

Kinry Road  
Elementary  
School

2023-  
2024

---



Parent &  
Student  
Handbook

**Absences:**

The WCSD Board of Education recognizes that regular school attendance is a major component of academic success. If your child is going to be absent from school - please call the main office and provide a note to the classroom teacher when they return to school. Student work can be picked up from the greeter desk if you have arranged this with the classroom teacher. Please refer to the WCSD Code of Conduct for a list of excused absences from school.

**After-school Activities and Events:**

In order to attend/participate in afterschool activities a student must be present in school that day. Students sent home sick from school cannot participate in afterschool activities and events.

**Attendance/Tardiness:**

Students must be present in school to learn. The school day starts at 8:25am so please make sure your child is in school on time each and every day. If your child is struggling with coming to school, contact the classroom teacher and Principal immediately so that they may be of assistance.

Perfect Attendance is defined as a student who is in attendance **every school day, for the entire school day.**

**Breakfast:**

Breakfast is served everyday at Kinry.

Menus can be found here: [WCSD Breakfast and Lunch Menus](#)

Free and Reduced Price breakfast is available in the WCSD. If you need information please click [here](#).

**Bus Notes:**

All bus notes must be given to the classroom teacher at the start of the school day. Bus changes are not granted without a note from the parent.

**Bus Safety:**

1. Be kind to each other.
2. Cooperate with the driver/monitor.
3. Use the appropriate voice levels.
4. Keep feet out of the aisle.
5. Keep body parts inside the bus.
6. Keep hands and feet to oneself.
7. Stay in their assigned seat.
8. Report any bus problems/concerns to the driver/monitor/teacher.
9. Cross in front of the bus **ONLY** when the driver gives the signal.
10. Glass, pets, sports equipment, or anything potentially dangerous are prohibited on the bus.

\*Riding the school bus is a privilege and not a right. It is imperative that students follow the rules and understand this concept as their parents/guardians will have to drive them to/from school in the event that they are unable to ride the bus safely/appropriately.\*

**Bus Seats:**

Bus seats **may be assigned by Transportation or school administration** by grade level with Kindergarten in the front seats and 6<sup>th</sup> grade in the back seats. **At any point in time, the bus driver reserves the right to change a student's seat for a health or safety reason.**

**Cell Phones:**

Per the WCSD Code of Conduct, cell phones should be off and not visible during school. This includes watches that function as a cell phone and/or tracking device as all electronic devices are prohibited in school. A cell phone may be confiscated and held for parent pick up if behavior repeatedly violated code of conduct policy.

**Change in Address/Moving:**

If you are moving within the Kinry boundaries or are moving out of the Kinry boundaries/out of district, please contact the Main Office. You will be asked to provide two proofs of residency for your new address.

**Dismissal Procedure:**

Students are escorted to the buses in bus order by their teacher at the end of the day once a PA announcement is made. Any buses that have not yet arrived will be announced and those students are to report to the cafeteria as their class is escorted.

**Students who ride vans** will be dismissed at **3:05pm**.

**Students who are on daily pick-up or who are being picked up that day are picked up at 3:05 pm in the cafeteria.**

Please make sure that you have your ID when picking up your child at any time of day. If your child is being picked up by someone other than those authorized on their emergency card, they will only be released if there is a written and signed note from you indicating who will be picking up. That designated person must present ID as well.

**Dismissal to the buses occurs AFTER 3:15pm** (when all buses have arrived).

If a student is going to be picked up at dismissal on a daily basis please complete the permanent pickup form available on our website.

**Dress Code**

Students are expected to be dressed in an appropriate manner. Students must be dressed in appropriate clothing as required for physical education classes or for other safety reasons

required in the building. Decisions regarding appropriate dress are based on the judgment of the school administration. Please see the Student Code of Conduct for more information.

### **Early Pick Up**

We understand that upon occasion the need may arise to pick up your student prior to dismissal. If that occurs please make sure to send in a note to your student's teacher. If picking up early **please make arrangements to do so by 2:30**. Unless being released by the nurse students beginning picked up after 2:45 should be picked up at the regular pick up time which is **3:05**.

