

SHEPHERD CHRISTIAN SCHOOL

STUDENT HANDBOOK



Revised August 4, 2025

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General School Information

Mission Statement

In partnership with the family and God, our mission is to nurture children spiritually, physically, academically and socially as they grow in Christlikeness.

School Colors

Green and White

School Mascot

Ram

School Hours

8:00-3:00

Address

425 S. Hamilton Rd.
Gahanna, OH 43230

Phone Number & Fax

Phone: 614-471-0859

Fax: 614-475-3964

Email

info@shepherdchristian.school

About Shepherd Christian School

Statement of Beliefs

- We believe that education should prepare the child for life both now and in the hereafter.
- We believe a child will learn best by example; therefore, Christ-like teachers shall be the foundation upon which our school shall stand.
- We believe true education begins at home; therefore, we encourage mutual interdependence between home and school.
- We believe in a rich, multisensory environment.
- We believe that divergent and creative expression should be encouraged.
- We believe in students' active participation in their own learning experiences.
- We believe in a program that nurtures the development of social interaction, including the awareness, understanding, and appreciation of others.
- We believe in the respect for each child and the necessity for providing activities, experience, material, and equipment appropriate to each child's maturity level and development needs.
- We believe that school shall be a place where children feel comfortable, a place that stimulates the mind and body, and where children enjoy learning and look forward to coming each day.

Philosophy of Education

Our educational philosophy at Shepherd Christian School is based on the following basic principles.

- Education should prepare the child for life now and life eternal. Christian education can provide a solid foundation to prepare the child for both. Schools exist to transmit knowledge and culture through the educational process. The staff of Shepherd Christian School acknowledges and accepts the responsibility of providing instruction to the children enrolled. A Christian program through Biblebased teaching and activity is a vital part of the curriculum and instruction in all subject matter areas.
- Quality education will provide a safe, nurturing environment that promotes physical, social, emotional, and cognitive development. Shepherd Christian School will seek to do this in a safe, loving environment with Christ and His example as its core.
- Shepherd Christian School's primary goal is to provide Biblical and moral standards to our students that will allow them to become responsible, independent thinkers and problem solvers.
- Shepherd Christian School will seek to provide learning experiences to further students' growth and competency both as individuals and in learning to respect the rights of others as a member of a group.

Educational Goals

Shepherd Christian School is committed to:

- Providing practical experiences for the child, which will enable them to make a positive contribution to home, church, school and community.
- Promoting the highest standard of education within each student to help each child discover their full potential.
- Integrating all educational disciplines with the truth of the Bible.
- Teach the student diligence in fulfilling given responsibilities.
- Develop creative thinking skills.
- Develop effective language and communication skills.
- Teach knowledge and skills required for future study, competence and service to the world.
- Help children understand and accept their capabilities and use them for service to God and others.
- Develop in our children a love and appreciation for all people and cultivate personal relationships, practicing courtesy and thoughtfulness in daily living.
- Help each child to experience success and satisfaction in relationships with adults and peers.
- Teach each student stewardship of possessions and time and promote a wholesome attitude toward citizenship, work, and recreation.

Academics

We want to emphasize that one of the most important aspects of your child's education is communication between student, parent, and teacher. Teaching and learning are our primary purpose; however, all teachers are happy to schedule a time to talk with you outside of classroom time to ask any questions you may have or give suggestions for special projects. Do not use the time in the morning during drop-off or in the afternoon during pick up to "conference" with your child's teacher.

Student Evaluation Philosophy

Children will enter our school at various stages of development. Assessment of their growth is ongoing, and teachers keep complete records of that development by continual informal observations and a formal evaluation process. Portfolios may also be used to gather samples of the students' work. These will be used to evaluate the progress and to determine the educational needs of the student. Interim reports will be issued to parents when pupil progress is unsatisfactory. Report cards are posted at the end of each quarter.

Grading Scale

The standard grading scale used by Shepherd Christian School, and its numerical equivalent is as follows:

Grades Scale

Letter Grades

M – Mastered 89-100%	A+	98-100	C+	79-78
P-Progressing 75-88%	A	97-94	C	77-74
N-Not Mastered 0-74%	A-	93-90	C-	73-70
X-Not Evaluated at this time	B+	89-88	D+	69-68
	B	87-84	D	67-64
	B-	83-80	D-	63-60
	F	Below 59		

Specials Classes

Kindergarten-5th grades receive M,P,N

6th-8th grades receive letter grades

Homework

Homework is designed to reinforce skills taught in the classroom. We believe homework is essential since it is through continued practice and review that a student masters subject matter. Please take homework seriously and encourage your child to do his/her homework each night it has been assigned. If a student misses one to two days of school, makeup work will be assigned upon the student's return.

