



## 2019-2020 Kensington Intermediate School Quick Reference and Frequently Asked Questions

### *Quick Reference*

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

**Kensington phone number:** 440-356-6000 ext. 6770

**Attendance call-in number:** 440-356-6000 ext. 6040 (voice recording)

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

**School Hours:** Classes enter class at 8:15 A.M. Student dismissal is 2:45 P.M.

**Open House:** August 19, 2019-please arrive at times below:

1. 4th Grade Times- 10:30-12:30
2. 5th Grade Times- 11:30-1:30
3. 3rd Grade Times- 1:00-3:00

**First Day of School:** Wednesday, August 21, 2019

**Lunch:** All student lunches are packed at home and brought to school. Students will have recess first followed by lunch. Milk may be purchased and juice is also available. Students may purchase a PTA pizza day lunch on select Tuesdays (please see Kensington PTA website for semester ordering information).

Lunch times include:

- Third Grade 10:55-11:40
- Fifth Grade 11:23-12:08
- Fourth Grade 11:55-12:40

**Office Staff:** Nancy Bondy – Secretary  
Carol O'Toole – Secretary  
Melissa Liberatore – Guidance [liberatore.melissa@rrcs.org](mailto:liberatore.melissa@rrcs.org)  
Todd Murphy – Principal [murphy.todd@rrcs.org](mailto:murphy.todd@rrcs.org)

**PTA President:** Mrs. Megan Alexander <http://www.rrcs.org/KISPTA.aspx>

### *Frequently Asked Questions*

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

Our school day begins at 8:30 A.M. and ends at 2:45 PM. Our south bus loop door and east gym doors open for students at 8:00 A.M.

Students arriving at 8:00 A.M. report to the Commons and are dismissed to homerooms at 8:15 A.M. Arriving by 8:15 is recommended for homeroom agenda review and announcements. Students arriving late must report to the main office for a pass in order to enter class.



**May students ride bicycles to school?**

Kensington has new racks near the main entrance and front sidewalks. Students should always wear a helmet and walk bikes and scooters across intersections and when arriving on school property. Hoverboards are not permitted at school. Students should keep bicycles locked during the school day. Bicycle helmet information and order forms may be found at the following link: <http://www.rrcs.org/whynotwearahelmet.aspx>

**What is the safest way to get to and from school?** Riding the school bus is highly encouraged because it is the safest and most convenient way to get to and from Kensington. Dropping your child off and picking up via car can be challenging due to traffic on Lake and Kensington Roads. We encourage bus transportation when available to alleviate traffic congestion and frustration.

**What are the safest routes to school?** If your child walks to school or rides a bicycle, we encourage students to use a consistent route. The city of Rocky River assigns crossing guards to key intersections. Parents are encouraged to plan the safest route based on crossing guard locations. Congested/Busy streets in Rocky River to consider when planning include the following: Detroit, Lake, Center Ridge, Hilliard, Wagar, Wooster, and Lakeview. Please discuss pedestrian safety with your child with a focus on being careful (especially) near these busy streets.

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

The attendance call in number is 440-356-6000 ext 6040 (voice recording). An answering machine is available for messages anytime day or night. Call-ins need to take place before 9:00 A.M. the day of the child's absence. When calling, parents are requested to identify the student who will be absent, 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 a student is home and he/she is not in school during attendance, we will call the parent to verify that the student is absent.

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

Parents are contacted when a child comes to the office with a fever or any illness clearly requiring parent notification. Injuries requiring immediate attention will result in a parent phone call. If a child has a special medical situation, we will also call parents. 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 serious injuries requiring additional medical attention.

**What security is in place at Kensington**

All doors are locked during school hours. All visitors or students arriving late must go to the Kensington Road office door entrance. All visitors requesting to visit must sign in and wear a visitor identification pass. 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 classrooms.

**When can I visit Kensington?**

Parent Visitors are welcome. We have outstanding volunteers in our building each week assisting students and working on special projects! Parents may also request to 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.

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

Yes. Pick-up areas for cars include Kensington Road and Falmouth Street. Cars must stay out of the bus loop on Lake Road. Kensington and Falmouth streets become crowded and student safety is a primary concern. We instruct children that if they are being picked up on the east side of Kensington Road, they must walk to the corner of Lake Road, cross with the crossing guard, and then proceed down Kensington to where parents are waiting in a car for them. We also ask parents to avoid motioning students across the middle of any street from parked cars.



Walking between parked cars limits visibility for students and drivers and may cause a child to be hit by a car. 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 is the safest procedure to follow if I decide to pick up my child instead of riding the bus? What if I ask someone else to pick up my child?**

In the interest of student safety, changes in student pick up will require a note from parents on that day. Only authorized individuals listed on the emergency authorization are allowed to pick up your child. Please arrive before 2:45 P.M. and request an early dismissal when picking up your child. Following this procedure promotes safety because we are bringing your child to you in the office before students exit the building. Authorized friends or relatives picking up students must follow the procedure described above with prior notice and authorization.

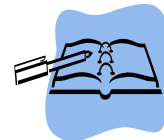
### **What parking is available?**

One parking lot is near the main office and is accessible from Kensington Road. Our second lot is located on Lake Road north of the rock wall. This lot and is accessible from Falmouth Road. During after school events the playground can be used for parking, but should not be used for parking from 11:15-12:45. Parking is available on Kensington and Falmouth, but all areas posted as "NO PARKING" zones must be observed. Police will ticket. The playground and Lake Road lot are not to be used for student drop off or pick up.



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

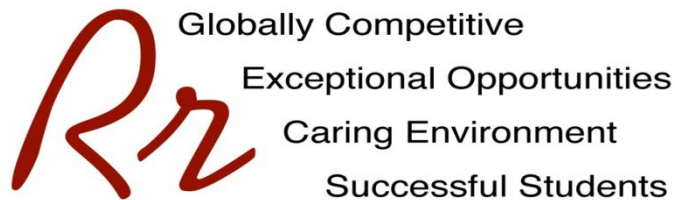
Yes. Helping students to learn organization habits is a main effort at Kensington. Students receive a plan book each year, and homeroom teachers and students use the planner daily for documenting homework and assignments. Our student plan book also contains the Student Handbook and code of conduct.



### **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. This is also a great way to share questions regarding homework also.
- ☐ **Phone.** Teachers are accessible by phone with phones in every classroom. Direct dial into a teacher's room is not possible because phone calls would understandably interrupt instruction/learning. Teachers also have voice mail. Please call the office during the day, 440-356-6770 (ext. 6770). Parents can be connected to the teacher's voice mail. Teachers will gladly respond to messages.
- ☐ **E-mail.** Many parents find e-mail to be a convenient method of communication. Teacher responses may be delayed until after the school day due to teaching schedules.
- ☐ **Progress Book.** Progress book is our electronic grade book program. Our teachers use Progress Book. All teachers post grades to this secure web site. This becomes another avenue for communication. Parents set up a Progress Book account here: <https://pa.nccohio.org/district> (click on "help" tab in upper right hand corner).



All *Annual Notices* are available on the district website-[www.rrcs.org](http://www.rrcs.org)