

# 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

September, 2015

Don't forget to check our website for information including breakfast and lunch menus. [www.huronschools.com](http://www.huronschools.com)

**EMERGENCY INFORMATION SHEET-** Emergency forms have been sent home. Please list in order of who you would like us to contact in case of an emergency, with the parent/guardian listed as the first contact. If you have not already done so, please take time to fill them out and return them to school immediately. It is extremely important that you include emergency contacts other than parents in the event that we are unable to reach parents. If an older sibling will be permitted to sign out your child, that name must be added to the emergency form. This information must be kept current in the event that your child becomes ill or injured and the school should need to contact you.

**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.

**ABSENCES-**Please notify the school office before 9am if your child will be absent from school. If an absence has not been reported to the school, we will call to verify your child's absence for the day.

**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**.

**CAFETERIA INFO-**Our breakfast cost is \$1.50 (.30-reduced cost). The serving time for breakfast is 8:15 to 8:35am. The cost for lunch is \$2.75 (.40-reduced cost). Milk is included with meals. Milk is \$.50 if student buys it a la carte. If your child receives free or reduced breakfast or lunch please remember that a new application needs to be completed every year. This must be returned to us by September 21st in order for your child to continue receiving free or reduced meals.

- As of September 8, 2014: the building will remain locked until 8:20am. Students are not allowed in the building until 8:20am. Please do not park in the drop off lane and wait until the doors open.
- The building will continue to be locked down during school hours. Please only enter the building through the main doors by the office where you will be buzzed in. Proceed immediately to the main office to sign in and get a visitor pass. Please do not open any other doors for other adults for any reason.
- **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.

(over)



Tuesday, October 6<sup>th</sup>, 2015: Fall school pictures will be taken. An order form will be sent home about one week prior to picture day.

Friday, October 9<sup>th</sup>, 2015 - Friday, October 16<sup>th</sup>, 2015: Brown PTO Book Fair. More information will be sent home at a later date.

Tuesday, October 20<sup>th</sup>, 2015: Brown Fun Run

Thursday, October 22<sup>nd</sup>, 2015: **NO SCHOOL FOR STUDENTS.** Teacher professional development day.

Friday, October 30, 2105: Brown Halloween Parade @ 2pm



**HELP WANTED:**

Huron School District is hiring substitute on call custodians - \$9.50/per hour. Please apply online at [www.huronschools.org](http://www.huronschools.org). Click the district info tab, then employment and proceed with your online application.



**REMINDER:**

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.



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)