

Avondale SDA School Student Handbook



2025-2026

"Taking Christ to the Community Through the Classroom"

CHRIST - CHARACTER - CURRICULUM



Table of Contents

Welcome	<u>1</u>
Admissions Policy	<u>4</u>
Attendance	<u>7</u>
Curriculum	<u>9</u>
Nutrition	<u>13</u>
Code of Conduct – Discipline Policy	<u>14</u>
Uniform Policy	<u>17</u>
Financial Policy	<u>19</u>
Student Health	<u>22</u>
Community Service & Involvement	<u>24</u>
Communication	<u>25</u>
Character Counts	<u>28</u>

Welcome

Dear Families,

Welcome to a new school year at Avondale SDA School! We are so excited to partner with you in the learning, growth, and faith journey. Our school is more than a place of academic excellence—it is a nurturing community where students are encouraged to grow in character, creativity, and confidence.

At Avondale SDA School, we are committed to providing a Christ-centered education rooted in high expectations, strong values, and a supportive environment. Whether your child is just beginning their educational journey or continuing with us, we are honored to be a part of their story.

Mr. Ortiz
Principal

Thank you for entrusting us with your child's education. Let's make this year one of joy, progress, and purpose.

In service and partnership,
Mr. Ortiz
Principal

Our School Team

<u>School Faculty & Staff</u> Principal/K-1: Mr. Luis Ortiz 2nd - 3rd Grade: Mrs. Janet Pride 4th - 5th Grade: Ms. Brianna Moore 6th - 8th Grade: Ms. Akeisha James Reading Specialist: Mrs. Lydia Rose Office Manager: Mrs. Marisol Prieto Instructional Asst: Mrs. Sany Ortiz	<u>School Board Members</u> Board Chair: Pastor Troy Brand (Orchard Park SDA) New Life SDA Church: Pastor Nathan Williams Treasurer: Mrs. Reita Bandy Business Manager: Mrs. DeVonne Fouche Board Member: Mr. Reginald Cooper Board Member: Mr. Michael Logan Board Member: Dr. Yolanda Williams SCC Representative: Mrs. Klossmeryl Francois
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“Plans fail for lack of counsel, but with many advisers they succeed.” – Proverbs 15:22

Our History

Almira S. Steele, a visionary educator and missionary, founded the Steele Home for Needy Colored Children in Chattanooga, Tennessee. Through her unwavering commitment to education and evangelism, she inspired generations of children to dream bigger and live with purpose. Her legacy bore lasting fruit in 1919 when former residents of the Steele Home, joined by local families, established the first African-American Seventh-day Adventist church and school in Chattanooga, located on Cross Street.

As the congregation and school community flourished, the church relocated to East 8th Street in 1941, continuing its mission of spiritual and academic growth. In 1968, under the leadership of Dr. Patrick E. Vincent, the school was moved to its own campus in the Avondale District, where it remains a beacon of faith, learning, and legacy today.



Spiritual Foundation at Avondale

At Avondale, our Seventh-day Adventist Christian faith is not just something we teach—it's who we are. We believe that true education must go beyond academics; it must nurture the whole child—spiritually, mentally, physically, and socially. Our purpose is to lead students into a personal relationship with Jesus Christ, fostering not only academic excellence but also spiritual transformation and moral integrity.

This aligns with the philosophy of Seventh-day Adventist education, which teaches that "true education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man." (Ellen G. White, *Education*, p. 13)

At Avondale, every subject, activity, and interaction is an opportunity to reflect Christ's love and character. From Bible classes based on the Encounter Adventist Curriculum, to weekly chapels, church programs, revivals, and spiritual retreats, students are immersed in experiences that develop both faith and character.

We believe education is preparation not only for college and career—but for eternity. That's why spiritual growth isn't optional here; it's essential. It's what makes Avondale, *Avondale*.



Mission Statement

To provide students at Avondale Seventh-day Adventist School with a quality Adventist Christian Education that develops the whole child and prepares them for eternity.

School Motto:
**"Taking Christ to the Community
Through the Classroom"**

2025 -2026 THEME
Christlike Character Counts!



Accreditation

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.



Multi-Grade Classroom

Multi-grade classrooms help students grow academically and socially. Research shows that learning in mixed-age groups builds confidence, encourages leadership, and strengthens peer collaboration. Students benefit from flexible pacing and strong teacher relationships, making the classroom feel more like a community than a competition.

Admission Process

Avondale Seventh-day Adventist School welcomes students who are willing to engage in our Christ-centered academic environment. The admission process includes the following steps:

- Application – Submit a completed application form, including previous school records, including behavior and medical records, and a copy of the student's birth certificate and immunization record. There is a non-refundable application fee of \$50 for returning students and \$100 for new students.
- Interview & Assessment – Students and parents may be asked to attend an interview. An academic assessment may also be administered to determine readiness and placement. Financial eligibility will also be determined during this time.
- Review – The administration reviews applications in consultation with the teaching staff and, when necessary, the Education Department of the South Central Conference.
- Notification – Families will be notified of the admissions decision. If accepted, additional enrollment forms and fees must be completed and paid before the student is officially enrolled.
- Avondale reserves the right to admit students based on alignment with the school's academic, behavioral, and spiritual expectations. Acceptance may be probationary based on academics, finance, or behavior.

