

Protocols for

VISITORS & VOLUNTEERS

in Ector County ISD



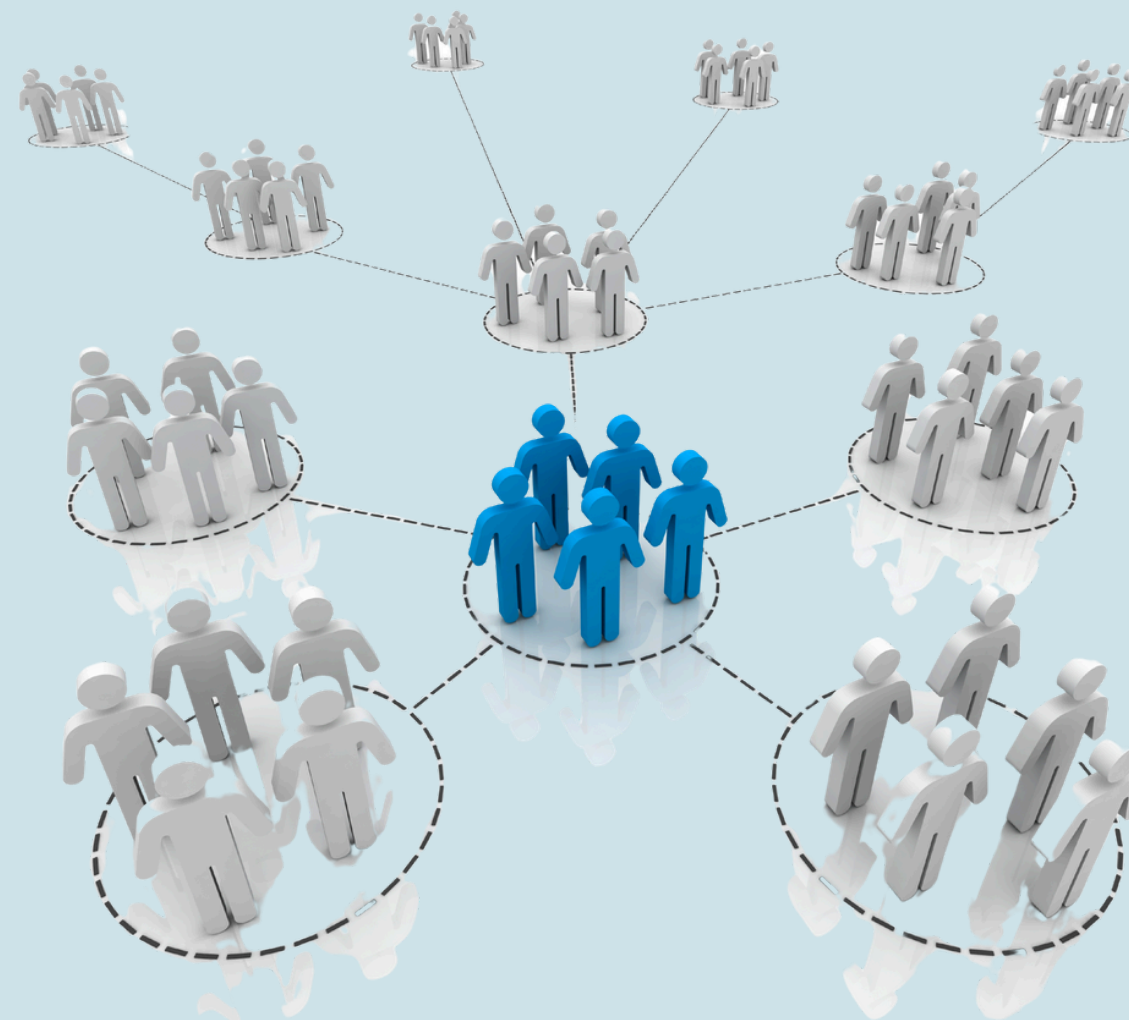
IN THIS TRAINING, ECISD VOLUNTEERS WILL:

- Learn and understand the different protocols for visitors and volunteers;
- Learn about important security protocols and the Hall Pass software that are in place to support ECISD students and staff.



