



MATAGORDA INDEPENDENT SCHOOL DISTRICT
Student Registration Check List
2024 - 2025

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, Bus Rules/Consequences, Bus/Transportation Form, Directory Information, Electronic Distribution of Handbook, Ethnicity/Race Questionnaire, Home Language Survey (if applicable), Medical History, Med Admin. Form (If applicable), Medical Statement Form, Military Connected Student Form, Parent's Objection to Military Recruiters, Region 3 Family Survey, Socioeconomic Information, Student Registration Form, Student Residency/Foster Care, Visitor Check-in Policy, Yellow Emergency Card, Final Page

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



MATAGORDA INDEPENDENT SCHOOL DISTRICT

2024 - 2025

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:**
 - o Sending or forwarding chain letters, virus warnings, urban legends or other unsubstantiated scares.
 - o Sending unsolicited messages to large groups except as required to conduct school business.
 - o Sending excessively large messages.
 - o 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:
 - o Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records
 - o Copyright Law
 - o 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.

Use of Recording Devices

Students must obtain permission from a teacher or administrator before using personal electronics to record, take pictures, or publish images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance in accordance with the Acceptable Use Policy.

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: www.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 2024 - 2025

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 09:35 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

2024 – 2025

Bus Rules & Consequences

Matagorda ISD Transportation Procedures were established for the safety of all students riding on district buses.

At the beginning of the school year, the Transportation Director will designate the pick-up locations for students.

The Bus Drivers have complete authority over all students and the power to enforce all rules and regulations. Bus Drivers have the same authority in the bus as teachers have in the classroom. Their directives are to be followed at all times to transport students safely, orderly, and reliably.

NOTE: By riding the bus, it is implied that all students and parents understand these rules and will abide by them. Stating that they did not know the rules does not excuse a student from misbehavior or infractions of the rules. Any violations of these rules by students during the last 2 (two) weeks of school may be carried over and charged to students the next school year.

General Safety Rules

1. Obey the instructions of the bus driver. At no time should a student be disrespectful or refuse to cooperate with the driver.
2. Board and leave the bus at designated stops only.
3. All students must ride their assigned bus. Student transportation on a bus other than the bus regularly assigned will be granted in **EMERGENCY SITUATIONS ONLY** (not to exceed one trip). This permission must be approved by the student's principal. Most emergency situations would involve medical problems, accidents or the unforeseen necessity for the parent/guardian to be out of town.
4. **DO NOT ASK TO RIDE HOME ON BUS WITH A FRIEND.**
5. It is the **responsibility** of the parent/guardian to provide transportation to school if a child misses the bus.
6. The driver has the authority to confiscate any prohibited items or any other items deemed distracting or dangerous.
7. The driver will not allow any unauthorized person to board the bus.

Procedures for Waiting for the Bus

1. Students should be at their designated bus stop ten (10) minutes early and visible before scheduled pickup time. The driver will not wait or honk, nor will he/she stop for late students or students running for the bus. Allow the bus driver ten (10) minutes before and/or ten (10) minutes after the scheduled time to get to the stop.

Note: The "ten minute" expectation also gives us a cushion in case we encounter unusual or unexpected conditions (accidents, broken traffic signals, traffic jams, trains, inclement weather, etc) that might delay our route. We rarely arrive at school after the starting bell and routinely meet our goal to deliver the students to campus "on time and ready to learn."

2. Students should be no closer than 10 feet from the bus, which is called the "Danger Zone." Be in plain sight of the approaching bus driver and other traffic. Be watchful and don't play around.
3. Before the bus approaches, form a line and be prepared to load immediately.
4. Stand still and clear of the bus. Move toward the bus ONLY after the bus driver opens the door and/or driver signals you to load.
5. Parents/guardians should instruct their children on what to do if they miss the bus.

Loading the Bus

1. Do not push or shove; always use the handrail.
2. Stay out of the bus "Danger Zone." Wait until the door opens or the bus driver gives a signal before approaching the bus.
3. Go directly to your assigned seat. The bus will not move until all students are seated. Students must remain seated at all times. Delays affect traffic and schedules
4. **SEATING ARRANGEMENT WILL BE ASSIGNED.** The bus driver may change seating arrangements anytime he/she deems necessary.
5. Stay clear of the bus when the engine is started. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone". At the Campus while loading in the afternoon, students will not be allowed to board the bus after the doors are closed without administrative approval.

