Scranton School



**Thank you for supporting**

**Scranton School!**

Parent/Scholar Handbook

2017-2018

**School Contact**

 **Principal: Troy Beadling**

**Secretary: Jeanette Green**

**Scranton School Contacts:**

**School Phone Number: (216) 838-7450**

**Email:** **Troy.Beadling@clevelandmetroschools.org**

1

 **Table of Contents**

**School Contact Information**………………………………… Pg. 1

**Eagle Information**……………………………………………….. Pg. 2 - 5

**Parent and Medical Information**……………………….… Pg. 6

**Visitor Information**…………………………………………...... Pg. 7

**School Vision**………………………………………………….….... Pg. 8

**Parent Code Expectations**……………………………………. Pg. 9

**Parent Involvement**……………………………………………… Pg. 10

**School Rules**………………………………………………….……… Pg. 11 - 14

**Scholar Expectations**……………………………………………. Pg. 15 - 19

**School Policies**….……………………….…………………………. Pg. 20 - 26

**Staff List**…………………………………………………………….…. Pg. 27

**Student Services**…………………………………………………... Pg. 28

**Planning Center**……………………………………………………. Pg. 29

**Supply Lists**…………………………………………………………… Pg. 30 - 33

**Signature Page**……………………………………………………... Pg. 34

2

***Eagle’s Creed***

E : Empowering

A : Achieving

G : Growing

L : Leading

E : Enriching

S : Succeeding

3



**Please read this handbook thoroughly with your child. Once it has been reviewed, complete and return the form on the next page acknowledging that you received and read this handbook.**

**Thank you!**

***Excellence in Everything We Do!***

4

Welcome back to a great year at Scranton School.

The staff at Scranton School looks forward to working with you to make this school year a successful one for your child.

This handbook is a road map for the entire academic year. The school’s philosophy and policies are detailed to provide clarity and affirmation to what we regard as necessary for success and best for the wellbeing, safety and education of our scholars. The contents of this handbook fully support the school’s mission and the Principal’s personal philosophy in regards to positive school environment and best practices.

We hope this handbook will answer any questions you may have about our program. You are always welcome to inquire at school.

With our focus on learning, higher scholar achievement, self-discipline and positive environment, we aim to protect the integrity of the instructional day by reducing interruptions and disorder while fostering a respectful and positive environment.

**Teacher are available by appointment only!**

5

**Medical Records**

In order for your child to attend school in CMSD, the school nurse must have updated immunization and health records. The nurse will inform you of missing records and the time available to you for obtaining the records.

**Emergency Contacts**

The school must have current home phone numbers and current emergency contacts. If numbers change, inform the teacher or the school secretary. It is of the utmost importance that the school is able to reach you at all times. Emergencies happen and accidents take place even at school.

**Medications**

Medications can be dispensed at school only if the appropriate form is filled out by the child’s health care provider. The form is available in the office. Scholars may not carry their medications around. Medications must be labeled accurately with pharmacy labels and will be kept in the office in a secured location.

**Parent Volunteers**

We encourage all families to get involved with our Scranton family . The more involved a parent is in their child’s education, the more successful the scholar will be. We hope that you will become involved in our school. To learn more about getting involved at Scranton School, please stop in the main office.

6

**Visitors**

**All visitors must use the main entrance and must go through the metal detector. Next a visitor must stop in the office to sign in. A visitor must acquire a name badge if he/she intends to travel in the building and is required to present an Identification Card to do so. Please note that classroom teachers may not be available during the day as they are educating our scholars. Visitors will not be allowed in the building during arrival times (7:40 – 8:10) or dismissal times (2:10 – 2:40) without a pre-arranged appointment.**

 7

**Our Vision**

Our vision for Scranton PreK-8 is to empower well-rounded scholars to grow and develop in order to meet the challenges of the 21st century. This will be accomplished by fostering the development of critical thinking skills within the context of a rigorous academic curriculum in order to meet the needs of the developing child physically, socially, emotionally and academically. Staff members will encourage, motivate and support scholars in their quest to:

1. make a positive difference in their community;
2. become productive members of a global society

**Academic Goals 2017-18**

1. Improve literacy in grades K-3

2. Improve math fluency in all grades

3. Increase attendance to 93% or higher

4. Increase the CFL indicators by 10%

5. Increase performance index by 5%

**Overview of School Wide Culture**

The School wide plan has been developed to promote a positive and proactive approach to behavior management, which emphasizes Scranton school-wide non-negotiable, as well as, the Core Values. Scranton places a strong emphasis on establishing a safe and orderly learning environment through the collective work of teachers, parents and administrators. Building a strong character is fundamental to creating a positive learning environment.

