

Franklin Borough School

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John R. Giacchi
Chief School Administrator

William J. Sabo
Business Administrator
Board Secretary

March 29, 2018

Dear Franklin School Families,

As we flip the calendar to April and watch the last of the snow melt away, there are a few important items I would like to share:

Safety and Security: To enhance the security of students and staff at Franklin Borough School, listed below are some of the new procedures that will begin when school reopens after spring break:

- All visitors must give prior notice before being admitted into the school building; visitors may only enter the building if they are on the list of scheduled appointments for the day.
- Visitors picking up a child before the end of the school day must provide prior notice by calling the main office at **973-827-9775**. All requests for a change in dismissal/pick-up arrangements must be made by 2:15 p.m. to ensure appropriate communication with classrooms.
- Visitors bringing items to school for children (bookbags, binders, lunch bags, etc.) may leave the items on the table provided in the vestibule at the front entrance. Please buzz the main office to notify them of the delivery.

In addition to the changes listed above, please know that we regularly review and update school safety and security procedures in collaboration with the police department, and we will continue to perform drills to ensure that students, faculty and staff are familiar with our current procedures.

3rd Marking period: The 3rd marking period has been extended to Wednesday, April 18th. Report cards for the 3rd marking period will be sent home on Wednesday, April 25th.

Kindergarten Moving-up Ceremony: The kindergarten Moving-up Ceremony is Friday, June 15th at 1:00 p.m. More information regarding the celebration will follow.

8th Grade Graduation: 8th grade graduation is Friday, June 22nd at 7:00 p.m. More information regarding graduation and other 8th grade activities will follow.

Last Day of School: Pending any further school closings, the last day of school is now scheduled for Friday, June 22nd.

If you have any concerns regarding safety and security or otherwise, please call my office or email me at jrgiacchi@fboe.org so that I may address your concerns in a timely manner.

I hope that each of you find time to spend with family and friends over the break!

Warm regards,



John R. Giacchi,
Chief School Administrator