

**Garland Independent School District**

DATE: July 29, 2022

TO: All Principals & Assistant Principals

FROM: Annamarie Banner, Director of Transportation

RE: Vital Transportation Information

In a perfect world, parent traffic and bus traffic are kept completely separate; however, with construction, traffic congestion, and traffic patterns, this is not always possible. Please communicate with your parents in every way possible the following information to help with a smoother back-to-school.

TRANSPORTATION CALL CENTER

The Transportation Call Center will be up and running from July 25 to September 2; FROM 6 a.m. to 6 p.m.; Monday through Friday. The Call Center number is 972-494-8530. Trained operators will be able to answer parent questions on the spot. Please communicate this Call Center number to your parents in at least five different ways.

Thank you to the campuses and departments who loaned us paraprofessionals for this endeavor. Contact Jazmyn Ware (JMWare@garlandisd.net) with questions or more volunteers you would like to loan us.

BUS ROUTE INFORMATION

Bus route information for students will be available August 1, 2022, in Skyward Family Access. Once a parent logs in to Family Access, they click "Online Forms" to see their student's bus information.

The new location (Online Forms) is a living database that automatically updates when route times and locations change. Parents can check it daily for updates. Please communicate this information, including the GISD Skyward Family Access link, to parents in at least five different ways.

ARRIVAL & DISMISSAL PROCEDURES

We need all campuses to communicate arrival and departure procedures to parents, including traffic maps, early and often and in at least five different ways.

FIRST DAY OF SCHOOL MESSAGE

Please include the following message in your back-to-school transportation announcements in at least five different ways:

This is an important message for families of students who use bus transportation:

First day of school is almost here! Our drivers have been working hard to rehearse their routes and make sure August 8 is the beginning of a great week. With that in mind, we ask for your patience next week as some buses may experience delays due to construction and traffic congestion in our tri-cities.

BROADCAST THE MESSAGE FIVE DIFFERENT WAYS

To reach every family, a good rule of thumb is to use at least five different ways to send out every message.

Phone calls to families

Word of mouth

School newsletters

Fliers at porch
parties/school events

Website updates

Skylert/Skyward
messages

Staff meetings

Facebook & Twitter

Robo-calls & texts

Fliers home



Garland Independent School District

ACTION REQUIRED

DATE: July 29, 2022
TO: All Principals
FROM: Eboney Forté – HR Systems Analyst
RE: 2022-2023 T-TESS Refresher for Teachers



Each year all teachers who will be appraised using the T-TESS framework will need to participate in a T-TESS Refresher Training. All campuses are required to offer this training during the back-to-school teacher in-service week.

Each campus must create a course for this training in Euphoria Strive to ensure a record of the training exists and to provide an opportunity for teachers to download a certificate of attendance from Strive.

Copies of the T-TESS refresher PowerPoint and the training guide are located in this [Google Drive folder](#).



Garland Independent School District

DATE: July 28, 2022

TO: All Principals and Supervisors

FROM: Matt Yeager, Asst. Superintendent of Technology
Brian CdeBaca, High School Technology Coordinator
Brian Dean, Middle School Technology Coordinator
Pam Holcomb, Elementary Technology Coordinator

RE: Technology Devices for New Instructional Staff

Reminder that ESSER funded laptops were distributed by the District last school year. Employees with one of these laptops who left the district should have turned their device into their supervisor before they left.

Actions Requested:

Please work with your CTA/CTS:

1. To collect laptops from the staff that have left or changing positions.
 - a. If a laptop eligible employee transfers to another laptop eligible position, they will take the device with them.
 - b. If one of your employees has left the district or was promoted to a position that is not laptop eligible, they should turn that device into their supervisor, or designee.
2. New teachers and other professional staff who replaced a ["laptop eligible"](#) employee from last year will be issued a laptop.

Thank you for your help with this! If you have any questions, please contact your Technology Coordinator.



Garland Independent School District

DATE: July 29, 2022

TO: Principals

FROM: Anna Banner, Director of Transportation

RE: Bus Rider Information

The Transportation and Communication departments will be posting this bus rider information on all social media platforms, but we also need campuses to communicate this message to parents through every channel possible.

Dear Bus Rider Parent:

Bus route information for students will be available on July 28, 2022. Once you log in to Skyward Family Access, click "Online Forms" to see your student's bus information (see screenshot below).

