

# Mandarin Immersion Magnet School (MIMS)

## PARENT/STUDENT HANDBOOK SIGNATURE PAGE 2017-2018

Dear Students and Parent(s)/Guardian(s):

The MIMS Parent and Student handbook serves as a guide for students and parents to reference school procedures and expectations. The handbook includes school safety information, various procedures to be followed on campus, and helpful information about our school. This handbook is aligned to and supplements both of the HISD Student and Parents Rights and Responsibilities Handbooks, HISD Code of Student Conduct and the Shared Decision Making Committee results. This book and information is located on our website at [mimshisd.org](http://mimshisd.org) under Quick Links.

We ask that you review the handbook and sign this page as evidence that you were informed of this handbook and are aware of MIMS's policies and procedures. Please return this page to your child's homeroom teacher. A digital copy of this handbook is available on our website.

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I have been informed of the Mandarin Immersion Magnet School Parent/Student Handbook and its location. I have read and understand the content that is provided in the Parent/Student Handbook regarding the Mandarin Immersion School's policies and procedures, and agree to abide by them.

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Signature of Parent/Guardian

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Date

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Signature of Student

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Teacher name

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Print Name of Student

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Grade of Student

# ***Mandarin Immersion Magnet School*** **PARENT/STUDENT HANDBOOK**



**2017 -2018**

**5445 W. Alabama  
Houston, TX 77056-2622  
Tel: (713) 295-5276  
Fax: (713)662-3577  
Website: [mimshisd.org](http://mimshisd.org)**

***ChaoLin Chang, Principal***

**This planner belongs to:**

**Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Student #** \_\_\_\_\_

**Please note that while all information within this booklet is correct at the time of printing, it is possible that some items may change during the course of the year.**

# **MANDARIN IMMERSION MAGNET SCHOOL (MIMS)**

## **A Mandarin Chinese Language Immersion School**

**ESTABLISHED: August 2012**  
**MASCOT: Chinese Dragon and Phoenix**  
**SCHOOL COLORS: Black and Red**

**WELCOME** to the Mandarin Immersion Magnet School, or for brevity's sake, MIMS! The policies and procedures contained in this handbook were developed in accordance with Houston Independent School District Board Policy. This information has been carefully prepared and presented so that parent and student may know and understand the policies and practices of MIMS.

We strive for excellence, and hold our students to the highest academic and conduct expectations in and out of the classroom. Your teachers and school staff are here to support and guide you in your experience at MIMS.

Parents are very important members of the MIMS family. As such, we encourage you to participate fully in helping make your child's school experience rich and meaningful.

We welcome you and look forward to working together as a team.

### **Mandarin Immersion Magnet School VISION:**

To empower students to make the world a better place through strong values and advanced Mandarin proficiency.

### **MISSION STATEMENT:**

Live the values. Master Chinese. Excel.  
(see p. 8 for Chinese translation)

### **CORE VALUES/Character Education:**

(see p. 8 for Chinese translation)

**Respect**

**Perseverance**

**Integrity**

**Curiosity**

**Courage**

**Responsibility**

#### **School Hours**

7:35AM-3:20PM

Tardy 7:50AM/Late Pick Up 3:35PM

#### **Early Dismissal School Hours**

7:35AM-12:30PM

Tardy 7:50AM/Late Pick Up 12:45PM

After School Program 3:20-6:30PM

CIASP Phone 713-295-5276

## **2017-2018 MIMS Contact Information**

EVERYTHING, SPED/504	Principal CCHANG@houstonisd.org	ChaoLin Chang
BUILDING, GT, MIDDLE SCHOOL, THURS. NEWS, REQUESTING SPECIAL SERVICES FOR STUDENTS	Assistant Principal GCOLIONH@houstonisd.org	Gina Colión
RECRUITMENT, GROWTH PLANS, HIGH SCHOOL, NO PLACE FOR HATE	Magnet Coordinator Melissa.Nichols@houstonisd.org	Melissa Nichols
TESTING , ELL COORDINATOR, & CHAMPS (STUDENT BEHAVIOR CONCERNS)	Instructional Specialist Scott.Platt@houstonisd.org	Scott Platt
TECHNOLOGY INTEGRATION, CHROMEBOOKS, & LIBRARY AND MEDIA CENTER	Teacher Specialist EEASTMAN@houstonisd.org	Elizabeth Eastman
COUNSELING, CHARACTER EDUCATION	Counselor	
SUPPORT STAFF TUESDAY FOLDERS, ABSENCES, GENERAL QUESTIONS	Principal's Assistant CGARCIA9@houstonisd.org	Caroline Garcia
	Student Information Representative SWILSO10@houstonisd.org	Sheila Wilson
	Front Desk and Magnet Clerk MRIVAS2@houstonisd.org	Marla Rivas
	LPAC, Textbook Clerk AZAMORA3@houstonisd.org	Angie Zamora
NURSE	Vonshay.Stubblefield@ houstonisd.org	Vonshay Stubblefield
SPEECH	Speech Therapist CTAYLOR5@houstonisd.org	Carol Taylor
SPECIAL EDUCATION	Teacher ABAPTIST@houstonisd.org	Annette Baptiste
FOOD SERVICES	Supervisor JKEYMOLE@houstonisd.org	Judith Keymolen
ATHLETICS	PE Teacher/Coach PeiHsun.Chin@houstonisd.org	PeiHsun Chin
LIVING TREE, MIMS FACEBOOK	Coordinator Ohooper1@houstonisd.org	Olivia Hooper
BUILDING	Plant Operator kdoucet@houstonisd.org	Joseph Doucet
CHINESE GARDEN	Middle School Science Teacher SWANG@houstonisd.org	Shuo Wang
CLASSROOM CONCERNS	Please contact the teacher first	
PTO PRESIDENT	lisa.lim.tx@gmail.com	Lisa Lim

# DAILY SCHEDULES



## Schedule #1 (Monday – Friday):

Breakfast	7:20-7:50 (cafeteria 3 <sup>rd</sup> -7 <sup>th</sup> grades), 7:50 (PK in cafeteria, Kinder-2 <sup>nd</sup> in classroom)		
Doors Open	7:20		
School Starts	7:35		
Tardy	7:50 (cafeteria doors will be locked, access front desk only to receive tardy slip)		
Lunch	PK—11:45-12:15 Kinder—10:45-11:15 1 <sup>st</sup> Grade—10:30-11:00	2 <sup>nd</sup> Grade—11:30-12:00 3 <sup>rd</sup> Grade—12:15-12:45 4 <sup>th</sup> Grade—12:00-12:30	5 <sup>th</sup> Grade—12:30-1:00 6 <sup>th</sup> Grade—11:00-11:30 7 <sup>th</sup> Grade—11:00-11:30
Dismissal	3:20-3:35		
Late Pick Up	after 3:35 fees will be charged		

## Schedule #2: Early Dismissal Days

Breakfast	7:20-7:50 (cafeteria 3 <sup>rd</sup> -7 <sup>th</sup> grades), 7:50 (PK in cafeteria, Kinder-2 <sup>nd</sup> in classroom)		
Doors Open	7:20		
School Starts	7:35		
Tardy	7:50 (cafeteria doors will be locked, access front desk only to receive tardy slip)		
Lunch	PK—11:15-11:45 Kinder—10:35-11:05 1 <sup>st</sup> Grade—10:30-11:00	2 <sup>nd</sup> Grade—11:10-11:40 3 <sup>rd</sup> Grade—11:25-11:55 4 <sup>th</sup> Grade—11:20-11:50	5 <sup>th</sup> Grade—11:30-12:00 6 <sup>th</sup> Grade—10:40-11:10 7 <sup>th</sup> Grade—10:40-11:10
Dismissal	12:30-12:45		
Late Pick Up	12:45 fees will be charged		

