



HANDBOOK FOR STUDENTS AND PARENTS

School Year 2022 - 2023

5445 W. Alabama St. • Houston, Texas 77056-2662
Main Office – 713-295-5276 • Fax – 713-556-3598
www.mimshisd.org

Chung Ying, Principal
Marichu Tima-an, Assistant Principal
Rhonda Honore, School Support Officer

MANDARIN IMMERSION MAGNET SCHOOL

Our Vision

To immerse students in a culture-rich environment that allows them to become balanced bi-cultural and bi-literate citizens for the global economy

Our Mission

The Mandarin Immersion Magnet School program is dedicated to the teaching of the Chinese language and culture through academic excellence in a comprehensive immersion language program. MIMS develops students as life-long learners while preparing students to assume roles in leadership, responsibility, and service to society.

Our Values

Respect
敬爱

Perseverance
毅力

Integrity
正直

Curiosity
好奇

Courage
勇气

Responsibility
责任

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

TABLE OF CONTENTS

SCHOOL HOURS and COMMUNICATION	5
MIMS FACULTY AND \ STAFF	6
HOUSTON ISD PARENT PORTAL	8
ACADEMIC HONESTY POLICY <ul style="list-style-type: none"> ● Faculty Responsibility ● Student responsibility ● Academic Honesty Policy Violations, Definitions and Examples 	8
MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN <ul style="list-style-type: none"> ● Grades ● Attendance ● Behavior ● Thematic Requirements ● Growth Plan 	9
MORNING ARRIVAL PROCEDURES <ul style="list-style-type: none"> ● Drop Off & Student Arrival Procedures (Pk, Grades 1-5, Middle School) ● Breakfast ● Bus Drop Off ● Morning Care Program 	9
AFTERNOON ARRIVAL PROCEDURES <ul style="list-style-type: none"> ● Bus Riders ● Walkers ● Walkers with Parents and Placards ● Car Riders with Placards 	10
BUS RIDERS (Dismissal)	12
CHANGES TO DEPARTURE OR EARLY PICKUP	13
SAFETY DRILLS	13
MEDICAL PROCEDURES <ul style="list-style-type: none"> ● Medication Policy ● Vaccinations ● Screening ● Nurse Information 	14
ATTENDANCE POLICY AND PROCEDURES <ul style="list-style-type: none"> ● HISD Academic Calendar 2022-2023 ● Absence Notes ● Official ADA ● Homework for Absences ● Truancy ● Permission for Extended Absences 	15
STUDENT CONDUCT	17
CONDUCT GRADES <ul style="list-style-type: none"> ● Behavior Expectations for ES and MS 	18

STUDENT USE OF COMPUTERS	18
STUDENT USE OF OTHER TECHNOLOGY	19
CELL PHONE AND ELECTRONIC DEVICE POLICY	19
STUDENT USE OF TELEPHONE AND MESSAGES TO STUDENTS	20
VISITORS AT SCHOOL AND CLASSROOM VISITS	20
STUDENT MESSENGER CALL-OUT	21
PARENT AND STAFF COMMUNICATION	21
COMMUNICATION	21
HISD AND MIMS POLICY ON BULLYING <ul style="list-style-type: none"> • How to report alleged bullying conduct • Reporting Issues, Problems, and Concerns to the School • Campus Resources & Contact Information for Reporting 	22
SCHOOL WEBSITE	23
GRADING POLICY <ul style="list-style-type: none"> • Six-Week Grading Periods • Report Card Dates • Basis for Grading • Homework • Classwork • Quizzes • Test or Projects 	23
GRADING SCALE and PERCENTAGES	25
NOTICE TO PARENTS OF UNSATISFACTORY GRADES/EXCESSIVE ABSENCES	25
REPORT CARDS	26
HONOR ROLL	26
GIFTED AND TALENTED (GT)	27
TEXTBOOKS	28
LOST AND FOUND	28
FIELD TRIPS	28
VOLUNTEERS IN PUBLIC SCHOOLS (VIPS) <ul style="list-style-type: none"> • How to become a VIPS • Requirements and Identification 	28
CAFETERIA RULES AND EXPECTATIONS <ul style="list-style-type: none"> • Eating Lunch with you Child 	

BREAKFAST AND LUNCH PROGRAM	29
<ul style="list-style-type: none"> • Breakfast Schedule • Lunch Schedule 	
FOOD AND NUTRITION GUIDELINES	29
CLASS PARTIES	29
BIRTHDAYS	29
CLASSROOM EXPECTATIONS	29
HALLWAY EXPECTATIONS & PROCEDURES	30
RESTROOM EXPECTATIONS AND PROCEDURES	30
RECESS AND PLAYGROUND EXPECTATIONS AND PROCEDURES	31
AFTER SCHOOL ACTIVITIES	31
PARENT TEACHER ORGANIZATION - PTO	31
TEACHER RECOMMENDATIONS	31
NATIONAL JUNIOR HONOR SOCIETY	32
<ul style="list-style-type: none"> • What is NJHC? • Who is eligible? • Who chooses inductees into NJHC? • What does NJHC look like? 	
STUDENT COUNCIL	33
<ul style="list-style-type: none"> • Purpose • Standard and Academic Behavior • Election 	
SHARED DECISION-MAKING COMMITTEE	34
UNIVERSITY INTERSCHOLASTIC LEAGUE SPORTS AND ACADEMICS	35
<ul style="list-style-type: none"> • Athletics • Extracurricular Activities, Clubs and Organizations • Definition of Sportsmanship 	
School Behavior Expectations	37
<ul style="list-style-type: none"> • HISD Code of Student Conduct • Overview of Responsibilities • Student Responsibilities 	
Level of Offenses Overview	41
Students and Parents Handbook Signature Page	43
Magnet Entrance Agreement and Growth Plan Signature Page	44

SCHOOL HOURS	
Before School Care (ASP)	7:00 am – 8:05 am
Building Opens	8:05 am
Instruction Begins	8:30 am
Tardy Bell	8:35 am
Attendance Taken	10:30 am
Lunch Time (4 rotations)	10:30 AM – 12:45 PM
Dismissal	4:00 pm
Main Office Hours	8:00 am – 4:30 pm
After School Program/Care	3:50 pm – 6:30 pm

Communication Links

Houston ISD Website: <https://www.houstonisd.org>

MIMS Website: <https://www.houstonisd.org/mandarinimmersion>

MIMS Facebook Page: <https://www.facebook.com/mimshisd/>

MIMS YouTube Page: <https://www.youtube.com/channel/UCLzHURBiDk-EhUHIUQQGorw>

MIMS Twitter Handle: @MIMS_HISD

MIMS PTO Website: <https://mclimspto.digitalpto.com>

MIMS SDMC: <https://www.houstonisd.org/domain/43289>

HISD Transportation Website: <https://www.houstonisd.org/transportation>

Campus Instructional Technology: MRPYLES.com

Phone Numbers:

Main Line: 713-295-5276

Fax: 713-556-3598

MIMS FACULTY & STAFF
SY 2022 - 2023

MIMS TEACHING STAFF		
POSITION	NAME	EMAIL
PK - English - ELAR/SS	Rachel Simpson	RSIMPSO5@houstonisd.org
PK - Mandarin/Math/Science	YungChen Chung	TCHEN1@houstonisd.org
Kindergarten - English - ELAR/SS	Laura Tijerina	Laura.Tijerina@houstonisd.org
Kindergarten - Mandarin/Math/Sci.	Yi Zhang (Team Lead)	yi.zhang@houstonisd.org
Kindergarten - English - ELAR/SS	Kiuna Sims	kiunna.sims@houstonisd.org
Kindergarten - Mandarin/Math/Science	Yong-Hui Wang	YWANG1@houstonisd.org
1st Grade - English - ELAR/SS	Kelly Perkins	kelley.perkins@houstonisd.org
1st Grade - Mandarin/Math/Science	Ting-Xuan Chen (Team Lead)	tingxuan.chen@houstonisd.org
1st Grade - Mandarin/Math/Science	Lu Liu	Lu.Liu@houstonisd.org
1st Grade - English - ELAR/SS	Jamie Russo	JRUSSO@houstonisd.org
2nd Grade - English - ELAR/SS	Julissa Espinoza	JESPINO3@houstonisd.org
2nd Grade - Mandarin/Math/Science	Pei-Hsun Chin	PeiHsun.Chin@houstonisd.org
2nd Grade - Mandarin/Math/Science	Jie Qiu	JQIU@houstonisd.org
2nd Grade - English - ELAR/SS	Patricia Butler (Team Lead)	PBUTLER1@houstonisd.org
SLL - Self-Contained	George Pineda	George.Pineda@houstonisd.org
SLL - SPED Co-Teacher	Peggy Bridges	peggypuikei.bridges@houstonisd.org
Special Education	David Nichols	DNICHOL1@houstonisd.org
3rd Grade - English - ELAR/SS	Tamella Jackson	Tamella.Jackson@houstonisd.org
3rd Grade - Mandarin/Math/Science	DongYan Zhang	dongyan.zhang@houstonisd.org
3rd Grade - Mandarin/Math/Science	Jialing Yu	JiaLing.Yu@houstonisd.org
3rd Grade - English - ELAR/SS	Ginger Dykstra (Team Lead)	Ginger.Dykstra@houstonisd.org
4th Grade - English - ELAR	Dawn Simmons	Dawn.Simmons@houstonisd.org
4th/5th Grade - Mandarin	Chunlan Feng	chunlan.feng@houstonisd.org
4th/5th Grade - Science	Xinwei Zou	Xinwei.Zou@houstonisd.org
4th/5th Grade - Math	Liang Guo	LGUO3@houstonisd.org
4th/5th Grade - Social Studies	Steeve Ibarra	Steve.Ibarra@houstonisd.org
5th Grade - English - ELAR/SS	Kristen Thome (Team Lead)	kristen.thome@houstonisd.org
6th. ELAR, 7th. Writing & Elective	Gabriel Silveira	Gabriel.Silveira@houstonisd.org
6th and 8th Grade Science & Elective	Jessica Biying Zheng	biying.zheng@houstonisd.org
6th, 7th, & 8th. Grade Mandarin	YunChing Wang	Yunching.Wang @houstonisd.org
6th & 8th Math/Elective/Study Hall	Suneetha Muraleedharan	Suneetha.Muraleedharan@houstonisd.org
7th/8th Science, Biology, & Elective	Ruchi Sharma	Ruchi.Sharma@houstonisd.org
7th Math, 8th Grade Algebra, & Elective	Bin Wang (Team Lead)	bin.wang@houstonisd.org

6th Grade SS, 7th TX History & 8th US History	Michael Liu	MLIU@houstonisd.org
7th and 8th ELAR & Elective	Lee Lemons	lee.lemons@houstonisd.org
Chinese 1,2,3,4 (+ AP Chinese)	Tianjiao Wei	tianjiao.wei@houstonisd.org
Mandarin Interventionist		
Reading & Dyslexia Interventionist	Timothy Beach	BertTimothy.Beach@houstonisd.org
6th & 7th COED PE & Elective	Anne Taylor	ATAYLO22@houstonisd.org
6th Grade Soc.Studies/7th/8th Theater	Nancy McGahey	Nancy.McGahey@houstonisd.org
PK-5 PE	Joseph Deggs	JDEGGS@houstonisd.org
MS Art	Yu-Ting Chen	YuTing.Chen@houstonisd.org
PK-5 Music	Beverly Bradley	Beverly.Bradley@houstonisd.org
Library	Lara Gaona (Team Lead)	LGAONA1@houstonisd.org

MIMS ADMIN AND SUPPORT STAFF		
POSITION	NAME	EMAIL
Principal	Chung Ying	chung.ying@houstonisd.org
Assistant Principal	Marichu Tima-an	MTIMAAN@houstonisd.org
Teacher Specialist/Magnet Coordinator	Sana Rutanhira	sana.rutanhira@houstonisd.org
Guidance Counselor	Hsiao-Yun Liu	HLIU@houstonisd.org
Wrap Around Specialist/District	Kenneth Lee	kenneth.lee@houstonisd.org
Instructional Technologist/District	Timothy Pyles	timothy.pyles@houstonisd.org
Nurse	Vonshay Stubblefield	Vonshay.Stubblefield@houstonisd.org
Librarian	Lara Gaona	lgaona1@houstonisd.org
Registrar	Consuelo Godina	CGODINA@houstonisd.org
Secretary	Caroline Garcia	CGARCIA9@houstonisd.org
Front Desk Clerk	Christine Chavez	christine.chavez@houstonisd.org
Clerk 2	Tierra Kirk	Tierra.Kirk@houstonisd.org
Clerk	Patricia Lopez	Patricia.Lopez@houstonisd.org
IT	Elmer Milla	Elmer.Milla@houstonisd.org
Plant Operator	Guadalupe Padron	Gpadron@houstonisd.org
Custodian	Elizabeth LumbrerasReyes	Elizabeth.lumbrerasreyes@houstonisd.org
Custodian	Elsi Ventura	Eventur1@houstonisd.org
Cafeteria Manager	Brina Hodges	Brina.Hodges@houstonisd.org
ASP Lead	Sergio Gonzalez	SGONZA39@houstonisd.org
PK Teacher Assistant	Thy Pham	
SLL Assistant	Crystal Flores	cflore19@houstonisd.org
SLL Assistant	Tiffany White	tiffany.white@houstonisd.org

HOUSTON ISD PARENT PORTAL

Parents are highly encouraged to create a parent portal to keep up with your child's grades, attendance, and school bulletin. Start by creating your account by logging into <https://www.houstonisd.org/PSC>. If you are creating your account for the first time, please contact the school for your child's access code and access password. For further assistance please contact us at [\(713\) 295-5276](tel:7132955276).

