

LOWER SCHOOL HANDBOOK



EVANGELICAL
CHRISTIAN SCHOOL

2026-2027

GENERAL INFORMATION

MISSION STATEMENT

The mission of Evangelical Christian School is to provide the Christian family with a Christ-centered, biblically directed education which challenges students to know the Lord Jesus Christ and to develop the vision and practice of excellence in academics, character, leadership and service to others.

CORE VALUES

Evangelical Christian School expects that each member of its community will:

- Exhibit unconditional love while maintaining uncompromising truth.
- Exercise responsible stewardship.
- Demonstrate personal integrity.
- Exercise authority with grace and submit to authority with respect.
- Build a climate of trust.

GUIDING DOCUMENTS AND VALUES

The ultimate authority for ECS comes from the whole counsel of God as found in the Old and New Testaments of scripture. This whole counsel was committed by Paul to the elders in Ephesus (Acts 20:27). Further, Paul states to Timothy that scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness so that the man of God may be thoroughly equipped for every good work (I. Tim 3:16). Also, Jesus commanded that we be "sanctified in the truth, thy word is truth" (Jn. 17:17). He also stated that "...not the smallest letter, nor the least stroke of the pen, will by any means disappear from the Law until everything is accomplished." (Matt. 5:18). In conclusion, Jesus revealed to John in Revelation that no one should add to this book or take away from the book. (Rev. 22:18)

Additionally, ECS follows the interpretation and application of scripture to all areas of life as broadly held by the evangelical community on a local, national and international basis. The beliefs and widely held positions are supported by the Westminster Confession of Faith, Baptist Faith and Message, the Lausanne documents and the Evangelical Council for Financial Accountability

More specifically, ECS is guided by our doctrinal statement, the organizational mission statement specific to our discipleship model of Christian education, our core values statement and our threefold cord philosophy outlining the role of home, school and church. The doctrinal

statement is supported both by scripture and specific application of scripture to the mission of ECS as supported by the Evangelical community. The discipleship model of ECS is rooted in the scriptural principle that a student will become like his teacher when fully trained (Lk. 6:40). Also, there is great responsibility of a teacher not to do anything that would cause a “little one to stumble.” (Mk. 9:42).

PURPOSE AND DOCTRINAL STATEMENT

The purposes of Evangelical Christian School are stated in its Charter, Article V:

1. To establish, own, maintain and conduct a school (or schools) for the daily instruction of children directed toward the end that these children may occupy their places worthily in society, church and state; and the educational program shall be based upon the following educational principles:
 - a) Christian education has its formation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child’s personality is formed by instruction in the truth of God and human knowledge permeated with that truth.
 - b) The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution which is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he stands in loco parentis and the teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.
 - c) The child is regarded first of all as a spiritual—physical creature, created in the image of God, capable of learning, knowing, and obeying the truth of God’s Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual and social needs.
 - d) The curriculum of the Christian school is the medium through which the child is oriented to a life in Christ and to the culture of this world to the end that the child might have fellowship with and serve God in this life and the life to come.
2. To act as a religious corporation to propagate, through schools and otherwise, the evangelical Christian faith, as expressed in the following doctrinal statement.
 - a) The basis of The Evangelical Christian School is the infallible Word of God, written, the Scriptures of the Old and New Testament, as they are generally interpreted in the historic evangelical confessions of faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity, and submit unconditionally to the authority of Holy Scriptures, thereby recognizing these scriptures as the supreme and final standard for Christian education and all matters of faith and life. On this basis we subscribe the following articles of belief:

- b) We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are supreme and final authority in faith and life;
- c) We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit;
- d) We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man;
- e) We believe that man was created by an immediate and direct act of God, in the image of God, that he sinned, and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born of a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed;
- f) We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood;
- g) We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us, as High Priest and Advocate;
- h) We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom Wherein He will rule and reign in righteousness;
- i) We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God;
- j) We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the eternal retribution of the lost.
- k) We, therefore, believe in:
 - l) The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus.
 - m) The Personality, Deity and Work of the Holy Spirit.
 - n) The Personality of Satan.
 - o) The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers and Retribution of Unbelievers.
- 3. To do all things necessary and proper for the carrying out of the above purposes; and to that end, this corporation shall have and exercise all powers granted to nonprofit corporations under Tennessee law.