**\*Students 3<sup>rd</sup> through 7<sup>th</sup> grades who are tardy may pick up their breakfast in the front lobby on their way to class, and will eat their late breakfast in class.**

## **2017-2018 MIMS Daily Class Rotation Calendar (p. 6 for a clearer copy, see our website under Quick Links)**

**--Elementary students rotate the class they attend in the morning. For example, on Phoenix Days, they may go to their Mandarin class (which may be their “homeroom/assigned teacher”) in the morning and their English class in the afternoon. Then, the next day, a Dragon Day, they will go to their English class in the morning and their Mandarin class (“homeroom”) in the afternoon. This way, our students’ learning becomes better balanced.**

**--Middle School students rotate Phoenix and Dragon Days for their block scheduling. They will meet with their classes every other day. So, for example, one day a student would have Mandarin, science, PE. on Phoenix Day and then they would have English Language Arts, social studies, art on Dragon Day (the next day), and then back to the same classes on Phoenix Day....**

## **2017-2018 MIMS Enrichment Rotation Calendar (p. 7 for a clearer copy, see our website under Quick Links)**

**--Elementary students rotate between their Enrichment classes (technology, art, PE).**

# 2017-2018 MIMS Daily Class Rotation Calendar

6/15/2017

龍: Dragon  
(Homeroom)

鳳: Phoenix  
(Non-Homeroom)

August 2017						
S	M	T	W	Th	F	S
27	28 龍	29 鳳	30 龍	31 鳳	1 龍	2

September 2017						
S	M	T	W	Th	F	S
3	4 HD	5 鳳	6 龍	7 鳳	8 龍	9
10	11 鳳	12 龍	13 鳳	14 龍	15 鳳	16
17	18 龍	19 鳳	20 龍	21 鳳	22 PD	23
24	25 龍	26 鳳	27 龍	28 鳳	29 龍	30

October 2017						
S	M	T	W	Th	F	S
1	2 鳳	3 龍	4 鳳	5 龍	6 鳳	7
8	9 龍	10 鳳	11 龍	12 鳳	13 龍	14
15	16 鳳	17 龍	18 鳳	19 龍	20 鳳	21
22	23 龍	24 鳳	25 龍	26 鳳	27 龍	28
29	30 鳳	31 龍	1 鳳	2 龍	3 鳳	4

November 2017						
S	M	T	W	Th	F	S
5	6 龍	7 鳳	8 龍	9 鳳	10 龍	11
12	13 鳳	14 龍	15 鳳	16 龍	17 鳳	18
19	20 HD	21 HD	22 HD	23 HD	24 HD	25
26	27 龍	28 鳳	29 龍	30 鳳	1 龍	2

December 2017						
S	M	T	W	Th	F	S
3	4 鳳	5 龍	6 鳳	7 龍	8 鳳	9
10	11 龍	12 鳳	13 龍	14 鳳	15 龍	16
17	18 鳳	19 龍	20 鳳	21 龍	22 TP	23
24	25 HD	26 HD	27 HD	28 HD	29 HD	30
31	1 HD	2 HD	3 HD	4 HD	5 HD	6

龍: Homeroom      鳳: Non-homeroom  
HD: Holidays      PD: Teacher Service Day  
TP: Teacher Preparation Days/Student Holidays

January 2018						
S	M	T	W	Th	F	S
7	8 鳳	9 龍	10 鳳	11 龍	12 鳳	13
14	15 HD	16 龍	17 鳳	18 龍	19 鳳	20
21	22 龍	23 鳳	24 龍	25 鳳	26 龍	27
28	29 鳳	30 龍	31 鳳	1 龍	2 鳳	3

February 2018						
S	M	T	W	Th	F	S
4	5 龍	6 鳳	7 龍	8 鳳	9 龍	10
11	12 鳳	13 龍	14 鳳	15 龍	16 鳳	17
18	19 龍	20 鳳	21 龍	22 鳳	23 龍	24
25	26 鳳	27 龍	28 鳳	1 龍	2 鳳	3

March 2018						
S	M	T	W	Th	F	S
4	5 龍	6 鳳	7 龍	8 鳳	9 龍	10
11	12 HD	13 HD	14 HD	15 HD	16 HD	17
18	19 鳳	20 龍	21 鳳	22 龍	23 鳳	24
25	26 龍	27 鳳	28 龍	29 鳳	30 HD	31

April 2018						
S	M	T	W	Th	F	S
1	2 龍	3 鳳	4 龍	5 鳳	6 龍	7
8	9 鳳	10 龍	11 鳳	12 龍	13 鳳	14
15	16 龍	17 鳳	18 龍	19 鳳	20 龍	21
22	23 鳳	24 龍	25 鳳	26 龍	27 鳳	28
29	30 龍	1 鳳	2 龍	3 鳳	4 龍	5

May 2018						
S	M	T	W	Th	F	S
6	7 鳳	8 龍	9 鳳	10 龍	11 鳳	12
13	14 龍	15 鳳	16 龍	17 鳳	18 龍	19
20	21 鳳	22 龍	23 鳳	24 龍	25 鳳	26
27	28 HD	29 龍	30 鳳	31 龍	1 鳳	2
						3
						4 TP



**2017-2018 MIMS Enrichment Rotation Calendar**  
6/15/2017

August 2017						
S	M	T	W	Th	F	S
27	28	29	30	31	1	2
	A	B	C	A	B	

September 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
	HD		A	B	C	
10	11	12	13	14	15	16
	A	B	C	A	B	
17	18	19	20	21	22	23
	C	A	B	ED	PD	
24	25	26	27	28	29	30
	C	A	B	C	A	

October 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	B	C	A	B	C	
8	9	10	11	12	13	14
	A	B	C	A	B	
15	16	17	18	19	20	21
	C	A	B	C	ED	
22	23	24	25	26	27	28
	A	B	C	A	B	
29	30	31	1	2	3	4
	C	A	B	C	A	

November 2017						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
	B	C	A	B	ED	
12	13	14	15	16	17	18
	C	A	B	C	A	
19	20	21	22	23	24	25
	HD	HD	HD	HD	HD	
26	27	28	29	30	1	2
	B	C	A	B	C	

December 2017						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
	A	B	C	A	B	
10	11	12	13	14	15	16
	C	A	B	C	A	
17	18	19	20	21	22	23
	B	C	A	B	TP	
24	25	26	27	28	29	30
	HD	HD	HD	HD	HD	
31	1	2	3	4	5	6
	HD	HD	HD	HD	HD	

January 2018						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
	C	A	B	C	A	
14	15	16	17	18	19	20
	HD	B	C	A	B	
21	22	23	24	25	26	27
	C	A	B	C	ED	
28	29	30	31	1	2	3
	A	B	C	A	B	

February 2018						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
	C	A	B	C	A	
11	12	13	14	15	16	17
	B	C	A	B	C	
18	19	20	21	22	23	24
	A	B	C	A	ED	
25	26	27	28	1	2	3
	B	C	A	B	C	

March 2018						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
	A	B	C	A	B	
11	12	13	14	15	16	17
	HD	HD	HD	HD	HD	
18	19	20	21	22	23	24
	C	A	B	C	A	
25	26	27	28	29	30	31
	B	C	A	B	HD	

April 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	C	A	B	C	A	
8	9	10	11	12	13	14
	B	C	A	B	C	
15	16	17	18	19	20	21
	A	B	C	A	B	
22	23	24	25	26	27	28
	C	A	B	C	A	
29	30	1	2	3	4	5
	B	C	A	B	C	

May 2018						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
	A	B	C	A	B	
13	14	15	16	17	18	19
	C	A	B	C	A	
20	21	22	23	24	25	26
	B	C	A	B	C	
27	28	29	30	31	1	2
	HD	A	B	C	A	
						3
						4
						TP

HD: Holidays PD: Teacher Service Day  
ED: HISD Early Dismissal Days (No Enrichments)  
TP: Teacher Preparation Days/Student Holidays

## Commonly Used Phrases

Hello/goodbye

Thank you/ (I'm) sorry

May I ask where the restroom is?

