

Evanston Junior High Staff and Family Handbook



2026-2027

We SOAR!

Successful-Optimistic-Accountable-Respectful

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CINCINNATI, OHIO 45207
(513) 363-2700**

Mrs. Britni L Tudor, Principal

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Welcome to Evanston Academy

School Colors: Red and Black

School Mascot: Jets

evanston.cps-k12.org

Our Mission: At Evanston Junior High School we cultivate a community of lifelong learners who empower one another to achieve academic and social excellence, while inspiring students to make meaningful contributions to the world.

Core Values: Integrity, Achievement, Community, Excellence

International Baccalaureate Program: Evanston Junior High School is a Candidate School* for the Middle Years Programme (MYP). This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Evanston Middle School believes is important for our students.

*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit www.ibo.org.

Career Technical Education: In our Foundations of Business Career Tech course, students will learn practical, real-world skills while exploring different career paths. Students will learn about various industries, job roles, as well as their personal strengths and interests.

Welcome

Evanston Junior High Families,

Welcome to the best year yet! For the 2026-2027 school year, we are looking forward to a productive year full of academic and social emotional achievement, collaboration, and new opportunities. As partners in your child's education, we ask that you review this handbook thoroughly with your student.

The wonderful staff and I are privileged to have your student as a part of our Evanston Junior High family. We thank you for your support and look forward to collaborating with you throughout this school year to ensure educational success for your student here at Evanston, where our students **S.O.A.R.!**

Sincerely,

Britni L. Tudor, Principal

COMMITMENTS

At Evanston Academy, we believe success is possible when staff, students, and families work together. Each of us has a role in creating a safe, supportive, and challenging learning environment.

Staff Commitments

As educators, we commit to:

- Creating engaging lessons that challenge students and support their growth.
- Maintaining a positive and encouraging attitude, even in difficult moments.
- Holding ourselves and our students to high expectations for learning and behavior.
- Treating every student and family with dignity and respect.
- Partnering with families and colleagues to ensure each child thrives.

Student Commitments

As learners and leaders, we commit to:

- Coming to school prepared to learn and putting forth our best effort.
- Choosing a positive attitude and being open to new challenges.
- Taking responsibility for our actions and learning from mistakes.
- Treating classmates, staff, and our school with kindness and respect.
- Striving to grow academically and personally each day.

Family Commitments

As partners in education, we commit to:

- Supporting regular attendance, punctuality, and preparedness for school.
- Encouraging a positive outlook and celebrating effort as well as achievement.
- Reinforcing responsibility and accountability at home and at school.
- Respecting staff, students, and other families through open communication and support.
- Working with the school to help every child succeed and grow into their best self.

GENERAL INFORMATION

Calendar

School Calendar

Click the [link](#)- Dates subject to change

District Calendar

Click the [link](#)

Arrival and Dismissal

Arrival

Instruction begins promptly at 8:00 am. Students may arrive as early as 7:40 am to enter the building. There is no supervision of students before 7:40 am. Upon arriving at the Front

Entrance, students will proceed through the metal detector and bag search area. On time students will go to the gymnasium or cafeteria. Students will remain in those areas until the 8:00 AM bell.

Dismissal

School is dismissed at 3:00 pm. Students must leave the building by 3:10 bell. Students participating in an afterschool program should go to their activity immediately. All other students should proceed to their transportation area- car line, bus stop, walk home. There is no building reentry after a student has exited the building.

Breakfast and Lunch

Breakfast

Breakfast is free for all Evanston students. Breakfast is served in the cafeteria 7:40-8:00 am. Students can pick up a “Grab and Go” breakfast at the Front Entrance 8:00-8:10 am.

Lunch

Lunch is available at no cost for Evanston students. Students desiring additional food items may purchase items using their student number and funds set up through schoolcafe.com.

Ordered Food

- Breakfast- Students may bring outside food with them for breakfast when arriving on time. Students may not bring non-cafeteria breakfast into the classroom. Food delivered to the school will be held in the office and not given to students until 3:00 pm
- Lunch- Students are not permitted to have food delivered through food delivery service companies (including, but not excluded to: DoorDash, GrubHub, or Uber Eats). Food delivered to the school will be held in the office and not given to students until 3:00 pm.

Birthdays

Food and/or drinks for birthdays will not be dispersed during the school day. Items will be held in the office until 3:00 pm.

Schedule

Individual student schedules will be available in Focus on August 1, 2026.

ACADEMICS

Grades

Grades are updated in Focus weekly. Please check Focus often to ensure you are knowledgeable of your student's current grades and any missing assignments. Grades are assigned based on classwork, projects, test results, homework, and class participation. Students will be informed of the value of each grading area (ex: homework is worth 5%) at the beginning of the quarter. Each class may have a different percentage for the various graded areas.

Classwork/Homework

All students receive homework daily. Projects may be assigned throughout the quarter. Assessments occur weekly, with larger assessments occurring on a monthly basis. Studying notes and classwork daily will help prepare students for upcoming assessments.

Make-Up Work

Students have the opportunity to complete all missed work due to excused absences. Students may complete missed work for unexcused absences at the teacher's discretion. Retrieving missed work is the responsibility of the student. Students should check Focus and/or Canvas to view and retrieve missed assignments. Students are encouraged to communicate with their teacher(s) about missed assignments and due dates.

Academic Honesty

A core value of Evanston Academy is integrity. Students are expected to complete and submit their own work. Per the CPS Districtwide Code of Conduct: "Students are expected to do their own work. Students must not use, submit, or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal-, state-, or district-mandated tests. Plagiarism includes, but is not limited to, copying verbatim from a reference such as books, magazines, or the internet. This includes any violation of the CPS Student Testing Code of Conduct, which may result in disciplinary action and invalidation of test scores."

Planners

Students will receive planners at the beginning of the school year. Students are expected to write their assignments, homework, and assessments in their planners. Parents should review planners to keep up-to-date on current academic assignments. Lost planners must be replaced at the student's expense (\$5).

Report Cards

Current academic progress is available in Focus. Midterms and quarterly reports are available in Focus. Parents and students are encouraged to review grades frequently. If you have questions about the reports, please check student grades online, talk to your student, then reach out to the teacher.

Midterm Week

September 15th
November 17th
February 2nd
April 13th

End of Quarter

October 17th
December 19th
March 13th
May 28th

ATTENDANCE

It is imperative that students are at school, on time, every day. Attendance is one of the biggest predictors of educational success. **Missed school = Missed instruction**

School Hours

The school day starts at 8:00 am and ends at 3:00 pm. Students may arrive as early as 7:40 am. Students are encouraged to arrive early to allow time to go through the security checkpoint, eat breakfast, and access their lockers. Students are expected to leave the campus by 3:10 pm, unless in an extracurricular program.

Absence

If your student will be absent, please contact the office by 7:30 am to inform us of the absence on the school website under “Report an Absence” or click [here](#). For excused absences, a reason needs to be shared (i.e. ill, doctor’s appointment). Be sure to provide documentation of appointments in order for absence to be excused. Please contact Mrs. Popp, School Social Worker, for extended absences. If your child is sick, do not send them to school.

Chronic Absenteeism/Tardiness

Under Ohio Revised Code, families will be notified of a student's excessive absenteeism through a letter. A student is considered “excessively absent” when 38 hours of instruction in a month or 65 hours within a year are missed, with or without a legitimate excuse. An Absence Intervention Plan meeting and possibly a referral to court may occur. Evanston Academy takes attendance seriously. We expect all students at school and on time daily.

Tardies

Students are expected to be seated in their first bell class at 8:00 am. Students who are tardy will report to the office to receive a tardy pass, before going to class.

Early Dismissal

If you need to pick up your student before the regular dismissal time, please follow these steps:

1. Sign the student binder in the main lobby when you arrive.
2. Go to the main office to let them know you're here to pick up your student.

