



FRANKLIN ELEMENTARY SCHOOL
EXCELLENCE • INNOVATION • RESPECT • RESPONSIBILITY

Joel Jocelyn, Ed.D.
Principal

Wednesday, August 28, 2019

Dear Parents and Guardians,

Please find below the designated entrance and exit areas via which students in each grade will enter the school building in the morning and exit at dismissal. These arrival and dismissal processes were developed after careful planning to make our arrival and dismissal processes as safe, as orderly and as efficient as possible.

Please note the following entrances that students will use during arrival and exits that students will use during dismissal.

Morning Arrival:

- **Kindergarten students** will enter the building during arrival and exit during dismissal through the door at the end of the kindergarten wing (Door# 19). If you are facing the front of the building, the kindergarten entrance and exit door will be on the right end of the school.
- **1st, 2nd, and 3rd grade students** will enter the school building in the morning and exit at dismissal via the main entrance door by the main office.
- **4th and 5th grade students** will enter the school building in the morning and exit at dismissal via the side door (Exit doors 5 and 6). These doors are on the left side of the school by the large field/playground.
- **Plowshare Students** – will be accompanied to the cafeteria by designated Franklin and Plowshare staff to ensure that all our students arrive at the Plowshare after school program safely.

Afternoon Dismissal:

- **Grade 1 students** will be dismissed outside the main entrance at the bottom of the stairs. If you're facing the building, Ms. Stamp's class will be waiting at the bottom to the left of the stairs. While Ms. Castrovillari and Ms. Downing's class will be waiting at the bottom to the right of the stairs.



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- **2nd Grade students** will be dismissed on the concrete "veranda level." Teachers and their 2nd grade students will wait on the sides, so as not to block the stairs. Stairs will remain clear. Students will stay with their teachers.
- **3rd Grade students** will be on the grass on the "veranda level" up by the wall. All 3rd grade students will walk there with their teachers who will wait for all students to be dismissed.

As you may recall, the Newton School Committee adopted new drop-off procedures for elementary schools two years ago. They require the families of elementary school children to drop them outside their schools, rather than entering the building with them. **Parents of Kindergarten students only** may bring their children inside the school, at their discretion, during the first week of school, from September 3rd through September 6th. Starting on Tuesday, September 9th all students will enter the building unaccompanied by parents.

We are grateful for your cooperation and adherence to these arrival and dismissal routes. We need your help to ensure that our students and their teachers enjoy a safe, orderly, and efficient experience during arrival and dismissal. Thank you for the privilege to partner with you in educating your children. Please feel free to contact us via the telephone at (617) 559-9500 with any questions or issues relating to our arrival and dismissal processes.

Sincerely,

Joel Jocelyn
Principal