ACADEMIC HONESTY POLICY

The Mandarin Immersion Magnet School Academic Honesty Policy is the cornerstone of academic integrity for our school. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. The high standards set by this school are crucial to our credibility with the communities we serve.

The Academic Honesty Policy:

WE WILL BE HONEST IN ALL OF OUR ACADEMIC ACTIVITIES

Faculty Responsibility

Faculty and/or staff members are responsible for:

- orienting students to the Academic Honesty Policy through describing the procedures and penalties of the code,
- minimizing students' temptation to violate the policy by enacting adequate security precautions in the preparation, handling, and administering of any assigned work,
- reporting incidents of alleged violation of Academic Honesty Policy to an administrator.

Student Responsibility

Students are responsible for:

- maintaining the academic integrity of MIMS by following the Academic Honesty Policy.
- reporting incidents of alleged violation of the code to the faculty member involved.

Academic Honesty Policy Violations, Definitions and Examples

A violation of the Academic Honesty Policy code is any activity which compromises the academic integrity or subverts the educational process of the school, including, but not limited to, the following:

- Cheating, which is defined as any unethical method used by students to secure information for any assigned work.
- Plagiarism, which is the use of other's ideas or products as one's own.
- Providing or receiving information for unauthorized use during exams, quizzes, or any other assigned work, including homework.
- Copying work from another student on or off campus.
- Any other conduct intended to obtain academic credit fraudulently or dishonestly which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.
- "Cutting and pasting" information from the internet without documenting or citing the resource appropriately.

Penalties

Violations of the Academic Honesty Policy begin as a Level II offense of the Code of Student Conduct.

MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN

Program Expectations:

Expectations for the Student

Magnet Students should demonstrate commitment to the magnet theme by the completion of all assignments and course meetings as required. They will contribute to sustaining a school environment that promotes mutual respect and supports the success of others as outlined in the student code of conduct.

Expectations for the Family

Family engagement and partnership is required for the Magnet educational experience. Families are expected to be responsive to communication from the school regarding academic progress, attendance, and behavior.

Continuation Requirements

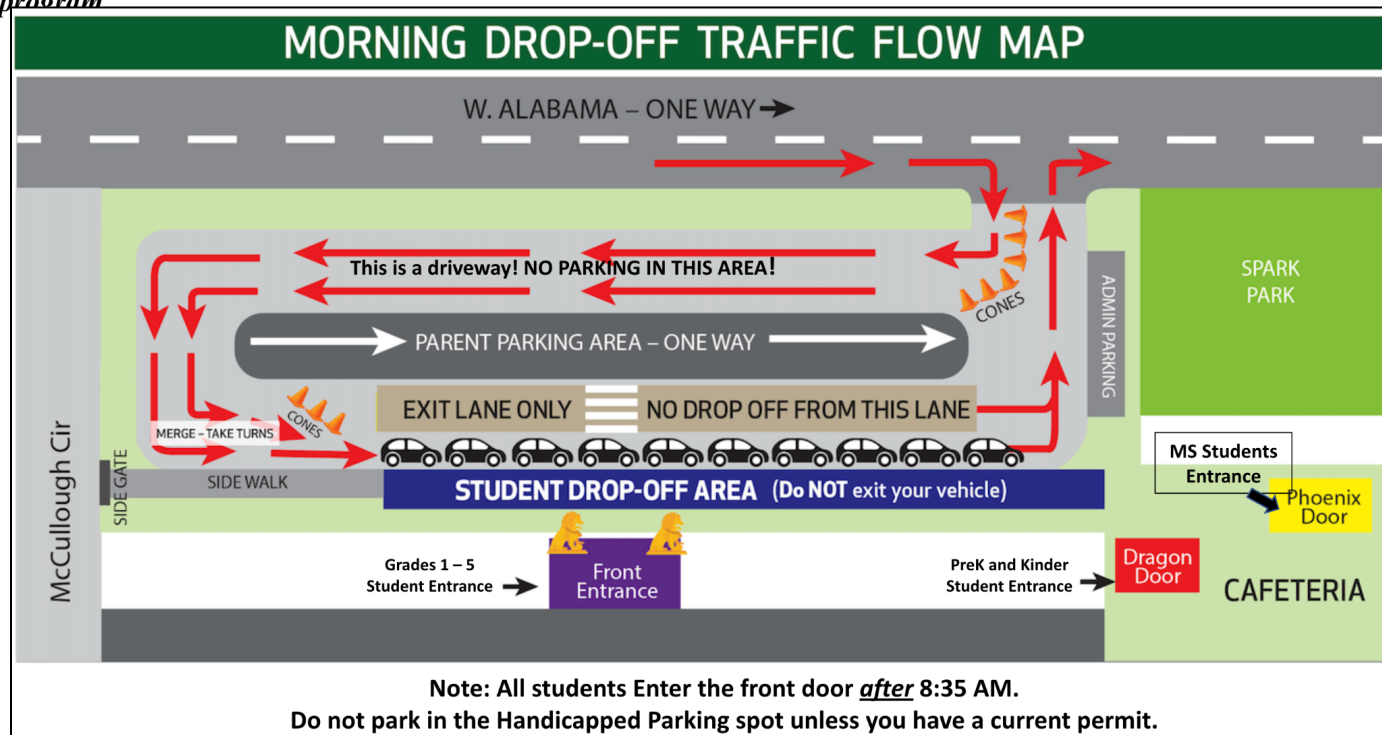
- Students are required to achieve one level of progress in acquisition of second language
- Students must show satisfactory year-to-year growth (measured by BOY, EOY)

Students who do not meet program continuation requirements, are placed on an *HISD Magnet Growth Plan* for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate 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 is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

MORNING ARRIVAL PROCEDURES

There is no supervision for students who arrive prior to 8:05 am unless they are enrolled in our morning care program



DROP OFF PROCEDURES & STUDENTS ARRIVAL PROCEDURES

Parents driving their students to campus will park in the designated parking lots in front of the school. Curbside drop-off in front of the building is strongly encouraged. In the event that parents must park in the neighborhood,

please follow posted traffic signs and be courteous to our neighbors.

PRE-K AND K - Cafeteria

- When the doors open, grades PK, K, & 1ST. students enter through the Dragon door.
- They will sit at their designated tables in the cafeteria.
- PK, K, & 1ST. will eat breakfast in the cafeteria with their teachers.
- Teachers and/or school staff will be monitoring the students.