If a student misses three or more days of school, makeup work may be sent home to the student. All makeup work will be due the same number of days as was the length of the absence, beginning the day the student returns. In other words, makeup work after a two day absence will be due two days after the student's return.

Academic Dishonesty

Each student at Shepherd Christian School is expected to do his or her own classroom related work and homework. Shepherd Christian School prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school.

In addition, a student shall not knowingly furnish academic work for the purposes stated above. The school uses the following discipline structure when handling issues with academic integrity:

1 st Offense	Student will be given a detention during which time they will complete the assignment on their own and receive full credit.
2 nd Offense	Student will be given a detention during which time they will complete the assignment on their own and receive half credit.
3 rd . Offense	Student will be given an out of school suspension, during which time they will complete the assignment and receive a quarter of the credit.

Third Grade Reading Guarantee

All third-grade students are required to take the Ohio standardized assessments. Students are required to achieve a proficient score on the state assessment, or the state approved alternate assessment to be considered for promotion to the fourth grade. The proficient (promotion score) varies and is established by the Ohio Department of Education each year. For a student who has not achieved a proficient score to be eligible to retest during the summer test administration, students must participate in required tutoring services, with associated costs being paid for by the parent/guardian.

Promotion, Placement and Retention

Shepherd Christian School's policy is that promotion is not granted if a student has 2 or more Fs in academic subjects or if the student's overall grade average is below 70%.

In some cases, instead of retention, a student may be passed conditionally provided they attend summer school or acquire summer tutoring.

Teachers of a student considered for retention will notify the parents, while parents are consulted and involved before retention is recommended, the decision is the administration's responsibility.

Sometimes teachers feel that retention might benefit the child even though the child does not have failing grades. In that situation, the teacher will communicate with the parents in writing and/or at a conference to choose what would be best for their child.

Academic Improvement Plan

An academic improvement plan is implemented when a student fails one or more courses in a given quarter. The improvement plan for each student will vary based on the area of deficiency.

Students who are placed on an academic improvement plan are not eligible for re-enrollment for the next school year until a year-end meeting with a parent or guardian and the school administration has been held. The goal of the improvement plan is to provide the opportunity for the students to re-establish themselves academically to be successful in the academic setting.

Athletic Eligibility

See Athletic Handbook

Curriculum

Complete courses of study have been developed in all curriculum areas and approved by the State of Ohio Department of Education. Our lessons incorporate the Ohio academic content standards. Shepherd Christian School teaches students the fundamentals of reading, writing, and mathematics. We desire to help students develop a sense of God's presence in their learning; thus, the Bible is the common thread woven throughout all courses of study.

The objectives to be taught are reviewed over a five-year cycle. Specific curriculum and textbook information may be obtained from your child's teacher or by contacting the school office.

The curriculum at Shepherd Christian School will include:

Bible	Language Arts
Mathematics	Reading
Science	Writing
Health	Spelling
Social Studies	Handwriting
Outdoor Education	Innovation
Music	Physical Education
Art	Spanish (Middle School)

Field Trips

Field trips are scheduled at the teacher's discretion to supplement classroom learning. Knowing that children learn through varied methods, Shepherd Christian School supports and encourages the use of out-of-classroom experiences. Whenever a class is scheduled to go on a field trip, students will take home a permission slip for a parent's signature. The permission slip must be returned to the student's teacher along with the required fees, if any, for the field trip. Shepherd Christian School cannot accept responsibility for such trips without written parental consent.

*Other special activities might include assemblies, sporting activities, musical performances, etc.

Admissions

Enrollment Policy

Shepherd Christian School offers instruction to students in Pre-K through Eighth Grade. Class size is intentionally limited to enhance student learning and provide individualized attention.

PK Enrollment Requirements

Students enrolling in PK must be at least 4 years of age by the start of the first day of school (typically the third week of August) and may be no older than 5 years of age to begin the school year.

Kindergarten Enrollment Requirements

Students must be at least five years old by August 1st of the upcoming school year to be eligible for Kindergarten enrollment.

However, students who are 4 years of age and will not be age-eligible by the August 1st cutoff may be considered for early admission under the following conditions:

- The student achieves at least 80% proficiency on the SCS Kindergarten Readiness Assessment;
- There is available space in the Kindergarten program on or after June 1st and after all age-eligible applicants have been placed;
- The early admission of the student does not prevent an age-eligible child from participating in our Kindergarten programming.
- All early admission decisions will be decided by the PK-3 Principal

PK - 8th Admissions Procedures

At Shepherd Christian School, we desire to partner with families who share our vision for Christ-centered education and academic excellence. Our admissions process is designed to ensure that students are placed in an environment where they can thrive spiritually, academically, physically, and socially. Admission is based on a holistic review of each student and family, with consideration for space availability and classroom dynamics.