Proper Check in procedures

It is important for everyone to understand and be aware of the proper security procedures in place.



All visitors and volunteers must check in at the front office and state the reason for their visit and present proper identification prior to entering the building.



Visitors and volunteers are required to check out with staff or at the kiosk at the end of their visit.

Time is automatically documented for recordkeeping.

Let's distinguish the difference between a visitor and a volunteer.



Visitor

An individual who is not a volunteer or is supervised by staff during their visit:

- ECISD Employees *
- ECISD Students / Minors
- Public Speakers
- Parents, Guardians, or Relatives Attending Events
- Academic Observers
- Vendors / Third-Party Contractors *

Volunteers

Individuals providing support to ECISD:

- Tutor
- Mentor
- Lunch Monitor
- Chaperone
- Front Office Support
- Individuals *donating* their time or services to ECISD

What is Hall Pass?

Hall Pass is a visitor software system that allows schools to determine who has access to students and enables schools to respond to any emergency while prioritizing student and guardian reunification. Hall Pass is used in 6,000 school districts and businesses across the country and has been used in ECISD since 2008.



When is a Hall Pass volunteer screening required?

Hall Pass volunteer screenings are mandatory for individuals aged 18 and older who intend to volunteer with ECISD in roles that may involve unsupervised access to students. Applications are filled out online.

Hall Pass Link:

<https://volunteerhp.com/ecisd/>



When is a Hall volunteer screening not required?

Hall Pass volunteer screenings are strictly for ECISD volunteers.

The link is not intended for:

- ECISD employees
- ECISD students or minors
- Vendors
- Law enforcement officials
- Visitors

ECISD Volunteer Policy

Ector County ISD
068901

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

	The prospective volunteer must provide the district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. <i>Education Code 22.0835(c)</i> A person may not perform any volunteer duties until these requirements have been satisfied. <i>Education Code 22.0835(d)</i>
Exception	A district is not required to obtain all CHRI that relates to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person: 1. Is the parent, guardian, or grandparent of a child who is enrolled in the district for which the person volunteers or is applying to volunteer; 2. Will be accompanied by a district employee while on a school campus; or 3. Is volunteering for a single event on the school campus.

EXCEPTIONS: Certain circumstances may exist that require the latitude for provisions of this policy. All special cases requiring possible exceptions to the provisions require the prior approval of the Superintendent.

What are the requirements?

Visitor

An individual who is not a volunteer or is supervised by staff during their visit:

- ECISD Employees *
- ECISD Students / Minors
- Public Speakers
- Parents, Guardians, or Relatives Attending Events
- Academic Observers
- Vendors / Third-Party Contractors * (*Individuals compensated for their time or services*)



Hall Pass screening Link is **NOT** Required.

*ECISD employees complete criminal screenings through the ECISD HR Department at the time of hire.

*Vendors and third-party contractors undergo criminal history checks and follow protocols through the ECISD Purchasing Department.

Check-in is required for all visitors, except ECISD Staff, and ECISD students.

Volunteers

An individual who will **assist** ECISD as:

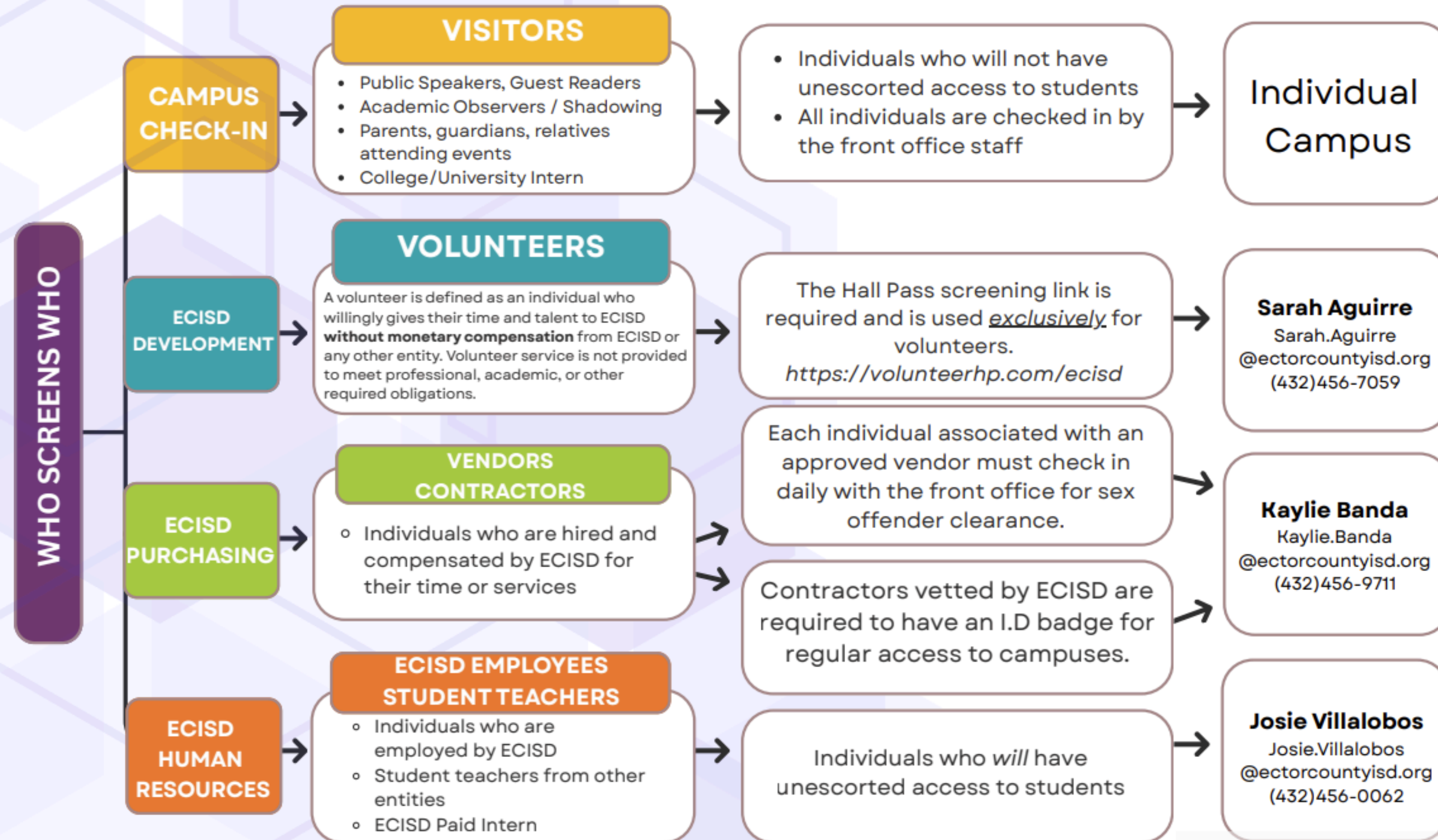
- Tutor
- Mentor
- Lunch Monitor
- Chaperone
- Front Office Support
- Individuals *donating* their time or services



Hall Pass Screening Link is Required

Check in with the campus is still required.

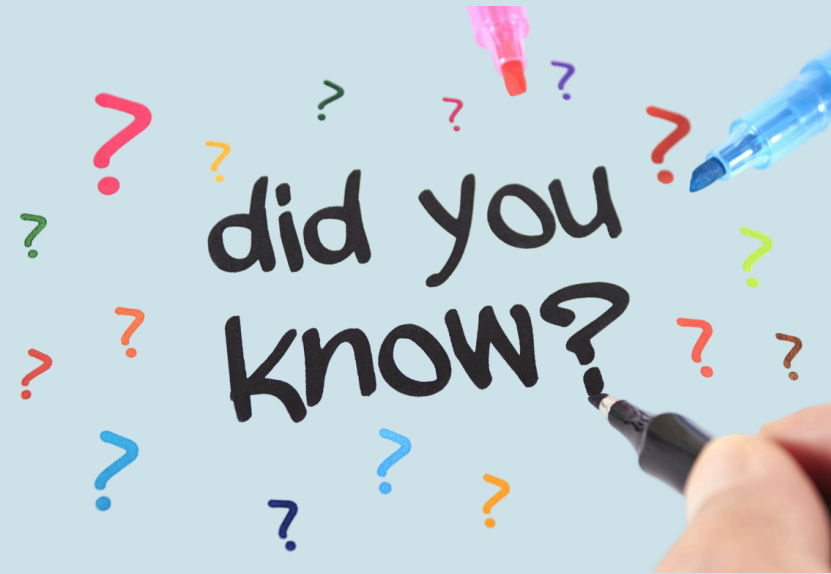
*Examples included are for reference and are not limited.