SCHOOL GOVERNANCE AND MANAGEMENT

Evangelical Christian School is governed by a Board of Trustees. The primary functions of the Board are to act as the guardian of the mission of Evangelical Christian School, to develop the major institutional policies and the long-range plan, to hire the president, and to be responsible for the financial viability and stability of the school. The day-to-day operation of the school rests with the Head of School, the administrative staff, and the faculty. Under the leadership of the Head of School, they are responsible for developing and implementing operational policies and procedures and for managing the various school programs.

POLICIES AND PROCEDURES

Belief Statement: Scripture teaches us that organizations should be structured and operated within a designed framework (I Corinthians 14:40). In keeping with that exhortation, ECS Lower School administrators and faculty have developed the following policies and procedures for the effective operation of our Lower School campuses.

ANNOUNCEMENTS

Most class announcements come via SeeSaw from your child's teachers. A folder is also sent home with papers to be signed and returned to the school on Tuesday each week. The ECS app is used to push out school wide or grade level announcements to parents. Please check the ECS website, www.ecseagles.com, for current activities, calendars, and updated information pertinent to each campus.

ANNOUNCEMENTS OF CLOSING DUE TO INCLEMENT WEATHER

In the event of inclement winter weather (snow or ice) and/or dangerous traveling conditions, ECS will make announcements as to school closing through text messages, email, and ECS App. Parents are advised to check these sources early in the morning and during the school day if a storm develops.

ATTENDANCE POLICY

School hours are:

8:15 am to 3:00 pm (SK - 3rd grades)

8:45 am to 2:45 pm (LE – JK)

ABSENCE AND ATTENDANCE

Absence from school usually results in reduced learning. Extensive absences can make it difficult for a student to stay current at ECS and may put a student in a position where academic success becomes virtually impossible. Beginning in SK, our school follows the TN Department of Education policy on truancy.

Absences

Call the Lower School office at 754-4420, or send an email to your child's teacher and lowerschooloffice@ecseagles.com if your student is or will be absent.

When your child is absent from school, his/her work may be picked up each day. If you want to get your child's work, contact your child's teacher **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will make every effort to have the work ready and in the office by 2:45. Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier in the day.

Students should stay home if they are sick. If a student is too ill to come to school, everyone will stay healthier if he/she stays home until well. Please remember that a student should be **fever-free (<100 degrees without fever-reducing medication) and/or vomiting and diarrhea free** for 24 hours before returning to school. If your child is sent home from school due to a communicable illness and/or fever, they may not return to school the following day **AND** until they have met the return-to-school guidelines stated in our “When to Stay Home” document included on the ECS Website. Health care professionals stress the importance of this policy for the well-being of our entire school community.

Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. ***All planned, extended absences must*** receive prior approval. Please submit a written request (email is acceptable) to your child’s school principal and copy your child’s teacher *as soon as you know about your planned absence. If you want your child’s work for the days of the absence, please request it when you submit your letter.* Every effort will be made to have that work ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the student returns.

Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero. Your child’s teacher will inform you of dates due. ECS’s policy requires all work to be made-up within the number of days equivalent to days missed by the student.

If a student accumulates 12 or more absences in a school year, the parent(s) will be notified by Administration. When a student misses 10% of instruction per year (18 or more days), this is considered chronic absenteeism. Chronic absenteeism includes all absences, excused and unexcused. Eighteen or more absences can result in possible retention of a student in current grade, required summer work to make up missed instruction, academic grade penalty, or non-renewal of the student’s school contract for the following school year. When contracts are extended to current families for the following school year (typically in January), contracts will be held for any student that has 12 or more absences. Contracts will not be released until a plan is in place between administration and parent(s), with time allowance to ensure the student’s attendance has improved to meet school requirements.