8

**Parent Code of Conduct**

1. I/We will have a positive impact on our child’s education.

2. I/We will treat teachers, scholars and fellow parents with courtesy & respect at all times.

3. I/We will maintain self-control at all times.

4. I/We will practice teamwork with teachers and staff by supporting the values of commitment, fairness, discipline and hard work at Scranton.

5. I/We will discuss any questions or concerns regarding our child with the teacher first. If I have further concerns or questions they may be discussed with the teacher and an administrator.

6. I/We understand that criticizing, name-calling, use of abusive language or gestures directed towards teachers, scholars or other adults will not be permitted or tolerated.

7. I/We understand there is absolutely zero tolerance for the use of alcohol and illicit drugs in any form, at any time, in any amount, by anyone at Scranton. Violators will be banned from the premises and may face prosecution.

8. I/We understand that Scranton Elementary School’s goal is to develop our scholars physically, socially, emotionally and academically.

**Parent Dress Code**

As a school we work hard to ensure that all of our scholars are dressed for success. In doing so we encourage all parents to dress in appropriate attire when entering the school building. Please make sure to wear clothing that would be considered appropriate in the work setting. The principal reserves the right to ask a parent to change their attire before entering the building to keep our scholars in an environment where they can be successful.

9

**Family Involvement**

Family involvement strengthens your scholars learning and improves their academic achievement. Scholars with active family support have better attendance, pass more classes, and earn more credits resulting in higher grade point averages and higher test scores. As a result, they are more likely to continue their education beyond high school and learn social and behavioral skills that help them at home, at school and throughout life.

|  |  |
| --- | --- |
|  | Talk with your child everyday about their day at school |
|  | Attend school functions such as open houses, parent |
|  | teacher conferences, family nights. |
|  | Contact your child’s teacher when you have questions. |
|  | Make an appointment to visit your child’s classroom. |
|  | Volunteer at school. |
|  | Ask your child’s teachers for ideas on how to help at |
|  | home. |
|  | Ensure your child completes homework. |
|  | Support school policy. Sign and return acknowledgements |
|  | of receipts of policies and other documents. |
|  | Encourage learning at home. |
|  | Read with your child. |
|  | Learn teacher’s procedures and classroom routines. |
|  | When you are not sure, call the school and ask questions. |
|  | Learn school policy. |
|  |  |

10

**Specific Restrictions**

**Cell phones:**

Cell phones are a safety tool. We believe it is your right to equip your child with a cell phone to ensure safety to and from school. However, we need you to be aware of the following, and we ask for your support in the matter:

1. Upon arrival, each scholar is to turn the cell phone off.
2. Use of cell phone is prohibited during school hours at the building.
3. If a scholar is in need of making a phone call to a guardian, the office phone would be made available.
4. Cell phones will be confiscated if these rules are not adhered to.
5. Please know that these steps will be taken to ensure the safety of your child and all other children at school.



11

**Transportation**

Riding school transportation is a privilege afforded to scholars. The importance of good conduct while on the bus, in motion or waiting to embark and board, cannot be overemphasized. Distracting behaviors put all scholars at risk. We urge parents to explain to their children that riding the bus is a privilege and a convenience to the parents of special and regular education scholars. Non-compliance will result in denying scholars this privilege. Please stress with your children the following rules to avoid unnecessary interruption of the service.

**Bus Service Problems**

Transportation (216) 838-4287

**Bus Rules**

1. Follow directions the first time they are given.

2. Remain in your assigned seat at all times when the bus is in motion.

3. No eating, drinking or littering.

4. Keep all harmful objects off the bus.

5. Use only appropriate language. No profanity will be tolerated.

6. Keep hands, feet, and objects to yourself. Any type of touching, including fighting is not permitted.

**Consequences**

Incidents of serious or aggressive nature will result in immediate 10-day suspension or eviction from the bus.

**Student walking instead of riding the Bus**

Scholars must bring a note or have a parent/guardian call the office secretary if they are not riding the bus home. The office must be notified by no later than 1:45 pm in order to allow them time to notify the scholar of a change in transportation.

12

**Homework**

Homework may be assigned Monday thru Friday to all scholars in grade 1-8. If in doubt, check with your child’s teachers. Also, ensure that your child is reading daily with or without written homework. Homework is essential for mastery of new information. It provides additional practice outside the school day. It is self-explanatory and represents a review of the daily work. You can assist your child by providing a quiet place and checking over the completed homework. If you find that your child is having difficulties with the day’s homework, contact the teacher immediately to remediate.

