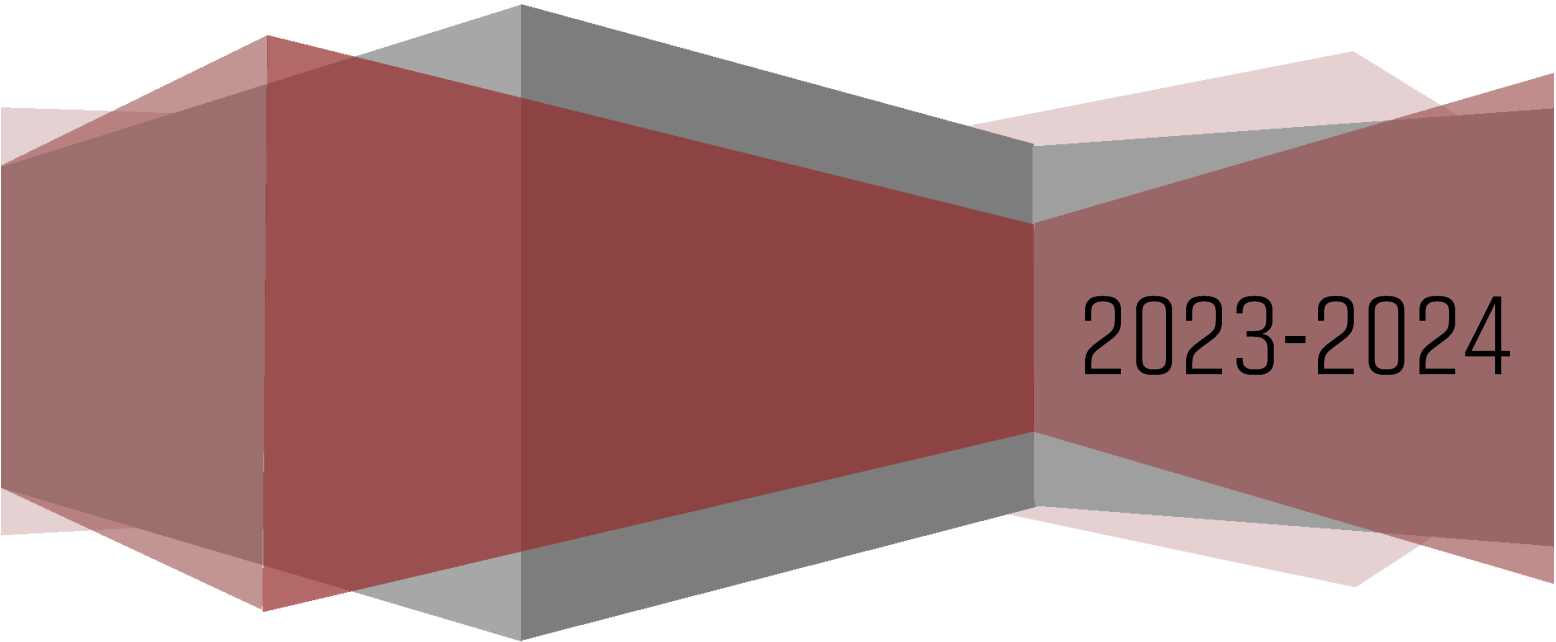




# Elementary and Middle School

Student-Parent Handbook



2023-2024



# TABLE OF CONTENTS

|  |   |
|--|---|
| Introduction.....                          | 1 |
| Purpose.....                               | 1 |
| Objectives.....                            | 1 |
| Philosophy of Education.....               | 2 |
| Curriculum.....                            | 2 |
| Church Attendance.....                     | 2 |
| Discipline.....                            | 3 |
| Our Philosophy of Discipline.....          | 3 |
| Application of Biblical Principles.....    | 3 |
| Expectations of Teachers.....              | 3 |
| Expectations of Parents.....               | 4 |
| Expectations of Students.....              | 4 |
| Policies Governing Student Discipline..... | 4 |
| Violent Behavior Policy.....               | 4 |
| Detention Procedures and Policies.....     | 5 |
| Parent and School Cooperation.....         | 5 |
| Parental Expectations.....                 | 6 |
| Additional Ways Parents Can Help.....      | 7 |
| Parental Concerns.....                     | 7 |

|   |    |
|---|----|
| Policies .....                                    | 8  |
| Attendance.....                                   | 8  |
| Admissions.....                                   | 9  |
| Cell Phones.....                                  | 9  |
| Communication during School Hours.....            | 9  |
| Communication Platforms.....                      | 10 |
| Computers.....                                    | 10 |
| Dress Code and School Uniforms.....               | 11 |
| Emergency School Closings or Delays.....          | 12 |
| Field Trips.....                                  | 12 |
| Fire Drills and Other Emergency Preparations..... | 12 |
| First Aid.....                                    | 12 |
| Incomplete Work.....                              | 12 |
| Lockers.....                                      | 13 |
| Notice of Non-Discriminatory Policy.....          | 13 |
| Parking Lot Safety.....                           | 13 |
| Registration and Enrollment.....                  | 13 |
| Remind Text Messaging.....                        | 13 |
| School and Church Property.....                   | 13 |
| School Hours.....                                 | 13 |
| Singing for Sunday and Special Services.....      | 14 |
| Tardiness.....                                    | 14 |
| Toys and Electronic Devices.....                  | 14 |
| Tuition Policies.....                             | 14 |
| Payment Information.....                          | 14 |
| Administration.....                               | 15 |
| Accreditation.....                                | 15 |
| Affiliation.....                                  | 15 |
| The Board for Christian Education.....            | 15 |
| Contact Information.....                          | 15 |

---

# PARENT/STUDENT HANDBOOK FOR 2023-2024

## INTRODUCTION

### PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide parents and students with information about our school which instructs children from Pre-Kindergarten through grade eight. Knowing that not all potential questions will be addressed in this handbook, we encourage parents to bring special questions, requests, or comments to our school principal, faculty, and staff.

### OBJECTIVES OF THE SCHOOL

Sola Fide Academy exists to provide an education in which Christ comes first in every endeavor by working collaboratively with each family to equip every child to be a productive citizen of God's earthly and heavenly kingdoms.

The above statement is the mission of Sola Fide Academy. In keeping with this mission, the members of Sola Fide Evangelical Lutheran Church and Academy realize the need to provide a Christ-centered education for their children and for other children in the community whose parents want their children to be instructed in God's plan of salvation. These members further realize that a full-time Lutheran school will assist parents in their God-given directives in rearing their children.

Sola Fide Academy has established the following objectives:

- I. Teach the Word of God in its truth and purity.
  - A. Teach the basic Christian doctrine contained in the Word of God.
  - B. Teach God's plan of salvation as found in the Word of God.
  - C. Apply all Biblical truth to the life of the child.
- II. Equip each child with those things essential for a Christian life during the child's time of grace.
  - A. Equip the child spiritually by:
    1. providing a Christian environment in which the child can grow in faith;
    2. encouraging the child to live their Christian faith;
    3. nurturing in the child a love for God's Word and a desire to extend that love to the world;
    4. encouraging family devotions, regular public worship and attendance in Sunday School; and
    5. nurturing in the child a desire to give freely of their time, talents, and treasures for the work of the church in all areas.
  - B. Equip the child mentally by:
    1. instructing the child in all appropriate areas of learning;
    2. treating each child as an individual in accordance with their academic needs;
    3. encouraging each child to use their God-given talents to the glory of God; and
    4. providing experiences which help the child meet and deal with problems and challenges of life.
  - C. Develop the child physically by teaching the child to respect the body as the temple of the Holy Spirit.
  - D. Prepare the child socially by nurturing in them respect for others, for those in authority, and for the property around them.

## PHILOSOPHY OF EDUCATION

God created the world in a perfect state, but the devil, through sin, has entered **all** of our hearts and struggles daily to rip us out of our Savior's grasp by using our own sinful nature and the temptations of the world around us. It is under these circumstances that we **all** find ourselves called by God through "The Great Commission" in Matthew 28: 19-20 where he says,

"Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

As his disciples we strive to faithfully proclaim the message of salvation through Spirit-worked faith in Jesus Christ to everyone around us by our thoughts, words, and actions. This is a very difficult mission.

At SFA our primary purpose is to use God's Word and his power to help our young people fulfill this mission that God has for them. In the light of the Bible and the mission that God has given to **all**, we also provide our students with a well-rounded *secular* education to help them better understand and relate to God's creation around them. We do all of this using theories of teaching and learning that have been proven effective by research and experience. We do all this to the glory of our Lord and Savior, Jesus Christ to further his earthly and heavenly kingdoms.

## SCHOOL CURRICULUM

The curriculum and course of instruction for grades K-8 is based on the requirements of the state of Georgia, Gwinnett County, and the Wisconsin Evangelical Lutheran Synod (WELS). In order to keep our course of instruction as current as possible and to keep our teaching consistently Christ-centered, the teaching staff attends conferences, summer school, workshops and in-service training. With the best interests of the child in mind, the curriculum is constantly being evaluated, studied and reviewed in order to provide the most efficient, effective Christian instruction possible.

Sola Fide Academy's formal course of study includes a full and complete curriculum. Subjects taught include the following: Bible History and Catechism/ Word of God classes, hymnology, math, art, music, language arts (reading, literature study, composition, grammar, spelling and phonics), physical education, science, health, social studies/history, and technology.

## CHURCH ATTENDANCE

Jesus says, "Blessed..are those who hear the Word of God and obey it" (Luke 11:28). We believe faithful church attendance is a vital part of Christian Education. Parents can provide an excellent example for their children to follow by taking every opportunity to hear God's Word and partaking of Holy Communion.

If you have no church home, we invite you to attend our worship services. A nursery is available for infants during these services. Sunday School is available for all children 2 years old through eighth grade. We also have Teen and Adult Bible Classes available at the same time as Sunday school.

## DISCIPLINE

### OUR PHILOSOPHY OF DISCIPLINE

As we strive to achieve our mission for the children entrusted to our care, discipline is necessary because all children are sinful. Our philosophy of discipline is governed by the following principles from God's Word:

1. Everyone of us, including our children, is sinful.  
*There is no difference, for all have sinned and fall short of the glory of God. Romans 3:22-24.*
2. God expects all Christians, including children, to strive to obey His commandments.  
*I desire to do your will, O my God. Psalm 40:8*
3. The three uses of God's law are part of disciplining children.