Tardiness

It is our desire to maximize the time for which you have entrusted your child to us and for each student to receive the finest education. We realize there are occasions when things will happen that hinder a parent from getting his or her child to school on time. **However, a pattern of tardiness is problematic because it not only negatively impacts the student that misses class due to the late arrival, but it also disrupts other students as well as the teacher.**

- **School officially begins** at 8:15 a.m. (A five-minute grace period is given before roll is taken.) Students that arrive after 8:20am must sign-in at the office with their parents.

- At ten tardies, notification will be sent to the parent.
- **Ten or more tardies will exclude a student from receiving an attendance award.**
- **Ten Tardies is equivalent to one absence from school and will be calculated into the student's absence count.**

Procedure for early dismissal (for appointments, sickness, etc.)

- Parent sends a note or email stating the reason for early dismissal and the date and time the student is to be dismissed. If possible, this note is to be sent to the teacher at least 24 hours prior to the appointment.
- When picking up a child before the end of the school day, the parent goes to the office to sign the student out. Students are then called to come to the office.
- Students checked out before 11:30 am will be counted absent if they do not return to school for the remainder of the school day.
- Students who are running a fever of 100.4 degrees (F) or higher and/or who have vomited or had diarrhea at school should be picked up as soon as possible. Parents or an emergency friend will be contacted by the school office and the parent will sign the student out in the office.

BRINGING AND PICKING UP CHILDREN in Lower Elementary

Prior to 8:00am, students should enter the building at the main entrance and go directly to before school care. The morning carpool runs from 8:00am - 8:20am. The afternoon carpool runs from 3:00pm - 3:20pm. After 3:20pm, students will be sent to the school office and their parents will be notified.

BRINGING AND PICKING UP CHILDREN in Early Childhood

Early Childhood Carpool runs from 8:25am - 8:45am. Afternoon carpool runs from 2:45pm - 3:00pm. If an EC student has an elementary age sibling, they may arrive and be dismissed from school during Elementary Carpool times.

CAMPUS VISITORS

Any visitor to the campus is to report directly to the school office. Lower school students may not invite friends or family to spend the day at school. All visitors, including parents, must check in through the office before entering other parts of the building. All visitors are required to wear a visitor's badge. Please sign in and out in the office. If a parent would like to eat lunch with their child, they must check in at the front office and then may eat at a designated location with their child.

CHANGE OF ADDRESS, ETC.

When a student's address or telephone number changes, it is imperative that the change is reflected on the family's website profile, reported to the appropriate branch office, and to the Business Office as soon as possible.

CLASSROOM COURTESIES

1. Upon entering the classroom students should take their seats promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair. There is never an excuse for disrespect.
3. Students should bring proper materials and supplies to class: books, notebook, homework, paper, pen, pencil, etc.

CONCERN FOR PROPERTY

God has provided our school property, facilities and equipment. Students should consider our school a blessing from Him and should do all in their power to keep the buildings in good order and attractive. Any student known to deface or destroy school property will be assessed the full cost of repair or replacement and will be subject to disciplinary action.

CONFERENCES

Conference Days will be scheduled during each school year. Students do not attend classes. Parents may request and schedule a conference with a teacher any time during the school year by calling the office. Unscheduled 'drop-in' conferences are not permitted. Teachers may also contact parents for additional conferences if warranted.

PRAYER AND CHAPEL

All students begin each school day with a time of prayer in their classrooms. This may include the reading of Scripture, prayer, and the singing of a hymn or gospel song. Chapels occur each Monday for LE grades and Thursday for EC. Parents are invited to attend the weekly services. Students are encouraged to make these worship times meaningful and relevant spiritual experiences. "So that with one heart and mouth you may glorify God." Romans 15:6

DRESS CODE

Please label all garments and belongings. Current information about uniforms and dress code are listed by division on the ECS website.

EMERGENCY PROCEDURES

Periodic fire drills, tornado, and earthquake drills will be conducted. Teachers and students are instructed as to proper procedures. All teachers and security personnel staff are regularly trained in Active Shooter Safety as well as CPR and First Aid. Your child's safety is important to us. Security measures are in place to protect your child.

