



Volunteer Handbook

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Welcome

Dear Volunteer,

Thank you for choosing to serve at Lifegate Christian School. We are truly grateful for your willingness to invest your time and talents in our students, staff, and school community. Volunteers play an essential role in helping us fulfill our mission and create a positive, Christ-centered environment for our students. We believe that our strong partnership with parents and volunteers is a vital part of who we are and enables us to better meet the needs of our students.

There are many opportunities to serve at Lifegate Christian School, including lunch volunteers, classroom helpers, field trip chaperones, and assisting with special events throughout the year. Whether you are helping in a classroom, supporting a school activity, or volunteering behind the scenes, your involvement makes a meaningful impact on our school community.

The administration at Lifegate Christian School recognizes that many of the things we accomplish would not be possible without the support of dedicated volunteers like you. Your time, gifts, and servant-hearted commitment are deeply appreciated. We hope you find your volunteer experience rewarding and encouraging as you partner with us in supporting our students and staff.

The following information packet includes important details about Lifegate Christian School, as well as the roles and responsibilities of our volunteers. We are excited to have you as part of the Lifegate family and look forward to serving alongside you.

Sincerely,
Courtney Hunsberger
Lifegate Christian School
Superintendent

About Lifegate Christian School

Mission

Equipping students to make a positive impact on the world through academic excellence and an identity rooted in God's Word.

Core Values

- Christ-centered
- Relationship
- Excellence
- Unity
- Partnership

Lifegate Church and School Life Codes

1. We thirst first for God. Our primary pursuit in life, as a church and school, is relationship with Jesus. We keep this our first priority and the one from which all of our other priorities flow.
2. We live like our servant King. We love serving God by serving one another and those on their way to life in Jesus. We all serve as our calling and our privilege.
3. We are an honoring community. We freely give honor to those above us, beside us, and under us, because of the calling and the potential God has placed inside of them.
4. We dress for daily battle. We vigilantly pray and stand for the Kingdom of God and against the powers of darkness knowing that through God's authority and power, God's loving purposes will prevail.
5. We are united under one vision. Unity matters greatly to God and to us: therefore, we aggressively guard our unity and passionately support our leaders and the vision God has given our pastor.
6. We give our freshest and our best. We meet people where they are through relevant communication, a welcoming non-judging atmosphere, and excellence in all we do.
7. We are known for our outrageous generosity. We live from the grace of God and are grace givers, committed to lifestyles of selfless love for the sake of our church, or city and the nations.
8. We do life together. We live in authentic, committed relationships where we can belong and experience real life in Jesus.

Lifegate Church/School Statement of Belief

We believe:

- The one true God who lives eternally in three persons — the Father, the Son and the Holy Spirit.
- The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
- The divine inspiration and supreme authority of the Old and New Testament scriptures, which are the written Word of God — fully trustworthy for faith and conduct.
- The incarnation of God's eternal Son, the Lord Jesus Christ — born of the virgin Mary, truly divine and truly human, yet without sin.
- The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
- The bodily resurrection of Christ, the first fruits of our resurrection; His ascension to the Father; and His reign and mediation as the only Savior of the world.
- The justification of sinners solely by the grace of God through faith in Jesus as Lord and Savior.
- The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
- The church, as the body of Christ, given life by the Spirit and endowed with the Spirit's gifts to worship God and to love and serve one another. As a community, the church embraces the responsibility for proclaiming the gospel to all nations and of extending God's loving purposes of justice and peace to all people through acts of sacrificial love and service.

- The provision in scripture for every believer, after conversion, to be baptized with the Holy Spirit, and that this empowering releases greater fruit, power and gifts of the Spirit in the believer. We affirm that all the spiritual gifts enumerated in the New Testament are for today and that not any one gift stands apart as the initial evidence of being baptized with the Spirit.
- The ordinances of believers' baptism (with immersion being the form practiced at Lifegate Church) and the Lord's Supper (as a remembrance of Christ's suffering and death).
- The personal and visible return of Jesus Christ to fulfill the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost and establish a new heaven and new earth.
- Marriage is a lifelong, covenant relationship between one man and one woman.
- At LCS we believe that all people have been made in the image of God. LCS will respect the biological sex of each student and shall apply all policies and procedures in relation to that student according to each student's God-given biological sex. We expect all students to conduct themselves in accord with their God-given biological sex as it relates to the use of personal pronouns, dress code, use of public bathrooms, and participation in school-sponsored activities. All official school documents will reflect the student's biological sex.

