

Evanston Academy
Student Handbook
2019-2020



Mrs. Hill-Simmons
Principal



Mrs. Stacey Hill-Simmons - Principal

STUDENT/PARENT HANDBOOK

Dear Families,

I would like to take this opportunity to welcome everybody back for another great school year! We are super excited to see all the new faces and even more excited to welcome all of our returning students back! We are predicting an amazing 2019-20 School-Year. Thank you for joining us!

Our school-wide goal continues to be: to make sure every child, in every seat, meets with academic success. I am proud to be the principal of Evanston Academy. Beyond that, my staff and I are HONORED to serve you and your family. We love what we do for the children who attend Evanston Academy.

Please read through the student handbook carefully with your child. Review the rules and procedures and expose your student to all of the information he/she needs to be successful here at Evanston Academy. We strongly encourage you to get involved in the school community as your children are in our care for a minimum of seven hours per day. Research has shown that kids who have parents that involve themselves in their child's school do better in school. Take advantage of all of the exciting opportunities we have to offer.

As always, we look forward to an exciting year and wish each family academic prosperity for the 2019-20 School-Year and beyond.

Yours for the children,

Mrs. S. Hill-Simmons
Principal

Evanston Academy works really hard to make sure all children are safe. There are now an increased number of students who are picked up daily, which has resulted in a huge number of cars on campus. Please DO NOT park your vehicle on campus when picking a child up during dismissal. Also, it is extremely important that you adhere to the directions of the staff at arrival and dismissal.

Due to safety reasons, dismissal will be as follows.

- Our school parking lot will be closed at 1:50p.m.
ABSOLUTELY no parking on the property.
- All students (grades 2-6) who normally come out the back doors will be walked to the top of the driveway. Parents should wait for their pickup.
- All students (grades PreK-1) will still need to be signed out. These students will remain behind the iron gates (at the back of the building) until signed out.

Student's safety is MOST important to us. We are working hard to maintain a safe and orderly environment.

Please keep in mind, excessive early dismissals will result in being cited to court. Early dismissals are not considered excused absences unless a doctor's note is turned into the office the following day.

POLICIES AND PROCEDURES

The school phone number is **513-363-2700**. The school office is the nucleus of the schoolhouse. It is the place in which we manage all of the core operations of the building. Due to the importance of the school Office, we must establish systems that will enhance the quality of the school environment and keep everyone safe.

Daily Schedule

Evanston Academy hours are 7:45 a.m.-2:10 p.m. **Students must enter the building through the side doors by the Primary Playground or doors off the larger playground into the cafeteria.** Students will be able to enter the building at

7:20 a.m. daily. Students arriving after 8:00 a.m. will receive a tardy slip. All children who arrive after 8:00 a.m. should come to the front office for a late slip.

Uniforms

Uniforms are mandatory. Students are expected to wear a uniform daily: red or black polo type shirts and khaki or black pants/skirts. In the warm weather, students are permitted to wear khaki or black shorts.

No open toe shoes are permitted EVER. Saggy pants are unacceptable. Boys must wear a belt daily.

Emergency Information

Every child enrolled must have an Emergency Information Form on file, with accurate up-to-date contact information. This form should be returned to your child's teacher the first week of school. It is vital that the school has accurate contact information for your child in case of an emergency. Please include work and cell phone numbers. Please notify the office when any information changes, such as address or phone numbers. It is unacceptable for your child to attend school here and not have a working number.

School Supplies

Your student will receive a list of needed school supplies on the 1st day of school. Please secure all of the materials within the 1st week of school. All of the materials identified are needed for your child's academic success.

Medication

Non-prescription medication, (i.e. aspirin or cough syrup/drops) cannot be distributed from the office or nurse. Prescribed medications must be kept in the office, in the original container, clearly labeled with the child's name, type of medication and dosage information. A medication form signed by the student's doctor must be on file before medication will be dispensed to a student.

Attendance

Good attendance is critical for any worker including students! Children develop work habits at a very young age. If children learn early in life the bad habit of being late and absent, it will be difficult to change that habit as they enter adulthood. One of our goals as a school family is to prepare our students to be good, solid, productive members of society. Students are required to attend school everyday and on time. This is the law. In the event that your child will be absent from school, the following procedures should be followed:

- **Phone the school office** before 8:15 a.m. at 363-2700.

- **Send a note to school** upon your child's return, explaining the reason for the absence. (Students will give the note to the homeroom teacher to turn into the office. Your child's attendance record will be updated)
- If a phone call is not made or a note is not sent, the absences will be considered unexcused. When your child reaches four unexcused absences, you and your child will be referred to the visiting teacher for follow up. Additionally, a note sent with the student does not guarantee an "excused absence".

*****House Bill 410**

The State of Ohio General Assembly passed and implemented House Bill 410 December, 2016 to encourage and support students to attend school. Evanston Academy is here to support and partner with students and their families to help reduce barriers to regular school attendance. Evanston will make attempts to make notification of student absence to parents or guardians when unexcused and unexcused tardiness becomes excessive.

