

# Avondale SDA School

Student Handbook 2022 - 2023



1201 North Orchard Knob Ave  
Chattanooga, TN 37406  
Phone: 423-698-5028  
Email: [info@avondalesda.org](mailto:info@avondalesda.org)  
Website: <http://AvondaleSDASchool.org>  
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# Governance

## Our Staff

K-2 Teacher	Vinette Dye
3-5 Teacher	Brianna Moore
6-8 Teacher	Akeisha James
Reading Interventionist	Lydia Rose
Office Manager	Marisol Prieto
Finance Officer	Janice Walwyn
Treasurer	Julie Seard
Piano & Strings Teacher	Melody Poke

## School Board Members

Stephanie Guster	School Board Chair
Pastor Troy Brand	Orchard Park SDA Church
Pastor Nathan Williams	New Life SDA Church
Janice Walwyn	Finance Officer
Julie Seard	Treasurer
Shavonna Bush	Parent Representative
Michael Logan	Parent Representative

## The Philosophy of Seventh-day Adventist Education

Each school should be guided by a statement of distinctively Seventh-day Adventist philosophy. Philosophies are benchmarks by which opinions are formed about schools. Unique philosophic positions in local schools should be guided by:

- Holy Bible
- Education, by Ellen G. White
- Fundamentals of Christian Education, by Ellen G. White
- Conference and Union Education Codes
- North American Division Working Policy
- NAD Certification Manual
- School board manuals (Conference, Union, NAD)



# Spiritual Focus

## The Mission of Seventh-day Adventist Education

The Seventh-day Adventist Church operates a system of schools across North America. Its unique philosophy of Christian education is based on Scripture and the writings of Ellen G. White.

"I have no greater joy than to hear that my children are walking in the truth" (3 John 1:4)



Thus, for Christian teachers, their "first effort and... constant aim" should be (1) to aid "the student in comprehending these principles," and (2) to enter "into that relation with Christ which will make {these principles} a controlling power in the life" (The Journal of Adventist Education, Summer, 1994).

The "all-important thing" in education "should be the conversion" of students (Fundamentals of Christian Education, p. 436).

The primary purpose of Seventh-day Adventist education is to provide opportunities for students to:

- Accept Jesus as their Savior
- Embrace a life of service to others
- Develop as a whole person
- Prepare academically to fulfill God's calling
- Commit to the lifestyle and beliefs of the Seventh-day Adventist Church by becoming a member.
- Achieve spiritual, mental, and physical balance
- Become workforce ready

# Section I: School Mission Statement

## School Mission Statement

"To provide affordable Christian education to the urban community of Chattanooga that will promote the holistic development of each student as a Christian leader in order to prepare them for eternity."

## School Motto

"Taking Christ to the Community Through the Classroom."



## School Vision

Avondale SDA School has embraced a "non-traditional approach" to Adventist Christian education. Our objective is to serve our church and community with our primary purpose being to evangelize and target students who are non-Adventist to win souls for the kingdom. Avondale's objective will be to take Christ to the neighborhood around us. This will be accomplished by providing accessible Christian education to children and youth in the Chattanooga, TN community. Our secondary objective is to take Christ to the classroom through the mission and community service projects involving our entire student body and teaching them the importance of servant leadership and discipleship.

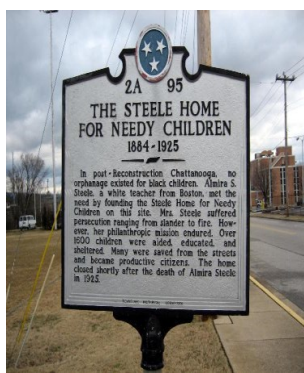
# Section II: About Us

## Accreditation and Membership

Avondale SDA School is accredited by The National Council of Private Schools Association in conjunction with the Accreditation Association of Seventh-day Adventist Schools, Colleges and Universities reaffirmed through June 2028.

