

GENERAL INSTRUCTIONS TO THE TEACHER

We hope this guide will be helpful in your preparation to visit the Oak Hill School Heritage Education Center.

1. Call to schedule a day at Oak Hill School at least three weeks prior to the desired visit date. A visit confirmation form will be mailed to you immediately. It will confirm the visit date and time, number of students attending, and fee schedule.
2. Copy the Parentsø Permission Letter and send it home with each student. Arrange for the signed form at the bottom of the letter to be returned at least three days in advance.
3. Make the necessary transportation arrangements and obtain additional chaperones if necessary.
4. Make name tags from the sample pattern or plan one of your own. The first name is most important, as the schoolmarm/master will address students by first names. Please print boldly and clearly.
5. Copy these names on the Student List Sheet for morning Roll-Call.
6. Make your copybooks. **This activity is necessary for your visit.**
7. If your class plans to dress in appropriate clothing for the 1890s, remind students the day before with a note to their parents. No matter what they wear, they should be dressed for the weather! For information on clothing, see **School Clothing of the 1890s**.
8. If your class plans to have lunch at the school, you might want to plan your lunches around what would have been eaten in the 1890s. Making a lunch pail to carry the lunches is Pre-Visit Activity #4. Making a lunch involves Pre-Visit Activities #5 and #6. Making a quilt square to cover the lunch in the lunch pail is Pre-Visit Activity #7.

For emergencies during your visit, phones are located inside the Jonesborough Visitors Center. The Visitors Center Hostess will be happy to assist. For more information, contact the Heritage Alliance at (423) 753-9580.

Due to the small size of the one-room classroom and limited seating, we will only be able to accommodate approximately 30 students per visit.

