



November 2, 2017

Dear Parents/Guardians:

American Education Week, November 13-17, is just days away! American Education Week is observed in communities annually for the purpose of informing the public of the accomplishments of our students and schools, and to garner parent involvement in the education of their children. We are excited about this opportunity for you to visit your child's classes at Frederick Classical Charter School (FCCS).

Along with this excitement of having you as an integral part of your child's education during American Education Week, we also are intently focused on ensuring that school safety and minimal distractions to the learning environment are strictly enforced.

To that end, we need your assistance by completing the attached Approved Visitor Form and returning it to FCCS by Thursday, November 9, 2017. This form provides FCCS with a list of any and all visitors you would like us to allow to visit and observe your child during American Education Week. The completion of this form is **essential** and is **required** in order for a visitor to be allowed to visit your child's classroom. If a visitor comes to the school for your child and is not on the list, that person will not be allowed to participate in American Education Week visitation. Please be sure to include yourselves on the list, as well as, anyone who is also listed on your child's Emergency Data Form that you want to visit, as that form will not override this Approved Visitor Form.

Please note that there are visitor criteria and procedures necessary to ensure that valuable instruction continues in our school during American Education Week. We are also requiring that all visitors adhere to the following guidelines:

- All visitors must be over the age of 21 and provide photo identification.
- All visitors must check in at the Welcome Table before proceeding into the school.
- Please do not bring young children with you during your visit. Visitors with young children will not be permitted into the classrooms, as the distraction is disruptive to instruction.

- Please place cell phones on vibrate. Persons using a cell phone in the classroom will be asked to leave.
- Please limit visits to approximately 1 hour per child. This will ensure the opportunity for other parents to visit their children without overcrowding classrooms. Additionally, lengthy visits, especially for our younger students, can cause excess distraction and undesired behaviors.
- Visitors may only visit in the classrooms of the student(s) for whom they have permission on the Approved Visitor Form.
- Food and drink should not be brought into the school during classroom visitation.
- Please remove hats and outside garments upon entering the school.
- Upon leaving the building, please sign out at the Welcome Table.

As you can see from these guidelines, Frederick Classical Charter School is striving to provide an opportunity for parents and community members to visit our children during American Education Week while continuing to maintain a safe learning environment.

In order to ensure adequate parking for families, we ask that the following schedule for visitation be followed:

Monday, November 13 – Grades 5-8

Tuesday, November 14 – Grades 2-4

Wednesday, November 15 – Grades K-1

Thursday, November 16 – Families that have more than one child that are not within a grade level band listed above.

Friday, November 17 – No visitation due to adjusted schedule for Parent Conferences

We look forward to your visit during the week of November 13-16 at our school. Please ensure a pleasant and productive visit during American Education Week by completing the attached Approved Visitor Form and returning it to the school no later than Thursday, November 9. Unfortunately, if this form is not returned, visitors other than a parent or guardian will not be admitted to visit your child.

Thank you.

Respectfully,

Erica F. Cummins
Principal