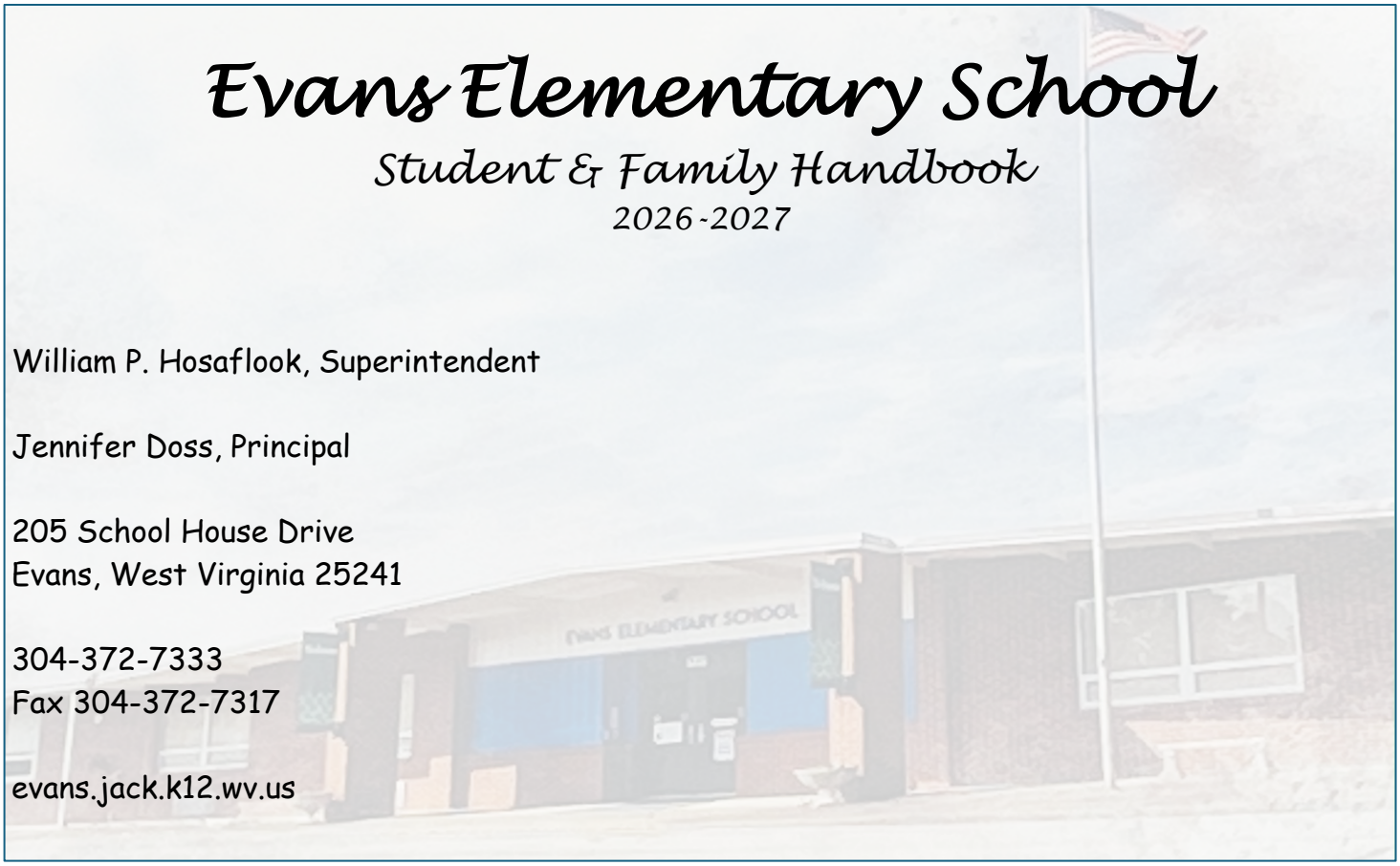
Evans Elementary School

Student & Family Handbook

2026-2027



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Vision: To equip students for success in a global society

Mission: To develop a foundation of excellence for each student through academic rigor, character education, technology and wellness.

Core Beliefs: 1. We believe our school should be a safe and nurturing environment where every child may learn and succeed. 2. We believe teachers, students, and the community- operating within a framework of respect, truth and honesty- are essential to student success. 3. We believe teacher have the responsibility of providing quality instruction to each student, and each student has the responsibility of being an active participant in their learning process. 4. We believe that learning is a lifelong process for teachers and students.

Motto: Respect Yourself, Respect Others, Respect our School

Evans Elementary School

Student & Family Handbook

2026-2027

The faculty and staff at Evans Elementary School welcome all new and returning students to the 2026-2027 school year! This handbook will provide most of the important information needed to understand the policies and procedures at Evans Elementary. Please read and discuss the handbook with your child. Any changes throughout the school year will be updated on the school website. Please sign the attached slip acknowledging you understand and have discuss the handbook policies with your child. If you have any questions or concerns, please contact the school.

School Day Schedule:

7:15am	Students may be dropped off at school & breakfast begins
7:30am	All teachers at classroom doors to welcome students & monitor hallway
7:50 am	Tardy Bell
7:55 am	Morning Announcements & classroom instruction begins
11:00 am	Pre-K, K, 1st , 2nd Lunch (Recess 11:30-12:00)
11:45 am	3rd ,4th ,5th Lunch (Recess 12:15-12:45)
3:15 pm	Student dismissal to gym for pick-up
3:30 pm	Student dismissal to gym for bus riders or walkers

Bell Schedule:

7:50	Tardy Bell
3:15	Dismissal to gym for pick-ups
3:30	Dismissal to gym for bus riders & walkers

Visitors/ Safety Procedures:

Evans Elementary has a closed campus policy. In the interest of safety for students and staff, visitors to the school are required to report to the main office and sign-in. Please be prepared to present photo identification between the hours of 7:15 am and 3:45 pm. All outside exit doors will be locked at all times. All visitors must buzz the doorbell and be admitted into the vestibule. All visitors must obtain permission from the secretary or principal to proceed into the school building. The safety of everyone in our school is our top priority.

-Children will only be released to persons other than the parent/guardian with written permission from the parent/ guardian either in a separate note or as indicated on the student's emergency card.

-To avoid classroom interruptions, items or messages are to be given to the office staff. If you wish to talk to a teacher, please call the school and we will gladly give the teacher the message or schedule an appointment.

-Evans Elementary is a tobacco free campus. The use of tobacco, in any form, is prohibited both inside and outside of the building. This includes the use of any nicotine delivery device such as e-cigarettes.

Volunteers:

All volunteers are required to complete a volunteer application that now includes a background check. The background check will only be required one time. The cost of a background check is no charge to the volunteer. Approval will be pending principal, superintendent and background check. School volunteers are not permitted to perform any volunteer duties until they receive an approval letter from the Superintendent's office. All volunteers must sign-in at the office and wear a volunteer lanyard. Once approved, Volunteer status is valid for 3 years. After 3 years, individuals will need to reapply.

Student Attendance/ Tardiness

The faculty and staff of Evans Elementary believe that faithful attendance is essential to the success of our school. Students are expected to be in the building and ready to learn by the bell ringing at 7:50am. Students arriving after 7:50 will be marked tardy. If your child needs to miss school, you are responsible for sending in a parent note or a doctor's excuse. JC Policy allows each student FIVE parent notes per semester. Students are permitted an unlimited amount of doctor's excuses if needed. **All excuses must be submitted to the school within three days of returning**. Late excuses cannot be accepted. In the case of 3,5, and 10 unexcused absences, letters will be sent from the Attendance Director concerning the absences. In the case of more than 10 unexcused absences, the Attendance Director shall make a complaint against the parent/guardian before the magistrate of Jackson County. 18 days of excused or unexcused absences is considered chronically absent. Jackson County Schools has an online portal for parents to upload excuses. Information and QR Code on how to access the portal will be given. Jackson County Schools will **Not** accept 'Educational Leave' forms.

Parent Organizations:

Evans Elementary School has an active parent organization called PTO (Parent Teacher Organization). The PTO sponsors many events during the school year and conducts many fundraisers opportunities to help with the cost of various items and activities for the school. Volunteers are always needed to help with various events. PTO holds a monthly meeting, and information can be found on their Facebook page 'Evans Elementary PTO'.

Local School Improvement Council (LSIC)

The Local School Improvement Council meets four times throughout the school year. The LSIC is comprised of parents, school staff and community representatives.

Procedure for Parental Concerns
Parental concerns should be communicated to the classroom teacher. This communication can be initiated via note in your child's blue folder, phone call or Remind message. Please refrain from contacting teachers or school staff through social media. For non-emergency situations, please allow ample time for the teacher to respond. If a resolution to a problem cannot be reached with the teacher, the school administrator will become involved.

Non-Discrimination Policy
The Jackson County Board of Education does not discriminate based on sex, race, color, religion, disability, age or national origin in employment and in the administration of any of its educational programs or activities.

Pest Management
You will be notified 24 hours in advance in the event it is necessary to apply any level 3 or 4 pesticides in the building.

West Virginia Tiered System of Support (WVTSS)
Evans implements the WVTSS program, which is a process based on using scientific research-based instructional strategies that are matched to individual student needs. Teachers used assessment data to monitor student progress and make importation decisions about student programing. Students will participate in Tier 1-3 based on student needs.

Social Media
We respectfully request that families refrain from posting school directed concerns on social media as this compromises confidentiality and complicated potential investigations. Please afford school staff the opportunity to hear concerns and work with families to identify an amicable resolution using input from the involved parties. In cases requiring an investigation, it is beneficial to maintain a procedural process. In addition, please do not post photos of children, other than your own, on social media during school events. We have some children who are not permitted to have their picture posted on social media. Please assist us in protecting all our students.

Lunch and Deliveries
Parents who wish to provide their child a lunch from a restaurant are permitted to drop those off before lunch begins to the office. Parents are not permitted to eat lunch in the cafeteria with their child. Student lunch is free to all students in Jackson County. If your child wishes to purchase extra milk, they may do so for a fee of 25 cents. Deliveries such as flowers or balloons are permitted to the school office and will be delivered to the student at the end of the day.

Personal Items
Students may **NOT** bring personal items to school that are not necessary for the educational process. Teachers have the right to confiscate personal items and turn them over to the office. Toys, trading cards, athletic equipment, gum or candy, large sums of money, expensive items, phones, or electronic devices are NOT PERMITTED at school. The school is not responsible for lost or stolen items.

Student Lockers
Lockers are the property of the Jackson County Schools Board of Education and will be assigned to students. Lockers and their content may be searched at any time for reasons concerning health and safety. Student lockers will not be locked therefore do not send items of value to school.

Student Textbooks and Technology Devices
All students are provided with free textbooks, iPad and one pair of headphones. Parents are responsible for lost or damaged books, headphones, computers and/or iPads. No child will be permitted to use another child's headphone or iPad.

Jackson County Policy 5136/ Phone Policy
The use and/or display of cellular telephones or phone devices are **prohibited** during the school day. These devises can be used with the prior approval of the school principal only if relates to Medical or Special Education Need. Students should not bring phones to school unless preapproved by the principal.
Elementary Schools
1st offense: The telephone will be confiscated and returned to the parent/guardian following a conference with the student and parent.
2nd offense: The telephone will be confiscated and returned to the parent/guardian. The student will be assigned detention.
3rd offense: The telephone will be confiscated and returned to the parent/guardian. The student will be suspended from school for one day.
Subsequent Offenses: The telephone will be confiscated and returned to the parent/guardian. The suspension may be increased, and a conference shall be offered to the parent to discuss the issue.

