

ALEXANDRIA CITY PUBLIC SCHOOLS
Alexandria, Virginia

Administrative Directives
2018-2019 Series
No. 8
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TO: School-Based and Central Office Administrators

FROM: Gregory C. Hutchings, Jr., Ed.D.
Superintendent of Schools

TOPIC: **Hours of Public Operation for Schools and Central Offices**

OVERVIEW

The school division acknowledges its responsibilities for providing service and assistance to the public. Parents and members of the community need to know the hours of public operation of schools and central offices and how they can be contacted.

PURPOSES

1. To provide regular opportunities for public contact with and access to the schools and central offices of Alexandria City Public Schools.
2. To establish a uniform schedule for hours of operation for schools and central offices in the Alexandria City Public Schools and to disseminate the information to parents, the staff, and the community.

PROCEDURES

1. Review with all staff members the daily hours of operation for your school or central office. The hours of operation will require that all schools and central offices begin and end their hours of public operation at a stated time.
2. Develop a flexible schedule with office staff members to ensure regular office coverage during hours of public operation.
3. Inform all members of the staff of the importance of maintaining these hours each day.
4. Include statements and notices about these hours of public operation in communications to parents and staff and community members.

PROCESS

The hours of operation for central offices of the Alexandria City Public Schools are: 8:00 a.m. - 5:00 p.m. daily. Certain central offices may choose to extend these hours, but all offices will be open between the hours of 8:00 a.m. and 5:00 p.m.

Schools and central offices must ensure that they observe hours of operation that provide the general public opportunities for individuals to be in contact with us before and after the end of the instructional day. This is particularly critical when emergencies arise, i.e., a child has not arrived at home at the normal time and the parent or caregiver is alarmed. To this end, operational hours for central offices and schools are:

Central Offices	8:00 a.m. – 5:00 p.m.	9 hours
School Nutrition Services	7:00 a.m. – 4:00 p.m.	9 hours
Transportation	6:00 a.m. – 6:00 p.m.	12 hours
Elementary Schools	7:00 a.m. – 4:00 p.m.	9 hours
Middle Schools	7:30 a.m. – 4:30 p.m.	9 hours
T. C. Williams High School:	7:30 a.m. – 4:30 p.m.	9 hours
Minnie Howard Campus	7:30 a.m. – 4:30 p.m.	9 hours
Satellite Campus	8:00 a.m. – 5:00 p.m.	9 hours
T. C. Williams – King Street	7:30 a.m. – 4:30 p.m.	9 hours
Chance for Change	7:45 a.m. – 3:45 p.m.	8 hours

These hours will be communicated to the public.

FOR ADDITIONAL INFORMATION CONTACT: Ms. Mignon Anthony, Chief Operating Officer – 703-619-8097