## Our History

Almira S. Steele (1884-1925), founder and director of the Steel Home for Needy Colored Children inspired her students through education and evangelism to establish the first African-American Seventh-day Adventist Church and School in



Chattanooga, Tennessee. In 1919, former children (then adults with children) of the Steele Home for Needy Colored Children along with several new families established the first black Seventh-day Adventist Church in Chattanooga on Cross Street. Along with establishing the first black SDA church school in Chattanooga. After 22 years, the Cross Street Seventh-day Adventist Church members moved to East Eighth Street where church membership and school enrollment continued to grow. By 1968, under the spiritual leadership of Dr. Patrick E. Vincent, the school was moved to a separate location in the Avondale district of Chattanooga, where it now resides.

## Our Curriculum: Journey To Excellence

At Avondale SDA School, our goal is to utilize the North American Division (NAD) curriculum, NAD

Journey to Excellence standards and Common Core State Standards to employ best practices that not only integrate core content areas such as literacy (language arts, reading, spelling, and writing), mathematics, science, and social studies, but also

fine arts, linguistic development and biblical principles, which are woven together with units of study.

In addition, we use thematic, inquiry-based approaches that afford every student academic mastery of this full range of disciplines. However, because of our mission, we intentionally make connections to their studies and their relationship with Christ. Every opportunity to assist our children in understanding the Master through their educational experience is taken in order to strengthen their faith and relationship in Him.

## Why the Multi-Grade Classroom?

The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education; an awareness of the principles of human growth and development; and the process of encouraging, guiding, and sustaining the learner as he seeks to understand himself, and to relate to his fellow human beings, and to his Creator. *Southern Union Education Code, p.68*. The design of the multi-grade classroom is no different. It speaks to the principles of human growth and development because it is both and interdependent. The multi-grade classroom has tailored instructional delivery and grouping to assure that the classroom teacher has the tools and resources, knowledge and expertise at his/her fingertips to afford every individual the best possible learning experience and opportunity for growth.

# Section III: Admissions Policy

## Non-Discrimination Policy

The Seventh-day Adventist Church in all of its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs. In addition, we happily accept all students regardless of their religious affiliation.

## Admissions Process

1. Parents complete the application in its entirety and submit the non-refundable application fee of \$50 for enrollment *consideration*. Those monies demonstrate intent to enroll and are used for the costs of processing the application and securing space in the class. The completed application includes, but is not limited to the following: past school records, behavior records, and medical records.
  2. An appointment will be scheduled for pre-academic assessment and for financial eligibility. This will take place outside of the school day.
  3. The application will be reviewed by the admissions committee (ADCOM). Acceptance may be probationary (temporary), based on academics, finance or behavior. A date for revision of the probationary (temporary) admission will be set for review. Once the committee approves admission, a start date will be set that is in accordance with the assigned classroom teacher and faculty.
- ◆ The registration cut-off date is January 31 for in-town transfers. Applications received after

February 1, will be reviewed for the next admission cycle in the fall.

- ◆ Out of state transfers may be considered for admission, pending admissions committee (ADCOM) review.
- ◆ New students may be tested for grade placement, especially if they have been home-schooled. Please note that home-schooled students must provide proper documentation from state-approved programs. The admissions committee will consider their academic performance, age, emotional, physical and social development, as well as the parent-teacher consultation before determining the grade placement.

## Acceleration/Retention

The state and Southern Union entrance age for Kindergarten is five-years-old by August 15. However, our South Central Conference Office of Education will consider accelerating students based on assessed Kindergarten readiness and a recommendation from the pediatrician. The principal may also request additional assessments to assure that student placement is appropriate and in the child's best interest.

Progress is our goal. When students struggle to understand, our first priority is to modify our practice in order to meet the student's needs and gain the academic momentum necessary to move students to grade level performance.

Should those efforts fail, enhanced collaboration between parent and teacher will be sought to monitor the student's progress and put effective interventions in place. Should the necessary improvements **not** be made, then it may be determined that retention is the next plausible solution to achieve student success.

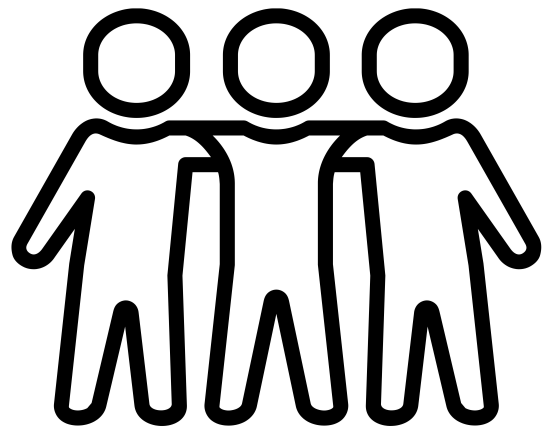
# Section III: Admissions Policy Cont.

## Attendance

- The school day begins at 8:00 a.m. and ends at 3:00 p.m. Monday - Thursday and ends at 2:00 p.m. on Friday to give our teachers and families an opportunity to prepare for the Sabbath.
- All students enrolled at Avondale are expected to be punctual and regular in attendance. Dismissal prior to the official end of school is a disruption to the learning environment and should be kept to a minimum. Early dismissal must be coordinated with the office.
- Excused absences for medical appointments, emergencies, sickness, and/or death in the family are considered legitimate excuses for absences. **Written excuses from a parent or guardian are required for all absences** and will be kept on file.
- Absence caused by participation in an event specifically for a group to which the student regularly belongs shall be considered excused.
- Attendance by students at functions organized by the conference as an extension of the school program (i.e., Academy Days, Music Festival, Outdoor School) shall not be considered as absences. Attendance at SCC Youth Congress and Pathfinder camporees will be considered excused absences, and shall not negatively impact the student in regards to attendance. However, in any of these instances, students are still expected to complete and return to the classroom teacher any assignments missed in their absence. A written letter from the organization is required.

## Withdrawal

Should a parent find the need to withdraw their child from Avondale SDA School, we require at least 48 hours to complete documentation, so that records can be transferred. All accounts must be current to receive student records. Refunds will not be considered if the student has completed at least 30% of the month.





# Section IV: School Programs

## Meet the Classrooms:

### Primary (K to 2nd)

The primary multi-grade classroom is designed to allow children to learn through discovery. They will engage in developmental centers where they learn social skills as we create a bridge between school and home. From there we will build a sound, developmentally appropriate foundation to the rigors of elementary school. Mission and outreach experiences will be local and extend the learning experiences from the classroom.

### Intermediate (3rd - 5th)

This is where we begin to build on the foundation laid for the elementary grades. Elementary school children's need for social interaction will be directed toward collaborative group work and workstations daily. Also, talk and conversation will not be prohibited, but used as a means of teaching, learning and assessment. More small group than whole group instruction will be provided because we want to be certain that all students are where they need to be and can be accelerated with purposeful small group/ individualized focus. Our lower grade division will engage in more hands-on mission opportunities.

### Middle (6th - 8th)

Early adolescence - the upper elementary and middle school years - is a time when children experience dramatic physical, social, emotional, and intellectual changes. Children begin to view the world around them differently, attempt to understand others, and ask complex questions about things that were usually taken for granted in the earlier years. The Avondale middle and upper division program is a transition between elementary self contained instruction and high school

departmentalized instruction. Students will learn in a structured, well-managed environment, while at the same time, they will be given multiple opportunities to work collaboratively and independently. Because these are our "upper class" students, they will receive additional opportunities, which include but are not limited to the following: student leadership, more out-of-town field trips, and more intentional evangelistic work.

### R.E.A.C.H

The acronym, R.E.A.C.H stands for Reaching to Educate All Children for Heaven. Our REACH program is designed to assist Adventist schools in better meeting the needs of students with various abilities in their classrooms, in order to help them reach their highest potential. It outlines ways in which the teacher can make accommodations and modifications of learning opportunities for students with academic and social challenges. Through collaboration of the student, parents, teacher and school administration, a workable plan will be created in order to meet each child's needs. Avondale also partners with the Exceptional Education department of Hamilton County to provide services for students based on existing plans and identifying and developing plans for students who may need services.

### Group Music Lessons

We have contracted with a strings/ piano teacher who will be offering group lessons at Avondale twice a week. Please contact the office manager for pricing and availability.