GRADING PROCEDURES

The school year at ECS consists of two semesters made up of four nine week quarters. Grades are issued by report cards at the end of each grading period.

The following scale will be carried out for graded subjects for second and third grade:

A +	98-100
A	93-97

A -	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69

Progress in the ungraded subjects in the Lower School will be marked:

E- Excellent G-Good S- Satisfactory N- Needs Improvement U-Unsatisfactory

*Little Eagles - SK students will receive a progress report of skills 3 - 4 times per year.

GUIDELINES FOR CLASS PARTIES AND FIELD TRIPS

Parents and adult sponsors involved in the planning of and the participation in recreational, social, and educational activities should properly chaperone the students at all times and assume the responsibility of seeing that the students conduct themselves properly. A permission slip must be completed and signed by parents prior to each outing. **Younger siblings should not attend these activities.** Field trip drivers must complete insurance forms for volunteer drivers that is found on the school website.

HOMEWORK

Homework assignments are given to reinforce skills taught in the classroom. Homework should be completed neatly and returned on time. Failure to do so may result in lower grades as well as a deficit in reinforcement that students need.

Lower school students are not assigned homework on Wednesdays, except for math, so that families may attend church worship services. Independent reading is expected at all grade levels in addition to assigned homework.

HONOR ROLL

For third grade students only, First Honor Roll consists of students with all A's in academic courses and no N's or U's in conduct and special area classes. The Second Honor Roll consists of students with all A's and one B in academic courses and no N's or U's in conduct and special area classes. Awards are given at Awards Day for students who have an A average for the entire year with an E, G, or S average in conduct for the year.

LIBRARY

The Lower School has a well-equipped library. Students may check out books during their regular weekly library period or during Open Library. All library books must be turned in before a student can receive a report card at the close of the school year.

MAKE-UP/MISSED WORK

When your child is absent from school, his/her work may be picked up each day. If you do want to get your child's work, call the school office **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will have the work in the office at the end of the day (dismissal time). Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier than 2:45 p.m.

Remember that all planned, extended absences must receive prior approval. **Please submit a written request to the Principal as soon as you know about your planned absence.** If you want your child's work for the days of the absence, please request it when you submit your letter about the planned absence. That work will be ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the students returns.

Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero. Your child's teacher will inform you of dates due. ECS's policy requires all work to be made-up within the number of days equivalent to days missed by the student.

MEDICATION

All medical information for students should be submitted electronically prior to the start of the school year. These forms are available to parents on the ECS website beginning late July. Should your child need to take medication during school hours, have any allergies or special medical conditions, this information can be submitted on this platform. Medicine should be sent to the office in the original prescription bottle. Our school nurse, Lauren Ikerd, will administer all medication as needed. Students are not allowed to keep medicine in the classroom. No general medication (Tylenol, etc.) is given without specific parent permission.

Lunch

If a student should forget to bring or buy their lunch, one will be provided for them. The parent will receive a \$5 charge on their ECS account.

MISCELLANEOUS POLICIES FOR LOWER SCHOOL

- Knives, weapons of any sort, and books, magazines, etc. deemed inappropriate are not to be brought to school.
- Smartphones and/or Smart Watches are not encouraged for LS students. However, if they are brought to school, **Student cell phones and Smart Watches must remain turned off and inside a backpack at all times while on school property.**
- Parents should call the main office should there be a need to get a message to your child. (901)754-4420

POLICY LIMITS

Our discipline guidelines apply to students while they are on campus, on ECS operated school vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that reflects negatively on the school cannot be ignored. Therefore, behavioral offenses which occur outside the limits established in the discipline policy will be considered as to the severity and the impact on the school's reputation.

SUSPENSION AND EXPULSION

Students may be suspended from ECS by the Principal of the Lower School for activities that warrant such action. The length of the suspension will depend on the individual circumstances after a conference with parents.

