American Education Week Parent Visitation

November 13th and 14th

November 2018

Dear Parent/Guardian,

In connection with **American Education Week,** you are invited to visit your child's classroom while school is in session. In order to prepare for this, the following schedule has been established:

Date	Visiting Hours
Tuesday, November 13th	**9:00 a.m. - 10:15 a.m.** **1:15 p.m. - 2:30 p.m.**
Wednesday, November 14th	**9:00 a.m. - 10:15 a.m.** **1:15 p.m. - 2:30 p.m**.

The following rules must be observed to make your visit a success:

1. Please sign in and receive a visitor's badge in the office or in the vestibule just outside the office before reporting to your child's classroom.

2. Remember that teachers will not have the opportunity to confer with you concerning your child's progress.

3. **Other relatives or children/siblings in the family are not permitted to accompany parents/guardians to the classroom visitation.**

4. Please limit your classroom visitation to **30** minutes. Please enter and exit the classrooms quietly with as little disruption as possible.

5. **Cell phones and electronic devices must be turned off during your visitation. This is a time of instruction for the students.**

6. You may visit the PTA book fair before/after your classroom visit, however you are not permitted to remove your child from the classroom to accompany you. The PTA has provided evening hours to accommodate shopping with your child.

7. **Please return to the office at the end of your visit to sign out. All visitors must exit through the office.**

Your cooperation in this worthwhile program is greatly appreciated.

Sincerely,

Brianna L. Chapin

Brianna L. Chapin
Principal, School #1

c: Michael L. Harris, Superintendent