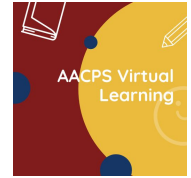




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Process for Admitting Guest Speakers into a Google Meet with Students

A guest speaker may be included to support student learning in the virtual learning environment this year in accordance with the following guidelines:

1. To “clear” a guest prior to them joining a Google Meet, a scan/photo of the driver’s license (at least two days in advance but recommended a week prior) must be obtained and then:
 - A. School-specific sessions
 - The initiating staff member (teacher) should work through a main office staff member who can use [Raptor](#).
 - The initiating staff member should retain a copy of the license scan.
 - Share the full name and birthdate of the guest with your Raptor staff member.
 - A confirmation email from the office staff confirming that the guest is “clear” should be received and saved prior to the guest entering the classroom.
 - Any issues (i.e. common name confusion or the guest disputes the Raptor “flag”) should be reported to the [School Security Office](#) for a decision.
 - B. District initiatives – the initiating office can work directly with the School Security Office to scan guests. In this case, the initiating office should retain both the license scan and confirmation message.
2. An AACPS Employee must initiate and control the Google Meet.
3. An AACPS Employee must remain in the Google meet for the duration of the guest experience. When the AACPS Employee exits the meet, the meet must be terminated.
4. There should be no contact information shared between the guest and students during the Google Meet.