



## Volunteer Guidelines

Thank you for volunteering in the classroom. You are a valued part of the school's family. Without your participation, we could not offer some activities and functions to enrich the lives of the children at Holy Family Catholic School. Your help at the school is very much appreciated by the staff, and you will find it is also a rewarding experience. Please select an activity that best fulfills your desire to participate at the school. It could be an activity that can be performed at school or home, if you are unable to come into the classroom during the school hours.

Please keep in mind a few things that need to be considered when working with the students and staff.

- Please check in at the front office. Register at the computer so there is a record of your time for the data bank.
- Wear an identification sticker while on school property.
- Turn all cell phones on vibrate, or turn them off. Refrain from cell phone conversations during the volunteer time period.
- Be positive with the students and the work that they do. Maintain realistic standards for their work.
- Keep what happens in the classroom in the classroom. Don't discuss issues you may experience with other children's learning abilities or behavior. If there are any concerns, discuss it with a teacher or class assistant.
- Feel free to help, compliment and encourage children with their work and discoveries.
- Feel free to guide them to behave appropriately. When they are misbehaving, correct them for their inappropriate action. Tell them why they are misbehaving, and then report the behavior to the teacher. The teachers like to hear about the good behavior as well as the bad behavior.
- Be on time. If you can't attend, try to call a replacement and notify the teacher.
- Dress as the children are expected to dress. Shirts or blouses should have four finger width straps, no slogans with appropriate neckline. Shorts and skirts are to cover 2/3 of the thigh. Do not expose the mid-waist or underwear. Excessive jewelry and loud shoes are discouraged. Any holes in clothing have to be below the knee. Men should take hats off inside the classrooms or cafeteria.
- Maintain a professional attitude while on campus.
- Have fun with the students and enjoy the time with the kids.

The Diocese has strict regulations regarding FDLE clearance before being allowed to assist in the **classroom or on school class trips**. Please honor this bylaw and have fingerprinting done in the school office. There are many off campus activities that would help to fulfill required hours of volunteer service. Refer to the school manual or ask the home room parent or teacher.

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