



NLCAH VOLUNTEER GUIDELINES & AGREEMENT

Thank you for partnering with us in serving our students and staff.

All volunteers must sign in at the front office upon arrival, receive and wear a volunteer badge, remain in their assigned area, and sign out and return the badge before leaving campus.

1. Volunteer Eligibility & Check-In

- All volunteers must complete the current school-year volunteer application before volunteering.
- Volunteers may be required to successfully complete a background check or other screening before being assigned to work with students.
- Volunteers must sign in at the front office by the requested arrival time, receive a volunteer badge, and wear the badge at all times while volunteering.
- Before leaving campus, volunteers must sign out at the front office and return the volunteer badge.
- Volunteers may not bring children, relatives, friends, or other guests while volunteering unless specifically authorized for a school-sponsored activity.

2. Volunteer Assignments & Campus Access

- Volunteers should perform only duties assigned or approved by a teacher, front office staff member, or school administrator.
- Volunteers must remain in their assigned area and may not enter classrooms, offices, hallways, or other areas of campus unless directed by a staff member.
- Please do not interrupt a classroom teacher while the teacher is instructing or actively supervising students.
- If you observe a building, maintenance, safety, or security concern, report it promptly to the front office.
- NLCAH administration may modify, restrict, or discontinue a volunteer assignment at any time when necessary for student safety, privacy, school operations, or compliance with school policy.

3. Confidentiality & Privacy

- Student privacy must be respected at all times. Volunteers may not discuss or share information regarding a student's grades, behavior, discipline, medical needs, family circumstances, educational records, or other private matters learned through volunteering.
- Information observed or heard while volunteering should not be discussed with other parents, students, family members, friends, or outside parties.
- Volunteers may not photograph, record, post, tag, livestream, or share images, videos, names, or information about students unless specifically authorized by NLCAH administration.

4. Communication with Teachers & Staff

- Please refrain from conferencing with teachers or staff regarding your own child, schoolwork, grades, behavior, or other concerns while volunteering.
- NLCAH will gladly help schedule an appropriate conference time so the teacher or staff member can give the matter proper attention.
- Questions or concerns about a volunteer assignment should be directed to the supervising staff member or front office.

5. Student Supervision, Discipline & Boundaries

- Volunteers are expected to maintain appropriate adult-to-student boundaries and professional conduct at all times.
- Volunteers should not be alone with a student in a closed, isolated, or unsupervised area unless specifically authorized under school procedures.
- Volunteers may not independently discipline, reprimand, threaten, physically redirect, or impose consequences on a student. Behavioral concerns should be reported to the supervising teacher or administrator.
- Physical contact with students must remain appropriate, limited, and consistent with the volunteer assignment and school expectations.
- Volunteers may not administer medication or provide medical treatment. Any injury, illness, or medical concern should be referred immediately to school staff or the school nurse.

6. Professional Conduct

- Use respectful and appropriate language at all times while on campus or participating in a school-sponsored activity.
- Cell phones should be silenced and personal phone use should be kept to a minimum while volunteering.
- Tobacco, vaping products, alcohol, illegal substances, and weapons are prohibited while volunteering on campus or at school-sponsored activities.
- Volunteers should model conduct that supports the Christian mission, values, and expectations of NLCAH.

7. Food, Allergies & Student Items

- Volunteers may not provide students with food, candy, drinks, medication, or other consumable items without staff approval.
- Food allergies, dietary restrictions, and medical needs must be handled according to school procedures and staff direction.

8. On-Campus Volunteer Attire

- If you have an official NLCAH/Hybrid T-shirt, we encourage you to wear it.
- Please wear modest, professional-casual bottoms such as jeans, capri pants, ankle-length pants, or skirts that fall below the knee.
- Shorts should not be worn for regular on-campus volunteering unless specifically approved for an activity or occasion.
- Jeans with rips or openings above the knee are not permitted.
- Sleeveless, low-cut, sheer, tight-fitting, or midriff-baring tops are not appropriate for volunteering.
- For safety, closed-toe or athletic shoes are preferred.

9. Lunch-Time Volunteers

Lunch is an important time for students to eat, socialize appropriately, and follow established routines. To preserve those routines:

- Lunch volunteers should remain in the kitchen or other designated volunteer area unless directed by staff to assist in the student dining area.
- Please refrain from visiting, socializing with, or giving special attention to your own child or students in your child's group unless the assigned activity requires it.
- Follow the directions of the staff member supervising lunch and avoid disrupting established lunch procedures.

10. Emergency & Safety Procedures

- During fire drills, lockdowns, severe weather, evacuations, medical emergencies, or other emergency situations, volunteers must follow the directions of NLCAH staff and administration.
- Volunteers should not independently remove students from campus or alter established emergency procedures unless directed by authorized school personnel.
- Any immediate safety concern should be reported to staff without delay.

11. Student Dismissal & Taking Your Child Home

- If you plan to take your own child home after volunteering, your child must be properly signed out according to school dismissal procedures.
- Volunteering does not replace or bypass normal student check-out, dismissal, or custody procedures.

12. Field Trip Volunteers

- All field trip volunteers must complete required volunteer procedures and sign in by the requested arrival time.
- Volunteers may not bring additional children, relatives, friends, or guests on a field trip.
- Volunteers are asked to wear an official NLCAH/Hybrid T-shirt with modest bottoms. Knee-length shorts may be permitted for field trips when appropriate for the activity.
- Please refrain from conferencing with teachers or staff regarding your child, schoolwork, grades, or other concerns during the field trip.

- Parents/chaperones are responsible for their own transportation unless otherwise stated by the school.
- Students must travel using school-approved transportation and may not ride in a volunteer's personal vehicle unless specifically authorized in writing by NLCAH administration under an approved transportation arrangement.
- Volunteers must follow the supervising teacher's or administrator's directions regarding student groups, schedules, safety expectations, and meeting locations.

VOLUNTEER AGREEMENT

New Life Christian Academy Hybrid

By signing below, I acknowledge that I have read and understand the NLCAH Volunteer Guidelines & Agreement. I agree to follow these guidelines, all applicable school policies, and the directions of NLCAH staff and administration while volunteering. I understand that volunteer service is a privilege and may be restricted or discontinued by NLCAH administration when necessary for student safety, privacy, school operations, or compliance with school policy.

Volunteer Printed Name:	Relationship to Student:
Student Name(s):	Grade(s):
Volunteer Signature:	Date:
Phone Number:	Email Address:
School Year:	Preferred Volunteer Area/Activity:

FOR OFFICE USE ONLY

Volunteer Application Received:	Background Check/Screening (if applicable):
Approved By/Staff Initials:	Approval Date: