

UPPER ELEMENTARY 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 three-fold 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 principal 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 Board currently consists of 21 men who are school parents or school grandparents. 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 headmaster, the administrative staff, and the faculty. Under the leadership of the president, 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 Upper Elementary administration and faculty have developed the following policies and procedures for the effective operation of our Upper Elementary campus.

ANNOUNCEMENT POLICIES

ANNOUNCEMENTS

A folder is sent home with papers to be signed and returned to the school on Tuesday each week. Please sign up for “My Alerts” on our school website (www.ecseagles.com) to subscribe to your child’s teacher webpage, campus webpage, and any other areas of interest for your family. The teacher webpages are used for classroom news, activities, homework, and/or schedules posted on the Google calendar. 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 case of bad weather, ECS will announce an emergency closing of school through the ***Power Announcement Alert System and the ECS App***. ECS will not necessarily follow other private schools, the Municipal Schools or the Shelby County Schools regarding closings. Unless the announcement is made that ECS is closed, parents and students will assume school is open. Grades LE-12 on all campuses will be included in such an announcement. When a decision concerning a closing is made, an announcement will be issued via email, App notification, voicemail, and/or text. An announcement will also appear on the ECS website.

ATTENDANCE & ACADEMIC POLICIES

SCHOOL DAY

The school day will be from 8:30 a.m. until 3:30 p.m. Monday, Tuesday, and Thursday and 8:30 a.m. until 2:30 p.m. Wednesday and Friday.

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 4th grade, our school follows the TN Department of Education policy on truancy.

Students must remain up-to-date with required immunizations. ECS does not accept religious or personal-choice exemptions to immunization requirements.

Absences

Call the Upper Elementary office at 754-7217, or send an email to your child's teacher and ueoffice@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.

School policy on daily attendance: **All athletes are required to be in school for ½ day (8:30 a.m. – 12:00 p.m. or 12:00 p.m. – 3:15 p.m.) in order to participate in games or practice. Exceptions may be made by the principal for emergencies or medical purposes.*

POLICY REGARDING 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 8:30 a.m. (A five-minute grace period is given before roll is taken.) Students that arrive after 8:35 a.m. must sign-in at the office with their parents.
- At ten tardies, notification will be sent to the parent.
- Students may miss some recess time when he or she receives 10 tardies in the semester.
- **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, etc.)

A. 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.

B. 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.

C. 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.

BRINGING AND PICKING UP CHILDREN

Prior to 8:15, students should go directly to before school care. Before school care is available each day from 7:15 – 8:15. The morning carpool runs from 8:15am – 8:30am. The afternoon carpool runs from 3:30pm – 3:45pm M,T, &R. Afternoon carpool runs from 2:30pm – 2:45pm on W & F. After carpool is complete, students not in aftercare will be sent to the school office and their parents will be notified.

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.
4. Class will be dismissed by teacher. Students should not be discourteous by getting up before they are dismissed.
5. Students should knock before entering a class that is in session. Wait to be recognized before making a request.
7. Christ-like conduct is expected of all ECS students.

CONFERENCES

A Conference Day will be scheduled during the fall of each school year. Teachers hold conferences with parents on this day, and students do not attend classes. Parents may request and schedule a conference with a teacher any time during the school year by calling the branch office. Unscheduled 'drop-in' conferences are discouraged. 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, catechism question, and the singing of a hymn or gospel song. Once a week, students in grades 4 through 6 worship together in a chapel service. 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

GRADING PROCEDURES

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

The following scale will be carried out for graded subjects from fourth grade through sixth 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

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 or detention.

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.

CHEATING/PLAGARISM

Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. Plagiarism is a form of cheating. It is the use, intentional or not, of someone else's words, ideas, or images without correctly acknowledging the source of the work, ideas, or images. For a first offense, students who cheat/plagiarize will meet with the teacher, receive a zero on the assignment. The student's parents will also be contacted. Penalties for subsequent offenses are as follows:

- 2nd Offense – zero on assignment, lunch detention, parent contact by principal
- 3rd Offense – zero on assignment, ISS, in person meeting with principal
- 4th Offense – Administration/Head of School reserve the right to expel the student

HONOR ROLL

The Honor Roll consists of students with all A's and no more than one B in academic courses and all S's in special area classes. Awards are given at Awards Day for students who qualify for the benchmark stated above.

