



Kerby

ELEMENTARY SCHOOL

Parent-Student Handbook

285 KERBY ROAD

GROSSE POINTE FARMS, MI 48236

(313) 432-4200

[Kerby Elementary Homepage](#)

2025-2026



QUICK REFERENCE INFORMATION

PRINCIPAL: Mrs. Katy Vernier
Secretary: Mrs. Laura Stencel
Clerk: Mrs. Elisabeth Wagner
Engineer: Mr. Thomas Cornett



KERBY SCHOOL WEBSITE: [Kerby Elementary Homepage](#)

KERBY SCHOOL OFFICE PHONE: (313) 432-4200

KERBY SCHOOL OFFICE HOURS:
Monday - Friday 8:00 AM to 4:00 PM

Absences/Tardies/School Hours/Service Safety Hours

Students are expected to arrive on time each day, prepared to learn. If your child will be absent or late arriving at school, please call the attendance line (313-432-4201) by 8:30 a.m. Parents must come to the office to sign in their child if they arrive after the instruction bell has rung.

MONDAY LATE START		TUESDAY - FRIDAY		½ DAY BELL SCHEDULE	
9:05 AM	Entry Bell	8:20 AM	Entry Bell	8:20 AM	Entry Bell
9:10 AM	AM Instruction	8:25 AM	AM Instruction	8:25 AM	AM Instruction
11:56-12:44	Lunch	11:36 - 12:24	Lunch	11:36 AM	Dismissal
12:46 PM	PM Instruction	12:26 PM	PM Instruction		
3:38 PM	Dismissal	3:38 PM	Dismissal		

Service & Safety Hours

MONDAY LATE START		TUESDAY - FRIDAY	
Mornings	8:55 - 9:05 AM	Mornings	8:10 – 8:20 AM
After School	3:35 – 3:45 p.m. (leave class @ 3:30 p.m.)	After School	3:35 – 3:45 p.m. (leave class @ 3:30 p.m.)

Delayed Start Mondays

The district has Professional Learning Communities (PLC) on Mondays for teacher collaboration. These meetings will be scheduled with the late start on Mondays for all students across the district. The common time will allow teachers at all grade levels the opportunity to examine school improvement initiatives focused on best practices 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.

REPORTING ABSENCES:

(illness/vacation/late arrivals)

Please call the school to report the absence of your child

24 Hour Attendance Line: (313) 432-4201

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

GROSSE POINTE BOARD OF EDUCATION: (313) 432-3000

SUPERINTENDENT

Dr. Andrea Tuttle (313) 432-3004

E-ALERTS

The Grosse Pointe Public Schools utilize an automated broadcast system. Broadcasts are sent via phone and email. It is **very important** that you keep your email and telephone number current throughout the school year in the MiStar Parent Portal. Only you can update parent and contact information in MiStar. The school can not do this for you. [This link will take you to the MISTAR Parent Portal.](#)

STUDENT DROP-OFF AND PICK-UP

Prior to entering the building to start school, all students will line up on the blacktop portion of the Kerby playground. There will be signs to identify the specific location of each class's line-up spot. See chart below for which door your student will enter and dismiss from. There will be a cone for each teacher's class so students will know exactly where to line up for the entry bell (9:05 am on Mondays and 8:20 am on Tues-Friday). At the end of the day, all students will be dismissed through the door they entered.

We ask all parents to remain outside and allow their child to enter with their class. We will have additional personnel on hand to assist in escorting the students into the building.

Enter/exit back double doors closest to the field/Beaupre Road.	Enter/exit through the back double doors closest to the teacher's parking lot.
Young 5's, Kindergarten, 1 st and 2nd grade classes	3 rd & 4 th graders

Options for arrival and dismissal from school each day for families are:

- Walk or ride bikes to school.
- Park on the side streets, adhering to city ordinances, and then walk students to the back playground doors to line up.
- Drop-off from cars using a rolling drop-off in the designated area on Beaupre. (see map below)

Walking procedures/expectations:

Students walking to and from school are expected to follow the rules listed below:

- Follow and respond immediately to the requests of the crossing guard and/or safety member.
- Respect the position of the crossing guard and safety patrol person.
- Walk on the prescribed sidewalk. Cross streets only at corners. Do not cross at the Beaupre/Belanger intersection.

- Do not fight with or harass other students.
- Do not throw things at vehicles or people.
- Walk, DO NOT RUN OR RIDE YOUR BIKE, when crossing the street.
- Do not climb fenced areas.
- Do not accept rides or talk to strangers. REPORT ANY INCIDENT TO PARENTS AND SCHOOL OFFICIALS IMMEDIATELY.
- Do not ride skateboards, roller blades, scooters or heelys to school.
- **ALL students should cross at the crossing guard corners ONLY**

These expectations are designed to reduce unnecessary problems and better guarantee the safety of all walkers. Please share with your child the consequences of unsafe or uncooperative behavior while walking to and from school. Your support and cooperation is appreciated.

Biking procedures/expectations:

Children should be aware of all safety procedures. They should ride on sidewalks only, both to and from school with a helmet. 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 or approved by a guardian. Rollerblades, skateboards, and hoverboards should not be ridden on school property. Students **should not cross the street at Beaupre and Belanger**. There is an additional bike rack on Vendome Ct. Students should **walk their bikes** across crosswalks and to and from the bike racks **on school property**.

Parking procedures/expectations:

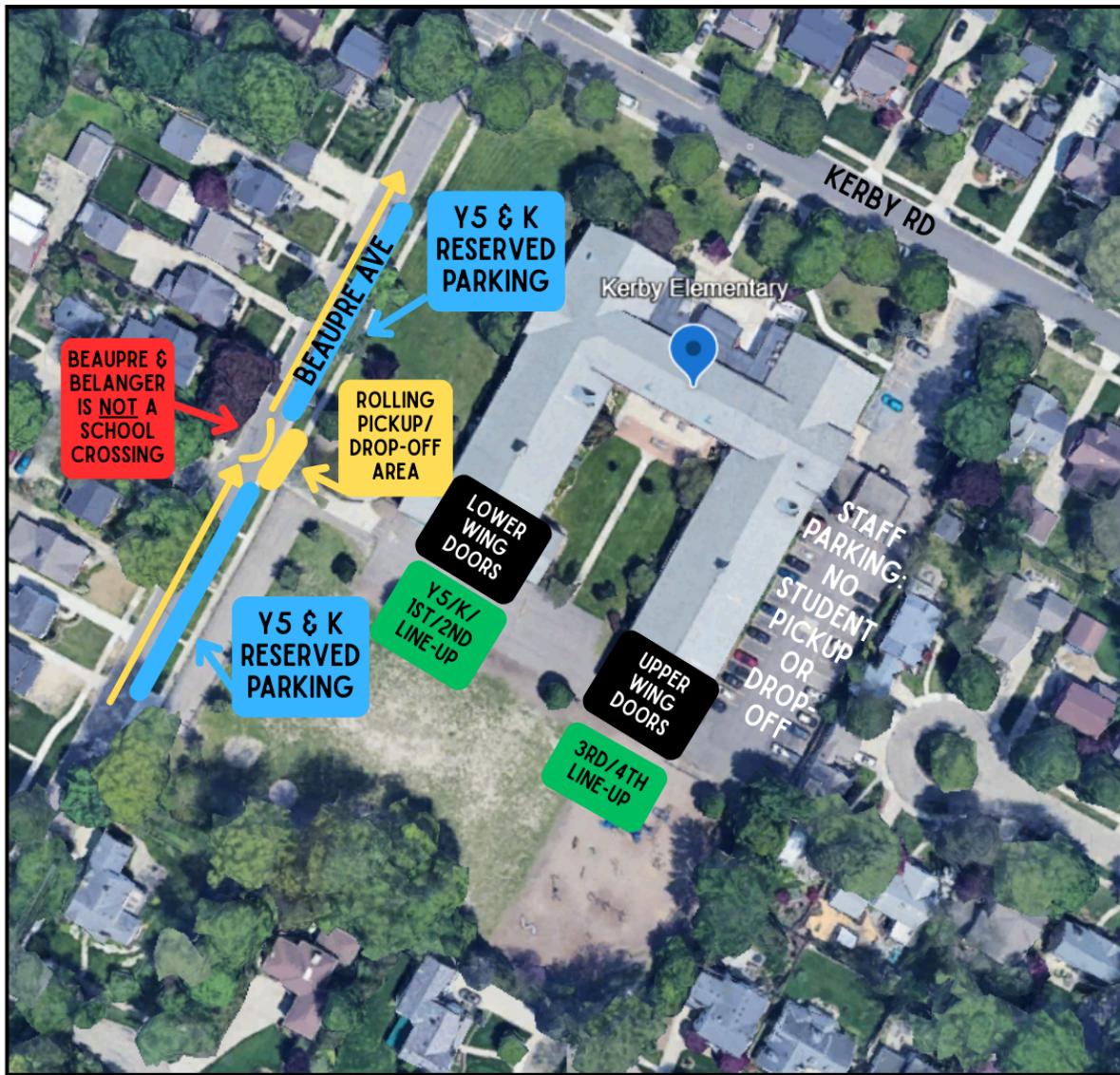
The City of Grosse Pointe Farms creates the ordinances concerning parking on the city streets. Kerby has no control over that. We have very limited street space for parking. The best solution we have under our control is the cooperation and understanding from all Kerby families. We ask that you please adhere to the posted restrictions and to be good neighbors to the houses close to Kerby.

