



Kirby School Frequently Asked Questions

How do I report an absence?

Please email absent@kirby.org before 8:25 a.m. to report an absence. You may also leave a message at 831-423-0658 ext 305. Kirby's Deans of Students maintain attendance.

What if we arrive to school late? Or need to leave early?

There is a sign in/out book on the desk in the lobby where visitors and students can sign in and out of campus. When a student arrives late to school or needs to leave before the end of the school day, they must sign in or sign out. If the appointment is pre-scheduled, please also notify attendance through the absent@kirby.org email address before 8:25 am on the day of the appointment.

How do I pull my student out for an appointment?

We encourage appointments be made after school hours. However, the same procedures as listed above would apply during the occasions when you may need to pull your student out of class.

How do I get a message to my student during the school day?

Important messages can be delivered to students through the reception desk, by calling 831-423-0658 or by leaving a message with study hall proctors at extension 305. Students are also allowed access to phones to call home if needed.

What are the building hours?

Regular school hours are 8:25 am to 3:35 pm Monday, Tuesday, Thursday and 8:25 am to 2:00 pm on Wednesday and Friday. The school will be open by 7:30 am. The main lobby doors are locked at 4:30 pm daily. The school is formally closed at 5:30 pm.

Who is in charge of discipline or matters relating to student behavior?

Kirby's Deans of Students, Mariel Desrosier and Faith Reid, email deanofstudents@kirby.org, are responsible for behavior and disciplinary issues arising at Kirby School.

Can I make an appointment to meet with a teacher?

Absolutely. You're encouraged to connect with any of your student's teachers. Faculty contact information is available on the Kirby website <http://kirby.org/faculty> or by calling 831-423-0658 and using the automated directory to connect to their extension.

What are PowerSchool, PLearning (formerly known as Haiku) and SchoolMessenger? Where can I find assignments and grades? How can I get in touch with other parents?

Kirby uses a number of tools to manage and convey information. The website located at Kirby.org has general, public information about the school, including the annual major dates calendar, a monthly calendar of school activities, and descriptions of most major events.

PowerSchool Learning aka PLearning (formerly Haiku) has your student's homework assignments and other information that might be useful at school such as parent directory (a PDF document) which is posted at the beginning of the school year (and updated throughout the year) so that you may contact other Kirby parents.



Kirby School Frequently Asked Questions

What are PowerSchool, PLearning (formerly known as Haiku) and SchoolMessenger? Where can I find assignments and grades? How can I get in touch with other parents? (con't)

PowerSchool tracks your students grades, whether or not they've turned in homework assignments, and their attendance/tardies. (absences/tardies) SchoolMessenger is a phone, text and email notification system that Kirby uses on occasion to share news that needs to be conveyed quickly. Questions about these systems may be directed to Evelyn Brown (ebrown@kirby.org).

Where can I find a copy of the Family Handbook for school policies and guidelines?

A copy of the Family Handbook is available on the Kirby Community Page in PLearning under Resources.

What is ASM?

All School Meetings (ASM) are a weekly event that brings the entire student body and all staff together for announcements, timely information, celebrations, and previews of upcoming events. These are run by the Student Council in collaboration with Deans of Students.

What is are IPs? STIP, LIP, AIP and HIP?

Acronyms that end in IP are Intensive Paths. Kirby offers students 4 Intensive Paths of study to deepen their subject matter expertise in preparation for a college major. Intensive Paths require students to take additional subject matter curriculum in their area of study, and for arts, additional practice for example studio time, and each student is guided by a Faculty Advisor. IP events are mandatory for students who are in an IP. Kirby's IPs are: Humanities Intensive Path (HIP), Arts Intensive Path (AIP), Science and Technology Intensive Path (STIP), and Languages Intensive Path (LIP). Additional information about IPs can be found in the [curriculum catalog](#).

Is there a summer reading list?

Though Kirby teachers strongly encourage summer reading for pleasure, there are no assigned books for fall classes.

Where do we get our textbooks?

The school recommends that families use kirby.etechnicampus.com to purchase their textbooks because there are some helpful benefits to using it, including a buy-back program, the ability to exchange books (if needed), and money back to the school for books purchased through them (fundraising). You may however purchase your books from your preferred local or online bookstore. Contact Evelyn Brown (ebrown@kirby.org) with questions.

