

GENERAL

AFTER SCHOOL STUDY HALL

An SCA teacher will oversee students after school until a parent can pick them up or until a later sports practice begins. Any 6th – 12th grade student still on campus and not involved with a sports practice beginning no later than 3:30 will be sent to study hall. No 6th – 12th student should linger in hallways, the office area or the gym after 3:30. Students seen in those areas by teachers or administration will be sent to study hall. The fee is \$5 per day regardless of the amount of time the student needs to stay. Billing is based on the number of days the student attends. Athletes attending study hall on practice days and game days will not be charged. After school study hall is available from 3:05 to 6:00 p.m. There is no registration fee or form to complete for after school study hall.

AWARDS

SCA students are eligible to earn awards and recognition during the year for their achievement in various areas. Among the awards offered are highest academic averages in each graded subject, Bible memory, citizenship, excellence in elective areas, and athletics.

A 5th-6th grade student, a middle school student, and a high school student will be selected each year by the faculty to receive the *SCA Warrior of the Year* award. Winners of this award will be given an engraved plaque to commemorate this honor. The following criteria are used to determine each year's winners:

- Peer interaction – Matthew 7:12 (The Golden Rule)
- Respect for authority – I Thessalonians 5:12-13; I Peter 2:17
- General attitude – Philippians 2:5
- Academic diligence (not necessarily achievement) – Colossians 3:17
- Gentle and humble spirit – Matthew 11:29
- Appreciative and joyful spirit – I Thessalonians 5:16-18
- Genuine and evident desire to follow Christ – Matthew 22:37-40

Academic Awards For Core Classes

Awards will be given to students with the highest academic average for the year, in each graded subject, for that class. (Example: There may be an award for best penmanship in a lower grade but not in the 8th grade). In case of a tie, give a certificate to both students. It may be possible that one student will receive all or most of the awards in a classroom. Do not adjust grades or give an award to someone else because a student already has several awards. This cheapens the grade and the effort by the deserving student. Awards should be given for the following:

Elementary and Intermediate:

- Highest average per subject taught
- Bible Memory Award: Students who have memorized their memory verses each week, or each lesson, as applicable.

Middle and High:

- Highest average per period taught (highest average through the Friday before Awards Day)

K-12

- Academy Honor Roll, Principal's Honor Roll, Warrior Honor Roll: See qualifications in the Academic section of the handbook.

Academic awards for Non-core Classes

High achieving students of the year in each of the following areas will also receive an award: art, music, band, theater, computer, physical education, and athletics. Teachers and coaches will fill out the award certificates for their areas. These areas are subjective and care should be given to make certain the award is not a personality contest. Effort and character should be two determining factors along with talent. These awards may be given out at special banquets, fine arts events, field day or awards day.

Good Citizenship Award

This award is voted on by classmates; eligibility criteria are the same as the criteria for the SCA Warrior of the Year Award (see next section). Teachers should instruct students to make their choice for this award a matter of prayerful consideration and definitely NOT a popularity contest. Students who have been suspended from school are ineligible for the award.

SCA Warrior of the Year

The most distinguished award given at SCA is the SCA Warrior of the Year Award. This is a Christian character award. A total of three awards will be given in the following categories:

Elementary and Intermediate: 5th-6th grades

Middle School: 7th-8th grades

High School: 9th-12th grades

This award is voted upon by the faculty. Teachers assigned to the various schools will nominate one student for the award. Teachers will want to keep this award in mind all year as they will be voting for students they do not come into contact with on a daily basis. A student may not win the award two years in a row; however a previous winner may be considered again after one year. Students who have been suspended from school are ineligible for the award. Winners will receive a plaque.

Criteria for this award are:

- Peer interaction – Matthew 7:12 (The Golden Rule)
- Respect for authority – I Thessalonians 5:12-13, I Peter 2:17
- General attitude – Philippians 2:5
- Academic diligence (not necessarily achievement) – Colossians 3:17
- Gentle and humble spirit – Matthew 11:29
- Appreciative and joyful spirit – I Thessalonians 5:16-18
- Genuine and evident desire to follow Christ – Matthew 22:37-40

BULLETIN BOARDS

- Bulletin boards should serve a purpose (i.e., educate, inform, stimulate thought, entertain, etc.).
- Academically related bulletin boards should have a purpose corresponding to the curriculum.
- Holiday bulletin boards should be appropriate for the season. Avoid holiday themes such as ghosts, witches, Santa Claus, etc. There are plenty of seasonal options without choosing any controversial subjects.
- Bulletin boards should be changed monthly or no less than every nine weeks.
- Bulletin boards should be decorated at the end of the year and left up throughout the summer.

CALENDAR REQUESTS FOR TRANSPORTATION/USE OF FACILITIES AND APPROVAL REQUESTS FOR FUNDRAISING, PRODUCT SALES OR SERVICE PROJECT

Calendar Request forms should be completed for the following reasons:

- Any school sponsored activity or event, whether on-campus or off-campus
- Events or field trips away from school property, with or without transportation needs
- Use of another room on school campus other than a teacher's scheduled room
- Any special activity which takes place in the normal classroom which:
 - Teacher deems noteworthy for publication and promotion, or
 - Includes parent participation

Calendar Request Procedure

- Complete the *Calendar Request* form: Facilities Request or Field Trip Request.
 - Make a copy of form and maps to keep for teacher's records.

- Submit completed *Calendar Request* form to the Principal at least **6-8 weeks** prior to the trip/event for approval. Principal will forward *Calendar Request* to the Administrative Coordinator.
- A *Reservation Confirmation* will be emailed to the contact person when request has received final approval. Do not publish or promote an event until confirmation is received.
- ***Classes should make every effort to complete all field trips prior to May 1st.*** All calendar requests for Spring events should be turned in by March 1. Transportation will not be available for end of year parties.
- The Administrative Coordinator will secure approval through FBNS Master Calendar, schedule bus driver, enter event/field trip on *SCA Master Calendar* in Outlook and send approved confirmation of request to the SCA event contact.
- The Financial Assistant will request monies needed and process according to instructions on form (i.e. mail check, have cash needed available, etc.)
- The Teacher should:
 - Notify teachers of any missed classes or electives of scheduled absence
 - Notify parents of all field trip plans including appropriate dress, lunch plans, cost, etc.
 - Coordinate picking up any monies needed from Financial Assistant
 - If a substitute teacher is needed to cover missed classes, complete an *Employee Time Off* form and submit to the Principal as soon as approval of request is received.