Volunteering at LCS

Volunteer Opportunities

At LCS, we value our students and can always utilize volunteers in a variety of ways. We welcome parents, guardians, and grandparents to volunteer in the following areas:

- Homeroom parents
- Classroom helper
- Lunchroom volunteer
- Special event volunteers
- Field Trip Chaperones
- Coaches

Volunteer Requirements

- Read, acknowledge, and agree to the LCS Volunteer Handbook, available on the FACTS Resource Page.
- Successfully complete a background check before serving in a volunteer capacity.

Volunteer Conduct

- **Signing in** - Each time you volunteer during a school day, you will be required to sign in at the office. Please park on the school side, unless it is a day when we are having a large event and have asked everyone to use both sides. Please arrive early enough to sign in before your scheduled volunteer time. You will need to sign in at the ipad in the office. Your name badge will then be printed and you will be required to wear this during your time serving.

- **Dependable** - Please do your best to be prompt and dependable. Please let your supervising employee know ahead of time if you need to cancel or reschedule. Please try to stay off your phone while serving.
- **Volunteer Area** - Please stay within the area you are serving and attend to the activities for which you are on campus. Volunteers are approved only for their assigned service opportunities and should not visit classrooms, students, or other areas of the building outside their scheduled volunteer assignment unless authorized by school administration.
- **Confidentiality** - Please be respectful and don't publicly discuss students, parents, or teachers. Confidentiality must be observed in all matters. Try to leave private conversations for times without students. If you want to meet with a teacher or staff member, please schedule a time outside of your volunteer time. Information learned about students, families, staff, academic performance, behavior, health conditions, or disciplinary matters must remain confidential and may not be discussed outside the school setting. Please refrain from taking pictures of other students while serving in classroom settings.
- **Dress code** - Clothing should align with our student and teacher dress code and appropriate for the volunteer position.
- **Siblings** - When possible, please leave siblings at home. Most volunteer positions are not conducive to bring along younger children.
- **Discipline** - Direct all disciplinary situations to the supervising employee.
- **Supervision of students** - Volunteers serve under the direction of the school personnel and are not responsible for supervising students independently. Volunteers serve under the direction of school personnel and are not responsible for supervising students independently. Volunteers should not place themselves in situations where they are alone with a student outside the sight and supervision of school staff.
- **Volunteer Dismissal** - Lifegate Christian School reserves the right to limit, suspend, or terminate volunteer service at any time if a volunteer's conduct is inconsistent with school policies, expectations, mission, or values.

Volunteer Policies

Emergency Procedures

There may be occasions during your volunteer time when the school experiences real or practice situations. We have regular fire, tornado, and lockdown drills during school hours. Please follow the directions of the staff member or teacher you are working with. Volunteers should never independently evacuate students or make emergency decisions unless directed by school personnel or emergency responders.

Grievance Policies

Lifegate Christian School recognizes the need to have a Biblical model for filing a grievance or resolving a conflict. The objective of this policy is to establish Biblical guidelines for the resolution of conflict and grievances in the partnership between parents and school. These guidelines, based upon Matthew

18:15-17, are to be followed as the means for resolving all conflict and grievances. The full policy may be found in the parent student handbook.

Volunteer grievance guidelines

- In situations where differences arise between volunteers or between a volunteer and staff, it is advised to first try to resolve these differences amongst the parties involved.
- If a third party is needed, the principal is to be informed and involved. Under no circumstances shall differences be made public or involve other members of the school.
- If necessary, an appeal may be made to the head of school.

Volunteer-Student Interaction Protocol

Appropriate Relationships with Students Policy (Nebraska Revised Statute 79-879)

The purpose of this Policy is to maintain appropriate professional boundaries between school employees and students, protect students from grooming and misconduct, and promote a safe educational environment. All employees, student teachers, interns, volunteers, and contracted personnel (collectively, "Personnel") must always maintain professional relationships with students. Personnel must read Neb. Rev. Stat. § 79-879, a copy of the 2026 version is provided below, and the most current version is available online, and is incorporated into and made an essential part of this Policy.

Prohibited Conduct

Personnel shall not:

- Engage in grooming behaviors or boundary-crossing conduct with students.
- Engage in sexual contact or sexual penetration with any current student or former student.
- Communicating with students in ways that are secretive, inappropriate, flirtatious, or unrelated to educational purposes.
- Maintain inappropriate personal relationships with students through social media, private messaging, or other personal communication systems.
- Meet alone with students in non-school settings without parent knowledge and administrative approval.
- Give gifts, special privileges, transportation, or personal favors to individual students in a manner that creates inappropriate favoritism or dependency.
- Discuss personal sexual matters, romantic relationships, or other inappropriate topics with students.
- Request or share sexually explicit, suggestive, or inappropriate photos, videos, or messages.