Mirror - *Indeed I would not have known what sin was except through the law. Romans 7:7*

Curb - *My flesh trembles in fear of you; I stand in awe of your laws. Psalm 119:120*

Guide - *Your word is a lamp to my feet and a light for my path. Psalm 119:105*

4. The Gospel – the Good News of salvation through Jesus – predominates the discipline at Sola Fide Academy.  
*For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. John 3:16*
5. Only the Gospel changes a child's attitude and behavior.  
*I am the vine; you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing. John 15:5*
6. Each child is unique, that is, possessing their own characteristics, gifts, and abilities.  
*We have different gifts, according to the grace given us. Romans 12:6*
7. God has given to parents the primary responsibility for nurturing their children.  
*These commandments that I give you today are to be upon your hearts. Impress them on your children. Deuteronomy 6:6*
8. Christian love is to permeate all discipline of children.  
*Love your neighbor as yourself. There is no commandment greater than these. Mark 12:31*
9. Our Lord desires that parents, teachers, pastors, principals, and board members work together in peace, love, and harmony.  
*Aim for perfection, listen to my appeal, be of one mind, live in peace. 2 Corinthians 13:11*

## APPLICATION OF BIBLICAL PRINCIPLES

Sola Fide faculty and staff will by God's grace:

1. Use Law (all three uses) and Gospel as prescribed in the Bible as they discipline children in the process of nurturing them to be faithful disciples of Jesus.
2. Recognize that each student is an individual and will strive to adapt their discipline to meet the needs of each child.
3. Hold themselves accountable to parents and the Board for Christian Education for implementing the discipline policies in a God-pleasing manner.
4. Hold the parents accountable for assuming their responsibilities in the discipline of their children.
5. Work cooperatively with parents in the disciplining of their children.
6. Permeate all discipline with Christian love.

## EXPECTATIONS OF TEACHERS

Teachers are called by our Lord through Sola Fide's Congregation to work with parents in the God-given task of nurturing the children to be faithful followers of Jesus. As the teachers carry out their calling, they gladly and willingly accept the following responsibilities.

Each teacher will:

1. Base all discipline on the principles of the Bible
2. Prepare a written classroom management plan.
3. Have the plan approved by the principal.
4. Show and explain their plan to parents and students.
5. Work closely with parents to implement the management plan.

## EXPECTATIONS OF PARENTS

God has given to parents the awesome responsibility of working with the church and school to nurture their children to be faithful Christians. As parents realize and understand those responsibilities, they will help their children learn and live the truths of God's Word.

All parents are responsible for:

1. Following the principles of the Bible when working with the teachers in the disciplining of their children.
2. At the beginning of each school year signing a statement indicating that they are familiar with and agree to the policies in the Parent-Student Handbook.
3. Cooperating with the school staff in the overall education process of their children.
4. A parent's failure to consistently comply with these expectations may jeopardize his or her child's continued enrollment at Sola Fide.

## EXPECTATIONS OF STUDENTS

God has given children certain responsibilities.

Out of love for Christ, each student will:

1. Show love and respect to the Lord.
2. Show love and respect to the faculty, staff, and all in authority.
3. Show love and respect to their families.
4. Show love and respect to their schoolmates.
5. Show love and respect to themselves

## POLICIES GOVERNING STUDENT DISCIPLINE

1. Sola Fide's Board for Christian Education is responsible for adopting the **Parent-Student Handbook** and all the policies related to student discipline.
2. Most disciplinary action will fall under the discretion of the classroom teacher and will be administered according to that teacher's written classroom management plan. All students and parents must read and agree to this classroom management plan at the beginning of the school year.
3. For a variety of reasons, disciplinary action may take a different course for students involved in the same or similar incidents.
4. Teachers may recommend suspension but only the principal may suspend.
5. The principal reports all suspensions to the Board for Christian Education.
6. Only the Board for Christian Education has the authority to expel a student.
7. Students may be suspended for the following:
  - (a) Flagrant disrespect of God and His Word
  - (b) Flagrant disrespect of a teacher or an adult who has supervisory responsibility over the student
  - (c) Abusive and foul language
  - (d) Constant and extended refusal to complete classroom assignments
  - (e) Constant and extended refusal to obey those in authority
  - (f) Any offense described by the Violent Behavior Policy
8. If a student is suspended from attending school, the parents are responsible for getting the child from school as soon as possible or making arrangements that the child be picked up from school.

## VIOLENT BEHAVIOR POLICY

For the purpose of this policy, a violent act is considered to be any behavior that harms or threatens to harm oneself, another person, another person's property or the school's property. These behaviors may include, but are not limited to actions involving:

1. Drugs or alcohol
2. Battery
3. Fighting, Aggressive behavior
4. Bomb threats



5. Breaking/entering of school property
6. False fire alarms
7. Possession of any type of weapon
8. Theft

In the event that a student commits a violent act, the supervising adult will fill out an incident report form and submit it to the principal. That report will remain part of the student's permanent file. The principal will assign an appropriate disciplinary action (in most cases, a one day out-of-school suspension), notify the student's parent and notify the Board for Christian Education of the incident and the action taken. Depending on the nature of the act, the Board may recommend some other manner of corrective action.