The *Approval Request for Fundraising, Product Sales or Service Project Form* must be submitted to the Principal or Athletic Director two weeks prior to a fundraising, product sales or service project event. No fundraising, product sales or service project should take place without submission of the form. The form can be found on the faculty website. Notes to review when submitting the form:

- Complete an SCA Calendar Request form if necessary
- Collection and storage of any items collected are the sponsor/groups' responsibility
- All monies collected must be tallied and turned in daily to the SCA financial office
- Checks must be made payable to SCA
- A Check Request form must be submitted to the SCA financial office for dispersal of charity gifts
- Use of personal credit card or giving cash monies is not permitted for charity gifts

CELL PHONE POLICY

Cell phones and other cellular electronic equipment cannot be visible, turned on, or used during the school day, in the school building or during after school care. The school day is defined as 7:00 a.m. until 3:15 p.m. Electronic equipment includes, but is not limited to cell phones, smart watches, smart glasses, other wearable smart devices. All grades will adhere to this policy.

The Acceptable Use Policy will still be used for the required personal computer/laptop for Middle School and High School students.

SCA understands the need for students and parents to be able to contact each other when needs arise. We do have phones in the hallways and at the front desk that can be used, with SCA faculty approval, to contact parents during the school day.

CEMETERY

The cemetery behind the school and near the playground is a place very dear and precious to the loved ones of those buried there. It is important that respect is shown when near these graves.

- Students should not intentionally walk across graves or litter the cemetery. The tombstones are memorials to loved ones.
- Students should not sit on tombstones or treat them disrespectfully.
- Students should not remove items from the graves, such as flowers, rocks, etc.
- When near the cemetery, students should be quiet and respectful.

CHAPEL

In addition to daily Bible classes in all grades, weekly worship assemblies are conducted for separate age groups within the school. Since chapel days are generally on Wednesdays, they are designated dress uniform days, regardless of whether chapel is being held.

The purpose of chapel is to provide assemblies that allow the leadership to conduct meaningful programs of a spiritual nature as well as “family session” information. The programs are varied and include: music, Bible teaching, student-led programs, missionary speakers, films, and videos.

Chapel will be held every Wednesday for all students. See the General School Schedules Appendix for times.

Teachers should enforce good listening and behavior habits. Teachers should remain in attendance and sit with their classes. Chapel will be a time of celebration and sharing, lasting approximately 20 - 25 minutes. Parents are welcome to attend.

CLASSROOM CARE AND DECORATION

We are stewards of the Lord’s property. Consistent care of the building facilities will preserve its usefulness. All of our rooms are multi-use; that is, they are used by our church for other functions in addition to SCA classrooms. Creating an atmosphere conducive for learning is essential and certainly encouraged. When teaching in a multi-use room, creating this atmosphere can present a challenge. Therefore, teachers are asked to follow the guidelines below:

Decorating Classrooms and Halls

- Decorations should present a warm and inviting atmosphere, hung in a neat and orderly fashion.
- The fire marshal prohibits items being hung from the ceiling. Items should not be closer than 24” to the ceiling and only 10% of the wall should be covered.
- Decorations should not be excessive. Walls that are completely covered can appear cluttered and be distracting, instead of attractive.
- Decorations should not obstruct the thermostat, receptacles, windows, intercom, and light switches.
- For hallways and rooms, primarily use your assigned bulletin boards and cork strips for decorating. Use of walls is permitted, but should be kept at a minimum, especially the drywall.
- Keep in mind that throughout the school year, we are presenting SCA to others, and all items and posters should put forth an image of professionalism and pride in our school.
- Any item you wish to place in your room that takes up floor space must be approved by Administration. Excess equipment and furniture can prohibit proper cleaning of facilities, and interfere with other FBNS functions.
- Remember that rooms and countertops will be used on Wednesdays and weekends by FBNS. Rooms on the preschool hall will also be used for Warrior Overtime. Do not leave items out that you do not want touched and used. Be considerate of the needs of others using that room.
- Do not drape sheets, bulletin board paper, etc. over equipment (except for Smart Boards) or shelves to hide supplies. Not only does it not work, it also makes the room look uninviting to others.
- At year end, items cannot be piled in a corner as a barricade for storage. Personal items should be taken home.

Adhering Items to the Wall

The following products must be used for adhering items to walls. These products must be used to keep our facility repair costs down.

- For concrete block walls, you may use masking tape, plasti-tak or ez clips. These are available in the resource room or by request through the resource room coordinator.
- For drywall, plasti-tak and drafting tape/dots may be used for lighter items. This tape is very expensive and does not do well for heavier items.
- For hanging items on doors, please use masking tape.
- Please do not hang items from the ceiling.

Classroom Use

- Leave student desks in an orderly fashion.
- Keep all boards clean and neat.
- Teachers' desks should be organized. When leaving valuable or personal articles on the desk top, the teacher should be mindful of multi-use rooms.
- The student desks should be cleaned as needed.
- All books and teaching materials are to be put away for the weekend and on Wednesdays and the room arranged for Sunday school or Awana.
- Items left in the room at the end of the day should be dropped off at the Lost and Found.
- Classrooms should be left in clean condition before leaving the property.
- The housekeeping staff will only be responsible for cleaning the floors and emptying the trash. Please have the students help in keeping the room neat and clean for other areas.

Lights - Lights are to be turned off when leaving the classroom at the end of the day, fire drills, or any extended period of time.

Doors/Windows- Cabinets should be locked and **window blinds closed** when leaving for the day.

Computers - Computers should be left on and locked at the end of each day.

COMPUTER USAGE AND GUIDELINES

Students and parents are required to sign a *Computer/Technology Use Contract* before the student is permitted to use SCA computers. This contract is required for all students K5 through high school, even if the student is not currently enrolled in a computer class. Students are not permitted to use computers without the consent and monitoring of teachers. Unauthorized use by students will result in disciplinary action.

Each teacher will have access to a computer for email, grades, research, etc. Personal use should be limited to planning periods or after school. Teachers should not be on the computer while students are in class. Students should not be given access to teacher computers.

COPIER USE

Teachers must complete a *Copy Request form* and place it in the copy box at least one day in advance of when copies are needed. Teachers must plan ahead and avoid emergency copy situations as much as possible.