Examples of Unacceptable Conduct

Examples of conduct that may be considered grooming or otherwise inappropriate include, but are not limited to:

- Excessive one-on-one attention toward a student or creating ways to be alone with the student
- Frequent personal texting or messaging unrelated to school activities.
- Communicating with students after school hours through personal devices or social media.
- Encouraging secrecy in communications or interactions.

- Sharing personal problems or emotional concerns with students.
- Favoritism that isolates a student from peers or staff oversight.
- Physical contact that exceeds appropriate professional boundaries (e.g., wrestling, tickling, holding hands, or frequent hugs).
- Commenting on a student's physical appearance in a flirtatious or suggestive manner.
- Providing gifts, money, rides, or meals to individual students without approval or parental knowledge.
- Introducing sexual topics through jokes, "education," or "accidentally" exposing a student to sexual subject matter to gauge their reaction and lower their resistance.

Appropriate Communication with Students

Personnel should use school-approved communication methods whenever possible, which include:

- School email accounts.
- Approved learning management systems.
- School communication platforms.
- Group messaging related to school-sponsored activities.

Whenever possible:

- Communication should include parents/guardians or occur in group settings.
- Communication should be professional, educational, and transparent.
- Employees should avoid deleting messages related to student communication.

The following communication methods with current students are prohibited unless specifically authorized in advance by administration for a school-related purpose:

- Personal texting.
- Personal email accounts.
- Private messaging through social media or messaging apps.
- One-on-one communication through personal social media accounts or telephone calls.
- "Friending," "following," or maintaining personal social media relationships with current students

Personnel should exercise sound judgment in all electronic communication with students. If communication outside normal approved methods becomes necessary for a school-related purpose, administration should be notified in advance if at all possible, and certainly immediately thereafter, and the communication must be documented and preserved.

Reporting Obligations

Any Personnel who observes or suspects grooming, abuse, boundary violations, or other inappropriate conduct involving a student shall immediately report the concern to administration.

Reports should also be made to:

- The Nebraska Department of Education
- Nebraska Department of Health and Human Services
- Local law enforcement

Failure to report suspected misconduct may result in disciplinary action.

Investigation and Discipline

Violations of this Policy may result in disciplinary action up to and including termination of employment, removal from duties, or cancellation of contracts or placements.

Violations involving certificated staff should be reported to the Nebraska Department of Education and may result in suspension or revocation of certification.

Conduct involving suspected abuse or sexual misconduct shall be referred to the Nebraska Department of Health and Human Services and to law enforcement.

Personnel Acknowledgement

All Personnel are required to acknowledge annually that they have received, read, understood, and agree to comply with this Policy. The handbook (in which this Policy is maintained) is available online, and personnel must carefully read at the start of each school year and acknowledge they have received, read, understood, and agreed to comply with this Policy.

Mandatory Child Abuse Reporting

Nebraska Child Abuse Reporting Law

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (a) placed in a situation that endangers his or her life or physical or mental health, (b) cruelly confined or cruelly punished, (c) deprived of necessary food, clothing, shelter, or care, (d) left unattended in a motor vehicle, if such minor child is six years of age or younger, or (e) sexually abused.

28-711: When any physician, medical institution, nurse, school employee, social worker, or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or neglect, or observes such a person being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report the incident or cause a report to be made to the proper law enforcement agency or to the department on the toll-free number established by subsection (2) of this section.

There shall be established a single, statewide, toll-free number (1-800-652-1999) within the department to be used by any person any hour of the day or night, any day of the week, to make reports of abuse or neglect to the department. Reports of abuse or neglect not previously made to or by the division shall be made to such division by the department on the next business day after the department receives the report.

28-712: Upon the receipt of a report concerning abuse or neglect as required by section 28-711, it shall be the duty of the law enforcement agency to make a determination as to whether or not an investigation should be made and if an investigation is deemed warranted because of alleged violations of sections 28-707 to cause an investigation of the alleged abuse or neglect to be made, to take

immediate steps to protect the abused or neglected person, and to institute legal proceedings if appropriate. The law enforcement agency shall notify the department if an investigation is undertaken. Such notification shall be made on the next business day following receipt of the report.

28-713: The division shall investigate each case of alleged abuse or neglect referred to it by the department and shall provide such social services as are necessary and appropriate under the circumstances to protect the abused or neglected person and preserve the family.

The division may make a request for further assistance from the law enforcement agency or take such legal action as may be appropriate under the circumstances.

The division shall make a written report or a case summary, as the Department of Public Welfare may require, to the proper law enforcement agency in the county and to the State Abused and Neglected Child, Incompetent and Disabled Person Registry of all reported cases of abuse or neglect and action taken with respect to all such cases on forms provided by the Department of Public Welfare.