Days and tardiness will be counted in **hours rather than days**. A student becomes a chronic truant when a student is:

- **Absent 30 or more consecutive hours without a legitimate excuse**
- **Absent 42 or more hours in one school month with a legitimate excuse**
- **Absent 72 or more hours in one school year without a legitimate excuse**

A complaint will be filed in the juvenile court for students and parents who fail to comply with the schools effort to correct habitually truancy and tardiness.

Tardiness

It is important that students come to school everyday on time. This includes Preschool Students. Instructional time is lost when a student is late to school. Habitual tardiness will affect academic performance as well as a child's long term perspective on timeliness. A note must accompany the student stating the reason for the tardiness. School starts at 7:45 a.m.; however, we have extended the breakfast program until 7:55 a.m. Your child will be considered tardy at 8:01 a.m. A tardy will only be considered excused if your child has an early morning doctor appointment or family emergency (which does not prove to be a pattern), provided you send a note from the doctor's office. Please make sure your student leaves home in plenty of time to arrive at school on time.

Early Dismissal

No student will be called down for early dismissal after 1:45 p.m. The end of the day is just as important as the beginning of the day to the child's education. Daily homework is assigned at the end of the day, and your child could miss out on

important information discussed. Additionally, our staff is working really hard to get your student dismissed on time. An interruption, such as early releases, disrupts the schedule for all children. The office is very busy at the end of the day and is not prepared to handle last minute early dismissals.

In the event your child will require an early dismissal, please write a note so we can work with you.

Student Fees

Student fees are used to pay part of the cost of essential classroom materials/supplies that are very important for your child's successful performance here at school.

Beginning with the 2009-2010 school year, Ohio law prohibits Cincinnati Public Schools from charging these fees to a student who qualifies for free lunch. If your child receives free lunch, he/she is eligible for a fee waiver.

Parents will still need to fill out and return the student fee form sent home the first week of school. If you have questions, please call

Evanston Academy. We would be grateful for your cooperation in paying student fees promptly. Students will be required to pay a fee for consumable items.

If you would like to know what your child owes in past due student fees, please call the office. We will attempt to secure this info for you.

After School (Study Tables)

Evanston Academy Study Tables is a daily Extended Day Program built upon instructional support for students who need it. Study Tables occur daily from 2:10 pm – 2:50 pm. Study Table instructional support is available for grades K-6. Parents will be notified of students who are recommended for this program. Study Tables will begin September 9, 2019.

Jets Club

Evanston Academy will host our annual Jets Club after school program. The program runs from September, 2019 – May, 2020 and services thirty students from grades 1- 6. Students will receive:

- Tutoring
- Snack
- Dinner
- Clubs
- Mentoring
- Computer time
- Homework time

Each parent with a child participating in the Jets Club will be required to volunteer in the school two hours per month. (October-May)

Dismissal

Please encourage your child to come home **immediately** after school to avoid participation in unacceptable and/or undesirable behavior(s) that generally result in severe consequences.

The end of the school day is a hectic time of the day. Please make changes to your child's daily routine in advance. **It is imperative that all arrangements be made prior to 1:00 p.m.** We will **not** attempt to deliver a message to a child received after 1:00 p.m. Additionally, your child must be picked up daily by 2:15p.m. This is non-negotiable!

If your child rides the school bus, he/she will be placed on the bus unless you send a note with your child indicating that they should not ride that day and how they will get home.

No phone calls will be accepted.

Emergency Removal

A student who is issued an Emergency Removal may not return to school until an adult returns with the student (preferably a parent). When an emergency removal is issued parents should contact the main office at 513-363-2700 to set up an appointment with the Principal or designee if the information is not readily available on the "Removal" notification.

Breakfast

Breakfast is available and free to all students from 7:20-7:55 a.m. Please encourage your child to eat breakfast daily. It's FREE! We'd love to serve them.

Lunchroom Procedure

Each child is provided 35 minutes for lunch which includes lunch and a recess period. Due to the time constraints associated with lunchtime it is imperative that all students adhere to the following:

- Arrive to the lunchroom area in a quiet, straight line in ABC order according to students' last names.
- Wait patiently in line while each student secures his or her food.
- Go through the lunch line in an orderly fashion.
- Eat quietly, keeping hands, feet and food to yourself.
- Wait to be called to empty your tray.
- Clean your eating area after your meal.

Sharing Food

Please discourage your child from sharing food from their meal(s) with their peers.

Playground Procedure (Recess)

After children eat lunch they will be permitted to go outside on the playground for recess. Students participating in lunchtime recess should adhere to the following.

- Listen to the adults at all times.
- No rough play or “play fighting”.
- Do not leave school grounds.
- No fighting.
- No eating.

Hallway Procedure

All students are expected to walk in the hallways quietly at all times. No student will be allowed to move about the campus without an adult unless the classroom teacher or office authorizes it.

Snow

Students are not to throw snowballs at any time while on or near school property. This is for the safety of all students and staff members. Students will be sent home and appropriate discipline assigned for throwing snowballs. A parent will be expected to return with them before the student can return.

Field Trips

Going on a field trip is a privilege. Students who have inappropriate behavior and/or poor attendance will not be permitted to attend any field trips. This decision is solely up to the teacher.

Parents in the Building

In an effort to keep your children safe we will not allow parents to enter and roam the building when children arrive to school or during dismissal. As a result, parents are not permitted to walk their child to their classroom without being accompanied by a staff member. Sadly, this also means no parent can eat breakfast or lunch with their child/children without administrative approval. Please remember, our primary goal is to keep your child safe.

Visits to the School

Parent participation is an extremely important ingredient to a child’s academic success. We love parent visitors, however, all school visitors must report to the office and register. This is a safety requirement. Additionally, we prefer to be notified of a visit in advance.

Parent Volunteers

The Evanston School family is very fortunate to be in a position to receive lots of donations. We receive full Thanksgiving meals, clothes and Christmas gifts, all of which we bless our families with. In the past we've given these items out randomly based on need. Sadly, we will see families come pick up donations that we've never seen before and won't see again. Our new distribution policy is as follows: All families who have a family member who volunteers at Evanston Academy will receive donations first. Anything remaining will be dispensed randomly. Please do not expect donations without donating your time or efforts in exchange. Kids who have 'visible' parents generally perform better.

It is critical that everyone who has a student at Evanston Academy donate some of their time to support their child's education. We understand many of you are busy. However, please feel free to have grandparents, aunts, uncles and/or older siblings volunteer.

Phone Calls to Students

The office will only take calls for students during extreme emergencies. Students will be permitted to use the phone only in emergency situations. Students should **not** receive phone calls under any normal circumstance. **In the event of an emergency, a change to your child's dismissal arrangement must be done by 1:00 p.m.** This will provide us enough time to communicate the change to your child and make necessary arrangements. Please make arrangements early and send them to school in writing or via email.

Homework

All students are **required** to complete homework five days a week, Monday through Friday. Please contact your child's teacher if your child does not come home each day with a homework assignment. This is an Evanston school policy. In the event you contact the teacher and nothing changes, please contact the principal.

Parent Involvement

We love parents who are involved in the school community, and welcome it! More importantly, so do the children. If you are interested in volunteering in the school, please contact Eunique Avery, School Community Resource Coordinator at **513-363-2733**. We would love to have you!

Extra Homework / Parental Support

In an effort to support instruction, the Evanston Academy is asking each parent to encourage their children to read on a daily basis. Reading activities include independent reading, reading with your child or reading to younger children. Parents should ask questions pertinent to the story (i.e. who, what, when where, why and how questions) and encourage students to verbalize responses as well as provide written answers.

These types of activities greatly increase students' academic performance and they typically perform well on the Achievement test in the spring.

IEP New Enrollment

Any student with an IEP must have a transition meeting prior to starting school after December. This meeting must occur before their first day.

Literacy Volunteers

Xavier University is one of our Partners in Education. Many students from Xavier University volunteer to work with small groups of students in order to give each child the individual attention he/she needs to be meet with academic success.

Reading Lab

Your child's day begins with a building-wide Reading Mini Lab which occurs Monday-Thursday 8:10-8:50 a.m. Students are broken down into small groups and taught by Evanston staff members and volunteers throughout the building. Our primary goal here at Evanston Academy is ACADEMIC SUCCESS FOR ALL. Please make sure your child arrives to school on time daily to take part in their labs! This intervention has been very helpful in increasing overall reading achievement. Additionally, please contact Ms. Avery @ 513-363-2733 if you have an interest in volunteering in Mini Lab. The goal of Mini Lab is to increase student's overall reading foundational skills.

Math Lab

Math Lab occurs two days per week for one hour for grades K-6. The purpose of Math lab is to increase student's overall math skills and provides additional practice time on critical concepts in a small group setting.

Student Council

Members of student council are elected each fall. Students must have good grades, attendance and behavior. Throughout the year, members assist the school in various important tasks.

School-wide Detention

Evanston Academy hosts school-wide detentions Monday – Friday from 2:10-2:50.

Handicrafts

The Handicrafts Club is an after school experience for learning a variety of skills that include (but are not limited to) hand and machine sewing, monogramming, patterns and crocheting.

Intramural Basketball

Evanston Academy provides students with an opportunity to participate in physical activity through the sport of basketball by teaching and enhancing fundamental skills, promoting team work, sportsmanship, and positive interactions among peers and community volunteers.

Jets Club

Jets Club is an on-site after-school program for students in grades K-6. The program is administered by school personnel and is held Monday through Friday from 2:15 p.m. to 6:00 p.m. during the school year. Students participate in an aftercare structure that includes a snack, dinner, homework period, and a variety of engaging, fun, and interactive extracurricular and recreational activities each day. An initial registration fee is charged per child. For information, please contact Ms. Avery, Community Resource Coordinator at (513) 363-2733.

Here at Evanston Academy, we are committed to providing your child with a quality education. Our promise to you is academic growth for every child in every seat.