The Copy Assistant will only copy at certain times during the day. The copier is to be used by authorized personnel only.

Please be mindful to save paper by printing on both sides of the paper when possible, or use electronic versions of documents to prevent wasting paper.

DAILY RESPONSIBILITIES

Morning Duty and Arrival Guidelines

- Morning duty personnel are responsible for the well being and safety of arriving students. They are also responsible for monitoring the behavior of the students. Morning duty staff sets the tone of the entire day for the child, and many times the child's parent. Please follow the guidelines below:
 1. Each student should be greeted with a smile and verbal greeting.
 2. Parents should be acknowledged and greeted.
 3. Students must be given your complete undivided attention
 - No cell phones
 - No reading/grading papers
 - No engaging in conversations that interrupt care of students
 - Faculty should be up and monitoring students

4. PK-6th grades parking lot personnel should open car doors for the students to exit the vehicle. They should also observe traffic and report unsafe actions (passing cars, speeding, reckless behavior, etc.) to the Principal.
- Morning duty begins at 7:30 am. **All** morning duty personnel must be at their post by this time.
 - Failure to comply with morning duty guidelines may result in administrative action.
 - Daily attendance hours:

Hours:	3K-4K	7:30 am – 12:15 pm
	5K – 12 th Grades	7:30 am – 3:15 pm
	Half day associates	7:30 am – 12:15 pm (other hours as specified)
 - Sign in as directed.
 - Morning pick-up from dismissal areas
 - Students in grades K-6 should be picked up from drop-off locations at 7:50 a.m. and be seated in classrooms by 8:00 a.m.
 - Students in grades 7-12 will be dismissed from drop-off locations at 7:50 a.m. and should be seated in classrooms by 8:00 a.m.
 - Morning Announcements
 - Grades K-6 announcements will be broadcast each morning immediately following the homeroom bell.
 - Attendance
 - Grades K-8 will take daily attendance each day by 8:30 a.m. using PowerSchool. The office will change attendance throughout the day for tardies and early dismissals.
 - Grades 9-12 will take homeroom and period attendance throughout the day using PowerSchool.
 - Dress Code
 - Grades K-6 teachers should check students and speak to students individually at the beginning of the day when needed. Use the *Uniform Violation form* to record violations or call parents when needed.
 - Grades 7-12 teachers should check students and refer students individually at the beginning of the day and throughout the day when needed. Use the *Discipline Referral form* to record violations or speak to your Principal if you have further questions.

Afternoon Duty and Dismissal Guidelines

- Before leaving in the afternoon, turn off lights and leave computer on and locked.
- SCA classrooms are used by other ministries. Be sure to arrange classroom desks and materials appropriately on Wednesdays and Fridays. If rooms are not left orderly by others using the rooms, please notify the SCA Receptionist or the headmaster's assistant immediately.
- Grades K-6 Dismissal
 - Each classroom teacher will walk her students to the proper dismissal area. Teachers will remain in the dismissal area until:
 - all their students are picked up or
 - 15 minutes past dismissal bell at which point students should be taken to Warrior Overtime. At 15 minutes past the dismissal bell, any MS students not picked up should be walked to after school study hall (*Example: 5K-2nd dismisses at 2:30 pm -- students should be sent to Warrior Overtime at 2:45 pm; 2:45 pm students should be taken to Warrior Overtime at 3:00 pm*).
 - Teachers should check students in to Warrior Overtime by name, with the Warrior Overtime teacher.
 - Students who are signed up for after-school sibling room care should be dropped off by the classroom teacher in the motor playroom as the class goes to the dismissal area. The older sibling or carpool student must stop by the motor playroom to pick up the student and walk him to the dismissal area. Students remaining in the motor playroom after 3:30 p.m. will be taken to Warrior Overtime.
 - Teachers will work together rotating inside and outside duty.
 - The outside teachers will:
 - Call student car tag numbers
 - Make sure students are lined up in the proper order
 - Open car doors and place 5K, 1st and 2nd grade students in vehicle.
 - The inside teachers will:
 - Assure students remain quiet and orderly
 - Monitor students of outside teachers

- Not be engaged in conversation with other teachers or parents, but actively involved in maintaining order
- Teachers are dismissed from duty when students are gone or their late students have been taken to Warrior Overtime.
- Teachers will rotate remaining at duty until next dismissal group arrives to monitor remaining students.
- Grades 7-12 Dismissal
 - After 15 minutes past the dismissal bell, high school students found in the hallways without a pass should be taken to the after school study hall by the teacher who sees the student. The student will be billed for the service.

General Responsibilities

- Faculty Meetings: scheduled Mondays beginning at 3:20 p.m.
- Weekly lesson plans should be emailed to the Principal or placed in his/her box on Monday mornings.
- Interim Reports: given at the mid-point of each 9-week quarter
- Report Cards: given each 9-week quarter
- Classroom Responsibilities - Provide attractive and interesting bulletin boards and rooms. Initiate parent-teacher conferences as necessary.
- Attendance at all designated PTF meetings including Fine Arts Night (please reference your contract).
- Attendance at multiple athletic events and other school activities is strongly encouraged (**at least 2 per year are required**)
- Teacher Work Days: schedules for work days will be administratively assigned. Some work days will be set aside for activities such as curriculum study and other professional advancement. Teacher attendance for all workdays is required.
- Involvement in accreditation process and professional development process
- Fill any repairs or housekeeping needs. Emergency needs should be sent to the SCA Receptionist or the headmaster's assistant.

DISCRETIONARY FUNDS

Teachers will need to turn in a purchase order request to the financial office for any purchases prior to all purchases being made. Keep these requests to a minimum for necessary items for your classroom. The financial office will email you if your request is approved or denied. Following approval, you will need to turn in your original receipt and one copy to the financial office in order to receive your reimbursement. All non-consumable materials purchased with discretionary funds remain the property of SCA.

FACILITIES

SCA is blessed to use the facilities provided by FBNS for educational space. These facilities consist of classrooms, the library, the band room, the fellowship hall (cafeteria), the gym, the sanctuary, City Lights, North Room and the Rock (chapel, performance and meeting areas).

FACULTY MEETINGS

Faculty and faculty associates will reserve each Monday until 4:00 p.m. after school for faculty meetings. Please do not schedule appointments on this day. Faculty members will be notified when these meetings are scheduled.