Your student will stay in class until you arrive at the office. Please make every effort to make appointments after school hours. Keep in mind that early dismissals count as tardies on your student's attendance record.

POLICIES

Dress Code

Evanston Academy is a uniform school. Students may Clear backpacks are required in addition to uniforms.. Students wear uniforms on field trips, unless noted by the teacher. Our dress code is in accordance with CPS policy #3313.665. Students arriving who are out of uniform will be provided a uniform to wear for the day or their parent/guardian will be called to bring a set of uniform clothes. Students who refuse to change clothes will be given an after-school detention. Students who miss

the after school detention will be given 2 bells of ALC. Parents/Guardians are responsible for making sure students arrive in uniform each day and for providing a uniform if their child comes to school out of uniform.

Shirts:

- Black or red collared shirts
- Black or red solid-colored sweatshirts, hoodies or sweaters
 - Hoods may not be worn.
- Evanston Junior High spiritwear.
- ★ No coats worn in the building.
- ★ Shirts may not be modified from their original form (e.g., no tying, cutting, or rubber-banding).

Bottoms:

- Khaki or black pants
- Khaki or black skirts, skorts, shorts, capris
- ★ No rips, tears, or holes
- ★ No spandex or biker shorts
- ★ No leggings, pajamas, sweatpants, or jeans

Shoes:

- Closed-toe shoes are preferred.
- Close-toe shoes are required for P.E. and Science Lab participation.
- ★ House shoes, slippers, slides, and flip-flops are not permitted.

Head Coverings:

- Students may wear head coverings only with verified medical or religious purposes.
- ★ Bandanas, bonnets, durags, hats, hoodies, and scarves are not permitted.

Cell Phone Policy

In alignment with the Ohio Department of Education's policy on student cell phone use, cell phones are not permitted for use during the school day.

- All students will receive a Yondr Pouch at the beginning of the school year.
- Students must bring their Yondr Pouch to school daily.
- Upon arrival, students must place their phone in the pouch, power it off, and securely lock it.
- Phones must remain powered off and locked in the Yondr Pouch from 8:00 AM to 3:00 PM.
- Students who forget, lose, or damage their pouch must turn in their phone to the main office upon arrival.
- Families should not call or text students during the school day, as accessing cell phones is a violation of school policy.
- If a student needs to contact their family during school hours, they may request to use the school phone at an appropriate time.
- Evanston Academy is not responsible for lost, stolen, or damaged personal electronic devices.

- Families may be held financially responsible for a lost or damaged Yondr Pouch (\$30 replacement fee).

Technology

To maintain a focused and respectful environment, students are expected to follow these guidelines for personal and school-issued technology:

- Tablets, smartwatches, smart glasses, bluetooth earbuds, and other personal electronic devices are not to be used during school hours unless approved by a staff member for educational purposes.
- School-issued devices are to be used only for learning activities.
- Students are expected to use all technology responsibly, follow teacher directions, and avoid inappropriate websites or non-academic content.
- Misuse of school or personal technology may result in loss of privileges and other disciplinary consequences.
- Students must handle all devices with care and report any damage or issues immediately.
- Evanston Academy is not liable for theft, loss, or damage to personal devices brought to school.

BEHAVIOR

Bullying

Bullying Policy: Bullying and Other Aggressive Forms of Behavior (Board Policy 5517.01) The following policy shall be in accordance with applicable State and federal laws. Bullying, harassment, and intimidation, of any student, by any means, by any student or school personnel, on school property, at a school-sponsored event, or on school-provided transportation, is strictly prohibited. Disciplinary action, including the possibility for suspension or expulsion, will be taken against any student found responsible for harassment, intimidation or bullying.

Discipline

Every classroom has its own system for managing behavior, and these systems all follow our school's expectations and the district's Code of Conduct. Students who follow expectations will be celebrated. Positive behavior is recognized with: phone calls or messages home, prizes, recess, field trips, awards, and shout outs. Students who do not follow classroom, school, or district expectations, will be given consequences, such as: a warning, break, reflection time, conference, phone call, loss of privilege, after-school detention, Alternative Learning Center (ALC), or out-of-school suspension.

