



**ARLINGTON SCHOOL BOARD**

# **Open Office Hours**

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Syphax Education Center  
2110 Washington Blvd, 2<sup>nd</sup> Floor  
Arlington, VA 22204  
703-228-6015

The School Board welcomes and encourages parents and community members to share their views. One opportunity to do so is during Open Office Hours. During the school year, School Board members hold Open Office Hours on Monday evenings generally from 5–7 p.m. In the event of a Monday holiday, Open Office Hours are held on the following Tuesday from 8:30 – 10:30 a.m. During that time, a Board member is available in the School Board Office to talk with individuals or small groups about school issues. Open Office Hours are not held when school is not in session, such as during Winter or Spring Break, or over the summer.

The Open Office Hours schedule is posted on the APS website at <https://www.apsva.us/contact-the-school-board/open-office-hours/>.

## **Attending Open Office Hours?**

- Visitors are seen on a walk-in basis; no appointment is necessary.
- When you arrive, please register on the Sign-Up sheet at the front desk. Generally, visitors are seen on a first-come, first-served basis, and the School Board member will meet with you in that order.
- If several visitors are interested in speaking about the same topic, the School Board member may invite you to meet as a group.
- Open Office Hours are an opportunity to speak to the School Board. Conversations and information from a given Open Office Hours session will be conveyed to each Board member. Additionally, as appropriate, the Board member will also pass along information and/or requests for followup to the Superintendent.
- Personnel matters are confidential. Visitors are asked to respect that confidentiality; the School Board member cannot comment, nor offer his or her individual opinion, on such matters. This silence should not be treated as indication of any particular position on the matter.
- Statements that personally attack individuals or do not relate to Arlington Public Schools' business are not appropriate for discussion. You may be asked to limit your remarks to issues that are related to Arlington Public Schools' business.

If you have questions about Open Office Hours  
please contact the School Board Office at 703-228-6015.

*\*Please notify the School Board Office in advance if interpretation services are needed.\**