

*Dear Students and Parents,*

*Welcome to Kensington Intermediate School! It is our primary goal to focus on student learning in a positive, safe, and engaging school environment. Through your continued enthusiasm and support, we can further improve student learning! We are rated as a school of "Excellence".*

*Our teachers, students, and parents work collaboratively to develop a positive, safe, and motivating school climate. Please join us this year in promoting high standards for continued excellence.*

*We believe that excellent attendance and punctuality are vital to student learning. We seek your continued positive support in promoting learning at school and also at home. Student learning is best achieved with close partnerships among students, teachers, and parents. Throughout the year, we will be actively committed to the education of each and every student.*

*Our staff is focused on positive and high expectations regarding student academic performance, citizenship, and behavior. We appreciate your continued support of our goals for learning. When students observe that parents and teachers have matching expectations, they will have a positive and fulfilling school experience.*

*Best wishes for a successful year!*

*Sincerely,*

*Todd E. Murphy, Principal, and the  
Kensington Staff,  
August 25, 2009*

# Kensington Intermediate School

## Quick Reference and Frequently Asked Questions

### *Quick Reference*

**Kensington Address:** 20140 Lake Rd., Rocky River, OH 44116

**Kensington phone number:** (440) 356-6770

**Attendance call-in number:** (440) 356-6040 (voice recording)

**Kensington fax number:** (440) 356-6050

**School Hours:** Classes begin at 8:15 AM. Students are dismissed at 2:45 PM

**Third grade Open House date:** August 21, 2009 (1:00-3:00 PM)

**First Day of School:** August 25, 2009

**Picture Day:** September 9, 2009

**Early Release Day:** September 10, 2009 at 2:15 PM for grades 4/5 Open House

**Lunch:** All students should pack their lunch. Milk may be purchased for 25 cents and juice will be 40 cents.

**Office Staff Names:** Nancy Bondy – Secretary  
Dawn Kelly – Secretary  
Todd Murphy – Principal  
[murphy.todd@rrcs.org](mailto:murphy.todd@rrcs.org)

**PTA President:** Mrs. Anette Sullivan

### *Frequently Asked Questions*

#### **How early can students arrive?**

The school day begins at 8:15 AM and ends at 2:45 PM. Our doors open at 8:00 AM. All students arriving at 8:00 AM report to the cafeteria and will walk to homerooms at 8:15 AM. Students arriving late must report to the main office for a pass in order to enter class.

#### **What is the call-in procedure when my child is ill?**

The attendance call in number is 356-6040. An answering machine is available for messages anytime day or night. Call-ins need to take place before 9:00 AM the day of the child's absence. When calling, parents are asked to identify the name of the child, reason for absence, homeroom teacher, length of absence if known, and name of the person making the call. If we do not receive a call from a parent indicating that a child is home and he/she is not in school during attendance, we will call the parent to



verify that the child is absent.

### **Will someone get in touch with me if my child becomes ill during school?**



Yes. Parents are contacted when a child comes to the office with a fever or any ailment that clearly requires parent notification. When a student gets a bump or bruise on the playground; when they come to the office with a non-specific symptom, we usually give them some rest time in our office or clinic to monitor symptoms. Injuries requiring immediate attention will result in a parent phone call. If a child has a special medical situation, we will typically call home sooner. We welcome communication with parents about a child's health and follow parent directives regarding whether a child should stay in school or come home. Incident reports are completed for more serious injuries requiring additional medical attention.

### **What security is in place at Kensington**

All doors lock at 8:35 AM each day. All visitors must go to the Kensington Rd. door entrance where they can contact the office by intercom. A camera is mounted outside that door and secretaries electronically open the door. Visitors are then asked to come to the office. There they sign in and receive a visitor identification pass if they will be moving about the building. Teachers know to direct any visitor without a pass to the main office.

Parents picking up a student during the school day will go to the office to sign the student out. The secretary will call the room and the student will come to the office. Teachers do not release students directly from their rooms in the interest of child safety.

### **When can I visit Kensington?**

Visitors are always welcome. We have outstanding volunteers in our building each week assisting students and working on special projects! Parents may also visit their child's class by signing in and receiving a visitor tag. Any parent who wishes to meet with a teacher is asked to call so that the teacher can set adequate time aside to provide information and discussion. We have found that impromptu conferences are difficult because teachers are teaching and supervising children during the day and cannot properly discuss parent concerns or answer questions when they are teaching.



### **Can I pick up my child after school?**

Yes. Pick-up areas for cars include Kensington Rd. and Falmouth Rd. Cars must stay out of the bus loop on Lake Rd. Because Kensington and Falmouth become crowded safety is our main concern. We instruct children that if they are being picked up on the east side of Kensington Rd., they must



walk to the corner of Lake Rd., cross with the crossing guard, and then proceed down Kensington to where their parent is waiting in a car for them. We also ask parents to avoid stopping in the middle of the road to pick up their children. Finally, for the safety of the children, cars may not enter the playground area at the beginning of the day, at the end of the day or during recess.

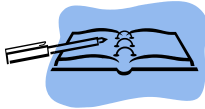
### **What parking is available?**

One parking lot is on Kensington Rd and is accessible from Kensington Rd. Our second lot is located on Lake Rd., and is accessible from Falmouth Rd. The last lot is located just south of the playground and is accessible from Falmouth Rd. During after school events the playground can be used for parking, but it cannot be used for parking during school hours. Finally, parking is available on Kensington and Falmouth, but all areas posted as “NO PARKING” zones must be observed. Police will ticket.



### **Do students at Kensington use plan books?**

Yes. Helping students to learn organization habits is a main effort at Kensington. All students receive a plan book each year, and homeroom teachers incorporate its use into their daily routine. The plan book contains the Parent – Student Handbook



### **What are the best ways to communicate with my child’s teachers?**

Parents have many great options in communicating with staff:

- Plan book.** As mentioned above the plan book goes home every day and there is room to exchange quick notes with teachers.
- Phone.** Teachers are more accessible by phone now that we have phones in every classroom. Direct dial into a teacher is not possible because phone calls would understandably interrupt lessons. All teachers have voice mail. By calling the office during the day, 356-6770, a parent can be connected to the teacher’s voice mail. Teachers will gladly respond to messages.
- Email.** All staff members have email. Most parents find this to be the most convenient manner of communication because messages can be written and read at any time of day or night at any computer.
- Progress Book.** Progress book is our electronic grade book program. All teachers use Progress Book. All teachers, post their grade book to a secure web site. This becomes another avenue for communication.

