



**Garland Independent School District**

DATE: July 29, 2022

TO: All Principals and Department Directors

FROM: Mark Quinn, Director of Security

RE: Access Card Guidelines

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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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

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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

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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.