Step-by-Step Admissions Process

1. Campus Tour

- All interested families begin the admissions process by scheduling a guided tour of the school campus.
- Tours provide an opportunity to explore classrooms, learn about curriculum and programming, and ask questions about the Shepherd Christian School experience.

2. Family Interview

- Following the tour, a family interview will be scheduled with the Head of School, building Principal, or another member of the Shepherd Leadership Team.
- This conversation helps us learn more about the child and family, and allows both parties to determine if SCS is a mutual fit in mission, values, and expectations.

3. FACTS Family Portal Setup & Application Submission

- Families ready to move forward will create an account in our FACTS Family Portal.
- The online application is completed through this portal, and a non-refundable application fee is required to continue the admissions process.
- FACTS will also serve as the system for document submission, tuition management, and school communications.

4. Academic Screening (i-Ready Diagnostic Testing)

- The prospective student will participate in i-Ready diagnostic assessments in reading and math.
- These results are used to assess academic readiness, inform placement decisions, and support individualized instruction — they do not serve as a sole determinant for admission.

5. Submission of Prior School Records

- Families will request and authorize the release of academic records from all previous schools attended, including:
 - Report cards and progress reports

- Standardized testing scores
- Attendance and behavioral records (if applicable)

6. Support Services Documentation (If Applicable)

- If a student has previously received accommodations or educational services, the following documentation must be submitted:
 - **IEP (Individualized Education Program)**
 - **504 Plan**
 - **Service Plan** (for students from private or homeschool settings)
- This documentation helps SCS evaluate the appropriate support levels available within our school structure.

7. Scholarship Documentation (If Applicable)

- Families intending to use state or third-party scholarship funding (such as **EdChoice, Jon Peterson, or Autism Scholarships**) must submit:
 - Scholarship award letters or eligibility confirmations
 - Provider forms and any additional state-required documentation

8. Enrollment Packet Completion

- Once the student is accepted, families will receive an enrollment packet through the FACTS portal, including:
 - Emergency contact and medical forms
 - Immunization records and a copy of the student's birth certificate
 - Handbook acknowledgment
 - Media release and technology agreement
 - Final tuition and payment agreement

9. Final Review & Confirmation

- Enrollment is finalized upon administrative approval of all required materials and confirmation of classroom space.
 - Placement may be contingent upon an academic or behavioral probationary period, particularly for mid-year transfers.
-

Important Notes

- SCS reserves the right to deny admission or delay enrollment based on academic, behavioral, or resource-based concerns.
- Full transparency from families is expected throughout the admissions process. Failure to disclose relevant educational history may result in the withdrawal of admission.
- All admissions are contingent upon available space and alignment with Shepherd Christian School's mission and vision.

Shepherd Christian School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities available. In addition, the school will not discriminate based on race, color, or ethnic origin in the administration of its educational policies, fee waivers, educational programs, and extracurricular activities.

The program will meet or exceed all standards set forth by the Ohio Department of Education. The complete course of study is available upon request.

Admission Priorities

Admission will be granted according to the following sequence:

Current families and their siblings will be given priority to register up to a specified date. After the specified date, registration will then be accepted on a first come basis for any family—current or new.

All registrations will be accepted in order of the date of receipt of the application and enrollment fee.

Classroom Assignments

Each school year, students are assigned to a particular classroom based on student needs. Assignment of classes is based upon teacher recommendation with the principal having the

final decision. Please refrain from making any classroom/roster requests as we do not honor them.

Registration

Updating your FACTS account is required every year and is limited due to class size. To register your child, complete an enrollment packet through the school website/FACTS SIS. Shepherd Christian School has adopted a continuous enrollment policy. Once enrolled, a student is considered continuously enrolled until they graduate 8th grade, or the family informs the school that they are withdrawing.

At the time of initial registration, the following must be presented:

- Birth certificate (for new students)
- Immunization or Physical examination record. New students must meet State and local health requirements
- Current utility bill with current address and any additional Ed Choice documentation (EdChoice students only)

Registration will be accepted in order of the date of receipt of the application and fees. If applications exceed class capacity, parents will be notified immediately. Parents may then request that their child's application be placed on the waiting list. If openings occur, they will be filled from the waiting list. If your child is not enrolled in a class due to insufficient enrollment or lack of space, all fees will be refunded.

Change of Address

For Shepherd Christian School to remain current, parents are expected to keep their Parent Portal on the FACTS information database current. Make any change in home or work address and/or telephone number as soon as possible after the change occurs. Also, the school must be notified if a family is moving into a different school district.

