

KERBY ELEMENTARY SCHOOL

285 KERBY ROAD
GROSSE POINTE FARMS, MI 48236

IMPORTANT PROCEDURES

Absences/Tardies/School Hours/Service Safety Hours

Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day, prepared to learn. If your child will be absent from or late arriving to school, please call the attendance line (432-4201) by 9:00 a.m. It is available 24 hours per day for your convenience.

Late Start Mondays

9:05 a.m. Entry Bell
9:10 a.m. AM Instruction Begins
11:56 a.m. Lunch Bell
12:25 p.m. Bell (upper/lower wing switch)
12:44 p.m. Bell
12:46 p.m. PM Instruction Begins
3:38 p.m. Dismissal Bell

Tuesday – Friday

8:20 a.m. Entry Bell
8:25 a.m. AM Instruction Begins
11:36 a.m. Lunch Bell
12:05 p.m. Bell (upper/lower wing switch)
12:24 p.m. Bell
12:26 p.m. PM Instruction Begins
3:38 p.m. Dismissal Bell

*Students are marked tardy if they arrive once AM Instruction has begun and before 9:30 a.m. (Tues-Fri) or 10:15 a.m. (PLC Mondays); in the afternoon, students are marked tardy if they arrive once PM Instruction has begun before 1:30 p.m. (Tues-Fri) or 1:50 p.m. (PLC Mondays).

*Students are marked absent if they arrive after 9:30 a.m. (Tues-Fri) or 10:15 a.m. (PLC Mondays) or are signed out before 9:30 a.m. (Tues-Fri) or 10:15 a.m. (PLC Mondays). Additionally, they will be marked absent if they arrive after 1:30 p.m. (Tues-Fri) or 1:50 p.m. (PLC Mondays) or are signed out before 1:30 p.m. (Tues-Fri) or 1:50 p.m. (PLC Mondays).

Attendance letters are sent out monthly if a student has more than 6 tardies or 10 absences.

Service Safety Hours

Late Start Mondays

8:50 – 9:05 a.m. (tardy @ 9:10 a.m.) Mornings
3:35 – 3:50 p.m. (leave class @ 3:30 p.m.) Dismissal
Morning Announcements 9:15 a.m.

Tuesday - Friday

8:05 – 8:20 a.m. (tardy @ 8:25 a.m.) Mornings
3:35 – 3:50 p.m. (leave class @ 3:30 p.m.) Dismissal
Morning Announcements 8:30 a.m.

Annual Report/PA 25

Kerby provides students with exceptional learning opportunities. We continue to perform near the top of all elementary schools in the state of Michigan. Our school improvement goals focus on writing, math, reading, inquiry based learning, and providing a sense of belonging to every student.

Bicycle Safety

Children should be aware of all safety procedures. They should ride on **sidewalks only**, both to and from school. Bikes should be parked in the school bike racks and locked individually at all times. For safety reasons, Kindergarten and Fall 1st graders are not allowed to ride bicycles to school, unless accompanied by an adult. Heelies, rollerblades, and skateboards should not be ridden on school property.

Birthday Treats

Over the years, we've welcomed an increasing number of students with life-threatening allergies (food, pet, environmental, etc.) into our community. In this same timeframe there have been numerous studies and national reports on the importance of proper nutrition and teaching kids how to make healthy decisions with respect to food. Students may bring in bookmark, pencil, eraser, sticker etc. to share when they are celebrating a birthday (or are the 'star student' Cougar, etc.). Food should **not** be brought in and shared.

Classroom Expectations

Teachers create Positive Behavior Support classroom expectations to provide a safe, controlled learning environment. All students have the right to instruction without disruption by those not following the expectations. We are certain that you too, believe in this right for your children.

Cougar Expectations

In order for children to achieve to the best of their ability, they must be provided with an environment, which is safe and productive. Students participate in the "Give Me 10" Character Traits program through our Positive Behavior Support System (PBS) to provide a safe and happy place for everyone to learn. We strive to use the "Kerby Mindset" in all that we do.

Communication Info

PARENTS: Each staff member has an email address and voice mail for easy access communication. Please be aware that the teachers' primary responsibility during the school day is students. Therefore, please do not use email or voice mail for emergency or urgent messages; instead, phone the school office. Parents can normally expect a response from a teacher within 24 hours from email or voice mail communication.