We hope you have a great start to your school year, and we will see you soon!

GISD Transportation

Online Forms

Online Forms

Student Info

ROWLETT H S

Click to view

Transportation Information (Read Only) [Open](#) [Fill Out Form](#)

Transportation Information (Read Only)

(ROWLETT H S)

Click to view transportation information

Read only - No action needed.

Click "1. Display only - No updating" to display your Students bus information.
Click "2. Display only - No updating" to display your Students bus information Extended Day.
Click "3. Is NOT needed or required"

Read only - No action needed.

1. Display only - No updating

2. Extended Day - Display only - No updating

3. Complete Transportation Information (Read Only)

*Sample of what a student bus information looks like if they have been routed.

Transportation Information Current School Year

Bus information on this screen may take 24 to 72 hours to update from the Transportation Bu: questions regarding bus information on this form, contact the Transportation Dept 972-494-85 their pickup stops and ready to board the bus 5 minutes prior to the posted stop time. All Spe Kindergarten students must be met at their designated after school stop by a parent/guardian be returned to campus.

SESSION 1

Session 1: School Name:

Bus #: Stop Time:

Stop Description:

SESSION 2

Session 2: School Name:

Bus #: Stop Time:

Stop Description:

**Garland Independent School District**

DATE: July 25, 2022

TO: ALL Principals & Assistant Principals

FROM: Tara Sowels, Director of Multilingual Programs
Diana Pecorino, Coordinator of Multilingual Programs
Megan DeWitt, Specialist of Multilingual Programs

RE: LPAC Administrator and Multilingual Program Compliance Update

Welcome back to the 2022-2023 school year! We are very excited to have many of you returning in the LPAC Administrator role as well as welcoming new faces. We know you have been hard at work preparing for the start of the school year and we can't wait to support you and your staff!

To start the school year, the Multilingual Programs (MLP) Compliance Team will need the following information from ALL campuses to prepare you for BOY LPACs:

The MLP Compliance Team will continue to communicate and inform all Compliance training, schedules and supports through the [GISD 22-23 LPAC Directory](#). For details and updates please visit our [MLP Intranet Web Pages](#).

We need your help starting the school year with the following steps:

1. **All Campuses-** Add the name of the campus LPAC Administrator for the 2022-2023 school year in the [GISD Compliance/LPAC Team Directory](#) by Tuesday, July 29th.
2. **All Campuses-** If you are a new LPAC Administrator for your campus you will first need to attend the BOY LPAC Training **before** training your staff and performing LPACs on your campus. [LPAC Admin/Teacher Meeting Schedule](#), please add these dates to your calendars and as the date approaches, you'll receive a reminder to register in Strive.
3. **Pre-Kindergarten Campuses-** Multilingual Programs in conjunction with the Student Services Enrollment Center will be completing all Pre-Kindergarten Initial LPACs before the first day of school on August 8th. Campus follow up required:

- a. LPACs **Prior** to August 8th- For all PK Initial LPACs completed before August 8, 2022: The campus will be responsible for sending [parent letters](#) and collecting parent signatures on these letters in which parents accept the ESL or Dual Language program.
4. **All Campuses-** LPACs **After** August 8th- All campus LPAC Administrators will schedule and complete Initial LPACs for EE-12th grade students (new LPAC Admins must first attend the BOY LPAC Training in August). The campus will be responsible for sending and collecting parent letters with signatures in which parents accept the ESL or Dual Language program. Follow the [4 week timeline](#) for ALL new enrollees Initial and Instructional Conversation LPACs as the year continues. Use the checklists below to support your new enrollees:

[LPAC Initial Process- Secondary Checklist](#)

[LPAC Initial Process- Elementary Checklist](#)

5. **All Campuses-** Teachers will log in to ELlevation through Ready Hub. All teachers will automatically receive access to their ELlevation account when their classroom schedules are assigned to them in Skyward. [ELlevation Login](#)- For Teachers. All other campus roles will be given different access due to lack of class schedule in Skyward. We will work with other departments to collect other role names.

We look forward to working with each of you this year in serving our GISD EBs!