**Classroom Assignments**

Scholars are assigned to classes based on educational needs. Parent request for specific class assignment will only be considered under special circumstances.

**School Wide Behavioral Expectations**

The school rules will be posted in each classroom and throughout the building during the school year. Each family is asked to teach and reinforce these rules to ensure a safe educational environment. Scholars should be able to demonstrate what each one looks like and sounds like through direct teacher modeling and parent enforcement that will begin on the first day of school.

**Arrival at School**

Scholars may arrive at Scranton at 7:30. Please note that scholars will not be allowed in until 7:30. This will become very important when the weather turns colder. No staff is available to monitor scholars before 7:30.

13

**Scholar Drop Off**

Parents should pull around the school and drop off scholars at the sidewalk near the fence and pick them up in the same area. Parents must stay on the blacktop away from the entrance doors during arrival and dismissal.

**Tardy Scholars**

**Scholars who arrive to their class after 8:05 will be considered tardy. Excessive tardiness will result in disciplinary action.**

**Breakfast**

Service will stop at 7:55 promptly. All scholars must be in the school by 7:45 to receive breakfast.

**Leaving School before Dismissal**

Just like being tardy, leaving early has negative consequences. Emergencies do arise however, please let the secretary know the type of emergency and the time of your arrival, so your children can be ready and wait in the office for you. Emergencies are infrequent and therefore they are not expected all the time, and please call the school office or send a letter letting the office know that you will be picking up your child early.

**Dismissal**

**Scholars will be dismissed at 2:30 pm.** Parents will not be allowed to be in the entrance or around school doors during dismissal and need to wait on the blacktop for their children. Scholars will be released through the following exits:

- Kindergarten, 4th and 5th grade use Exit L

- 1st and 2nd floor bus riders will use Exit A

- 1st and 2nd floor Walkers will use Exit A

14

**Scranton School Expectations**

**Assemblies and Other Occasions**

|  |  |
| --- | --- |
| **Looks****like…** | Enter the location silently and on time.Walk directly to their assigned seat and sit quietly.Face forward, sitting up with their feet on the floor, hands in their lap.Exiting silently from the location by the teacher or staff member.Hallway High Five as they transition |
| **Sounds****like…** | Zero noise upon entering and sittingdownZero noise, during speeches, presentations, and performancesAppropriate applause |

15

**Scranton Schools Expectations**

***SCHOLAR RIGHTS and RESPONSIBILITIES***

**Scholars are entitled to…**

• be treated with respect;

• receive support from teachers and school staff;

• receive a quality education;

• a safe and orderly environment;

• equal access to classes, school services, and extracurricular activities;

• equal treatment in enforcement of school regulations;

• due process in administration of punishment for violations;

• safeguarding of constitutional rights;

• confidentiality in the handling of their records;

• a grievance process as described in this handbook

**Scholars are expected to…**

• treat others with respect;

• strive to do their best work at all times;

• go to school daily and arrive on time to school and every class;

• come to each class prepared to work and with all necessary supplies;

• comply with the authority of teachers, principals, assistant principals, bus drivers, aides and other school staff members;

• obey school rules and regulations;

• respect the property of others;

• report serious incidents involving the safety and security of scholars and staff to their teachers, counselors or administrators at the time such incidents occur, including but not limited to presence of weapons or drugs, assaults, threats, sexual misconduct or harassment.

16

**Hallway**

|  |  |
| --- | --- |
| **Looks like…** | Mouths are silent and feet are quietHands are by your side or behind your backKeep space between the person in front of you and behind youFace forwardWalk silently and stay to the right.  |
| **Sounds like…** | Quiet |



17

**Scranton School Expectations**

**Dining Hall (Smart L.U.N.C.H. expectations**

|  |  |
| --- | --- |
| **Looks like…** | Escorted to the dining hall front door and silently escorted to their assigned seat.Enter the dining hall silently (the lights are off for the first 5 minutes) when directed to by staff and sit at their assigned seat to begin reading for15 minutes.Walk to the serving door when directed to by an adult and get food, condiments, and drink.Walk back to their assigned seat to eat and re- main seated unless otherwise directed by an adult.Raise your hand if you need assistance and remain seated unless otherwise told by an adult.Hands and feet are kept to yourself and use lev- el 1 voices when the eating is permitted.Clean up after yourself by passing trash down the table to the adult waiting with the trash can.Line up on the (color) line for dismissal and are silent during the last five minutes of lunch.Exit the designated door in hallway high five position and during their transition back to class or bathroom break. |
| **Sounds like…** | Level 1 / six-inch voices Zero noise, upon direction |