In the event of a second and/or third violent act in a two-year period, the above procedure will be repeated with expulsion as a possible disciplinary action.

In any case involving violent behavior it will be the goal of the Board for Christian Education to protect both the spiritual and physical health of both the perpetrator and the victim.

## DETENTION GUIDELINES AND PROCEDURES

A detention is a period of time during which a student is detained after school because of a violation of a school or classroom rule as determined by the faculty or staff. Detentions may affect eligibility for participation in school activities. **A detention is a serious disciplinary action.**

1. Any teacher may detain a student for disciplinary reasons. This may be done upon the teacher's observations or the recommendation of others in authority.
2. Detentions may be served in the teacher's classroom or in a detention area, depending on the instructions of the teacher or principal.
3. Students receiving a detention will take a "Notice of Detention" form home for the parents to sign. The parent will sign the form and return it to the student's teacher. The signed form **must be** returned before classes begin on the day following the detention. Failure to return a signed notice by the start of the next school day will result in an immediate phone call to the family to verify reception and ensure return of the notice.
4. Students receiving detentions will report to the detention area at the close of school and remain for 30 minutes. Siblings of students receiving detentions will not be allowed to stay after school.
5. Students failing to report for detention as scheduled will receive another detention. Parents will receive a written notification of that detention.
6. The school will keep an accurate written record (on a standard form) of all detentions given and served.

Following receipt of a detention, the teacher, principal, and parent will meet **within 48 hours** to discuss the reasons for the detention and plan appropriate action so the student does not repeat the offense. If a student receives three detentions during the same school year, the student will serve a one-day out of school suspension.

## PARENT AND SCHOOL COOPERATION

The Lord, through His Word, has bound the home and school together as one unit with the same aim when he said:

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you walk along the road, when you lie down and when you get up. (Deuteronomy 6:6-7)*

Clearly, parents are not to give up this God-given responsibility when they send their children to school. Failure to honor this responsibility may impact the enrollment decision of your child in future school years.

## PARENTAL EXPECTATIONS

In the spirit of the cooperative, collaborative, and communicative environment that we strive to maintain with our school families and the passage above, here is a list of what we expect parents/guardians of children in our school to do:

1. Check your child's assignments/ assignment notebook nightly.
2. Spend time with your child on homework as needed.
3. Help your child get necessary resources for completing assignments.
4. Assure that your child gets enough sleep and a healthy breakfast before each school day.
5. Communicate with the school in a timely way when...
  - (a) any important/pertinent information changes.
  - (b) the child will not be at school.
  - (c) there are any problems/misunderstandings.
6. Send a healthy lunch to school each day.
7. See that your child has needed supplies as per classroom supply lists and replenish them as necessary.
8. Attend all school events. (singing for Sunday services, Christmas service, fairs, Entertainment Night, other events)
9. Volunteer at school at some point during the school year for things like classroom supervision, correcting papers, helping students with homework, doing a bulletin board or helping with an art lesson, etc.
10. Help your child to focus all that he/she does on Christ!

The source of our aims, objectives, and methods is Jesus -- *"Whoever serves Me must follow Me."* (John 12:26) Christian parents and teachers must dedicate themselves to an even greater study of God's Word so they may become more proficient in carrying out their task in a God-pleasing manner. Sola Fide Academy is here to **assist** parents in the educational and spiritual training of their children. We rely on and expect the full cooperation of parents as we work together to educate the children of our school.

## ADDITIONAL WAYS PARENTS CAN HELP

These are a few suggestions on how parents can help the teacher help your child:

1. Let the Word of God be the guide in your lives.
2. Attend church regularly with your child.
3. Have your child attend Sunday School.
4. Attend Adult Bible Class.
5. Have daily family devotions as part of the daily family routine.
6. Pray for your school and teachers.
7. Encourage your child to respect the teachers and others in authority.
8. Refrain from being critical of school procedures in the presence of your child.
9. Establish routines and a proper place for completing homework assignments in a God-pleasing way and in a timely fashion.
10. Consulting with your child's teacher in a Christ-like manner on any matters you might feel pertinent to your child's training.
11. Ensure that your child is regular and prompt in school attendance.

## PARENTAL CONCERNS

It is God-pleasing that all who are involved with nurturing our children work together in peace and harmony. Therefore, it is important that there be an orderly procedure to be followed. The steps outlined below must be followed in sequence before the next step can be taken.

1. The parent will meet privately with the teacher or other school person involved. They will discuss the situation and agree on a God-pleasing solution to the matter.
2. If after the initial meeting the matter is still not resolved, the parent will contact the principal and asks the principal to arrange a meeting with the involved parties
3. If the issue is still not resolved the parent can make a formal, written request that the Board for Christian Education be involved.
4. Throughout this entire process it is understood that all parties will act in a Christ-centered matter and with the best interests of all at heart.

