



MATAGORDA INDEPENDENT SCHOOL DISTRICT
Student Registration Check List
2023-2024

PLEASE CHECK FRONT AND BACK OF EACH FORM FOR COMPLETION.

WE ARE LOOKING FORWARD TO A GREAT SCHOOL YEAR!

Name _____ Grade _____

NEW/TRANSFER STUDENTS

_____ Birth Certificate	_____ Official Shot Record
_____ Parent ID	_____ Social Security Card
_____ Transfer Request Form	

ALL STUDENTS (NEW & RETURNING)

_____ Registration Documents – See List Below

_____ Acceptable Use Policy	_____ Attendance Regulations
_____ Directory Information	_____ Electronic Distribution of Handbook
_____ Ethnicity/Race Questionnaire	_____ Home Language Survey
_____ Medical History	_____ Med Admin. Form (If applicable)
_____ Military Connected Student Form	_____ New Student Registration
_____ Parent's Objection to Military Recruiters	_____ Region 3 Family Survey
_____ Socioeconomic Information	_____ Student Residency/Foster Care
_____ Transportation Guidelines/Form	_____ Visitor Check-in Policy
_____ Yellow Emergency Card	

Parent must present all documents in order for a child to be enrolled.



MATAGORDA INDEPENDENT SCHOOL DISTRICT

2023 - 2024

Acceptable Use Policy

Acceptable Use Policy For Matagorda Independent School District Employees and Students

Access to Matagorda ISD's network, devices and technology resources is a privilege, not a right. **All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies.** [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

At MISD, we will use network, devices and technology resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need to succeed in the global community. These technologies include all district-provided equipment such as computers, tablets, cell phones, laptops, netbooks, e-readers, iPads, and more.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training regarding the use of the District's system will emphasize the ethical use of this resource.

In accepting this agreement, students, faculty and staff acknowledge the following:

Internet Safety Procedures

It is the policy of Matagorda ISD to:

(a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the MISD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate

network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the MISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of campus principals or designated representatives.

The campus principals or designated representatives will provide age appropriate training for students who use the MISD Internet facilities. The training provided will be designed to promote the MISD commitment to:

a. The standards and acceptable use of Internet services as set forth in the MISD Internet Safety Procedures;

b. **Student safety with regard to:**

- **safety on the Internet;**
- **appropriate behavior while online, on social networking Web sites, and**
- **in chat rooms; and**
- **cyberbullying awareness and response.**

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Copyright

All persons are prohibited from using District technology in violation of any law including copyright laws. Only appropriately licensed programs or software may be used with District technology resources. No person shall use the District's technology resources to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of District technology resources in violation of the law. All persons using District technology resources in violation of law shall lose user privileges in addition to other sanctions.

Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law.

Electronic Mail

All network users are provided with an email account for use in conjunction with their job. An assigned email account is the property of MISD.

1. While email can be a valuable tool, the following activities are prohibited by policy:

- Sending email that is intimidating or harassing, abusive, threatening, obscene, sexually oriented, discriminatory, damaging, illegal, false, profane, or any other inappropriate behavior.
- Using email for conducting personal business or for purposes of political lobbying or campaigning.
- Violating copyright laws by inappropriately distributing protected works.
- Posing as anyone other than oneself when sending email, except when authorized to send messages for another when serving in an administrative support role.
- Using another employees email account.
- Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is absolutely prohibited.

2. **The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:**
 - Sending or forwarding chain letters, virus warnings, urban legends or other unsubstantiated scares.
 - Sending unsolicited messages to large groups except as required to conduct school business.
 - Sending excessively large messages.
 - Sending or forwarding email that is likely to contain computer viruses.
3. The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although we do not have staff who actively monitor email communications, the contents of any communication of this type would be governed by the Open Records Act. We would have to abide and cooperate with any legal request for access to email contents by the proper authorities.
4. Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion. We have no plans to produce and publish a district wide list of email addresses, but the campus should post a list of email addresses for their staff through their Campus webpages.
5. Requests for personal information on students or staff members should not be honored via email. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as username or password should not be sent via email for any reason.

Electronic Media

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels and not any form of electronic media which includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications. An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Use with Students:

- The employee shall limit communications to matters within the scope of the employee's duties. For an employee with an extracurricular duty, communication should be limited to matters, relating to the extracurricular activity.
- **The employee does not have a right to privacy with respect to communications with students and parents.**
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standards practices for Texas Educators:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records
 - Copyright Law
 - Compliance with the Children's Internet Protection Act (CIPA)

Employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time, protect your privacy.

- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.

- Remember that these sites are an extension of your profession. What is inappropriate in your workplace should be deemed inappropriate online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as TMISD employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Matagorda ISD.
- Employees shall not use the MISD district's logo or other copyright materials of the MISD district without express, written consent.
- **When contributing online, do not post confidential student information.**
- **Employees must not use social-networking sites to disparage the schools, its students, programs, activities, volunteers, or other employees.**
- **Accessing and posting to social networking sites during the work day from any device is prohibited.**
- **Employees must not communicate with students from their personal social-networking sites.**

Any employee found to be in violation will be subject to immediate disciplinary action, up to and including termination of employment. In addition, the school reserves the right to publicly access an employee's electronic media sites as part of its decision-making process with respect to promotions and other human relations managements requirements and considerations. Where applicable, employees may be asked to provide access as part of an employment selection and/or promotion process.

Internet Access/Filtering

All networked computers will have access to the World Wide Web. The Web is a loosely controlled collection of computers all over the world linked by special phone lines, microwave or satellite. Because there is no central control of the data available on the Internet, some information may not be considered suitable for use in schools. A filtering system within our district and at our Educational Service Center implements measures to protect K-12 school children from harmful online content/inappropriate matter as required by the Children's Internet Protection Act (CIPA). These filters protect against access by adults and minors to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. The most important safeguard for our students is the classroom teacher. Teachers must supervise students while on the Internet, and report those students who violate the rules. The district will disable the filter upon request for all staff with a justified request for "bona fide research or other lawful purposes". This request must be made in writing to the head campus administrator. All request must contain the link, include the justification and duration of the time to unblock.

Internet Usage

- Non-business related purchases made over the internet are prohibited.
- Internet access may not be used for personal gain.
- Any device that is not the property of MISD is prohibited and not allowed on the district network
- Electronic files are subject to the same records retention rules that apply to other documents and must be retained in accordance with departmental records retention schedules.
- No files or documents may be sent or received that may cause legal liability for, or embarrassment to Matagorda ISD.
- Storage of personal email messages, files and documents within MISD's Information Resources should be nominal.
- All email messages, files and documents located on MISD's Information Resources are owned by MISD, may be subject to open records requests, and may be accessed in accordance with this policy.
- Any mobile internet access (i.e. 3G-4G) activation will be the responsibility of the user and not the school district. All district owned devices warrant that users understand and agree to comply with all rules and regulations of the Acceptable Use Policy at home or the work place.

Maintenance of Local Hard Drives

On occasion, hard drives must be reformatted or replaced. Reformatting completely erases all contents of the hard drive. All district software such as Microsoft Office, which is consistent throughout the district, will be reinstalled. All other approved software, purchased by the campus, will need to be reinstalled by the Network Technician. You

will be personally responsible for making backups of any personal data files that you store on your local hard drive on your campus or building server.

Network Security

Student/Teacher personal owned devices are prohibited and should NEVER be connected to the schools wired network or wireless networks in the district. Other prohibited equipment is any network attached items including, but not limited to: hubs, switches, routers, wireless access points, splitters, network printers, key loggers, personal PCs, laptops, or iPads. Additions of any type of these items are prohibited. Persons who introduce these devices on the Network will be subject to denial of access, and disciplinary actions, including termination for employees.

Users must not install network hardware or software that provides network services without the MISD Technology Department approval. Users must not download, install or run security programs or utilities that reveal weaknesses in the security of a system. For example, MISD users must not run password cracking programs, packet sniffers, network mapping tools, or port scanners while connected in any manner to the district's network infrastructure. Users must report any weaknesses in computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the Technology Coordinator.

Monitored Use

Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Matagorda ISD are the property of Matagorda ISD. These files are not private and may be accessed and monitored by the Superintendent or Technology Department at any time without knowledge of the user or owner to ensure appropriate use. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 201.13(b), Information Resource Standards.

Stolen or Damaged Technology

Damaged or stolen items are the responsibility of the user to report to the principal and technology department immediately. If there is a police report filed, a copy of the report must be made available to the Technology Coordinator. Various technologies can be tracked and the police report will be helpful in tracking these devices. Any school-owned technology equipment in the hands of a school-owned employee becomes the liability of the school employee. The employee accepts all responsibility for replacement costs due to theft, loss or damage. The employee will be liable for payment of all replacements or repairs. Repair costs will be deducted from the employee's check or the employee can pay all of the costs at one time. Failure to report stolen, lost or damaged equipment will result in the cost of the equipment being deducted from the employee's paycheck.

Maintenance Requests/Inventory

All requests for service MUST be made by completing the online Technology Maintenance Request form. This procedure is important for tracking and verifying all work done on MISD computers. If an online Technology Maintenance Requests form is not completed, the Technology Department may not honor your request for service. All technology will be tracked and must be verified to keep accurate inventory. Under no circumstances should any technology be moved within the district or campus without the permission of the technology department. All technology will remain in the classroom as stated in the inventory. Proper forms, available through the Campus Technology Specialists must be filled out and approved by the principal before the Campus Techs can move technology to another room or campus.

Software

Only technology staff will be able to install or remove programs on MISD networked computers. While this may be inconvenient to some, this is an important policy because:

- It lowers the chance that a virus will be introduced into the MISD network.

- Users cannot accidentally install an incompatible program
- Users cannot accidentally erase all or part of an important piece of software.
- Any software that is installed by MISD technology staff will have a legal license.
- Users must not make unauthorized copies of copyrighted software.
- **Download of movies or music without administrative permission**

Software purchased for Matagorda ISD is not allowed to be installed on home computers. Programs brought from home are not allowed to be installed on MISD computers. The district could be fined between \$10,000 and \$100,000 for each instance of an illegal software installation.

Shareware and Freeware programs, especially those downloaded from the Internet must be judged on an individual basis by Technology staff as to the safety. It is not unusual for a virus to enter a computer system through such software, and precautions will be taken to prevent an infection. Shareware programs, if installed, must be purchased from the author to be legally installed.

MISD reserves the right to remove any non-business related software or files from any system. Examples of non-business related software or files include, but are not limited to: games, pop email, music files, image files, freeware and shareware.

An employee or student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with policy.

Substitutes

MISD teachers must have a lesson plan for student use of computers while a substitute is in the classroom. Short term substitutes or student teachers will not be given access to our network.

Network Access

Access to the District's network systems will be governed as follows:

- Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
- Teachers with accounts will be required to maintain password confidentiality by not sharing passwords with students or others.
- Computers should be locked or logged off when you are not at your desk.
- If a password is forgotten or has been compromised, please contact the technology department.
- Any network user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's network system. Other consequences may also be assigned.

Termination/Revocation of Network User Account

The District may suspend or revoke any network user's access to the District's network upon violation of District policy and/or administrative regulations regarding acceptable use. Termination of an employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of network privileges, or on a future date if so specified in the notice. An employee who is terminated must return all equipment in the employee's possession. If an employee fails to return any equipment, the monetary value of the equipment will be deducted from the employee's final paycheck.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment, materials, data of another user system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt network performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but

is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of network use privileges, possible prosecution, and will require restitution for costs associated with network restoration, hardware, and/or software costs.

