011-2012 School Calendar

August 11, 2011	First Day for Teachers—Teacher Institute Day
August 12, 2011	Teacher Institute Day
August 15, 2011	Half Day- First Day for Students
August 15 & 16, 2011	Kindergarten Visitation Days— NO SCHOOL KINDERGARTEN
August 17, 2011	First Day of Kindergarten Attendance
September 2, 2011	Teacher Institute Day- NO SCHOOL
September 5, 2011	Labor Day— NO SCHOOL
September 14, 2011	Mid-Quarter Reports
October 10, 2011	Columbus Day— NO SCHOOL
October 14, 2011	End of First Quarter
October 21, 2011	Report Cards Go Home
October 26, 2011	Kindergarten Parent-Teacher Conferences 8:30am-3:30pm NO SCHOOL KINDERGARTEN
October 27, 2011	Parent-Teacher Conferences 1:30pm-9pm— NO SCHOOL
October 28, 2011	Parent Teacher Conferences 8:30am-3:30pm— NO SCHOOL
November 18, 2011	Mid-Quarter Reports
November 23, 24 & 25, 2011	Thanksgiving— NO SCHOOL
December 21-January 3, 2012	Winter Recess— NO SCHOOL
January 4, 2012	Classes Resume
January 6, 2012	End of Second Quarter
January 13, 2012	Report Cards Go Home
January 13, 2012	Early Release Day—School Improvement Activities
January 16, 2012	Martin Luther King Jr. Day— NO SCHOOL
February 3, 2012	Mid-Quarter Reports
February 9, 2012	Early Release Day—School Improvement Activities
February 20, 2012	Presidents' Day— NO SCHOOL
February 21, 2012	K-8 Parent-Teacher Conferences 12:30pm-8:00pm—NO SCHOOL
February 22, 2012	KINDERGARTEN ONLY Parent-Teacher Conferences 8:30am-3:30pm— NO SCHOOL KINDERGARTEN
March 9, 2012	End of Third Quarter
March 16, 2012	Report Cards Go Home
March 20–March 23, 2012	Kindergarten Screening and Registration
March 23-March 30, 2012	Spring Recess— NO SCHOOL
April 2, 2012	Classes Resume
April 6, 2012	DAY OF NONATTENDANCE
April 12, 2012	Early Release Day-School Improvement Activities
April 20, 2012	Mid-Quarter Reports
May 4, 2012	Half-Day Attendance for Students Half-Day Teacher Institute
	No AM or PM Kindergarten Classes
May 21, 2012	Last Day of School Kindergarten (if no snow days are used)
May 22, 2012	Last Day of Attendance (if no snow days are used)

CHAUNCEY H. DUKER SCHOOL

PARENTS AND STUDENTS:

On behalf of the entire Duker School staff, welcome!

We invite you to acquaint yourself with this Parent-Student Handbook. The purpose of this handbook is to provide information about how the school operates on a daily basis. Duker School is committed to a partnership between home and school. This handbook is written to support that connection. The handbook is a work in progress. It will continue to be revised and improved. We invite you to spend the extra time at the beginning of this year to review important information that may be specific to Duker School. It is not meant to cover every situation that could happen in a school. If you have questions about a school policy, please do not hesitate to call the school office, teachers, or administrators. Your continual support and cooperation, coupled with the commitment and dedication of the school staff, will help to provide for a happy, healthy, and productive school year.

Mrs. Debbie Holliday, Principal

DISTRICT #15 HANDBOOK

The McHenry School District publishes a District Handbook for parents and students, which provides all of the required notifications regarding Board of Education Policies, State requirements, and other legal notifications. It is prepared and issued yearly and is an addition to this individual handbook prepared for Duker School. If you do not receive one and wish to, please call the school office.

IMPORTANT TELEPHONE NUMBERS

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|-------------------------------|---------------------------------|
| ▪ District #15 Central Office | 385-7210 |
| ▪ Transportation | 385-6622 (for all bus concerns) |
| ▪ Duker School | 344-7125 |
| ▪ School Voice Mail | 344-7140 |
| ▪ School E-Mail | dkoffice@d15.org |

SCHOOL HOURS

8:35 A.M.-3:15 P.M.