2025–2026 Tuition & Fee Schedule

Annual Tuition

Grade Level	Tuition
Kindergarten – 3rd Grade	\$7,150
4th – 5th Grade	\$7,150
6th – 8th Grade	\$7,300

Enrollment Fees

Fee	Amount	Details
Application Fee	\$200 per student	One-time, non-refundable. Due at the time of application. (New students only)
New Student Assessment Fee	\$50 per student	One-time fee due when the student completes their admissions screening.
Continuous Enrollment (CE) Fee	\$200 per student annually	Billed each year when re-enrollment is confirmed through FACTS. Applies until graduation, withdrawal, or dismissal.
Facility Fee (per family)	1 child – \$500 2 children – \$525 3+ children – \$550	Assessed per family. Supports campus growth, equipment upgrades, technology, field trips, athletics, and other student enrichment programs.

Payment Options

Shepherd Christian School offers two tuition payment options:

Monthly Payment Plan

- Choose between a 10-month or 12-month payment schedule
- First payment is due August 15th
- Managed through your FACTS Family Portal

Full Prepayment Discount

- Families who pay their remaining tuition balance in full—after scholarship awards are applied—by August 15 will receive a \$150.00 discount on the remaining tuition balance.

MSD Rate: A Ministry Support Discount is extended to qualifying members and attendees of Shepherd Church of the Nazarene in the amount of \$250. This discount is for those who support the church with consistent, systematic gifts and offerings.

FACTS: SCS uses FACTS Management Company for tuition billing and collection. Families will receive more information about FACTS once a student has been enrolled.

Extended Care: For grades K – age 12, extended care options are available after school. The program requires the student to be fully registered and enrolled with Shepherd Christian School for participation. There are only a limited number of spots available in the program annually. A waitlist is maintained to ensure students who withdraw from participation open spots for new students. Rates for participation are set annually and parents/guardians will be billed for participation on a weekly basis. If the account becomes delinquent, the student forfeits the opportunity to participate in the program until the account is current. The program operates from 3:00 PM – 6:00 PM with a strict 6:00 PM pick-up time to avoid a late fee.

Extended Care Late Pick-up Fees

Parents should have a “back-up plan” in place in the event of an unforeseen situation or emergency that prevents you from arriving at the school at your scheduled pick-up time or before closing. The Extended Care closes at 6:00 p.m. Children picked up between 6:00 p.m.— 6:15 p.m. will be charged a \$35.00 late pick-up fee. Children picked up after 6:15 will be charged an additional \$1.00 per minute. If you are habitually late in picking up your child, this can be grounds for dismissal from the program.

Scholarship Opportunities: EdChoice Scholarship Program – All families are encouraged to apply, and most will benefit based on either adjusted gross income (EdChoice Expansion Scholarship) or residency (Traditional EdChoice).

Parents will be responsible for the remaining balance between the awarded amount and the tuition and will be billed as above, unless you also qualify for the Low Income scholarship. (Discount does not apply)

Withdrawal

Students who withdraw during the school year must have all fees paid in full. Tuition will be prorated on a monthly charge. For families on the one payment plan, tuition reimbursement will be prorated, less the discount for early payment. Arrangements for withdrawal should be made as far in advance as possible. A thirty-day written notification is requested; a minimum two-week written statement is required not to be charged for early withdrawal. **No part of the enrollment fees are reimbursable.**

Arrival, Dismissal, Attendance, Meals

Arrival

Kindergarten through 3rd grade drop off time is 7:40-7:50

4th grade through 8th grade drop off time is 7:50-8:00 If there are siblings, they can come at either time.

Classes begin at 8:00 a.m. Students should be in their classrooms at this time.

Dismissal Procedure

Classes are dismissed at 3:00 p.m. We ask that you not set appointment times or commitments that would need you to pick up your child between 2:30-2:45 as this disrupts our pick-up procedures.

If you do not pick up your child by 3:20 p.m., they will be enrolled in School Age Child Care programming and charges will be billed through FACTS accordingly for utilizing this service.

Attendance

Regular attendance is essential for academic success and student growth. Shepherd Christian School follows the Ohio Department of Education's instructional hour requirements, which stipulate that students must be present for a minimum of:

- 910 instructional hours per year for Grades K–6
- 1001 instructional hours per year for Grades 7–8

These requirements guide our attendance expectations, reporting practices, and intervention procedures.

School Day Schedule

- School Start Time: 8:00 AM
 - Length of Day: Approximately 6.5 hours of instruction
 - Students arriving after 8:01 AM will be marked tardy.
 - Students leaving early will have the missed time counted toward total hours absent.
-

Excused Absences

An absence is considered *excused* when a parent or guardian provides written or emailed notice / documentation of one of the following reasons:

- Personal illness (with medical professional's note after 3 consecutive days)
- Medical or dental appointments
- Death in the immediate family
- Religious holiday or observance
- Family emergency
- School-approved activities
- Quarantine or public health directive

Absences not meeting one of the above criteria or without written verification will be considered unexcused.