Faculty meetings will begin at 3:20 p.m. An agenda will be prepared and strictly followed. Proposed items for inclusion in the agenda should be submitted to the Principal in writing stating the topic and giving a brief summary. Proposals should be submitted at least one hour prior to the meeting.

Preschool teachers may be asked to attend a full staff Monday meeting occasionally. Preschool teachers will meet after class as necessary.

FACULTY PARKING

All staff should park behind the gym or near the church office awning. The only exceptions are early morning staff.

FIELD TRIPS

Parental permission for field trip participation is implied upon enrolling a student at SCA. Field trips are provided as an integral part of the curriculum.

Coordination of field trips is the responsibility of the teacher. Parents will be notified in advance of field trips. Because the visited facilities are often restricted to a specific number of participants, the number of parents allowed to accompany field trips may also be limited. When space is not available, parents may choose to travel in their own vehicles at their own expense and liability. Field trips are taken for curriculum enrichment. Siblings of students may not accompany parents on field trips. Field trips are not intended to be family excursions, but class enrichment activities. Siblings often interfere and detract from chaperone duties a parent may be asked to perform. Parental attire on field trips should be modest and reflect a positive example for students.

Parents attending overnight trips will be required to have a background check completed by the school. The cost of the background check will be the parent's responsibility.

Students must remain with the class or group for the entire trip. Students will not be allowed to ride in vehicles with parents unless advance notification and arrangements are made due to transportation constraints. At times, there may be a cost to the students and parents for a field trip.

Every effort is made to make field trips safe and secure as well as enriching. Teachers will plan, supervise and be in charge of all trips. The school discipline policy as outlined in the Discipline Section will be enforced on all trips. Parent volunteers may serve as chaperones, especially on overnight trips. The chaperones will be informed of their responsibilities and expectations while on a trip. Student security and safety is the first priority. In case of an emergency, the staff member in charge of the trip will be responsible for requesting emergency assistance and notification of the parents and school. All discipline problems or medical issues will be brought to the attention of the staff member in charge and handled according to school policy. Conduct of chaperones and staff should reflect positive Christian values at all times.

Field trips must be cognitively engaging and standards driven.

- Following the procedure on the form, submit a *SCA Calendar Request* to the Principal at least 6-8 weeks in advance. The Principal will review the request and assess classes that need to be covered.
- Personal vehicles may only be used for field trips with headmaster approval.
- Standard school dress code applies for all field trips unless the occasion requires a different type of dress. Chaperones must adhere to the school dress code as well.
- There may be limited space for parents to attend field trips.
- Teachers must accompany students on a field trip.
- A note should be sent to parents announcing the field trip, with the following details: dress code, lunch plans, costs, arrival and departure times, directions for parents, etc. A copy should also be given to the office.
- 1st – 6th grades are allowed 1 field trip per year.
- Middle school and high school will have no more than two field trips per year including those originating from core subjects.
- Teachers are not permitted to take their children on class field trips unless they are students in the class going on the trip.
- Unless an emergency arises, teachers should be with and in charge of students at all times while on a field trip.
- Students are not permitted to ride home with parents from field trips without prior administrative approval.
- Classes should make every effort to complete all field trips prior to May 1. All calendar requests for events during April should be turned in by March 1. Transportation will not be available for end of year parties.

- While on the bus, girls should sit in one section (front or back) and boys should sit in the other. A boy and girl may not sit in a seat together.

FUNDRAISING FOR SCA

SCA prayerfully and carefully uses money received through tuition and fees to provide our students with the best educational opportunities possible. There is never enough to do everything SCA would like to do. Financially, there are three significant ways, over and above the tuition and fees parents pay, that parents can help SCA meet and exceed its goals.

Contributions

The contributions of friends and benefactors of SCA have provided library books, computers and computer software, student lockers, athletic equipment, student tuition assistance, and much more, all of which make the experience at SCA more enjoyable and meaningful. Most items would not have been made available for students from regular school revenues alone. Parents are asked to consider the impact their contributions would make toward the quality Christian education provided by SCA. Any amount is appreciated and is fully tax deductible.

To assist parents and other friends of SCA in donating to the school, SCA has created several funds. Donors may give to the Spartanburg County Foundation, the South Carolina Christian Foundation and/or SCA's Annual and Scholarship funds. Donations may be given in many forms including, cash, appreciated stock, real estate, life insurance, bequest by will and more.

Fundraising Projects

The following projects are continuously underway at SCA and have been very helpful in providing much needed school supplies and equipment for the school:

General Mills Box Tops for Education – The new and improved Box Tops mobile app uses state-of-the-art technology to scan your store receipt, find participating products and instantly add Box Tops to our school's earnings online.

Ingles – Ingles will contribute a portion of grocery purchase prices to SCA, at no cost. The *Ingles Tool for Schools Card* application may be obtained from the school office. An application must be completed only once to obtain a card, but each year the card must be linked to SCA through the www.inglestoolsforschools.com website. Parents may renew the info each year themselves or fill out a grocer card form and turn it in to the school office where the info will be entered. Parents are asked to present their Ingles Advantage cards to the cashier before scanning groceries to receive credit for SCA.

Fundraising Events

Special fundraising events are planned at SCA each year. These events, which have included Boosterthon, auctions, banquets, etc., provided for Smartboards, buses, computer/technology upgrades and upgrades to classrooms.

SCA will conduct fundraising projects to provide financial resources for non-budgeted operational expenses, for insufficiently budgeted operational expenses, and for major additions to curricular, administrative, or extra-curricular expansion. Individual classes, groups, clubs, or organizations may not organize or involve themselves in any fundraising other than school projects approved by the Headmaster.

The following parameters will govern all fundraising projects:

- No door-to-door selling
- Sales products must be of significant quality and have no connotations of, or associations with, areas of questionable ethics, morality, or other biblical standards of conduct
- Money collected must be carefully accounted for by at least two monitors
- Programs must not risk SCA existing funds
- Funds will be deposited and disbursed from the SCA fundraising account

Collection of Funds

Teachers are responsible for any money they collect. The loss of school monies is the responsibility of the teacher. Any money collected for official school business must be accurately recorded and turned in to the financial office by the end of the day or before the teacher leaves for the day.

GUM AND FOOD

Elementary, Intermediate - Students are not to chew gum on the SCA campus during school hours. Lunch is to be eaten in the cafeteria. No open drinks are to be taken into the classroom or hallways except for class meetings/parties. Students may have a water bottle with a cap that seals in the classroom.

