 RAMSEY Visitor Expectations

**Visitors will be asked to show a photo ID!**

If you are interested in visiting or touring Ramsey Middle School, please call the main office to inform them of your request. Throughout the school year, parents and guardians are welcome to visit to get a better idea of what goes on in our classrooms. Please arrange these visits ahead of time with the classroom teacher, so you can see what it is you are hoping to see! It is essential that visitors observe the following guidelines:

* Come prepared with a photo ID to register at the office and put on a nametag.
* Tours: limit your time to no more than five minutes per classroom and tours will be kept within the hour time frame.
* Visit a variety of classes and grade levels.
* Avoid distracting your child and the classes daily work.
* Please wait to engage teachers, para-professionals and/or students when instruction is not taking place.
* If you have any questions, please feel free to inquire back in the main office.
* We would be happy to have staff follow-up on any specific questions they were unable to answer due to classroom activities and instruction.

DISTRICT Guidance for School Visitors:

* As is the case for all visitors to our schools, making an appointment with the school is appreciated.
* It is required that visitors are escorted while in the building; an administrator or staff person must be available to serve as an escort throughout the visit.
* We must minimize distractions to students and staff, so it is important that the visitor not ask questions while class is in session, unless directly invited by the teacher to do so.
* Political campaigning is strictly prohibited on school grounds.
* Visitors may not film or photograph students, as not all families have signed media consent forms for their students.
* For the safety of our students and the legal protection of the visitor – visitors may never be alone with students.