LIBRARY

The Upper Elementary School has a well-equipped library. Students may check out books during specified times throughout the school day. All library books must be turned in before a student can receive a report card at the close of the school year.

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 (I 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 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.

Conduct Penalties may include silent lunch, detention with 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.

SUSPENSION AND EXPULSION

Students may be suspended from ECS by the Principal of the Upper Elementary School for activities that warrant such action. The length of the suspension will depend on the individual circumstances and parents will be notified.

CONFLICT RESOLUTION

Belief Statement

ECS is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, parents and students are expected to maintain a decorum that is honoring to the name of Christ. However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a biblical manner (based on Matthew 18:15-20) and in a way that leads to an effective resolution. The proper protocol for dealing with conflicts follows several steps.

Policy Statement

The **first step** involves the teacher and the student. Many of the problems that arise at this level are matters of miscommunication, misunderstanding, or misbehavior. Most can be resolved simply by direct communication between the teacher and the student without parental or administrative involvement. Sometimes a problem of perception will occur, and students will feel that a teacher does not like them or is being unjust to them. In situations of that nature, it is particularly important that students go directly to the teachers for the issue to be addressed. Such a confrontation may feel awkward and uncomfortable, but this step should not be avoided. Parents should encourage their children to go to the teacher with whom they are in conflict and to discuss the matter one-on-one. Parents may be, and in some cases should be present, but the primary communication needs to be between the student and the teacher, with parents acting as a supporter not only of their children, but also of the process for correctly resolving problems in a Christian manner.

If a conflict cannot be settled between the teacher and the student, then the **next step** is for the parents to go to the teacher. Keeping in mind that parents and teachers share a common value (to honor Christ) and a common goal (the well-being of the child), the parties involved should labor to accurately understand one another's concerns and to develop a plan for the problems to be remedied. Again, it may be appropriate for a third party, such as an administrator, to be present, but the primary communication needs to be between the parents and teachers.

If, after diligent effort, the matter remains unresolved, parents then go to the **Principal** of the school in which their child is enrolled. The Principal will not, under normal circumstances, meet with parents on a particular issue unless the parents have previously met with the teacher. If further action is needed, then the parents are to request a meeting with the **Head of School**.

School board members do not deal directly with operational issues of the school and, therefore, are not directly involved in most of the conflicts that arise. The task of the board as outlined under the School Governance section is limited in scope and generally should not involve matters that are delegated to the administration and faculty of the school. Therefore, parents should not personally contact school board members to voice complaints or to seek their influence in individual matters or conflicts.

Parents and students are expected to follow the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include involving individuals who are not directly a part of the problem in a discussion of the matter, soliciting public support for a private matter, initiating or signing petitions, gossiping or demeaning others, or attempting to circumvent proper protocol by attempting to go directly to a "higher" authority.

Occasionally, conflicts between students and families will occur outside of the school but be brought into the school environment. Under such circumstances, the school cannot be expected to solve the problems. Such conflicts need to be handled between the students and the families. Many problems are exacerbated simply by a failure to deal with them directly and forthrightly. Following **Matthew 18**, Christian parents who meet with one another concerning their children can successfully address concerns, clarify expectations, agree on strategies, and establish a high level of accountability for future behaviors. ECS can provide an atmosphere where standards of appropriate conduct are established and encouraged; it cannot, however, ensure that those standards are practiced outside of the school.

CONTACTING FACULTY AND ADMINISTRATORS

Faculty and administrators are willing and available to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Such requests should be made during normal school hours. After or before school hours, a message can be left on the school voicemail or the teacher's email. Every effort will be made to respond within 24 hours of the message. Only in cases of *actual* emergencies should faculty or administrators be contacted at home or outside school hours.

DISCIPLINE STRUCTURE

Students who have behavior problems are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction.