Students may bring a snack to school to be eaten between 9:00 and 10:00 a.m. at the teacher's discretion in the classroom. Snacks should be brought to class, not eaten at the locker, in the hallway, or outside. For all students except preschool students, a snack is defined as something healthy such as fruit, nuts, raisins, crackers, breakfast bars, etc., and cannot be anything that requires a spoon or fork.

Middle and High School – Lunch is to be eaten in the cafeteria. No open drinks may be taken into the classroom or hallways except for class meetings/parties. Students may have bottled water.

GYMNASIUM

The gym is used by various scheduled school groups throughout the day. In addition, the athletic department uses the gym after school for regular activities.

Unsupervised students may not be in the gym at any time.

When participating in athletic events, physical education classes, or general playtime, athletic-type shoes with non-marking soles must be worn. When passing through the gym for reasons other than a structured, supervised activity, those wearing street shoes must walk around the outside of the marked basketball court.

HALL TELEPHONES

Hall telephones are not for student use. Students may use the telephone in the office area with permission from the school office. Excessive use will not be permitted.

HALLWAYS

Middle and high school students in the hall after 15 minutes past the dismissal bell will be sent to after school study hall. Repeated offenses will be considered an intermediate infraction.

- Students in the elementary and intermediate school are to line up in the hallway in a single line using the right side.
- Students should exit and enter the classroom in a single line. Students are to keep hands and feet off walls. Encourage pride in keeping our buildings clean. No talking in the hallway.
- At dismissal time, do not permit noisy hustle and bustle as students pack up and get ready to go. The key to good orderly dismissal is proper planning ahead so that the class has ample time to get ready. Students should carry lunch boxes, book bags, etc., on the side opposite from the walls.
- Middle and high school students should change classes and move about in the hallways quietly and respectfully of others in class, the office area, or other groups in the hallways.
- Students must keep hallways free of clutter. Books, clothes, etc. should be kept in lockers or with the student at all times.

HOUSEKEEPING REQUESTS

Housekeeping requests include emergency and daily clean-up issues, as well as needed housekeeping supplies such as tissues. The Receptionist should be notified of emergency housekeeping needs. Please F11 non-emergency requests to the Housekeeping Supervisor. Requests should include complete information such as date, location, problem, or supply needed. Your requests will be directed to the proper personnel. Even if the item is not in your class or department, submit the request. Do not assume someone else will report it. It is better to have

several requests on the same item than none at all.

When reporting housekeeping needs that are given by students, teachers must check the reported area and verify the need. This will ensure that details are accurate and also address situations where student discipline may be needed. No request will be accepted without teacher verification.

All maintenance and housekeeping requests must be processed through the F11 system/Receptionist and should not be communicated directly to housekeeping or maintenance personnel.

LIBRARY

The SCA library is an active place in which to read and study in a pleasant, welcoming environment. Its use is a privilege afforded to every SCA student.

Each elementary class is scheduled to visit once a week. Intermediate, middle, and high school students may be issued a pass to use the library anytime. Middle and high school classes may schedule times to work on projects.

- Library hours: 7:30 a.m. to 3:15 p.m. for students each school day
- Food or drink is not allowed in the library
- Computers are available for school-related assignments only; computer games and emailing are prohibited
- Loud talking, horseplay, or any other behavior disruptive to the studies of others is prohibited
- Trash and personal belongings must be removed prior to leaving the library
- Instructions of the librarian and library assistants must be followed promptly and courteously
- Students may check out two books for two weeks; although no fines will be assessed for overdue books, a student with an overdue book may not check out additional books
- Failure to comply with library rules could result in loss of library privileges
- If a library book is lost, student will be charged for replacement library book. Students who lose a textbook or library book during the school year will be given 10 days to find the book. After 10 days, the book will be replaced and the student's account will be charged. Charges for any books returned after 10 days will not be credited.

To encourage reading and to raise funds, the library sponsors book fairs.

The SCA library is available for all faculty and students. The following guidance applies to use of the library facilities for classroom enrichment.

- Staff has unlimited check-out privileges for all print and non-print materials
- The teachers' resource corner includes curriculum help as well as professional development tools required for ACSI teacher certification
- Elementary and intermediate classes are scheduled for a weekly visit; intermediate, middle, and high school classes may be scheduled at a teacher's request
- Teachers may write passes for students to check out books and do research at any time

LOCKERS

6th – 12th grade students are assigned locker space as available.

- Lockers are to be kept clean and are subject to periodic inspection; decorations may not be placed on the exterior of the lockers; interiors may be decorated with appropriate materials or pictures that are easily removed.
- Locker combinations should not be shared with other students; no student may open another student's locker
- A fee will be assessed for damaged lockers
- Lockers may be inspected and searched at any time by the administration

Assignment of a locker is a privilege and not a right. Abuse of this privilege could result in loss of the privilege.

LOST AND FOUND

All lost and found items will be sent to the First North lost and found center. Labeling uniform items, lunch boxes, jackets, etc. assists greatly in recovering lost items. The school is not responsible for lost, stolen, or damaged goods belonging to students

LUNCHROOM

Hot lunches are prepared and billed by Holmes Catering and served in the First North fellowship hall. Holmes Catering also manages the Warrior Store which provides a la carte options. Holmes Catering will provide menus and information to parents as needed. SCA does not accept third party food delivery service.

Lunchroom Guidelines

- 5K-2 students have a “10-minute quiet rule” at the beginning of their lunch periods. This is to assist the students in eating their lunch.
- All lunches are to be eaten in the lunchroom unless the teacher has arranged for a special outing.
- Courtesy and good table manners should be evident at all times.
- Each student is responsible for seeing that trash on and under tables, dishes, and chairs are put in the proper place at the end of the lunch period.
- Students are not allowed to take food or drink from the cafeteria.
- Parents are welcome to join their student for lunch on special occasions. Parents may bring their lunch or pre-order to eat school lunch. Due to limited space in the lunchroom and to ensure all parents the opportunity to eat with their student, parents should come on a limited basis.
- Middle and high school students have access to a microwave.

