

MAiRE



ELEMENTARY SCHOOL

Parent-Student Handbook

740 CADIEUX ROAD

GROSSE POINTE, MI 48230

(313) 432-4300

[Maire Elementary Homepage](#)

2025-2026



QUICK REFERENCE INFORMATION

PRINCIPAL: Mrs. Nicole Filiccia

Secretary: Mrs. Conni Karpinski

Clerk: Miss Shari Stoglin

MAIRE SCHOOL WEBSITE: [Maire Elementary Home Page](#)

MAIRE SCHOOL OFFICE PHONE: (313) 432-4300

MAIRE SCHOOL OFFICE HOURS:

Monday - Thursday 8:00 AM to 4:30 PM

Friday 8:00 AM to 4:00 PM

School Hours

<u>Monday Bell Schedule</u> *late start	<u>Tuesday - Friday Bell Schedule</u>
9:05 a.m. Entry Bell	8:20 a.m. Entry Bell
9:10 a.m. AM Instruction	8:25 a.m. AM Instruction
11:56 a.m. Lunch (Y5 - Kgn & 4th): Recess (1st - 3rd)	11:25 a.m. Lunch (Y5 - Kgn & 4th): Recess (1st - 3rd)
12:20 p.m. Lunch (1st - 3rd): Recess (Y5 - Kgn & 4th)	12:00 p.m. Lunch Lunch (1st - 3rd): Recess (Y5 - Kgn & 4th)
12:46 p.m. PM Instruction - all recess and lunch over	12:26 p.m. PM Instruction -all recess and lunch over
3:38 p.m. Dismissal Bell	3:38 p.m. Dismissal Bell

Please note: Supervision is not available before or after school. Children who arrive more than 5 minutes early or remain on school grounds after dismissal will be under the responsibility of their parent or guardian, as school staff are not available to provide additional childcare. We appreciate your partnership in student safety.

REPORTING ABSENCES:

Please call the school to report the absence of your child

24-Hour Attendance Line: (313) 432-4301 (Use Extension# 4301)

When your child has a communicable illness, report it to the office immediately so that we can alert other parents and teachers.

MAIRE KIDS CLUB (313) 432-4309

E-ALERTS

The Grosse Pointe Public Schools utilize an automated broadcast system. Broadcasts are sent via phone and email. It is **essential** that you keep your email and telephone numbers current throughout the school year.



DROP OFF & PICK UP

HELPFUL TIPS

Use the CROSSWALK in front of the office doors to cross in front of cars in pick up/drop off line.

If your child needs assistance unbuckling/getting out of the car, please park your vehicle in one of the parking spots and walk your child to the curb.

Plan to leave your house a few minutes early on rainy days as the drop off line tends to be much longer!

Have patience when driving in the Maire parking lot. We want to keep all of our Maire Bears safe!!

Wait until 3:30 to enter blacktop at pick up.

No pets allowed on the blacktop or field.

GREEN curb designates drop off/pick up zone

Pull into the circle as far as possible

Drivers must stay in their cars at all times

Children exit cars on the curb side

DROP OFF LINE



PARKING

Park in the correct direction (don't pull through)

NO PARKING in the drop off/pick up lane

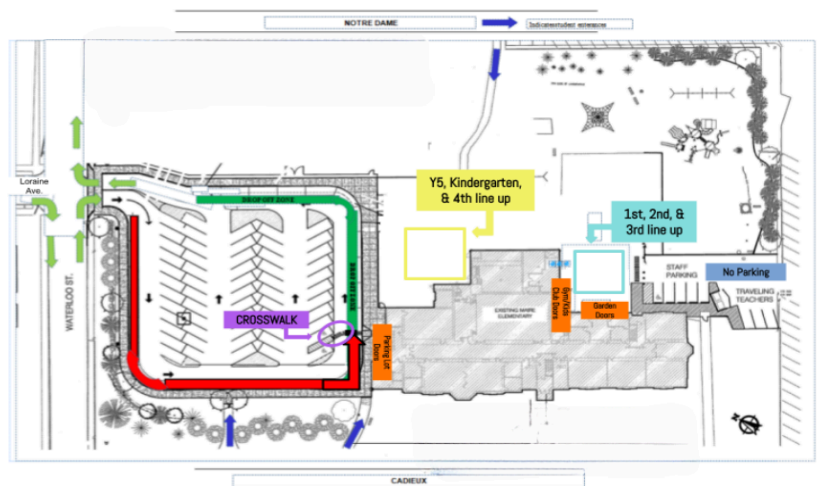
NO PARKING in the lot by the Garden Doors

