

# 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

November, 2015

Don't forget to check our website for information including breakfast and lunch menus. [www.huronschools.org](http://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 - 2<sup>nd</sup> 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. 3<sup>rd</sup> - 5<sup>th</sup> 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.

**NEW!**

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](mailto:besattendance@huronschools.org)

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## DATES TO REMEMBER:

- Sunday, November 1<sup>st</sup>: Daylight Saving Time Ends—turn clocks BACK (1) hour.
- Monday, November 2 and Wednesday - Friday, November 4<sup>th</sup> - 6<sup>th</sup>: Vision screening for all students except for 2<sup>nd</sup> and 4<sup>th</sup> graders.
- Tuesday, November 3<sup>rd</sup>: **NO SCHOOL FOR STUDENTS**
- Tuesday, November 3<sup>rd</sup>: Parent/Teacher Conferences - Afternoon & Evening conferences (by appointment only)
- Wednesday, November 4<sup>th</sup>: Parent/Teacher Conferences - Evening conferences only (by appointment only). Students **will** have a full day of school.
- Tuesday, November 10<sup>th</sup>: Picture **RETAKE** day.  
If your student meets one of the following.....
  1. Those students who were absent on our original Picture Day and have an order form and money with them on RETAKE DAY. (Please have your student come to the office to get a picture order form prior to retake day. They should be available on November 6<sup>th</sup>. You must pay for the pictures the day of retake.)
  2. Students who would like to have their picture retaken, please return their original picture package with them on RETAKE DAY.

***NOTE: In either case, please REMIND your child on the day of retakes that they are to report to the gym area when they are called for retakes.***

- Wednesday, November 18<sup>th</sup>: Banking Day with Monroe Bank & Trust
- Wednesday, November 25<sup>th</sup> - Sunday, November 29<sup>th</sup>: **NO SCHOOL DUE TO THANKSGIVING BREAK!**
- Monday, November 30<sup>th</sup> - Thursday, December 3<sup>rd</sup>: **BROWN SANTA SHOP**