# POLICIES

The Board for Christian Education sets the policies and guidelines for the school. They are reviewed on a yearly basis for revision and improvement. Any explanation of a guideline or policy may be given at any time by the principal or a board member.

## ATTENDANCE

Regular attendance at school is very important to the success of students. Sola Fide Academy will follow the Georgia Compulsory Attendance Law found in the O.C.G.A. section 20-2-690.1. Parents must contact the school if a student is absent and give the reason for the absence. Attendance will be classified according to one of the following categories.

1. Excused Late Arrival - Student arrives late, but attends school for 4.5 or more hours. The parents notify the classroom teacher or school office in advance by phone call or text message, and the student or parents provide a signed third-party excuse to the school office or to the classroom teacher within 48 hours.
2. Excused Early Dismissal - Student leaves school early, but attends school for more than 4.5 hours. The parents notify the classroom teacher or school office in advance by phone call or text message, and the student or parents provide a signed third-party excuse to the school office or to the classroom teacher within 48 hours.
3. Excused Absence - Student is present at school for fewer than 4.5 hours. The parents notify the classroom teacher or school office in advance by phone call or text message, and the student or parents provide a signed third-party excuse to the school office or to the classroom teacher within 48 hours.\*
4. Unexcused Absence - Student is present at school for fewer than 4.5 hours. The student and parent do not provide a signed, written excuse from a third party.
5. Tardy - Student arrives in the classroom after 8:15 am or leaves school before 3:30 pm, but attends school for 4.5 or more hours. Neither the student nor the parent provides a signed, written excuse from a third party.\*\*

Parents who wish to take their child out of school for any amount of time are asked to contact their teacher in advance. A note excusing and explaining an absence must be received by the teacher no later than the beginning of school on the day the absence is to occur. The work assigned during a student's absence must be completed in a time frame approved by the classroom teacher.

Attendance is vital to learning, and aberrations to normal attendance patterns cause disruptions in learning both for the student and the entire classroom. As such, SFA will follow specific procedures to curb absences and tardies.

1. If a student accrues three tardies in one quarter of the school year, the classroom teacher will call the parents to remind them about the possibility of penalties.
2. If a student accrues five tardies in one quarter, that child will miss ten minutes of morning recess. Subsequent tardies will result in further losses of recess time.
3. If a student loses recess due to tardiness in two different quarters or a student accrues ten tardies in a semester, the parents will be required to meet with a school administrator to discuss the attendance problem and notify the Sola Fide Board of Education.
4. If attendance problems continue, SFA reserves the right to terminate enrollment and/or notify the appropriate government agencies (Georgia Dept. of Family and Child Services, etc.) to ensure that each child's learning is being appropriately supported. SFA will trigger additional review at 25 tardies or 7 unexcused absences.

If a child is absent from school for more than 18 school days in one school year (Georgia Dept. of Family and Child Services suggestion), retention of the child in their respective grade level may be recommended.

**\* Students with a fever of 100.4°F or higher should stay home from school. Students who have vomited should stay home from school. These absences will be marked as excused if a parent calls or texts the school office or classroom teacher.**

**\*\* If a student is picked up early from school without the proper excuse, it will count as a tardy for the purposes of the first, second, and third steps of the policies regarding penalties for tardiness.**

## ADMISSIONS

One of the main goals of operating Sola Fide Academy is to nurture the children of the congregation. However, parents who are not members of Sola Fide Evangelical Lutheran Church but who desire a Christian education for their children are encouraged to apply for admission by submitting an application to the principal. The application process includes a personal interview of the parents and student by the principal and the classroom teacher. Upon approval for admission, the student will be under a 90-day introductory period. At the end of such time, the student is reevaluated for permanent placement. As a private school, the Board for Christian may choose to restrict enrollment. Any restrictions will be in keeping with the non-discrimination policy found on page 13.

A current file must be obtained from the previous school before admission can be complete. In that file, there must be a "Certificate of Immunization", vision, hearing, and dental screening from the previous school or schools.

All students must participate in the total curriculum of the school. This includes, but is not limited to, memorization of catechism sections, Bible passages, hymn verses, enrollment in Christian doctrine classes with the pastor when in the sixth, seventh and eighth grades, and participation in all other normally required religious classes. All children are also strongly encouraged to be present in church services when their classes are scheduled to participate.

*Any non-member parent is encouraged to attend the **Bible Information Classes** offered by Sola Fide Evangelical Lutheran Church. The pastors will be happy to tailor the timing of the course so that you can opportunity to learn the doctrines and scriptural truths your child(ren) will be learning at Sola Fide Academy. Although this class is normally offered as a precursor to becoming a member of Sola Fide Lutheran Church, the purpose of having parents attending is not necessarily to have them join the Lutheran Church but to fully inform them of what we are teaching their children.*

Sola Fide Academy reserves the right to administer grade placement tests in reading and math to establish proper grade level in our school. After evaluation of these tests and examination of past school records from all previous learning institutions, the principal will place the student in the appropriate grade level.

## CELL PHONES

Student-owned cell phones can cause disruption and distraction. We understand that some parents may feel a need for their child to have a cell phone at school. The following are general expectations for students, parents, and teachers. Teachers may make more specific regulations as they see fit.

