



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
DAEGU ELEMENTARY SCHOOL
KOREA DISTRICT
UNIT 15623
APO AP 96218-5623

PACIFIC

14 August 2018

MEMORANDUM FOR THE RECORD

SUBJECT: Visitor Policy Letter

1. School safety is a top priority. In order to provide a safe environment for our staff and students we must closely monitor movement within our school at all times. To maximize quality instruction to our students, we must protect instructional time. The following policies have been put in place to ensure the safety of your child, protect quality instruction time, and to provide effective communication to all our parents.

- A. All parents/visitors need report to the front office when they enter the school building.
- B. All parents/visitors **must** sign in and wear a visitor's badge provided by the front office.
- C. Parents will not be allowed to go to a teacher's classroom during instruction or a teacher's planning time unless the teacher has requested for that parent to come to the room. If a child has forgotten something, the parent can leave it in the front office for your child to pick up.
- D. All teacher/parent conferences will be scheduled for non-instructional times agreed upon by both parties; this allows for a quality meeting to address any questions or concerns.

2. Thank you for the continued support, and we look forward to a very successful academic school year.

Sincerely,

A handwritten signature in black ink that reads "Sherae M. Wiley". The signature is written in a cursive style with a large, looping "S" and "W".

Sherae M. Wiley
Principal
Daegu Elementary School