May I go to the restroom?

I don't understand/I understand

Please say it again.

Speak slower, please.

May I ask how to say, \_\_\_\_?

Please speak Mandarin.

Do you speak Mandarin (English)?

Please help me.

Please sit down/stand up

Please come with (follow) me.

nǐ hǎo / zài jiàn  
你好/再见

xiè xiè nǐ / duì bù qǐ  
谢谢你/对不起

qǐng wèn cè suǒ (xǐ shǒu jiān) zài nǎ?  
请问厕所(洗手间)在哪?

wǒ kě bù kě yǐ qù shàng cè suǒ (xǐ shǒu jiān)?  
我可不可以去上厕所(洗手间)?

wǒ bù dǒng / wǒ dǒng  
我不懂/我懂

qǐng zài shuō yí cì  
请再说一次

qǐng shuō màn yí diǎn  
请说慢一点

qǐng wèn \_\_\_\_ zěn me shuō?  
请问\_\_\_\_怎么说?

qǐng shuō zhōng wén  
请说中文

qǐng wèn nǐ huì shuō zhōng wén (yīng wén) ma?  
请问你会说中文(英文)吗?

qǐng bāng wǒ  
请帮我

qǐng zuò xià / zhàn qǐ lái  
请坐下/站起来

qǐng gēn wǒ lái  
请跟我来

## Morning Assembly

I pledge allegiance to the flag  
of the United States of America;  
and to the republic, for which it stands;  
one nation, under God, indivisible,  
with liberty and justice for all.

wǒ duì měi guó guó qí  
我对美国国旗

hé tā suǒ dài biǎo de gòng hé guó xiǎo zhōng  
和它所代表的共和国效忠

zài shàng dì de jiàn zhèng xià  
在上帝的见证下

méi guó shì yí gè bù kě fēn gē de guó jiā  
美国是一个不可分割的国家

rén rén dōu xiǎng yǒu zì yóu yǔ gōng zhèng  
人人都享有自由与公正

Honor the Texas flag

I pledge allegiance to thee,

Texas, one state under God,

one and indivisible.

xiàng dé zhōu zhōu qí zhì jìng  
向德州州旗致敬

wǒ duì dé zhōu xiǎo zhōng  
我对德州效忠

zài shàng dì de jiàn zhèng xià  
在上帝的见证下

dé zhōu shì yí gè bù kě fēn gē de zhōu  
德州是一个不可分割的州

## Mission Statement & Core Values (Character Education)

Live the values. Master Chinese. Excel.

Respect Perseverance Integrity

Curiosity Courage Responsibility

zhòng shì pǐn gé jīng tōng zhōng wén  
重视品格 精通中文

jìng ài  
敬爱

hào qí  
好奇

yì lì  
毅力

yǒng qì  
勇气

chāo yuè zì wǒ  
超越自我

zhèng zhí  
正直

zé rèn  
责任





## FOR YOUR INFORMATION

**ATTENDANCE/ABSENCES:** When a student is absent, the parent/guardian is to call the main office (713) 295-5276 before 10AM to report the absence. Failure to give to front desk or teacher (may be emailed) a proper (student name, grade, reason for absence, and date(s)) written excuse note within 3 days of return to the school, will result in an unexcused absence. Excessive unexcused absences may result in the student failing to be promoted to the next grade level. Per HISD guidelines, if attendance signals more than 10% of all school days likely to be missed, a Growth Plan (p. 20) will result. At HISD, missing more than 10 percent (or 17 days) of school a year can lead to a student **not receiving a grade or being retained**, but more importantly, it represents lost time in the classroom and a lost opportunity to learn. For complete details on HISD's attendance policy, please see [HISD Attendance Policy: http://www.houstonisd.org/Page/71976](http://www.houstonisd.org/Page/71976)

Absences are excused for either student's personal illness, illness or death of an immediate family member, participation in legitimate school activities with the permission of the principal, or emergency/extenuating circumstances recognized by the principal or principal's designee. Parents should notify the attendance clerk in writing prior to the student's observance of a religious holiday. The days will not affect the student's attendance record.

**\*\*Contact Ms. Rivas (mrivas2@houstonisd.org) at the front office with any questions or concerns.**

A secondary school student, according to Federal and State Compliance, who is in an every-other-day block schedule may have a maximum of 2 unexcused absences per semester course or a maximum of 4 unexcused absences per year per year-long course. Excessive absences at the middle school level will result in loss of credit for coursework.

**NOTE:** It is very important for every student to be in every class every day to maximize their every opportunity for success. Please do not schedule any vacations or non-emergency appointments during school time.

**ADDRESS CHANGE:** Please keep address and phone numbers up-to-date in the school office at all times. You may notify us of a change in information by sending a utility bill, lease, etc. for change of address or a note with your new phone number with your child or by emailing it to Ms. Rivas. In case of emergency, it is vital that we are able to contact you.

**AFTER SCHOOL PROGRAM (ASP):** MIMS' afterschool program is a fee based program designed to promote self-discovery and enhance academic success. Tutoring and homework assistance are balanced by enrichment opportunities such dance, music, athletics, and technology. Your child does not have to be enrolled in ASP to enjoy, for a fee, the numerous Enrichment opportunities.

ASP students will be taken directly from their last class to their ASP class. They will be provided a snack. Parents must sign their child out at the front desk.

For more information, go to our website [mimshisd.org](http://mimshisd.org), under "Activities" or contact Ms. Connie at [mclimsafterschool@sbcglobal.net](mailto:mclimsafterschool@sbcglobal.net).

**APPOINTMENTS:** Please schedule your appointments (dentist, doctor, orthodontist, etc.) after school. In the event it is absolutely necessary to miss instructional time for an appointment, please remember to provide a doctor's or dentist's note within three days of return to school. Failure to do so may trigger a Growth Plan (see p. 20) for unexcused absences, so do not plan

appointments that would require a pick-up during the school day. Our state-required daily attendance (ADA) is taken every day at 9:30AM. If an appointment is unavoidable during school hours, please be sure your child is present for ADA.

**ARRIVAL PROCEDURES:** See pp. 26-27 “Arrival and Dismissal Procedures”

**ASSEMBLY EXPECTATIONS:**

Morning Assembly (7:35AM-7:50AM)	Pledge
Conversation – Level 0	Conversation – Level 3
Help – Raise your hand.	Help – Raise your hand.
Activity – Direct Teach	Activity – Recite Pledges
Movement – SLANT	Movement – Stand Still
Participation – Respond when asked.	Participation – Hand on your heart.
SUCCESS!	SUCCESS!

**ATHLETICS:** To participate in UIL athletics, 7<sup>th</sup> graders are required to submit a medical evaluation form, a parent permission form, and a transportation permission form, if necessary. The medical evaluation form requires students to have a physical examination by a medical practitioner. Participation in a UIL athletic activity, is subject to the **“No Pass, No Play”** restriction. Students must have **passing grades in all classes, all E’s and S’s in conduct, and no Level II discipline referrals**. This program is open to all 7th grade students who wish to participate. Visit UIL website for further rules and facts or contact Mr. Chin, MIMS Athletic Director.