Reporting Absences

Parents or guardians must report all absences to the school by 9:00 AM on the day of the absence:

- Call: 614-471-0859
- Email: slemay@shepherdchristian.school

Even if you call, a written note or email must be submitted for the absence to be officially recorded as excused.

Tardy Policy

Students are expected to arrive on time. Being tardy disrupts not only the late-arriving student but also the learning environment for others.

- Tardy: Arrival after 8:01 AM

Three (3) tardies are equivalent to one full day of absence (6.5 hours) and will count toward total instructional hours missed.

Attendance Monitoring & Make-Up Time

To support students who miss instructional time, whether excused or unexcused, the following system will be used:

- One full day of absence = 6.5 hours missed
- After a student exceeds 4 absences (26 hours excused or unexcused) in a given quarter, they will be required to make up any additional missed instructional hours after school
- Make-up sessions will be scheduled with a school-approved tutor or teacher
- Parents will be billed \$20 per hour for this instructional support
- Hours must be completed within the following quarter unless a plan is approved by administration

This ensures students stay on track and meet the state-required hours for promotion and academic progress.

Tardy & Absence Conversion Summary

Type	Amount	Impact
Tardy	3 tardies	Equals 1 full-day absence (6.5 hours)
Absence	4 absences per quarter (26 hours)	Triggers required after-school make-up
Yearly threshold (K–6)	910 hours	Required for promotion
Yearly threshold (7–8)	1001 hours	Required for promotion

Truancy Compliance (per Ohio Revised Code §3321.191)

In accordance with Ohio's definition of truancy (unexcused absences):

- A student is habitually truant if they miss:
 - 30 or more consecutive hours without a legitimate excuse
 - 42 or more hours in one month without a legitimate excuse
 - 72 or more hours in a school year without a legitimate excuse

Parents will be notified in writing if their child is approaching habitual truancy status. A meeting will be scheduled to develop an Attendance Intervention Plan (AIP) in accordance with state law. If parents choose not to participate or respond to Attendance Intervention initiatives, truancy may be required to be reported to the Ohio Department of Education and Workforce and/or local agencies for further intervention.

Extenuating Circumstances

We recognize that serious health conditions or family crises may impact attendance.

- In the case of medical emergencies, chronic illness, or significant family hardships, parents must contact the school administrator immediately.
- A formal plan will be developed collaboratively, and medical documentation may be required.
- All accommodations must be approved by school administration.

Early Dismissals & Pick-Up Procedures

- Parents must sign out students in the school office for early dismissal and sign them back in if they return in the same school day
- A written note or email must be provided if someone other than the parent is picking up the student.
- In cases of custody restrictions, legal documentation must be on file in the school office.

Breakfast -

Times:

7:00-7:30 a.m.

Cost:

\$2.00

Lunch -

Times:

Time of Day	Lunch
11:00-11:30	6 th , 7 th , 8 th grades
11:35-12:05	4 th , 5 th grades
12:10-12:40	2 nd , 3 rd grades
12:45-1:15	Kindergarten, 1 st grade

Cost:

\$3.00

Behavior

Classroom management and rules for creating an age-appropriate positive learning environment are established by the classroom teacher. They will seek to provide loving guidance and reinforcement of positive behaviors. Students are expected to always behave safely in a manner that shows respect for themselves, other students, adults, materials, and facilities.

Positive Reinforcement- Rams Penny

Shepherd Christian has adopted a system for students to accumulate Ram Penny's for making God-honoring decisions and displaying Christ-like behavior. Students will receive a Ram's Penny from either the Principal or the Head of the School when Christ-like behavior is observed. Once the student earns 5 tokens, all from the same school year, he can turn them into the office for a special prize.

Code of Conduct:

In general, Shepherd Christian students are required to always follow these rules: Treat everyone with respect and courtesy. This includes students, staff, volunteers, and visitors.

See Ephesians 4:28-32, Hebrews 13:17 and 1 Thessalonians 5:12-13.

- Always walk in the hallways and classrooms.
- Maintain quiet in hallways and restrooms.
- Take proper care of all school property.
- Be dressed according to the dress code.
- Follow rules for the lunchroom.
- No fighting.
- No name calling, foul language, inappropriate gestures, or conversations.
- No threats, harassment, or bullying (in person or virtually, or while using school equipment).
- No toys or electronic games may be brought from home unless given special permission.
- Students are not to display affection physically by holding hands, embracing, etc. This applies both at school and during any school-sponsored activities. We encourage students to have several friends of both sexes and not limit themselves to one individual.
- Students may not bring tobacco, alcohol, or drugs including over-the-counter medication to school.
- Students may not possess or use weapons, firecrackers, or any other explosive devices on school property.