All Young 5's and Kindergarten families will be given parking tags that allow them to park along Beaupre in the areas we designated (see map below). These tags do not guarantee a parking space nor allow parents to ignore the posted restrictions. After the designated Y5/K family parking and heading north along Beaupre, there is a **yellow marking on the curb**. That is a **no-parking zone**. The purpose of that section is to have families pull in and drop off or pick up their children and move along. We call this a rolling pick up or drop off zone. The limited space around Kerby can be frustrating but we ask that all families stay patient and follow the rules and procedures to help keep everyone safe. We must remember our neighborhood schools were built at a time when there were fewer cars and more students walked to and from school.

Please be aware that the Kerby parking lot **should not be used** to drop off or pick up students. The cut out on Kerby Rd should not be used for drop-off or pick-up during the school hours of 8-9:00 a.m. and/or 3-4:00 p.m. This cut out is only used for buses and students arriving late or being picked up early. Also, vehicles should NEVER be stopped in traffic on Beaupre or Kerby to drop off/pick up students.

To promote student safety:

- Drop-off or pick-up children using the drop off/pick up zone on Beaupre (yellow curb).
- **If rolling/pickup drop-off, stay in your vehicle. DO NOT PARK AND LEAVE YOUR VEHICLE UNATTENDED.**
- Cars left unattended could be ticketed by GP Farms police.
- Park cars on nearby streets, if necessary.
- Please cross only using corners and crosswalks.
- **The parking lot is reserved for staff and handicapped use.**



Pets

Please refrain from bringing pets on school grounds before or after school or in the building. Many students are allergic or afraid. We appreciate your support and understanding that Kerby is a "Pet Free" zone.

ABSENCES, VACATIONS AND MISSED WORK

Student Illness or Family Emergency:

When illness or a family emergency keeps a student away from school, parents are encouraged to communicate with the teacher. Working together, plans will be made to ensure that schoolwork is planned and completed in a timely manner. It is important for parents to remember that many school activities involve group work, class discussions, and shared learning experiences, which cannot be directly translated into assignments for a student to do at home.

Vacation Absences:

Parents should minimize the time a child is taken out of school for any reason, particularly for a vacation. Make-up work may be provided in advance when a set of materials for the units being studied already exists. In addition, make-up work may be provided in meaningful amounts by the teacher after the vacation.

EARLY PICK-UP FROM SCHOOL

Parents should come to the school office to await pick-up of their child from school. PARENTS SHOULD NOT GO TO THE CLASSROOM. Teachers are instructed not to release a child to a parent, but to send the child to the main office upon request from office personnel, during which time the parent is requested to sign the student out. This procedure will guarantee the safety and well-being of all students.