Note: Only authorized personnel and verified enrolled students are permitted to board a bus. If a parent/unauthorized person boards a bus, the Bus Driver shall issue a directive for the parent/unauthorized person to exit. The Bus Driver shall report the parent/unauthorized person to the Transportation Department. It is unlawful to impede the progress of a school bus. The fine for this penalty is \$500.

Conduct on the Bus

1. Classroom dress code and conduct rules shall be followed. Shoes must be worn while riding the bus at all times.
2. NO food, gum and/or drink of any kind are allowed on the bus. All food, gum and/or drink must be disposed of before boarding the bus.

3. Normal conversation is permitted; avoid loud noises that may distract the driver and create an unsafe condition. Do not talk to the driver while the bus is in motion.
4. **SEATBELTS ARE TO BE WORN AT ALL TIMES.** It should be fastened appropriately across their shoulders and lap. This activity is required by Texas State Law.
5. Keep all body parts inside the bus at all times.
6. **Scuffling, fighting, sexual misconduct and the use of obscene, vulgar or profane language and gestures. Zero tolerance will be applied.**
7. Do not spit or throw objects inside or out of the bus.
8. Do not litter, mark, cut or scratch any part of the bus. The student is responsible for damages to the bus and fines will be assessed for damages.
9. Do not tamper with bus equipment.
10. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
11. Students shall never attempt to operate the passenger door or other controls except in case of emergency.
12. Students shall remain seated at all times and face forward for the duration of the trip. Shall keep their feet in front of them and out of the bus. The aisle should be clear at all times.
13. Students are to be silent at railroad crossings. The bus driver will give a signal to direct students to be quiet. This is required by Texas State Law.
14. Do not spray any substance (ex. hairspray, cologne, perfume, deodorant, etc.) while on the bus.
15. If possible, students should carry a school bag or sack, which will allow them to organize and secure their belongings.
16. Follow ALL rules outlined in the Student Code of Conduct, as well as any rules established by the driver.

Exiting the Bus

1. Stay seated until the bus has come to a complete stop and the door has opened.
2. Use the handrails and take one step at a time leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Students must move away from the bus as soon as they exit the bus. Do not chase or hang onto the bus at any time. Stay out of the bus "Danger Zone."
5. If crossing the street, cross in front of the bus and wait for the driver to signal.
6. If an article drops or rolls near or under the bus, get the attention of the driver immediately and have the driver assist you to retrieve the article. Do not attempt to retrieve the item without the assistance from the bus driver. Keep your eyes on the bus driver at all times.

Dropping off

Parents or a documented designee **must be at the FAIRGROUNDS bus stop** to receive students at the end of the school day. If no one is there to receive the student,

the student **will be** returned to the campus. It is the responsibility of the parent to see that students who are returned to school are picked up. **Any student returned three (3) times will** have their riding privileges **suspended** for two weeks. Students will be suspended for the remainder of the school year after the fourth occurrence.

Note: It is the parents' responsibility to ensure the safety of the student from home to the bus stop and from the bus stop to home.

Missed Busses

If a student misses the bus, it is the parents' or guardians' responsibility to provide transportation to and from school. Parents/guardians, please instruct your children on procedures to follow if they miss the bus.

1. If the bus is missed in the morning, go home immediately.
2. If the bus is missed in the afternoon, go to the Principal's office.

Once the bus starts moving, it will not stop to pick up a late student. Do not run after a moving bus at the bus stop or at school.

Designated Stop/Changes

Students will be picked up and dropped off at the student's designated bus stop. Only one location for pickup and drop-off will be allowed. **STUDENTS CANNOT RIDE ANOTHER BUS WITH FRIENDS.** An alternate stop cannot be granted.

Prohibited Items on the Bus

1. Tobacco.
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages, drugs or chemicals.
5. Weapons, explosive devices, stun guns, pepper spray, sharp objects or firecrackers.
6. Objects such as (large musical instrument, shop project or tri-fold).
7. All items must be kept on the student's lap or within the seating compartment and may not deny another student a seat.
8. Balls, balloons and skateboards.
9. Food or drinks (no eating or drinking on the bus).
10. Matches or lighters.
11. Any other item prohibited by the MISD Student Code of Conduct.