APPROPRIATE DRESS

To promote a positive environment at Duker School, we ask that our students always wear clothing that is in good taste. The home and the school need to cooperate in the matter of dress. School is the child's place of business, and children who are dressed in appropriate school clothing seem to do a better job. We expect students to maintain the type of appearance that is not distracting to teachers or other students to the detriment of the educational process of the school. **CLOTHING ITEMS WHICH ARE INAPPROPRIATE FOR A 4th OR 5th GRADE STUDENT OR CONTAIN WORDS OR PICTURES OF ANY DRUG, ALCOHOL, TOBACCO PRODUCTS, OR VIOLENCE WILL NOT BE ALLOWED.** Any shirt or top that does not have straps, tops with open mesh fabric and/or bare midriff, tops with spaghetti straps, chains, or short shorts are not to be worn to school. Any unusual coloring of the hair (red, green, blue, etc.) is generally not permitted during the school year because of the disruptive effect in classes. If special circumstances exist, they will be considered by administration. No outdoor coats or hats may be worn in the building during the school day. State Law requires that shoes be worn in a public building. Belt chains are not allowed at school. Determination of inappropriate dress will be made by the school administration. When a student's appearance is felt to be detrimental to the learning environment, a student-administrator conference will be arranged. Parents will be contacted if there is a recurring problem.

ARRIVAL/DISMISSAL

Arrival time sets the tone for the day. It is important that students come to school ready to learn. A good night's sleep, a healthy breakfast, and encouragement as they leave home all contribute to the ability to focus on learning. When they arrive at school, students are asked to help create a calm and productive learning environment. If a pattern of late arrival becomes evident, school staff may contact the parent(s) / guardian(s) in an attempt to ensure more consistent timely arrival.

- **Students may arrive at school between 8:10 am and 8:35 am only. There is no supervision prior to 8:10.**
- **If you do not typically pick your child up from school, please call as far in advance as possible when you do have to pick them up.**

All students should report to the playground area at the back of the school, unless there is inclement weather. The driveway in front of the school is designated for school buses only during arrival and dismissal times. Buses servicing Edgebrook School and Duker School will share the same driveway. In order to provide a safe arrival/dismissal for students coming/leaving in cars, we ask that parents please use Oak Avenue at the back of the school. If you wish to come into the school, please use the street parking and walk your child to the school using the sidewalks. **Parents please do not drop your students off or pick them up on Kane Avenue.** Any time that regular dismissal procedure changes for the student, it is wise to send a note to the teacher and/or call the office to inform us of the change.

ATTENDANCE

ABSENCES

Regular school attendance is extremely important. Since the instructional scope and sequence of the academic year is carefully planned, students should be in school on time, every day, and all day. However, if the student is ill, parents must make a call to the school to report the absence. If the school receives no call, an attempt will be made to contact the parents to verify the absence. In accordance with the Illinois School Code, District #15 considers the following circumstances to be valid causes for a student's absence:

- *Illness*
- *Observance of a religious holiday*
- *Death in the immediate family*
- *Circumstances which cause reasonable concern to the parent or guardian for the health or safety of the student*
- *Other situations approved by the school principal.*

Absences due to illness and other unavoidable circumstances are, of course, facts of school life. Our policy for excused absences is to help a child cope with these situations by providing homework activities that the student can reasonably complete independently. Students returning to school from excused absences will be given reasonable help with learning activities missed.

The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code. Absenteeism and tardiness are considered excessive when they significantly interfere with a student's performance or social development. A student is considered a "chronic truant" when absent for 10% or more of the previous 180 regular attendance days without valid cause. Chronic truants will be referred to the McHenry County Regional Superintendent's Office in accordance with current procedures established by the McHenry County Truant Officer. If attendance concerns arise at any time during the year, the Assistant Principal or Principal may contact with you. **Attendance update letters are routinely sent out to parents if absences reach a level of concern.**

TARDINESS

Routines and punctual habits are important in our lives. At the very beginning of the day, valuable instruction starts and the day's agenda are established with the students. Arriving on time helps children feel comfortable and a part of the class activities. Students who habitually come late to class cause unnecessary interruptions and lose out on class time. In order for a student to be considered in attendance for a full day, a student must be present for 300 minutes. This does not include lunch. A half day is considered to be 150 minutes of instructional time. Arriving late or leaving early may necessitate being marked absent for that portion of the day.