LINE UP

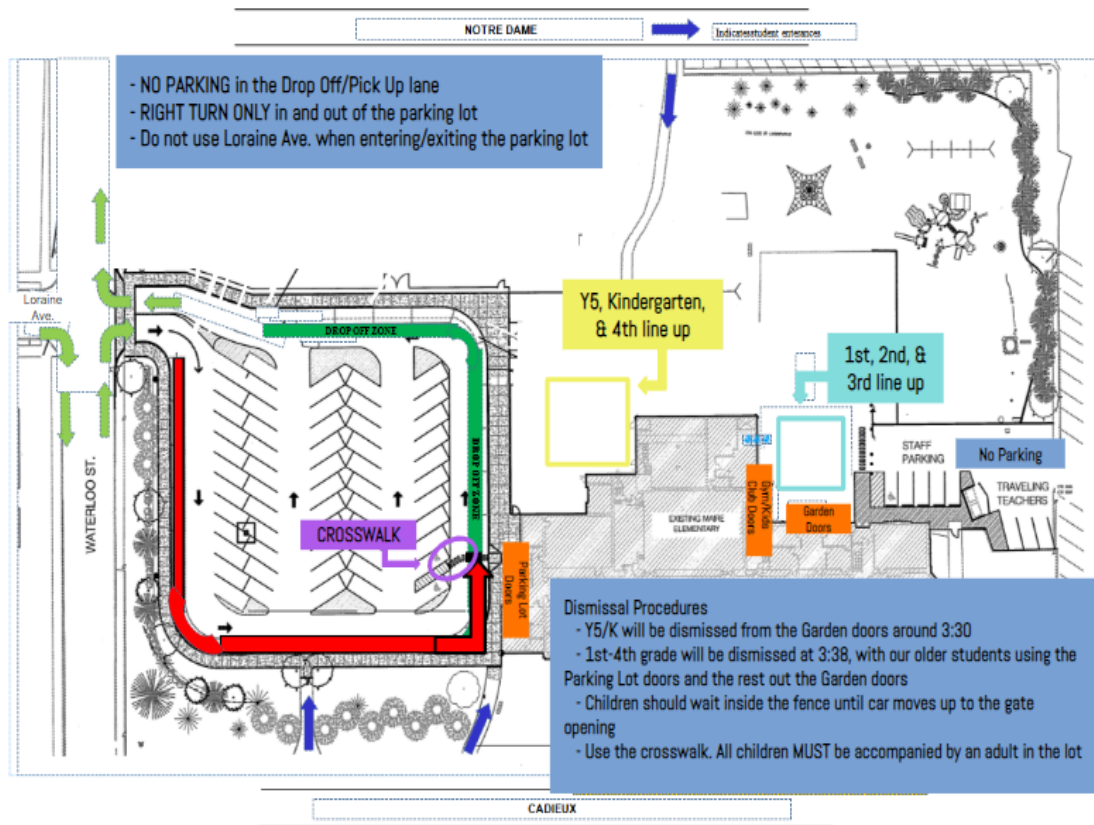
Teacher names designate line up spots

Do not stand in line with your child

Line up occurs inside during rainy days



Parking Lot Map



Walking Expectations

To help keep everyone safe, students who walk to school should:

- **Listen to and follow instructions** from crossing guards and safety patrol.
- **Use sidewalks** and **cross only at corners** with crossing guards.
- **Walk**—do not run or ride bikes when crossing the street.
- **Be respectful** to others. No fighting, teasing, or throwing things.
- **Never talk to strangers** or accept rides. Report anything unusual to a parent or school staff.
- **Always cross at the corners** with a crossing guard—no exceptions.
- **Never get dropped off** in the **alley** or on **Cadieux Road**.

These rules are in place to keep all students safe. Please review them with your child and talk about the importance of being responsible while walking to and from school.

Students Walking Home

Maire provides crossing guards at key intersections and has safety patrols to help students.

Students must **follow directions** and be respectful at all times.

Unsafe behavior or failure to follow directions will be reported to the principal and parents will be contacted.

Safety cooperation is a must.

Bike Riding

- All students may ride bikes to school.
- **Under 2nd grade** is not recommended to ride alone.
- Bikes must be **locked individually in a forward-facing slot**.
- **Helmets are suggested.**
- Walk bikes across crosswalks and on school grounds.