- If you (the parent) need your child to bring a cell phone to school, you must inform your child's teacher in writing.
- During the school day, student cell phones must be turned off and placed in a teacher-designed location.
- Students who need to contact their parents during the school day are required to do so in the format that their classroom teacher chooses.
- At times, a teacher may approve the use of a cell phone as a stopwatch, camera, or compass for a designed class activity.
- Students are not allowed to record any photos, videos, or audio at school without the teacher's permission.
- Students may not post any cell-phone-recorded media recorded at Sola Fide to the internet in any time.
- Sola Fide Academy shall not be held liable for the actions of individuals who choose to violate the acceptable uses of their cell phones. In addition, each user and/or user's parent(s) or guardian(s) shall indemnify Sola Fide and hold it harmless from and against any damage, liability, loss, or deficiency arising out of or resulting from the user's use and/or misuse of a cell phone.
- Sola Fide reserves the right to confiscate a student phone for improper use. If a phone is confiscated, it will only be returned to the child's guardian. If the same student's phone is confiscated on multiple occasions, Sola Fide reserves the right to permanently ban that student's cell phone from campus.

## COMMUNICATION DURING SCHOOL HOURS

Teachers are expected to dedicate their full attention to their students between 7:45 a.m. and 3:50 p.m. If you need to contact the school, your first option should be to call the school office (770-972-1771). If you leave a voicemail at this office number, it will automatically be forwarded to the recipient's email. Using the office line is preferable as it reduces the amount of interruption for the classrooms. If you call, text, or email your teacher's cell phone, please realize that they may not have an opportunity to respond until after 3:50 p.m.

## COMMUNICATION PLATFORMS

Sola Fide maintains a number of communication platforms so that parents can stay informed. Among these are a regular email newsletter, a formal website, *Remind* text messaging and the *TADS Educate* student information system. We ask that parents stay up-to-date by reading the weekly newsletter, staying subscribed to *Remind* and checking in on the school's online properties periodically.

We strive to make our communication clear and effective, so we value your feedback. Please send comments and suggestions to [school@solafide.com](mailto:school@solafide.com).

## COMPUTERS

The use of the school computers and other electronic devices in the classroom is under the direction of the classroom teachers and aides. The students may use *Internet* access only for educational needs and under the supervision of the faculty or volunteer adult aid. Any misuse of the computers may result in the loss of computer privilege and possible additional disciplinary action. The distinction between proper use and misuse of digital devices is governed by the Computer Use Agreement that students and parents sign at the beginning of the school year.

Students will be assigned a Google account in the [@solafide.com](mailto:@solafide.com) domain. Use of this account is restricted by the GoGuardian filtering platform. Access to this account will be terminated approximately one month after the student enrolls in a new school.

## DRESS CODE, SCHOOL UNIFORMS, AND PERSONAL APPEARANCE

### Uniforms

Students will be required to wear Uniforms five days a week. Teachers and administrators may use a free dress day as an incentive or a reward.

The uniform consists of either a navy or a white polo on top with khaki or navy blue shorts, pants, a skirt or a skort on the bottom. (Jeans will not be allowed on uniform days.) When weather necessitates, students will be allowed to wear white or navy cardigan sweaters over the top of their uniform or wear white or navy long sleeved t-shirts under their uniforms. Students may also wear school-issued jackets over their uniforms during class. Hooded sweatshirts may not be part of the uniform.

In the event that a student fails to comply with the uniform policy, parents will be notified, and the child's classroom teacher will require the student to wear a school-owned spare uniform for the remainder of the day. This will result in a \$5 uniform rental fee. On the second and subsequent uniform infractions, parents will be notified and asked to choose between bringing a uniform to school or having their student serve a 45 minute detention and wear a school-owned spare uniform.

### Free-Dress Day Dress Code

On non-uniform days, Sola Fide expects appropriate attire that reflects our collective calling as redeemed children of God. One who views his body as the temple of the Holy Spirit will exercise care in his clothing and grooming habits. In keeping with the scriptural injunctions to be moderate in all things (Philippians 4:5), the Christian student will avoid extremes in his or her personal dress regardless of what fashion may dictate.

There are some general rules that govern the practicality of the clothes that one wears to school. These rules will be followed when dressing for school:

1. Physical Education classes can occur at varying times during the week. Wear shoes that are appropriate for physical activity every day.
2. Wear clothes that are clean, comfortable and don't interfere with movement, or distract from the learning environment.
3. Tank tops and leggings may not be the outermost layer of a student's clothing.
4. Clothing should appropriately cover a student's waist and midsection even when a student raises a hand or bends over to pick up an item.

It is our intent to develop good habits in our children with regard to their appearance through the exercise of Christian liberty. Ultimately, attire questions will be decided upon in the light of God's Word and whether or not the attire is a distraction to learning for the student and others in the school. The judgment of the school faculty and staff is the final word regarding any attire-related questions.

If a child does come to school improperly attired, he or she will be required to wear a spare school-owned uniform, and a \$5 uniform rental fee will be assessed.

### Personal Appearance

Several guidelines are established for our students' personal appearance. If students are in violation of these guidelines, they will be required to amend their appearance immediately if possible, and definitely before returning to school the next day.

