



Friday, August 8, 2014

Dear Duveneck Families,

Welcome to the 2014-2015 school year! I hope you have had a relaxing and happy summer, and I am very excited to continue working with you and serving the Duveneck Community as Principal.

We have just opened the Duveneck campus! The green construction fences are down, and the campus is ready for you to visit and explore. If you haven't seen our improved campus yet, I encourage you to do so before the start of our year. The buildings are nearly complete (and they will be ready for August 19), the blacktop has been re-painted, and the new sod has been laid on the field where the portables used to be. Overall, the campus has a fabulous, refreshed feel, and now after three years of planning and challenging construction work, all of our grade-levels are clustered close together. Standing on the Fifth Grade Balcony allows one to see the entire K-5 continuum, as the classes are located in a clockwise direction around our new campus. As you'd imagine, the construction teams, our custodians and our teachers have been working tirelessly to prepare for what will be a wonderful year and we are all very excited to see you soon - I hope you and your students are excited for school to begin too!

New Faces to the Duveneck Staff:

Please join me in welcoming some new faces to our Community of Dragons.

- Matthew Keith, 5th Grade Teacher Rm. 24
- Therese Martin, 4th Grade Teacher Rm. 22
- Silvia Meinke, 4th Grade Teacher, Rm. 21
- Tara Feldmeier, Longterm Substitute for Ms. Gutierrez, 3rd Grade Rm. 14
- Kristine Berg, Part time Kinder Teacher Rm.1

I am very excited that these fabulous teachers are joining our team, and I am looking forward to introducing them to you at our Opening Ceremony on the first day of school!

The following pages contain important information that should help for a successful start to the school year. Should you have any questions about any of the information being presented, please direct your questions to Elaine Saussotte (esaussotte@pausd.org), Beth Hedge (ehedge@pausd.org), or me, Chris Grierson (cgrierson@pausd.org). You can also call the office at (650) 322-5946, and check out our new school website at www.duveneck.pausd.org for more information. See you soon!

Sincerely,

Chris Grierson
Duveneck Principal

Important Information for the start of the 2014-15 School Year:

Duveneck PTA Back To School Packets and Classroom Assignments:

Important Back-To-School materials and information will be distributed on **Monday, August 18, 2014, from 4:00 – 5:30 PM** during our annual **Back To School Packet Pick-Up Event**. During this event, students' classroom assignments will be posted on classroom doors, and their assignment information will be on their Back To School Folder as well. Please join us on Monday afternoon for this celebratory return to school!

Also on **Monday, August 18, from 10:00 - 11:00 AM, Kindergarten students and families** are invited to meet their teachers and see our new classrooms and the kinder playground during our annual **Kinder Visit**. To learn where your kindergarten student's classroom is located and who your teacher will be, come to the Duveneck Office on Monday, August 18 at 9:45 AM. The kinder class lists will be posted on the Duveneck Office windows at that time.

First Day of School:

School begins promptly on Tuesday, August 19, at 8:05 AM, with dismissal at 2:35 PM for grades 1-5, and 11:45 AM for kinder students. On Wednesdays, students in grades 1-5 are dismissed at 1:05 PM. Kindergarten students will still be dismissed at 11:45 AM everyday, until their extended day schedules begin in October. All students in grades 1-5 need to either bring a lunch from home or purchase a lunch here at school.

Please plan to join us for the Opening Day Ceremony on the blacktop, around 8:10 AM. We will have our traditional First Day Coffee after a few short introductions, announcements and reminders.

Duveneck Supply Lists:

While the school provides most instructional materials and texts, some personal supplies are requested. These personal supply lists are attached to this letter and this information is on our school website. If, for any reason, you're unable to purchase these items, the school will be happy to provide these items for your child. Please see the attached Supply List for the 2014-15 School Year.

Medical Forms:

Over-the-counter and prescription medications cannot be distributed or brought to school unless forms signed by a parent and the child's pediatrician are on file. All necessary forms are accessible through the PAUSD website, under the subcategory, "forms."

Attendance:

Please report all absences to the school office. Parents and guardians must call the office at (650) 322-5946, Extension 1, before 8:45 AM on the day of a child's absence. Attendance messages can be left on Extension 1 when the office is closed. Duveneck office hours are 7:30 AM – 4:00 PM during the school day.