# Section IV: School Programs Cont.

## Federal Funding (Title I, Title II, Title III, Title IV)

Avondale SDA School receives federal funds through Hamilton County Schools in order to provide support to students who need it the most. Title I is a federal program which provides additional funds to schools based on the percentage of students who qualify for free or reduced lunch. This funding will provide supplemental support to our students through curricular and human resources. Title II is for the professional development of faculty. Title III is a federal program which provides additional funds to schools based on number of ELL (English Language Learners) students enrolled. This funding will provide supplemental support to our ELL students through curricular and human resources. Title IV funds are for STEM and other extracurricular activities. These programs allow our students and faculty additional services and support, which expand our ability to meet each student's needs.

## School Nutrition

Home lunches brought by students must be aligned within the following nutrition regulations: no unclean meats and/or junk foods. Based on the tenets of our faith toward healthful living and the biblical standards of a healthful diet found in Deuteronomy 14 and Leviticus 11, unclean meats include ham, pork, bacon and shrimp or shellfish of any kind. Junk foods are those filled with sugar and/or have little nutritional value. These foods are inappropriate for breakfast, lunch, or snacks. We simply request that parents explore lunch options that provide their child(ren) with choices that are healthy and nutritious.

**Several of our students have nut allergies. They are so severe that students could possibly go into anaphylactic shock should they ingest nuts and can become ill just by simply touching a surface that had nuts on it. This is why we strongly encourage families that send lunches for their children to be cautious. Please pack lunches responsibly with the health and safety of our other students in mind.**



We will provide FREE lunch every Monday, lunch will be on your own lunch Tuesday, Wednesday and Thursday. On Friday, lunch is on your own OR you may buy pizza at school for the 8th grade pizza fundraiser.

## Southern Adventist University (SAU)

In an effort to furnish our school, teachers and students with the support they need, our school board has established a partnership with SAU. In turn, Southern gets a multifaceted school site where teacher candidates can learn and grow. Throughout the school year, teacher candidates and SAU professors will be in classrooms and working with Avondale students. All teacher candidates have received background checks before visiting the school.

# Section V: School Discipline Policy

## Standards of Conduct

The basic purpose of discipline is the training of the student to progress from mere compliance to thoughtful self regulation. This shift will be developed through a culture of responsibility and is why Avondale SDA School has adopted a responsibility centered approach to addressing behavior. As a Christian institution, we will develop warm and supportive relationships with students, teach students what the classroom rules and expectations are, help them understand the reasons behind them, and engage students and families in collaborative problem-solving aimed to stop misbehavior. However, the goal is for our students to take ownership of their actions and work constructively toward a resolution.

According to the Southern Union Education Code, every child enrolled in a Seventh-day Adventist school, whether from a Seventh-day Adventist family or not, is expected to do the following:

1. Attend school punctually and regularly. For each case of absence or tardiness, the pupil shall bring, on his/her return to school, an excuse in writing from parents or guardian, unless satisfactory arrangements have been made previously.
2. Leave the school premises during the day only with the permission of the principal and by the request or approval of the parent or guardian.
3. Go to and from school in an orderly manner.
4. Respect the Bible as the inspired Word of God.
5. Practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships, abstaining from rough and uncouth behavior.
6. Keep language above reproach, refraining from the use of profanity and unsavory conversation.
7. Maintain a constructive and cooperative attitude.
8. Care properly for all school properties.
9. Replace damaged property for which the student is responsible.
10. Dress in a modest, healthful, and becoming manner.
11. Exhibit moderation in the use of lipstick, eyebrow pencil, eye shadow, mascara, and nail coloring.
12. Refrain from the use of tobacco, liquor, marijuana, and other addictive drugs.

Our school wide rule is "Respect God, yourself and your fellow human." This reminds students that our actions affect God, ourselves and others. Our goal is to help students understand how this same set of standards apply during recess, worship, lunch, restroom breaks and while traveling in the hallways. In addition, each classroom will have rules and procedures that the class community will develop collectively to assure students understand and "own" the high expectations set before them.