Consequences of improper use

Improper or unethical use may result in disciplinary actions in accordance with District policies. This may include termination of employment. Additionally, individuals are subject to loss of MISD Information Resources access privileges, and may be subject to civil and criminal prosecution. This may also require restitution for costs associated with system restoration, hardware, and/or software costs.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

Record Retention

All electronic records shall be retained, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management guidelines.

Website

The district's website is: matagordaisd.org

Acceptable Use Agreement

I have read and agree to follow the attached Acceptable Use policy. I also understand that if I fail to follow these policies, I may lose access to District technology and may be reprimanded. If I lose or destroy District technology, I am responsible to reimburse the District for the cost of that technology.

Student / Employee Signature

Date

Student/Employee Printed Name

Grade of Student _____

Parent of Student Signature

Date

Parent of Student Printed Name



MATAGORDA ISD ATTENDANCE REGULATIONS 2023-2024

In Texas, children between the ages of 6 and 18, depending on when the child's birthday falls, are required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law.

At the beginning of the school year, all parents will be notified in writing of the state attendance requirements. Under the law, if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.

- 1) Student's parent/guardian is subject to prosecution under Texas Education Code Section 25.093
- 2) Student is subject to prosecution under Texas Education Code Section 25.094

Excessive absences will result in loss of credit unless the student makes up the missed work in an acceptable alternative matter including, but not limited to: Saturday School, Summer School, or after school hours. An unusual extenuating circumstance is basis for an appeal to the principal.

HIGH SCHOOL AND MIDDLE SCHOOL ATTENDANCE REGULATIONS

State law requires that a student may not be given credit for a class unless the student is in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will lose credit unless each and every class is made up in an acceptable manner such as, but not limited to: Saturday School, Summer School, or after school hours. If the student drops below 90% but remains at least at 75% of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined. Unusual extenuating circumstances would be a basis for an appeal to the attendance review committee (FEC local).

ELEMENTARY ATTENDANCE REGULATIONS

Attendance for all elementary grades shall be determined by the absences recorded at 09:30 a.m. each day.

State law requires that a student may not be given credit for a class unless the student is in attendance a minimum of 90% of the days the class is scheduled to meet. If a student is in attendance less than 90% of the days the class meets, the student will lose credit unless each and every class is made up in an acceptable manner such as, but not limited to Saturday School, Summer School, or after school hours. If the student drops below 90% but remains at least at 75% of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined. Unusual extenuating circumstances would be a basis for an appeal to the attendance review committee (FEC Local).

Attendance recovery: Matagorda ISD offers one day of credit for every 2 hours served. Saturday School will be offered at least 4 Saturdays during the year. The school must approve students' attendance to Saturday School. Time made up does not remove the documented absences.

I have read and understood the school policy for my child.

Parent's Signature: _____ Date: _____

Student's Name _____ Grade: _____



MATAGORDA ISD

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information 2023-2024

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you **DO NOT** want Matagorda ISD to disclose directory information from your child's education records without your prior, written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. The district is providing you the following form so you can communicate your wishes about these issues. (For more information, see **Objecting to the Release of Directory Information** in the Matagorda ISD Student Handbook.)

Matagorda ISD has designated the following information as directory information. Please put an "X" on the lines of the information that you **DO NOT** want released for your child:

<input type="checkbox"/> Student's Name	<input type="checkbox"/> Degrees, honors, and	<input type="checkbox"/> Participation in officially recognized
<input type="checkbox"/> Address	<input type="checkbox"/> awards received	<input type="checkbox"/> activities and sports
<input type="checkbox"/> Telephone Listing	<input type="checkbox"/> Dates of attendance	<input type="checkbox"/> Weight and height, if a member of
<input type="checkbox"/> Email address	<input type="checkbox"/> Grade level	<input type="checkbox"/> an athletic team
<input type="checkbox"/> Photograph	<input type="checkbox"/> Enrollment status	<input type="checkbox"/> Student identification numbers or
<input type="checkbox"/> Date and place of birth	<input type="checkbox"/> Most recent school	<input type="checkbox"/> identifiers that cannot be used
<input type="checkbox"/> Major field of study	<input type="checkbox"/> previously attended	<input type="checkbox"/> alone to gain access to electronic
		<input type="checkbox"/> education records

Parent, please read and choose only ONE option below.

I, _____, parent of, _____ (student's name),

DO GIVE the district permission to release the information in this list in response to a request that does not have an "X".

I, _____, parent of, _____ (student's name),

DO NOT GIVE the district permission to release any of the above information in response to a request.

Parent's Signature: _____ Date: _____

Please note that if this form is not returned within the specified time frame above, the district will assume that permission has been granted for the release of this information.



MATAGORDA INDEPENDENT SCHOOL DISTRICT

2023 - 2024

Matagorda ISD Acknowledgement of Electronic Distribution of Student Handbook & Student Code of Conduct.

My child and I have been offered the option to receive a paper copy of the Matagorda Independent School District Student Handbook and the Student Code of Conduct for 2023-2024 or to electronically access both handbooks online at www.matagordaisd.org.

I have chosen to:

_____ Receive a paper copy of the Student Handbook and the Student Code of Conduct.

OR

_____ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct online.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

If I have any questions regarding this handbook or the Code of Conduct, I will contact the campus principal at (979) 863-7693.