Admissions Policy

04



Non-Discrimination Policy

Avondale Seventh-day Adventist School admits students of any race, color, nationality, ethnic origin, gender, or disability to all the rights, privileges, programs, and activities generally made available to students. We do not discriminate in the administration of our educational, admissions, or other school-operated programs. While we are a faith-based school rooted in Seventh-day Adventist beliefs, we welcome students from all backgrounds. Religious activities are an integral part of our curriculum, and participation is expected as part of the Avondale experience.



Acceleration/Retention

At Avondale Seventh-day Adventist School, we believe each child develops at their own pace. Decisions regarding grade retention or academic acceleration are made carefully and collaboratively, based on multiple factors including academic performance, social-emotional readiness, teacher/principal recommendations, and parent input.

Retention may be considered when a student has not met essential grade-level benchmarks and would benefit from additional time to master foundational skills. Acceleration may be considered for students who consistently exceed end-of-course academic expectations and demonstrate emotional maturity and readiness for advanced placement.

Students must be five (5) years old by August 15 of the school year to enter kindergarten. All placement, retention, and acceleration decisions require approval from school administration and the Education Department of the South Central Conference.

Accommodations

Avondale is a small private school deeply committed to supporting the spiritual and academic growth of each student. While we strive to create a nurturing, flexible learning environment with differentiated instruction and small class sizes, there are limitations to the accommodations we can provide due to our size and resources.

We understand that some students may need additional support. Please keep in mind:

- Avondale is a private institution and does not have access to all the services offered in public schools.
- While we accommodate to the best of our ability, not all requests are able to be granted.
- The principal is available to answer questions regarding accommodations. Please contact the school office manager to set up an appointment.

Attendance

At Avondale, we are committed to the academic, spiritual, and social development of every child. That growth begins with consistent and punctual attendance. We expect families to treat school attendance with the same seriousness they would a job or spiritual commitment—because both are reflected in how a child shows up.

Why Attendance Matters

Educational research consistently shows that students who miss school fall behind academically and socially. Regular attendance supports academic performance, classroom unity, and student confidence. Absences—even for valid reasons—can negatively impact a student's progress.

According to the National Center for Education Statistics, students who are chronically absent (missing 10% or more of the school year) are at serious risk of academic failure.

Tardiness

Students must be in the multipurpose room by 7:55 a.m. for roll call and prayer. They are dismissed to class at 8:00 a.m., and must be in their classrooms by 8:05 a.m. to avoid being marked tardy.

Any student arriving after 8:05 a.m. must be signed in by a parent at the front office.

- 3 unexcused tardies = parent meeting
- 10 tardies total = required parent-teacher conference

Punctuality supports a calm, focused start and helps all students succeed.

Early Dismissals

A doctor's note is **required** for early dismissals for medical reasons.

If a student is picked up early without documentation, it will be marked as unexcused early dismissal.

Full-day attendance is essential for academic continuity and classroom participation.

Attendance continued...

Make-Up Work

We understand that sometimes students will miss school. However, Avondale teachers do not have built-in grading or planning periods, which makes it difficult to manage extended or excessive makeup work. Students must:

- Be prepared to receive missed work upon their return.
- Have exactly one week from the date the work was assigned (not the return date) to complete it.
- Be responsible for checking in with the teacher to receive and submit assignments.
- Remind teachers when makeup work is ready to be graded.
- Missing work due to unexcused absences may receive reduced or no credit.

Truancy Reporting

- After 5 absences or 10 tardies, a parent-teacher conference is required.
- After 3 more absences or 5 additional tardies, the case will be referred to the School Board for possible truancy court or further action.

Regular attendance is essential for academic success and will be closely monitored.

Withdrawal

Families must submit a written notice at least two weeks before withdrawing a student. This allows time to process records and settle any obligations.

Records will be released only after:

- All tuition and fees are paid.
- All school property is returned.
- A withdrawal form is completed and signed.

An exit meeting with administration is encouraged to support a smooth transition.

******2026-2027 SCHOOL SCHEDULE CHANGE******

Please note that in 2026-27, our school will be dismissing at 12:00 noon on Fridays for teacher professional development and prep time. There will not be after care on Fridays. *We are informing all parents 1 year in advance.*

Core Subjects & Grade Breakdowns

09

At Avondale, we emphasize a strong foundation in academic excellence through our core subjects: Bible, Language Arts, Mathematics, Science, Social Studies, and Physical Education. Each subject is structured to build critical thinking, creativity, and problem-solving skills across all grade levels, with appropriate adjustments to support developmental stages.