# Section V: Discipline Policy Cont.

## Disciplinary Procedures

As mentioned previously, we believe a responsibility centered approach will help to establish a positive teacher-student relationship and student self regulation. When infractions occur that are not confined to the classroom or need administrative intervention, they will be weighted by seriousness and a **progressive discipline approach** will be carried out accordingly.

## Avondale Progressive Discipline Policy:

Through progressive discipline, the principal determines appropriate consequences and/or supports to help students improve their behavior, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behavior from recurring.

Simply put, more serious consequences are considered for inappropriate behavior that escalates or is repeated. Our goal is to provide students with the opportunity to reflect on their own actions and the impact of these actions because we know that is essential to developing student responsibility and growth.

All major infractions will be documented on the school discipline referral form. Minor infractions will be written up after a pattern of behavior (three incidents) has been established.

All behaviors are divided into two categories: minor infractions and major infractions. Below is a list of the most common behaviors and their classification.

Minor Infractions	Major Infractions
Distraction	Disruption
Inappropriate Verbal Language	Abusive Language
Non-compliance	Defiance
Physical Contact/ Horse Playing	Fighting/ Physical Aggression
Property Misuse	Vandalism
Taunting	Sexual Harassment
Chewing Gum	Bullying
Excessive Tardiness	Lying/ Cheating
Out of Uniform	Immoral Conduct

# Section V: Discipline Policy Cont.

After major infractions have been carried out, the consequence will be based on the number of times the behavior has been repeated. The following chart lists the probable consequences based on the type of offense and the number of offenses.

<b>Number of Offenses</b>	<b>Minor Infractions</b>	<b>Major Infractions</b>
<b>First Offense</b>	Warning/ Classroom Consequence	<ul style="list-style-type: none"> <li>• Written Referral/ Parent Contact/ Principal-Student Conference</li> <li>• Possibility of Suspension</li> </ul>
<b>Second Offense</b>	Loss of Privilege/ Denied Participation	Written Referral/ Parent Contact/ Suspension
<b>Third Offense</b>	Parent Contact/ Written Referral/ Detention	<ul style="list-style-type: none"> <li>• Written Referral/ Parent Contact/ Parent-Teacher-Principal Conference</li> <li>• Suspension/ Extended Suspension</li> </ul>
<b>Fourth or Repeated Offenses</b>	<ul style="list-style-type: none"> <li>• Parent-Teacher-Principal Conference</li> <li>• Possibility of Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Written Referral/ Parent Contact/ Parent-Teacher-Principal Conference</li> <li>• Probationary Admission</li> <li>• Extended Suspension/ Expulsion</li> </ul>
<p><b>Avondale SDA School reserves the right to report any major infraction to law enforcement as the administration deems necessary.</b></p>		

The goal in this policy is to relay the seriousness of the offense to the student and curtail the behavior altogether. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

# Section V: Discipline Policy Cont.

## School Grievance Policy

Our goal is to establish open and honest dialogue built on the foundation of genuine, meaningful relationships so that formal grievance is not necessary. Should you have concerns about the inner workings of the classroom, please contact the teacher directly, then the principal. Any concerns with the administration of the school, contact the principal directly, then the school board. Our chain of command is as follows: teacher – principal – school board – South Central Conference Office of Education. This chain of command will be followed by the school consistently, and attempts to negate this process will only delay a response. Please know that we appreciate the opportunity to grow and evolve from your timely, civil feedback.

## Bullying

Though a Christian environment should protect children from the concerns of a bullying policy, there must be clear policies for every infraction. The federal and state governments along with our Southern Union has strict guidelines on the definition of bullying and how the school staff should respond to bullying. Avondale SDA School will follow these policies strictly to protect students and faculty alike. The following is an excerpt from the Tennessee State Law:

§ 49-6-1014 Harassment, intimidation or bullying; legislative findings

The general assembly hereby finds and declares that:

1. A safe and civil environment is necessary for students to learn and achieve high academic standards;
2. Harassment, intimidation or bullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment; and
3. Students learn by example. School administrators, faculty, and staff and volunteers who demonstrate appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying, encourage others to do so as well.