Student Name (Printed): _____ Grade: _____

Student Signature: _____

Parent Signature: _____

Date: _____



MATAGORDA ISD
Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire
2023-2024

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

Parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

☐ **Hispanic/Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ **Not Hispanic/Latino**

Part 2: Race: What is the person's race? (Choose one or more)

☐ **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **Black or African American** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student Name (please print)

(Parent/Guardian) Signature

Student Identification Number

Date

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one: Race – choose one or more:

☐ Hispanic/Latino
☐ Not Hispanic/Latino

☐ American Indian or Alaska Native
☐ Black or African American
☐ White

☐ Asian
☐ Native Hawaiian or Other
Pacific Islander

Observer Signature: _____

Campus: _____ Date: _____

Texas Education Agency – March 2009



MATAGORDA INDEPENDENT SCHOOL DISTRICT 2023-2024

HOME LANGUAGE SURVEY -19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12): The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:

To determine if your child would benefit from Bilingual or English as a Second Language program services, please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. Once your child is assessed, changes to the Home Language Survey responses are not permissible. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

For more information on the process that must be followed, please visit the following website:

<https://projects.esc20.net/upload/page/0081/docs/JuneUpdates/EnglishLearneridentification-reclassificationflowchart.pdf>

This survey shall be kept in each student's permanent record folder.

NAME OF STUDENT: _____ STUDENT ID#: _____

ADDRESS: _____ TELEPHONE #: _____

CAMPUS: _____

NOTE: PLEASE INDICATE ONLY ONE LANGUAGE PER RESPONSE.

1. What language is spoken in the child's home most of the time? _____

2. What language does the child speak most of the time? _____

Signature of Parent/Guardian _____ Date _____

Signature of Student if Grades 9-12 _____ Date _____

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if: 1) your child has not yet been assessed for English proficiency; and 2) your written correction request is made within two calendar weeks of your child's enrollment date.



MATAGORDA INDEPENDENT SCHOOL DISTRICT
717 WIGHTMAN, P.O. BOX 657, MATAGORDA, TX 77457

2023 – 2024

MEDICAL HISTORY INFORMATION

(To Be Completed by Parent or Legal Guardian)

MATAGORDA ISD is required by the Texas State Health Department and the Texas Education Agency to have a Diabetes Health Plan or an Asthma Health Plan for any student that has Diabetes or Asthma. This is required as a health and safety precaution to protect your child. Please complete the form below and return with the registration packet.

Name: _____ Date of Birth: _____ Grade: _____

Father: _____ Mother: _____

Guardian: _____ Family Physician: _____

Dentist: _____ Other Health Care Sources: _____

Has this child had:

Asthma	___ Yes ___ No	Allergies	___ Yes ___ No
Anemia	___ Yes ___ No	Blood Disorder	___ Yes ___ No
Chicken Pox	___ Yes ___ No	Measles	___ Yes ___ No
Mumps	___ Yes ___ No	Rubella	___ Yes ___ No
Pertussis	___ Yes ___ No	Polio	___ Yes ___ No
Hepatitis	___ Yes ___ No	Rheumatic Fever	___ Yes ___ No
Reyes Syndrome	___ Yes ___ No	Meningitis	___ Yes ___ No
Pneumonia	___ Yes ___ No	Scarlet Fever	___ Yes ___ No
Thyroid Disorder	___ Yes ___ No	Convulsions	___ Yes ___ No
Epilepsy	___ Yes ___ No	Diabetes	___ Yes ___ No
Ear Infections	___ Yes ___ No	Encephalitis	___ Yes ___ No
Heart Condition	___ Yes ___ No	Kidney Condition	___ Yes ___ No
Orthopedic Condition	___ Yes ___ No	Stomach/Intestinal Cond.	___ Yes ___ No
Sickle Cell Disease	___ Yes ___ No	TB Contact	___ Yes ___ No
Scoliosis	___ Yes ___ No	Head Injury	___ Yes ___ No
Surgery	___ Yes ___ No	Fracture	___ Yes ___ No
Hearing Problem	___ Yes ___ No	Vision Problem	___ Yes ___ No
Dental Problem	___ Yes ___ No	Speech Problem	___ Yes ___ No
ADD/ADHD	___ Yes ___ No		

Other: _____

If this child has had any of the above conditions, did he/she receive Medical Care? ___ Yes ___ No
Is this child under treatment now? ___ Yes ___ No

If Yes, list doctor and describe care: _____

Were there any complications from above illnesses? _____

Has this child had any condition which required emergency treatment or hospitalization? ___ Yes ___ No

If Yes, describe treatment/hospitalization: _____

Name: _____ Date of Birth: _____ Grade: _____

Is this child taking any medication? _____ Yes _____ No

If Yes, name medication and dosage: _____

Is this child allergic to any medication? _____ Yes _____ No

If Yes, list medication: _____

Does this child require:

Glasses	_____ Yes _____ No
False Teeth	_____ Yes _____ No
Braces	_____ Yes _____ No
Dental Plate	_____ Yes _____ No

Contacts	_____ Yes _____ No
Dental Bridge	_____ Yes _____ No
Capped Teeth	_____ Yes _____ No
Retainer	_____ Yes _____ No

Other: _____

List any activity restrictions, special diet, etc.

List any other medical care or evaluations your child has received which could assist school personnel in meeting this child's health or educational needs:

Is this child covered by insurance or Medicaid? _____ Yes _____ No

If Yes, please give information:

I give the MATAGORDA Independent School District my permission to release the medical information to the faculty and staff in an effort to provide adequate health care for the above-named student.

Parent/Guardian Signature: _____

Date: _____



MATAGORDA INDEPENDENT SCHOOL DISTRICT
Medication Administration Request/Solicitud de Administración de
Medicamentos
2023-2024

When it is necessary for your child to receive medication during the school day:

- Parents/guardians must provide all medications and sign the Medication Administration Request form.
- All medication must be in the original container, clearly labeled with the student's name, the dosage, and directions for administration. Parents should request pharmacist provide a container to be used at school with the dosage amount and time required for the medication to be given at school. Over the counter doses must not exceed the recommended doses and directions of the bottle unless accompanied by a physician's order.
- The Medication Administration Request form must be completed each year and when there are any changes to the original request. A separate form must be completed for each medication.
- Only FDA approved pharmaceuticals (prescription and non-prescriptions) manufactured within the United States will be administered. Homeopathic preparations and allergy injections will not be accepted.
- A written physician's request is required for any medication administered longer than ten days.
- Sample medications from a physician must have written instructions from the physician.
- *In the interest of safety for all students, medications must be transported to or from school by a parent/guardian.* Medication counts will be performed on all controlled (e.g. schedule II) medications.
- At the end of the school year, all medication that has not been picked up by a parent/guardian will be destroyed.

STUDENT: _____ DOB: _____ DATE: _____

ALLERGIES: _____ TEACHER: _____ GRADE: _____

MEDICATION: _____ DOSE: _____ ROUTE: _____

TIME to be administered: _____ DATES to be administered: _____

PHYSICIAN'S PRINTED NAME: _____ PHONE: _____

FAX: _____

PHYSICIAN'S SIGNATURE: _____

Any special instructions: _____

My signature below, as the student's parent/guardian, indicates that I request that MISD staff administer the medication specified above to my child. The medication is furnished by me and is in its original container and the container is properly labeled. I am also giving my permission for MISD staff to contact the physician for additional information, if needed.

PARENT/GUARDIAN _____

PHONE: _____ DATE: _____

CONDITION for which medication is required: _____



MATAGORDA INDEPENDENT SCHOOL DISTRICT

Military Connected Student Form

2023 - 2024

PLEASE RETURN THIS FORM TO YOUR CHILD'S CAMPUS ONLY IF YOUR CHILD MEETS ONE OF THE CRITERIA BELOW

In 2009, The Texas Legislature adopted the Interstate Compact on Educational Opportunity for Military Students – Texas Education Code Chapter 162. This legislation requires schools to recognize and extend certain privileges to students who are military dependents and to assist military dependent students in the transition process of changing schools when their military parents are reassigned and forced to relocate.

Parent Name: _____

Student Name: _____

If Known:

Student ID: _____ Grade: _____ Campus _____

Please check one below to indicate if your child is a dependent of a member of:

FOR ALL STUDENTS:

_____ Active Duty: Army, Navy, Air Force, Marine Corps, or Coast Guard (This includes Missing in Action (MIA))

_____ Texas National Guard

_____ Reserve Duty: Army, Navy, Air Force, Marine Corps, or Coast Guard

FOR PRE-KINDERGARTEN STUDENTS ONLY:

_____ Armed forces or reserved forces of the United States (Army, Navy, Air Force, Marine Corps, or Coast Guard) or Texas National Guard who has been injured or killed while on active duty.

Military ID was confirmed by: _____



MATAGORDA INDEPENDENT SCHOOL DISTRICT

717 Wightman St., P.O. Box 657, Matagorda, TX 77457

2023-2024

New Student Registration

Grade Entering: _____ Entry Date: _____

(First)

(Middle)

(Last)

SSN: _____ Sex: ____ M or ____ F

Date of Birth: _____ Ethnicity: ____ Hispanic ____ Not Hispanic

Race: ____ White ____ Black/African Amer. ____ Asian ____ Amer. Indian/Alaskan Native ____ Hawaiian/Pacific Isl.

Physical Address:

City: _____ State: _____ Zip: _____

Mailing Address:

City: _____ State: _____ Zip: _____

(1) **Parent/Guardian Information:** Does the student live with the guardian? ____ Yes ____ No

(First)

(Middle)

(Last)

Relationship: _____ Phone: _____ - _____

Physical Address:

City: _____ State: _____ Zip: _____

Mailing Address:

City: _____ State: _____ Zip: _____

Email: _____

Employer: _____ Work Phone: _____ - _____

Driver's License #: _____ State: _____

(2) **Parent/Guardian Information:** Does the student live with the guardian? ____ Yes ____ No

(First)

(Middle)

(Last)

Relationship: _____ Phone: _____ - _____

Physical Address:

City: _____ State: _____ Zip: _____

Mailing Address:

City: _____ State: _____ Zip: _____

Email: _____

Employer: _____ Work Phone: _____ - _____

Driver's License #: _____ State: _____

Last School Attended: _____

City: _____ State: _____ Zip: _____

Indicate Yes or No to each question regarding the student:

Expelled, suspended or in alternative program when withdrawn? ____ Yes ____ No

Previously in Speech or Special Education? ____ Yes ____ No

Previously in Bilingual or ESL Program? ____ Yes ____ No

Previously in a 504 or Dyslexia Program? ____ Yes ____ No

Has the student ever been retained? If yes, which grade ____ ____ Yes ____ No

Emergency Contacts:

It may be necessary to contact you during the school day. If you cannot be reached, the school will call the person(s) you name below in sequential order. Please list at least two additional contacts who we may contact and who may pick up your child at school.

Name

Phone

Relationship

Name

Phone

Relationship

Name

Phone

Relationship

Household Information: Please provide the following information for other children who live in the student's household:

Name	Age	Grade	School Attending
------	-----	-------	------------------

Name	Age	Grade	School Attending
------	-----	-------	------------------

Name	Age	Grade	School Attending
------	-----	-------	------------------

Name	Age	Grade	School Attending
------	-----	-------	------------------

Please answer the following questions:

My child may participate in school sponsored field trips. ☐ Yes ☐ No

My child may be assigned an adult mentor provided by the school. ☐ Yes ☐ No

Do you have any school-age child residing in your home who is not
Attending school and has not graduated from high school? ☐ Yes ☐ No

My child may have their name, picture, artwork, or awards posted
On the school website, newspaper or other public forum (i.e.,
Facebook, etc.) ☐ Yes ☐ No

Physician Name: _____ Phone: _____ - _____

I hereby grant my authorization and consent to medical care, treatment, procedure, transportation, or physician consultant deemed necessary in order to ensure safety of my child. ☐ Yes ☐ No

I certify that the above-named child resides at the street address given for all substantial purposes at the time of enrollment. I understand that the record of my child will be made available to me if my request is made to the proper school authorities. I further understand that my signature below gives my permission as directed above and my assurance that all information that I have provided is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____ Date: _____



MATAGORDA INDEPENDENT SCHOOL DISTRICT

Parent's Objection to the Release of Student Information To Military Recruiters and Institutions of Higher Education

2023 – 2024

(Applicable to secondary grade levels only)
8th Grade and Above

Dear Parent:

Federal law requires that the district, upon request, release to military recruiters and institutions of higher education the name, address, and telephone number of secondary school students enrolled in the district – unless a student's parent or eligible student objects in writing.