Unless the parent has contacted us by telephone or note - **A CHILD WILL ONLY BE RELEASED DURING THE SCHOOL DAY TO THE PEOPLE LISTED ON HIS/HER EMERGENCY CARD.**

EMERGENCY SCHOOL CLOSINGS

Announcements of the status of the Grosse Pointe Schools will be broadcast over WJR (760 AM), WWJ (950 AM), and other major metropolitan Detroit area radio stations. School closing information will also be broadcast on TV stations including Grosse Pointe Cable Channel 20/902 as well as Channels 2, 4 and 7. **We also post on the district website and send an email and robocall to families & staff.**

The Kerby School home page, [Kerby Elementary School / Kerby Home](#) will link you to school closing information. Our automated calling system is used whenever school is dismissed early and in some cases when school is canceled for the day. Even in emergency situations, students will only be sent home after contact is made with the parent and an authorized adult is available to receive them. Every effort is made to ensure prompt notification of school closings. You may also download the GPPS app to get the latest information.

KIDS CLUB PROGRAM

Grosse Pointe Public Schools offer before and after school child care at all elementary schools from 7:00- 8:25 AM and 3:38 - 6:30 PM. Monday morning 7:00- 9:05 AM. Qualified staff provide a safe and nurturing environment, rich with a variety of age-appropriate activities. Kids Club is located in Kerby's gym. When dropping off or picking up your child from Kids Club, please go to the front doors of the school. Ring the bell labeled Kids Club. You will be able to hear the bell ring in the gym. Kerby's Kids Club staff will come to answer the door.

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

PARKING LOT/BUILDING VISITORS

Our school doors are locked throughout the school day, except for the Main Office outside vestibule door. Parents/Visitors will be able to enter into the secured vestibule, where they can use the buzzer system to communicate with the office. This allows office personnel to give focused attention to one entrance. Please be sure to state your name, child's name and nature of your visit when at the door.

Adult visitors are always welcome. However, safety regulations require knowing who is in the building at all times. **ALL VISITORS MUST REGISTER IN THE OFFICE.** Visitors will receive a Kerby visitor ID badge to be worn and displayed at all times during their visit. The principal or secretary will be happy to help you find the location you wish to visit. Unscheduled conferences with teachers are not to be held while the teacher is responsible for a group of children. Please leave a message in the office, and the teacher will contact you. Students from other schools wishing to visit will not be permitted in the building unless prior arrangements have been made with both the principal and the classroom teacher. "Forgotten" items such as lunches, forms, homework, or instruments should be dropped off in the office.

Each staff member at Kerby has an email address and voicemail for easy communication. However, please keep in mind that during the school day, teachers are primarily focused on their students. For emergency or urgent matters, please contact the school office directly rather than using email or voicemail.

For non-urgent matters, parents can generally expect a response from teachers within 24 hours of sending an email or leaving a voicemail. Thank you for your understanding and cooperation.

CLASSROOM INTERRUPTIONS

Please make every effort to send your child to school with what he or she needs for the day. If your child forgets something urgent, school policy is that it be brought to the office and we will get it to your child. Any forgotten items (books, sweaters, lunch, etc.) should be dropped off in the office on the table in the secure vestibule. Please label your child's items and the office staff will deliver them.

Please also keep in mind that once the bell has rung, your child's teacher has important responsibilities in the classroom. Children should be dropped off outside and parents should not walk into the classroom with the teacher. Important messages can be relayed through the school office or left for the teacher via voicemail. If you have more serious concerns, you can write a note or send an email to set up an appointment. Student play dates should be made before school or after school. Please do not call the office to relay a play date message to your child.

Students should come to the office to make all phone calls home, not use their own cell phones or watches to call or text parents during the school day. 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.

Thank you for observing these guidelines. The purpose is to have clear, safe procedures that are consistent for everyone and to preserve classroom time for instruction.