LEAVING EARLY

If it becomes necessary for your child to leave school early, a request to have the student excused from classes should be sent with the student on the morning of the dismissal. The time and reason for leaving should be indicated. When possible, medical and dental appointments should be scheduled outside of school hours. **For security reasons, parents must come into the office to pick up their child and SIGN THE CHILD OUT.** Under no circumstances, are students to be picked up from the playground area without notifying the office first. Children will wait in the office for the parent. PLEASE MAKE CERTAIN THAT YOUR EMERGENCY FORM IS CURRENT IN TERMS OF NAMES AND PHONE NUMBERS. YOUR CHILD CANNOT BE RELEASED TO SOMEONE WHO IS NOT LISTED ON THE EMERGENCY FORM.

BAKED GOODS AND PARTIES

The McHenry County Department of Health has recommended that commercially prepared and packaged foods be brought to school for treats instead of homemade items. To comply with this recommendation, home baked goods may not be brought into the school for student parties or birthday treats.

Unless invitations to students' home birthday parties are given to the entire class (or to all the boys or girls), we require that they be sent through the mail or given out before or after school. In order to spare feelings, we ask that if any students are left out, invitations not be given out in the classroom at all. No other type of handout may be distributed by students in classroom.

BICYCLES, ROLLERBLADES, SCOOTERS

Students who have a safe route home are welcome to ride their bikes, scooters, or skateboards. Once a student is on school property, the bicycle is to be walked, the rollerblades removed, and the scooters carried. No skateboards are allowed on school buses. If a bicycle is ridden, it must be parked in the racks provided. All bicycles should be locked separately with a secure bike lock.

BUS RULES AND REGULATIONS

School bus transportation is provided to all Duker students who live within the attendance boundary and outside the walking area. Students are assigned to specific routes and may not ride a different route or get off at a different stop. If there is a transportation problem, or if any changes in address occur throughout the year, please call the **Transportation Office (385-6622).**

It is the goal of the Transportation Department to transport students as safely as possible. It is for this reason that a number of regulations are necessary for all school bus riders. The following rules must always be adhered to while riding the school bus.

BUS RIDING INSTRUCTIONS

The following rules must always be adhered to while riding the school bus. Any deviation from these rules will result in disciplinary action being taken by the Assistant Principal.

1. Absolutely NO STANDING on the bus while the bus is in motion.
2. NO CHANGING SEATS on the bus unless authorized by the driver.
3. THROWING OBJECTS inside the bus, throwing things out the window, or throwing objects at the bus after leaving will not be tolerated.
4. EXCESSIVE NOISE will not be tolerated.
5. USE OF VULGAR OR PROFANE LANGUAGE WILL NOT BE TOLERATED. Such language directed toward the bus driver will be treated as a serious offense.
6. Students are required to ride the BUS ASSIGNED to them by the Transportation Director. Students are also to BOARD and DEPART the school bus at their assigned stop.
7. Students are asked to keep HEAD AND ARMS inside of windows for safety reasons.
8. NO SPITTING on, at or out the window of the bus.
9. VANDALISM will not be tolerated; offenders will be required to make restitution and may be suspended from transportation privileges.
10. FIGHTING will not be tolerated on the bus.
11. Aisles and exits must be kept clear at all times.
12. Passengers are to be absolutely QUIET as the bus approaches a RAILROAD crossing.
13. Absolutely NO EATING OR DRINKING on the bus.
14. CROSS IN FRONT OF BUS if a student needs to cross the street to board or unload.
15. Skateboards are NOT allowed on the bus at any time.
16. Appropriate behavior is expected to be demonstrated at all times on the bus and at the **bus stop**.

SCHOOL BUS CONDUCT REPORTS

Riding a bus to and from school is a privilege awarded to our children. However, the safety of these children is an issue that dictates the necessity for rules to be enforced. Bus drivers have the right to make reasonable regulations to insure the well being and safety of their passengers. The driver will complete and sign a School Bus Conduct Report explaining an incident. This report will be filed within 24 hours after the offense has taken place. The Assistant Principal will notify the parents regarding the disciplinary action taken. **After three such reports, an automatic bus suspension for 3 days may be enforced.** Possible discipline actions for minor incidents may include the following: assigned seat for specific period of time, lunch time and/or recess detention. Continual problems caused by a student could result in a three-day, a five-day or a ten-day suspension.