[Classroom vs. Office Managed Behaviors](#)

[District Code of Conduct](#)

[PBIS \(Positive Behavior Intervention and Support\)](#)

To support student growth our school community collaborated to create a Positive Behavior Intervention and Support (PBIS) Plan that all stakeholders follow. Please review our [PBIS Plan](#) and [Tiers of Support- Rewards and Intervention](#) charts.

Bus Expectations

Riding the bus is a privilege. Students are expected to follow all safety and behavior guidelines to ensure a safe and respectful environment. Please refer to the [Student Bus Expectations PDF](#) for the complete list of rules.

EMERGENCIES

Drills

Ohio schools must complete several types of drills during the school year. There will be 6 fire drills, 3 safety/lockdown drills, and 2 weather drills. The majority of the dates are shared with staff members, however, some drills are unannounced. During drills, students are to leave the building quickly and quietly to the designated areas. Students are not to take any belongings with them.

Family

If you need to reach your student during the school day due to an emergency, call the office at (513) 363-2700 and the message will be given to your student. If there is a need for another person to pick up your student during the school day that is not listed as a contact in Focus, please call the office and give the person's name and number prior to their arrival. An ID must be shown to pick up the student.

School Closing

If school has to close during the day due to weather, a district-wide Robocall will go out. Please ensure your number is updated with our office. Notice will also be given on local news stations. If the school has to be evacuated due to an emergent event, families will be contacted through Talking Points with updates posted to our school's Social Media accounts.

ENRICHMENT AND EXTRACURRICULAR

Advisory

Students will engage in small group lessons one time per week. The focus of Advisory lessons in the middle school grades is character building, personal exploration, career exploration, and social-emotional learning. Advisory offers students the space to build relationships with a small cohort of students in their grade with a trusted staff member.

Afterschool Programs

Opportunity exists throughout the school year for students to join extracurricular activities. Participation is dependent on students' grades, maximum number of participants per group, behavior, and ability to be picked up on time. Each program will share information on specific requirements to join and remain in the group.

**Note: Students who are suspended- emergency removal, out-of-school suspension, or assigned to the Promise Center are not eligible to participate in extracurricular activities (school performances, events, after school programs) for the duration of their performance.*

Athletics

We offer a variety of athletic programs that promote physical fitness, teamwork, and personal growth. Participation in sports is a privilege and an opportunity for students to build foundational athletic skills, collaborate as part of a team, and develop strong character through healthy competition.

Eligibility Requirements:

- Students must maintain a minimum 2.0 GPA. If a student's GPA falls below this, they will be placed on an academic improvement plan to support their success both on and off the field.
- Students must be in good standing with attendance and behavior. Regular school attendance and respectful conduct are essential for participation.
- Good sportsmanship is expected at all times—from players, coaches, and spectators.

Our athletics program is designed to help students grow physically, socially, and emotionally while learning the value of commitment, perseverance, and integrity. Our Athletic Coordinator, Markus Bates, is available through email at batesma@cpsboe.k12.oh.us.

Field Trips

Off campus field trips may be scheduled for an extension of academic learning or as a reward. Students must have signed parental consent and a current emergency medical form on file to attend. Behavior may exclude students from participating. The Student Code of Conduct applies when on field trips. Unless otherwise stated, students need to have on school uniforms.

Chaperones

Parents/guardians who desire to serve as chaperones must get a badge. A local background check (\$5) is required to go on the trip and stay with the teacher. A federal background check (\$50-65) is required to attend the field trip and lead a small group without the teacher. No exception exists for this policy. For more details, please visit <https://www.cps-k12.org/Page/612>.

Recess and Free Time

Each class has 15 minutes of recess daily, monitored by classroom teachers. Recess and Free Time are privileges that students receive when showing appropriate, positive behavior. Loss of privileges may occur as a consequence.