Where can I find a list of student clubs and activities?

The list of student clubs and activities is available on the Kirby website at <https://kirby.org/student-life/clubs-activities>. These are updated annually in the first weeks of each school year.



Kirby School Frequently Asked Questions

Who would I talk to about athletics and sports teams?

Abby Christopher is Kirby's Athletics Director. She is the best person to contact for information about athletics and sports teams. achristoper@kirby.org or 831-423-0658 x 232. Students generally indicate interest in a sport at the beginning of the school year but may enroll in the sport at any time during the year.

Who would I talk to about colleges?

Kirby's College Counseling team of Lis Bensley and Cathy Conley would be happy to speak with you about colleges. They may be reached via email at lbensley@kirby.org or cconley@kirby.org or by calling 831-423-0658 x 203. College Counseling begins in 9th grade.

How do I find out what is for lunch? And do I need to buy a meal plan?

Kirby's lunch menu is published on the Kirby website: <https://kirby.org/student-life/dining-services>. To purchase a meal plan after online registration is closed (before the beginning of the school year), please contact Cindy Sauve at 831-423-0658 or csauve@kirby.org.

How do I volunteer? What is the Parent Association?

Kirby School welcomes parent involvement and there are many ways to lend a hand. Our active Parent Association is a great way to both volunteer and meet other parents. You will receive a form in your summer enrollment packet from the Parent Association, along with a questionnaire that you can complete. During the school year, feel free to contact Ed Landau (ed8217273@gmail.com) PA Chair, for more information. Beyond the Parent Association, there are many other ways to help at Kirby. Here are a few and who to contact for more information:

Help out at school events: [Laura Lucas, \(lucas@kirby.org\)](mailto:Lucas@kirby.org)

Volunteer in the Kirby Cafe at lunchtime:

Tracy Landry (tlandry@kirby.org)

Help with sporting events: [Abby Christopher, \(achristoper@kirby.org\)](mailto:achristoper@kirby.org)

Get involved with our music activities: [Alex Koppel, \(akoppel@kirby.org\)](mailto:akoppel@kirby.org)

Go behind the scenes in support of drama:

[MarNae Taylor, \(mtaylor@kirby.org\)](mailto:mtaylor@kirby.org)

Help new families connect with the Kirby community as a New Family Mentor:

2017/18 school year: [Sara Lively, lively2c@yahoo.com](mailto:lively2c@yahoo.com)

2018/19 school year: [Evi Strauss, ejstrauss3@gmail.com](mailto:ejstrauss3@gmail.com)

Is there a carpool?

There is no official Kirby transportation system, however, parents from the Los Gatos and Watsonville areas have organized carpools at their own expense and time. To inquire into these, you would need to contact the parent in charge. Please contact Laura Lucas at lucas@kirby.org to connect with one of these two carpools. If you'd like to create your own carpool, you will find a Carpool Contact List (Excel spreadsheet) on the PLearning Kirby Community page under Resources.

Who would I go to to change my address or contact information?

Please contact Kirby's Registrar, Stephenie Dekking, to change your address, email, or contact information. sdekking@kirby.org or 831-423-0658 x 200. A PDF copy of the parent directory is available on the PLearning Kirby Community page under Resources.



Kirby School Frequently Asked Questions

Who do I speak with about immunizations?

Kirby's immunization requirements adhere to State Health Policy and are articulated in the Online Registration Process that all parents complete after enrolling a student at Kirby. To discuss immunizations or to update your student's immunization records, please contact Kirby's Registrar, Stephenie Dekking, sdekking@kirby.org or 831-423-0658 x 200.

What are the policies around medications at school?

Kirby's Medications Policy is available in the Kirby Family Handbook available on the PLearning Kirby Community page under Resources.

Are Board meetings open to the community?

Yes, board meetings are open to the community and parent attendance is welcome and encouraged. They are held once a month in the Kirby Great Hall. The calendar of meetings is available on Kirby.org.

Where would I find Kirby's annual report?

Kirby's annual report is available on the [Kirby website](#). You may also email Paige Berardo, Kirby's Communications Director, at pberardo@kirby.org for an electronic copy.