Language Arts

Language Arts focuses on:

- Phonics and reading comprehension
- Grammar, spelling, and writing
- Speaking and listening skills (presentation skills)
- Vocabulary development
- Literary analysis (upper grades)
- Utilizes Stepping Stones, Pathways 2.0,

Mathematics

Mathematics focuses on:

- Number sense and operations
- Problem-solving strategies
- Geometry, measurement, and data
- Algebraic thinking
- Application of mathematical concepts to real-world problems
- Uses the Big Ideas Math Curriculum

Science

Science focuses on:

- Inquiry-based learning
- Scientific method and exploration
- Earth, life, and physical sciences
- Hands-on experiments and projects
- Environmental stewardship
- All aligned with our Adventist values using the ByDesign Curriculum.

Social Studies

Social Studies focuses on:

- Community, citizenship, and cultural understanding
- Geography, history, economics, and government
- Global awareness
- Biblical worldview integration
- Uses the Impact Social Studies Curriculum

Bible

Bible focuses on:

- The Encounter Bible Curriculum, which is designed to help students build a personal relationship with Jesus.
- Lessons include stories from both the Old and New Testaments, character-building activities, and daily applications of biblical principles.
- Students are encouraged to participate in worship, chapel, prayer, and Scripture memory.
- Bible is treated as a core subject and is integrated into daily life and classroom values.
- Our goal is to raise children who not only know the Bible but also live out its teachings with kindness, respect, and compassion.

Physical Education

Physical Education focuses on:

- Our PE program focuses on whole-child health: physical fitness, teamwork, motor skills, and fun!
- We engage in a variety of outdoor activities including running, group games, obstacle courses, nature walks, and skill-building drills.
- Because we do not have a gym, students are encouraged to wear appropriate outdoor footwear and dress comfortably on PE days.
- Lessons often focus on personal bests, cooperation, sportsmanship, and staying active for life.
- Weather permitting, PE is held outside to maximize movement and fresh air.

Academic Reporting

09

Kindergarten – 2nd Grade (Standards-Based Reporting)
Students in K-2 are assessed on skill development and progress toward grade-level expectations:

Mark	Meaning
I	Achieving the skill independently
P	Progressing toward skill mastery
NT	Needs more time and support to develop skill

Grades 3 – 8 (Traditional Letter Grades)
Students in grades 3-8 receive letter grades based on percentage scores, including pluses and minuses:

Letter Grade	Percentage Grade	Description
A+	97-100%	Exceptional
A	93-96%	Excellent
A-	90-92%	Strong Work
B+	87-89%	Good
B	83-86%	Solid Understanding
B-	80-82%	Satisfactory
C+	77-79%	Basic Proficiency
C	73-76%	Adequate

Letter Grade	Percentage Grade	Description
C-	70-72%	Needs Strengthening
D+	67-69%	Below Expectations
D	63-66%	Struggling
D-	60-62%	Serious Concern
F	59% and below	Failing
0	0%	No Grades Turned In

Accommodations

Reading Intervention

Our Reading Interventionist, Ms. Lydia Rose, provides small-group and individualized support to students as recommended by their English Language Arts teachers through assessment scores.

It is essential that students:

- Attend all of Ms. Rose's sessions,
- Complete all assigned intervention work.
- And maintain regular communication with her.

Intervention is only as successful as the consistency and effort put into it by students and families.



Testing

We provide flexibility where we can:

- Renaissance Star Assessments are timed and standardized. Avondale is not able to change the structure of these formal assessments.
- NWEA MAP Testing is untimed. Students may take as much time as needed to complete the test within the designated testing window.
- Classroom assessments: If a student requires more time, they must self-advocate and ask for additional time, which will be granted when reasonable.

Outside Support & Parent Responsibilities

Parents are responsible for initiating and maintaining support from external agencies, including evaluations and services from the state.

To begin the process of evaluation or receiving further accommodations, families are encouraged to contact:

Wendy Davis
School Psychologist for Hamilton County Private School Services
Phone: 423-498-7240

You may also reach out to your child's physician or local health providers to explore support and testing options.

We believe in partnering with families to support each student's learning journey. However, families must take the lead in securing outside services when needed, as Avondale's in-house resources are limited. Together, we can make sure every student has what they need to grow.

Education Savings Account (ESA) Program

As an approved ESA school, we are committed to meeting the academic accountability standards set by the state. All ESA students in grades 3 and above are required to take the TCAP (Tennessee Comprehensive Assessment Program) assessments in Math and Reading. These assessments help ensure that students are progressing academically and meeting grade-level expectations.

Enrichment Activities & Clubs

As part of our holistic educational approach, students participate in enrichment activities that are integrated into their grades. These activities help develop skills beyond the core subjects and foster teamwork, creativity, leadership, and personal growth. Participation in these groups is mandatory where specified and will be graded based on engagement and contribution.

Academic Benchmark Testing: MAP Growth & Renaissance Star

To support student growth and instructional planning, our school uses two key assessment tools: MAP Growth and Renaissance Star Testing. These computer-based assessments are given multiple times a year and measure student progress in reading and math.