Grades 2 - 5

- Grades 2 - 5 enter through the front door, grab their breakfast and go straight to their classrooms.
- Grades 2 -5 will attend morning assembly through teams in their classrooms.

Middle School - Gym/Cafeteria

- Middle school students will enter through the Phoenix door, grab their breakfast from the cafeteria and eat in the cafeteria. MS students are not allowed to eat breakfast in the gym.
- After breakfast, MS students will proceed to the gym and sit in their designated rows in the gym for morning assembly.
- MS students will go to their first period classes at 8:30 AM.

Morning Assembly Times:

PK, K, and 1st. - Live in the cafeteria

Grades 2- 5 - 8:15 - 8:30 AM (Live on Microsoft Teams.)

MS - 8:15 - 8:30 AM in the gym.

Morning announcement will be at 8:35 AM. MS will watch/listen to the morning announcement on Microsoft Teams.

* Hallway Monitors, will make sure that students do not congregate in the hallways and direct them to their designated areas/classrooms.

BREAKFAST

- Pre-K and K students will eat breakfast in the Cafeteria with their teachers.
- Grades 1-5 students will eat breakfast in classrooms. They will pick up breakfast as they enter the front door.
- Middle School students will eat breakfast at their designated tables in the cafeteria.

Bus drop off

- All students being dropped off by the bus will use front door entry.

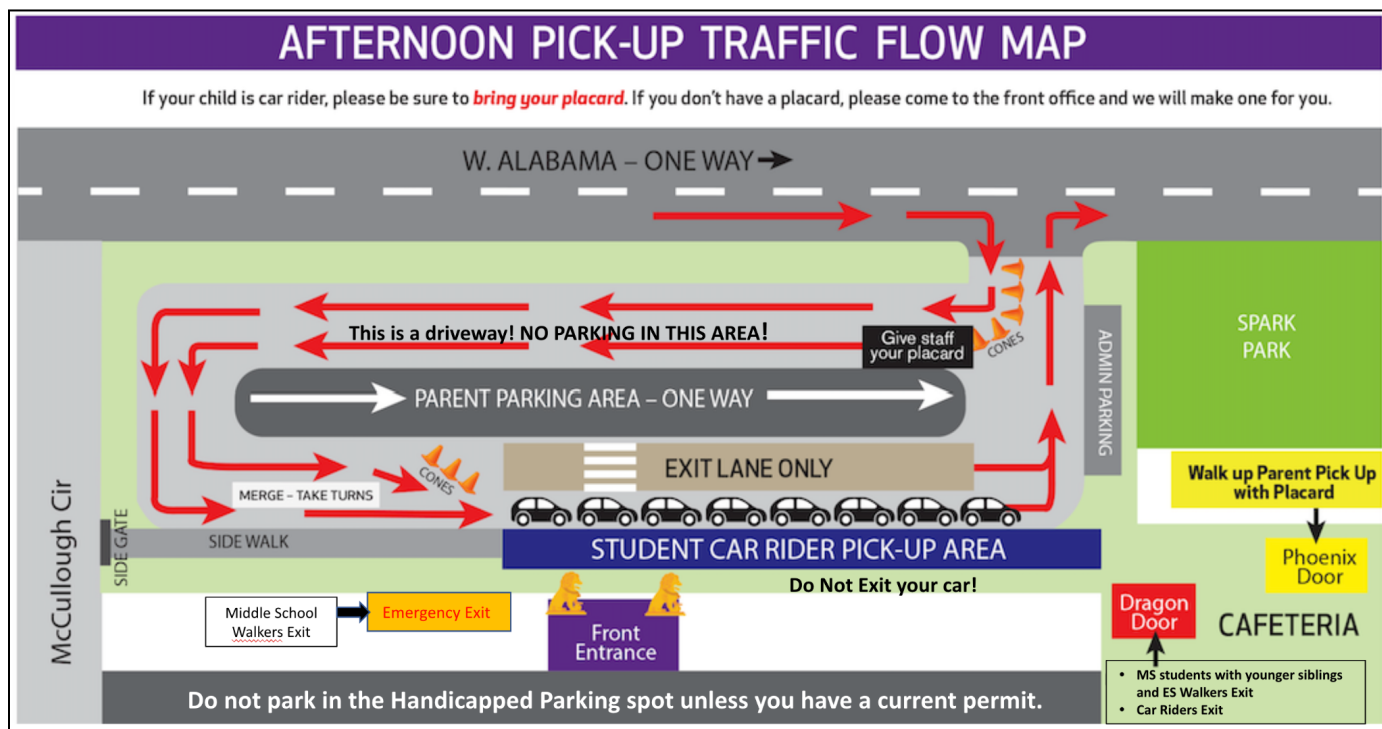
Morning care program begins at 7:00 AM and ends at 8:00 AM. Students who participate in the program can be dropped off at the Dragon Door. For more information on how to take advantage of the Morning and After School Care Program, visit our school website at <https://www.houstonisd.org/domain/39415> or contact Sergio Gonzalez at SGONZA39@houstonisd.org. All forms and information are in the website including payment information by school pay.

AFTERNOON DISMISSAL PROCEDURES

Each student will receive 4 car name tags/dismissal card during the teacher meet and greet/orientation day. These car name tags must be presented to staff during dismissal in order for an adult to pick up a child after school. **If an adult does not have one of these name cards, they will be required to go to the front office and present a photo ID to pick up a student. If the person is not on the enrollment card and/or does not have a valid photo ID, they will not**

be able to pick up the child.

All students are dismissed at 4:00 pm. Students are to leave the campus immediately and follow the expectations for after school care, walkers, car riders or bus riders.



Bus Riders

- Bus riders will be dismissed 5 minutes early; they will go to the gym and wait at the designated area by bus route.
- Assigned teachers/school personnel will monitor bus dismissal.

Elementary

- PK and K will have their designated areas in the cafeteria.
- Grades 1 - 5 will have their designated areas in the cafeteria.
- Walkers will be called to line up in the criteria and exit through the Dragon Door.

Middle School - students will be dismissed through the front door to wait under the awning in front of the school.

- Walkers - Will exit through the EXIT door by the front office (under the staircase).
- Middle School with younger siblings:
 1. with parents consent - can pick up their younger siblings and will exit through the dragon door in the cafeteria (*If this is the case, parent consent form must be filled out and submitted to the office*).
 2. can pick up younger siblings and wait together in the cafeteria if they are to be picked up by a car.

WALKERS

- Parents of student walkers need to fill out and submit a [Walk Home Permission & Indemnity Agreement Form](#).
- Elementary walkers will line up in the cafeteria and will be dismissed at the Dragon Door at 3:50 PM. Each student walker will receive a walkers tag. A walkers tag attached to the students bag/backpack is required to be allowed to leave the building without adult pick up.