# Section V: Discipline Policy Cont.

## ASDAS Bullying/Harassment Policy

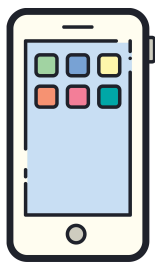
At Avondale, we are committed to ensuring an environment in which all students are safe and accepted. Because acts of harassment and bullying are contrary to this goal, we have identified the following steps that will be taken in order to promote a safe and nurturing educational setting.

1. Notification of incident to School Principal
2. Investigation of allegations by the School Principal
3. Determination made by the School Principal regarding the allegations
4. School discipline policies followed
5. State protocols followed regarding parent notification
6. Anyone (parent, teacher, student, visitor) who witnesses an event is **obligated** by law and school policy to notify the school principal immediately

## Cell Phone/Device Policy

Students attending Avondale may have a cell phone provided the following standards are met:

- All Avondale students must complete a cell phone contract BEFORE bringing a cell phone/device on campus. This contract will be completed



during registration. Once a cell phone contract is on file, it is valid for the entire time a student attends Avondale SDA School.

- If you obtain a cell phone/ device after the registration date or your cell phone information changes it is the student's responsibility to contact the front office to either complete or update a cell phone/ device contract.
- Per school board policy, your cell phone/ device must be turned off from the first bell in the morning until after the dismissal bell in the afternoon.
- ASDAS is not responsible for lost or stolen cell phones/ devices, nor do we have the resources to investigate if they are lost or stolen.
- The cell phone/ device must be secured and kept out of sight.
- If a student's cell phone/ device is confiscated, a parent/guardian must pick up the phone. Confiscated phones will not be returned to a student. The school will contact parents to notify that the item has been confiscated.
- Use of a cell phone/ device (**without prior permission**) during the school day to talk, text, photograph or access the internet will result in confiscation of the device by the administration.
- If a student continues to violate the cell phone/ device contract their cell phone/ device privilege may be revoked.

# Section V: Discipline Policy Cont.

## Standards of Deportment

The school uniform is a part of the school’s culture. Christian principles of simplicity, modesty, neatness and cleanliness should be exercised in the daily attire of every student. ASDA’s school uniform can be purchased from the Educational Outfitters at the following location: 2273 Gunbarrel Road #107, Chattanooga, TN (423) 894-1222

There’s a difference between the formal attire (Uniform A) and the daily school attire (Uniform B). Every student should have at least one set of the formal attire (Uniform A) from Educational Outfitters for church visits, programs, concerts and other events.

As a part of the Seventh-day Adventist church and school system, wearing jewelry in any form (earrings, necklaces, bracelets, nose piercing studs, etc.) is not a part of the school uniform. All students are required to adhere to this policy.

- **Uniform A (Avondale is Awesome) -**

Uniform A will be worn for special occasions such as: church visits, ambassador community visits, musical performances, graduation and when guests visit. We will add navy blazers with school logo for girls and boys by Christmas 2022.

- **Uniform B (Basic) -**

This is the outfit that will be worn to school every day. The clothes should be appropriately fitting (no baggy, saggy, or form-fitting). Shorts, skirts and jumpers must be long enough to reach the front and back of knees.

- **Uniform C (Casual) -**

This casual uniform will serve as the PE outfit and the logo t-shirt will accompany jeans (not ripped or frayed) as Friday dress-down attire. It will also serve as our uniform for any community ambassadorships (planting trees, flowers, etc.) to keep us consistent and representing our school with pride.

Uniform A	Tops - white Oxford, plaid tie (boys)/ cross tie (girls), navy blazer with school logo (by Christmas 2022)
	Bottoms - navy slacks with belt, plaid #55 skirt or jumper
	Feet - navy socks or tights, solid black closed-toe shoes
Uniform B	Tops - polo with school logo (white or light yellow), white Oxford shirt or Peter Pan blouse
	Bottoms - navy slacks or shorts, plaid #55 skirt or jumper
	Feet - navy socks or tights, solid black closed-toe shoes
Uniform C	Tops - Avondale t-shirt or sweatshirt with logo
	Bottoms - navy or grey sweats (PE), jeans (not ripped or frayed) for Friday dress down days
	Feet - solid black closed-toe shoes





# Section VII: School Financial Policy

## Application Fee

The Admissions Committee considers applicants who have submitted their materials and a \$50 non-refundable application fee. The application fee is used to hold each applicant’s slot in the respective classroom and must be paid as part of the registration process for all new students.

Tuition Rates: We provide families with three payment options:

1. Annual Plan: \$5,000 due on August 1
2. 10-Month Plan: \$500 in 10 payments due the 5th of each month starting August 5th and ending in April of the enrollment school year.
3. 12-Month Plan: \$416.67 in 12 payments due the 5th of each month starting August of the enrollment school year through July.

Payment Policy: Tuition is due by the 5th of every month and is late by the 10th of the month.

- A \$25 late fee will be applied if payment is not received on or before the 10th.
- Bank check: An additional fee will be charged to your account for insufficient funds.

## Family Discounts\*:

All students after first receive 5% discount per child (does not apply to families receiving scholarships and/or other compensation)

## Constituent Discount\*:

10% of tuition; subject to approval of constituent church.

## Registration Fee

Includes annual achievement tests, instructional supplies, technology/online site licenses, library fees, insurance, textbook rental, and administrative fees. For the convenience of our families, registration fees are divided by semester; August 1 and January 1. Registration fees are no longer refundable by the first day of school each semester. This is due to the fact that all expenses for technology, textbooks, curricular resources, and classroom supplies have already been exhausted.

## Supply Fee

The non-refundable \$25 supply fee allows us to purchase classroom materials such as notebooks, pencils, crayons, scissors, glue, tape, etc.

Grade	Non-Adventist Registration Fee	Adventist Registration Fee
Kindergarten	\$700 Includes graduation fees	\$650 Includes graduation fees
Grades 1-2	\$550	\$500
Grades 3-5	\$600	\$550
Grade 6	\$800 Includes outdoor school	\$750 Includes outdoor school
Grade 7	\$650	\$600
Grade 8	\$850 Includes graduation fees	\$800 Includes graduation fees

# Section VII: Financial Policy Cont.

## Scholarship Consideration

The Scholarship Committee considers application for financial awards annually. Please speak with the principal/head teacher for more information.

\* Note: students who are awarded scholarships are not eligible for additional discounts.

## Method of Payment

Tuition can be paid by check, money order, credit card, Venmo, Cash App, or Square. We will accept cash payments in extenuating circumstances, but that is discouraged. If a check is returned for insufficient funds, we will no longer accept checks as a method of payment. Our school treasurer is the primary contact for accounts and any billing questions/ arrangements; however, parents have the option of submitting payments to the school secretary or principal/ head teacher.

## Student Arrears

Our goal is to make Christian education accessible and work with each family to match a plan that fits into your budget. The resulting tuition rate or payment schedule set with each individual family must be honored. Families who allow their account to lapse put their child(ren)'s enrollment status at risk. According to our school board policy, students can be suspended/ expelled based on non-payment. To avoid this, please stay in close contact with our school treasurer and make arrangements for any past due balance.



# Section VIII: Student Health Policy

## Immunization Requirements

The State of Tennessee requires that all students be properly immunized. Each student must have proof of current immunization records on his/her file. For the protection of all students, the State reserves the right to order the **suspension of any student** who does not have his/her vaccinations current.

## State of Tennessee Available Exemptions: Medical & Religious

Requirements do not apply to any "child whose parent or guardian files with proper authorities a signed, written statement that such immunization and other preventative measures conflict with the religious tenets and practices of the parent or guardian affirmed under penalties of perjury."

## Medication Policy

The health of each student is an important factor in the learning process. Therefore, even though the administration of medication to students while in the schools is to be avoided, medications will be administered at school when necessary. The parents are responsible for completing the "Medication Administration" form. Once that has been submitted to the school staff, the medication will be given to the staff by the parent and will be stored appropriately.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. cannot be administered to students by school staff. Students (3rd-8th grades) may self administer non-prescription medicines provided they bring one

or two days' dosage rather than a whole bottle. The medication has to be given to the principal/ head teacher or classroom teacher by the parent until the child needs it. The parent must also complete the "Over-the-Counter Medication Permission" form.

