



2026-2027 Student Handbook

MISSION

Our mission is to nurture and develop the whole child through a Christ-centered education.

VISION

Our vision is to empower every child with a love of learning and foster creativity and curiosity for a life of compassionate service to others.

PHILOSOPHY

We strive to connect each child with Jesus and to equip them for life through academic excellence, outdoor education, industry, practical skills, and community service.

ACCREDITATION

CCS is accredited through the following accreditation organizations: [Accrediting Association of the Seventh-day Adventist Schools, Colleges, and Universities](#), [National Council for Private School Accreditation](#), and [Middle States Association Commission on Elementary and Secondary Schools](#). It is also approved through the TN Non-Public Schools Administration.

TEACHER QUALIFICATIONS

All teachers hold at least a Bachelor's degree in elementary/secondary education and have active teaching certificates through the Southern Union Conference of SDA.

CURRICULUM

Centerville Christian School offers an approved curriculum supervised and accredited through the Education Department of the KYTN Conference of SDA, the Southern Union Conference of SDA, and the North American Division of SDA.

ADMISSION POLICY

1. Families who are interested in attendance at CCA are encouraged to visit the school and take a tour of the facility.
2. Families must then submit an application form either online or in paper format.
3. Families will then meet with the school screening committee. The screening committee consists of three or more board members.
4. Applications for admission are then subject to acceptance by the school board.
5. Upon acceptance, applicants should complete the other admission forms either online or in paper format and submit a copy of the student's birth certificate.
6. Any child being registered for kindergarten must be five years old on or before August 15 of and any child entering the first grade must be six years old on or before August 15 of the desired school year.
7. Parents of transferring students must sign a Records Release Form allowing the student records to be sent to CCA.
8. All new students will be accepted under a 30-day probation period. The student's progress and behavior will be reviewed after the probation period ends.
9. A complete medical examination for all new students is required as well as proof of current immunizations or have a medical/religious exemption form on file.

NON-DISCRIMINATION POLICY

CCA welcomes students who value and support our mission. Admission to CCA grants the rights, privileges, programs, and activities of the school to all students regardless of race, color, national/ethnic origin, or religious faith.

FINANCIAL INFORMATION

Yearly Tuition: \$4150/year

- Tuition can be paid in full at the beginning of the year or can be divided into ten monthly payments of \$415 each.
- Tuition is due the first week of each month and can be paid via PayPal, auto payments, checks, or cash. The treasurer's drop box is located by the inner doors of the upper classroom.
- Late fees: A late fee of \$45 per student will be charged for any account that is 30 days delinquent.
- *Student records will not be released until all accounts are cleared by the school treasurer.*

DRESS CODE

Each student is expected to be neat, clean, well-groomed, and modest.

School Uniforms

Tops: School shirts/jackets with school emblem (see website to order)

Bottoms: Khaki, black, gray, hunter green, or navy blue skirts/pants/shorts that are neither too tight nor too baggy. Shorts and skirts should extend to just above the knee. Knee-length shorts should also be worn under skirts or dresses. No sweat pants or gym shorts.

Feet: Closed-toed shoes that encase the foot and are sturdy enough to support a vigorous physical activity.

General condition: School uniforms should be neat and clean with no rips or holes.

Other Standards

- Jewelry is not to be worn with the exception of medical alerts.
- Minimal makeup and only neutral-colored finger polish are acceptable.
- Clothing should be clean, neat, and in good repair.

Dress Down Days

On occasion and only at the teacher's discretion, casual clothes may be worn for special activities. Modesty and Christian standards still apply.

ATTENDANCE

School hours

Monday through Thursday from 7:30-4:00

Students should arrive no earlier than 7:15 and no later than 7:30 and should be picked up between 4:00 and 4:15.

Absences

1. Parents/guardians should contact the school in regards to tardies or absences.
2. We highly recommend scheduling appointments on Fridays or after school hours. If this is not possible, arranged absences for doctor/dentist appointments are considered excused, but the student should return to school as soon as possible, ideally the same day.
3. Students who are absent for more than two consecutive days due to sickness must have a doctor's excuse upon returning in order for the absence to be counted as excused.
4. It is the responsibility of the parent/guardian to ensure all missed work is completed in a timely fashion.

State Requirements

1. Excused absences are granted for illness of the student or death in the immediate family. Reasonable allowances will be made for absences, but the school is bound by state law to maintain attendance and punctuality records. By law the school must report any accumulation of 5 or more unexcused absences to the proper authorities.
2. A pupil who is excessively tardy or absent more than 20% of the school days in any marking period will be referred to the school board.
3. An excused absence allows the student to make up work that has been missed.