Unacceptable Conduct – Level I

Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the Mission of ECS.

Acts of unacceptable conduct at this level may include, but are not limited to:

- Classroom tardiness
- Disrupting class
- Failure to complete assignments or carry out directions
- Violation of dress code
- Littering classroom or school grounds
- Missing all or a major part of a class
- Improper use of electronic devices during the school day
- Other unacceptable conduct as determined by the teacher

Sanctions to be applied in cases of unacceptable conduct at Level I may include, but are not limited to:

- Written Statements
- Lunch Detention
- Parent Conference
- Privileges revoked

Appearance Standard violations will be handled by individual classroom teachers, according to the guidelines written in the handbook. Classroom teachers will ask students to comply, and may use a variety of actions including, but not limited to:

- Verbal reprimand
- Parental notification and/or conference
- Lunch Detention

At this level, it is the goal that classroom teachers should establish relationships with students. Repeated unacceptable conduct at Level I may be reclassified as Level II, and may be considered as willful disobedience or defiance and referred to the Principal's Office.

Unacceptable Conduct – Level II

Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at ECS.

Acts of inappropriate conduct may include, but are not limited to:

- Academic dishonesty (cheating/plagiarism)
- Misrepresentation of the truth (lying)
- Use of forged notes or excuses
- Fighting
- Abusive language to staff or students
- Trespassing
- Threats against others
- Vandalism (minor)
- Refusal to obey school personnel
- Illegally occupying or blocking in any way, school property with intent to deprive others of its use
- Habitual acts of disorderly conduct
- Skipping or cutting school
- Missing detention
- Use of tobacco products
- Any other acts as determined by the Principal

Sanctions to be applied in cases of unacceptable conduct at Level II may include, but are not limited to:

- Temporary removal from class
- Suspension (includes suspension from all school activities)
- Referral to outside agency
- In all cases of cheating/plagiarism, an academic penalty will be assessed.
- Friday Night or Saturday School
- Restitution of property damages.
- Plan of Restoration

Unacceptable Conduct – Level III

Conduct at Level III is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from ECS, the interaction of law enforcement authorities and/or action by the Head of School.

Acts of unacceptable behavior in this category include, but are not limited to:

- Actions shocking to the conscience
- Assault and battery
- Bomb threats
- Possession, use, or transfer of dangerous weapons
- Sexual offenses
- Vandalism (major)
- Violating curfew on school sponsored trips
- Entering the hotel room, cabin, etc. of the opposite sex on school sponsored trips
- Theft and/or possession or sale of stolen property
- Arson/tampering with fire alarm
- Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, or poisons)
- Use of intoxicants
- Electronic bullying or sending of inappropriate material

Basic enforcement procedures to be followed in instances of unacceptable behavior Level III are:

- The Principal should confer with the staff involved, affect the appropriate disciplinary action and, if appropriate, should meet with the student.
- If warranted, the student should be removed immediately from the school environment.
- A parent or guardian should be notified as soon as possible.
- Removal of student requires immediate notification of Head of School. Where appropriate, the Head of School will contact law enforcement authorities.
- A complete written record shall be filed in Head of School's office.

Possible sanctions to be applied in cases of Level III misconduct may include, but are not limited to:

- Suspension (includes suspension from all school activities)
- Expulsion (requires Head of School's approval)
- Restitution of property and damage
- Referral to outside agency

- Behavioral analysis plan designed by a multi-disciplinary team
- Plan of Restoration

The philosophy of ECS confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Inappropriate conduct at Level II and III warrant investigation and counseling with teacher and other staff who have direct responsibility for the student.

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.

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.

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 incident will be recorded.
- 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 Upper Elementary School, if any such issues arise, they will be firmly addressed by faculty and administration with discretion and compassion.

DRESS CODE

The parents' and students' cooperation in the matter of dress for all students and hair length for boys is an important factor in the overall training in Christian conduct at ECS. ECS needs the wholehearted support of every parent and student in order to do an adequate job spiritually, academically, and socially. Current information about uniforms and dress code may be obtained on the ECS website. **Please label all garments and belongings.**

EVANGELICAL CHRISTIAN SCHOOL

4th/5th/6th Grade APPEARANCE STANDARDS

School Colors are defined as Cardinal Red, Black, Grey or White

The ECS Administrators reserve the right to make decisions as needed to clarify any questions regarding the Uniform Guidelines.

