

TEN BROECK ACADEMY & FRANKLINVILLE CENTRAL SCHOOL

31 NORTH MAIN STREET ♦ FRANKLINVILLE, NEW YORK 14737
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GUIDELINES FOR SCHOOL VISITORS

The Franklinville CSD is currently observing normal summer office hours of 7:00 am until 2:00 pm.

During this transition, we encourage parents to complete any school business electronically if possible as we try to limit office visits to essential business. If you have questions about school-related issues, please contact the appropriate school office or department. Our office support staff will be available to answer your phone calls and address your questions. However, if necessary, you may schedule an appointment for an in-person office visit.

Please be aware we will follow the guidelines listed below to provide a safe working environment for our employees:

- All visitors to our schools must have a scheduled appointment.
- All visitors to our schools must wear a masks.
- All visitors should use the hand sanitizer provided when they enter a school office area.
- All visitors to our schools must remain in the front office areas unless authorized by the Principal.
- All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person(s).
- All visitors should complete a self-check before entering a school building. Visitors with fever, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our school buildings. It is extremely important that you do NOT come to our schools if you are sick. Please do NOT place our school employees at risk.

Thank you for your continued support during these challenging times.

Teach, Believe, Aspire ~ Fostering a Culture for Success
“Preparing Students Today for the World Tomorrow”