6<sup>th</sup> – 7<sup>th</sup> grade students interested in sports, may participate in the after-school clubs that are parent sponsored. These students will have the option of becoming part of the MIMS team next year.

**BIRTHDAYS:** Teachers acknowledge birthdays in various ways. Due to imposed health regulations, students will not be permitted to bring cupcakes, cakes, brownies, etc. for birthdays or special occasions. Out of respect for limited instructional time, in-class birthday parties will not be permitted on campus. We do not allow the delivery of gifts such as flowers, balloons, etc. to the classroom.

**BREAKFAST** is served to every child free of charge as part of a district meals program. See p. 5 “Daily Schedule” for locations and times of breakfast, designated by grades.

**BULLYING:** Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school related activity, or in a vehicle operated by the district and that: (1) has the effect or will have the effect of physically or mentally harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; (2) is sufficiently severe, persistent, and pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;(3) exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and (4) interferes with a student’s education or substantially disrupts the operation of a school. If bullying is suspected, please contact one of

your teachers. Please note, acts of bullying, including cyber bullying, that occur on campus fall under the guidelines of the [HISD Student Code of Conduct](#). Please see the HISD Student Code of Conduct for consequence guidelines.

**BUSES AND TRANSPORTATION:** The HISD Transportation Department is responsible for preparing routes and schedules and furnishes the school with copies of bus routes. The HISD Transportation Department also mails individual route information to student families. If you have a question or concern regarding busing, please contact Ms. Rivas at the front desk who will work with you and the HISD Transportation Department if scheduling information needs to be changed.

**CELLULAR PHONES/ELECTRONIC DEVICES:** Cell phones, and all other electronic devices, must be turned off and remain in backpacks unless there is a teacher-led instructional activity. All devices either found outside of student backpacks or “go off” during instruction will be confiscated. **For any confiscated device, the parent is responsible for paying the \$15 retrieval fee (exact change and cash only) per the HISD Code of Conduct, and the item must be picked up by a parent in the front office. Office hours are 7:30AM – 3:50PM.**

Please refrain from contacting your child during the school day via cell phone. A phone is available for student use in the Parent Work Room only with permission from the office staff.

Parents, this policy is not intended to thwart any safety plan you may have with your child. They will have their phones available to them prior to entering and after dismissal each day. Please remember, we work as a team and will only reach the expected level of success associated with this cellular phone policy if our parents support our efforts by reinforcing the message at home and expecting your child to follow this protocol.

**CHAPERONES/VOLUNTEERS:** All chaperones and volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Students & Parents tab on the [HISD homepage](#) or on-campus with our office staff.



**CODE OF CONDUCT:** The [HISD Student Handbook/Code of Conduct](#) is available online through the district website. You will be required to sign the acknowledgement form once a year. You are asked to become thoroughly familiar with this important document and use it as a reference as questions arise. Please make special note of policies detailed under “Student Responsibilities.”

**CONDUCT:** See MIMS Grading Policy (p.17-19) The single conduct grade is determined each grading cycle indicating the overall behaviour level of the student. E=Excellent, S=Satisfactory, P=Poor, U=Unsatisfactory  
A conduct grade of P or U on a student’s Report Card will automatically trigger a Discipline Growth Plan (see p. 20)

**COMMUNICATION – SCHOOL TO HOME:** Make sure your family is connected to the online avenues of communication we use ([Livingtree](#), [HISD Parent Student Connect/Gradespeed](#), and our [MIMS website](#) and [Facebook page](#)). Students will periodically be given notes, calendars, and worksheets for your information. We highly encourage your families to check the Tuesday folders (and in grades 3-7 the student planner) together (see p. 21)

**CONFERENCES:** Arrangements can be made for parent conferences with individual teachers, teams and grade level administrators. These meetings must be prearranged and cannot be guaranteed on a drop-in basis. E-mail is the preferred method of initiating communication. A list of email addresses for the entire MIMS staff can be found on the website [mimshisd.org](#). Teachers and staff will reply to emails within 24 hours or the next school day.

**CYBERBULLYING:** Inappropriate electronic device use is defined as the use of the internet via computer, tablet, cell phones, or other devices to send, post, or text-message inappropriate images and material intended to hurt, harass, intimidate or embarrass another student on web sites, forums, or social media apps. This may include, but is not limited to, cyber bullying; continuing to send email to someone who has said he or she wants no further contact with the sender; sending inappropriate pictures or photos; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in electronic forums and posting false statements as fact intended to humiliate another student; disclosure of personal data such as another student's real name, address, or school to embarrass or harass; posing as another student for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or emails to another; and posting or sending rumors or gossip to incite others to dislike and/or gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students. Please see the HISD Student Code of Conduct for consequence guidelines.

**DELIVERY OF ITEMS:** For students above 1<sup>st</sup> grade, instructional time will never be interrupted by the office staff for the delivery of homework, lunch, instruments, projects, etc. Parents may leave these items in the front office for the student to pick up during passing periods, lunch, after school, or may be placed in the appropriate teacher's mailbox at the parent's request. Please ask students to come by the front office to check for forgotten items during their passing periods. Office staff may not leave the office unattended to deliver items.

**NOTE:**

- *Students will not be notified by school staff to pick up items from the front office.*
- *No items or lunches will be delivered on State Mandated Testing days.*
- *Delivery from any food service providers will not be allowed.*

**FIELD TRIPS:** Official field trip forms must be completed, signed and returned to the student's teacher on the date stated on the form. Notes, faxes and/or telephone calls from parents cannot be accepted as a form of permission to attend a field trip. Parent chaperones must be VIPS cleared by the district via a background check prior to going on a field trip. All students are required to return to school on their assigned bus and must adhere to the student code of conduct.

NOTE: *Students with multiple discipline infractions may not be permitted to attend a field trip or may be allowed to attend only if escorted by his/her parent or guardian.*

**DISCIPLINE PLAN**

**We follow CHAMPS and then the HISD Code of Conduct, and other specific guidelines as outlined by our SDMC, found on our [website](#).**

**DISMISSAL/DISMISSAL CHANGE PROCEDURES:** See pp. 25-26 "Arrival and Dismissal Procedures"

**EMERGENCY SCHOOL CLOSINGS:** The decision to close schools for inclement weather will be made prior to 6AM. Please do NOT call the school! For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally, FM/AM radio stations, Twitter (@HoustonISD) and houstonisd.org will carry latest school closings. If conditions necessitate an earlier than usual dismissal time, the decision will be announced via callout. Students will be held at school under the supervision of teachers until signed out through the office by a parent or appropriately designated adult. In the event of MIMS-specific emergency closing, parents will receive an automated call out as well as posting to school website under "Latest News."

NOTE: *MIMS is not authorized to dismiss school early unless so directed by HISD administration.*

## DRESS CODE

HISD allows each individual campus to establish its own dress code or uniform policy. The goal of a dress code is to ensure that students stay focused on learning and to create a positive and safe environment. We appreciate parent and student support in upholding our dress code. Violations of the dress code policy may result in disciplinary action. Please note that our school administration has the final authority for decisions regarding the dress code.

Students are expected to wear a school uniform. MIMS spirit T-shirts sold by PTO are also allowed. This does NOT include class shirts. Class shirts are for field trip days and other special designated days. Teachers will be monitoring student dress daily and parents will be notified about non-compliance. Students who do not comply with dress code will be sent to the office for a change of clothes.