Accidents or Emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group and move to a safe location as directed.
3. The following procedures will be used for evacuation in an emergency situation:
4. Students nearest the door will open the door and hold it open.

5. Leave the bus in a single file as quickly and quietly as possible.
6. Evacuation will start with the seat nearest the front door unless otherwise instructed.
7. Follow the driver's instructions completely.

Discipline

The school bus is an extension of the classroom and discipline will be administered by the Administrator with assistance from the bus driver. All school board policies that apply to student conduct and other student-related activities apply to the school bus. The following procedures shall be followed when discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. The driver may pull the bus over and stop in order to safely manage student behavior.
2. If the student refuses to comply with a reasonable request, the driver will report the incident to the Administrator upon returning to the Transportation Department. The notification shall be made in writing on the School Bus Safety Report.
3. The Administrator shall investigate the incident and notify the driver of the action taken.

1st report = verbal/written warning

2nd report = 3 day suspension from riding the bus.

3rd report = 5 day suspension from riding the bus.

4th report = 10 day suspension from riding the bus.

5th report = 30 day suspension from riding the bus.

6th report = suspension from riding the bus for the remainder of the year.

Student with a disability: Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with provisions in the student's Individual Education Plan (IEP).

Tutorials/Extra-curricular activities, etc.: A student who is suspended from any bus AM, PM, Mid-day, is also suspended from any bus related to an Extracurricular activity.

Note: At the discretion of the Transportation Department, bus riding privileges may be suspended due to the nature of the infraction.

Parents will be contacted by the Administration.

Note: In the case of serious misconduct that endangers the safety of other

students or the driver, the student(s) may be removed from the bus by any school official or law enforcement assistance.

Serious Violation: The Administrator has the authority to bypass steps from serious violations or to repeat a step if the behavior is not a serious violation. Some examples of a serious violation are fighting, cursing, threatening the driver, etc.

The campus administration may impose additional consequences or take appropriate additional disciplinary action in accordance with the Student Code of Conduct.

Immediate appropriate legal/disciplinary action may be taken against any student(s) engaging in any of the following misconducts which will result in loss of bus privileges for the remainder of the school year:

4. Fighting on the school bus and at any bus loading zone (pick-up/drop-off location).
5. Possession of firearms, a knife, or other dangerous devices.
6. Use of abusive, profane language or indecent gestures on or near a bus in which students are being transported or directing such language toward other students or the driver.
7. Hindering in any manner the operation of a school bus or obstructing, unnecessarily, any roadway on which a school bus travels.
8. Making threats against or engaging in physical contact with a school bus driver.

Note: The procedures and number of disciplinary steps may be altered for elementary students.

Other Policies

EXTRA-CURRICULAR TRIPS

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the campus Principal and the trip sponsor/chaperone.
3. Strict loading and unloading time schedules will be followed.
4. Field trip buses will be given notice by the driver when the bus is (15-20) minutes upon return to the designated campus for parent/guardian notification.

Note: A student who is suspended from any bus AM, PM, Mid-day, is also suspended from any bus related to an Extracurricular activity.

MEDICINE

No medication prescribed or over the counter can be transported to school. Asthma inhalers with proper identification can be transported to school with the student.

RESTITUTION

Be courteous and respectful. All Matagorda ISD Campus and Transportation policies and rules are enforceable within 300 feet of any MISD bus stop or campus. Respect school property in and around the bus stop. Do not damage, deface or vandalize the school bus or related equipment. Students who violate this rule will be required to pay for damages and lose their bus privileges for a period of time to be determined.

BAD WEATHER

If school is in session, the buses will run. School will be dismissed only upon instruction from the Superintendent of Schools.

DETECTION

Individual school buses may be equipped with video cameras that will record the conduct of students and any verbal communication between students and driver. This recording may be used for disciplinary purposes.

The above rules of conduct, as well as the Student Code of Conduct, apply to Matagorda ISD students who are being transported by buses or other vehicles owned, operated, and controlled by the school district. A student who damages or defaces a Matagorda ISD vehicle may be subject to disciplinary and/or legal action and may be required to make restitution. Any violation of these rules will be reported by the bus driver to the Administrator for corrective action. These safety rules will be enforced by appropriate action that may include the temporary or permanent withdrawal of riding privileges and/or consequences specified in the Student Code of Conduct. The consequences for any given action will depend upon the seriousness of the violation and all other circumstances.