18

**Scranton School Expectations**

**Classroom – S.T.A.R.S.**

**(Sitting Attentively, Tracking the Speaker, Actively**

**Engaged, Respectful, Supplies Ready)**

|  |  |
| --- | --- |
| **Looks****like…** | Scholars come into the classroom and sit at their desks. They take out their necessary items from their book bags and start their Do Now. |
| **Sounds****like…** | “Hello”“Good Morning”“Which homework do you want us to take?” |

**Restroom (Q.U.I.C.K. procedures)**

|  |  |
| --- | --- |
| **Looks****like…** | Lined up outside of the restroom door waiting silentlyEntering and using the restroom silentlyTurning on the water, using soap, and washing your hands.Wiping your hands with 1 paper towel and throwing the paper towel away by putting it in the trash canWalking out of the restroom silently and joining the appropriate line as directed by the teacher. |
| **Sounds****like…** | Zero noise |

19

**As partners in education, parents have the following rights and responsibilities:**

**You have a right:**

• To a school environment where your child is safe and where your child’s learning is supported
• To be treated with courtesy by all members of the school staff and to be involved as a full partner in your child’s education
• To engage in a mutually supportive and respectful partnership with the school your child attends
• To expect your child’s school to ensure outreach to families, including those for whom English is not the primary language
• To be given opportunities to participate in the instructional process
• To know what is expected of your child with regard to curriculum, attendance and behavior
• To know what progress your child is making on a timely basis
• To be informed if your child is experiencing academic, medical or social problems
• To see your child’s school records
• To visit your child’s school and make an appointment to talk to your child’s teachers and principal
• To be consulted on important matters concerning your child’s education

**You have a responsibility:**

• To treat school personnel with courtesy and respect
• To send your child to school rested, clean, fed and ready to learn
• To ensure that your child attends school regularly and on time
• To be aware of your child’s work, progress and problems by talking to your child about school and reviewing your child’s work and progress reports
• To maintain contact with your child’s teachers about your child’s progress in school
• To talk with your child about the importance of education in order for your child to acquire the knowledge and skills needed to compete for jobs in a 21st century global economy
• To volunteer your time, skills or resources to your child’s school when needed and when possible
• To take part in school and community programs that empower you to participate in making educational decisions
• To respond to messages from your child’s school

20

**Physical Environment**

Scranton’s physical environment will be inviting, clean, and well maintained. The welfare of all scholars and other Scranton school’s family members will be given utmost priority. As indicated, visual cues and reminders of the scholars’ behavior, individually and collectively, will be on display throughout the building.

21

**SCHOLAR HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation or bullying (including cyber bullying) is an intentional written, verbal or physical act that a scholar has exhibited toward another particular scholar or school personnel more than once, and such behavior causes mental or physical harm to the other scholar or school personnel, and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other scholar or school personnel. When these elements are met, a prohibited incident of harassment, intimidation or bullying has occurred. Harassment, intimidation or bullying of any scholar or school personnel on school property or at school-sponsored events is prohibited. The law defines “harassment, intimidation or bullying” to be any intentional written, verbal or physical act that a scholar has exhibited toward another particular scholar more than once and the behavior:

• causes mental or physical harm;

• is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for other scholars;

• includes violence within a dating relationship.

22

**Cyber Bullying**

Cyber bullying of scholars or school personnel at any time and at any location by scholars is prohibited. Cyber bullying is the use of information and communication technologies such as e-mail, cell phones and pager text messages, instant messaging (IM), defamatory personal web sites and defamatory online personal polling web sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. Cyber bullying includes, but is not limited to the following:

 • posting slurs or rumors or other disparaging remarks, making threats of any kind and discussing threats of any kind about a scholar or school personnel on a web site or web log;

• sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;

• using a camera phone to take and send embarrassing photographs;

• posting misleading or fake photographs on web site

23

**Locker Usage Policy**

Every scholar in grades 2-8 will be issued a locker. No scholar will be allowed to purchase their own lock for use on the school premises. Only locks provided by the school will be allowed. If a non-school issued lock is found on a scholar locker, it will be removed. In the event that a lock is lost, the scholar must pay $5.00 for a replacement and the school will issue a new lock.

Each scholar is responsible for any damage to his/her locker and combination lock. Scranton School Faculty and Staff cannot be responsible for personal property. Scholar lockers should be kept locked at all times if lock is issued. Scholars should not tell their locker combination to another scholar. This will protect the safety of property. Scholars are strongly advised not to keep valuable items in their lockers.

