



Volunteer guidelines

Thank you for being a classroom volunteer at St. Philip! The teachers and staff greatly appreciate your time and effort on behalf of our students. Because of your help, we are able to offer more small group and individual instruction as well as special projects and activities.

We do ask that you follow the guidelines found below.

1. Please sign in at the office and pick up your volunteer badge before coming to the classroom. This will insure that we maintain our secure campus for the children.
2. Please arrive a few minutes early for your volunteer time to connect with the teacher and receive any instructions you will need.
3. Whatever happens in the classroom stays in the classroom! Please do not discuss any child's academic performance or behavior with anyone. Incidents that occur should be kept confidential as well. In our small school community, information spreads very quickly and reputations can be damaged easily. Please try to be the missing link in the chain of sharing information about children and teachers.
4. If there are any problems at all while you are working with students, defer to the teacher. He/she is in control of classroom procedures and discipline.
5. If you are unable to come for your volunteer time, please notify the teacher or office as soon as possible so we can adjust our plans.
6. Enjoy your volunteer time and be sure to record your PPP hours on the clipboard in the office before you leave.

Thank you on behalf of all of our St. Philip students!