**Beal City Public Schools**

**3180 W. Beal City Road**

**Mt. Pleasant, Michigan 48858**

**Phone (989) 644-3944**

 **Volunteer/Visitation Policies and Guidelines**

Dear Parents and Community Members,

We at Beal City Public Schools value parent and community involvement in the education of our children. For all of those who have volunteered in the past, the staff and students thank you for your time and dedication to our school. For those interested in volunteering in the classroom or around the school, we encourage you to come in and help. Not only does volunteering help in the educational process of the students and give you an inside look at what happens on a daily basis within our building, but you are also given the satisfaction of helping to shape these young people and their lives.

We are fortunate that Beal City Schools has an open door policy and encourages parent support during the school day. In order to continue this privilege we have a few requests that will help to ensure the safety of our children and the quality of their instructional time.

1. **Contact the teacher or school staff member**, which one will be working under, at least 24 hours in advance of volunteering.
2. When entering the building, during school hours (8:00-3:00), **first check in at the Administration Office, then sign in at the School Building Office**, before proceeding to the classroom.
3. To allow teachers to set procedures and routines within their classrooms, there will be **no classroom volunteering during the first two weeks of the school year**.
4. **Resist the temptation to pay spontaneous visits** to students. Even a short disruption can cause difficulty in refocusing student attention.
5. We insist that one **maintain privacy/confidentiality** of students and information. It is not appropriate to discuss situations observed while acting as a volunteer. Any problems or concerns should be discussed with the teacher or principal in private, not in the presence of students or parents. Breach of privacy/confidentiality may result in denial of any further volunteering within the school.
6. As a volunteer, one works under the direction of the classroom teacher who defines the volunteer’s duties and expectations. One’s primary responsibility in the classroom is **helping the class as a whole**. By supporting the class, one will be building their own child’s self-esteem. **Keep one’s role as volunteer and parent separate** in the classroom.

The intent of this letter is to inform everyone of the expectations we have of our volunteers and visitors. The ultimate objective is to give our students the best educational opportunities possible. These policies and guidelines will help us to continue to allow visitors in our building and in achieving our goal of quality education for all students. If you are interested in volunteering or have questions about our policies, do not hesitate to call.

Thank You,

Jason Wolf, Elementary Principal

Jeff Jackson, Jr. High/High School Principal

William Chilman IV, School Superintendent

**“In Harmony with the Home and Community”**