Lunchroom Conduct for Grades K-6

1. Prayer should be said before leaving the classroom.
2. Lunch periods are planned for 30 minutes. Please be prompt in both arriving and leaving.
3. “Home lunch” students will be directed to their tables; those getting school lunch and/or milk or Warrior store food will line up in the serving line.
4. Students should not return to the lunch line for additional food without supervision.
5. Teachers will need to work with students on using good table manners, courtesy, eating properly, and talking quietly. Establish guidelines from day one.
6. Each class will have assigned tables, but also, each class needs to have rules about where students can sit at the tables to save confusion.
7. “10 minute rule” (K-2): No talking for the first 10 minutes of the lunch period so that students will accomplish their goal for lunch-EATING! Teachers need to enforce this.
8. Students are not to use the bathroom during lunch unless it is an absolute emergency.
9. Students are not allowed to “congregate” in the lunchroom for social purposes.
10. When dismissing, teach the students how to push in their chairs quietly and correctly. Have the students wait until all students are standing with chair pushed in before lining up to leave.
11. **Each student is responsible for seeing that “his/her area” is left clean.** This includes table, chair, and floor. The class should not leave until the teacher sees that this has been done. If this is not accomplished by checking the area, teachers will be asked to sit with the students.
12. Classes should exit the lunchroom in a quiet and orderly manner.
13. Teachers should position themselves at the teachers’ table in such a way that they can see their students at all times for close monitoring.
14. Teachers should circulate among the students to let them know they are being supervised.

Lunchroom Conduct for Grades 7-12

1. Students should enter and exit in an orderly manner. There should be no running, shoving, or yelling. Students who do not follow these guidelines should be corrected.
2. Classes should sit in a designated order. Explain to your homeroom class that after an orderly procedure has been established, they may earn the privilege of sitting with friends at other tables.

3. Two lunchroom rules should prevail: Good manners and self-control. When either of these is absent you must step in to move students, separate offenders, etc.
 - a. Good manners: No throwing or playing with food or getting out of seats excessively
 - b. Self-control: No shoving, yelling, screaming, constant outbursts of laughter, horseplay
4. Students should be encouraged to show the utmost respect for the kitchen staff in their behavior in the food line and in the lunchroom, always showing appreciation for what is served.
5. Teachers should circulate among the students to let them know they are being supervised.
6. Students must not leave the lunchroom to go to the restroom unless it is an emergency.
7. Five minutes before the end of the lunch period, prepare students to leave: collect trash, finish lunch, gather belongings, quiet down.
8. Each student is responsible for seeing that “his/her area” is left clean. This includes table, chair, and floor. The class should not leave until the teacher sees that this has been done. If this is not accomplished by checking the area, teachers will be asked to sit with the students.
9. Students should leave in an orderly manner through the exit area.
10. Teachers should position themselves at the teachers’ table in such a way that they can see their students at all times for close monitoring.

*The refrigerator in the workroom is for staff only and for daily storage only. There is not enough space to store more than one day’s lunch at a time. Please put your name on what you bring and help keep the refrigerator clean. Microwaves in the workroom and storage room at the fellowship hall are for teachers’ personal use only.

MAINTENANCE REQUESTS

If you notice anything that needs to be repaired, F11 the Facilities Director. Emergency requests should be emailed to the SCA Receptionist. Requests should include complete information such as date, location, and problem. Your requests will be directed to the proper personnel. Even if the item is not in your class or department, submit the request. Do not assume someone else will report it. We would rather have several on the same item than none at all. All maintenance and housekeeping requests must be processed through the F11 system/Receptionist and should not be communicated directly to housekeeping or maintenance personnel.

PARENT INVOLVEMENT

We encourage parents to participate in school and classroom activities as long as it does not distract students from learning. The classroom teacher will always be in charge and will make final decisions and schedules in all matters. *For security purposes, parents must check in at the school office when entering the school. Parents must follow school rules concerning drop-off, pick-up, visiting classrooms and appropriate dress while visiting the school, attending field trips or school sponsored events.*

PARENT-TEACHER FELLOWSHIP

Because of the very nature of a Christian school, a high degree of parent-teacher cooperation is anticipated. To provide a means of facilitating cooperation, the Parent-Teacher Fellowship has been developed, and each teacher and parent are members of the PTF. Parents are highly encouraged to attend PTF events throughout the school year.

PARTIES

On occasion, teachers will have classroom parties for various events and holidays. Class parties promoted by parents must be cleared through the teacher. Parties would include providing refreshments for the class and possibly a few games. **Festivities should be simple and kept to a minimum.** Teachers, please remember that other classes around you may not be having parties. Keep noise and length of parties to a minimum.

Because of the joy of celebrating holidays from a Christian perspective, SCA will not recognize Halloween (including use of jack-o-lanterns, bats, witches, black cats, etc.) in parties, party favors, snacks, napkins, or in the classroom on handouts, bulletin boards, etc.

Birthdays may be celebrated by sending cupcakes or treats for the whole class to be eaten as part of lunch, or at snack time in preschool. Individual birthday parties for students may not be accommodated at school.

Invitations for private parties may not be distributed at school unless all students in the class are invited to the event. Invitations may not be distributed to students in other classes unless all the students in that class have been invited as well. If the party cannot accommodate all students, invitations should be mailed or distributed off campus. Privacy dictates that SCA may not be able to provide some mailing addresses.

- Birthday parties may be celebrated at snack time for preschool students.
- Birthday cupcakes, brownies, etc., may be shared at lunch time for all students.
- To avoid any confusion about whether we recognize Halloween as a legitimate holiday, it is school policy that we will not have any school party to recognize its passing. This includes fall parties, pumpkin parties, leaf parties, and plain old party parties. In the past we have tried “fall” and “pumpkin” parties. Invariably a parent will send jack-o-lanterns, ghosts, witches, or “scary” stuff without thinking about it. Therefore, we will not acknowledge the day or week by celebrating pumpkins, fall, etc. This applies to individual classes as well as the entire school.
- Christmas, Valentine, and Easter parties are scheduled annually by individual classes. When gift exchanges occur, there are always children who forget to bring a gift, someone left out, or \$1 vs. \$20 gifts. Instead of participating in gift exchanges, we will focus on the “shoe-box” gifts for children in other countries directing our focus on others, not self. You will receive more information on this as Christmas approaches. It is permissible to give a small gift bag to the children in your class.
- No other parties may be held in the classrooms unless approved by the Principal.
- If one class decides to have a party (example: Mother’s Day Tea), then all classes in that grade level must have a similar function.