IF YOU PLAN TO MOVE FROM OUR SCHOOL AREA

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, textbooks and magazines.
 - Settle any outstanding debt.
 - Collect all personal items and take them home on their last day at school.

CELL PHONES / SMARTWATCHES

Any student who brings a cell phone or smartwatch to school needs to limit its use to before and after school. These items must be turned off/school mode and stored in backpacks or lockers during school hours. Misuse of either item during the school day will result in the loss of the phone / watch and a phone call home to arrange for pick up. Kerby School lockers are not locked and the school is not responsible for loss or damage of personal items brought to school. Remember that you can always connect with your student by calling the main office if there is an urgent matter.

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/LUNCH PROGRAMS

The USDA has provided a grant for all K-12 students in America to receive a FREE BREAKFAST and a FREE LUNCH through September 2025. Taher is our food provider. Please check the "[Meals and Nutrition](#)" tab on the website for breakfast and lunch options and information. Students wishing to have breakfast, need only to come in the Kid's Club door and let the director know you want breakfast that day. Breakfast hours are 8:50 - 9:05 (Late Start Mondays) and 8:05 - 8:20 (Tuesday - Friday). A peanut-free table is available in the cafeteria for students with allergies. Taher typically offers two choices for lunch, one being a vegetarian option. There is no "a la carte" ordering at this time. Students can bring lunch from home. Students with any allergies to nuts sit at the end of lunch tables in the cafeteria to keep them separated.

It is expected that all students will be courteous, know and obey the rules of the lunchroom, and cooperate with school staff. Volunteers are always needed to assist during lunch and outside at lunch recess. Please let the office know if you are available to volunteer.

Parents are welcome to drop off lunch at the main office. To help keep our building secure and limit interruptions during this busy time, we kindly ask that food not be delivered by outside companies such as DoorDash. This helps us ensure that only familiar visitors are coming in and out during the school day.

LUNCH AT HOME

If your child is going home for lunch the classroom teacher must be informed their student is going home for lunch. If parents wish to have their child go home/out to lunch with another parent, a note stating this is required. Children are NOT to leave the campus without being signed out by an adult.

BIRTHDAY AND STAR STUDENT TREATS

For the safety of all of our students with food allergies, students may bring in a bookmark, pencil, eraser, sticker, etc. to share when they are celebrating a birthday (or are the 'star student' Cougar, etc). Food items should not be brought in and shared for birthdays or star student activities.

DRESS CODE

Children should dress so they are comfortable at school. They should come to school dressed to go outside each day. Students should have boots, something to cover their legs, coats, hats, and mittens or gloves in winter. During warm weather, students may wear appropriate shorts. Students may not wear shirts with offensive language or pictures on them. They will be required to change if these items are worn to school. Hats are **not** to be worn in the building except for religious or health-related headwear. The following is the district's dress code for GP students:

LOST AND FOUND (label clothing and lunch boxes)

Please write the name of your child on ALL of your child's belongings including: jackets, sweaters, coats, gloves, hats, shoes/boots and lunch boxes – for a quick recovery and return to your child. Please mark paper lunch bags and student totes in the same manner.

DISTRIBUTION OF MEDICATION

By State Law, Kerby staff may not administer medication to children unless we have a completed Permission Form for Medication by the Grosse Pointe Public System SIGNED BY THE DOCTOR. The form and all other health-related forms are available on the Kerby website under FAMILIES, HEALTH SERVICES, FORMS & GUIDELINES and it is called [Medication Authorization](#). This form is also needed for over-the-counter medication as well as prescribed. If your child has a serious medical condition that the school should be aware of (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) unless they have a [Medication Self Carry Authorization Form](#) that is filled out by a physician and signed by the parent.