PARENT: Please complete and return this form to the school only if you **DO NOT** want your child's information released to a military recruiter or an institution of higher education without your written consent.

I, parent of _____ (student's name), request that the district **NOT** release my child's name, address, and telephone number to a military recruiter or institution of higher education without my written consent.

Parent's Signature: _____

Date: _____

NOTE: If this form is not returned, the district will assume that permission has been granted for the release of this information.



**Region 3 ESC
2023/2024 Family Survey**

Date: _____ District: _____ Campus: _____

In order to better serve your child/children, our service center is helping the State of Texas identify students who may qualify to receive additional educational services because someone in your family has engaged in temporary or seasonal agricultural/fishery work. The information provided below will be kept confidential.

Name of child: _____ Date of birth: _____ Age: _____ Grade: _____

Parent/Guardian Name: _____ Telephone Number: _____

Address: _____

Best time to contact you: _____

1. Have you done temporary or seasonal agricultural or fishing related work within the last three (3) years in any part of the United States? Yes___ No___ Please check all that apply.

 <input type="checkbox"/> Work with fruit, vegetables, grain, peanuts, pecans, wheat or cotton; on farms, ranches, fields & vineyards	 <input type="checkbox"/> Work in a cannery, granary or packing plant	 <input type="checkbox"/> Work on a dairy farm or ranch, temporarily	 <input type="checkbox"/> Work baling hay, building or mending fences, farm/ranch welding or caring for animals
 <input type="checkbox"/> Work in a slaughterhouse	 <input type="checkbox"/> Work on a poultry farm or fishery	 <input type="checkbox"/> Work in a plant nursery or orchard; planting, growing or harvesting trees	<input type="checkbox"/> Other similar work, please explain: _____ _____ _____

2. In the last 36 months, did you live/stay somewhere temporarily (for the weekend or longer) or move from one city, state or school district to another to work or look for temporary or seasonal work in agriculture/fishery? Yes___ No___

If yes, from: _____ to _____
(city, state, or country) (city, state, or country)

3. Do you have a high school-aged child under the age of 22 not currently enrolled in school who lacks a U.S. issued high school diploma or Certificate of High School Equivalency? Yes___ No___

Districts: please return all forms to Region 3: mlgran1@esc3.net

For ESC use only:

1st attempt: _____ 2nd attempt: _____ 3rd attempt: _____

NGS/MSIX History: Yes___ No___ Qualify: Yes___ No___ QAD: _____

Scan Code for more information.



Para mas informacion escanea el código.



Socioeconomic Information Form

CONFIDENTIAL

2023-2024

Student Name _____ Grade _____ Date of Birth _____

School Name _____ Student ID _____

Matagorda ISD is required to collect and report the socioeconomic status of each student to the Texas Education Agency for purposes of the annual state accountability ratings and for federal reporting. Please note that this form is not sent to the Texas Education Agency and that the income levels indicated for your family are not reported to the Texas Education Agency. Only the Economic Disadvantaged status of each student as determined by the information provided is reported to the Texas Education Agency.

SECTION A

Do you receive Supplemental Nutrition Assistance (SNAP)? _____ Yes _____ No

Do you receive Temporary Assistance to Needy Families (TANF)? _____ Yes _____ No

If you answered YES on either of the above, skip SECTION B and continue to the SIGNATURE section.

SECTION B (Complete only if all answers in SECTION A are NO)

How many members are in the household (include all adults and children)? _____

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL HOUSEHOLD MEMBERS (check one box below)

Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker's compensation, unemployment, and all other sources of income (before any type of deductions)

_____ \$0 – 21,590 _____ \$44,124 – 51,634 _____ \$74,168 – 81,678 _____ \$104,212 – 111,722

_____ \$21,591 – 29,101 _____ \$51,635 – 59,145 _____ \$81,679 – 89,189 _____ \$111,723 – 119,233

_____ \$29,102 – 36,612 _____ \$59,146 – 66,656 _____ \$89,190 – 96,700 _____ \$119,234 – 126,744

_____ \$36,613 – 44,123 _____ \$66,657 – 74,167 _____ \$96,701 – 104,211 _____ \$126,745 and above

SIGNATURE Please check one of the following two boxes as appropriate.

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent or legal guardian.

_____ **I certify that all the information on this form is true and that all income is reported. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.**

_____ **I choose not to provide this information. I understand that the school's disbursement of federal funds and accountability rating may be affected by my choice.**

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



MATAGORDA INDEPENDENT SCHOOL DISTRICT

717 Wightman St., P.O. Box 657, Matagorda, TX 77457

2023-2024

STUDENT RESIDENCY & FOSTER CARE QUESTIONNAIRE

This questionnaire is intended to address the McKinney-Vento Homeless Education Act 42 U.S.C. 11434a (2) and legislation requiring schools to collect data as to the foster care status of all students. The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002 (3)(d).

Your information is strictly confidential. It will not be shared or distributed.

Fields requiring action are marked with a red asterisk ()*

Student Name: _____

Student Gender: ____ M ____ F Campus: _____

The residency information which you provide will help us determine the services the student may be eligible to receive this academic school year.