District 15 Transportation rules for **DEFINITE BUS SUSPENSION OFFENSES** include:

- Smoking, possession of lighter or matches.
- Alcohol/Drugs – possession, use or under the influence of.
- Fireworks set off on bus or any weapon that could cause danger to others.
- Willful vandalism or destruction of property.
- Throwing objects out of the window while bus is en route.
- Verbal threats to injure another person

CAFETERIA

BREAKFAST (8:10-8:35)

Breakfast is served daily in our cafeteria. Students are to exit their bus and go directly to the cafeteria if they choose to purchase breakfast. Any student who receives free or reduced lunch will also be offered breakfast free or at a reduced price. Breakfast will be sold on a daily basis.

LUNCH/RECESS (10:55-1:00)

4-Gold (12:00-1:00 pm) **4-Red** (10:55-11:55 am) **5-Gold** (10:55-11:55 am) **5-Red** (12:00-1:00 pm)

Except for the first day of school, half days, and the last day of school, hot lunch is served everyday at Duker School. Every hot lunch comes with milk. Milk may also be purchased separately. Information regarding cafeteria prices, student choices of food, and money collection procedures will be sent home for parents and explained to the students during the first days of school. Students may also bring a lunch from home. We request that students do not bring pop to school in their lunch. For safety reasons, food should never be sent in glass containers. Students will be given adequate time to eat before going out to lunch recess or returning to class. Provisions are made for students who need additional time to finish their meal.

In the cafeteria, good manners and good behavior are **EXPECTED**. Students should share good conversation and include others at the table. Voices are to be kept at an indoor volume, talking to only those seated nearby. Food should not be shared or traded. All students are expected to clean up after themselves.

POSSIBLE CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR IN THE CAFETERIA include:

Parents contacted, removal to another table, assigned seat, removal from the cafeteria, assignment to clean all or part of the cafeteria for a specified period of time, or referral to administration.

RECESS GUIDELINES

Students need to follow the teacher's guidelines, as well as the following:

1. Students should use playground equipment appropriately.
2. Students are to be on the playground, unless inclement weather.
3. Students may not be anywhere in the building without a pass.
4. Students must stay in designated areas.
5. Rough play such as tackle football, wrestling, and dodge ball is prohibited.
6. Students may not eat or drink during recess; this includes gum, candy, etc.

During winter months, there is absolutely no throwing of snow. While recreation is the primary purpose of the recess period, safety must be an important factor on the playground. Some types of play, which are safe in neighborhood groups or on organized teams, are not safe on the playground. Rough play, which could pose a safety problem (tackle football, wrestling, etc.), is prohibited. Equipment which could result in injury (roller blades, skate boards, etc.) should not be brought to school for recess use.

DISCIPLINE

A **Positive Behavioral Interventions and Supports (PBIS)** program is in place at Duker School. You will hear it referred to as **SOAR (Safety, Ownership, Achievement, and Respect)**. This program is a positive and proactive approach to student discipline. The SOAR expectations are taught to the students and reinforced in various ways throughout the year. For more information about the SOAR Program, contact Mr. Vannoy, Assistant Principal.

In order to ensure an appropriate education for students at Duker School, it is necessary to maintain high standards of discipline and order. Discipline is an internalized ability to observe rules, follow directions, exercise self-control, and demonstrate orderly habits. It is important for students to develop these skills in addition to their academic skills. Most students learn discipline quite satisfactorily when they are in an environment where they **1)** know the rules and expectations, **2)** experience conditions of organization, routine, and consistency, and **3)** fully understand the consequences of their actions. Adults at Duker School discuss, model, practice, and review with the children polite conversation, good manners, and responsible behavior. *The District 15 Board of Education has addressed the matter of student discipline in its policy manual.*

At Duker School, we expect that students observe a few rules developed to promote safety and respect for people and property. This plan is based on a simple premise: Students have the right to learn and be safe, and staff members have the right to do their jobs and be treated with respect. Behavior that interferes with those rights cannot and will not be tolerated.