Why is it necessary to check in every time with the campus?



The importance of checking in.

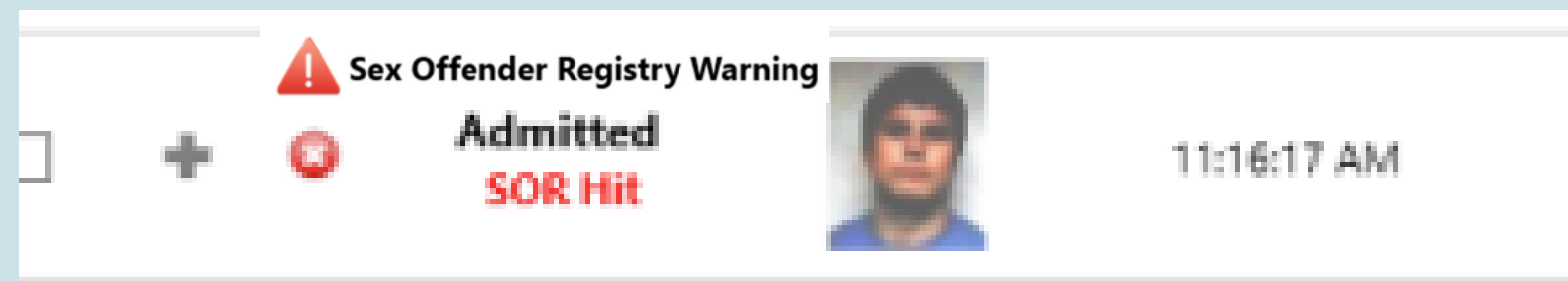


Hall Pass maintains a proprietary, comprehensive database of individuals convicted of sex crimes, integrating real-time registry data from all 50 states with its visitor identification system.

Every person who checks in is screened against this database to ensure they are not registered sex offenders.

Sex Offender Screening

Hall Pass will automatically dispatch ECISD Police to the registered site if an individual is flagged as a sex offender attempting to check in.



Parent eats lunch with their child-Sex offender screening✓

Vendor works on campus-Sex offender screening✓

Public speaker visits the school-Sex offender screening✓

ECISD Volunteer- Sex offender screening✓

Hall Pass Motto: Someone may not be an offender today but they could be one tomorrow.

Sex Offender Protocols

Procedure implemented by the Superintendent, Administrators, and ECISD Police

If a parent or guardian would like to attend their child's event and is a registered sex offender, "A Letter of Approval" must be issued by the Superintendent for each event.

The parent or guardian may submit a request by emailing:

Superintendent@ectorcountyisd.org

For questions regarding sex offender protocols, contact ECISD Police.

Volunteer Facts

ECISD staff can view all ECISD Volunteers in the Hall Pass database.

- Volunteer profiles display first name, last name, date of birth, and expiration date.
- Application results and screening details are not included.
- Volunteers who reapply before their expiration date will be denied to prevent duplicate profiles.
- Volunteers are notified by email regarding their expiration date.