If you have questions, please contact:

Diana Pecorino, MLP Coordinator dpecorino@garlandisd.net

Megan DeWitt, MLP Specialist medewitt@garlandisd.net



Garland Independent School District

DATE: July 29, 2022

TO: Principals & Campus Testing Coordinators

FROM: Courtney Clearfield, Coordinator
Carrie Whitaker, Coordinator
Research, Assessment & Accountability Department

RE: 2022-2023 Mandatory Assessment Training

This memorandum is to inform of upcoming mandatory assessment training for the 2022-2023 school year. Attendees will need to register for all trainings through the Strive registration link for each training. Please mark your calendars accordingly. Each training type is color coded for your convenience to know which trainings are required for each campus type: **All Campuses**, **Elementary Schools**, **Middle Schools** and **High Schools**.

MAP Hands-On Training (Choose 1)

Date/Time: August 1—9:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7096>

Date/Time: August 1—1:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7099>

MAP Hands-On Training (CONTINUED)

Date/Time: August 1—3:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7100>

Date/Time: August 5—9:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7055>

Date/Time: August 5—12:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7092>

Date/Time: August 5—2:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7093>

Date/Time: August 8—4:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7054>

Date/Time: August 9—9:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6658>

MAP Hands-On Training (CONTINUED)

Date/Time: August 9—1:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6659>

Date/Time: August 9—4:30 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6660>

Date/Time: August 10—7:45 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6661>

Date/Time: August 10—3:45 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6662>

Date/Time: August 11—9:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6663>

Date/Time: August 11—4:30 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=6664>

MAP Hands-On Training (CONTINUED)

Date/Time: August 12—7:15 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7060>

Date/Time: August 12—10:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7061>

Date/Time: August 12—1:00 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7063>

Date/Time: August 15—9:00 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7066>

Date/Time: August 15—4:30 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7067>

Date/Time: August 16—4:30 PM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: MAPTraining
Who: **Elementary & Middle School** teachers in MAP tested subjects & MAP Testing Coordinators!

Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7101>

Advanced Placement (AP) Coordinator Training

Date/Time: August 16—9:15 AM (1 hour)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle & High School**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7067>

New Campus Testing Coordinator Bootcamp (required for 1st year CTCs)

Date/Time: August 18—9:00 AM (2.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **New CTCs—Elem Cohort A**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7234>

Date/Time: August 18—1:00 PM (2.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **New CTCs—Elem Cohort B**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7237>

Date/Time: August 19—9:00 AM (2.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **New CTCs—Elem Cohort C**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7238>

Date/Time: August 23—9:00 AM (2.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **New CTCs—Middle School**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7245>

Date/Time: August 23—1:00 PM (2.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **New CTCs—High School**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7246>

TSIA2 Coordinator/Proctor Training

Date/Time: August 25—3:15 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **High School TSIA2 Coordinators, Proctors, and TSI Success**

Coaches

Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7143>

TestHound Hands-On Training Sessions (Choose 1)

Date/Time: September 20—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs & High School CTCs—Dual Screens Recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7247>

Date/Time: September 20—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs & High School CTCs—Dual Screens Recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7248>

Date/Time: September 21—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs & High School CTCs—Dual Screens Recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7249>

PSAT 8/9, PSAT/NMSQT Training for Secondary Schools (Choose 1)

Date/Time: September 27—9:15 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs & High School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7156>

Date/Time: September 27—1:15 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs & High School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7157>

Kick-Off Luncheon/Test Security Luncheon (Invitation Only)

Date/Time: October 18—11:00 AM (3 hours)
Presentation Mode: FACE-TO-FACE
Bldg/Room: The Atrium at the Granville Arts Center
Who: **All Campus Testing Coordinators**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7250>

CogAT Training for Elementary Schools- Mandatory (Choose 1)

Date/Time: October 20—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7158>

Date/Time: October 20—11:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7159>

Date/Time: October 20—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7160>

Date/Time: October 21—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7161>

Date/Time: October 21— 11:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7165>

Date/Time: October 21—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7163>

State Assessment Accessibility/Accommodations Training (All Levels) (choose 1)

Date/Time: November 2--9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs, Special Ed/ELL/504 Staff not requiring subs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7251>

Date/Time: November 2--1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs, Special Ed/ELL/504 Staff not requiring subs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7253>

Date/Time: November 3--9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs, Special Ed/ELL/504 Staff not requiring subs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7254>

December EOC Training

Date/Time: November 16-- 9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **High School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7264>

TELPAS/TELPAS Alt Training (Choose 1)