The following procedures **MUST** be complied with at all times whenever a parent requests that the school administer medication to a student:

- Written authorization from the student's parent or guardian and physician is on file in the school office.
- Instructions and signatures for administering medication must be supplied by the physician and kept on file in the office. These notes are in addition to the label from the pharmacy and must clearly indicate the quantity of the medication, the time of day it is to be given and duration of time it should be taken.
- The medication itself is left in the school office in a location designated by the administration and is to remain in the original container supplied by the pharmacy. **NO CHILD IS ALLOWED TO KEEP MEDICATION DURING THE SCHOOL DAY.**

DRUGS

Every student is taught and is expected to respect the value of medications in treating illness. All medication should be brought in by an adult, and the school personnel should be alerted to the child's needs. **AT NO TIME ARE CHILDREN TO KEEP MEDICATIONS IN THEIR POSSESSION OR SHARE THEIR MEDICATION WITH OTHERS.**

BEHAVIOR AND DISCIPLINE

Kerby students and staff utilize the Positive Behavior Instructional Support (PBIS) System to ensure school-wide behavior, safety, and responsibility operate at the highest possible level.

Students receive daily, direct instruction from teachers and staff on our school's expected behaviors, guided by our [Behavior Matrix](#). Through regular review of behavior data, teachers identify specific locations or times where additional support and teaching may be needed, ensuring we can address concerns proactively. The ultimate goal of our PBIS system is to 'catch kids being good'—recognizing and celebrating positive choices, modeling and teaching appropriate behaviors, and creating a supportive environment where students can learn from mistakes. By focusing on prevention and encouragement, we work to reduce the need for punitive consequences and instead build a school culture rooted in respect, responsibility, and kindness.

WEAPONS

The Grosse Pointe Public School System policy mandates expulsion for anyone bringing dangerous weapons to school. FIREARMS, KNIVES, WATER PISTOLS AND OTHER POTENTIALLY DANGEROUS OBJECTS ARE NOT TO BE BROUGHT TO SCHOOL. Certain school activities require the use of sharp objects. If necessary, a specific written request will be sent home and the teacher will hold the objects when not in use. Students bringing these objects to school will have them confiscated.

FIGHTING

We work to teach students appropriate and safe ways to handle conflicts. If fighting does occur, each situation is addressed individually, with an emphasis on teaching students appropriate ways to handle conflicts and fostering a positive school climate. Consequences for student fighting vary based on many factors including the severity and context of the altercation. Consequences include an immediate intervention, parent/guardian notification, disciplinary actions (loss of privileges, behavior plan, and/or separation from school), conflict resolution and education. Please see the [Student Code of Conduct](#) on the District web page for more information.

BULLYING AND TEASING

Bullying behaviors, either verbal or physical, are not tolerated at Kerby Elementary School. All students are encouraged to be watchful for any such behaviors and report them immediately to Kerby staff. The teachers and the Principal act swiftly and decisively against teasing and other aggressive behaviors. Parents for all parties involved are contacted as part of the corrective action.

PLAYGROUND RULES

In general, safe play on school grounds is encouraged at all times. Improper or unsafe behavior on any playground equipment will result in disciplinary action and possible loss of playground privileges. To maintain child safety and encourage responsible behavior, please review these rules with your child!

- Only one person is allowed on a swing at any time.
- Swing front to back only, remaining seated.
- Slide down slides feet first, seated forwards.
- Climb only on designated playground equipment. Fences, poles, swings or slides are not for climbing.
- Wood chips remain on the ground. Throwing them or any other objects is a major safety hazard.
- Plants and trees need to be left undisturbed to maintain their health.
- Students should be instructed to go down the slides one at a time and move away from the bottom immediately. (It is not safe to stand, do tricks or slide backwards!)
- Students should not jump from the monkey bars.
- No hard balls allowed at school.
- Students must wear jackets or sweatshirts if the temperature is less than 55 degrees.
- Aggressive or repeated teasing behaviors are to be reported immediately to an adult.

INDOOR/OUTDOOR RECESS POLICY

In wet or very cold weather, children will have indoor supervision during lunchtime recess. Otherwise, children who stay at school during the lunch period are required to go outside. Unfortunately, we are not staffed at lunchtime to accommodate children both inside and outside at the same time.

****PLEASE MAKE SURE THAT CHILDREN HAVE APPROPRIATE DRESS FOR THE CURRENT WEATHER CONDITIONS.**