Locker usage is a privilege that can be revoked if the scholar fails to adhere to this policy. Scholars will be allowed to go to their lockers before school, directly before their lunchtime, and after school. Lockers are to be used to store books and other personal belongings necessary for their educational growth. Coats, jackets, and personal items should be stored in a locker at all times. Scholars are not allowed to deface their lockers under any circumstances. Lockers will remain clean and organized.

**Personal Property**

Scholars are warned not to wear expensive items of clothing or jewelry to school. Radios, MP3 Players and IPODs must be kept off during the school day. They will be confiscated. **Though cell phone possession is allowed (see cell phone policy), they must not be visible/used during the school day or they will be confiscated as well.**

24

**Dress Code Policy**

Uniforms are required to be worn by all scholars daily. All uniforms must be neat and clean. Scholars should always practice good hygiene and take pride in their appearance. Hairstyles must be neat, natural looking in natural colors and completely groomed prior to arrival at school.

The Scholar Dress Code Policy is not subject to review by schools. Violations to this dress code will result in school disciplinary action. **Scholars must be in complete uniform at all times in order to qualify for any school sponsored field trips or extra-curricular activities.**

**Dress Down Dress Code Policy**

On days that are identified as dress down, scholars may attend school without a uniform. Scholars must wear clothes that are clean and the appropriate size. On these select days, Scholars may **not** wear the following: open toed shoes, inappropriate t-shirts, leggings, tights, tank tops, cut off t-shirts, hats of any kind, and shirts that are not able to be tucked in.

 **THIS POLICY IS NON-NEGOTIABLE!**

**First Offense**

Parent will be contacted to bring the appropriate clothing. Student will be assigned to the Planning Center until the clothing is brought. If appropriate clothing is brought, the scholar will be allowed to change and report to class. If appropriate clothing is not brought, the scholar will remain in Planning Center for the remainder of the day. (Referral will be completed by PC Staff)

**Second Offense**

The scholar will be held in the Planning Center for the day.

**Third Offense**

Mandatory parent teacher conferences will be held to discuss uniform violation and 2 days in the Planning Center. Conference will be arranged by teacher.

25

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | **STYLE** | **FABRIC** | **COLOR** | **SPECIFICATIONS** |
| **Pants** | **Docker-****Style**ONLY**NO EX-****CEPTIONS** | **Cotton -****Twill** | **Khaki****Black****Navy****Blue** | **Fitted at the waist and****belted ABSOLUTELY NO: Flared Pants****Form Fitting/Spandex/****Stretch****Capris****Gym/Sweat Styles****Jean Styles** |
| **Skirts** | **Pleats A-Line Straight** | **Cotton -****Twill** | **Khaki****Black****Navy****Blue** | **Length of skirt should be****at the top of the kneecap****or longer ABSOLUTELY NO: Front or Side Slits****(Back slits should be no****more than 2 inches) Skirts above the knee** |
| **Shorts** | **Docker-****Style**ONLY **NO EX- CEPTIONS** | **Cotton-Twill** | **Khaki****Black****Navy****Blue** | **Length of shorts should****be at the top of the knee cap or no more than 1”****below the knee ABSOLUTELY NO: Walking Shorts** |
| **Shirts** | **Polo****\*Turtle- necks can only be worn un-** **Beneath uniform shirt in colder Weather.** | **Cotton – Poly-blend** | **Solid****colors****only: White Blue****Navy****Blue** | **All shirts must have a****collar.****All shirts must be tucked in at all times.****ABSOLUTELY NO: Midriff Shirts****(All shirts must be long enough to be neatly****tucked inside pants.) Tan Shirts****T-Shirts****Tank Tops/Muscle Shirts** 26 |