To move forward with our established "Green" school certification, we are encouraging everyone to use e-mail and not paper to receive important parent information, including newsletters. Parents can sign up for an "e-Alert" which will help provide the best communication between Kerby and your household. To sign up, please visit www.gpschools.org click on the register button (top right of page) enter your birthday and submit. Once signed in, you'll be able to receive email alerts and subscriptions via the "access the info" button on the top right of the homepage.

SCHOOL: Kerby will send home school information on Wednesdays. If you have requested a hard copy of the Kerby newsletter, it will be sent by backpack mail, the first Wednesday of every month during the school year. Please check your "youngest" child's backpack for the newsletter.

PARENT/CHILD: Children should be aware of school plans **before** they arrive at school. We do not interrupt classrooms with messages unless it is an emergency. Any forgotten items (books, sweaters, lunch, etc.) should be dropped off in the office. The office staff will contact teachers 10 minutes before lunch and 10 minutes before dismissal. Also, we do not allow students to call home to arrange after school play dates. All students should leave the school grounds at the end of the day, unless they are registered with Kids Club as we do not have supervision on the playground after school.

Delayed Start Mondays

The district adopted PLC Mondays for teacher collaboration. These meetings will be scheduled with the late-start on Mondays for elementary students, consistent with Grosse Pointe secondary schools' practice. The common time will allow teachers at all grade levels the opportunity to examine school improvement initiatives focused on best practice and student achievement.

Field Trips

Michigan State law requires that students less than 8 years old OR 4'9" (whichever comes first) must use a booster seat.

GP Foundation for Public Education

The Grosse Pointe Foundation for Public Education has raised millions of dollars for our public schools. They are dedicated to helping the Grosse Pointe School System maintain a tradition of excellence. A few examples of ways they have impacted **our** children's learning experience:

Technology (SMART Boards, document cameras, etc), FAST Reading, FASTT Math, Elementary foreign language materials, and after school homework club support in our school and much more across the district.

The GP Foundation for Public Education would like to thank those of you who have supported them in achieving these goals and invite each of you to join them now. Together we will enhance our children's educational experience and their future.

Kids Club

The Grosse Pointe Public School System provides a child-care service for families whose parents cannot be at home immediately before and after school. Hours for the program are 7:15-8:20 AM and 3:38-6:30 PM on days when regular school hours are in session. A refundable security deposit of \$250 per family and a non-refundable registration fee of \$75 per child is due at time of registration. Families are charged according to a fee schedule established by the Board of Education. For additional information and/or registration parents interested in this program are asked to visit the district website at <http://gpschools.schoolwires.net>.

Lunch Program

The Kerby lunch/recess program is a privilege. It is expected that all students will be courteous, honest, know and obey the rules of the school and cooperate with school staff. Children who do not follow the lunch/recess procedures may be sent home for lunch.

Medication

By State Law, Kerby staff may not administer medication to children unless we have a completed form PRESCRIBED BY AND SIGNED BY THE DOCTOR. The Medication Prescriber/Parent Authorization form can be picked up from Kerby's office. This form is also needed for over-the-counter medication. If your child has a serious medical condition that the school should be aware (e.g. diabetes, severe allergies, reactions to bee stings, or a limitation of physical activities), please notify the school in writing immediately.

Students are NOT ALLOWED to carry or self-administer any type of medication (over-the-counter or prescription).

Parking

Please be aware that our parking lot should not be used to drop off or pick up students. Do not use the drop off lane to park during the school hours of 8-9:00 a.m. and/or 3-4:00 p.m. Also, vehicles should NEVER be stopped in traffic on Beaupre or Kerby to drop off/pick up students. Students should never walk between cars to get to the sidewalk. Parking on Beaupre from Kerby to Vendome Court is for Kindergarten parents with a parking pass. Thank you for observing our safety policies in the parking lot and ensuring the well being of all our students.

Pets

Please refrain from bringing pets on school grounds before or after school or in the building. Many students are allergic and some are even afraid. Animals can be unpredictable and this will alleviate any possible situations. We appreciate your support and understanding that Kerby is a "Pet Free" zone.

PTO

The PTO continues to be an asset to Kerby and provides assistance through many different avenues. Please visit the PTO page on our website for more information.

Visitor Pass

Please check in at the office each time you enter the building. Visitors must have a pass when walking the halls. Please DO NOT go directly to your child's classroom or locker. Thank you for your cooperation and continued efforts to keep our students safe!!!