

FRANZEN SCHOOL – IMPORTANT INFORMATION

FRANZEN BUILDING HOURS: 7:00 AM TO 4:00 PM

Please note the front doors are locked at **4:00 PM** and the office is closed. The Itasca Library and Wood Dale Library have copies of all of Franzen's textbooks.

FRANZEN SCHOOL HOURS:

Monday through Friday	8:20 AM First Bell 8:25 AM Tardy Bell 3:10 PM Dismissal Bell
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Early Release Day	8:20 AM First Bell 8:25 AM Tardy Bell 1:10 PM Dismissal Bell
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FRANZEN PHONE NUMBER AND OFFICE HOURS:

Office Hours	7:30 AM to 4:00 PM on school days
Phone Number	630-773-0100

Please note the telephone is not answered prior to 7:50 AM or after 4:00 PM.

ABSENCE LINE NUMBER: 630-773-1232 x7004 between 4:00 PM and 7:50 AM

It is the **PARENT'S RESPONSIBILITY** to call your child in absent or late. After 7:50, please call 630-773-0100 and report your child's absence to the building secretary. If you leave a message, please give your child's name, reason for the absence, teacher, and if you would like to pick up homework. You must call the office EVERY day your child will be out.

School code states we must have contact with a parent/guardian with 2 hours of school starting. If no contact is made, we will call all emergency numbers listed and the police for a wellness check, if necessary.

If you send an email to your child's teacher regarding an absence or change in their school plans, please also email the building secretary -- jnawrocki@itasca10.org.

Requests for homework must be made by 9:00 AM so the teacher can get it ready. Homework can be picked up after 3:20 PM until 4:00 PM.