Date/Time: February 1--9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7256>

Date/Time: February 1--1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7259>

Spring SAT School Day Training for High Schools

Date/Time: February 8—9:00 AM (1.5 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **High School CTCs and counselors**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7231>

TestHound Hands-On Training Sessions (Choose 1)

Date/Time: February 9—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7265>

Date/Time: February 9—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7266>

Date/Time: February 10—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7267>

Date/Time: February 10—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs—Dual Computer Screens recommended!!**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7268>

STAAR Alternate 2 Training for All CTCs

Date/Time: February 23—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7269>

Date/Time: February 23—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com/wshop/default.aspx?cid=7270>

STAAR Alternate 2 Training for All CTCs (CONTINUED)

Date/Time: February 24—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **All CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7271>

AP Test Security Training for all AP Coordinators – Middle & High School (Choose 1)

Date/Time: April 4—9:15 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School AP Coordinators** & **High School AP Coordinators**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7232>

Date/Time: April 4—1:15 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School AP Coordinators** & **High School AP Coordinators**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7233>

Spring STAAR EOC for CTCs—High School

Date/Time: April 5—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **High School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7272>

Spring STAAR Training for CTCs—Middle School (Choose 1)

Date/Time: April 5—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7273>

Date/Time: April 6—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Middle School CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7274>

Spring STAAR Training for CTCs—Elementary School (Choose 1)

Date/Time: April 6—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7275>

Date/Time: April 7—9:00 AM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7276>

Date/Time: April 7—1:00 PM (2 hours)
Presentation Mode: VIRTUAL
Google Meets Code: raadtraining
Who: **Elementary CTCs**
Strive Registration Link: <https://garlandisd.schoolobjects.com//wshop/default.aspx?cid=7277>

**Garland Independent School District**

DATE: July 29, 2022

TO: Principals, Assistant Principals, 504 Coordinators,
Student Support and Specialized Services Staff

FROM: Marcy Eisinger, Assistant Director, Dyslexia

RE: Dyslexia Requirements and Information

Dyslexia Training for Teacher Certification Renewal: In order to renew your teacher certification, anyone who teaches a student with dyslexia must have training in dyslexia or related disorders. We offer yearly training for all teachers and campuses. If your teachers have not received any training this year, you have a few options:

- Dyslexia Therapist/Teachers can provide training to campuses. If you have not done the simulation, it is recommended to do that one 1st.
- **TEALearn** online course (up to 6 CEUs) that is self-paced-
<https://register.tealearn.com/> <https://register.tealearn.com/courses/tea-dyslexia>
- The dyslexia teacher/therapists have prepared PowerPoints for administrators to embed in a campus newsletter. This must include a survey link to verify completion.
- GISD Dyslexia provides ongoing events throughout the year that would also count toward the teacher certification renewal.

Dyslexia Times and Scheduling: Scheduling for dyslexia is never easy, nor perfect, but it can be done! You should have all received your list of students and their groups from your dyslexia therapist/teacher on campus. It is best to schedule your dyslexia (and other special groups first) Here are some considerations for you to know and consider as you are working through your master schedule:

- Groups are determined based on where they are in the program and based on the student needs. This means you may have mixed group levels.
- Consider dyslexia (and other special groups) first.
- You need **60 minutes at elementary (4 days)** and **45 minutes (5 days) at middle**, or **90 minutes for high school on an A-B day schedule**.

- **Elementary:** Consider your teachers and your instructional blocks and when they have direct teaching. When is your direct instruction? Determine when you can “back up” the instruction to coincide with your small group and other possible pull-out times.
- **Be flexible.** Teachers, administrators and dyslexia personnel need to work together to ensure that they are receiving the services they need. There are certain times in the Balanced Literacy block that would also work for scheduling.
- **Middle School:** Middle school dyslexia teachers/therapists should not have a homeroom (or additional class) or duty during the day, as they do not have time in their schedule to fulfill their dyslexia responsibilities. In addition, we must be able to accommodate groups to meet the program with fidelity. Please be sure each dyslexia teacher/therapist has a designated classroom. Dyslexia instructional materials contain a vast amount of manipulatives and each individual class period requires a high level of varied preparation and planning. In order to alleviate instructional loss, refrain from requiring dyslexia teacher/therapists from moving from classroom to classroom.
- When scheduling, please reach out to your therapist. They may be able to provide assistance, as well.
- **Elementary,** Friday is for teachers to progress monitor, and pull students to ensure that if they are behind the class, they can receive additional support, 504 meetings, ARDs and progress monitoring, evaluation (testing), and coding/administrative/compliance. Here is an example of how scheduling can be done: https://docs.google.com/spreadsheets/d/1Wc4bTvYDj-Sd_A31CISsovBfETnFXvz-/edit?usp=sharing&ouid=10998089896660568335&rtpof=true&sd=true
- **Secondary,** time should be allowed within the schedule for teachers/therapist to attend meetings and assessments.
- **Dyslexia Classrooms:** Please be sure each dyslexia teacher/therapist has a designated classroom. Dyslexia instructional materials contain a vast amount of manipulatives and each individual class period requires a high level of varied preparation and planning. In order to alleviate instructional loss, refrain from requiring dyslexia teacher/therapists from moving from classroom to classroom.