Absences, Emergencies, Work Request

Illness or Emergencies:

Please notify your child's teacher to plan for missed work. Please note that class activities like group projects and discussions can't always be made up. Teachers will need at least 24 hours to provide requested work.

Vacations:

Please try to avoid scheduling vacations during school days.

Some work may be provided in advance or after your child returns, depending on the lesson/objective.

Early Pick-Up From School / Late Pick-Ups From School

- Parents must **go to the office** to sign out students.
- Teachers will send students to the office.
- Students will only be released to adults listed on the **emergency card**, unless we receive a call or note in advance.
- **ALL** Students will need to be picked up at promptly 3:38pm. Any student not picked up by 3:45pm will be sent to the office. If we are unable to contact a pickup person, the local police and safety department will be notified.

Emergency School Closings

If Grosse Pointe Schools are closed or dismissed early, you will be notified through:

- Radio: WJR (760 AM), WWJ (950 AM)
- TV: Channels 2, 4, 7, and GP Cable Channel 20/902
- District website, **Maire homepage**, email, robocalls, and the **GPPS app**
- We will only send students home **after contacting a parent or approved adult**.
- We do our best to give updates quickly and clearly.
- Be sure your contact information is up to date!

Kids Club (Before and After School Care)

Kids Club is led by qualified staff who create a safe, caring space filled with fun, age-appropriate activities.

Hours:

- Before School: 7:00–8:25 AM
- Monday Mornings: 7:00–9:05 AM
- After School: 3:30–6:30 PM

Registration:

Forms are available online at [Kids Club / Overview](#).

Contact Info:

- Kids Club Director: (313) 432-3009
- Maire Kids Club: (313) 432-4309

Parking Lot Safety

- The **Garden parking lot** is for **staff only**.
- Please **do not walk your child through this area**.
- There is **no entry** through the Garden Door—**all visitors must use the Main Door**.
- All **student drop-offs and pick-ups** must happen in the **main parking lot**.

Building Entry and Safety

- School doors stay locked during the day, except the Main Office vestibule.
- Use the buzzer at the main door to speak with the office staff.
- Be ready to give your name, your child's name, and the reason for visiting. Please have your ID on hand as well.

Visitor Guidelines

- **All visitors must check in** at the office.
- You will receive a **visitor badge** to wear during your visit.
- If you need to meet with a teacher, please **schedule a time** prior to your arrival.
- Students from other schools may only visit with **advance approval** from the principal and teacher.
- If your child forgets something, please **drop it off at the office**—we will deliver it to the classroom.

Classroom Interruptions

- Please send your child to school with everything they need for the day.
- If your child forgets something important, bring it to the **office** and we will deliver it to them.
- **Parents should drop off children outside**—do not enter the building.
- Messages for teachers can be sent through the office or left on voicemail.
- For serious concerns, please email or write a note to schedule a meeting.
- Playdate plans should be made **before or after school**.
- Please **do not call the office to pass playdate messages** to your child. Make arrangements prior.

Thank you for following these procedures to keep classrooms focused on learning and safe!

Moving out of the school / district?

1. Notify the school office a few days before moving.

We will want to know:

- The new address
 - The date of the move
 - The name of the new school, if possible.
2. Also, we will want each withdrawing student to:
 - Return all library books and textbooks.
 - Settle any outstanding debt.
 - Collect all personal items and take them home on their last day at school.

Cell Phones / Smartwatches

- Students can use phones and smartwatches **only before and after school**.
- During the school day, devices must be **turned off or on school mode** and kept in backpacks or lockers.
- If a device is used during class, it will be taken away, and a parent will be called to pick it up.
- Lockers are **not locked**, and the school is **not responsible for lost or damaged items**.

Pets and Animals

PETS ARE NOT ALLOWED ANYWHERE ON SCHOOL PROPERTY, due to allergy and other safety concerns. Please keep our furry friends off school property at all times.

Breakfast and Lunch Program

- If your child would like to eat breakfast, students must enter through the **Kids Club door** and tell the director.
- **Breakfast times:**
 - Late Start Mondays: 8:50–9:05 AM
 - Tuesday–Friday: 8:05–8:20 AM
- A **peanut-free table** is available for students with allergies.

Lunch

- Taher is our lunch provider and usually offers **two meal choices**, including a vegetarian option.
- Check the [**"Meals and Nutrition" tab**](#) on the website for menus and info.
- Students may also **bring lunch from home**.
- A **peanut-free table** is available for students with allergies.

