



Attention Parents/Guardians:

Below are Franklin School's before-school procedures for when the weather is cold and/or inclement:

- Beginning at 7:45 a.m., students report to the auditorium.
- **ALL** are to walk around the **outside** of the building to the auditorium; **entrance through the front doors is NOT permitted before 8:00 a.m.** A late pass is required upon entering the front doors after 8:00 a.m.
- Foot traffic into and out of the auditorium flows in one direction:
 - ◆ Incoming students should enter the auditorium through the closest door on the left (facing the stage).
 - ◆ Outgoing students will exit the auditorium through the closest door on the left (facing **away** from the stage).
- Once in the auditorium, students report to their assigned row for seating:
 - ◆ Rows are assigned by homeroom with kindergarteners seated closest to the stage.
- Parents/guardians who enter the auditorium with their child(ren):
 - ◆ Enter/exit following the one-way traffic flow procedures.
 - ◆ **DO NOT** stand in aisles or sit in seats with your child(ren).
 - ◆ Exit the building through the glass doors in the auditorium lobby; exiting through the school is **NOT** permitted.
- Those who arrive as students are dismissed from the auditorium must wait behind the cones in the auditorium lobby:
 - ◆ **DO NOT** enter the auditorium as students are dismissing.
 - ◆ Students may join classmates as they pass by on their way to class.
- Food and drink are **NOT** allowed in the auditorium.



NOTE: The front doors are locked until 8:00 a.m. If you arrive after the 7:55 a.m. bell and before 8:00 a.m., you must walk around the outside of the building and enter through the auditorium lobby doors.

These procedures ensure the safety of our students. Please assist us by following the rules that are in place.
Thank you for your cooperation.