I HAVE READ AND GONE OVER THE BUS EXPECTATIONS WITH MY CHILD. I UNDERSTAND THAT STUDENTS ARE EXPECTED TO FOLLOW THE ABOVE STATED RULES AND SCHOOL CODE OF CONDUCT AT ALL TIMES ON THE BUS AND THAT MISBEHAVIOR MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL FROM BUS RIDING PRIVILEGES.

I UNDERSTAND THAT IF MY CHILD DAMAGES THE BUS IN THEIR ASSIGNED SEAT THEN I AS A PARENT WILL BE RESPONSIBLE FOR PAYMENT. THE COST TO REPAIR/REDO A BUS SEAT IS \$300.00.

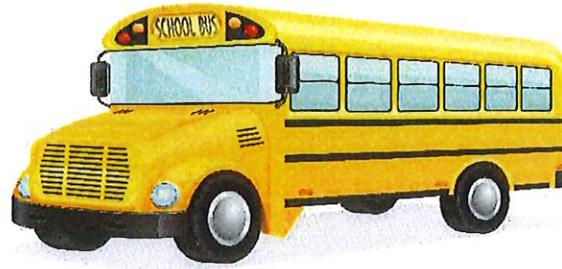
STUDENT NAME: _____ GRADE: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____

PARENT NAME: _____ DATE: _____

PLEASE RETURN TO THE SCHOOL OFFICE



MISD BUS SCHEDULE

2024 - 2025

*BAY CITY – FAIR GROUNDS PARKING LOT

Pick-up 6:25 a.m.

Drop-off 4:50 p.m.

WADSWORTH – WORD OF LIFE CHURCH ONLY

Pick-up 6:40 a.m.

Drop-off 4:35 p.m.

LIGHTHOUSE

Pick-up 6:50 a.m.

Drop-off 4:25 p.m.

SELKIRK-BOAT RAMP

Pick-up 7:00 a.m.

Drop-off 4:15 p.m.

- **Pick-up time will be leave time.**
- **Students need to be at bus route locations 10 minutes prior to pick-up times, and parents need to arrive 10 minutes prior to drop-off times.**
- **Any student not picked up will be returned to Matagorda School and the parent will have to drive to Matagorda to pick up their child. The bus driver, Mr. Chambers, may be contacted at (979) 559-0629 (in case of an emergency).**



MATAGORDA ISD

Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information 2024 - 2025

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:

- ___ Student’s Name ___ Degrees, honors, and ___ Participation in officially recognized
___ Address ___ awards received ___ activities and sports
___ Telephone Listing ___ Dates of attendance ___ Weight and height, if a member of
___ Email address ___ Grade level ___ an athletic team
___ Photograph ___ Enrollment status ___ Student identification numbers or
___ Date and place of birth ___ Most recent school ___ identifiers that cannot be used
___ Major field of study ___ previously attended ___ alone to gain access to electronic
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
2024 - 2025

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 2024-2025 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
2024 - 2025

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



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

2024 - 2025

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



MATAGORDA INDEPENDENT SCHOOL DISTRICT
Medication Administration Request/Solicitud de Administración de
Medicamentos
2024-2025

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 ISD Medical Statement Form

(To Provide Information for a School to Make an Appropriate Meal Accommodation)

2024 - 2025

This form may be (1) used by a licensed medical authority to provide a medical statement for a student's medical disability or a special dietary need that warrants a meal accommodation or (2) used to assist a licensed medical authority in creating the medical statement necessary for a meal accommodation. If this form is used as a medical statement, the form must be completed by the medical authority and signed by both the parent and the medical authority. The reverse side of this form provides additional information on the regulations related to school meal accommodations.

I. Provide the following information about the student.

Student's Name:

Date:

Student's Birthdate:

Student's Grade Level:

Does the student have a medical disability which affects one of the major life functions which necessitates a meal accommodation?

Yes No

Does the student have a special dietary need that will be helped by a meal accommodation?

Yes No

II. How does this medical disability or special dietary need impact the student's diet?

III. What meal accommodation(s) are appropriate to address the student's medical disability or special dietary needs? Please check the box before applicable meal accommodations and provide a detailed explanation for each checked accommodation in the box beside the description.