Dress Code

- Dress comfortably and be ready to go outside every day, regardless of the weather changes.
- In winter, students should wear boots, coats, hats, mittens or gloves, and something to cover their legs.
- In warm weather, **appropriate shorts** are allowed.
- Shirts with offensive language or pictures are **not allowed**. Students will be asked to change if they choose to wear these to school.
- Hats are **not to be worn inside** the building unless for religious or health reasons or a schoolwide celebration.

Lost and Found Items

Please **label all your child's belongings** with their name, including:

- Jackets, sweaters, coats
- Gloves, hats
- Shoes and boots
- Lunch boxes
- **Lunch boxes** should also include a **phone number** inside.
- Please label paper lunch bags and student totes the same way. This helps us return lost items quickly!

Distribution of Medication

To have the school give medication to your child, these rules must be followed:

- Written permission from both the **parent/guardian and doctor** must be on file. [Link to Medication Form](#)
- Doctor's instructions must include the **dose, time, and length of treatment**, and be kept in the office.
- Medication must be kept in the **original pharmacy container** and left in the school office.
- **Students cannot keep medication with them during the school day.**
- A permission form is available online or in the school office and is required for **all medications**, including over-the-counter items like cough drops or aspirin.
- A doctor's note on prescription paper is also accepted.
- **All medications must be brought to school by an adult, and school staff must be informed.**
- Students are never allowed to keep medications with them or share them with others, including cough drops.

Weapons

- Grosse Pointe Public Schools **require expulsion** for anyone bringing dangerous weapons to school.
- **Firearms, knives, water pistols, and other dangerous items are NOT allowed.**
- Any unauthorized items brought to school will be confiscated and the local police department will be contacted.

Fighting

Student fighting may lead to a suspension. Please see the Student Code of Conduct on the District web page for more information.

Behavior and Discipline

At Maire, we use the **Positive Behavior Instructional Support (PBIS)** system to promote safety, responsibility, and good behavior school-wide.

- Teachers reinforce daily lessons on expected behaviors.
- Teachers track behavior to identify when and where extra support is needed.
- PBIS focuses on "**catching students being leaders**", teaching positive behaviors, and reducing consequences.
- Our goal is to create a positive, supportive, and kind school environment for everyone.

Bullying

At Maire, **bullying of any kind—verbal or physical—will not be tolerated.**

- Students are encouraged to speak up and report any concerns to a trusted adult at school right away.
- Our staff and principal take all reports seriously and act quickly to address the situation.
- **Parents of all students involved will be contacted** as part of the response plan to ensure that appropriate steps are taken.

We are committed to creating a safe and respectful environment for all.

Playground Rules

At Maire, safe and respectful play is our top priority. Unsafe behavior on playground equipment will result in consequences and possible loss of playground privileges. Please review these important rules with your child to help us maintain a fun and safe environment for everyone:

✓ General Safety Guidelines

Use equipment as intended:

- **Swings:** One person at a time, sitting and swinging front-to-back only.
- **Slides:** Go down **feet first, seated, and one at a time.** Move away from the bottom right away.
- **No climbing** on fences, swing poles, or slides—only use designated equipment for climbing.
- **No jumping** off bars or equipment.
- **Keep wood chips and other objects on the ground.**
- **Leave all plants and trees undisturbed**—we care for our environment, too!
- **No hardballs** are allowed on school grounds.

Weather Guidelines

Students must wear jackets or sweatshirts when temperatures are below **55°F**.

Social and Emotional Expectations

- Use the **Debug System** (attached) to handle minor conflicts.
- **Aggressive or repeated teasing** should be reported immediately to a staff member.
- Let's work together to keep our playground a safe and happy place to play!

At Maire, we teach students how to handle small conflicts in a calm, respectful way. The **Debug System** gives them a step-by-step process to try before seeking adult help (unless the situation is unsafe or serious). **Students are taught to follow these 5 steps:**

1. **Ignore** – If someone is bothering you and it's minor, try not to react. Sometimes ignoring works!
2. **Move Away** – Walk away from the person or situation calmly and confidently.
3. **Talk Friendly** – Use a calm, kind voice to say what you don't like.
Example: "Please stop pushing me."
4. **Talk Firmly** – If the behavior continues, use a strong, respectful voice.
Example: "I said stop. That's not okay."
5. **Get Adult Help** – If the problem doesn't stop or feels unsafe, get help from a nearby adult immediately.

Indoor / Outdoor Recess Policy

- At Maire, we believe fresh air and physical activity are important for healthy bodies and minds.
- Unless the weather is **very cold, rainy, or unsafe**, students will go **outside for recess** during lunchtime.