

September 5, 2023

Hello Towne Students and Families,

We are excited to welcome you all to our first day of school, Wednesday, September 6<sup>th</sup>! Linked to the bottom of this email you will find a map of the Frankford Arsenal (locations where parents can drop off their students), Towne Student and Family Orientation Booklet, and Towne Bell Schedule.

Each day over 3000 people travel to the arsenal for school and work, please plan for heavy traffic between 7:30 am and 8:15 am. Families who drive their students to school should follow the posted signs for drop-off, and for safest arrival and dismissal, avoid entering through the turnstiles with your automobile. Towne students will enter school through the student entrance, at the rear of building 109, and scan in for the day prior to 7:55 am to be counted as on time.

**The following group of students should report to the designated locations for the first day:**

Any student who does not have a current Student ID Card or school issued Roster / Planner, should report to the auditorium upon arrival.

All senior students should report to school prior to 7:55 AM. When the bell rings for first block, all seniors should remain in the cafeteria until further instruction.

All students scheduled for Block 1 Foreign Language should report to school prior to 7:55 AM. When the bell rings for first block, students should go to their locker, put away all personal items, and report to the Prep Zone by 8:00 AM.

**Students should be in full uniform:**

- FTCHS School Logo polo shirt or ¼ zip (¼ zips must be worn with a Towne t-shirt or Towne polo underneath). It must be purchased through the school store.
- Any color Khaki-style pants, dress, or casual dress pants (traditional cut), must not resemble jeans, must not have pockets anywhere on the leg of the pants, must be worn at waist level, must not be cut or ripped in any way, and may not drag on the floor. No tears or frays of any kind.
- Rubber soled shoes. Slip-on shoes must have rubber soles and a permanent back, or they are not permitted. Work boots, UGG/Sheepskin boots, fashion boots are not permitted.

**Towne Need to Know:**

- Please charge your Chromebook before bringing it into school.
- Faculty members will be providing their syllabus and what supplies are needed for the students. It is best to bring a notebook, pen, and pencil with you for the first day of school.
- Any student who has a class in Building 215 (1<sup>st</sup> and 2<sup>nd</sup> floor) will exit from Tower 3 to Building 215. Transition is monitored by FTCHS Security.
- Any student with Culinary will exit from Tower 1 to Building 12. Transition is monitored by FTCHS Security.
- Please check your email for classroom or teacher changes.
- Dismissal Monday – Thursday is at 2:18 pm with time for tutoring/activities/clubs from 2:20 pm to 3:30 pm
- Students who receive an appointment or detention are required to serve it that day.

On behalf of Principal Dougherty, Dr. James, Assistant Principal Clement, Dean of Students Ounan, and Towne's faculty and staff, we wish each of you a happy and safe start to the school year. We look forward to working with each of you to continue the tradition of student excellence here at Franklin Towne.

Thanks in advance for your support,



Brianna M. O'Donnell

CEO