- MAP Growth adapts to each student's learning level, helping teachers personalize instruction based on precise data.
- Renaissance Star provides quick, reliable snapshots of achievement to monitor growth and guide targeted interventions.

Participation in both assessments is required. Consistent attendance during testing windows is essential for accurate data, which directly informs teaching strategies and supports student success. Missed tests may require make-up sessions.

Field Trips as Educational Extensions

Field trips are not just outings—they are extensions of classroom learning and are a required part of our curriculum. These experiences provide real-world connections to academic content and foster social, emotional, and cultural development. Attendance on scheduled field trips is expected. Missing a field trip may require an alternative assignment to ensure that instructional objectives are met.

School Nutrition Policy

Lunch Not Provided

Our school does not provide daily lunches. Each student is responsible for bringing their own nutritious, well-balanced lunch from home each day.

Emergency Lunches

If a child forgets their lunch, the school will offer an emergency meal, such as a sandwich and fruit. Please note: Emergency meals should be reserved for occasional needs and should not become a regular occurrence. If your child takes an emergency meal, the family is responsible for replenishing what the student ate or paying \$5.

Foods not Permitted

As stated in Leviticus 11, unclean foods should not be brought to school. These include:

- Pork or pork products (bacon, ham, sausage)
- Shellfish (shrimp, crab, lobster)

We encourage families to pack meals that reflect our commitment to health, stewardship, and biblical respect for the body.

Peanut Policy

For the safety of students with peanut allergies, our school has a No Peanut Policy. This means that all food brought to school must be completely free of peanuts and peanut products. Items such as peanut butter, snacks made with peanuts, and foods processed with peanut oil are not allowed. We kindly ask parents and guardians to read food labels carefully and help us maintain a safe, inclusive environment for all children.

No Dyes or Excess Sugar

To encourage healthy living and mindful eating, we ask families to avoid sending snacks with dyes or excess sugar, including caffeinated sodas and energy drinks.

We encourage families to provide snacks that are nutritious and support well-being and focus throughout the day.

"So, whether you eat or drink or whatever you do, do it all for the glory of God."

1 Corinthians 10:31 (NIV)

Pizza Days: Friday Lunch Option

Every Friday (unless it's minimum day), students have the option to enjoy a special pizza lunch with friends!

- Cost: \$2 per slice, \$1 per snack — most students bring \$5 for 2 slices and 1 snack.
- How to order: Parents should let the office manager know by Thursday if their child will order pizza or bring lunch from home.
- Payment options:
 - Cash on Friday
 - School Cash App: \$ASDASCash

To keep things running smoothly, if we don't hear from you by Thursday, your child will be counted for pizza and a \$5 charge will be applied.

If you have any questions or special circumstances, please feel free to reach out to the office **before Thursday** — we're happy to help!

Student Code of Conduct

At Avondale SDA School, we believe that every student has the right to learn and thrive in a safe, respectful, and supportive environment. To ensure this, students are expected to follow the Code of Conduct at all times—on campus, during school-sponsored events, and while representing the school in the community.

Core Expectations

Students are expected to:

- Respect God
- Respect themselves, others, and all school staff.
- Act responsibly and make choices that promote a safe learning environment.
- **Follow directions the first time they are given by any adult on campus.**
- Come prepared to learn with the necessary materials, completed assignments, and a positive attitude.
- Use appropriate language and behavior at all times.

Behavior Standards

The following behaviors are examples of conduct that will not be tolerated and may result in disciplinary action:

- Disruptive behavior that interferes with teaching or learning.
- Bullying, teasing, or harassment of any kind—verbal, physical, or cyber.
- Fighting, threatening behavior, or physical aggression.
- Vandalism or theft of school or personal property.
- Use of profanity or disrespectful language toward peers or staff.

Technology & Electronic Device Use

- School-issued devices are to be transported to and from school. When devices are needed for class, school-issued devices are to be used, not personal devices.
- Personal devices such as phones, tablets, and headphones may not be used in school without direct permission from their homeroom teacher. Otherwise, personal devices must remain in their backpacks and off.
- Devices should be stored out of sight during class unless directed otherwise.
- Headphones or earbuds are not to be worn in the hallways, during transitions, or as accessories unless approved by staff.

Dress and Appearance

Students are expected to wear attire that is respectful, non-disruptive, and in line with the school's dress code policy. All students must wear the designated school uniform each day unless otherwise specified for special events.

- Uniforms must be neat, clean, and free of holes or excessive wear.
- Clothing, accessories, and personal grooming should not interfere with the learning process or promote inappropriate messages.
- Headphones, earbuds, and similar devices are not to be worn as part of an outfit during school hours unless approved by the principal.
- Footwear should be appropriate for school activities and worn properly at all times.

Students who arrive out of uniform or inappropriately dressed may be asked to change, contact a parent, or face consequences according to the discipline policy.

Discipline Policy

Discipline and Student Behavior

At our school, discipline is not merely about consequences—it's about growth, responsibility, and restoration. We believe that all students can learn to make positive choices and contribute to a safe, respectful, and Christ-centered learning environment. Our discipline approach is rooted in fairness, consistency, and the understanding that students may need support and guidance in learning self-management and accountability.