Grading Periods:
1st Nine Weeks ends: October 13, 2026
2nd Nine Weeks ends: December 18, 2026
3rd Nine Weeks ends: March 12, 2027
4th Nine Weeks ends: May 28, 2027

Jackson County Testing Schedule:
Please plan now to schedule all appointments around the testing schedule in our county. All 3rd -5th grade students should be present to complete the tests and should arrive for school well-rested and unhurried. GSA Reading, Writing & Math will be during the end of April and beginning of May window. Exact testing dates TBA.

Progress Reports and Report Cards
Report cards will be issued four times throughout the year. This information will share how your child is doing regarding mastering grade level skills in reading and math. K-2 do not earn letter grades, instead they earn marks that indicated their level of mastery by skills. Grades 3-5 will receive letter grades in English Language Arts and Math.

Report Cards:
October 21, 2026
January 8, 2027
March 19, 2027
June 4, 2027

Grading Scale for Report Cards

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
Satisfactory	S
Unsatisfactory	U

Skills Report

Needs Improvement	N
Partial Mastery	PM
Mastery	M
Progressing	P

Homework & Make-Up Work Policy
Homework assignments are designed to reinforce skills taught in the classroom and all homework assignments have education value. Make-up work missed due to illness may need to be completed at home if required by the individual teacher. Students must request the work they have missed due to absence on the first day they return to school. If they are to be absent more than three days, please contact the teacher.

Retention
Parents will be notified prior to the end of the third nine weeks grading period if their child is being considered for retention in a particular grade. A personal letter from the child's teacher will explain the child's current deficiencies and why retention may be advisable. The promotion or retention of a student is based on academic, physiological, social, physical and emotional development. Retention recommendations are studied very carefully. Final decisions are made at the end of the school year by the Student Assistance Team (SAT). In conjunction with HB 3035, students not achieving at the required level may be retained.

Recess
It is important that children have time to exercise and get fresh air during the school day. When children go outside for recess, it is important for them to be dressed appropriately for the weather. Please send appropriate clothing and shoes for outdoor play. Students may play outside when temperatures are above 35 degrees. Please send your child with a coat for outdoor play. WV state law states that students shall receive at least 30 minutes of physical activity (recess) daily. If there is inclement weather, students will participate in indoor recess activities.

Reteach
We have an additional recess built into our schedule to be used to reteach. Reteach is used as a time for our students to reflect on their choices, behaviors and relearn proper school procedures and expectations. Students who require time to reflect will participate in reteach during this time. If a student participates in 10 reteach sessions per nine weeks, it will result in one half day of ISS.

Dress Code
Students dress that interferes with the educational process of the student or others is prohibited. Therefore, students should **NOT** wear the following:
-shirts that show midriff, belly shirts. All shirts must cover the abdomen completely
- tank tops with oversized armholes
- shirts or dresses that are backless, have spaghetti straps or are low cut
-clothing that promotes alcohol, drugs, tobacco, politics or uses derogatory/threatening language
-holes in clothing that reveal undergarments
- hats, visors, or bandanas inside the school building

Shoes
Our students love to run, climb and play outside on the playground. Without proper footwear, those fun activities can be a safety hazard that can lead to serious injury. We prefer that children wear rubber sole sneakers for recess and physical education. Flip-flops or high-heeled shoes may not be worn on the playground or to PE class. Students may wear these shoes to school but need to have sneakers available to change into for participation in PE and recess.

Administration of Medication
Parents are encouraged to administer medication to children at home whenever possible. The initial dose of any medication, except for emergency medications must be administered by the parent/guardian and monitored for 24 hours. All prescriptions AND non-prescription medications may be dispensed at school **ONLY** if a JC-72 "Authorization of Administration of Medication" form is completed by the child's physician and on file in the office. Parents must bring medication to the school. It may NOT be transported by the student. Students may NOT self-administer medicines like couch drops, itch creams etc.