HEALTH/WELLNESS

Accidents

If a student is involved in an accident that results in injury, a parent or guardian will be contacted as soon as possible. A staff member will complete an Accident Report Form, which will be sent home with the student. A copy of the report will be kept on file in the school office. If needed, the student will receive basic First Aid (e.g., cleaning and bandaging of minor injuries). It is essential that each student has a current Emergency Medical Authorization Form on file, with up-to-date contact information for parents/guardians.

Counseling Services

Behavioral and Mental Health counseling services are available on-site for students. Our school psychologist, Mr. Jim Ayers, can assist families with referrals and service coordination. For more information, please contact Mr. Ayers at (513) 363-2713.

Emergency Medical Treatment

In the event of a medical emergency, Emergency Services (911) may be contacted at the discretion of the school nurse or principal, unless otherwise indicated by the parent/guardian on the Emergency Medical Authorization Form. If the parent/guardian cannot be reached, school personnel will determine if emergency medical attention is necessary and act accordingly to ensure student safety.

Illness

To help maintain a healthy school environment Students who are ill should stay home. If a student becomes sick during the school day, they will be sent to the nurse or office and must be picked up promptly. Please notify the school office at (513) 363-2700 if your child is absent due to illness. Keeping sick students home helps prevent the spread of illness to other students and staff.

Medication

Cincinnati Board of Education policy (5141.3) requires signatures of the parent or guardian and physician before medication can be given to a student by school personnel. A Dispensing Medication Form must be completed and signed by both the parent/guardian and a licensed physician. This form must be on file before any medication can be administered at school. Separate forms are needed for Over-the-Counter Medications and [Prescription Medications](#). Please ensure that medications are labeled, current, and replenished as needed.

PARENT INVOLVEMENT

Conferences

Families can reach out to teachers at any time throughout the school year. Conferences can be virtual or in-person. Regularly scheduled conferences will take place quarterly from 3:15-6:15 pm.

September 25, 2025
November 20, 2025

February 12, 2026
April 23, 2026

Instructional Leadership Team (ILT)

The Instructional Leadership Team is a leadership committee that collaborates to make decisions in several areas including, but not limited to: developing, monitoring, and evaluating school systems and structures (e.g., instructional programs, school operations, staff trainings) and reviewing and implementing the budget.

JETs Parent Committee

The JETs Parent Committee is a monthly group led by parents/guardians and a staff member that will help guide opportunities for students, support classrooms, and share feedback with school administration. Meetings will be held monthly. **All parents and guardians are welcome.** We encourage all to attend.

Local School Decision Making Committee (LSDMC)

The purpose of the LSDMC is to serve as an advisory group for school programming and budgeting. Agenda and minutes from all meetings are shared on the school website and in the LSDMC folder. All parents/guardians and community members are welcome to attend meetings. They are held every third Wednesday of the month at 4:30 pm virtually and in the school's library. The Local School Decision Making Committee will consist of: three parents who are not employed by the district, three licensed members selected by the Cincinnati Federation of Teachers, three non-teaching staff members- including the principal, and three community representatives. Two to three students or lead agency representatives, education partner, or business or university liaison may also be members. If interested in being a member of the LSDMC, please reach out to school Resource Coordinator, Ms. Taylor Welch (513) 363-2733.

Parent/Guardian Visits

Parents or guardians may visit the classroom with a 24-hour notice via phone or written request to the teacher directly. Upon arriving for the visit, parent/guardian will show ID to secure a visitor's pass, which must be worn for the duration of visit. Parent/guardian will be escorted to the classroom and should come directly to the office at the end of the class period. Visitors must be listed in Focus, as an approved contact

by the legal guardian. [Classroom Visit Expectations Form](#) should be reviewed, signed, and followed during visit.

This handbook is a supplement to the Cincinnati Public Schools District Handbook and Board Policies. This handbook is specific to Evanston Academy and is in support of all district policies. To access board policies, CPS Code of Conduct, or district handbook, please visit www.cps-k12.org.

Please sign the Acknowledgement of Student and Family Handbook Review Form.

Link: [Student/Family Handbook](#) or <http://bit.ly/45LsYwj>