To help us accomplish these goals, we will use the following:

- Positive Reinforcement. Calling attention to good behaviors and choices rewards the student for appropriate actions and encourages such conduct.
- Positive Redirection. Unacceptable behavior is redirected into acceptable parallel behavior.
- Verbalization. Using language skills to resolve conflicts and frustrations is modeled and practiced with the students.
- Natural Consequences. Natural consequences occur because of behavior. Students need to learn the connection between their behavior and its impact on themselves and others.
- Choice. Students are given options that lead to the exact desired behavior.
- Eye Contact. Often looking directly at the student will stop negative behavior.
- Time Out.
- Discussion. Following a time-out, the student and teacher will discuss the behavior, develop a plan to resolve it, and grant permission to return to the class.
- When necessary, students will be removed from the class for intervention with administration. Extreme cases can lead to detention, suspension, or expulsion.

Detention Policy

Detention will be held from 3:15 p.m. until 4 p.m. on Wednesdays. No one will be excused from serving his/her detention, nor be allowed to change their detention date, without permission of the administration. Offenses that may result in detention include, but are not limited to, the following:

- Unwholesome language or profanity
- Meddling with another student's property
- Continued talking or disrupting class
- Bringing prohibited items to school: look-alike guns, water pistols, water balloons, lighters of any kind, or laser pointers
- Inappropriate use of electronic devices
- Repeated Dress code violations
- Disrespect toward any school person in authority
- Other infractions, as deemed necessary by the administration

Suspension and Expulsion Policy

1. Purpose

To maintain a safe and productive learning environment while ensuring student rights are respected. Disciplinary actions such as suspension and expulsion are reserved for serious or persistent behavioral violations, and are used in alignment with restorative and positive behavior supports.

2. Guiding Principles

- Discipline is used as a learning opportunity, not just a punishment.
 - Interventions will be progressive and tiered, using PBIS before exclusionary measures.
 - Every student has the right to due process before disciplinary removal.
 - Suspension/expulsion is used only when necessary, and in accordance with applicable laws.
-

3. Grounds for Suspension or Expulsion

A student may be suspended or recommended for expulsion for committing any of the following while on school grounds, at school-sponsored events, or while traveling to/from school:

A. Mandatory Grounds:

- Possession of a firearm or weapon
- Assault or physical harm to another person
- Drug sale, distribution, or possession with intent
- Threats of violence or credible threats to school safety

B. Administrator-Determined Grounds for Suspension

Behaviors not listed under Mandatory Grounds may result in suspension at the discretion of school administration. These decisions will be based on the nature, severity, and frequency of the behavior, and will take into account the safety and well-being of all students and staff. Administrative decisions will align with district policies and prioritize restorative approaches when appropriate.

4. Suspension Guidelines

Short-Term Suspension (In-School or Out-of-School Suspension):

A short-term suspension may range from 1 to 10 school days and may be served in school (ISS) or out of school (OSS), depending on the nature and severity of the behavior. The purpose of a short-term suspension is to:

- Provide a structured consequence for serious or repeated misbehavior.
- Ensure the safety and well-being of students and staff.
- Offer time for reflection and planning for positive behavior change.

Guidelines for Short-Term Suspension:

- The student and parent/guardian will be informed of the reason for the suspension and the length of the suspension.
- Due process will be followed, including an opportunity for the student to share their perspective.
- A reentry meeting may be required before the student returns to class to review expectations and support plans.
- Academic work missed during the suspension will be provided and is expected to be completed.

Expulsion

Shepherd Christian reserves the right to suspend or expel a student at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, exercises poor conduct, fails to cooperate, or whose parents/guardians fail to cooperate, may be asked to leave the school. Expulsion will be administered by the Head of School. Appeal of an expulsion must be made in writing to the

Head of School within three days of the expulsion notification. A student may not attend classes during an appeal.

Expulsions may occur when any of the following take place: repeated conduct violations that resulted in suspensions; failure of parents/guardians to cooperate with Shepherd Christian in the discipline of their children; assault or battery of staff or students; sexual misconduct such as physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature; sexual innuendoes and gestures or other serious sexual misconduct. Computer/internet use for immoral purposes; possession or use of a weapon of any kind in a threatening or dangerous manner, and which is perceived to be capable of inflicting serious harm; or possession, transfer, sale, or discharge of any gun (including a starter pistol, pellet or air soft gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

Cell Phone and Electronic Devices

To support our school's environment in which students can fully engage with their classmates, teachers, and instruction, Shepherd Christian School prohibits the use of cell phones/electronic devices (ie: smart watches) by students during school hours. This includes school related activities such as extracurricular sports and events, field trips, etc. If brought to school students are required to keep cell phones/electronic devices turned off and stored in their bookbags. Students found in violation of this policy will have their devices confiscated by the teacher or administrator. Parents may be asked to pick up the device after school.