WITHDRAWAL POLICY

In the event it is necessary for a student to withdraw from ECS, parents should immediately contact both the branch office and the Business Office to make arrangements.

CONDUCT POLICIES

Belief Statement: The standard of conduct for all students at ECS is based upon key principles laid out in scripture for the Christian community such as encouraging one another and building up one another, respecting those who work hard among you and who are over you, holding them in highest regard in love, living in peace with each other, being patient with one another always try to be kind to one another, holding on to the good, and avoiding every kind of evil (1 Th. 5:11-24)

Because our school bears the name of Christ, a high standard of conduct is expected of staff and students alike. Our conduct should be consistent with our basic concept of life, and since we hold to the commandments to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions, as well as in our attitudes toward each other.

INTERPERSONAL ADULT RELATIONSHIPS

The guidelines for conflict resolution followed by the ECS family (teachers, students, staff and parents) are set forth by our Lord Jesus Christ in Matthew 18:15.

¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone.

If he listens to you, you have gained your brother. Our emphasis is on going to the

person first with the goal of reconciliation, so that the end result is having “gained a brother”.

STUDENTS AS IMAGEBEARERS

Belief Statement: God establishes the identity of all created beings in the first book of the Bible. He clearly states that “So God created man in his own image, in the image of God he created him: male and female he created them. He knows each of us so well that the psalmist proclaimed His knowledge of us when he formed our inward parts and knitted us together in our mother’s womb. Further, he affirms that we are fearfully and wonderfully made (Ps. 139:13). Additionally, we are told that we are to grow up into him who is the head, into Christ from whom the whole body is joined together (Eph. 4:15-16).

CLASSROOM DISCIPLINE

The ultimate goal of discipline is self-discipline that is centered in a personal commitment to Jesus Christ as Savior and Lord of one’s entire life. Obviously, not all students have reached this level of discipline in their lives and need certain reminders to guide them at times.

Positive reinforcement is used as an encouragement for following instructions, good conduct, and kindness to others.

Discipline includes many factors: a search for the reason for misbehavior, remedial actions to remove the cause for misbehavior, penalties, and repentance on the part of the student.

Punishment is not meant to be enjoyable, but it should be consistent and fair. Attempts will be made to have the penalty ‘fit the offense’. It is expected that parents will support the proper use of discipline within the school. A discipline sheet will be sent home when parental help with and/or notification of a problem is needed. The teacher will share with the parents any unusual circumstances when parental knowledge or help is desirable.

Penalties may include silent lunch, detention with the Principal, time out, or a written assignment.

The first step in the handling of a discipline problem usually involves the student and the teacher. It is hoped that any discipline problem will be resolved at this level. If it becomes necessary, the parents and/or Principal may become involved.

BULLYING POLICY

Bullying is any persistent, willful, and deliberate action done by an individual or group to hurt, distress, upset, frighten, or threaten another person or persons. It is not an isolated incident of argument or aggression between students.

Bullying can take many forms, including, but not limited to verbal harassment, social intimidation, cyberbullying, and physical threats or actions. The school disapproves of bullying in all its forms and considers it a most serious offense. Students know that bullying is completely unacceptable and that they must inform the teacher if it happens to them. All members of the school staff are required to report incidents of suspected bullying to the teacher and principal.

CONSEQUENCES

The following steps may be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the teacher.
- A clear account of the incidents will be recorded and parents will be informed
- Appropriate counseling and consequences (including the possibility of suspension or expulsion) will be given to those involved.

ECS Student Identity Belief Statement

We believe that the whole counsel of God as found in the Old and New Testaments of Scripture provides the framework of God's intent for relationships. In that full context, human sexuality is a gift from God to be celebrated and culminated exclusively within marital parameters between males and females made in His image. Outside these boundaries, sexuality becomes distorted as people choose to exalt self rather than entering into a covenant which should reflect the inner workings of the Trinity and the relationship between Christ and His Church.