Dyslexia training and PD for dyslexia personnel: We train teachers to the therapist level in GISD. During training and mandatory PD, teachers will need to attend, as it is required. We will work with campuses, and there will not be a need to pay for any subs by the campuses.

Dyslexia Evaluation and Supervision: Dyslexia evaluation has changed for this year.

- Principals/Assistant Principals will be evaluating teachers using T-TESS for the year 21-22 school year in order to provide dyslexia teachers/therapists a pathway to TIA.
- A bridge document will be provided to campus administrators. This will assist in supporting administrators on what to look for in a dyslexia setting and how to relate that to the T-TESS rubric.
- Supervision of staff and programming remain under the supervision of the Dyslexia Assistant Director
- There is no change of the program design, implementation, timelines, training requirements, and instructional minutes.

Duty and Campus Responsibilities of the Dyslexia Teacher/Therapist: Dyslexia personnel shall be a part of the campus culture. They should also provide support to teachers, students and staff regarding dyslexia.

- Dyslexia may do before or after school duty.
- Dyslexia duty shall not be during school hours when they can be providing services for students with dyslexia.
- WIN class: A dyslexia teacher may have a WIN class if it is included with their dyslexia instructional minutes and contain students identified with dyslexia. The priority is for the teacher to provide dyslexia services on a campus (all aspects of services-compliance, assessment and evaluation, monitoring, 504s, and ARDs, of course, students are our first priority).

Dyslexia Screening: Screening for dyslexia is required in kinder and grade 1. We are using mClass/Amplify-Dibels for our screener this year. This is the same screener used for our Early Reading k-2 requirement which will take place at the designated times for MOY and EOY testing.

BOY Dyslexia: Please allow time for the completion of scheduling of students and progress monitoring for BOY. Classes should begin as soon as possible, but no later than August 9th.

EOY Dyslexia: Please allow the dyslexia staff on your campus time to complete all of their end-of-the-year duties. This includes dyslexia 504 and special education paperwork, dyslexia PEIMS coding, screening submissions, legal requirements and meetings, progress reporting, record keeping, and end-of-year meetings with parents and families.

If you have any questions, please reach out to [Marcy Eisinger](#), or call 972-744-3347.



Garland Independent School District

DATE: July 29, 2022

TO: All Principals and Assistant Principals

FROM: Mark Quinn, Director of Security

RE: Emergency Management Training (FEMA)

The Federal Emergency Management Agency (FEMA) offers free training opportunities through their online independent study program. The basic training program, *IS-100.C: Introduction to the Incident Command System, ICS 100*, provides valuable knowledge crucial to successfully managing school-based emergency events. Training is online and self-paced (average completion time is one hour). Students who attend receive a certificate after successfully taking the course exam.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

We encourage the assistant principal over security at each school, as well as other crisis management team members, to take this course (and other similar courses, as desired, through the FEMA link, above).



Garland Independent School District

DATE: July 29, 2022

TO: All Principals and Department Directors

FROM: Mark Quinn, Director of Security

RE: Access Card Guidelines

Regarding the management, distribution, and use of access cards, please note the following protocol, as it reflects changes:

1. Garland ISD employees will now keep their access cards throughout their tenure with the district, regardless of position or campus assignment.
2. When an employee is transferred or hired, the campus/department administration will email the name to accesscards@garlandisd.net.
3. Security's staff member assigned to Harris Hill will issue a new employee an access card; the access level given is based on the assigned position.
 - a. New access permissions may be requested by emailing accesscards@garlandisd.net. The director of security or designee may authorize changes in permissions.
 - b. Senior administrators may adjust access permissions to allow designated staff to carry out specific assignments. The director of security or the department designee will communicate this to the campus principal.
4. As necessary, individual staff members may request card replacements by emailing accesscards@garlandisd.net; include a reason for replacement in the email.

