



## MATAGORDA INDEPENDENT SCHOOL DISTRICT

717 Wightman St. Matagorda, TX. 77457  
Barbara Marchbanks Superintendent  
Kristi Chambliss Assistant Principal/Counselor

### Matagorda ISD Visitor and Check-In Policies

**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.**