### Uniforms for Girls:

- Tops – red, white, navy blue or black collared shirt (solid colors)
- Bottoms – Navy Blue, black, khaki or blue denim shorts, pants, skirts, jumpers or uniform dresses. Red jumpers or dresses are also allowed. Solid Navy Blue, black, red, or white tights (leggings or shorts) are required under skirts, jumpers or dresses.
- Belts (when used) - Leather, man-made material, or fabric with plain traditional buckle

### Uniforms for Boys:

- Tops – red, white, navy blue or black collared shirt (solid colors)
- Bottoms – Navy Blue, black, khaki or blue denim pants or knee-length shorts (no low rise or tight pants)
- Belts (when used) - Leather, man-made material, or fabric with plain traditional buckle

Shoes: Closed toe and soft heel. Laced shoes should be tightly laced. “Heelys” or wheels on shoes are prohibited

***For safety reason, please wear tennis shoes on the days of PE.***

*Please note, we will contact a parent to bring a change clothes for their child if the child's attire does NOT meet our Dress for Success expectations. If you have any special situation regarding dress code, please contact administrators.*

Students can earn a *Free Dress Friday* for their class simply by following school expectations. They may wear clothes with different colors or patterns to celebrate Free Dress Friday with some restrictions listed below:

- no spaghetti straps or strapless clothing
- no open-toe shoes
- no clothes that are too tight, too loose, or too short
- no inappropriate prints on clothes for school setting

**FREE DRESS FRIDAYS:** As a school-wide incentive, we have Free Dress Fridays as a reward for classes who earn it. Each teacher will notify their students if they have earned Free Dress.

**GRAFFITI:** Defacing school property with graffiti is considered criminal mischief and is costly to remove.

**GRADES:** see Grading Policy p.17-19

**GROWTH PLAN:** Students who either do not meet the Program Requirements (see p.20) or whose parents do not meet program expectations, are placed on an HISD Magnet Program Growth Plan. This plan is intended to help students and parents successfully meet program



**expectations.** A growth plan committee comprised of campus professionals will evaluate the student's progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place, and it is used to determine if the student should continue in the magnet program the following school year.

**GUM:** Students are not permitted to chew gum. Gum historically gets discarded under tables, desks and on the floor and it is costly to remove

### **HELLO CHINESE; GOODBYE ENGLISH**

- All 3rd through 7th grade students are expected to speak only Mandarin in Mandarin classes after the first week of school.
- All 2nd graders and beginning immersion students are expected to speak only Mandarin in Mandarin classes starting in January.

**HOMEWORK:** Homework is a necessary part of each student's educational program. The amount and type of assignments will vary based on the subject and/or grade level. A minimum of 90% completion of homework is a requirement of the program.

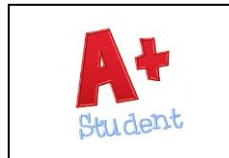
### **Honor Roll**

**Citizenship Award** --all Exemplary conduct grades for the first three 9-week grading periods

**Honor Roll** --all A and B with a limit of 2 B's for the first three 9-week grading periods

**Principal's Award** --straight A's for the first three nine-week grading periods

**\*A student must maintain at least an S average in conduct to qualify for Honor Roll and to be eligible for other recognition, awards, or offices.**



**Perfect Attendance** --present every day during the first three nine-week grading periods

**INTERNET AND E-MAIL:** Student use of network resources will be governed by Board Policy 740.300 regarding Student Publications. Refer to HISD Code of Conduct regarding consequences for inappropriate use of the internet. Middle School students must also read, sign, and abide by a Chromebook contract.

**LATE ARRIVAL TO SCHOOL:** See attendance policy. The first class begins at 7:50AM. Promptness is important and demonstrates commitment to success. If a student arrives late to school he/she reports to the Front Office.

**LEAVING SCHOOL DURING THE DAY:** You MUST come to the office and sign your child out if you take your child before the end of the school day. We can only release your child to you or the designated emergency contact persons listed on your child's Enrollment Card. For your child's protection, we will ask for identification. The last few minutes of the day are critical and put final closure to the day. If you must take your child before the end of the school day, please notify the teacher in writing so he/she will have your child prepared. This will help to minimize the disruption for all concerned.

As per SDMC decision, [Students will have up to 10 unexcused early picks within for the 2017-2018 school year. More than 10 unexcused early pick-ups will trigger a Magnet growth plan. Early pick up with a medical note \(received within 3 school days\) are considered excused and do not count toward a growth plan.](#)

**LOST AND FOUND:** Please prevent the loss of your child's items by placing his/her name on lunch kits, supplies, and clothing. Parent and child should check lost and found periodically for lost items. Valuables are held in the Community Room just off the Front Office. Parents may

come in during school hours to look for lost items. Periodically, all unclaimed items are donated to charity. Reclaim only items lost by your child.

**LUNCH:** We recommend, if your child purchases a warm lunch line, that students load money onto their lunch card. This eliminates having to keep track of money throughout the day or the possibility that the student loses lunch money. Parents can add funds to lunch cards in the cafeteria or online at <http://parentonline.net>.

Lunch costs students \$2.25. HISD lunch menus can be found at [houstonisd.org](http://houstonisd.org), and MIMS is not responsible for menu changes. There are no microwaves available to students to warm up food.

**MAKE-UP WORK:** See Grading Policy (pp. 17-19)

If you are a student in grades 4-7 and are absent, do not wait for the teacher to come to you regarding missing assignments. You must take responsibility for your learning. Request assignments from the teachers and complete assignments within 3 days of your return. Email the teacher to request additional information if needed. If the student knows they are going to be absent in advance (middle schoolers are expected to do this themselves):

- Communicate with the teachers in advance to inform them of the student's absence and possibly collect any assignments the student may miss.
- Complete assignments and submit when student returns to school.

**MEDICATION AT SCHOOL:** Administering of medication is allowed by the school nurse or designee only by order of a physician and with parental consent as recorded on HISD form 40.3740. This form must be on file in the clinic before the medication is administered. Medication is only administered during school hours when it is deemed medically necessary. All medication must be in its original container or have a pharmacy label on the container. Students bringing medication to school are to take it to the nurse in the clinic immediately upon entry to the building. A student may never be in possession of medication for the purpose of self-administration. (Exception: In the case of asthma, the physician expressly orders the student to carry an inhaler and meets the above stated criteria.) Over the counter (OTC) medications may only be administered in accordance with the policy as stated above. If you have any questions or concerns regarding the administering of medication at school, please contact the school nurse, Ms. Vonshay Stubblefield at [vonshay.stubblefield@houstonisd.org](mailto:vonshay.stubblefield@houstonisd.org) or (713) 295-5276.

**NO PLACE FOR HATE:** MIMS has joined the No Place for Hate® initiative, which provides educators and students with the resources to ensure that anti-bias and diversity education are an integral part of the school curriculum. No Place for Hate® also helps to create and sustain inclusive school environments where all students feel valued and have the opportunity to succeed by promoting respect for individual difference while challenging bigotry and prejudice. Please contact Melissa Nichols [Melissa.nichols@houstonisd.org](mailto:Melissa.nichols@houstonisd.org) if you (student/parent) would like to be part of the MIMS committee or have questions or concerns.

**PARENT COMMUNICATION:** We have multiple ways to communicate the needs of children and to report academic progress. These communication methods may include: teacher or administrator emails, progress reports, report cards, [Parent-Student connect](#), teacher meetings, cluster meetings, school wide letters, call outs. We also use [Living Tree](#) and have a [Facebook](#) page. All students receive progress reports or report cards every three weeks. (p. 21)

**PARENT CONCERNS:** The administration's doors are open to parents, students, and members of the community. Parents and teachers should address concerns before the principal or other administrators become involved.