1. If dyed, hair must be a natural human hair color.
2. No hats or head coverings of any kind are allowed inside the school during the academic day, except in accordance with special dress days.
3. Jewelry and make-up may be worn in moderation.
4. Students are not to draw or write on their skin.

## EMERGENCY SCHOOL CLOSINGS OR DELAYS

If it becomes necessary to close school or delay the start of school for the day, there will an announcement made via the **REMIND** text messaging platform. The announcement will also be posted on our website at [www.solafide.com](http://www.solafide.com) as soon as possible.

## FIELD TRIPS

From time to time the children will take field trips. All students are expected to attend such trips as part of the regular school day. Parents are encouraged to assist on these trips as drivers and chaperons. Chaperons will need to file a copy of their current license and insurance information.

Parental permission must be granted for any child to be taken off the school grounds. The Board for Christian Education has included this permission on your child's application. Your signing of the application gives permission for your child to attend all field trips during that school year. However, permission slips and notices will still be sent home for each and every field trip. These notes need to be signed and returned for your child to participate in the field trip.

## FIRE DRILLS AND OTHER EMERGENCY PREPARATIONS

Practice fire drills, severe storm drills, and shelter-in-place drills are conducted monthly throughout the school year. Children are instructed in proper behavior for an emergency so they can be evacuated in a rapid, safe manner. In the event of a tornado or severe storm warning, the children will be taken to a place of maximum safety.

## FIRST AID

Staff members will administer first aid for minor injuries incurred on the playground or in the classroom. If any injury is of a more serious nature, appropriate steps will be taken to insure that immediate medical care is obtained. Parents will always be notified in a timely manner.

## INCOMPLETE WORK

Assignments will be given in each class almost every school day. The timely completion of these assignments is important to support academic achievement. Each time a student fails to complete an assignment by the time it is due, they will forfeit recess and other at-school privileges until the assignment is completed. The teacher will notify the student's guardian via phone call, text, email, or written notice.

If a student has a problem completing an assignment, it is both his/her and your responsibility to seek out the necessary resources to complete the work. Students or parents should feel free to contact teachers regarding ANY homework questions. We understand that there may be an occasion where certain circumstances may prevent a particular assignment from being completed on time, and if you communicate with us on these occasions, we will be as accommodating as possible. SFA's policy for incomplete work is as follows:

If a student receives 10 incomplete notices in any quarter of school, the student, guardian(s), and teacher will meet with the principal to develop an action plan. Teachers may see fit to add other in-class consequences.



## LOCKERS AND CUBBIES

Some students have lockers or cubbies in which they can place their jackets, books, and other school related material. These spaces are property of Sola Fide Lutheran Church and Academy and students will be encouraged to take proper care of them. These spaces are to be kept in neat order and used for the purpose for which they are intended. The faculty reserves the right to conduct regular checks for locker cleanliness and proper care. Locks should not be placed on the lockers or cubbies. Students are not allowed to use any adhesive material to decorate these spaces. Open containers of liquid and unwrapped snacks are not to be placed in the lockers or cubbies at any time.

## NOTICE OF NON-DISCRIMINATORY POLICY

Sola Fide Academy admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, race, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Parents, by signing and completing the application forms, place their child under the rules, regulations, discipline, and religious instruction of Sola Fide Evangelical Lutheran Church and Academy.

## PARKING LOT SAFETY

Parking lot safety is a key concern of parents and staff alike. Please note that the parking lot drop off/pick up lane is marked with white arrows. Please follow these arrows and drive slowly and with extreme caution in our parking lot at all times. Please refrain from cell phone usage while in the parking lot. If you have questions regarding the parking procedures, please speak with the principal.

## REMIND TEXT MESSAGING SERVICE

The cell phone numbers you provided at registration will be added to our school's Remind text messaging platform. If you choose to opt out, please contact the principal.

## REGISTRATION AND ENROLLMENT

During the month of January current families will be given access to an online registration form. The deadline for registration of returning students is February 28th. Please check the schedule of fees for the registration amount. Please complete the registration form and pay the registration fee as soon as possible.

New students may register by contacting the principal, following all enrollment procedures, and completing all admission requirements. Full payment of the registration fee must accompany the new student's application. The registration fee is refundable only in the case of non-acceptance.

## SCHOOL AND CHURCH PROPERTY

All buildings, textbooks, computers, desks, outdoor play equipment, and materials are to be treated with respect and are to be used in good stewardship. Parents will replace property lost or damaged by their child.

## SCHOOL HOURS

Parents are responsible for having their child/children at the school before 8:10 a.m. in order for the student to be ready by the 8:15 a.m. start time, and for picking them up when school ends at 3:30 p.m. Teacher supervision begins when the doors open at 7:45 a.m. and ends at 3:50 p.m. Parents are asked to honor these times and ensure transportation that allows for student arrival between 7:45 and 8:10 a.m. and student pick up by 3:50 p.m.

The parents of students who drop of their child before 7:45 a.m. will be charged the daily before school care rate of \$8.