PURCHASE REQUESTS

To request purchases using school funds, you must complete a *Purchase Request form* located in the workroom and on the faculty web page (*see Discretionary Fund section for details*). All purchase requests require approval from the financial office and Headmaster. Any purchase made without a prior-approved purchase request may be the responsibility of the employee making the purchase. See Financial section of the handbook for more information.

RECESS

- Students should walk quietly in line to the playground area.
- Teachers are required to walk around observing the children. No child may be left in the classroom at recess without supervision.
- No teacher is to leave a class unattended. In case of an emergency, use designated radios to communicate to administration. By law, you are liable for your class.
- Teachers are not to do work, such as grading papers, while on playground duty. Teachers must avoid getting caught up in conversation including talk or text with other teachers or students, giving the appearance of neglecting supervision.
- Be especially alert to students who may play behind you when you are seated.
- Students who are being disciplined may walk around the playground area inside the fence instead of sitting.
- Teachers must be inside the fence with students.

REDEEMING THE TIME

As a Christian school, biblical integration is a key in determining whether we are a school that stamps a Bible verse on lesson plans and calls itself Christian or whether we are immersing students in the Word of God. It is essential that we distinguish ourselves as thoroughly Christian. However, SCA is also an educational institution. We must be very careful that our ardor for worship, prayer time, praise time, and Bible do not overshadow our other core subjects. All classes should begin with prayer. Needs should certainly be addressed. Academics should have equal priority.

RESOURCE ROOM REQUESTS

To request supplies from the resource room:

- Email request to Resource Room Assistant or

- Fill out a *Resource Room Request form*, located on the SCA faculty website, and place it in Resource Room Assistant's box.
- Resource Room Assistant will place requested items in teacher's box.
 - * Requests should be made by 8:30 am the day before an item is needed to give adequate time for filling orders.
- To return an item, place it in Resource Room Assistant's box in the workroom.
- Please do not go into the Resource Room and take an item, even if the door is open.
- Resource Room Assistant will notify Financial Assistant when items need to be ordered.
- Laminating takes place once a week. The day will be announced at the beginning of the year. Place items to be laminated in the appropriate box in the workroom and pick up completed items in a timely manner.

RESTROOMS

- The teacher will need to check back and forth between restrooms as students are using them. Male teachers should not enter the girls' restrooms and female teachers should not enter the boys' restrooms. If a teacher needs to enter a restroom of the opposite sex due to a maintenance check or emergency situation, the teacher should ask another teacher to enter the restroom with him or her.
- There is to be no loud talking or horseplay in the restroom.
- Students should be encouraged to use the restroom at scheduled times when the entire class goes and not at other times, except in emergencies. Always be sensitive to the needs of individual students. If a child seems to require excessive restroom breaks, check with the parents to see if the child has physical problems.
- Allow students the opportunity to use the water fountain after using the restroom.
- Teachers who need a restroom break during class time should ask a co-teacher to keep a check on the class.

SCHOOL ASSEMBLIES

Occasionally there will be special assemblies called for various age groups. Seating charts will be available to teachers prior to assemblies or in handbook.

SCHOOL OFFICE

The school reception area is open on school days from 7:30 a.m. until 6:00 p.m. The financial office is open at various times throughout the school week. Payments may be dropped off at any time. If a matter of importance needs to be addressed, please contact the Financial Assistant for an appointment.

- The school day cannot be continually interrupted with deliveries or messages for students. All messages and items will be delivered at the end of the day, unless they are of an emergency nature.
- Students must be responsible for coming to school prepared with necessary materials and instructions for afternoon pick-up.
- Due to the number of students at SCA, we prefer that deliveries such as balloons, flowers, gifts, etc. not be delivered to students at school.
- Pick-up arrangements for students must be communicated to the teacher by a note sent from home or an email. If arrangements are made after a student is at school, the school office must be notified of changes before noon when possible. Parents should not make a habit of calling in last minute pick-up arrangements. Classes are not always in their classrooms at the end of the day and teachers may not receive the message in time to re-route students. Parents must use car lines and assigned dismissal areas to pick up children. Please do not use the front desk as a pick-up location for your convenience.
- The school office may not be used as a storage area for sports equipment, overnight bags, personal items, etc. Other arrangements should be made for weekend luggage, sleepovers, etc.
- The front door will remain locked at all times. Approved visitors will be buzzed in by the Receptionist.

- For security purposes, all school visitors must check in at the Receptionist's desk and have a visitor badge to be allowed on school hallways before school and during school hours. Visitors without badges will be asked to go to the Receptionist's desk for a badge.

SOLICITATION AND ACCEPTANCE OF GIFTS

Solicitation is prohibited at SCA without the permission of the Administration. This policy includes the selling of tickets, candy, etc., the distribution of political or religious materials, the circulation of petitions and the distribution of flyers for events or programs not sponsored or officially supported by SCA.

No teacher, student or organization will solicit or collect contributions of money for gifts, flowers, or charitable donations without the consent of the Headmaster. Occasionally, teachers are allowed to advertise a sale or product by simply placing it on the workroom table.

No new or used equipment will be purchased or accepted as a gift unless approved by the Headmaster.

No teacher may engage in selling books or any other commodity to the students or the parents unless it is a school-endorsed program. Teachers must complete the Approval Request for Fundraising, Product Sales or Service Project before any such project may begin.

STUDENT ILLNESS AND HOSPITALIZATION/DEATH OF FAMILY MEMBER

- Extended Absence
 - Absent two consecutive days: homeroom teacher should call the parent to check on student
 - Absent more than five consecutive days: homeroom teacher should send a card
- Outpatient Surgery
 - Homeroom teacher should call the parent to check on student
- Hospitalization (over-night stay)
 - Local hospital
 - Homeroom teacher should notify Principal
 - Homeroom teacher should make a phone call to parents
 - Principal will take activity bag or \$10 gift card (older students) to student at hospital
 - Resource Room should be stocked with activity bag items
 - Out of town hospital
 - Planned stay (advance notice): homeroom teacher should refer to local hospital guidelines (Principal should give items to student before departure to hospital)
 - Unexpected stay: homeroom teacher should obtain hospital name, address, etc. and give info to Assistant to the Headmaster for \$30 flower order
 - Homeroom teacher should call to check on student
 - Students who are repeatedly in the hospital should receive a handwritten card and a small gift card
- Death of Student
 - Teacher should notify Principal of any known details
 - Teacher should attend receiving friends or funeral and contact the family for ministry opportunities
 - On behalf of SCA, Principal will send floral arrangement or make donation to memorial of family's choice
- Death of Immediate Family Member (mother, father, non-SCA sibling)
 - Teacher should notify Principal
 - Teacher should attend receiving friends or funeral and contact the child/family for ministry opportunities
 - On behalf of SCA, a floral arrangement will be sent or donation will be made to memorial of family's choice (this also applies to death of an alumni).