Inclement Weather Days: CCA follows the Hickman County Schools ruling on inclement weather. If the county schools are delayed or closed due to inclement weather, we will also be delayed or closed. This includes winter storms and tornado concerns. Parents can consult local media for local school closings.

Before and After School Care: Please make personal arrangements for before and after school care. In the event of unforeseen circumstances, special arrangements can be made with the staff.

TEAMWORK

Children thrive when there is cooperation between their parents, their teachers, and themselves. At Centerville Christian School, it is our goal to work with this team mindset. With cooperation comes responsibilities, some of which are listed below:

Teacher Responsibility

1. Provide a safe, inviting environment that fosters learning and acceptance.
2. Communicate with parents regularly and schedule conferences no less than twice per school year to review student progress.
3. Work closely with the local school board and the KY-TN Conference of SDA Education Department.

Parent Responsibilities

1. Provide a loving and safe home environment.
2. Cooperate with teachers and staff.
3. Respect school hours by arriving on time for drop-off and pick-up and by scheduling dental/medical appointments outside of school hours when possible.

Student Responsibilities

1. Respect the religious ideals of Centerville Christian School, its staff, and its students.
2. Be attentive and respectful to teachers, staff, and fellow students
3. Respect school property and the rights of others.
4. Think safety first in regard to your actions and those around you.
5. Take ownership of learning and complete classwork neatly and promptly.

YOUR VOICE

In order for teamwork to be successful, every member of the team must have a voice. Your voice is very important to us. We want to hear from you. There are many ways that your voice can be heard.

Appreciations

Praise and appreciation is always welcomed. Please freely express your positive feelings to the teacher, the students, the school board, and even the conference. To aid you in this, there are official Appreciation Forms available in a file holder on the classroom wall near the entrance doors. Your official appreciations can be placed in the locked mailbox directly under the file holder. (The teacher does not have a key to this box.) These commendations will be collected by our treasurer and shared with the teacher, the school board, and the conference. Please share often as this encourages us on our mission to share Jesus with our students and the community.

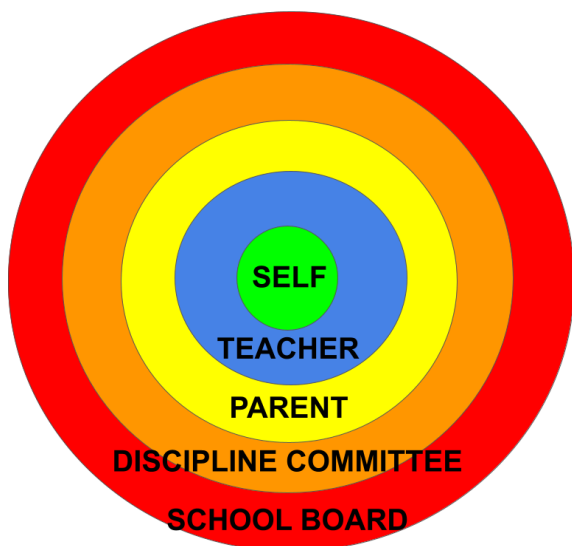
Recommendations

At times, weaknesses in our program may be felt by those whom we serve. While we strive hard to meet all the needs of those we serve, we realize that some things may go unnoticed. In the event that you are disappointed with the teacher, the other students or families, the curriculum, the programs, or anything else associated with our school, we want you to be able to voice your concern. Your suggestions are vital to the growth and improvement of our school. When submitting recommendations please follow the following process. It is our desire to resolve your concern in the very first step, but sometimes further assistance is needed. Subsequent steps should only be taken if the preceding step(s) have not produced sufficient resolution. Remember to document each step well.

- Step 1: Fill out Appreciation/Concern Form #1, take it to the teacher, and request a conference. Together search for a suitable resolution.
- Step 2: If you feel the teacher has not properly addressed your concern, or if you and the teacher agree that other help is needed, place a copy of your original Appreciation/Concern Form #1 in a sealed envelope addressed to the school board chairman in the locked Treasurer's Box located on the classroom wall near the entrance. (The teacher does not have a key to this box.) The treasurer will deliver it to the school board chairman. The school board chairman will schedule a conference with you and the teacher. Concern Form #2 will be filled out at this meeting.
- Step 3: If there is no resolution to the concern at Step 2, the school board chairman will present the concern to the Grievance Committee. The Grievance Committee is composed of the school board chairman, the school board clerk, and the pastor. The Grievance Committee will then schedule a second meeting with you and the teacher.
- Step 4: If the Grievance Committee is not successful with resolving the concern, it will be discussed at the local school board. The school board will make a recommendation to the conference superintendent of schools. The superintendent may present the concern to the KY-TN Conference K-12 Board of Education for a final decision.