To ensure clarity and structure, we use a tiered system that reflects the level and frequency of behavioral concerns:

- Tier 1: Focus is on prevention and redirection. The goal is to help students recognize minor mistakes and correct them before they escalate.
- Tier 2: Behavior is more frequent or disruptive. Teachers will increase interventions such as more structured consequences and involve parents.
- Tier 3: Behavior disrupts the learning environment significantly. At this level, parents are contacted, and more intensive behavioral interventions are implemented.
- Tier 4: These are the most serious offenses that often require suspension, legal intervention, or other serious consequences.

Our ultimate goal is not just to correct behavior but to guide students in becoming responsible, respectful citizens who positively contribute to our school community.

Disclaimer:

While we strive to apply discipline fairly and consistently, the school administration reserves the right to use discretion in handling unique or severe situations. Every behavioral incident is evaluated on a case-by-case basis with the student's best interest and school safety in mind. When a case has reached a critical level, the matter may be presented to the school board for review and action.

Discipline Policy

Tier of Misbehavior	Examples of Misbehavior	Examples of Consequences
Tier 1 of Misbehavior	- Talking out of turn - Not following directions/Out of Uniform - Interrupting others - Inappropriate language (mild) - Lack of participation	- Verbal warning - Time-out (brief) - Loss of privileges (e.g., recess, classroom activities) - Reteaching appropriate behavior
Tier 2 of Misbehavior	- Talking out of turn - Not following directions/Out of Uniform - Interrupting others - Inappropriate language (harsh) - Lack of participation	- Detention (during recess or after school) - Parent/teacher conference - Behavior reflection sheet - Loss of participation in school events (e.g., field trips)
Tier 3 of Misbehavior	- Physical aggression (hitting, pushing, etc.) - Bullying - Vandalism - Repeated defiance of authority - Threatening language or actions	- Suspension (in-school or out-of-school) - Immediate parent contact - Referral to counselor or behavior specialist - Restorative justice or conflict resolution sessions
Tier 4 of Misbehavior	- Fighting - Stealing - Possession of prohibited items (drugs, weapons, etc.) - Serious threats of harm - Harassment	- Suspension or expulsion - Referral to law enforcement (if applicable) - Formal meeting with parents, administrators, and counselor - Possible long-term behavioral support plan

Uniform Policy

All students are expected to wear the school uniform neatly, cleanly, and appropriately fitted each day. The school uniform reflects discipline, modesty, and school pride. The uniform can be purchased from Educational Outfitters.

Uniform Overview

To promote unity and school pride, students follow a structured uniform schedule:

Class A Uniform (Formal)

- Worn on Mondays and Fridays
 - Mondays: Opening Assembly
 - Fridays: Chapel Service
 - Sets the tone for the week and closes it with reverence
 - Included: Oxford/Peter Pan Collar Shirts (Yellow/White), Ties, Blazers, Skorts/Skirts (Grades 4-8 Females), Patterned Jumpers (K-3 Females), Navy Blue Shorts/Pants with Black Belt (K-8 Males)

Class B Uniform (Standard)

- Worn on Tuesdays through Thursdays
 - Polo Shirt with school logo (yellow/white/green), Jacket with logo, Skorts/Skirts (Grades 4-8 Females), Patterned Jumpers (K-3 Females), Navy Blue Shorts/Pants with Black Belt (K-8 Males)
 - Clean and comfortable for daily learning

Class C Uniform (PE Days)

- Worn on PE-designated days as assigned by the teacher
 - Athletic wear (navy blue top and shorts/sweats, sneakers)
 - Designed for movement and outdoor activity
- Footwear: Students must wear solid black, closed-toe shoes as part of the school uniform. Shoes must not have any other colored details, designs, or logos. Crocs and other open-back shoes are not permitted.
- Socks: Students are expected to wear appropriate socks as part of their uniform. Boys should wear navy blue or black socks. Girls may wear black, white, or navy blue socks in knee-length or crew-length styles. No ankle or athletic socks are permitted unless worn with the PE uniform on designated PE days. All socks should be clean and free of logos or patterns.

All uniforms should be clean, modest, and worn with pride.

For all field trips, students are required to wear the designated field trip uniform for safety, comfort, and easy identification. Students must wear their school polo shirt (yellow or white with the school logo) paired with full-length jeans. Jean leggings, jeggings, or ripped jeans are not allowed. Any closed-toe sneakers may be worn. Girls may bring a small knapsack or backpack, but large bags are not permitted. This uniform helps maintain consistency and ensures students are appropriately dressed for off-campus activities.

Uniform Policy Continued

Out of Uniform Policy

Students may earn or be granted Out of Uniform days as a privilege or for special events. These days are still part of the academic week, and modesty and cleanliness are expected at all times. Out of uniform does not mean “anything goes.”