- a. Replacement cards will be mailed to the assigned campus/building, or a card may be replaced by visiting the security department at the Marvin Padgett building.
 - b. An employee who requests two replacement access cards in a single year will be required to make that request through their principal or department director.
5. Each campus will be issued access cards for substitute teachers to use. These cards will be inventoried annually to ensure they are working and still in the possession of campus administration.
6. Each campus will be assigned an access card per portable classroom, to be used as a hall pass by students. Portable classroom access cards will be inventoried annually to ensure they are working and still in the assigned portable.
7. Campuses will not be provided spare cards for any reason, as individual card replacement is the responsibility of the staff member.
8. Each campus/department is responsible for recovering access cards of employees who leave the district. All recovered cards will be returned to the security department via district mail.
9. Each campus/department will email a list of current staff to accesscards@garlandisd.net by the end of September each year, so an audit of access cards may be completed.

For summer school:

1. Each summer school principal will provide a list of staff names assigned to the summer school campus to security via accesscards@garlandisd.net.
2. Those access cards will be given permissions for the assigned campus for the duration of summer school.

Please contact Michael Pierce by email or phone 469-576-7931. If staff members have permission to access a facility outside of school hours, but their access card is not working, they may call dispatch at 972-494-8911 for assistance.



Garland Independent School District

DATE: July 29, 2022

TO: All Principals and Department Directors

FROM: Mark Quinn, Director of Security

RE: Visitor Registry – Use of Raptor

Please find the procedures for using Raptor visitor registry below:

1. Every visitor must present a valid ID and be entered into Raptor using the webcam to take a picture. Staff will provide the visitor's badge to the guest and remind the guest to return the badge upon leaving. Visitors who stay in the front office need not be entered into Raptor.
2. With every subsequent visit, the visitor will be entered into Raptor, but it is not necessary to retake the visitor's picture. The Raptor "Quick Find" feature can be used to find quickly the visitor's last name.
3. Valid IDs must be official photo ID cards, such as government IDs from all 50 states; U.S. military ID cards; Concealed Handgun License cards; passports; Consulate cards; and, a Permanent Resident Card.
4. If a visitor does not have such a card for whatever reason, the following actions will be taken:
 - Enter the person's first and last name, and date of birth, into Raptor.
 - Take the person's picture using the webcam.
 - Verify the person's name as being an authorized person to have access to a student.
 - Assign a school official (not a volunteer) to escort the person on the visit; do not grant unfettered access into the school. If no school official is available, deny access to the person on the grounds there is no school official available. (School officials can be anyone employed by the District and assigned to the school or facility.)
 - Escort the person back to the front office and take possession of the

visitor's badge.

5. Visitor badges will be worn on the top left or right of the chest, plainly visible to all. If a person is seen in the school – or on school grounds – without a visitor badge, the person should be positively engaged and escorted to the office to be properly registered as a visitor.
6. All volunteers will be entered into Raptor with each visit, with a visitor's badge provided. (Notable exception: As a courtesy to PTA leadership in schools, the school can provide PTA leaders with a badge and forego entering their information into Raptor.)
7. No visitor will be allowed to meet alone with a student or group of students unless that person has been cleared by school administration.
8. If a visitor's ID comes back identified as a possible Registered Sex Offender, take the following steps:
 - a. Carefully check the photo and compare it to the person and ID.
 - b. If you determine there is a positive match between the person and Raptor information, acknowledge such on the Raptor screen; this causes others in the school and district to be notified. As well, take the following steps:
 - i. Stay calm.
 - ii. Ask the guest to be seated.
 - iii. Await the arrival of a school administrator or SRO.
 - iv. The school administrator will confirm the purpose of the visit and provide the visitor's badge to the guest.
 - v. The guest is then to be escorted to his/her appointment. In no case should that guest be allowed into a classroom or to meet privately with a student or group of students.
 - vi. Important note: All persons confirmed as Registered Sex Offenders are to be escorted at all times while at the school. If no school official is available to provide escort, the guest should be denied access on the grounds that an escort is not available.
9. No student-volunteers should ever be asked to scan the ID of a visitor.
10. No visitor should be allowed to enter their own information into Raptor.
11. The Raptor system provides a feature, Private Alert, for additional information that can be entered on a person. Such information is usually of a sensitive nature (e.g., parent is banned from seeing a student by court order) but can also be of a helpful nature (e.g., remind parent of needed information on a student, such as shot records). If a person is identified in the Private Alert as one banned from access to a student, take the following actions:
 - a. Ask the person to be seated.
 - b. Contact a school administrator, who will meet with the person to discuss the matter.
 - c. Contact the SRO, dependent upon the outcome of this meeting.
12. For large-scale events, such as a Parent Day in which visitors will be grouped together in a large venue (i.e., not in a classroom), schools may have guests sign