1. * Is your current address a temporary living arrangement (not fixed, regular or adequate nighttime residency)?
____ Yes ____ No
2. * Is this temporary living arrangement due to loss of housing, economic hardship or foster care (i.e., sharing the housing of other persons, motel/hotel, trailer parks, shelters or camping grounds)?
____ Yes ____ No

If you answered YES to either of the above questions, please complete the remainder of this form.

If you answered NO to both of the above questions STOP here and sign the form on the final page of this document.

Section A – Student Living Situation (select an option for each item)

- ____ 1. Live with parent/legal guardian and housing is permanent and we do not share home with any other family.
STOP. DO NOT CONTINUE. SIGN THE FORM ON THE FINAL PAGE OF THIS DOCUMENT.
- ____ 2. Live in the home of a friend or relative because I lost my housing and I cannot afford my own place ("doubled up" due to economic hardship, fire, flood, lost job, divorce, domestic violence, parent in military and was deployed, parent in jail, etc.)
- ____ 3. Live in a tent, car, van, abandoned building (living on the streets, campground, park, RV Park, or unsheltered location), includes living without electricity, heat and/or running water in a home/apartment.
- ____ 4. Live in hotel or motel (due to economic hardship, eviction, flood, fire, hurricane, etc.)

____ 5. Unaccompanied Youth (student is not living in the home of a parent or legal guardian).

____ 6. Child or youth placed by DFPS with a temporary guardian (DFPS provided a Parental Child Safety Plan or authorization for Non-Parent or Voluntary Caregiver – Continue to Section B).

____ 7. Live in a shelter because I do not have permanent housing (family shelter, domestic violence shelter, children/youth shelter, FEMA housing), includes living in transitional housing (moving from place to place, temporary living arrangement).

Section B – Foster Care Status (select an option for each item) *If not in Foster Care, leave this portion blank.

____ Student is currently in the conservatorship (custody) of the Department of Family and Protective Services (a court order names DFPS as the Temporary Managing Conservator or Permanent Managing Conservator). Submit a copy of FORM 2085 to your campus Registrar.

____ Student is currently in Foster Care and residing in a Foster or Group Home (Foster Parent/Group Home Staff have a DFPS Placement Authorization Form 2085).

____ For Pre-Kindergarten Students ONLY:

Student has previously been in the conservatorship (custody) of the Department of Family and Protective Services. Letter of verification and eligibility must be submitted to school.

Section C – Parent/Legal guardian/Caregiver/Unaccompanied Youth

Name: _____ Relationship to Student: _____
(If unaccompanied youth, please mark SELF)

Telephone: _____

Address: _____

Student's length of time at present address? Years _____ Months _____ Days _____

Number of children enrolled in MISD: _____

List other children in this housing arrangement:

Name: _____ Age: _____ Grade _____ School _____

Name: _____ Age: _____ Grade _____ School _____

Name: _____ Age: _____ Grade _____ School _____

Name: _____ Age: _____ Grade _____ School _____

By signing my name below, I understand and agree that the information entered above is correct to the best of my knowledge. I acknowledge that I will comply with all above information.

Parent/Guardian Signature: _____ Date: _____



MATAGORDA ISD
GENERAL TRANSPORTATION GUIDELINES
2023-2024

The school bus is considered an extension of the classroom; therefore, the bus driver has the same authority as a teacher. All rules and regulations of the school district shall apply. Additionally, students will need to abide by the following regulations and guidelines.

1. Students will board and leave the bus at their designated stops **ONLY**.
2. The bus driver's instructions and directions shall be obeyed at all times.
3. Be courteous, use no profane language.
4. Do not eat or drink on the bus.
5. Keep bus clean.
6. Stay in your seat facing forward.
7. Keep head, hands and feet inside the bus and out of the aisle.
8. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school. We recommend the parent/guardian instruct the student on the procedure to follow if the bus is missed.
9. **For the safety of all the bus riders, the following items will not be permitted on the bus: weapons, drugs, tobacco products, e-cigarettes, live animals, glass containers and flammable materials.**
10. **A child must be 5th grade or above to be released from the bus without a guardian present at the stop. If a child is in 3rd or 4th grade, a guardian may present a letter requesting for the child to be released from the bus without a guardian present. Any child 2nd grade and under may not be released from a bus without a guardian present at the stop. If a child 4th grade and under is on the bus with a sibling that is 5th grade or above, then the child may be released from the bus with that sibling. For student safety, we encourage parents to meet ALL their children at the bus stop.**
11. **Changes to your child's regular daily mode of transportation must be made before 1:30 in the afternoon.**

Procedures for Bus Discipline

First Offense – Warning up to five days suspension from the bus.

Second Offense – Five to thirty days suspension from the bus.

Third Offense – Suspension from the bus (with requested hearing) for the remainder of the semester (not to be less than 30 days).

NOTE: A campus administrator may alter discipline for any offense depending on the severity of the incident.

General Information

Students will be assigned seats on the bus.

The student or their parent/guardian must pay for damage to the bus by a student.

STATE LAW: No person, except Matagorda ISD students or employees, may board the bus at any time without special permission.



MATAGORDA INDEPENDENT SCHOOL DISTRICT
717 Wightman St., P.O. Box 657, Matagorda, TX 77457

2023 – 2024

Complete one form per student for each school year. Return this form to the Transportation Department or the school office. Safety is our first concern and disruptive students will have their riding privilege withdrawn.

Everyone needs to fill one out for all planned field trips or athletic events.

Student Name: _____
Last First MI

Street Address: _____

Parent's/Guardian's Name: _____

Phone Number: _____

Emergency Contact: _____

Campus Attending: _____

Date Student Will Start Riding the Bus: _____ Grade: _____

____ New Student ____ Returning Student ____ Address Change

My signature allows the district to transport my child. We agree to support bus safety and all discipline rules.