WALKERS with Parents and Placards:

- Parents will wait by the Phoenix door and hand their placards to a MIMS staff. Staff will call the students and bring them to their parents. **Placards/Dismissal cards required to pick up all children. NO EXCEPTION!**

CAR RIDERS with Placards:

- A MIMS staff in the car line will collect placards as cars make their way in the car driveway.
- Staff (runner) will deliver placards to staff in the cafeteria and call students names.
- Students whose names are called will get their placards back and proceed to the car line to be assisted by staff to their cars/parents.

*** Note to parents/guardians:**

Leave the second issued placard in your windshield on the passenger side. Elementary students will be called to meet you at the curbside. They are dismissed through the Dragon Door from the cafeteria.

Students who are not bus riders or attend after-school programs **MUST** be picked up from the cafeteria by 4:10 PM. Students that have not been picked up by 4:10 p.m. will be escorted to the office. Parents will then be notified by phone to pick up students. After 4:30 p.m. parents are required to enter the building to sign the student out documenting the reason for the late pick up. In the unlikely event that you are running late, call to inform office personnel. **Repeated incidents may result in an administrative conference. Repeated incidents may result in** your child being automatically enrolled in temporary after-school care with a fee.

BUS RIDERS

MIMS Bus Manager is Ms. Bridges. Ms. Kirk is the back up.

- Ms. Bridges and Ms. Kirk will have the main contact for transportation
- Ms. Bridges and Ms. Kirk need to have 2 contact parents/guardians for all bus riders.
- Parents will contact Ms. Bridges and Ms. Kirk if they have any questions or concerns regarding bus transportation.

Transportation is a privilege for our K-8th graders. PK students do not receive bus transportation. Students must ride assigned buses only and are required to obey appropriate safety rules to remain eligible for transportation services. If you have questions or inquiries, please contact HISD Transportation: 713-556-9400

Parents

- **It is strongly recommended that parents help in making bus stops safer by escorting children to the bus stop each morning.**
- **Talk about bus safety with your child.**

Before Boarding the Bus

- Arrive at your designated stop at least ten minutes prior to your scheduled pick-up time. HISD will not send a bus to pick you up if you miss your bus because you were late.
- Be careful in the loading area. Wait in an orderly, single line for the bus to arrive and avoid horseplay. Stay out of the street or bus drive while waiting for the bus to arrive.
- Approach the bus entrance only after the bus has come to a complete stop. Pushing or shoving while boarding the bus will not be tolerated.

After Boarding the Bus

- Obey the bus operator's directions.
- Go to the closest available seat or to your assigned seat and stay seated until you arrive at your destination. The bus operator may assign a student a seat, if in his or her judgment, it is in the best interest of student safety.
- Speak in a classroom voice. Loud speech or laughter causes distractions for the driver. Rough-housing or horseplay on the bus will not be allowed and may result in a loss of transportation privileges.
- Keep the bus litter free. No food or drinks may be consumed on the bus.

- Buses are the property of HISD. If you cause any damage to or vandalize an HISD bus, you and your parent or guardian will be financially responsible, and you may permanently lose your transportation privileges.
- Never throw an object inside or out of the bus. Keep all parts of your body (head, hands, and arms, etc.) inside the bus at all times.
- Observe the rules of good conduct and show courtesy to everyone. The use of profane language, rude gestures, or malicious behavior toward the bus operator, a fellow passenger, or another motorist will not be tolerated and may result in a discipline referral.
- For the safety of all passengers, aisles must be kept clear of all objects such as books, backpacks, musical instruments, packages, and coats.
- Items which are prohibited on school grounds may not be taken on an HISD school bus, such as alcohol, tobacco, drugs, or weapons.

All provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services. Violations of the HISD Code of Student Conduct while on an HISD school bus will be referred to the appropriate campus administrator for disciplinary action. Conduct violations may result in a temporary or possibly permanent loss of a student's transportation privileges.

Leaving the Bus

- If you live on the right side (bus exit 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 (across the street from the bus), leave the bus and walk about 15 feet in front of the bus. Watch for the driver's signal that it is safe and walk to the left front fender of the bus. Stop and look in both directions to see if it is safe before proceeding across the street. Never cross the street behind the bus!
- For your safety, you may ride only your assigned bus, and you will be discharged only at your assigned stop. Be sure to follow the directions of the driver. Your safety is our primary mission!

CHANGES TO DEPARTURE OR EARLY PICK-UP

Your child's participation in all class activities is vital to their success. Instruction takes place until the very end of the school day. Therefore, we ask that you attempt to schedule appointments for your child which do not interfere with any part of the instructional day. Adults who pick students up during the school day are required to present a valid ID to be verified with the student's enrollment card. Dismissal cards may not be used to pick students up during the school day.

Students are dismissed at 4:00 pm. Changes to your child's after school transportation or early departure must be made by **3:15 pm**. After that time, students must remain in class until school dismissal at 3:50 pm. Parents are not allowed early pick ups after **3:15 PM**.

IMPORTANT: Students may never leave campus during the school day or after school and return without a parent or guardian.

SAFETY DRILLS

Safety of all students is our number one priority. Our school participates in a number of safety unannounced drills during the school year:

- Fire Drill – conducted once per month alternating between unobstructed and obstructed
- Lockdown Drill – conducted four times per year
- Inclement Weather Drill – conducted once per semester
- Hazardous Materials Drill –conducted once per semester

Administrators and other key leadership members meet immediately after each drill to evaluate the drill and make suggestions to improve the next drill.

MEDICAL PROCEDURES

Medication Policy

If your child has a known health condition (or is diagnosed with a health condition during the school year), please share the information with the school nurse. If your child needs to receive medication at school, there are policies and procedures that must be followed. Use the approved HISD Medication/Asthma Action Plan/Allergy Action Plan form. Other forms, doctor's notes or parent notes will not be accepted.

Parents and/or guardians must fill out an official [Houston ISD medication form](#) to be considered valid and be placed on file before the medication can be on campus. The [Houston ISD medication form](#) is valid when:

- It contains all information related to medication, such as frequency, dose, and diagnoses (the reason why a student is receiving medication).
- it is signed by BOTH a parent/legal guardian AND the doctor.
- It lists only one medication per form.

Per district policy, an HISD Medication form signed by a doctor/ license provider is needed for everything from cough drops to daily medications. Please plan ahead if your child needs medication while in school. DO NOT send them to school with a medication that does not have a fully completed form. The nurse and staff will not take responsibility for making sure the student takes the medication if a form is not filled out.

ALL medications **MUST** be pharmacy labeled. This includes:

- Prescription medications
- OTC or Over-The-Counter medications such as cough drops, Tylenol, Advil, etc.

ALL medications **MUST** be in their original bottle. Loose medications, medications in Ziploc bags, or daily pill containers will be discarded.