Guidelines for Out of Uniform Days:

- Clothing must be modest and appropriate for a Christian school environment.
- No tight, sheer, short, or revealing clothing is permitted.
- No offensive, dark, or demonic imagery, slogans, or graphics.
- No crop tops, spaghetti straps, or ripped jeans.
- Shoes must be closed-toe and safe for walking—they do not need to be all black.
- If wearing leggings, a top or dress must fully cover the hips.
- Out of uniform is a privilege and may be revoked if guidelines are not followed.

Earned Out of Uniform Days:

Students can earn out-of-uniform days through the school's Class Social Points System:

- K-1st Grade: 25 points
- 2nd-3rd Grade: 50 points
- 4th-8th Grade: 75 points

Once the required points are earned:

- K-3 students may begin out of uniform immediately with teacher approval.
- 4th-8th grade students must receive an Out of Uniform Ticket from the office manager (Mrs. P) before participating.

Grooming & Appearance

- Hair must be in natural colors and styled in a neat, non-distracting way.
- No bright lip colors or lip products.
- Fingernail polish is not allowed for students.
- No tattoos or body art may be visible at any time.
- **No jewelry should be worn, shown, or displayed during school hours.**
- Only neutral, solid-colored undershirts (such as white, black, gray, or beige) may be worn under uniform shirts.

Not Permitted

- Altered, sagging, or excessively tight uniforms
- Non-uniform jackets, hoodies, or outerwear inside the building
- Distracting hairstyles or accessories
- Personal headphones, earbuds, or devices are not permitted at school.
- **CELL PHONES - not permitted on campus during school hours. If brought to school, they must be checked in to the office and may not be used without permission. They may not be stored in backpacks on campus.**

Financial Policy

TUITION AND FEES

Tuition alone does not cover the true cost of a child's education. Avondale Seventh-day Adventist School benefits from funding from these primary sources:

North American Division of Seventh-day Adventists
Southern Union
South Central Conference
Constituent churches
New Life Seventh-day Adventist Church
Orchard Park Seventh-day Adventist Church
Grants

FEE TYPE / RATE

Application Fee Returning Student \$50
Application Fee New Student \$100
Registration Fee \$400
Tuition \$7000

STEAM Camp Due (5th, 6th, 7th) **\$150**
Outdoor Classroom (6th) Due 3/1/26 **\$200**
Graduation (K, 8th) Due 4/1/26 **\$150**

The South-Central Conference of the Seventh-day Adventist Church approved the tuition and fees set by the Avondale School Board.

DISCLAIMER

This is the current list of fees. Fees may change from year to year, and new fees may apply. Avondale SDA School reserves the right to apply additional fees when necessary and without advance notice.

Avondale SDA School reserves the right to take unpaid tuition/fees to collections if necessary. Every effort will be made to work with each family to keep the school balance paid.

Payment Policy

ESA PAYMENTS

ESA Payments will be made in the ESA portal quarterly according to the following schedule and/or at the business manager's request. New students have a \$100 application fee (\$50 by ESA & \$50 by cash)

1st Quarter - \$50 application fee, \$400 registration fee, \$2100 tuition for August, September, and October

2nd Quarter - \$2100 tuition for November, December, and January

3rd Quarter - \$2100 tuition for February, March, and April

4th Quarter - \$700 tuition for May

OVERDUE BILLS

AT THE BEGINNING OF SCHOOL – Students who have past due balances at the beginning of the school year, will not be allowed to attend classes or participate in activities until the full balance is paid or a satisfactory agreement is contracted with the Business Manager. Regardless of agreement, unpaid balances will carry over from one school year to the next.

DURING THE SCHOOL YEAR – More than (2) late or incomplete payments during the school year is a breach of the payment agreement. If an account goes 60 days past due, a courtesy contact will be made in writing by the school requiring immediate payment of the unpaid balance by day 80. If the bill is not paid by day 80, the student will be placed on financial suspension and cannot attend school. (This policy stands even if the parent/guardian fails to receive a letter.) Those who encounter unexpected financial difficulties must contact the Business Manager or the Treasurer as soon as the situation is encountered. All payment arrangements must be made before payment is due.

Before & Aftercare Rules & Fees

BEFORE SCHOOL CARE

School Begins at 8:00 AM

Before School Care - Begins at 7:30 am in the Cafeteria/Multi-purpose Room

NO STUDENTS WILL BE ADMITTED BEFORE 7:30 AM. Please be sure to make accommodations for this.

AFTER CARE - FEES & INFORMATION

After care is Monday - Thursdays from 3:15 - 5:00 pm SHARP

FEE is: \$20 per student per week.

Students picked up after 5:00 pm will be charged a \$5.00 late fee each time.

Parents MUST REGISTER for aftercare @ \$20 week. The school treasurer will bill participating families for this fee. Non-paid bills will lead to students not being allowed to stay in aftercare.

Student Health Policy

Immunization Requirements

All students must meet the immunization requirements mandated by the state and local health authorities. Immunization records must be submitted prior to the first day of school. Students may not attend class without up-to-date documentation unless exempt by law.

