

FRANK W. BROWN ELEMENTARY SCHOOL

25485 Middlebelt Road, New Boston, MI 48164

Telephone: (734) 782-2716 Fax: (734) 783-0326

Mr. Cory Pengelly, Principal

Mrs. Stacey Griffith, Secretary

January, 2016



Brown has set up an email account for attendance call-ins/late arrivals only.

ABSENCES and/or LATE ARRIVALS: when sending an absent/late arrival email, please include: date of absence/late arrival, student's name, teacher, and reason of absence/late arrival.

EARLY DISMISSALS: please **DO NOT use this email** for early dismissals. Any emails for early dismissals will be disregarded. You must send a note to your student's teacher for early dismissals or call the office. **ATTENDANCE EMAIL ADDRESS IS:** besattendance@huronschools.org

DATES TO REMEMBER:



Tuesday, January 12 @ 7pm – PTO Meeting



Wednesday, January 13th ~ Monroe Bank & Trust **BANKING DAY**



Monday, January 18th ~ **NO SCHOOL FOR STUDENTS**



Keep Me Home If...

- I'm vomiting;
- I have a rash, lice, or nits;
- I have diarrhea;
- I have a contagious disease (chicken pox, pink eye, strep throat, impetigo, etc.);
- I have a fever of 99 degrees or above (must be fever-free for 24 hours before returning to school)

When Your Child is Sick: Please Do Not Intentionally Expose Them to Others.

Students cannot be excluded from recess due to a cold unless they have a physician's note.

Don't forget to check our website for information including breakfast and lunch menus. www.huronschools.org

DRESS APPROPRIATELY-Please make sure that students come to school dressed appropriately every day. Children go outside for recess unless it is raining, snowing or if the wind chill is below 10 degrees. Hoodies are **not** considered appropriate if the weather is cold. Also, students need to wear protective footwear (not sandals) on the playground.

HOMEWORK REQUESTS-Please call the office by 9am to request homework. Homework requested will be available for pick up no earlier than 3pm in the office.

EARLY DISMISSALS-Because it is very disruptive for students to leave classroom early, we ask that parents only pick students up early when it is **absolutely necessary**. If there are any changes in your child's pick-up schedule, please send a note to the teacher so they are aware of the change. For last minute pick-up changes, please call the office **BEFORE 3pm** so we can make sure your student is aware of the last minute change.

- **Drop-offs in the AM:** Students are not allowed into the building until 8:20am. All students who are dropped off in the morning should enter through the main doors by the office **only**. Parents who wish to park can do so (not in drop off lane, please) escort their child to the main doors, say goodbyes, and let the student enter the building. **NOTE: parents and other non-staff members should not be in the building during drop-off and/or dismissal periods.**
- **Pick-ups in the PM:** K - 2nd grade students who are picked up at the end of the day will be picked up from the library. Please enter the library through the outside door. 3rd - 5th grade students will be picked up by the cafeteria at the end of the day. This is a safety precaution so we can visually observe a student being picked up by the correct adult. Students not picked up before 3:50pm will be sent to the office. Please buzz in and sign them out in the office after that time. **Please have identification ready.**

***** PLEASE NOTE *** HANDICAPPED PARKING:** Due to the limited amount of handicapped parking spaces—**please do not park in handicapped spaces unless you have a handicapped parking permit.**