Parent's/Guardian's Signature: _____

Child's Signature: _____

Date: _____

For Transportation Use:
Bus Number: _____



MATAGORDA INDEPENDENT SCHOOL DISTRICT

717 Wightman St., P.O. Box 657, Matagorda, TX 77457

Barbara Marchbanks – Superintendent

Kristi Chambliss – Assistant Principal/Counselor

Matagorda ISD Visitor and Check-in Policies 2023-2024

We love having visitors to our school; however, we are now required to put more stringent safety policies in place to protect our students and staff. Please see our visitor and check-in or out policies below:

1. When you arrive at school to pick up students or visit, ring the door bell and wait for someone to respond. We will be there as quickly as possible. If you are picking up a student, please call ahead so we can have the student on their way. Parents dropping students off late will also have to come to the door. You will be required to sign out the student as we can no longer bring the child to your car.
2. **All visitors on campus, while students are present are now required to have a background check.** If you want to attend field trips, eat lunch with your child, or visit campus, you will need to complete a background check form. We have attached the form for your convenience. Please complete and return to the office. **The District reserves the right to limit visitors on campus for the safety and protection of our students and staff.**
3. **For campus visits** – If you have completed a background check and it has been approved, you will need to bring a driver's license to check-in. Background checks may take several days so plan ahead. You will be issued a name tag with the date and location of your visit. Your driver's license will be kept until the end of the visit and returned to you when you turn in your name tag. Persons not following procedures will be asked to leave and may not be allowed back on campus.
4. **Weapons of any kind, drugs, alcohol, and tobacco products (including E-cigarettes) are prohibited on campus at all times.**
5. Anyone having a school key, must complete a key check-out form in the office. Persons in possession of school keys without documentation and approval must surrender the key or may be charged with criminal trespass.

Thank you for your support in protecting our students and staff.

Matagorda ISD
717 Wightman, P.O. Box 657
Matagorda, Texas 77457
(979) 863-7693
<https://www.matagordaisd.org>
Barbara Marchbanks – Superintendent

The Matagorda Independent School District is authorized by state law to obtain criminal history record information on applicants that the district may employ (Texas Education Code 22.083) and for parent volunteers (Texas Education Code 22.053). The information requested below is necessary to obtain criminal history record information.

I am completing this form for: _____ employment as a _____
_____ parent volunteer

Name: _____
Last First MI Maiden

Social Security Number: _____

Driver's License Number: _____

Date of Birth: _____

Sex: _____ Male _____ Female

Ethnicity: _____ Black _____ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be solely for the purpose of obtaining criminal history record information.

Signature: _____

Date: _____

This form will be filed separately from the application in the personnel office.

It is the policy of Matagorda Independent School District not to discriminate on the basis of race, color, national origin, sex, disability or age in its employment or in providing education or access to benefits of educational services, activities, and programs.

Es la política del Distrito Escolar Independiente de Matagorda no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad o edad empleo o en la provisión de educación o acceso a beneficios de servicios, actividades y programas educativos.

**DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)**

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ____ Vol/Contractor ____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

MATAGORDA INDEPENDENT SCHOOL DISTRICT STUDENT TRANSFER REQUEST FORM

STUDENT INFORMATION

Student's Name _____ Transfer requested for _____ Grade Level _____

Current Grade Level _____ Student's Gender: M F Date of Birth _____

Parent/Guardian's Name _____ Email Address _____

Physical Address _____ City _____ Zip _____

Mailing Address _____ Phone # _____

Resident School District _____ Resident Campus _____

(Resident school district is the district in which you live i.e. Name ISD)

(Resident campus is the campus in which you live i.e. Elementary)

Reason for request

- _____ 1. Open Enrollment
- _____ 2. Matagorda ISD Employee
- _____ 3. Moving out of district, wish to remain in Matagorda ISD for the rest of the current school year.
- _____ 4. Building/Buying a residence in Matagorda ISD, estimated move in date _____ (attach contract)

Campus and District of last school attended _____

Required Documents - NEW Students

(must be attached with application)

- _____ 1. Most recent report card
- _____ 2. Test Scores (STAAR, Assessment – grades 4-12)
- _____ 3. Transcripts (grades 8-12)
- _____ 4. Documentation of Satisfactory attendance and Discipline records (grades K-12)

Special Services being provided

_____ None _____ ESL _____ Other (specify) _____

_____ Career & Technology

_____ 504 _____ Speech

_____ Special Education (attach IEP)

Siblings (Please list siblings, grade and campus they attend) _____

If you would like to include additional information please attach a separate letter of explanation to this form.

Signatures

I understand that my child must follow all Matagorda ISD rules, policies, and academic requirements and that this transfer agreement may be revoked for failure to follow these rules, policies, and requirements. By signing this form I agree that I am responsible to see that my child will follow all school rules, policies, and academic requirements or my child's transfer will be revoked. I also understand that as a parent/guardian I pledge to support, cooperate and remain positive of the educational process while my child is at Matagorda ISD. I further understand that falsification of information is a Class A Misdemeanor and can lead to legal action.

My Child will: (initial each)

- Maintain attendance as required by TEA _____
- Arrive on time each day for school and have no more than 3 early pick ups _____
- Maintain passing grades _____
- Pass grade level state assessment _____
- Maintain proper discipline _____
- Parents/Guardians promise to remain supportive, positive, and cooperative of the educational process _____

Parent/Guardian Signature _____ Date _____

Please submit the transfer request form to Matagorda ISD Central Administration

Matagorda ISD use only

Out of District County District # _____

Superintendent _____

_____ Approved _____ Denied (reason) _____

Date _____

Date Parent/Guardian Notified _____

_____ Letter _____ Phone By Whom _____ (Initial)