If you decide to have your student self-carry emergency medication for conditions such as asthma, diabetes, or anaphylaxis requiring an epi-pen, please have your doctor fill out a [HISD Self-Administration of Emergency Medication form](#). It is highly recommended that students in elementary school do not self-carry their medication to avoid medication from being mishandled, lost, or stolen.

Vaccinations

All students enrolled at Mandarin Immersion Magnet School **must** be in compliance with all state required vaccination. Students who remain out of compliance after immunization updates have been requested may not return to school until proper documentation of vaccinations is presented or a notarized affidavit of exemption from immunizations is given to the school nurse.

Screening

The school nurse conducts state-required health screenings annually. These health screenings are non-invasive and help protect the health of your child. In the event that the school nurse finds that your child may need further evaluation, you will receive a letter from the clinic containing information to be discussed on follow up with your primary care provider.

- Hearing, Vision, and Acanthosis – PK, Kinder, 1st, 3rd, 5th, 7th, and teacher recommendation.
- Scoliosis- 5th and 7th grade girls and 8th grade boys.

Nurse Information:

Nurse Stubblefield

Email: Vonshay.stubblefield@houstonisd.org

Phone Number: 713-295-5276 ext. 110

ATTENDANCE POLICY AND PROCEDURES

According to Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets [173 days (77 days first semester; and 96 days for second semester

required attendance). A student cannot miss more than 17 days from the date of enrollment. Middle School students cannot miss more than 17 days per class without the absences affecting their credits.

HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022	AUGUST 2022	SEPTEMBER 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		

OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
30 31		

JANUARY 2023	FEBRUARY 2023	MARCH 2023
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4 5	1 2 3 4
8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11
15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18
22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25
29 30 31	26 27 28	26 27 28 29 30 31

APRIL 2023	MAY 2023	JUNE 2023
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30
30		

Key	Holidays
Holidays	September 5, 2022 Labor Day
Teacher Preparation Days (no students)	October 5, 2022 Fall Holiday
Teacher Service Days (no students)	November 21-25, 2022 Thanksgiving Break
	December 22-January 4, 2023 Winter Break for Teachers
	December 22-January 6, 2023 Winter Break for Students
School Day Start and End Times	January 16, 2023 MLK Day
7:30-3:00 Elementary School	March 13-17, 2023 Spring Break
8:30-4:00 K-8 and Middle School	March 31, 2023 Chavez-Huerta Day
8:30-4:10 High School	April 7, 2023 Spring Holiday
	April 21, 2023 Spring Holiday
	May 29, 2023 Memorial Day

Significant Dates	Grading Periods	Report Card Dates
August 8, 2022 Teachers report to work	Aug. 22-Sept. 30	October 7, 2022
August 22, 2022 First day of school	Oct. 3- Nov. 4	November 11, 2022
December 21, 2022 Last day of first semester	Nov. 7-Dec. 21	January 13, 2023
January 9, 2023 First day of second semester	Jan. 9-Feb. 24	March 3, 2023
May 31, 2023 Last day of school for students	Feb. 27-Apr. 14	April 20, 2023
June 1, 2023 Last day for teachers	Apr. 17-May 31	May 31, 2023 (ES, K-8, MS)
		June 7, 2023 (HS)

Last Updated 02/15/22

Absence Notes

Only **ONE** of the following is needed

1. Email absence note to Connie Godina cgodina@houstonisd.org no later than 3 days after the absence.
2. Students, parents, or guardians may bring an excuse note to the main office no later than 3 days after the absence.

3. Fax note to: Attn: Connie Godina or Attendance Office at 713-295-5276 no later than 3 days after the absence

If a student starts the day at school, then leaves for a doctor's appointment before the ADA attendance time (**9:45 AM**), he/she should be marked absent until he/she brings the doctor's note either the same day or the next morning. **The absence will be removed for only Average Daily Attendance (ADA) purposes, upon submission of a doctor's note.** The absence/s will be changed to an EXCUSED absence for Grade Reporting purposes. Handwritten notes from the parent ARE NOT an acceptable doctor's note.

If a student arrives at school after the ADA attendance time (**9:45 am**) with a doctor's or health facility note, then his absence will be removed from the ADA time and the absence will be excused for all other periods. Again, it has to be a note from the doctor or health facility.

The official (ADA) attendance time is 10:30 a.m.

Students may not have more than 10% total days absent (from their enrollment date) in a full year. This means that when a student accumulates more than 10% of absences, credit may be denied, and the student will be referred to the attendance committee. The attendance committee will convene to review all excessive absences. Excessive absences will be indicated by an asterisk (*) on the report card each nine weeks. School sponsored or sanctioned activities are exempt and do not count as an absence.

A doctor's note is required when a student reaches three consecutive days of absence.

The only acceptable excuses for absence and tardiness are:

- personal illness (with doctors' note if more than 3 days)
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- **participation in school activities with permission of the principal**
- juvenile court proceeding documented by a probation officer
- approved college visitation
- **emergencies approved by the principal**

Homework for Absences

Elementary School parents should email their child's teacher to request homework assignments for an absence. Teacher will prepare assignments and send them to the main office for parent pick-up after school. Assignments will not be ready for pick-up at any other time during the school day. Upon returning to school, the student has three days to submit their work. Middle School students are responsible for contacting their teachers upon returning from an absence to secure their assignments. The student has three days to submit their work.

Truancy

- Students may not have more than 3 absences (excused and/or unexcused) in a 4-week period.
- Students may not have more than 10 absences (excused and/or unexcused) in a semester.

Tardy Policy

Prompt attendance is important as the school begins and throughout the day. When a student is tardy to first period (8:35 am), they will report to be tardy

- Children who arrive at the classroom after 8:35 AM are tardy.
- Middle school students who are not in the classroom by the tardy bell for each class period are also considered tardy.

Permission for Extended Absences

Our student attendance rate affects our school rating and impacts our school budget. Please help us by making sure your healthy student is in school every day. In the event that a student must be absent for unusual circumstances in excess of three days and desires to have the opportunity to make up the work missed, the parent should complete an "Extended Absence Request Form" and return it to the office at least five days prior to the date of the absences.

Parents may secure the Extended Absence Request Form from Ms. Connie Godina - cgodina@houstonisd.org. All extended absence requests must be acknowledged in advance by the principal in order for a student to avoid receiving academic penalties for work missed. Unless the absence/s fall under HISD Guidelines for Excused Absences, they will be considered unexcused. The school reserves the right to administratively withdraw the student until their return, minimizing the impact on the school's attendance rating and budget. A student who is given assignments prior to his absence will be required to turn in his work on the second day following his return to school. Additionally, the student will be required to make up exams, notebooks, labs, or other major projects within three days of his return.