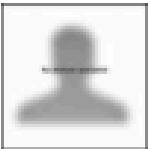
VIRTUAL HIGH SCHOOL

Last Name

First Name

Clear

Search

Photo	Last Name	First Name	Middle Name	Comments	Employment	Type	
	doe	john		criminal background check expires 1/01/2026 DOB: 2000/01/17		Volunteer	

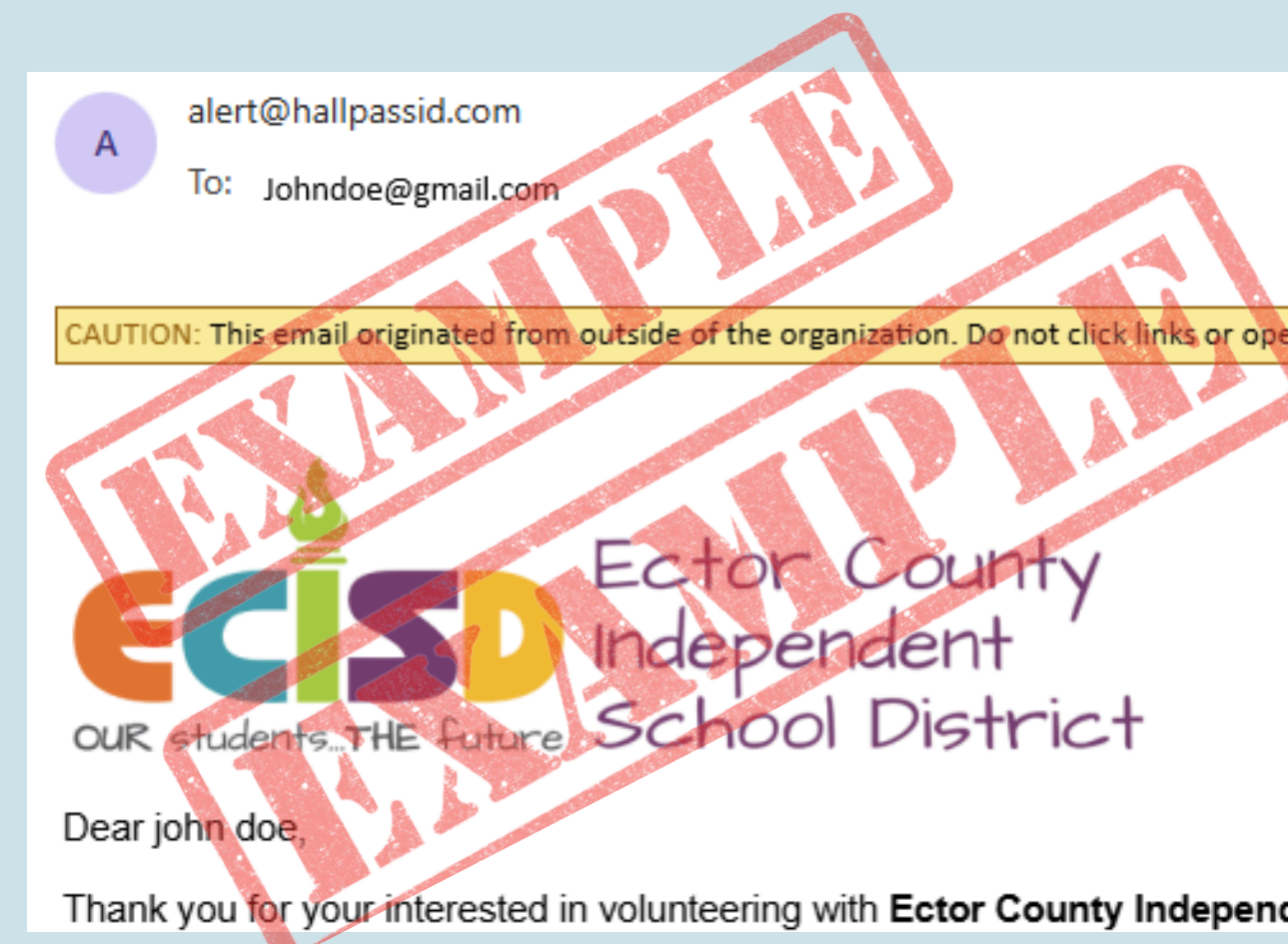
If I am a volunteer, not employed by ECISD, and coordinating an event.

