**Raceland Middle School Visitor Policy**

All visitors to Raceland Middle School, including parents, are required to ring the doorbell. The secretary will allow the person to identify himself/herself and their destination.

All visitors to RMS, including parents, are required to enter the building via the front entrance located on Bowie Street. Visitors who attempt to enter via any other doors will be turned away and redirected.

All visitors to RMS, including parents, are required to sign in at the RMS lobby office and wait to be announced. The visitor should wait outside the secretary’s office.

All visitors to RMS, including parents, who need to travel to another location in the building, will receive a visitor’s badge and be escorted by a staff member. Cell phone use is prohibited in classrooms and areas where students are present.

Parents are not permitted to visit classrooms without first speaking with the principal regarding a set appointment.

Parents are not permitted to visit our classrooms, our auditorium, our gym or our cafeteria without first checking in with the principal.

This protocol excludes school events such as concerts, parent meetings, and awards assemblies etc., which are being held in any of these locations.

Visitor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_