Medication Policy

To ensure student safety, the following procedures must be followed for all medications:

- Medication Administration Form: Parents must complete and sign a medication administration form for all medications, including prescription and over-the-counter.
- Medication Storage: Prescription medications must be handed directly to the principal or classroom teacher by the parent and will be stored securely until needed.
- Non-Prescription Medications: School staff may not administer non-prescription (over-the-counter) medications. However, students in grades 3 through 8 may self-administer such medications if:
 - The parent provides only a one- or two-day supply (not a full bottle)
 - A completed Over-the-Counter Medication Permission Form is on file
 - The medication is delivered by the parent to the staff, not sent with the student
- Written Permission: Teachers are not permitted to administer any medications without a written, dated note from the parent each time medication is needed.

Sickness and Illness

To maintain a healthy environment:

- Students showing signs of illness—such as fever, swollen glands, sore throat, vomiting, discharge, or crusting around the eyes—will be sent home.
- Parents will be contacted and are expected to pick up their child as soon as possible.
- If symptoms worsen at home, parents should inform the school that the child will be absent.
- Students should be **symptom-free without medication for 24 hours** before returning to school.

Medical Emergencies

In case of a serious illness or injury:

- The school will make every effort to contact the parent or guardian immediately.
- A Consent to Treat form must be signed during enrollment to allow emergency care, including ER treatment or hospitalization.
- These procedures also apply during off-campus activities such as field trips.

Pandemic & Communicable Disease Policy

In the event of a pandemic or outbreak, the school will follow the guidance and protocols of the **Centers for Disease Control (CDC), Hamilton County Health Department, and the South Central Conference of Seventh-day Adventists.**

Parental Involvement

At Avondale SDA School, we believe that parent involvement is essential to the success of our students and the overall strength of our school community.

We encourage all families to actively participate in school activities and events, both inside and outside the classroom. Each family is required to contribute a minimum of 10 volunteer hours per semester, for a total of 20 hours by the end of the school year.

Volunteer opportunities include but are not limited to:

- Assisting in the classroom
- Helping with field trips
- Attending and Supporting events and extracurricular activities
- Aiding teachers with bulletin boards or classroom projects
- **Participating in parent-teacher conferences - required**
- Serving on the Home and School Board

To track and manage volunteer hours, we will provide a form for parents to fill out once they have completed their hours. These hours will be updated and monitored through our office registrar system.

Your involvement plays a critical role in our school's success, and we appreciate the time and effort you invest in creating a nurturing and enriching environment for our students.

Visiting and Volunteering

- Parents, guardians, and guests may volunteer upon administrative approval
- All volunteers must complete a background check and sign in at the front office with the Office Manager upon arrival.
- School-age children not enrolled at the school may not accompany ASDA students unless approved in advance by the principal.
- Volunteering requires a 24-hour notice to allow teachers and staff time to plan accordingly.

Parental Involvement Guidelines

Parents are encouraged and automatically considered members of the Home and School Organization (HSO), our parent support network. Participation in HSO events, meetings, and parent education classes (held quarterly) counts toward your required volunteer hours.

We appreciate your commitment to building a strong and collaborative school environment. Your time, support, and presence make a difference!

Student Community Service & Outreach Requirement

As part of our commitment to fostering a spirit of service and compassion, community service and outreach hours are a required component of our Bible and Social Studies grades.

Serving others is a foundational value in the Seventh-day Adventist faith. We believe that by engaging in acts of kindness, service, and outreach, our students reflect Christ's love to the world around them, develop strong character, and become responsible citizens.

"For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many." – Mark 10:45

Service Hour Requirements

- Kindergarten – 3rd Grade:
 - Required to complete 5 hours per semester of community service or outreach activities.
- 4th Grade – 8th Grade:
 - Required to complete 10 hours per semester of community service or outreach activities.

All service hours must be submitted before the final day of each semester to receive credit. ***Please see your teacher for specific information regarding service hours.***

Examples of Outreach & Community Service

K-3 Students Can:

- Make cards for hospital patients or nursing homes
- Participate in church clean-up days
- Assist parents with church or neighborhood service projects
- Donate food for food drives and help organize it
- Help in family-run outreach activities like distributing meals
- Decorate classroom bulletin boards or assist in church events

4-8 Students Can:

- Volunteer at a church food pantry or clothing drive
- Assist with children's Sabbath school or Vacation Bible School (VBS)
- Help with community clean-up days
- Write letters to elderly shut-ins or military personnel
- Work at a soup kitchen or community event
- Assist younger students at school events
- Participate in conference-sponsored outreach events

Parent-Teacher-School Communication Policy

At Avondale SDA School, we believe that strong communication between parents and teachers is essential to student success. Each teacher may utilize different platforms for communication, including but not limited to ClassDojo, GroupMe, text messaging, and email.