Water Bottles
Students are encouraged to bring a water bottle to use at our water fill stations. Students must bring **only water without added flavoring** in the bottles. Bottles will be stored in student lockers. Added flavorings, juice and soda cause pest infestations within the school. WV Standards for School Nutrition states that water shall be 'plain natural water and containing no additives'.

Emergency Dismissal
When unforeseen circumstances require sending children home early, school personnel need to know where children are to go. Allowing large numbers of students to call home is difficult. Please complete the sections of the emergency card that explains what your child should do in the event of an emergency dismissal.

Appropriate Behavior in School
Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in school. A progressive discipline is based on the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive environment within the building, on school property, or at any school event. Please see the Jackson County Schools Student Code of Conduct.

School/ Parent Communication
Evans Elementary School will be using the School Messenger Calling System Thrillshare to communicate important information. Information communicated through this system will include but not limited to: emergency closings, reminders, important dates and other events at the school. Communication will come as a text message or voice message. These communications will also be announced on our school website.

Health and Wellness
Students should stay home if they are fevered or suffering gastrointestinal symptoms. All students are required to be 24 hours symptom free, without the use of medication, before returning to school. Students will only be sent home from school if they have a fever over 100.4, vomiting or are exhibiting gastrointestinal symptoms. Students may not return to school until they are fever-free (without fever-reducing medication), vomiting or diarrhea **for 24 hours**.

School Bus Transportation
Transportation is provided to all students. If a student's behavior creates a safety hazard on the bus, the student may lose bus riding privileges. Parents are expected to transport the student to school when suspended from the bus.
Students through 3rd grade are required to have a parent/guardian/adult at the bus stop with them. At the end of the day, someone must be at the stop to receive the child. If someone is not at the stop, the student will be returned to school, and someone will have to pick them up at school. Preschool students are required to be seated at the front of the bus.
Students are expected to follow these rules:
-Stay seated
-talk softly and use appropriate language
-keep aisle clear
-keep head, hands, and arms inside the bus
-keep hands to self
-No toys, food, drinks or gum
-Obey the bus driver's directions
**Video cameras on buses monitor students and are reviewed if needed. **

Student Code of Conduct

Safe and Supportive Schools, Code of Conduct for Students

The purpose of Policy 4373 is to ensure that students, staff, and visitors are safe and protected while striving to meet the mission of student learning. School administrators and staff are encouraged to exhaust all available school and community resources to provide appropriate school-based prevention and intervention strategies designed to keep students in school and engaged in instruction. Out-of-school suspension will be determined by the principal as needed. Jackson County School administrators shall inform the appropriate programmatic level director immediately in the case of any level 3 or 4 behaviors. In order to create consistency among all schools in the application of out-of-school suspensions and expulsions as they relate to inter-scholastic extra-curricular activities, any student suspended or expelled from school is also suspended from extra-curricular activities for the duration of the out-of-school suspension or expulsion.

Level 1 Behaviors

1. Cheating
2. Deceit
3. Disruptive/Disrespectful Conduct
4. Failure to Serve Detention
5. Falsifying Identity
6. Inappropriate Appearance
7. Inappropriate Display of Affection
8. Inappropriate Language
9. Possession of Inappropriate Personal Property
10. Skipping Class
11. Tardiness
12. Vehicle Parking Violation
13. False Reporting

Level 2 Behaviors

1. Gang Related Activity
2. Habitual Violation of School Rules and Policies
3. Insubordination
4. Leaving School Without Permission
5. Physical Fight Without Injury
6. Possession of Imitation Weapon
7. Possession of Knife not Meeting Dangerous Weapon Definition
8. Profane Language/Obscene Gesture/Indecent Act Toward an Employee or a Student
9. Technology Misuse