|  |
| --- |
| **Staff List** |
| **Name** | **Subject/Grade** |  | **Name** | **Subject/Grade** |
| **Ms. Maldonado** | Kindergarten |  | **Encore Subject Teachers** |
| **Ms. Torres** | Kindergarten |  | **Ms. Merhaut** | Media Specialist |
| **Ms. Rodriguez** | Grade 1  |  | **Ms. Gray** | Physical Education |
| **Mr. Lawrence** | Grade 1 |  | **Subsititue** | Art |
| **Ms. Montanez** | Grade 2 |  | **Ms. Heeter** | Music |
| **Ms. Betancourt** | Grade 2 |  | **Ms. Callahan** | Reading Intervention |
| **Ms. Pugh** | Grade 3 |  |  |  |
| **Ms. Blainer** | Grade 3 |  | **Paraprofessionals** |
| **Mr. Reimer** | Grade 4/5 ELA/SS |  | **Ms. Charles** | Planning Center |
| **Ms. Supek** | Grade 4/5 Math/Sci/SS |  | **Ms. Lopez** | Bilingual Aide |
| **Ms. Zurbrugg** | Grade 4/5 Math/Sci/SS |  | **Ms. Diaz** | Bilingual Aide |
| **Ms. Gus** | Grade 6-8 ELA |  | **Ms. Montalban** | Bilingual Aide |
| **Ms. Evensen** | Grade 6-8 ELA |  | **Ms. Caban** | Bilingual Aide |
| **Ms. Carlin** | Grade 6-8 Math |  | **Mr. González** | Bilingual Aide |
| **Ms. Zaranko** | Grade 6-8 Math |  | **Ms. Gadson** | PreK |
| **Open** | Grade 6-8 S.S. |  | **Mrs. Slay** | PreK |
| **Ms. Fritz** | PreK – Full Day |  | **Ms. Magbie** | PreK |
| **Ms. Medina** | PreK |  | **Ms. Lipscomb** | PreK |
| **Ms. Hendershot** | PreK |  | **Support Staff** |
| **Ms. Ratica** | PreK |  | **Ms. Gamble** | Att. Liaison |
| **Security** |  | **Ms. Long** | O.T. |
| **Ms.Atkins** |  |  | **Mr. Gumucio** | SLP |
|  |  |  | **Ms. Ryan** | Psychologist |
|  |  |  | **Ms. Martinez** | Bilingual-Psychologist |
| **Intervention Specialists** |  | **Ms. Shields** | SLP PreK |
|  |  |  | **Mr. Zabka** | P.T. |
| **Ms. Diedrichs** | Grade K-1 |  | **Ms. Cole** | Head Sat. Cook |
| **Ms. Kuboff** | Grades 2-3 |  | **Ms. Stark** | Asst. Sat. Cook |
| **Ms. Kuhn** | Grades 3-4 |  | **Ms. Almadovar** | Lunch Aide |
| **Ms. Danley** | Grades 5 & 7 |  | **Ms. Supelveda** | Lunch Aide |
| **Ms. Kopecc** | Grades 6-8 |  |  |  |
| 27 |  |  |

***Scranton Service Providers***

**Mental Health Services**

1. **Guidestone (On-Site) - (440)260-6400**

[**http://www.ohioguidestone.org/**](http://www.ohioguidestone.org/)

**On-site mental health counselor**

**Home Services provided**

**Spanish Services provided**

1. **Murtis Taylor Human Services – (216)283-4400**

[**http://www.murtistaylor.info/**](http://www.murtistaylor.info/)

**Off-site with on-site visits**

**Home Services provided**

**Spanish Services provided**

1. **Beech Brook – (216)831-2251**

[**https://www.beechbrook.org/**](https://www.beechbrook.org/)

**Off-site services**

**Learning**

1. **Scranton Student Support Team Coordinator – (216)838-7450**

**On-site support**

**Teacher based support services**

**Housing Needs and Family Support**

1. **Project Act – (216)838-0210**

[**http://clevelandmetroschools.org/Page/394**](http://clevelandmetroschools.org/Page/394)

 **Homeless Support and Transportation Needs**

1. **Cleveland Metropolitain Housing Authority**

[**https://www.cmha.net/**](https://www.cmha.net/)

 **Provide Housing Support**

1. **Cleveland Food Bank**

[**http://www.greaterclevelandfoodbank.org/**](http://www.greaterclevelandfoodbank.org/)

 **Provide Supplemental Food Support**

**Health Services**

1. **Metro Health Medical Center**

[**http://www.metrohealth.org/**](http://www.metrohealth.org/)

 **Provide Medical Support**

**Afterschool Services**

1. **Horizon – (216)930-5437**

[**http://www.horizoneducationcenters.org**](http://www.horizoneducationcenters.org)

1. **Merrick House – (216)771-5077**

[**http://www.merrickhouse.org/**](http://www.merrickhouse.org/)

1. **Esperanza – (216)651-7178**

[**http://www.esperanzainc.org/**](http://www.esperanzainc.org/)

1. **Boys & Girls Club of Cleveland – (216)459-2697**

[**http://www.clevekids.org/**](http://www.clevekids.org/)

28

**Planning Center**

**Procedures**

For a teacher to refer a scholar to the Principal, the teacher must complete a carbon-copied CMSD Discipline Referral Form/ CWE Demerit Form.