### **Health Office:**

New York State Law requires that any medication given to a child in school must be accompanied by a doctor's written order and parent's written permission. Parents/Guardians must transport medication to the school – do NOT send it to school with a student. The health office will administer all medication, as outlined by the doctor's orders.

### **Homework:**

Students are responsible for writing down their assignments in their personal planner. Daily homework is posted every night on the teacher's website/or google classroom. Please check for long-term and daily assignments. Students should always be reading, writing, and practicing their math facts every night. If homework is taking more than 10 minutes per grade level to complete please speak to your child's teacher. Homework at Kinry should never cause frustration or anxiety, if this is occurring please first contact your child's teacher.

### **Lunch:**

Lunch is served every day at Kinry except on ½ Days and emergency weather closings. It is important that your child eats lunch every day, students expend a lot of energy as they work and lunch is an important time to refuel. In addition to bringing lunch from home, students can buy lunch everyday. Students also have the ability to buy snacks, you can monitor your child's purchases on your myschoolbucks.com account.

Menus can be found here: [WCSD Breakfast and Lunch Menus](#)

Free and Reduced Price lunch is available in the WCSD. If you need information please click [here](#).

### **Morning Drop Off Procedures:**

There is only one driving entrance onto our campus used both by cars and our school buses. With that in mind please **yield to school buses and vans** at all times when driving on campus.

- Please make sure that your student is ready to exit the car when you enter the drop off zone. To be courteous to other families, drop off cannot be the place for extended good-byes and conversation.

- Please pull ahead to the **orange cones** or as far as possible.
- Students should exit on the passenger side of the car.
- Students who need to exit on the driver's side **must walk in front of their car.**
- Should the need arise please follow any and all directions from a Kinry staff member.

### **Positivity Project:**

The Positivity Project or P2 is our character strength and social/emotional curriculum. Every day students participate in a class meeting where they discuss a different trait, like humor, curiosity, or kindness. They explore what it means to grow within that trait and why that trait creates positivity in their classroom, their community, and within themselves. The motto of P2 is "other people matter" and we work to live that everyday.

### **PBIS:**

Positive Behavioral Interventions and Supports (PBIS) is a research-validated approach to discipline which emphasizes defining and teaching students the expectations for behavior in school. At Kinry, students are taught to be **responsible, respectful, and safe** at all times and in all locations of the building. Please emphasize these same principles at home to create consistency between home and school. For more information about PBIS, please check out the Kinry Website under "Character Education".

### **Permanent Pick Up List**

If a student is going to be picked up at dismissal on a daily basis please complete the permanent pickup form available on our website.

### **PTA Meetings:**

Please join our Kinry PTA! They volunteer a lot of time and energy to help our kids. It is encouraged that all parents/guardians attend meetings and events put on by the Kinry PTA.

**Recess:** Recess is an important part of the school day. It gives active minds time to process new information as well as a break from all the hard work. Recess is also a great time for students to socialize and organize their own games. Monitors supervise recess by class. All students are expected to be respectful, responsible and safe and to comply with directions from the monitors during recess.

### **Reading at Home:**

Students read every day at school, mostly in books of their choice at their reading level, however we know there is no end to the benefit of making reading at home a regular habit. Students who commit to reading an additional 20 minutes per day read nearly 2 million more words than a student who reads only 5 minutes per day over the course of the school year. On most days this time reading will be assigned as part of a student's daily homework.

**Safety Drills/Procedures:**

Safety is a priority at Kinry. Practicing safety drills is a regular part of school. Please make sure that you have a safety plan at home with your child. In the event that school is dismissed early, your child should know where to go or what to do if no one is home.

**School Entrance/Exit:**

Kinry operates with a single point of entry (front lobby doors). All building doors are locked while school is in session. At ALL times, visitors must have a purpose for visiting the school and a valid photo ID to show the greeter at the front lobby.

**Student Behavior:**

Please make sure to teach and remind your child of our Kinry Expectations: **be safe, be responsible, and be respectful**. Refer to the WCSSD Code of Conduct for more information regarding rules and consequences in schools.

**Visitors**

It is a WCSSD policy that all visitors to the school show photo ID AND have a valid reason to be at school.

**Walkers/Cyclists**

Kinry Rd prides itself on being a neighborhood school. If your student is going to walk to cycle to and from school please make sure you have filled out the permission slip which is available on our school website.