#### STEPS TO RESOLVING PARENT CONCERNS

1. First, contact your student's **teacher** with your concern.
2. If not resolved, contact Mr. Platt, our Teacher Specialist or Ms. Colión, our Assistant Principal.  
[scott.platt@houstonisd.org](mailto:scott.platt@houstonisd.org) or [gcolionh@houstonisd.org](mailto:gcolionh@houstonisd.org)

**PERSONAL PROPERTY:** Items such as valuables or large sums of money, radios, iPods, cameras, electronic games, trading cards or any type of toy should not be brought on the school campus unless they are requested by the classroom teacher. Cell phones are not to be used during the school day. They are to be powered off and stored in the backpack. Inappropriate items found at school will be confiscated by the teacher and returned only to the parents. **MIMS is not responsible for lost or stolen items.**

**PLANNER:** 3rd-7th grade students should carry their planners to and from every class and to and from home and school. If a student loses their planner, they may purchase another one from the front office for \$8 (while supplies last). Use your planner daily for organization, assignments, parent/teacher communication, hall passes for middle schoolers, and so much more!

**PTO:** All MIMS families are automatically part of our PTO. No dues are required. Please go to <http://www.houstonisd.org/Page/40052> for more information.

**RECESS PROCEDURES:** Teachers and staff are not allowed to apply sunscreen and bug spray to our students. Please apply before they leave home. Students should report any sighting of ant hills to their teacher.

<b>Recess Expectations</b>
<b>Conversation – Level 4</b>
<b>Help – Ask Teacher</b>
<b>Activity – Socialize and Enjoy Physical Activity</b>
<b>Movement – Varied Physical Activities</b>
<b>Participation – Interacting with Peers</b>
<b>SUCCESS</b>

**SALES AND FUNDRAISING:** Students are not permitted to buy or sell any items at school except for school-sponsored activities and events.

**SCHOOL VISITATIONS:** We welcome visits to MIMS! For the safety and security of our children, you must sign in at the front office. Your driver's license or state ID will be scanned, and you will be given a nametag for your visit. For safety reasons, visitors will not be allowed on the playground during the school day. Classroom observations must be coordinated through the principal's office and scheduled at least 24 hours in advance. Any approved visits will be limited to 15 minutes and are at the discretion of the principal and teacher.

School Tours are held throughout the fall and during April as part of the Magnet application process. Please contact the Magnet Coordinator, Melissa Nichols [mnichol2@houstonisd.org](mailto:mnichol2@houstonisd.org) for dates and times.

**SDMC:** The Shared Decision Making Committee is a group of teachers, parents, school staff, administrators, and community members elected by their peers in the spring to serve for the following year. The SDMC is chaired by the principal and is the policy-setting body for Mandarin Immersion Magnet School. Decisions are made and school policy established based on expressed community needs and guidelines of the Texas Education Agency and Houston Independent School District. Meetings are set for the first Monday of each month during the school year. Suggestions for topics of concern are accepted by emailing the Parent Representative, Lisa Lim at [lisa.lim.tx@gmail.com](mailto:lisa.lim.tx@gmail.com).

**TARDINESS TO CLASSES:** Refrain from excessive tardiness in accordance with school and HISD policy

--SDMC decided that students should be tardy on no more than 20% of days, which is essentially one tardy per week

--Excessive tardies may trigger a growth plan (see p. 20)

**TECHNOLOGY:** On days students are allowed to utilize their own technology, **students are responsible for the care and safety of their device.** Misuse of devices or use outside of class will result in loss of privileges and/or disciplinary action (i.e., device confiscation, detention, administrator referral. **MIMS is not responsible for lost or stolen devices.**

**TELEPHONE:** In an emergency, students may use a telephone in Community Room off Front Office. ONLY emergency messages will be delivered to students during the instructional day.

**TEXTBOOKS:** Students are responsible for all textbooks and class materials issued to them. For each textbook issued, students should write (in ink on the inside of the front cover) their name, their teacher's name, and year issued. All textbooks must be covered as required by state law. Textbooks are the property of the state of Texas; Parents or guardians are financially liable for any damage, defacement, or loss that may occur while the book is in their child's possession.

**TRUANCY:** It is a Class C misdemeanor for a minor child to be in a public place without the company of a parent or permission of the school during school hours. [Houston City Code 28-172(a)]. Violation of this ordinance may result in criminal charges against the parent. A student absent from school without parental or school permission is truant. This includes leaving campus during the school day without the company of a parent and returning. Refer to Houston ISD Student Code of Conduct.

**TRANSFER:** A magnet transfer is a 1 year commitment. A recommendation from the growth plan committee could result in a student losing his/her place in this magnet program at the end of the year and returning to their zoned or another choice school at the beginning of the next school year.

- All students are limited to a single transfer each school year.
- Should the student choose to leave the program **voluntarily** before the end of the school year, he/she may return only to their zoned campus. A voluntary exit form must be completed if a student withdraws from the program before the end of the year.

## **Mandarin Immersion Magnet School Grading Policy**

**Academic Grading System:** Student grades are based on their independent mastery of learning objectives. That means students are only graded on work that reflects their ability to independently demonstrate the knowledge and skills taught. Students do not receive grades for homework or for mere work completion. As school-wide policy, extra credit is also not given. If students receive a failing grade, they have the opportunity to re-do/re-take the assignment or assessment upon the written request of the parent within 24 hours of graded assignment being sent home (by Wednesday at 4:00). These make-up opportunities will be offered in the same week on Thursday or Friday and can result in a grade no higher than 70. Most graded work will be returned to parents in the Tuesday folder. Please email the teacher by Wednesday at the latest if you would like for them to create a re-take opportunity.

### **Grading Guidelines**

A	90 – 100%	Excellent
B	80 – 89%	Good
C	75 – 79%	Satisfactory
D	70 – 74%	Passing
F	0 – 69%	Failing

\*Kindergarten students are involved in the Primary Progress Report program and PK students have their own grade reporting system and report card timeline. Each of these grade levels will follow guidelines provided by their program. Numerical grades are not to be given. Portfolio assessments shall be used. Assessment strategies may, as always, involve a physical demonstration, observation of a developmental skill, construction of a project, examination of a work sample, an oral review, a written test, and other types of portfolio and performance assessment. Grading procedures for Pre-Kindergarten and Kindergarten are subject to revision.

**Promotional Standards (per HISD policy):**

1<sup>st</sup> - 5<sup>th</sup> Mandarin Reading and Reading average together to get a Reading Average on the Promotion Standards Page. Students must pass Reading, Math, and Language Arts plus one of Science or Social Studies.

6<sup>th</sup> - 8<sup>th</sup> Mandarin Reading, Reading, and Language Arts average together to get the Language Arts Average on the Promotion Standards Page. Students must pass 3 of the 4 core subjects, Language Arts, Math, Science, and Social Studies.

Students in **high school credit courses\*** who are not meeting expectations by the end of the first progress report can be moved into a non-high school credit course at the parent's request.

- Progress reports will be sent home in Tuesday folders.
- Parents must submit a written request to remove their student from the high school credit course.
- The written request must be addressed to Mr. Chang and must be received no later than the following Tuesday (one week after receipt of progress report in Tuesday folder)

\*High school credit courses taken in middle school will count toward the student's high school grade point average.

**Excused Absences:**

- Students will have until the next time the class meets for each day of excused absences to turn in their missing assignments.
- The number of days afforded for make-up work will be equal to the number of days absent.
- During an extended absence (3 days or more), work may be requested directly from the classroom teacher.
- It is the student's responsibility to request the missing assignment from the teacher.
- Students should check teacher websites for updates on assignments when missing class.