Because human sexuality involves the whole person: physically, mentally, emotionally, and spiritually, ECS has concern about sexual and relational behavior among its students. We believe that the sexual behavior and relationships of our students will flourish only when aligned with biblical Truth. Deviation from biblical Truth will create uniquely harmful effects upon students, their relationships with God, and within the ECS school community.

God designed humans uniquely as male and female with distinct roles and purposes, therefore we ascribe equal dignity and worth to both. We regard confusion and blurring between maleness and femaleness as manifestations of the brokenness of our fallen condition rather than reflections of God's creational intent.

While issues involving sexual relationships and identity are not characteristically present in Lower School, if any such issues arise, they will be firmly addressed by faculty and administration with discretion and compassion.

TECHNOLOGY

ECS Technology Belief Statement

We believe that technology is given by God as a tool to enhance communication and learning. The use of technology is both about what we see and what we share. Scripture speaks to our use of sight by describing the eye as the lamp of the body and if your eye is healthy then your whole body will be full of light but if your eye is bad then your whole body will be full of darkness. Scripture also speaks to the power of what we share when we are warned about the power of the tongue and the problems which results when we use it to both bless and curse (Ja. 3:10).

ECS employs laptops, iPads, and Smart Boards as ways to enhance the teaching of skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole. In order to make these resources available to everyone, students who use the school's technology will do so in a way that is consistent with its educational purpose. The use of the computers must be in support of education and research and must be consistent with academic expectations of ECS.

The policy is simple and broad:

1. Do not cause damage to or change any settings on any tech device;
2. Use the device for school related work only;
3. And do not seek to access any areas that would embarrass the school or dishonor the Lord.

Several examples of what the policy means are listed below. ***This is not an all-inclusive list.***

These examples are to help guide you in your understanding of the policy. If you have questions, discuss it with a faculty member.

- No student will deliberately or willfully cause damage to any tech device or assist others in doing the same.

- No student will deliberately access educationally inappropriate materials or show others how to do the same. This is particularly important in light of the very strength of the internet, its largely unregulated offering of thousands of different places to visit, means that some internet sites contain sexually explicit or other material which is clearly unrelated to the school's educational purpose.
- The use of "chat rooms" and the unauthorized "downloading" of files are strictly prohibited.
- No student will falsely identify themselves in communications nor misrepresent Evangelical Christian School.
- Each student will respect and uphold copyright laws.
- Each student will follow any other regulations posted in the computer lab or other room where computers are in use.

Security and Privacy

While powerful content filters are in place, **ECS** cannot assure that users will not be exposed to unsolicited information. Any such material should be immediately brought to the attention of the technology instructor.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers *may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media.* **Privacy is not guaranteed for files stored on school servers.** Files will not be maintained indefinitely.

Student Responsibilities

Students are responsible for good behavior on school networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Sanctions

The use of the electronic networks and internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges and possible disciplinary action. Access entails responsibility.

School administrators will deem what is inappropriate use, and their decision is final.

Immunization Policy

To ensure the health and safety of our students and staff, ECS maintains specific immunization requirements for enrollment. This policy was developed by medical professionals within our community and is designed to limit the spread of vaccine-preventable diseases and health complications within our school environment.

ECS requires that students in all grades remain up-to-date with each of the following immunization series:

Diphtheria-Tetanus-Pertussis (DTP, DTap, DT, Td, or Tdap)

Poliomyelitis

Measles, Mumps, Rubella

Varicella

ECS requires that students in early childhood grades (entry to ECS before age 5) remain up-to-date with these immunizations:

Haemophilus influenzae type B (Hib)

Pneumococcal conjugate vaccine (PCV)

ECS does not require, but does recommend, the following immunizations:

Hepatitis A

Hepatitis B

Rotavirus

Influenza

Required Documentation

Before a student may attend classes, parents or guardians must provide proof of immunization by submitting a physician-signed copy of the TN Department of Health Certificate of Immunization. ECS does not grant religious exemptions to immunization requirements. Families may request a medical exemption if there is history of personal or familial contraindication to vaccines. All medical exemption requests will be anonymously submitted to a medical committee for review.