



## Alexandria Middle School

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Dear Parents,

The Alexandria Township School faculty and staff would like to invite you to visit your child's classroom during **American Education Week**. We have established one day, Wednesday, **November 14th** as the day for classroom visits.

In order to accommodate visits without interfering with normal classroom routines, we ask that you adhere to the following **guidelines**:

1. **Parents must call the office in advance** to schedule an appointment to visit.
2. Visits should be limited to 30 minutes.
3. No more than three people may visit a particular classroom at one time.
4. Since classes will be held as usual, we ask that you please conduct yourself in a manner that does not disrupt the lesson.
5. Siblings are not permitted during visitations.
6. Cell phones should be silenced and not in use during your visit in the classroom.

We all look forward to seeing you and hope that you will take time to visit your child's class.

Sincerely,

Joy C. Dominic  
Principal

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