Parent/Guardian and Student Responsibilities

STUDENTS	PARENTS
<ul style="list-style-type: none">● Attend school and classes daily● Follow school policies for check in and check out● Respect the classroom rules of each teacher● Remain on campus during the school day● Maintain and follow an active daily schedule at school● Monitor individual attendance and grades	<ul style="list-style-type: none">● Notify school of current contact information● Contact the school for attendance related issues within 48 hours of an absence● Know the attendance policies of MIMS.● Monitor the students attendance and grades● Provide proper documentation if requested● Stress the importance of daily school attendance

STUDENT CONDUCT

The MIMS Discipline Plan and the HISD Student Code of Conduct have been developed to help you better understand the levels of school and district policy violations and the consequences of those violations. Good and acceptable student behaviors are by far the most frequent occurrence at MIMS. However, on the occasion of poor behavior or a poor judgment by a student, you will find the faculty and administration committed to enforcing rules and consequences in a consistent manner.

While the Discipline Plan is not meant to describe all possible misbehavior, its broad outlines are clear: No student has the right to detract from his classmates' right to learn. The disruptive student creates an environment in which it is difficult to teach or learn.

There is a clear separation between behavior consequences and academic grades. No teacher may lower a grade for behavior. However, there is a relationship between conduct and success in the classroom. Students consistently unprepared, off-task, or talking, will invariably struggle to maintain acceptable grades. Their behavior has a negative impact on other students.

Keep in mind that although a standard, consistent discipline policy is supported by all your teachers, they are individuals with very different teaching styles. Students are expected to understand and follow the specific classroom rules set by the teacher. Note: specific elementary grade-level expectations will be explained in detail by the teachers at open house in the fall. Repeated disciplinary infractions may result in a referral to the grade-level administrator and the implementation of a Student Behavior Growth Plan. Failure to meet the Growth Plan objectives will result in the student being placed on a magnet school growth plan that will be consistently reviewed with the student and parents.

CONDUCT GRADES

CONDUCT
E = Excellent
S = Satisfactory
P = Poor
U = Unsatisfactory

Behavior Expectations

Elementary School

- *Excellent* (Purple or 4): goes above and beyond to demonstrate MIMS values. Students independently demonstrate understanding of routines and expectations without directions.
- *Satisfactory* (Green or 3): demonstrates MIMS values. Students follow teacher directions or respond to teacher redirections immediately.
- *Poor* (Yellow or 2): fails to demonstrate MIMS values. Students need teacher redirections frequently and sometimes fail to comply.
- *Unsatisfactory* (red or 1): fails to demonstrate MIMS values which results in disruptions of the learning environment. Students consistently fail to respond to redirections.

Middle School

- Level system: *Excellent* (2 steps), *Satisfactory* (3-5 steps), *Poor* (3-5 steps), *Unsatisfactory* (1 step)
- All students start at *Satisfactory* at the beginning of each grading cycle
 - o Move down one level: fail to follow teacher redirections
 - o Move back up one level: consistently follow teacher directions and classroom rules (individual goals)
- Unrelated to academic performances
- Documented and communicated with parents
- Average of daily or weekly conduct (Conduct in common area is calculated with homeroom conduct.)
- Each elementary classroom teacher provides one conduct grade for each student per grading cycle:
 - Elementary school English teachers enter the conduct grade under English Reading
 - Elementary school Chinese teachers enter the conduct grade under Mandarin Reading
 - Middle school teachers enter the conduct grade per class

In-School Suspension (ISS) or Out of School Suspension (OSS) will result in an unsatisfactory “U” conduct grade for the referring classroom.

STUDENT USE OF COMPUTERS

Computers and technology resources are critical tools to teachers, students, and the school. No misbehavior will be overlooked or tolerated with any computer or related piece of equipment. For a student to do anything other than what is assigned, on any computer at any time, is a Level III Offense (see the HISD Code of Student Conduct).

INTERNET USE: Digital resources and internet are resources that provide opportunities to enhance learning and improve communication between school and home. Students scheduled to access the internet must turn in permission forms signed by the parent and student. By signing the permission form, student and parents student’s responsibilities as a user. Chat rooms, e-mail, student profile web pages (i.e. Twitter, Instagram, Facebook), non-academic blogs, and interactive gaming are not allowed at any time. Every student will receive a personalized password. Never share your

password, and never use another student's password or log-in credentials.

POWER-UP CHANGES:

This year every middle school scholar will receive a new Chromebook Device through the Power-Up program at HISD.

To meet District Requirements for Laptop check out, both parents and students must sign the **Loan Agreement**. This is in conjunction with the mandated \$25 retention and safety fee (this will cover damages to the device and cover the cost of provided accessories such as the safety case). The Loan Agreement can be printed and signed, or picked up from campus, but a physical copy must be turned into Mr. Pyles for every middle school student.

The [HISD Acceptable Use Policy](#), highlights what is permissible for use on student devices.

Parents need to complete Digital Citizenship and Safety training, this can be done in person with Mr. Pyles during a training session, or online asynchronously at the [Digital Safety Micro-site](#).

STUDENT USE OF OTHER TECHNOLOGY

The school is not responsible for lost or stolen items. Cell phones, music players, recording devices – may not be used in a classroom without a teacher's specified permission, or on campus with a staff member's permission.

Cameras: Students may not take classroom pictures without permission of the teacher. Pictures of other students may not be taken unless that/those student(s) have given permission. Pictures of MIMS staff, students, and facilities cannot be posted on the internet. Note: At no time may students access social apps while on campus.

CELL PHONE AND ELECTRONIC DEVICE POLICY

All electronic devices must be turned off and put away for the duration of the school day. Cell phones may be used on campus only with a staff member's permission, and only for a given academic circumstance. Confiscated devices (those used without permission, ringing (cell phone) during the school day, etc.) may be retrieved by the student's parents from the appropriate administrator immediately after school and only after the designated time listed below. UNDER NO CIRCUMSTANCES MAY STUDENTS ACCESS SOCIAL MEDIA SITES OR APPS WHILE ON CAMPUS AT ANY TIME.

Violation	Phone confiscated	Phone available for parent retrieval	Fee	Other Administrative Action	Discipline
1 st	Yes	End of day	\$15	Written warning	---
2 nd	Yes	24 hours	\$15	Written warning	---
3 rd	Yes	3 days	\$15	Administrator/Parent/Student Conference	---
4 th	Yes	7 days	\$15	Administrator/Parent/Student Conference	1 day ISS

STUDENT USE OF TELEPHONES AND MESSAGES TO STUDENTS

Student use of cell phones is prohibited during the school day unless explicit teacher permission has been given. Students may use classroom telephones with permission of the classroom teacher. Plans for after-school need to be established before a child comes to school each day. NOTE: Students will NOT be dismissed from class until the parent arrives in the main office to sign their child out of school. The student will then be contacted by the office for dismissal. Parents must send a written request to the attendance office in the morning and the students will receive a permit to leave class.

