



# Duncan Public Schools

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February 15, 2012

Dear Parents and Caregivers,

On Wednesday February 29, 2012 ALL Duncan students will be released early due to mandatory training for all certified teaching staff. Duncan Middle School students will be released at 1:00 p.m. and middle school buses will run at that time. Elementary and Duncan High School students will dismiss at 1:30 p.m. and those buses will run accordingly. Pre-K students will be dismissed at 1:30 p.m. and usual transportation will be provided.

In order for coaches to participate in this mandatory training along with their colleagues, practice may be held after 4:00 p.m. if the coach chooses to have practice. Student attendance will not be affected in any way due to this early release day. These changes will be communicated to day care centers, after school care facilities, and Gabriel's House. Parents will be responsible for child care the afternoon of February 29<sup>th</sup>.

Thank you for your cooperation in helping facilitate this important training for our certified staff. Please contact your student's principal if you have any further questions.

Sincerely,

Sherry Labyer, Ed.D