Students not picked up by 3:50 will be sent to after care. Students picked up between 3:50 and 4:00pm will receive a \$3 aftercare charge. Students picked up between 4:01 and 4:15 will pay a \$7 after care charge. Students picked up after 4:15 will receive the full \$14 aftercare charge.

## SINGING FOR SUNDAY AND SPECIAL SERVICES

God has commanded us to sing and sound His praises. *"Let everything that has breath praise the Lord"* (Psalm 150:6). From time to time, the students of Sola Fide Academy participate in a Sunday worship with a song they've learned at school. We love having our Academy families join us in worship at the Church. We understand if you already have your own church families with whom you worship, but we'd love to have you.

## TOYS AND ELECTRONIC DEVICES

Students should keep toys, gaming consoles, mp3 players, and collections at home unless brought for a specific educational purpose set forth by the teacher. These items may be confiscated by the teacher.

## TUITION POLICIES

Members of the Wisconsin Evangelical Lutheran Synod may be provided with a tuition credit. In order to qualify for this reduced rate, the member student(s) and at least one parent/guardian must attend 50% of all regular weekly worship services each semester. Should a member family fail to meet this guideline, their member tuition credit status may be revoked and they will be billed at non-member rates for the following semester.

All non-member students are charged a tuition fee. The tuition fee is due according to the *Schedule of Fees* for that year. Non-members in the process of changing their membership to a WELS church shall be charged the non-member fee until officially taken into membership.

## PAYMENT INFORMATION:

1. Registration fees for returning students are due in full by February 28th of every year.
2. Parents may elect to make 10 equal tuition payments instead of one upfront lump sum payment. If they so elect, tuition fees are due the first of every month for ten months (August-May).
3. If a student withdraws from Sola Fide Academy during the middle of the year, they will be responsible for paying a termination fee of one month's tuition after the date of withdrawal.
4. Arrangements for a different schedule of payment can be made with prior approval of the Board for Christian Education. A \$50 late charge will be assessed immediately if the payment has not been received by its due date (unless other arrangements have been made).
5. A current bank rate service fee of \$50 will be assessed on all checks returned for insufficient funds.
6. If accounts remain delinquent one month after your payment is due, diplomas, and report cards will be withheld until payment is made in full.
7. Families with accounts delinquent will not be allowed to enroll their children for the next school year until the balance has been paid in full.
8. Statements and invoices will be processed by TADS. If there is a problem with your account, please speak with the office contact, a Board for Christian Education member, or the principal.
9. Tuition payments will be processed by TADS. You will receive information on how to set up an account between July 15 and the beginning of the school year.

# ADMINISTRATION

## ACCREDITATION

Our school is fully accredited by the Association of Christian Schools International.

## AFFILIATION

Sola Fide Evangelical Lutheran Church and Academy is a member of the Wisconsin Evangelical Lutheran Synod (WELS). The school is operated and partially funded by this congregation. Final authority for all decisions of policy and property is vested in the voter's assembly of the congregation. The congregation has delegated the authority of overseeing the operation of the school to the Board for Christian Education.

## THE BOARD FOR CHRISTIAN EDUCATION

The affairs of the school are administered by a called principal who is responsible to the Board for Christian Education. This board has given complete responsibility in all academic matters to the principal. This would include matters such as promotion, retention, and grade placement of students. The principal is also responsible for regulating the teaching standards for the school.

The Board for Christian Education sets policies and guidelines. They are reviewed on a yearly basis for revision and improvement. You may request explanations of these from the principal or a board member.

## CONTACT INFORMATION

**School Office:** 770-972-1771 office@solafide.com www.solafide.com

### Teaching Staff

|                                  |                    |                      |                                |
|----------------------------------|--------------------|----------------------|--------------------------------|
| Principal, Teacher Gr. 7-8       | Jeremiah Schmiege  | (Cell: 770-713-9666) | jeremiah.schmiege@solafide.com |
| Teacher Grades 7-8               | Lynsey Tinnel      | (Cell: 615-430-9607) | lynsey.tinnel@solafide.com     |
| Teacher Grades 5-6               | Tim Pingel         | (Cell: 920-941-0342) | tim.pingel@solafide.com        |
| Teacher Grades 3-4               | Mariah Schroeder   | (Cell: 507-217-0400) | mariah.schroeder@solafide.com  |
| Teacher Grades 1-2               | Kathleen Van Orman | (Cell: 256-457-0968) | kathleen.vanorman@solafdie.com |
| Teacher Grades 4K & Kindergarten | Shellie Quintana   | (Cell: 770-715-9419) | shellie.quintana@solafide.com  |
| Teacher 3K                       | Kim Langley        | (Cell: 678-447-5231) | kim.langley@solafide.com       |

**Board for Christian Education:** Michael Quintana, Jake Avitabile, Michael Brzezinski

**Pastor:** Michael Kober (Cell: 770-880-8585) michael.kober@solafide.com

**Office Contact:** Dianna Rott (Office: 770-972-1771) dianna.rott@solafide.com

The principal and staff are readily available to discuss the joys and the challenges associated with our program of Christian education. Please feel free to set up an appointment at any time. It is our hope and prayer that our program of Christian education daily equips each child spiritually and academically as parents, students and teacher work together to the glory of our Lord.