Teacher prepares work expected to be completed while

In-class /relevant work must be provided to scholar before they exit the classroom if the referral is approved. If no security is available to escort scholar with referral, and when infraction requires immediate removal, teacher calls front office to request security escort. (Scholars must bring books, paper, pencil, notebook, etc. in order to be successful upon entering PC location)

Upon entry, scholars are assigned a seat by PCIA.

Time served in ISS does not begin until scholar’s time-on-task begins (time-off-task will add additional time of stay) Example: If a scholar is off-task for ten minutes, their time in PC is extended for ten additional minutes).

Scholar immediately begins and completes their reflection activity provided by the PCIA.

Parent phone call is made by the PCIA to alert the parent

Of the scholar’s removal from class and read referral. Further contact will be made by teacher. PCIA records attendance in e-school as well as entry and exit time (length of stay), reason for referral.

29

**Expectations while traveling around the school**

**Q. U. I. C. K. Rest Room Procedures**

**Q:** Quiet with mouth closed

**U:** Use it quickly

**I:** Inspect it for trash

**C:** Clean hands

**K:** Keep moving quietly to class

**Hallway High Five**

1. Be silent.

2. Face forward.

3. Leave space between yourself and others.

4. Keep your hands by your side or behind your back.

5. Walk quietly and stay to the right.

**Smart L .U.N.C .H. Expectations**

**L:** Line up silently when adults tell you to.

**U:** Use level 1 voices and stay in your seat.

N: Need help, raise hand.

C: Clean up after yourself.

H: Hands and feet to yourself.

**S.T.A.R.S.**

S: Sitting Attentively

T: Tracking the Speaker

A: Actively Engaged

R: Respectful

S: Supplies Ready

30

|  |  |
| --- | --- |
|  | SCRANTON PREK-8 SUPPLY LISTS |
|  | Qty Item |
| K |

|  |  |
| --- | --- |
| 1 | Pair of Earbuds |
| 16 | Elmer’s Glue Sticks |
| 1 | Pair of Fiskar’s Blunt Scissors |
| 24 | Sharpened Laddie Pencils with eraser |
| 2 | Art Gum Eraser |
| 7 | Pocket Folders (solid color) |
| 2 | Packs Assorted Heavy Duty Construction Paper |
| 6 | Boxes of Tissues |
| 8 | Boxes of Crayola Crayons 24 ct. |
| 6 | Bottles of Hand Sanitizer |
| 2 | Packages of Disinfectant Wipes |
| 4 | Bottles of Elmer’s Liquid Glue |
| 8 | Fine/Thin Point Dry Erase Markers With Eraser |
| 2 | Packages of Washable Crayola Thick Markers |
| 2 | Packages of Washable Crayola Thin Markers |
| 2 | Large Bottles of Liquid Hand Soap |
| 2 | Large Containers of Baby Wipes |
| 1 | Box of Each Size Ziplock Bags: Snack, Sandwich, Gallon |
| 4 | Rolls of Paper Towels |
| 1 | Book Bag Without Wheels |
| 2 | 1 inch binders (1White and 1Black) |
| 2 | Packages of 8 Tab Dividers for Binders |
| 2 | Packs of 3x5 Index Cards |

 |
| 1 |

|  |  |
| --- | --- |
| 1 | Pair of Earbuds |
| 2 | Box of Crayola Crayons 24 ct. |
| 2 | Pack of 4 Dry Erase Markers (thin) |
| 4 | Elmer’s Glue Sticks (clear, washable) |
| 2 | White Erasers |
| 5 | Solid Color Pocket Folders |
| 2 | Composition Notebooks |
| 4 | Box of Tissues |
| 2 | Sharpened Laddie Pencils |
| 1 | Box of Ziplock Bags (1snack size and 1 sandwich size) |
| 2 | Yellow Highlighters |
| 4 | Bottles of Hand Sanitizer |
| 1 | Roll of Paper Towels |
| 2 | Large Containers of Lysol Wipes |
| 1 | Pair of Children’s Scissors |

 |
| 2 |

|  |  |
| --- | --- |
| 1  | Pair of Earbuds |
| 12 | Ticonderoga Laddie Pencils |
| 1 | 4X6 Pencil Box |
| 2 | Spiral Wide Rule Notebooks (70 – 90 Pages and Solid Colors) |
| 1 | Backpack Without Wheels |
| 1 | Large Bottle of Liquid Soap |
| 2 | Container of Disinfectant Wipes |
| 1 | Pack of 3 Rectangular Bar Erasers |
| 1 | Solid Colored Plastic Pocket Folder |
| 2 | Jumbo Glue Sticks (clear, washable) |
| 1 | Box of Twistable Crayola Crayons 10 ct. |
| 1 | Box of Thick Markers |
| 1 | Roll of Paper Towels |
| 1 | Box of Black Expo Dry Erase Markers |