**Retesting:**

- Teachers will provide students an opportunity for reassessment of major tests when the grade received is below 70%.
- The assessment will cover the same objectives, but will most likely not be the original test given.
- Teachers will offer 1 date for students to complete the retest.
- All retests must be completed within one week from the time the assessment is returned to the student.
- Students enrolled in a high school credit course can retake the test for up to a 70.
- Students enrolled in a non-high school credit course can retake the test for up to an 80.



**Incompletes:**

- A teacher will give a grade of “incomplete” for a grading cycle to any student who does not complete assignments or assessments due to excused absences or other circumstances.
- Incomplete grades must be cleared in the first week of the following grading period.
- The grade of “incomplete” shall be resolved and the updated grade will be reflected on the next report card.

**Extra Credit:**

- As school-wide policy, extra credit is also not given

**ACADEMIC HONESTY**

MIMS holds in high esteem the high academic standards and virtues that are so closely intertwined in a place of learning. Academic dishonesty is defined in The Code of Student Conduct as “Cheating, plagiarism, or copying the work of other student.”

In the event a student takes part in one or more acts of academic dishonesty he/she will incur consequences as follows:

- **1st offense:** “0” on academic work, parent contact, paper on academic integrity
- **2nd offense:** “0” on academic work, parent conference; In-School Suspension (ISS); Growth Plan
- **3rd offense:** “0” on academic work, parent conference; ISS; Exited from magnet program

**GRADING, CONDUCT**

**Conduct grades are separate from academic grades.** Grades should reflect overall student behavior. The default conduct grade is Satisfactory. The other grades are Excellent, Poor, and Unsatisfactory. Student behavior for each conduct grade is described below.

Conduct Grade	Daily Color	Average	Student Behavior...
Excellent	Purple (4)	3.5-4	Goes above and beyond to demonstrate MIMS values. Student independently follows classroom routines and expectations without teacher redirection.
Satisfactory	Green (3)	2.5-3.4	Meets classroom expectations and generally is not a concern. Student needs some reminders regarding expectations but responds to redirections within a reasonable timeframe.
Poor	Yellow (2)	1.5-2.4	Often fails to meet classroom expectations and results in disruptions of learning environment directly or indirectly. Student needs frequent reminders and sometimes does not respond to redirection.
Unsatisfactory*	Red (1)	1-1.4	Consistently fails to meet classroom expectations and results in disruptions of learning environment directly or indirectly. Student consistently fails to respond to redirection.

\*Any suspension will lead to an unsatisfactory conduct grade for the referring classroom. (SDMC 1/13/14)

We follow [the HISD Code of Conduct](#), and other specific guidelines as outlined by our SDMC.

## **MAGNET PROGRAM REQUIREMENTS**

**In grades PreK-5, maintain satisfactory grades in all core and magnet classes during each grading cycle**

- per HISD guidelines, this means 70 or higher average grade**
- for PK and K, SDMC agreed on 2 or higher on the 1-3 scale used for report cards; Growth Plan can be initiated if concerns are present**

**In grades 6-12, maintain an individual class average of 75 or higher in all core classes and an average of 80 or higher in all foreign language classes**

- Chinese Language Arts will count as the foreign language class, not content areas taught in Chinese**

**Participate in cultural events which may occur during evenings/weekends**

**Complete all assignments and special projects and/or performances as required by individual program**

- SDMC decided that students miss no more than 10% of homework assignments**
- Bring necessary materials to class as specified by the teacher and maintain a reasonable degree of organization**

**Participate and remain on-task in class**

- this should be reflected on conduct grades, which should be an average of Satisfactory (S) or higher (E)**

**Maintain regular attendance in accordance with school and HISD policy**

- per HISD guidelines, this means missing no more than 10% of days; if a student's attendance early in the year is signaling a chance of 10% missed days, a growth plan can be triggered**

**Refrain from excessive tardiness in accordance with school and HISD policy**

- SDMC decided that students should be tardy on no more than 20% of days, which is essentially one tardy per week**

**Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher**

**Meet other expectations as defined by individual Language program and relevant to that program**

- SDMC decided that students should maintain 70% or higher on the High Frequency Words exam at Beginning, Middle or End of Year for first grade and higher.**

# MIMS eCOMMUNICATION

## **Parent Connect/Grade Speed**

is an online and mobile device resource that will allow you to view your students' academic and attendance information including:

- Daily Attendance
- Course Schedule
- Class Assignments
- Current Grades
- Progress Reports
- Report Cards

### **How to get started online:**

Go to [www.houstonisd.org/psc](http://www.houstonisd.org/psc) to register using the information below for your child. Parents will need the following to register:

- Physical Address
- HISD Student ID
- Student Date of Birth
- Last 5 Digits of Student's Social
- Parent Contact Information



### **How to get Parent Connect on your Mobile Device:**

Go to your APP store and download the free APP called GradePro. Log in using the user name and password you created when registering for the online Parent Connect account above.

NOTE: Parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file at MIMS.

If you still have difficulty, contact the HISD Help Desk at (713) 892-7378 between 7AM – 5PM, Monday through Friday.



provides MIMS with our own private social network for collaboration and engagement across our district, school, and classroom communities. You will be invited to join by email from your child's classroom teachers.

**MIMS Facebook Page** is a social media where parents can post questions, comments, concerns to other Facebook members. Please remember that this is a public forum, and we need to be sensitive to our families' differences.

**Thursday Newsletter** contains upcoming weekly information to note and is created by our Assistant Principal, Ms. Coli3n. It will be posted on Living Tree.

**School Website** contains information about staff and many important aspects of MIMS school life.

## Bus Rider's Responsibilities

To make your bus ride to and from school as safe and pleasant as possible, please read and observe the following rules and responsibilities for bus riders:



- Be careful when approaching the school bus area.
- Arrive at your designated stop at least ten minutes before the bus is due.
- Stay off the street while waiting for the bus.
- Form a single line at the stop, which is always on the right side of the street.
- Approach the bus entrance only after the bus comes to a complete stop and the door opens.

### Once on the bus, you should:

- Be courteous to the driver and the other students.
- Keep the bus litter-free. No food or beverages are to be consumed while on the bus.
- Speak in a normal tone. Loud speech & laughter create distractions for the driver, which could cause an accident.
- Remain quiet when approaching a railroad crossing.
- Never tamper with the bus or its equipment.
- Always treat bus equipment as you would valuable furniture in your home. Any damage to the bus must be paid for by the offender and can result in loss of riding privilege.
- Keep all parts of your body as well as all objects inside the bus.
- Keep feet, books, packages, coats, as well as all other objects out of the aisles.
- Sit in your assigned seat each day.
- Stay in your seat while the bus is in motion.
- Never engage in horseplay, scuffling, or fighting on the bus.
- Avoid tossing anything either inside or outside the bus.
- Never carry illegal objects such as drugs, tobacco, alcohol, or weapons.
- Observe the rules of good conduct and show courtesy to everyone. The use of profane language, rude gestures, or malicious behavior such as teasing another student will not be tolerated and will result in disciplinary action for the offender.
- Remain on the bus, unless instructed otherwise, during emergency situations or if the bus develops mechanical problems.

### Getting off the bus:

- If you live on the right side of the street, leave the bus and walk in a direction in which you can be seen by the driver.
- If you live on the left side of the street, leave the bus and walk about 15 feet in front of the bus. Watch for the driver's signal that it is safe. You are then to walk parallel with the left front fender of the bus, stop, and look in both directions to see if it is safe before proceeding.
- Be alert to danger signals by the driver.
- Never try to cross the street behind the bus.
- Riders will be discharged only at an assigned bus stop.