Level 3 Behaviors

1. Battery Against a Student
2. Defacing School Property/Vandalism
3. False Fire Alarm
4. Fraud/Forgery
5. Gambling
6. Hazing
7. Improper or Negligent Operation of a Motor Vehicle
8. Larceny
9. Sexual Misconduct
10. Threats of Injury/Assault Against an Employee or a Student
11. Trespassing

Level 4 Behaviors

1. Battery Against a School Employee
2. Felony
3. Possession and/or Use of Dangerous Weapon
4. Illegal Substance Related Behaviors

The overall goal of Jackson County Board of Education Policy, “Code of Conduct for Students” and WV BOE Policy 4373 is for all students to develop personal skills dispositions of wellness, responsibility, self-direction, ethical character, cultural awareness and good citizenship in an environment that is caring and safe.

Evans Elementary School

Discipline Plan

2026-2027

Respect Yourself, Respect Others, Respect our School

Grades K-5

Examples of appropriate behaviors:

1. Follow directions the first time they are given
2. Keep hands, feet, and objects to yourself
3. Raise your hand before talking or getting out of your seat
4. Finish your work neatly and on time
5. Complete your own work
6. Walk quietly in a straight line on the right side of the hallways
7. No Interruption to the Educational process
8. Use appropriate language and respects for others

Consequences

Each student will display the proper colored tabs in his/her chart pocket to correspond to his/her behaviors.

GREEN – Ready to Learn
All is well. Every student begins each day on **Green** with a fresh start.

YELLOW – Warning
The student's behavior has escalated to the point that it disrupted teaching and learning, was disrespectful, or created an unsafe situation. This serves as a warning and an opportunity to correct the behavior.

RED – Reteach
The student is assigned to **Reteach** to review and practice appropriate expectations and behaviors.

BLUE – Parent Notification
A **Blue Note** is sent home to inform parents of repeated inappropriate behaviors. Additional consequences, such as lunch detention, may also be assigned.

PURPLE – Parent Conference Required
A **Purple Note** is sent home requesting a parent conference. This level is used for behaviors that are frequent or severe and require immediate collaboration between the teacher, principal, and parent to develop a plan for improvement.

Reteach – Students that are assigned to reteach will be required to miss 15 minutes of 2nd recess for the day. During that time, they will provide a written assessment of what they did wrong and what they should have done in the situation – one copy for school records and one copy sent home.
Teachers will provide the school counselor with the names of students when they have received **5 periods of reteach within a nine-week period**. The **school counselor** will provide re-teaching of school rules and will inform parents of the reteaching session. ***Teachers will inform parents of the number of times students have had reteach with midterm grade reports.***
Teachers will provide the **principal** with the names of the students who have an accumulation of **10 periods of reteach for discipline infractions for each nine-week period**. The principal will inform the parents, and the student will be assigned a half-day of in-school suspension. This will be entered into the WVEIS computerized discipline record, and the student may be referred to the School Based Assistance Team after two (2) in-school suspensions within one semester.
Fifth grade students who accumulate two in-school suspensions or one out of school suspension will not be permitted to go on the Fifth-Grade field trip.

REWARDS

Staying on green all year earns the student a "Conduct Medal" at the end of year assembly
(Teachers/Students will individually keep data on weekly/monthly progress)

B.E.A.R.S. Program

Better Educated and Responsible Students

RSP Slips/Rewards

Kindergarten students will be given a sticker each time the Homework Folder is returned properly with completed materials. Students are expected to be on time for class.

Students in grades 1 & 2 are also expected to properly return the Homework Folder each day with completed assignments and be on time for class. A **B.E.A.R.S**. "Reminder" will be issued to any student who does not meet these expectations.

Grades 3-5 are expected to properly return assignment books, complete homework, and be on time for class. A **B.E.A.R.S**. "Reminder" will be issued to any student who does not meet these expectations.