Duveneck Nut Policy:

Since many of our children suffer from a variety of allergies, our school's policy has been to make Kindergarten and First Grade "Nut-Free" zones, meaning that nuts of any kind, including Peanut Butter, are not allowed at school. Second Grade and beyond have specific nut-free tables where children can eat, if they choose.

Dogs on Campus:

No dogs are allowed on campus the first two weeks of school. After that, dogs are allowed during drop-off and pick-up times, but **only** if the dog is secured by a leash held by an adult, and kept away from the red top, picnic areas and play structures. Always clean up after your pets, and encourage others to do so too.

Partners in Education (PiE):

This community foundation is an essential part of our district and school funding, supplementing our budget by \$204,637 last year. Used to help fund regular classroom aides, Junior Museum programs, and instruction through the Spectra Art program, PiE funds help provide a stable educational experience when many other California districts have eliminated programs thought once to be secure.

This year, PiE's suggested donation is \$800 per student. For more information, please visit the PiE website at www.papie.org

Traffic around Duveneck:

Because this is a heavily traveled and congested area, please take careful note of these traffic requests, specifically designed to keep each of our children safe.

- Escorted crosswalks are located at the intersections of Dana and Newell, Alester and Dana, and at the corner of Alester and Channing.
- Vehicular traffic on Dana Avenue and Heather is *strongly discouraged*, as these streets are especially narrow and/or used by students biking to Jordan Middle School. Please use the pedestrian safety flags at the Heather and Channing and at Dana and Alester intersections.
- U-Turns and double-parking on Channing Avenue are illegal and will subject you to ticketing by Palo Alto Police Department.
- Bicycling is encouraged; racks are located near the Library.
- Please observe the crosswalk lines at all times.
- Please make every effort to walk, roll, or bike to school.... Fewer cars on the streets help keep our children safe.

Construction Update:

The Duveneck site has experienced many changes this summer. We have completed the construction of three new buildings: a new 4th and 5th Grade Building, a new Library with Resource Rooms, and a new Flexroom (located in our former Library). You'll notice that our new buildings are in the same style of the new Kindergarten Building and the new Primary Classroom Building that were completed last year. Over the last three years, we have built four buildings that include 13 new classrooms, a new Library and a Library classroom. In addition to the new classroom spaces, we have also increased our field space and play area by removing six portables. We are all very excited about our new campus, and we look forward to sharing it with you!

More information about our construction project can be found on the PAUSD website:

<http://pausd.org/community/StrongSchoolsBond/Schools/duveneck.shtml>

Have Additional Questions?

Even more information will come out through the 2014-15 Handbook that will be in Back To School Packet. In the meantime, if you have any questions about any of the above information presented, please direct your questions to Elaine Saussothe (esaussothe@pausd.org), Beth Hedge (ehedge@pausd.org), or Chris Grierson (cgrierson@pausd.org). You can also call the office at (650) 322-5946 and check out our new school website at www.duveneck.pausd.org for more information.

We are looking forward to seeing you and working together soon.

Happy New Year!!

The Duveneck Staff

SUPPLY LIST for the 2014-15 School Year

These are the recommended supplies that students will need for their personal use at each grade level. Please know that if you are unable to provide the supplies listed below for your child, Duveneck will provide the materials they need.

Please Note:

The items that are marked with an arrow (➔) are items that every student needs while attending Duveneck Elementary School.

Kindergarten	<ul style="list-style-type: none"> ➔ A full-sized backpack ➔ A lunch box or lunch bag
First Grade	<ul style="list-style-type: none"> • One pencil box (8"X5.5" is ideal) • One 2-pocket folder (your child can pick the design)
Second Grade	<ul style="list-style-type: none"> • One bottle of hand sanitizer • One box of tissue • One box of wet wipes or disinfectant wipes • One 5"x8" plastic storage container (pencil box) with flip-top lid (Example: "Spacemaker")
Third Grade	<ul style="list-style-type: none"> • One pencil box • Two boxes of wet wipes • One box of crayons • One 2-pocket folder (heavy-duty and durable – your child can pick any design)
Fourth Grade	<ul style="list-style-type: none"> • One pencil box • Two 2-pocket folders (heavy-duty and durable – your child can pick any design)
Fifth Grade	<ul style="list-style-type: none"> • One 3-ring binder (1.5" width) • One pencil pouch (for binder) • 5" X 8" plastic storage container with flip top lid (Example: "Spacemaker") • One hand-held pencil sharpener, with container to hold shavings