Shirts	All Students - Any collared shirt from Soaring Eagle Shop. Boys - Shirts must be tucked in at all times.
Girls Skirts/Dress	ECS Plaid Skirt with built in shorts or Culotte (6th Grade only may wear black skirts). ECS Polo Dress must be conservative length. *Skirts and dresses must exceed the length of your fingertips.
Boys Pants	Pleated or Flat Front uniform Khaki Pants. * Pants must have belt loops and be worn with a leather or canvas belt. * Any brand is acceptable. No stone-washed, light khaki, gray or jean type material.
Boys Shorts	Pleated or Flat Front uniform Khaki Shorts. * Pants must have belt loops and be worn with a belt. * Any brand is acceptable. No stone-washed, light khaki, gray or jean type material
Shoes	Low top, closed toe, closed heel shoes such as tennis shoes, Merrells, or Wallabees. * Shoes should not have cartoon characters, wheels, or lights. * Tennis shoes must be worn on P.E. days
Socks/Tights	All Students - Any color socks are permitted, but must be visible above the shoe. Girls - Solid white, gray, or black leggings/tights (must be ankle length & worn with socks)

Hair Accessories Miscellaneous	All Students - Hair must be of your natural color. Fashion fads should be avoided. * No unusual or trendy haircuts that make a statement. * Conservative wrist watches are allowed (no neon colors or smartwatches are permitted). Boys - Hair should not touch the ear, obscure the eyebrows, or touch the collar. *Any undershirts (t-shirts) must be solid white or black. Girls - Hair ribbons and headbands should be simple and inconspicuous. Acceptable colors include white, cardinal red, black, and ECS plaid. No other colors should be worn. *Only simple, conservative, inconspicuous jewelry is allowed. Dangle earrings are not allowed. *Solid white camisoles may be worn under blouses (No visible lace trim. No other colors should be worn).
Jackets Sweatshirts Pullovers	ECS sweatshirt/hoodie, quarter zip, half zip, or full zip jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. No plain sweatshirts or sweatshirts with other logos are allowed. An approved dress code shirt must always be worn underneath. These items are the only items allowed to be worn in classrooms or chapel. *Other jackets, sweatshirts, or pullovers are acceptable during outside play/events.
Friday School Spirit Wear	ECS Spirit Wear top which is defined as: ECS t-shirt, hoodie/sweatshirt, or jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. Jeans may not have holes or rips. Girls – jeans, capris, athletic pants, modest length shorts or athletic skirts, sweatpants/joggers. Boys - uniform pants/shorts, ECS logo shorts or athletic shorts, pants, sweatpants/joggers or jeans. Shoes may be dress code shoes. ALL- NO camo pants, yoga pants, leggings, flannel pants, jeans with holes/rips. Girls - shorts and athletic skirts must exceed the length of your finger-tips

MISCELLANEOUS CONDUCT POLICIES

1. Teachers will clarify the amount of noise allowed in different areas of the building. Running is not allowed in the building.
2. Chewing gum is not permitted in school (unless allowed by the teacher for specific reasons) or on field trips.
3. No tobacco products may be brought to or used at school.
4. Knives, weapons of any sort, and books, magazines, records or CD's that are deemed inappropriate are not to be brought to school. Smart watches, such as the Apple watch, are discouraged from being brought to school and should remain off and out of site.

TELEPHONE

1. Students will not be called to the telephone at school except in case of an emergency.
2. Parents are requested not to call in a message for a student unless it is urgent.
3. Students may not use personal cell phones without specific permission from a school authority and must do so only in the presence of a school authority. **Student cell phones and smart watches (watches that have the ability to call or text) must remain turned off and inside a backpack at all times while on school property. *See technology policies “Cell Phones and Smartwatches.”**

TECHNOLOGY POLICIES

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 Chromebooks 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 the computer;
2. Use the computer 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 computer equipment or software 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.