The materials for which each child in grades 3-5 is responsible:

a. Folder
b. Homework, BEARS Planner completed and signed by parent or guardian
c. Textbook
e. Library Book (students **must always** have one for reading when they finish classroom work)
f. Any instrument for Band
g. Sneakers for gym
h. Fully charged iPad

Consequences of Not Meeting Expectations

Students who do not meet one or more of the above expectations will complete a "B.E.A.R.S. Reminder Slip" for each infraction.

Teaching Component

K-5 classroom teachers and our school counselor will teach character education and effective learning strategies. Students will be participating in classroom activities that help them practice these skills.

Incentives

Students that have no violations within the year receive a BEARS Metal at the End of the Year Awards Assembly.



EVANS ELEMENTARY

PARKING, PICKING UP & DROPPING OFF CHILDREN



A.M. DROP-OFF PROCEDURES



- Students that are dropped off in the morning and children that walk to school, **MUST** use the double doors by the multipurpose room (where the staff on duty is awaiting them).



- Please do not block the drop off lane on the frontside of the school. Pull through marked lanes off Linden Lane. Children exit the vehicle at the orange cones.



- **DO NOT BLOCK** the BUSES or park in the bus lane that runs along the front of the school building.



- Children that are dropped off or walk to school should NOT arrive before 7:15 a.m.



- If you park in a lined space, you must walk your child to the door for their safety. Do not allow them to cross the parking lot alone.



- **Breakfast begins at 7:15 a.m. and ends at 7:50 am. Children that are dropped off and eat breakfast need to be at school no later than 7:40 am. This allows them time to eat breakfast without being rushed.**



- At 7:50 a.m. the tardy bell rings; staff then leaves the double doors to do morning announcements. You must sign your child in at the office past 7:50 and students are considered tardy.



- Parents will need to sign in their child(ren) in if they arrive after 7:50 am at the main office. Students will be counted tardy if they arrive after 7:50 am.



- Gym Doors will be locked at 7:50 am. Our safe-school plan mandates that all doors are locked once school personnel have shifted away from the door area.



- Due to county Guidelines for Visitors to Jackson County Schools, parents will not be permitted to walk their child(ren) down the halls in the morning.

P.M. PICK-UP PROCEDURES



- Parents will create a line of cars starting at the far single door on the end of the gym by the dumpster. The line will stretch parallel to the gym then turn up the bus lane. Students will be escorted to vehicles, without parents entering the building. Returning students will reuse the numbered hanger for the rear-view mirror. New students will be provided a numbered hanger to assist staff in identifying parents. Please display the hanger for easy identification.





- **Children who ride buses or walk home will be dismissed to the gym at 3:30 p.m. Buses arrive around 3:45 pm and depart Evans Elementary.**

MID-DAY PICK-UPS FOR APPOINTMENTS



Always check in at the office if you need to take your child for an appointment or return your child after an appointment. You must check in at the office if you are bringing something for your child. Our office staff will take care of your needs in a timely fashion as to minimize classroom interruptions.



According to our Safe School Plan, all doors are locked during the day. Please come to the main entrance and press the button for entrance into our school. You can then expect to wait in the double entry vestibule unless you have an appointment or a verified reason for your visit. If no one is available to helps you, follow the directions posted on the door.

EARLY SIGN-OUTS WITHOUT CAUSE



- Unless you have a family emergency, please avoid checking your child out of school early. If you get your child 15 minutes early each day, that leads to an hour and 15 minutes of lost work time weekly; **5 hours per month; and 45 hours yearly!**



- Due to the parent pick-up line, sign-outs in the office near the end of the day may be impossible due to traffic.



- **An unexcused early sign-out before 3:15 is recorded as a tardy. A sign-out before 2:00 is considered a ½ day absence.**

Thank you for your cooperation regarding these policies and procedures.
Your child(ren)'s safety is important to us.