BULLSEYE BEHAVIOR MANAGEMENT PLAN

BULLSEYE
Behavior Management Plan



BULLSEYE
Behavior Management Plan

Level of Management	Cost of Services
SELF I can manage my own behavior.	Free
TEACHER I need the teacher to help me manage my behavior.	Teacher-determined
PARENT/GUARDIAN I need my parent/guardian to help us manage my behavior,	Action Plan
DISCIPLINE COMMITTEE I'm out of control! I need a discipline plan.	Discipline Plan
SCHOOL BOARD We're out of options. What do we do next?	School board action

In order to maintain an optimum environment for learning, it is necessary to maintain orderly conduct at all times. Self-management and respect for authority are the foundations of good discipline. Students must understand that while they are on school property or at any school function teachers and staff members have the responsibility to supervise their behavior.

The goal of the Bullseye Behavior Management Plan is to teach the students to self-manage their own behavior. This level of management is free and has immediate positive results.

In the absence of self-management, outside help is needed. All outside help comes at a price that must be paid by the misbehaving student.

The first level of outside help is the teacher or staff member who is supervising the misbehaving student. The teacher or staff will intervene in an appropriate manner. This could be as simple as eye-contact and body language. More serious concerns may result in firmer measures such as physically removing the student from the situation or scheduling a teacher-student conference. The cost of this service will be determined by the supervising staff member and could include a loss of privileges or an appropriate discipline such as writing an apology letter, walking laps, or picking up rocks.

If this level of outside help does not solve the misbehavior, a conference with the parent/guardian will be scheduled. During this conference, an Action Plan will be drawn up detailing the misbehavior, the steps to address the misbehavior, and an appropriate discipline (the price of this level of outside help).

If further action is needed, the issue will be referred to the Discipline Committee who will write up a Discipline Plan. The final level of the Bullseye Behavior Management Plan is a referral to the School board and possible expulsion from the school.

Bullseye Discipline Action Plan

- THIS IS A GENERAL GUIDELINE. THE STAFF AND SCHOOL BOARD MEMBERS RESERVE THE RIGHT TO DEVIATE FROM THIS GUIDELINE WHEN IT IS DETERMINED BEST FOR THE SAFETY, REPUTATION, AND LIABILITY OF THE SCHOOL, ITS STAFF, AND ITS STUDENTS.

Self Level

- The student will be reminded to use self-discipline.
- The student will be reminded of the next steps in the Bullseye Discipline Plan and the possible consequences of the lack of self-discipline.

Staff Level

- A staff member will conference with the student.
- The student will fill out a Discipline Form detailing the misbehavior, why it cannot be allowed at school, and an appropriate alternative action.
- The student will write an apology letter to any offended parties.
- The staff member will determine an appropriate discipline.
 - The discipline could include missed recesses, laps, write-off, chores such as picking up rocks or litter, etc.
- Repeated offenses will be referred to the Parent Level.

Parent Level

- The principal and an additional staff/board member will conference with the student and his/her parent or guardian.
- The student will fill out a Discipline Form detailing the misbehavior, why it cannot be allowed at school, and an appropriate alternative action.
- The student will write an apology letter to any offended parties.
- The principal and an additional staff/board member will determine an appropriate discipline.
 - The discipline may include a 2-4 day in-school suspension during which time the student will be separated from other students and must be under strict staff supervision at all times.
- Repeated offenses will be referred to the Discipline Committee.

Discipline Committee

- The Discipline Committee will conference with the student and his/her parent or guardian.

- The Discipline Committee will be made up of the principal, the school board chairman, the clerk (or a replacement clerk), and at least one other school board member.
- The student will fill out a Discipline Form that details the misbehavior, why it cannot be allowed at school, and an appropriate alternative action.
- The student will write an apology letter to any offended parties.
- The Discipline Committee will determine an appropriate discipline.
 - The discipline may include a 2-4 day out-of-school suspension which will be counted as an absence with no opportunity to make-up any schoolwork.
- Repeated offenses will be referred to the School Board.

School Board

- The school board will conference with the student and his/her parent or guardian.
- The student will fill out a Discipline Form that details the misbehavior, why it cannot be allowed at school, and an appropriate alternative action.
- The student will write an apology letter to any offended parties.
- The School Board will determine an appropriate discipline.
 - The discipline may include expulsion.

Serious Offenses

The following infractions may result in immediate referral to the discipline committee and possible removal from the school.