CELL PHONES AND SMART WATCHES

Cell phones and smart watches may not be seen, heard, or used during the school day. Students are encouraged to leave cell phones and smart watches at home. However, at a minimum, students should leave cell phones and smart watches turned off, and in their backpack.

Cell Phone and Smart Watch Violations

- If the cell phone or smart watch is seen or heard during class, chapel, or assemblies.
- Filming
- Taking photos
- Listening to audio
- Causing a distraction to the Educational environment at ANY time

ECS reserves the right to take up and search any electronic device brought on campus by a student if deemed necessary.

Improper Use of Technology

Any use of technology, including any devices and the use of any application, **including but not limited to:**

- social media (Instagram, TikTok, Snapchat, etc.)
- messaging (texting, chats, Twitter, email, etc.)
- internet sites (websites, blogs, posting, spoofing, etc.)
- applications (apps, phones, iPads, etc.)

These actions are strictly prohibited:

- Using technology to personally attack, threaten, bully or harass others
- Sending sexually-explicit messages, photos, or other potentially offensive material
- Introducing viruses, spyware, worms, or other applications designed to damage systems or gather electronic information
- Accessing any non-approved network resources, including teacher grades or systems
- Creating social media accounts using “Evangelical Christian School,” “ECS” or the ECS logo in the profile of the account. “Evangelical Christian School,” “ECS” and the ECS logo are registered trademarks.

Failure to comply with the above may result in discipline measures by the school, including but not limited to:

- detention
- suspension (in school/out of school)
- dismissal
- involvement of law enforcement.

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

The network is provided for students as a rich and powerful education resource. Access to network services is given to students who agree to act in a considerate and responsible manner. Student use must be consistent with the educational objectives of **ECS**.

Students are responsible for good behavior on school computer 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.

ECS STATEMENT ON AI

At Evangelical Christian School, we believe the primary purpose of education is not simply to prepare students to use the latest technology, but to form them into wise, thoughtful, and faithful image-bearers of God. While generative AI will undoubtedly have a place in higher education and the workplace, our calling during the EC–12 years is to cultivate the habits of attention, critical thinking, clear communication, creativity, and perseverance that can only be developed through authentic intellectual labor. Therefore, our default posture toward AI is one of restraint and discernment, believing that students grow most when they wrestle with ideas, write their own words, and engage deeply in the formative work of learning.

MISCELLANEOUS POLICIES FOR UPPER ELEMENTARY

LOST AND FOUND

All lost items, except books found in classrooms, will be taken to the office. Unclaimed clothing and shoes will be given to charity/non-profit organizations several times a year. Valuables such as watches, jewelry and glasses will be stored by office administration.

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.

HEALTH ISSUES

First Aid - Minor Injuries

Students sustaining minor injuries should report to the UE office. Office Administration will contact the nurse to assess the student. If appropriate, treatment will be given. If the injury is more serious and requires professional assessment and care, a parent or emergency friend (someone who is available and easily contacted by ECS) will be called so the student can be taken to a medical facility.

First Aid - Major Injuries/Serious Illnesses

In the event of a serious injury or illness, ECS reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact the parent before doing so.

Medications

Parents must complete the Medication Release form (available online) for their student to be able to take over-the-counter medication (e.g., acetaminophen, ibuprofen) at school. Parents must notify the office in writing regarding student use of any prescription medications on campus during the school day.

Illnesses during School Hours

Students who become ill during the school day should report to the office. Office Administration will call the school nurse to assess the student. If necessary, the nurse will call a parent to come and pick up the student from school. Parents should come to the UE office to check their child out. Parents may send an emergency contact (friend or relative) to sign out the sick student.

EMERGENCY PROCEDURES

Periodic fire drills, tornado, and earthquake drills will be conducted. Teachers and students are instructed as to proper procedures. Your child's safety is important to us. Security measures are in place to protect your child.

CAMPUS VISITORS

Any visitor to the campus is to report directly to the school office. Upper Elementary 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.

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.

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.