## Sickness/Illness

Each child's health is one of our top priorities. Because of this, we want to make sure "well" children have a healthy learning environment. When a student demonstrates the following symptoms, we will contact the parents to pick them up from school:

1. Swollen glands or sore throat
2. Signs of fever
3. General signs of illness such as vomiting, earache, headache, listlessness, or weakness.
4. Discharge or crusting around eyelids, eyes pink/ red in appearance.

We will keep the student in our sick room, to avoid the spreading of any potential sickness. However, that is a convenience we provide only until you are able to pick your child up from school. In the event that these symptoms worsen, please contact the school to inform us that your child is staying home.

## Medical Emergency

In the event of a medical emergency, we make every reasonable effort to contact the student's parents or guardians. Consent to treat students in the event of an emergency must be authorized at the time of enrollment in order to provide emergency room care or hospitalization as needed. In the case of a field trip, the same procedures apply.

# Section VIII: Health Policy Cont.

## COVID-19 School Exposure Plan

**Our plans follow the CDC and the Hamilton County guidelines which are subject to change**

### 1. Suspected COVID-19 Case(s) during the school day:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately wait in an isolation area until they can be transported home or to a healthcare facility, as soon as it is practical. For serious illness, call 9-1-1 without delay.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, the following actions will be taken.

### 2. Confirmed COVID-19 Case(s):

- School administrators will notify Hamilton County Health Department immediately of any positive COVID-19.
- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.

- All students and staff will be instructed to get COVID-19 testing and remain quarantined at home for 5 days.
- School will be closed for disinfecting and cleaning.
- **Teachers will instruct via virtual learning platform.**
- Principal will communicate when staff and students can return to the building.
- Return to Campus after Testing:
- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result must be provided to school administrators.
- In lieu of a negative test result, students and staff can return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

### 3. Negative test results:

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 5-days after resolution of fever (if any) and improvement in other symptoms.
- Following 5-day stay at home completion, documentation of negative test results must be provided to school administration.

# Section IX: Parental Involvement

## Parent Involvement Guidelines

Avondale SDA School has adopted parent involvement guidelines that support our partnership in preparing students for this life and the life thereafter. Our expectation is that every family contributes to the development and well being of the students(s) through a least forty (40) volunteer hours per academic year (20 hours each semester). This commitment is also expected to be consistent throughout the school year. Please use the "Parent Involvement" google form to pledge/record your hours.

\*Grandparents, aunts/uncles and other adult family members can volunteer to fulfill a parent's required hours.

## Visiting Procedures

Parents are always welcomed to visit classes and observe our school program and volunteer hours. To accommodate families and minimize interruptions, the following procedures have been adopted:

1. All visitors must sign in at the office with the school secretary upon arrival.
2. If only visiting to observe, parents and families are asked to limit their visits to two class sessions (no more than 90 minutes unless otherwise requested).
3. Visitors are also asked to refrain from requesting a conference or personal information about their child at this time.
4. Avondale SDA School does not allow other school-aged children to visit who are not enrolled in our school unless prior arrangements have been made with the principal/ head teacher.

For parents who are visiting to assist as a volunteer, we request at least 24-hour advance notice to insure that staff can plan purposeful opportunities for school support. Upon arrival, please complete the volunteer ministry and guideline forms as required by school administration and the conference office.

## Home and School Organization (PTO)

Parents are expected to participate in the function of our PTO (leadership in PTO counts towards volunteer hours). This organization supports the school through volunteering and fundraising. Meetings and parent classes are monthly. For more information about annual dues and dates of the meetings, please contact the PTO president or the principal/head teacher.



## Our Partnership

The parent involvement components of our school handbook are meant to create a partnership with the family and the student. A cooperative partnership is essential to student success in this life and the life to come. *Counsels to Parents, Teachers and Students* states, "The parents in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children."