1. Within the classroom, we expect students to meet individual classroom expectations.
2. We expect students to talk quietly and walk in the halls.
3. We expect students to be neat, respect property, and to be reasonably quiet in the restrooms and locker areas.
4. Insubordination is the refusal to obey reasonable directions and will not be tolerated.
5. We expect students to respect and obey **all** adult supervisors.
6. We expect students to remain in supervised areas at all times.
7. We expect students to show respect for other students, use playground equipment properly, and problem solve on the playground. Play fighting is not allowed.
8. CD players, Game Boys, cellular phones (unless arranged with administration) or any other electronic devices should be kept at home.
9. Any item brought to school must be school appropriate. Any item that looks like a weapon will be confiscated and a parent conference will be mandatory. This includes toy guns, pocketknives, or any other object that presents a safety concern.
10. Pokemon, Yu-Gi-Uh, and any other similar cards should not be brought to school.
11. Heelies (shoes with wheels in them) are not to be used on school property.

If a student **chooses** to violate a building rule, an **Office Referral Form (ORF)** may be issued and consequences will apply. A copy of the form may be sent home for parent signature. Chronic behavior problems will be referred to our Pupil Personnel Services (PPS) team. It is the obligation of school officials to maintain an orderly atmosphere in which all students can learn. It is impossible for a Student-Parent Handbook to list all possible incidents and infractions. Therefore, school officials reserve the right to apply reasonable consequences such as; assignment to a problem-solving class/group for a period of time, lunch/recess detention, after-school detention, Saturday detention, In-School-Suspension and Out-Of-School Suspension, for any student who engages in behavior that is disruptive to the educational process or potentially

harmful to persons or property. For any matter of discipline, students will always be given due process and an opportunity to tell their side of the story. Your cooperation in this program will work to benefit our whole school.

FIRE AND TORNADO DRILLS

Periodic fire and tornado drills are held throughout the school year. Copies of the Fire and Disaster Drill Procedures are posted in each classroom. The teacher in each classroom will explain the procedures as they apply to that particular classroom. The signal to vacate the building for a fire is the fire alarm. The signal to go to the disaster locations within the building will be made via the intercom system. All students will be sent to the disaster locations during "Tornado Warnings" and remain there until the danger is past. Should there be a "Warning" at dismissal time; no student will be dismissed unless it is to the direct custody of his/her parents. During "Tornado Watches", classes will be conducted as usual and the weather monitored.

GRADES

Teachers will be using the following percentages in giving letter grades:

A	93-100	Excellent
B	83-92	Above Average
C	70-82	Average
D	60-69	Below Average
F	0-59	Failing

Report cards are issued to the students 4 times a year. Midquarter progress reports are issued to students in danger of failing a subject at the end of the fifth week of the quarter. Parent/Teacher Conferences are held two times per year, usually in November and March. A parent or teacher may request a conference at any time during the school year. Parents are encouraged to inform the teachers of any situations that may affect the progress of their child.

HOMEWORK

Families play a key role in learning at home. Families share many learning experiences that are not directly related to classroom assignments. Community events, family traditions, community-based classes and sports, and even home chores make excellent learning opportunities. Family conversations offer some of the strongest arenas for teaching and learning. Homework strengthens the home/school partnership. Homework assigned by the school is viewed as an integral and necessary part of the educational program of each student. The purpose of homework is to reinforce, enrich, and supplement work done in the classroom, to promote competency in skills, and to help students learn to manage time effectively.

At the beginning of the year, teachers will give homework guidelines and expectations. We recommend that definite home study habits be developed and maintained each day. For parents, we ask that this include:

- Establishing a set time for homework each day
- Providing a proper environment for homework, that is free of distractions
- Providing the necessary supplies to complete the assigned work or project
- Offering assistance in the form of guidance.

INFORMATION AND EMERGENCY FORMS

At the beginning of the year, parents are asked to complete a pupil information and emergency form. **It is necessary that you keep this current.** If there is an address, phone number, emergency contact, or job change, please contact the school office (344-7125). It is the information on these forms that our school office uses when an emergency or question arises during the school year.

INSURANCE

At the beginning of the school year, parents are given the opportunity to purchase an accident insurance policy that offers protection while students are at school. The school merely acts as a facilitator in supplying the insurance information for the company.

LOST AND FOUND

Duker School has a Lost and Found area for clothing, backpacks, and lunch boxes. Small items, jewelry, and money are turned in to the school office. Please encourage your child to report lost items to the teacher immediately and to check the Lost and Found. Lost and Found articles not claimed in a reasonable time will be given to a charitable organization. Names on items are particularly helpful in returning lost items. It is especially important that Duker "spiritwear" be labeled.

PARENT-TEACHER ORGANIZATION (P.T.O.)