How can I verify if someone is an approved ECISD volunteer?



Volunteer leaders or officers may verify if an individual is an approved volunteer by using one of the following methods:

- Work with ECISD front office staff to search the Hall Pass Volunteer Database
- Use the campus kiosk with Principal approval
- Request proof of email confirmation from the volunteer.



Volunteer Facts

Hall Pass Volunteer Application Guidelines

- The Hall Pass link is intended solely for individuals applying to volunteer with ECISD. It is not used to determine whether parents can attend school events.

Volunteer Leaders/Officers:

- Share the link only with individuals who qualify as potential ECISD volunteers.
- Confirm they are not already registered in Hall Pass to avoid duplicate applications and unnecessary costs.
- Allow at least two weeks before the event to ensure timely processing.
- ECISD volunteer approvals are valid district-wide for two years.

Volunteer Facts

Campus staff maintain the Hall Pass visitor database and have view-only access to the volunteer database. They cannot enter, edit, or access volunteer screening results. They can only view a list of approved ECISD volunteer names.

The ECISD Development Office screens volunteer applications and maintains the volunteer database.

Screening results and details are confidential. Applicants are screened according to ECISD Human Resources' qualifications.

Are PTA, PTO, booster members required to be criminally screened?

- PTAs, PTOs, and booster clubs are separate entities from ECISD.
- This presentation focuses specifically on ECISD's responsibilities and ECISD-hosted events.

Organizational Responsibility:

Officers of these organizations are responsible and potentially liable for events coordinated and hosted by their groups. It is strongly recommended that all officers complete a screening.

Volunteering with ECISD:

Any individual affiliated with these organizations who volunteers for ECISD is required to complete the Hall Pass volunteer application.

Volunteer Facts

Campus staff, PTAs, PTOs, and Booster Club officers may request an email blast to ECISD Volunteers from the ECISD Development Office to promote volunteer opportunities. The purpose of these email blasts is to:

- Highlight and promote current volunteer opportunities
- Ensure ECISD and campus volunteers are informed about upcoming events
- Connect with all ECISD volunteers and community partners
- Offer Texas Scholar Hours opportunities for high school students*

*The organization or agency must be an approved partner of the Odessa Chamber of Commerce.

Hall Pass offers different check in options

Kiosk or campus
check In



Scan back of
government issued
ID



Key fob check in



Key fobs are issued to volunteers at no cost with the ECISD Development Office. Call 432-456-7059 to set an appointment.

School Events and Bulk Check in Procedures

Attention Volunteer Leaders/Officers:

Hall Pass provides different options to optimize visitor check in by saving time without sacrificing security and reduce wait times.

Hall Pass provides options for school events on or off property and after school hours.

