

MUSCATINE COMMUNITY SCHOOL DISTRICT BOARD POLICY

900.4R1 Visitation by Students, Adults, Groups, or Agencies to the Muscatine Community School District - Administrative Regulations

The following guidelines will be used for determining under what circumstances visitors to Muscatine Schools can observe the teaching/learning process.

1. The permission of the principal must be secured.
2. The classroom teacher must be notified prior to the visit.
3. The visitor must check in at the principal's office and also check out when the observation is completed.
4. The visitors will be asked to present a government issued ID, such as a driver's license, to be scanned into the Raptor system. The Raptor system will check to ensure that registered sex offenders are not entering our school buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. Additional visitor data from the government issued ID is not gathered nor is the system connected to any other system or outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date and the purpose of his/her visit. This process will be followed for any visitor wishing to access the school building past the main office.
5. Visitors are expected to respect student confidentiality rights, and will not divulge confidential information related to student achievement or student conduct observed or heard at the Muscatine Community School District.
6. No distribution of material is permissible.