The Parent-Teacher Organization is a highly involved group committed to organizing and sponsoring educational experiences for ALL students in our school. The PTO's fundraising events bring in funds to support programs and equipment that are outside our regular school budget. Parents, please consider contributing your time, energy, and talents as a volunteer. Parents are automatically members of this supportive organization. All parents are welcome to attend the

monthly meetings. Meeting times and PTO events will be listed in the school newsletter and posted on the PTO bulletin board inside the school entrance.

PUPIL PERSONNEL SERVICES (PPS)

PPS is a team consisting of the principal, assistant principal, school psychologist, social worker, speech/language therapist, occupational therapist, reading specialist, learning disability teacher, and classroom teacher. This interdisciplinary group meets to discuss students whose learning is being disrupted by processing, behavioral, social, physical, or health problems. These meetings result in recommendations for the appropriate course of action to remediate the problem.

SPECIAL HEALTH PROBLEMS AND MEDICATIONS

Students with health problems are to report to the office at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, recent surgery, medication, or anything that might limit a student's full participation at school. Limited participation in physical education or recess will be provided for those who are recovering from a serious illness or injury.

Note: "Students who have an active infestation of head lice will be referred to their parents/guardians. Educational materials and treatment information will be distributed by the school nurse."

MEDICATIONS

Administering medication during school hours is discouraged unless it is necessary for the critical health and well being of the student. In District 15, medications shall be self-administered by the students and monitored by school personnel. Prior to allowing a student to self-administer his/her medication, the "Request for the Administration of Medication" form, available from the health office, must be completed by a physician and signed by the parents/guardians. **A responsible adult must bring all prescription and over the counter drugs to school in the original containers clearly labeled with the child's name, the physician's name, and the directions for administration.** School personnel are NOT allowed to administer over the counter medications (such as Tylenol, Robitussin, etc.) without a written prescription from a physician. The parents of the student must assume responsibility for informing the school of any change in the child's health or change in medication. The parent at the end of the school year must pick up any unused medication. If the parent does not pick up the medication, the medication will be discarded.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill, he or she should report this to the teacher and ask for permission to come to the office. If necessary, we will call the parent. Student's visits to the health office will be assessed and recorded by the health personnel. Injuries will be treated as necessary. Students with minor injuries will be treated and returned to class. Parents will be notified of serious injuries or if additional care is necessary. It is not possible to contact parents regarding every visit to the health office.

STUDENT USE OF TELEPHONES

After school plans and transportation should be arranged before coming to school. Office phones are not for pupil use except in the case of emergency. Cellular phones should not be brought to school unless circumstances dictate that a child have one. Please contact the school office to discuss circumstances that would require your child to have a cellular phone at school. If it is determined that a cell phone is necessary, it must remain in the child's locker and be turned off during the school day.

UNUSUAL WEATHER INFORMATION

Severe weather conditions or other emergencies may cause school to be closed. This information will be broadcast after 6:00 A.M. on the following stations:

WXRD -104FM
WIND-560 AM

WKRS-1220AM
WGN-TV-CH 9

WBBM-780AM
WGN-720AM

WMAQ-670AM
WLS-890AM

In order to inquire about weather related school closings, you can also call the District 15 Voice Mail System (344-7140) or check the web site at www.d15.org. There is the possibility that because of sudden heavy storms, snow and ice, or heating problems, we would be forced to dismiss school early, at which times we would again use radio and television to notify parents, as well as enacting our emergency closing procedures.

VISITORS AND VOLUNTEERS

Visitors and Volunteers are always welcome at Duker School. Duker School is a wonderful place to teach and learn because of the support our parents and community give to our students and staff. Parents are partners in the teaching and learning process. Children's progress, competence, and confidence increase when families place a high value on learning, and when children talk about their learning. We invite and encourage all parents to visit school and share in your child's experiences and to volunteer. There are many opportunities to become involved, from volunteering in the classroom and throughout the school to supporting the work of the PTO with special activities. Parents, please contact your child's teacher regarding opportunities to help in the classroom. To volunteer for special events, please contact the PTO chairs for contact people and further information. The office has those contact numbers. **To help us with the safety and well being of all Duker students, we must know who is in the building at all times. When entering the building during the day, visitors must stop in at the school office to sign in and obtain a visitor's badge. When leaving, visitors must sign out.**