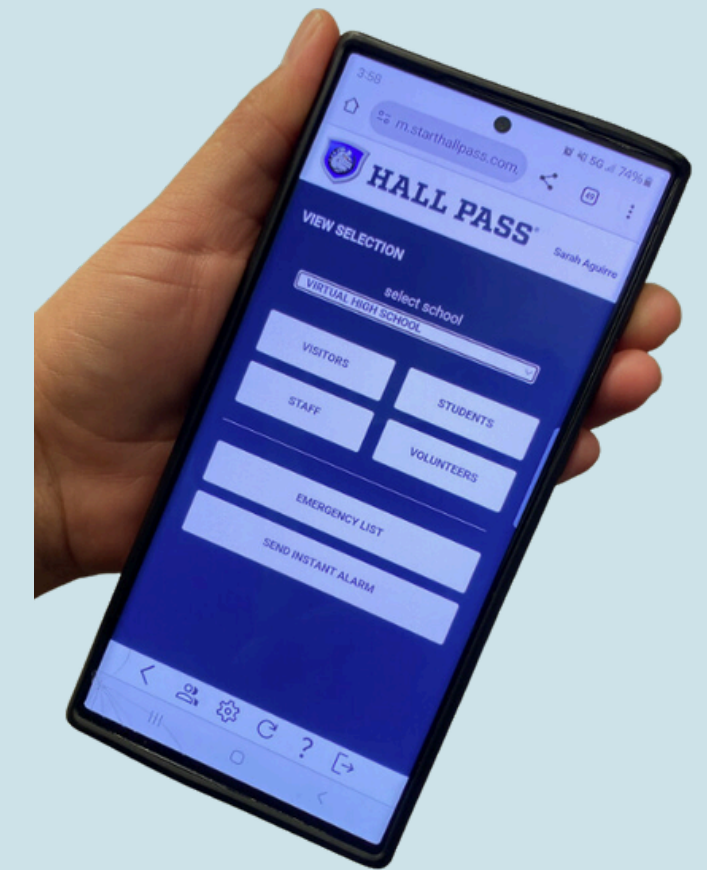




The kiosk mode allows campuses to set up designated stations for visitors to self-check-in without sacrificing security.



Campuses may provide multiple check-in points on or off school property with laptops or mobile devices.



Campuses may utilize Hall Pass Bulk pre-Check-in features with print options for events and field trips.



Hall Pass Express allows previously scanned visitors the option to begin their check in online before they arrive at campus. A QR Code is generated to be scanned by the campus.

Add/ EditDestination

*School

W Elementary

*Name

Thursday Lunch

☒ Show in Hall Pass?

☒ Show in Kiosk?

Note: To deactivate, uncheck both boxes.

Controlled Destination Settings:

Start Time

11 : 30 : 00 AM

End Time

01 : 30 : 00 PM

Choose day

☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday

Visitors Allowed

20

Destination Contacts

Note: These contacts will be notified when this destination is selected.

Name

Phone Number

Reservations:

Thursday Lunch

Every Thursday 12:00 PM - 02:00 PM

Total Limit: 5

3/31/2022 15 Search

4 / 5 reserved Book New

SMITH, PENELOPE

Reserved On: 3/24/2022 4:37:18 PM

Cancel Reservation

THOMPSON, TYRONE

Reserved On: 3/24/2022 4:37:01 PM

Cancel Reservation

JOHNSON, JACKSON

Reserved On: 3/24/2022 4:36:16 PM

Cancel Reservation

RODRIGUEZ, PATRICIA

Reserved On: 3/24/2022 4:37:46 PM

Cancel Reservation

Reservations (NEW)

Allows visitors to reserve a time slot for their visits. This helps campuses regulate how many visitors they will have during any give time period. Visitors can request time slots via computer or mobile device.

Identifying Volunteers

ECISD Development Office does not issue volunteer badges.

The campus or department will determine how volunteers will be identified during their shift.

Equipment or supplies come from the campus budget.





Fun Fact



In 2022, the ECISD Development Office began searching for a user-friendly and cost-effective volunteer database and volunteer screening software. After evaluating several options, they approached Hall Pass headquarters, an organization serving schools and businesses nationwide, to explore integrating a volunteer database with the existing Hall Pass visitor system. This led to a year-long collaboration between Hall Pass and the ECISD Development Office.

In 2023, ECISD became the first Hall Pass client to launch a volunteer database integrated with its application system and customized screening software. This innovative solution was designed around the district's unique needs and has provided ongoing cost savings, saving the district thousands of dollars since its launch and continuing to do so today.

Mark Mobley, CEO of Hall Pass, is an ECISD alumnus. He played football for Permian High School and was part of the team that competed in the 1980 Championship game. His mother was an ECISD educator for 40 years at Burnet and Ireland Elementary. Mark proudly displays his MOJO flag in his office, speaks fondly of his time with ECISD, and frequently mentions how much he misses Taco Villa and Elva's Taco Casa. He currently lives in Dallas, Texas, and also serves as President of Computata Solutions, LLC, the software provider for volunteer screenings.

The ECISD Development Office extends its gratitude to the Hall Pass team for their hard work and ongoing support.

For questions:

ECISD Development Office 432-456-7059

Security Questions ECISD Police 432-456-9999

Hall Pass support 800-269-2650



ECISD Volunteers!