STUDENT RECORDS

The school maintains a complete record, including a cumulative academic and guidance record, for each student.

No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.

Parents or guardians have the right to inspect and review all official records, files, and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder.

Parental requests to inspect and review official records relating to a child may be made in writing to the administration. Requests will be honored within three (3) school days following receipt of the request. All records must be reviewed or inspected in the presence of the Guidance Counselor or a member of Administration.

Parents may have a hearing with the administration to challenge the content of their student's school records if they feel the records are inaccurate, or otherwise in violation of the privacy or other rights of the student. Any inaccurate information will be corrected.

Parents desiring a copy of student records must give a written request for records to the Assistant to the Headmaster. If accounts are current, the request will be honored within three (3) school days following receipt of the request.

There will be no release of a student's personal records, files, or any data in those records, to any individual, agency, or organization other than the following:

- Staff members of the school who have legitimate educational interest
- Court or law enforcement officials, if the school is given a subpoena or court order
- Certain federal, state, or local authorities performing functions allowed by law
- Officials of other schools in which the student intends to enroll. In all such cases, the parents or guardians should notify SCA of withdrawal before records are released. No records shall be transferred to another school without the initiation of such by the parent.

Student files contain important information on each child and are kept in the school office. The purpose of the file is to record grades, attendance, achievements, and any other information of a permanent nature.

Procedures

- If during the course of the year a teacher needs to add to the files, he should notify the Assistant to the Headmaster so the information may be confirmed with the home and then added to the file. If there is any change in the student's status such as address, phone, guardianship, etc., please notify the Receptionist.
- Do not allow a student to use a last name different from that on official records. All information in the files is kept completely confidential.
- By the end of the school year all student files must be up to date with all final grades, test scores, etc. Year end report cards should be copied and turned in to the school office to be filed in the records. The files are never to be taken off school property.
- The files should be checked at the beginning of each school year to make sure all necessary information is on file. This will also familiarize teachers with students.

Graduates and Withdrawals

- Once a student graduates, the student's record may be cleared of all information except for a copy of the student's transcript, diploma and attendance records. The file should then be kept indefinitely.
- Records for students who have withdrawn from SCA should be kept for two years after the withdrawal.

TEACHER WORKROOM

NO students, including staff children, are allowed in the workroom. The workroom is for SCA employees only and students should not be sent to pick up mail, copies off the copier or get refreshments for teachers.

Teachers should keep the paper closet, tables, and desks in a neat and orderly fashion. All items placed in the refrigerator should be labeled and removed at the end of each day. Any item not labeled will be thrown away at the end of the week. Any refreshments or free items left on the workroom table will be thrown away each Friday. If you open it, close it. If you use it, wash it. If you mess it up, clean it up.

Dirty dishes and utensils should not be left in the sink.

Refreshments left in the workroom should be cleaned up by the end of the day.

TELEPHONE USAGE

Returning phone calls should be made in a prompt and professional manner. Personal phone calls should be made during planning periods and held to a minimum.

Cell phones, for all their convenience, interfere with one's primary duty of attending to the task at hand. If you bring one with you, assure that it is off during school hours. You may use a cell phone, if necessary, for emergencies or for personal needs during your planning period. It is in poor taste to use one during your class time or while attending in-services or faculty meetings.

TUTORING

Teachers are expected to provide occasional before-school and after-school assistance, within reasonable time and schedule constraints, to any of their students who need assistance. Each teacher must decide upon such needs for each student and advise parents accordingly. Teacher discretion will be the ruling factor here. Professionalism dictates that the success of each student is of paramount consideration.

Occasionally, a family will determine that their child is having academic difficulties and a regular session of tutoring is necessary for their child. Teachers desiring employment as after school tutors should notify their Principal. When a family inquires about a tutor, the administration will use that list to make a recommendation.

Teachers employed to tutor students may use SCA classrooms after school from 3:15 to 6:00 pm, Monday through Friday. Compensation for on-campus tutoring should not exceed \$30 per hour and will be paid directly to the teacher. Teachers are reminded that these fees are considered income by the IRS and must be reported as such on your annual return.

The office should be notified in writing of any tutoring of SCA students after school hours, regardless of where or when the tutoring takes place. Give the student's name, grade, parents, phone number, tutored subject(s), tutor's name and room number. Administration should be notified in writing if you feel a student needs a referral for outside testing.

USE OF TECHNOLOGY

Technology is a good thing if it is used to efficiently and effectively reach your objective. The use of DVDs/videos by teachers often replaces thoughtful, meaningful planning. Use them sparingly, reluctantly, purposefully. An activity that involves the students in active learning is always better than one that is passive. Teachers should play games, enhance learning with Smart board lessons, or be prepared with other enrichment activities. If you do use a DVD/video, give your students specifics to look for and make them accountable. Use of DVDs/videos merely for entertainment should be avoided and must be approved by the Principal. All videos should be appropriate in content and language for Christian education.

VOLUNTEERS

The volunteer program at SCA is designed to support and enrich the students, teachers and staff. The quality of a student's education depends not only on the teachers, but also on the parents. SCA encourages parents to volunteer their time and God-given talents.

- Volunteers must sign in at the Receptionist's desk and pick up a badge which must be worn at all times while serving as a volunteer.
- Volunteers are asked to dress in a manner respectful of the guidelines set forth for students.
- Volunteers participating in class parties, events, special projects, field trips or any volunteer activity should not bring younger or older siblings to the activity.

Parents are important to SCA and their involvement insures our school will be the best it can be. Several areas in which parents may be involved are:

Classroom Parent – Assist teacher with planning and set-up of parties and special events; contact other parents to inform them of how they may assist with these events

Fundraising – Help promote and assist with fundraising projects

Library – Assist librarian with general duties

One-time Events – Assist with events such as picture day, achievement testing, field day, etc.

Teacher Appreciation – Assist in planning an assigned time to honor teachers

Please utilize the classroom parent to secure needed volunteers for class projects. If further volunteer needs are realized, send the request to the Administrative Assistant to secure volunteers through the Volunteer Coordinator.