in on a sheet provided by the school and issue visitor stickers to be worn on the top left or right of the chest, plainly visible to all. When this method is being utilized, and Raptor is not used, school staff must monitor visitors/parents 100 percent of the time they are with the walls of the campus.

For training issues, software issues, or hardware issues, please place a work order for repair in [Asset Essentials](#).

**Garland Independent School District**

DATE: July 28, 2022

TO: All Principals and Department Heads

FROM: Allison Davenport, Executive Director of Finance

RE: Crowdfunding/Online Fundraising Policies and Procedures

The District has crowdfunding policies and procedures in place to protect the image and reputation of the District as well as to comply with financial requirements. Employees may solicit web-based donations of money or items for use at their campus or department (ex. GoFundMe, Amazon Wishlist, Donors Choose, Snap!, etc.). Prior to requesting any web-based donations, approval must be obtained from the campus principal or department head. The approval is documented by the supervisor's signature on the [Crowdfunding Request form](#). This form is found on the Finance [intranet page](#).

If any staff members have active campaigns, ensure you have a signed form for each employee or campaign. There are currently many such campaigns circulating through social media.

Per Board policy [CDC \(Local\)](#), by using the name or image of the District, a campus, role as an employee of GISD, or any student in order to raise funds, the money or items solicited become property of the District. Donations of physical technology equipment will not be accepted by the District and all controlled IT assets are to be purchased by GISD purchase order.

This information can be found in the [Campus and Department Accounting Procedures](#) (CDAP) Manual and it is available to all GISD staff. It is located on the Finance Department Intranet Page. Section 3 of the CDAP provides additional detail on crowdfunding and fundraisers.

Please contact the Finance Department with any questions.



Garland Independent School District

DATE: July 29, 2022

TO: All principals, assistant principals, MAP testing coordinators & teachers

FROM: Carrie Whitaker, Research, Assessment & Accountability

RE: MAP Growth BOY Testing Information



The MAP Growth BOY (Beginning of the year) window will open on Monday, August 15, 2022, and run until September 16, 2022. ALL teachers in grades K-8 participating in MAP testing or who can benefit from TIA MUST attend a MAP Training either provided on campus by the MAP Testing

Coordinator or by me at one of the virtual options below:

<u>August 1 @ 9:00 AM</u>	<u>August 1 @ 1:00 PM</u>	<u>August 1 @ 3:00 PM</u>	<u>August 5 @9:00 AM</u>
<u>August 5 @12:00 PM</u>	<u>August 5 @2:00 PM</u>	<u>August 8 @4:00 PM</u>	<u>August 9 @9:00 AM</u>
<u>August 9 @1:00 PM</u>	<u>August 9 @4:30 PM</u>	<u>August 10 @7:45 AM</u>	<u>August 10 @3:45 PM</u>
<u>August 11 @9:00AM</u>	<u>August 11 @4:30 PM</u>	<u>August 12 @7:15 AM</u>	<u>August 12 @ 10:00 AM</u>
<u>August 12 @ 1:00 PM</u>	<u>August 15 @ 9:00 AM</u>	<u>August 15 @ 4:30 PM</u>	<u>August 16 @ 4:30 PM</u>

All MAP proctors and coordinators must follow the [updated 2022-2023 Garland ISD Mandatory MAP Testing Guidelines](#).

All staff involved in MAP testing must also sign an [oath](#) prior to proctoring MAP. Once signed, the oath should be given to the campus testing coordinator for annual testing records.