Food items or ingredients not to be served

Suggested substitutions for food items not served

Specific information on portion sizes for food items

Specific description of texture modifications for specific food types or items

Special utensils

Other

IV. Provide the following signatures.

Parent Signature

Date

Medical Authority
Signature

Information on Accommodations to School Meals for Students with a Medical Disability

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) must provide reasonable accommodations for students with medical disabilities.

The Code of Federal Regulations (7 CFR, Part 15b) defines a person with a disability as (1) having a physical or mental impairment that substantially limits one or more major life activities and (2) having a record or is regarded as having a physical or mental impairment.

Schools may also provide accommodations for special medical or dietary needs that restrict a student's diet but are not considered a medical disability.

For an NSLP or SBP site to provide a meal accommodation for a student with a medical disability, the parent or guardian must provide a medical statement signed by medical authority who is licensed by the State to write prescriptions. For this purpose, State is defined as the State of Texas. Any medical authority whose prescription is allowed to be filled by a pharmacy located in Texas under Texas law and regulation may provide a medical statement for a meal accommodation.

The medical statement must include the following information in order for the CE to make the meal accommodation:

1. Statement explaining the student's medical disability which includes a description that is sufficient to allow the school to understand how this condition restricts the student's diet.
2. Description of the accommodation to be made: food items or ingredients to be omitted, food items ingredients to be substituted, modified food texture, and/or other accommodation.

If the medical statement requires substitutions, the medical statement should include a list of food or beverage items that are appropriate substitutions. Also note, a school is not required to provide a name brand product if another product with the same specifications is available.

If the licensed medical authority does not provide a medical statement that includes the information listed above, the school cannot make a meal accommodation.

When a school believes the medical statement is unclear or lacks sufficient detail, the school must request appropriate clarification so that a proper and safe meal can be provided. When clarification is provided, any changes to the medical statement must be provided in writing before the school implements the changes.



MATAGORDA INDEPENDENT SCHOOL DISTRICT

Military Connected Student Form

2024 - 2025

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

2024 - 2025

(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.