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

Dress Code

At Shepherd Christian School, we believe that student appearance should reflect personal dignity, respect for the learning environment, and a shared sense of school pride. While we do not require a formal uniform, we follow a dress code that encourages neatness, modesty, and unity, while also allowing freedom of personal expression through color and style.

General Guidelines

- Clothing must be clean, modest, and neat — free of holes, rips, excessive wear, or fraying.
- Students may wear any solid color, but clothing must not display logos (small manufacturer logos are acceptable), text, or graphics unless it is SCS-branded.
- Spirit wear is encouraged and may be worn any day.
- Clothing should fit comfortably and modestly — not overly tight, baggy, or revealing.
- Undergarments must never be visible.
- Chapel t-shirts should be worn on chapel days

Tops

- Approved options include:
 - Solid Colored T-Shirts, Polos, Sweatshirts, Collared Shirts, Crewnecks, Turtlenecks free from images, text, and logos (small manufacturer logos are okay)
 - Any SCS spirit wear from the link provided:
<https://1stplacespiritwear.com/schools/OH/Gahanna/Shepherd+Christian+School>
- Not permitted:
 - Sleeveless tops of any kind
 - Crop tops or tops that expose the midriff

Bottoms

- Approved options include:

- Solid color Pants, jeans, capris, leggings, skirts, jumpers, dresses, or shorts
- Skirts, jumpers, shorts, and dresses should be of a modest length that allows for comfortable movement and appropriate coverage. A general guideline is that the hem should fall to at least mid-thigh when standing.

This standard recognizes that body types vary, and the focus is on ensuring clothing provides adequate coverage during typical school activities, including sitting, walking, and playing.

- Leggings or stretch pants may be worn when paired with a top that provides full coverage over the hips and bottom.
- Bottoms must be free of holes or distressing and sit on the hips or waist
- Not Permitted:
 - Pajama Pants
 - Sweatpants

Footwear

- Permitted footwear includes sneakers, Crocs with heel straps, and close-toed sandals with back straps
- Not permitted: flip-flops, slippers, or backless shoes
- Athletic shoes are required on P.E. days

Outerwear

The only outerwear permitted inside the building includes:

- SCS-branded hoodies, crewneck, V-neck sweaters/sweatshirts, full- or half-zip pullovers
- Plain (logo-free aside from small manufacturer logos) hoodies, crewneck or V-neck sweaters/sweatshirts, full- or half-zip pullovers

Coats are not permitted indoors and must be stored in designated areas during the school day.

Students should dress appropriately for weather, as recess will occur outside unless temperatures fall below 30°F.

Accessories & Appearance

- Hats, hoods, sunglasses, sweatbands, and coats are not to be worn inside
 - Earrings are permitted, but styles should be appropriate for safe outdoor play and P.E. activities
 - Hair color, makeup, and nail polish must not be distracting to the school environment
 - Hair should be neatly groomed
-

Dress Down & Special Days

Dress Down Days and Spirit Days are pre-planned by school administration and may allow for theme-specific attire. While these days provide students flexibility and fun, all clothing must still reflect the spirit of our dress code—being modest, clean, appropriate, and free of inappropriate images, messages, or branding.

Enforcement

SCS staff will provide reminders and guidance to help students meet dress code expectations. When a student's attire does not meet the expectations, staff will work with the student to find a respectful solution. If available, appropriate clothing may be offered to help correct the issue. If the concern cannot be resolved at school, a parent may be contacted, and the student may be required to change.

We appreciate your partnership in helping students come to school dressed for learning, movement, and representing Shepherd Christian School with excellence.

Health and Safety

All parents of kindergarten students and students new to the school shall be given school health exam forms that must be completed by the parent and/or student's physician. These forms must be completed and returned to the school office on or before the first day of school and no later than 14 days after the time of entrance. A school health report will be accepted from a physician or transfer student if it has been completed within one calendar year prior to entering Shepherd Christian School.

There is also an eye screening conducted for all incoming kindergarten and new students. Teachers may also request other students be screened if they sense there might be a problem with a child's ability to be able to see clearly.

A child Enrollment and Health Information form is to be completed for each student in the school, yearly. Parental cooperation is required to keep this record up-to-date and accurate. The information on this form is used in the event of illness or emergency. It is requested that parents of students with potentially severe health conditions (i.e. asthma) take a few minutes to update teachers and the school office on appropriate care.