Please note the following guidelines for communication:

- **Parent Responsibility:**
 - It is the responsibility of the parent or guardian to stay informed by checking the communication method(s) used by their child's teacher(s) and principal. Please ensure that you are connected to the appropriate platform and checking it regularly. Contact the office if you feel that you are not receiving regular updates.
- **Teacher Response Time:**
 - Teachers will respond to messages within 24 hours during school days. If a message is sent after school **hours, on a weekend, or during a holiday, please allow additional time for a response.**
- **Urgent Matters:**
 - For urgent concerns regarding dismissal changes, medical emergencies, or other immediate issues, please contact the front office directly. Our school will be quick to contact parent/guardian regarding injuries that might require medical attention during school hours.
- **Professional Boundaries:**
 - Communication between parents and teachers should be respectful and professional. Please note that teachers are not expected to be available outside of school hours unless previously arranged.
- **Meetings with Teachers:**
 - Meetings with teachers must be scheduled at least 24 hours in advance. Teachers cannot leave their classes during instructional time to meet with parents without prior notice and arrangement.

We appreciate your partnership and cooperation in maintaining clear and respectful communication.

School Calendar Changes and Notifications

At our school, communication regarding schedule changes, emergency updates, and important notices is clear, centralized, and consistent. Please read carefully to know where to find accurate information:

Official Notification Channels:

- Primary Notification:
 - All major notifications (calendar changes, weather updates, event cancellations, etc.) are sent via Group Email (Smore Newsletters) from our Principal, Mr. Ortiz.
- Secondary Posting:
 - Updates are also posted on the school's official Facebook page and in the GroupMe app.
- Emergency Notifications:
 - GroupMe is the official and final source for all emergency alerts and immediate notifications.

Please note: Your child's classroom teacher may also provide updates, but GroupMe and the Principal's S'mores Campaign Email are the final word regarding any official school decisions.

Weather Changes and School Closures

- Although we regularly follow Hamilton County Schools for weather-related decisions, we are a part of the Seventh-day Adventist education system.
- Therefore, all closures or delays must be approved by the South Central Conference Office of Education before being finalized.
- Parents will be notified as soon as possible through GroupMe and the Principal's S'mores Campaign Email regarding any weather-related schedule changes.

Hierarchy of Communication and Concern in Adventist Education

If you have concerns, please follow the proper communication chain to ensure your voice is heard appropriately:

1. First Contact: Your child's classroom teacher
2. Second Contact: The School Principal (Mr. Ortiz)
3. Third Contact: The South Central Conference Office of Education
4. Final Contact: The Southern Union Office of Education or the North American Division Office of Education if necessary

Following this biblical model of order and respect helps us maintain a spirit of unity, transparency, and Christian courtesy.

Our Commitment to You: We Are a Village

At Avondale Seventh-Day Adventist School, we believe that it takes a village to raise a child.

We are not just an academic institution; we are an extension of your family and a part of your village.

While we have many guidelines to ensure a safe, respectful, and Christ-centered environment, please remember that we are also here to serve you.

If you ever face challenges with food, clothing, school supplies, transportation, or any other need, please reach out to us.

Through our school, church family, and extended community, we have resources to help connect you with the support you need.

We are committed to supporting your family as we work together to raise children who are:

- Christ-like in character,
- Well-rounded in mind, body, and spirit,
- Respectful citizens of this Earth and future citizens of the world to come.

We are honored to partner with you in this great work.

Together, with God's help, we will succeed.

*"It takes a village to raise a child."
— African Proverb*

We are a CHARACTER COUNTS! School

THEME: Christlike Character Counts!



About the 6 Pillars

The 6 pillars of Character are universally accepted values that focus on developing a person to be well-rounded. Our aim is to focus on having a Christlike character. Jesus was trustworthy & respectful. He was also responsible and fair. No one can deny that he was caring and promoted being a good citizen by serving the community.

For this reason, our focus is on the 6 Pillars of Character at Avondale SDA School. Our theme this year emphasizes that we are not just building a good character for earth, but we want a character that lives on through eternity...a CHRISTLIKE CHARACTER COUNTS!

Contact Us

Phone: 423-698-5028

E-Mail: info@avondalesda.org

Website: avondalesdaschool.org

Address: 1201 North Orchard Knob Ave,
Chattanooga, TN 37406

Facebook: facebook.com/AvondaleSDA





Avondale SDA School Parent & Student Handbook Acknowledgment and Commitment Form

We, as parent/guardians, have received and reviewed the Avondale SDA School Parent & Student Handbook for the 2025 - 2026 school year. By signing below, we acknowledge that we understand the expectations, policies, and procedures outlined within the handbook and agree to support and abide by them throughout the school year.

We understand that this includes (but is not limited to):

- **FINANCIAL POLICIES**

- Academic expectations and grading policies
- Behavior and discipline procedures
- Uniform and appearance standards
- Attendance and punctuality guidelines
- Safety and school operations (including dismissal and field trip policies)
- Technology, communication, and school culture expectations

We recognize that the school is a Christian, Seventh-day Adventist institution and agree to partner with the staff in supporting the school's spiritual mission and values.

We agree to uphold a respectful, cooperative relationship between home and school for the success of our child(ren) and the greater school community.

Student Name (Printed): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____