MAP is intended to be given during the school day in the classroom and proctored by the classroom teacher. Classroom teachers are expected to set up his/her own sessions and assign accommodations, if needed, per student and test.

Pre-testing MAP letters must go out to families prior to testing, and a post-testing MAP letter along with the student's family report should be sent home after the window closes. MAP letters can be found on the GISD intranet- RAAD- [MAP Growth](#).

Any TIA Questions, please refer to the [TIA Field Guide](#) or email TIAQuestions@garlandisd.net

If you have any questions regarding MAP testing/training, please do not hesitate to either email or call Carrie Whitaker at cawhitak@garlandisd.net or 972-487-3209 or 214-213-7658

**Garland Independent School District**

DATE: July 29, 2021

TO: All Campus Administrators, Campus Testing Coordinators, Area Directors,
& other instructional staff

FROM: Veronica Salgado Joyner, Director of Research, Assessment &
Accountability

RE: 2022-2023 District Assessment Calendar

The 2022-2023 GISD Assessment Calendar has been posted to our local intranet site. The Assessment Calendar identifies all standardized assessments, including local, state, and national tests. You can find the assessment calendar on the GISD intranet (<http://home.garlandisd.net/RAAD>).

Important 2022-2023 changes include:

- STAAR/EOC fall interim assessment requirements for all MS students and for HS EOC retesters
- MAP MOY will be limited to students who fall below the 30th percentile on MAP BOY during the August/September administration. The MAP MOY window was removed from the district calendar, however campuses needing to administer MAP MOY can do so during the month of January. There will not be any district reporting for the MAP MOY administration.

In an effort to provide additional assistance with communication and instructional decision-making, a 2022-2023 Assessment Results Calendar is forthcoming and will be posted to RAAD's intranet page when complete. This calendar view should provide assistance with making determinations about when certain pieces of data will be available for PLCs, parent communication, etc.

This calendar was created in collaboration with the Office of Executive Directors of Leadership and the Department of Teaching & Learning Development. For questions related to this calendar, please contact Veronica Salgado Joyner (vjoyner@garlandisd.net). The Department of TL&D manages the calendars reflecting Curriculum-Based Assessments. For questions related to those calendars, please contact the appropriate TL&D Director.

NOTE: Please be aware that this calendar is subject to change as directed by TEA; please be sure to make note of the calendar publication date located in the bottom right corner (currently 07/12/2021). You will receive notification if/when additional changes are made.



Garland Independent School District

DATE: July 29, 2022

TO: All Principals and Assistant Principals

FROM: Dr. Melissa Hill, Executive Director, Teaching & Learning

RE: 2022-2023 Local Assessment Schedules and Guidelines

Local assessment schedules for all levels are ready for distribution. The need for timely, relevant data is a critical component in addressing student learning needs as outlined in our Academic Acceleration plan. These plans were developed using administrator feedback and also include guidelines for administration in an effort to find a balance between collecting critical data and maximizing instructional minutes. In addition to the assessments linked below, the Garland ISD curriculum includes frequent formative assessments (Checks for Understanding and Power DOLs) that should be utilized to drive instructional decisions in between common local assessments.

Guidelines and Glossary for Local Assessment Administration 2022-2023

1. All local assessments outlined on the attached calendars are **required** and must be administered during the designated windows.
2. All assessments will be administered digitally through the Eduphoria Aware platform.
3. All **Curriculum Based Assessments (CBA)** are designed to be given during a single class period. CBAs can be used as a major grade according to new grading policy.
4. TEA **Spring Interim Assessments** will be administered for the following content areas:

Interim Assessment Core Content Areas	
Eng./Span. Grades 3-5 RLA	Grade 8 Social Studies
Grades 6-8 RLA	Biology
Eng./Span. Grades 3-5 Math	U.S. History
Grades 6-8 Math	Algebra 1
Grade 5 & Grade 8 Science	English I, English II

Fall Interim Assessments are required for middle school tested content areas and high school EOC retesters **only**.

5. **mCLASS** is a state mandated diagnostic reading screener that will be implemented in grades K-2 and will replace DRA/EDL for those grade levels.

<u>Elementary School Local Assessment Schedule</u>
<u>Middle School Local Assessment Schedule</u>
<u>High School Local Assessment Schedule</u>