31 |
| 3 |

|  |  |
| --- | --- |
| 1 | Pair of Earbuds |
| 1 | Ream of White Copy Paper  |
| 1 | Box of Crayons (24 count) |
| 1 | Backpack Without Wheels |
| 40 | #2 Sharpened Pencils |
| 8 | Low Odor Dry Erase Markers |
| 1 | Pencil Supply Case |
| 2 | Packs of Wide Rule Filler Paper |
| 8 | Elmer’s Glue Sticks (clear, washable) |
| 4 | Highlighters |
| 2 | Box of Tissues |
| 4 | Pocket Folders (1red, 1green, 1yellow, 1blue) |
| 1 | Container of Disinfectant Wipes |
| 3 | Bottles of Hand Sanitizer |

 |
| 4-5 |

|  |  |
| --- | --- |
| 1 | Pair of Earbuds |
| 1 | Box of Crayons (24 count) |
| 2 | Packs of Filler Paper |
| 2 | Boxes of #2 Pencils (No Mechanical Please) |
| 1 | Package of 8 Tabs With Pockets For 3 Ring Binder |
| 1 | Soft Pencil Pouch |
| 1 | Pair of Scissors |
| 3 | Elmer’s Glue Sticks (clear, washable) |
| 1 | Pack of Colored Pencils |
| 1 | Pack of Markers |
| 1 | Bottle of Hand Sanitizer |
| 2 | Boxes of Tissues |
| 1 | Package of Dry Erase Markers 4 ct. |
| 4 | Yellow Highlighters  |
| 1 | Pack of Paper Towels |
| 1 | Ream of White Copy Paper |

32 |
| 6-8 |

|  |  |
| --- | --- |
| 1 | Pair of Earbuds |
| 1 | Login Setup for Google Docs |
| 2 | Boxes Sharpened #2 Pencils |
| 1 | 4 Packs of Low Odor Dry Erase Markers |
| 1 | Black 3 Ring Binder 1”  |
| 1 | 2 ½” 3 Ring Binder (any color) |
| 3 | Packs of Filler Paper |
| 5 | Single Subject Spiral Notebooks |
| 2 | Boxes of Tissues |
| 2 | Highlighters |
| 1 | Pack of Crayola Markers |
| 1 | Pack of Colored Pencils  |
| 1 | Roll of Paper Towels |
| 2 | Large Bottles of Hand Sanitizer |
| 1 | Soft Side Pencil Pouch |
| 7 | 3 Hole Folders With 2 Pockets and Tabs |
| 4 | Packages of 3X5 Lined Notecards  |
| 1 | Red Ink Pens |
| 2 | Erasers |
| 1 | Handheld Pencil Sharpener |
| 1 | Box of Blue or Black Ink Pens |
|  |  |

 |
| PreK |

|  |  |
| --- | --- |
| 2 | Boxes of Clorox Wipes (80 count) |
| 4 | Elmer’s Glue Sticks |
| 1 | Refill Bottle of Dial Antibacterial Soap  |
| 2 | Pump Bottles of Dial Antibacterial Soap |
| 2 | Rolls of Paper Towels |
| 1 | Package of Multi-Color Construction Paper |
| 2 | Packages of Gallon Ziplock Bags |
| 1 | Package of Baby Wipes |
| 2 | Boxes of Tissues  |
| 1 | Change of Clothes In A Ziplock Bag with Your Childs Name On It (socks & underwear) uncluded |
| 1 | Box of Diapers (If your child is not potty trained) |
| 1 | Blanket (Full Day PreK Only) |

 |

33

This handbook supports the procedures outlined for Scranton School. I understand that the purpose of the handbook is to promote a positive culture and proactive approach to behavior management, emphasizing Scranton School’s non-negotiables and core values.

I have read and acknowledge receipt of this Parent Handbook. I will do my best to support the school in their efforts to educate my child.

Scholar Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scholar Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This is a supplemental information guide and all scholars and parents should also read the district’s student handbook.***

34

**We will strive to remain a strong community, committed to your children.**

 

**Thank you for supporting**

**Scranton School!**