Medical Dispensation

Ohio law states that no medications are permitted to be taken at school unless the necessary forms are completed by both the physician and the parent. The records may be obtained in the school office. We strongly encourage parents to administer all medications at home if possible. Medications of any kind should not be kept in your child's book bag.

Before the school gives your child, prescribed medication (including inhalers) which must be taken at school, state law section 3313.713 O.R.C. requires that:

1. The parent completes and signs a parent permission form.
2. The physician or dentist completes and signs a physician's authorization form. A note from the doctor will not be accepted.
3. Both completed and signed forms must be returned to the school before administering the medication at school.
4. The medication must be brought to school by an adult in the original container labeled with your child's name, the physician's name, the name of the medication, the dosage, and the time it is to be taken. **A responsible adult needs to transport medication to and from school. Medication should not be transported by students.**
5. Each medication must have the appropriate form available in the office.

6. Any change in dosage will require new forms to be completed by the physician and parent before the new dosage can be given. A new prescription bottle with the correct label must be provided to the school.
7. No over-the-counter medications (aspirin, Tylenol, cough medication, etc.) will be given at school unless prescribed by the physician or dentist, and the required forms are completed and on file in the office.
8. If liquid medications are prescribed, an accurate measuring spoon must be provided by the parent.

Minor injury or illness

In the case of a minor accident, the injury will be treated and the child can then return to scheduled activities. In the event that the injury prevents the child from participating in the class, or in the judgment of the staff, if the child's condition requires monitoring for possible additional medical attention, the parent will be consulted immediately by phone.

Serious incident, injury or illness

If the child is seriously injured and cannot be treated by a staff member, emergency medical personnel (911) will be called, and the parents notified. If emergency transportation is required, the emergency medical personnel will provide it. Authorization from the parent for emergency medical transportation is kept on file at the center.

General Emergency

A general emergency is defined as any threat to the safety of children due to environmental situations; threats of violence; or any natural disaster i.e. a fire, tornado, or loss of power, heat, or water. In case of a general emergency the center's disaster and lockdown plan will be followed. All staff has been trained on the specifics of this plan and is prepared to implement it if necessary. If evacuation from LLCC is necessary, children will be evacuated to the Christian Center (471-3036) at 298 Rocky Fork Drive South, Gahanna. If another evacuation center is used, announcements will be made on the Emergency Weather Hotline, and through local media.

Immunization Policy

Students enrolled in Kindergarten through Fifth grade are required to have written proof on file at Shepherd Christian School that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, hepatitis B and measles, mumps, and rubella, according to the Ohio Revised Code 3701.13 and 3313.671. **Students who are not in compliance are to be excluded from school attendance no later than the fifteenth day after admission.**

Visitors

All visitors must report to the office upon entering the school. You will be asked to sign in, and you will be issued a visitor's badge. **All** visitors are required to wear a name tag while in our building.

Observations

Parents are encouraged to visit Shepherd Christian School to observe the school program. If you wish to see the class while they are in session, you are asked to notify the teacher and Principal in advance to schedule a time. Please remember whenever a teacher is interrupted during school hours, every child is deprived of instruction time.

Problem Resolution

If a problem arises with a teacher, the following process is to be utilized:

Parents contact the involved teacher to resolve the issue

If no resolution, parents contact the school principal

If there is still no resolution, parents contact the Head of School.

If there is no resolved resolution the School Board Grievance committee will meet as needed for the final resolution.

Remote Learning Plan

There are special circumstances in which our school will move from traditional on-campus learning to a distance learning model. Students should have a quiet and dedicated area in the home that is free of distractions to complete assigned coursework. Families that have more than one student should be aware that teachers may require that students log into apps such as Zoom at the same time. If you need to access public facilities (ie. Public library) to use the Internet, you should create a back-up plan to ensure students can use the Internet (ie. relative's home). Parents/guardians and students will be made aware of due dates and deadlines for student assignments by the school administration at the onset of activating the distancing learning plan.

Emergency School Closings

The primary means of communication will be through text through the FACTS text system and our school App. That makes it critical for families to keep their information up to date. School closing due to hazardous or inclement weather conditions will be announced over Channel 10 (C.B.S.) WBNS, Channel 6 (A.B.C.) WSYX, Fox 28, Channel 4 (N.B.C.) WCMH, and over the following radio stations: Sunny 95, 107.9, 104.3, and 103.5. Shepherd Christian School will be closed only when specifically listed.

Shepherd Christian School closings may not always correspond with the days Gahanna-Jefferson Public Schools or Columbus City Schools are closed due to inclement weather or emergencies. Shepherd Christian School will be listed separately as closed. When possible, the closing is also emailed and/or listed on our website.