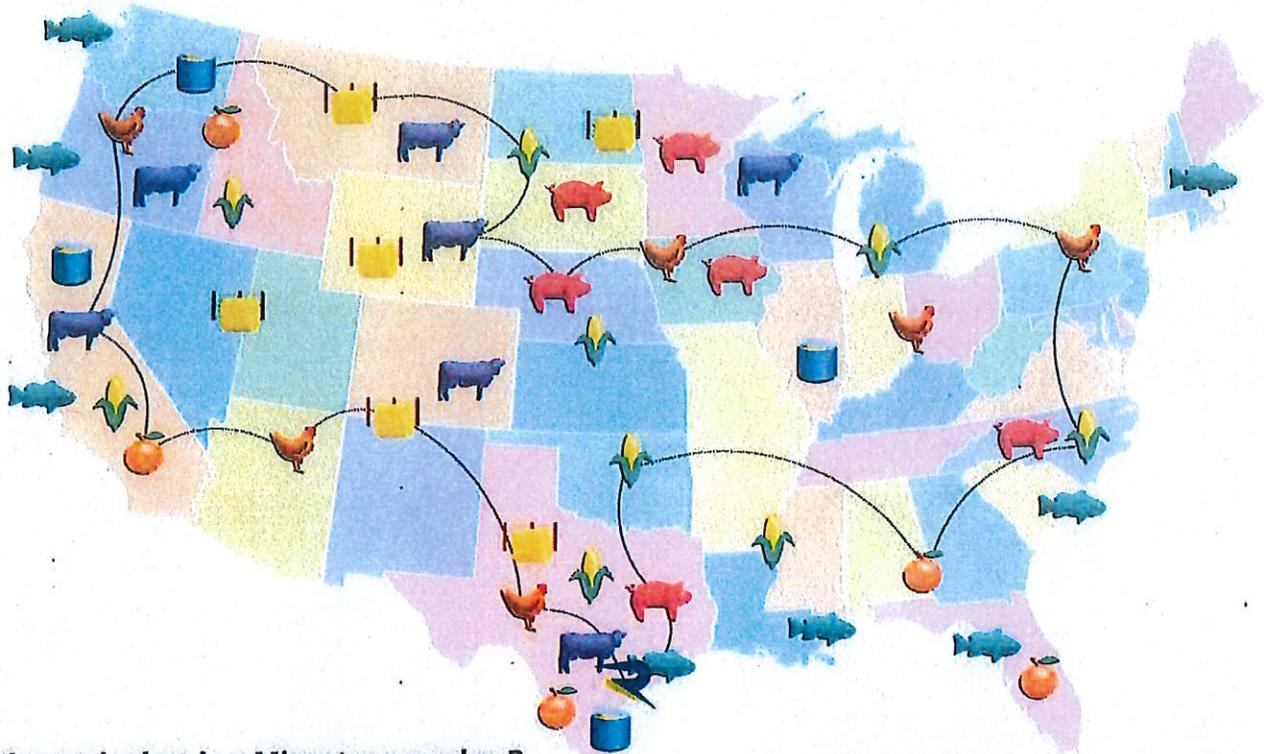
Parent's Signature: _____

Date: _____

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

2024-2025 OCCUPATIONAL SURVEY

To better serve your child/children, our Migrant Education Program is helping the State of Texas identify students who may qualify to receive additional education services if someone in your family has engaged in temporary or seasonal agricultural/fishery work. **The information provided below will be kept confidential.**



Who and what is a Migratory worker?

- A person that travels within the US to search for work (examples pictured)
- Is not tied to any country of origin; work must be done only in the US
- **Migratory families are not necessarily "Immigrants or undocumented"**
- Migratory worker works a seasonal or temporary agricultural/fishing job

Date: _____ District: _____ Campus: _____

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

Parent/Guardian Name: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ ZIP: _____

Best time to contact you: Anytime AM PM Evening

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.


Work with fruit, vegetables, grain, peanuts, pecans, wheat or cotton: fields or turf farm


Work in a cannery, granary or packing plant


Work on a dairy farm or ranch, temporarily


Work on farm or ranch, baling hay, building or mending fences, welding or caring for animals


Work in a slaughterhouse, meat processing


Work on a poultry or egg farm


Work in a plant nursery, orchard, or vineyard; planting, growing, or harvesting trees


Work on a fish farm or oystering or shrimping

Socioeconomic Information Form

CONFIDENTIAL

2024 - 2025

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)

- Income brackets: \$0 - 21,590; \$21,591 - 29,101; \$29,102 - 36,612; \$36,613 - 44,123; \$44,124 - 51,634; \$51,635 - 59,145; \$59,146 - 66,656; \$66,657 - 74,167; \$74,168 - 81,678; \$81,679 - 89,189; \$89,190 - 96,700; \$96,701 - 104,211; \$104,212 - 111,722; \$111,723 - 119,233; \$119,234 - 126,744; \$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

2024 - 2025

Student Registration Form

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

2024-2025

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 _____

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 INDEPENDENT SCHOOL DISTRICT

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

Wade Stidevent – Interim Superintendent

Kristi Washburn – Principal

Matagorda ISD Visitor and Check-in Policies 2024 - 2025

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. If unapproved, you will be formerly notified and will not be allowed on school grounds during the regular school day.
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>

Wade Stidevent – Interim 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 or 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 School Administrative 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.

**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 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
2024 - 2025

STUDENT INFORMATION SECTION

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 _____

City _____ Zip _____

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)

Special Services Being Provided

- _____ 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)

_____ None _____ ESL _____ Other (specify)

- _____ Career & Technology
- _____ 504 _____ Speech
- _____ Special Education (attach IEP)

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

Please attach your child's last report card, STAAR test results, and other information you feel would be helpful

STUDENT TRANSFER REQUEST FORM (PAGE 2)

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 education 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 _____

Date _____

____ Approved ____ Denied (reason) _____

Notes _____

Date Parent/Guardian Notified _____ Letter ____ Phone by Whom _____ (Initial)

This form is to be completed and approved by the superintendent before other registration paperwork can be completed



MATAGORDA INDEPENDENT SCHOOL DISTRICT

717 Wightman St. Matagorda, TX. 77457

Wade Stidevent, Interim Superintendent
Kristi Washburn, Principal

Thank you for completing the 2024-2025 Registration Packet. Please go back and double-check that all forms have been filled out and signed correctly as several forms have information on the front and back pages.

The Parent/Guardian's signature on each form is confirmation that you understand and agree to follow.

We are looking forward to a great school year!

Name of Student: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____