- Insubordination toward school personnel
- Physically fighting with or intentionally harming another person
- Intentionally causing damage to school property
- The use or possession of alcoholic beverages, tobacco, or illegal drugs/narcotics
- Sexual misconduct or harassment
- Theft or breaking into locked areas
- Entering or leaving the school by any means other than the regular entrances
- Leaving the school property without permission
- The use of profanity or obscene gestures.
- Repeated bullying

ANTI-BULLYING POLICY

Good IDEAS to Stop Bullying

Inform

- Inform the students about what bullying is and how to recognize the signs of bullying. (Good resource: StopBullying.gov)
- Inform the students about the possible reasons for bullying and healthier ways to address these reasons.

Disarm

- Disarm bullying tendencies by breaking the silence.
 - Anti-bullying assemblies will be held during the first week of school and periodically throughout the school year.
 - Each classroom will have daily or weekly anti-bullying checkups.
- Disarm victim-mentality by teaching self-worth.

Empower

- Empower students to take a stand against bullying, both as the victim and as a bystander.
- Empower students to resist the temptation to use bullying as a weapon against others.

Address

- Address every bullying concern in a timely and consistent manner.
- Address the underlying concerns of everyone involved: the bully, the victim, and the bystanders.

Strengthen

- Strengthen interpersonal relationships by practicing inclusion.
- Strengthen classroom unity through group projects.

Bullying behavior will be addressed by following the Bullseye Behavior Management Plan.

MEDICAL POLICY

Medical Emergencies

In the event of a medical emergency, parents or emergency contact will be informed immediately. If needed, an ambulance or designated person will transport the student to the hospital. Consent to Treat forms must be on file for every student.

Immunizations

Every student must either have an updated immunization form or an immunization exemption form on file.

Physical Examinations

All new students are required to show proof of a school physical within the past 12 months. This is advisable but not required for all returning students.

First Aid for Minor Injuries

In the case of minor injuries, minimal first aid will be administered by the staff such as cleansing the wound and applying topical ointments and bandages. Depending on the nature of the injury, an incident report will be filled out and parents will be informed either immediately or at the close of the school day.

Oral Medications

Teachers and staff can administer oral medications only with the written permission of the parent/guardian. All medication must be in its original packaging. Prescription medication must include the doctor's label with dosing instruction. Pre-printed permission forms are available at the school.

OTHER POLICIES

Visitor Policy

Parents are encouraged to visit the school during scheduled opportunities and when prior arrangements have been made with the teacher.

Volunteer Policy

For the safety of our students, all volunteers must complete the Sterling Volunteers course and background check every three years. This includes parents/friends who want to accompany the school on field trips.

Field Trip Chaperone Policy

- Field trips and visiting speakers are valuable additions to the instructional program. Parents are encouraged to participate in these activities.
- Parents who agree to transport students must provide a copy of the declaration page of the car insurance showing a minimum of \$100,00/\$300,000 coverage.
- All field trips will be scheduled during normal school hours. Attendance is expected; absences will be recorded.
- A permission slip signed by the parent/guardian is required before a student can participate in a school-sponsored field trip.
- Students under 8-years-old or under 80 pounds must have a legal car seat.

Library Policy

Students are encouraged to check books out for personal reading. Books should be returned within two weeks of being checked out. Students must return the books they have before checking out additional books. Late fees and book replacement fees may be applied as needed.

School Technology

Centerville Christian School (CCS) provides an opportunity to use the internet at school. Internet use is only for educational purposes approved by CCS. Students may use the Internet for research, to learn, and to communicate with others under teacher supervision. Inappropriate use of technology will result in disciplinary action.

Electronic Devices

Cell phones and electronic devices should be kept in the students backpack and not used during school hours.

ASBESTOS NOTIFICATION

We are happy to report that CCA has been inspected and has NO asbestos present. Anyone wishing a copy of this report may inquire at the school.

CONTACT INFORMATION

School Name	Centerville Christian School
School Address	1010 Lower Shipps Bend Road North, Centerville, TN 37033
School Phone	(931) 716-0102 (Try the principal's cell phone first)
School Website	centervillechristianschool.org
School Email	centervillechristianschool@gmail.com
Pastor	David Jahn (218) 416-0178
Principal/Gr5-8 Teacher	Sheila Jones (731) 434-9712
5-8 Teacher Aide	Denise Sanderson (480) 272 5024
K-4 Teacher	Marites Walters (423) 991-3331
K-4 Teacher Aide	Lisa Cole (404) 247-2746
School Board Chairman:	Brenda Pace (615) 714-1709
School Treasurer	David Sanderson (605) 524-2758
Treasurer Email	ccstreasurytn@gmail.com

Link to Google Calendar:

<https://calendar.google.com/calendar/u/0?cid=Y2VudGVydmlsbGVjaHJpc3RpYW5zY2hvb2xAZ21haWwuY29t>