BUS QUESTIONS OR CONCERNS

Contact HISD TRANSPORTATION  
(713) 613-3040

### Disciplinary actions:

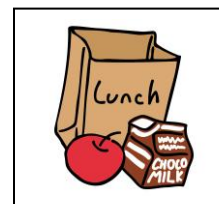
MIMS Administration will follow the same disciplinary steps outlined in the HISD Code of Conduct for infractions that occur on the bus. The HISD Code of Conduct is accessible at [mimshisd.org](http://mimshisd.org). **Transportation services can be discontinued at any time per the HISD Code of Conduct.**

### Bus Passes:

Students may ride only the bus to which they are assigned. Exceptions to this policy (i.e.: school projects and emergencies) are rare and must be cleared through the Main Office. **If requesting to ride the bus with a friend, both children must bring notes from parents at least one day in advance with telephone numbers to verify.**

HISD Transportation Services utilize cameras to record student activity.

## CAFETERIA



### Expectations

Conversation—level 2  
Help—raise your hand  
Activity—eat  
Movement—stay in your seat  
Participation—enjoy your food  
Success!

**Prices for the 2017-18 school year are as follows: (subject to change)**

- Student Breakfast – Free for all students
- Student Lunch – Full Price \$2.25/Reduced Price \$0.40
- Adult Lunch - \$3.50

### **ELEMENTARY CAFETERIA PROCEDURES**

- Use restroom prior to going to lunch.
- Students may purchase their lunch at school or bring one from home. Those who bring lunch may purchase milk or a-la-carte items
- Students wait by the table outside of the cafeteria for lunch cards (and clean hands with hand sanitizer).
- Glass bottles and canned carbonated drinks are not allowed at school
- Teachers review cafeteria procedures and expectations before releasing students.
- All students walk in a single-file line to the serving counter (including students with lunch from home).
- Students sit at assigned tables (no skipping seats unless directed by teachers or volunteers).
- Don't forget to get all the food items you want because you are not allowed to re-enter the line.
- If your child doesn't like to drink milk offered from the cafeteria, please bring a bottle of water from home.
- Please don't bring any food items that require assistance (opening package or microwaving).
- Students will be called to line up by the exit for teacher pick-up.
- If you plan to eat lunch with your child, please sign in at the front desk before having lunch with your child at the designated tables.
- If you bring lunch for your child, please label it with your child's name and leave it on the table by the front desk.

### **MIDDLE SCHOOL CAFETERIA PROCEDURES**

You may choose to eat in the cafeteria or on the patio, weather permitting. Your assigned lunch period is an opportunity to enjoy being with your friends and enjoy your lunch.

**PATIO PRIVILEGE:** Enjoying the outdoors with your friends at lunch is a privilege shared by all Middle School students assigned to your lunch period.

The following guidelines will assist all in making lunchtime a more enjoyable experience.

- Once a student decides to sit on the patio, that is where he/she is to remain.

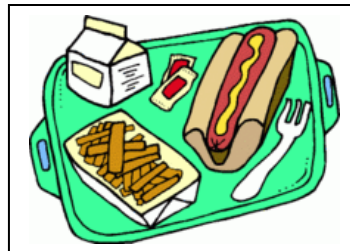


- The guidelines and consequences for cafeteria dining are relevant to the patios as well.
- Keep noise at a low level and stay seated.
- Eating on the patio is a group responsibility that goes beyond your personal space.
- Encourage others to dispose of their trash responsibly. Do not complain about cleaning up “unidentified trash” that may appear in your area. Look for trash that may have been blown by the wind but still in the patio area, and dispose of that trash.
- Upon completion of lunch, trash receptacles will be available for you to dispose of your trash. DO NOT get up multiple times during the lunch period to throw items away. Wait for the signal to do so. Do not complain about cleaning up “unidentified trash” that may appear in your area.
- This is YOUR cafeteria/patio. YOU are responsible for picking up your area and for keeping the cafeteria/patio clean.

**NOTE:** Remember **BE COURTEOUS** to all individuals during lunch. Talk softly while moving from the cafeteria to your classroom—classes are in session—be respectful.

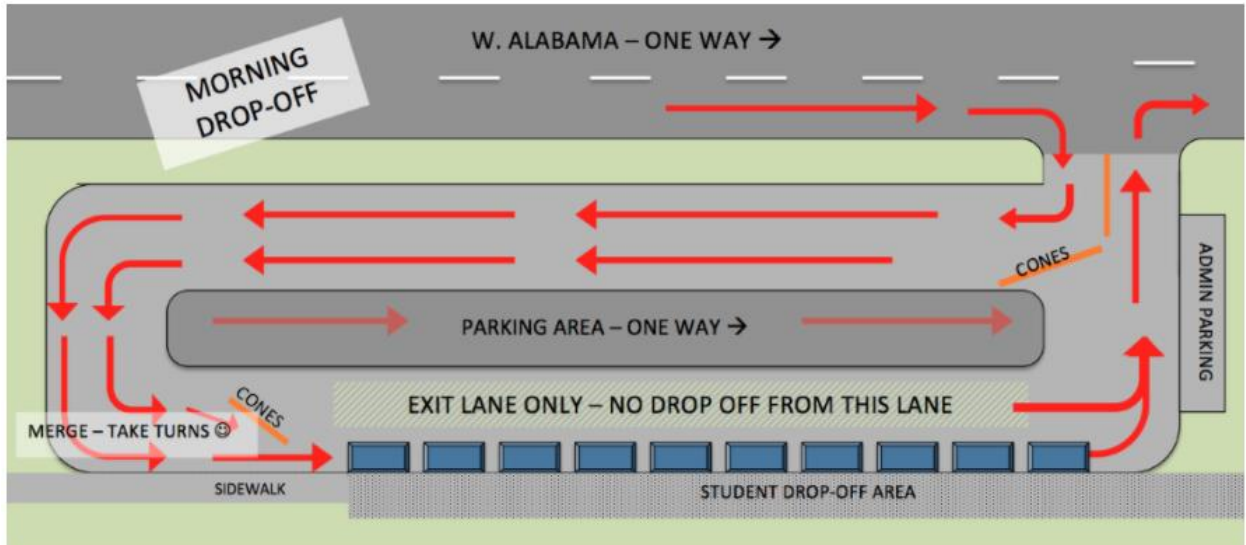
**CONSEQUENCES:** Remember that your behavior is your choice. If you **CHOOSE** to act inappropriately during lunch (outside the above stated guidelines), you will be assigned to an alternate seating area and your parents will be notified. An increase in lunchroom offenses brings on an increase in corresponding consequences.

**CAFETERIA VISITS:** Visitors are welcome to eat lunch with their child. If the visitor is not accompanied by the legal guardian, you must have a note from the parent giving them permission—this includes grandparents and siblings. Visitors may bring lunch for their child **ONLY**, and may eat at the designated visitor tables. Please do not invite other children to your table.



## ARRIVAL AND DISMISSAL PROCEDURES

**Auto-Loop:** Enter the auto-loop from W. Alabama. Please pull up as far as possible before allowing your child out of or in to the vehicle. **DO NOT** cross the exit lane except at the crosswalk, for your safety.



All students report directly to the cafeteria. If students arrive after 7:50, they will go directly to the front office for a tardy slip. There is no supervision for students who arrive on campus before 7:20AM.

Please do not leave your car when dropping off or picking up students, and always let your children out from the passenger side away from moving traffic; our goal is to keep the line moving for a quick, safe procedure.

Please cross only at the crosswalk. With the organized chaos of drop off and pick ups, other parents may not see you crossing at an undesignated area. Though it may be convenient at the time, why risk it?