VISITORS AT SCHOOL AND CLASSROOM VISITS

Parents are welcome at the school and must sign in with a valid driver's license or state identification in the Main Office upon arriving to receive a visitor's badge (after clearance from the RAPTOR database check). To preserve instructional time, parents may not visit classrooms during the school day without teacher and administrative permission.

Mandarin Immersion Magnet School administration, faculty, and staff welcome classroom visits by parents and consider it an additional opportunity to engage in his/her student's education. The primary goal of a classroom visit by a parent is to observe their student and the instructional program being presented.

The following are a few reminders to ensure this goal is achieved:

- The right to observe a child's instructional program during the school day resides solely with the child's parent or legal guardian. The right to observe does not extend to grandparents, other relatives, caregivers, private counselors, tutors, advocates, or attorneys.
- As with other campus visits, parents are asked to sign-in in the main office prior to reporting to the classroom, and sign-out when leaving the campus.
- Parents are asked to observe the class with a focus on their child, and to refrain from observing or interacting with other students. If the Principal or designee has knowledge of or suspects that the observation is focused on another student, he/she reserves the right to deny the requested visit or end a visit while in progress.
- All requests for classroom visits will be scheduled within a reasonable timeframe from the date the request is made. Visits are to be scheduled through the Principal or designee for a time and date that is convenient for the parent and teacher. Parents are asked to provide at least 48 hours for a specific date/time. Days on which standardized tests or any other class assessments are planned, classroom visits will not be conducted at that time.
- Parents are asked to enter and exit the classroom in a manner that will not interrupt the instructional activities in progress. The teacher may designate a particular area for parents to sit during the observation. Once in the classroom, parents are asked to remain seated and refrain from interacting with their child and/or other students. Follow-up requests or discussions about the student's progress or behavior are to be conducted in a parent-teacher conference scheduled at a later time.
- All electronic devices should be silenced so as to not distract students during the classroom visit. Photos, and/or video or audio recordings in the classroom are strictly prohibited.
- The Principal and/or designee will accompany the parent during the classroom observation.

SCHOOL MESSENGER CALL-OUT

The school will send a call-out and email through School Messenger to our families regarding school news and events on an as-needed basis.

PARENT AND STAFF COMMUNICATIONS

All parents are encouraged to contact the appropriate staff members when they have a question or concern. The school calendar posted on the school web site www.mimshisd.org lists a majority of upcoming events. Email is the best way to contact staff members. The main office will take a written message for teachers or connect you directly to the teacher's phone during their planning period only. Please allow two days for a response.

COMMUNICATION

TUESDAY COMMUNICATION FOLDER (Grades PK- 5)

Every Tuesday, teachers in grades PK-5 will send home a communication folder with important information. Middle School students are given the same information, but not in a communication folder. The office as well as classroom teachers will send a majority of all written communications home on this day. Some items such as the Weekly Conduct Grade sheet and other forms require a parent signature each week. Individual teachers may also require parents to sign completed assignment packets or tests. According to the *Code of Student Conduct*, students may be disciplined for not returning signed items as requested. ***"Failure to deliver or return written communications between home and school" is a Level I violation.***

PK - KINDER have a DAILY FOLDER - Teachers use this folder to communicate with parents. Parents need to check this folder on a daily basis and must sign to acknowledge correspondence.

PLANNERS (Grades 2-8)

Students in grades 2-8 will receive a MIMS planner. Parents must sign student planners weekly to acknowledge correspondence. Parents must check their child's planner regularly for the following items:

- Assignments
- Note
- Weekly and daily objectives
- Upcoming quizzes and tests.

PARENT-TEACHER CONFERENCES

Parent/teacher conferences are generally arranged through the individual teacher. **We encourage you to meet with your child's teacher regarding their progress and or issues they are having in class. Parents can set up a conference with teachers by sending a note with your child to the teacher, emailing the teacher or leaving a message with the front office requesting a conference, during the teacher's planning time.** The teachers will contact you to schedule a conference time. Teachers will not be able to hold parent conferences during their instructional times. Conferences should be scheduled two days in advance.

We encourage parents to meet with their students' teachers when:

1. Students' grades are not meeting expectations (grades below 70).
2. When student conduct is NI (needs improvement)
3. For any questions about any correspondence from school.

Parents are encouraged to check their children's agendas nightly. Students are responsible for recording pertinent information in their agenda for each class every day.

HISD AND MIMS POLICY ON BULLYING

Mandarin Immersion Magnet School supports HISD's policy on bullying. We encourage all students and staff to foster a climate of mutual respect in order to enhance the learning environment. In this sense, students should not engage in harassment conduct, which shall result in disciplinary action.

HISD and MIMS prohibits bullying conduct which includes repeated, unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical actions related to an individual's race, color, religion, national origin, or disability that harms another student's physical or emotional health or safety.

According to HISD's Student Code of Conduct, reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act so that the District's ability to investigate and address is not impaired.

HOW TO REPORT ALLEGED BULLYING CONDUCT

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act so that the school's ability to investigate and address is not impaired.

- If you are a student, report any bullying alleged act to a teacher, counselor, or principal.
- If you are a parent, talk to a school administrator about the situation.
- If other than the principal is informed, the adult then will report to the principal who will start an investigation by:
 - reducing the oral report to a written form
 - completing a full investigation within 10 District business days from the date of reporting.
 - Preparing a final written report which contains determination of whether bullying occurred and the appropriate disciplinary or corrective action.
 - If an incident of bullying is confirmed, notify parents of bullying incidents involving their child.

REPORTING ISSUES, PROBLEMS and CONCERNS TO THE SCHOOL

We encourage and teach students appropriate ways to work through conflict. While we work very hard to prevent and manage conflicts between students daily, there are occasions when problems arise that we are not aware of. **In the event that you need information regarding a conflict your child is having, you need to talk with your child's teacher.** The teacher will investigate the conflict and implement conflict resolution and other counseling strategies. If these strategies are unsuccessful, the teacher and/or counselor will report this to administration.

OTHER CAMPUS RESOURCES & CONTACT INFORMATION FOR REPORTING

Name	Position/Role	Email
Chung Ying	Principal	chung.ying@houstonisd.org
Marichu Tima-an	Assistant Principal	mtimaan@houstonisd.org
Sana Rutanhira	Teacher Specialist	sana.rutanhira@houstonisd.org
Hsiao-Yun Liu	Counselor	hliu@houstonisd.org
Kenneth Lee	Wrap-Around Specialist	kenneth.lee@houstonisd.org
Vonshay Stubblefield	Nurse	vonshay.stubblefield@houstonisd.org

SCHOOL WEBSITE

www.mimshisd.org

We intend to use our website as one of the primary vehicles of communication and encourage you to check the website for pertinent information and upcoming events. If you think of any additional information that would be helpful for parents, please let us know!

GRADING POLICY

Adopted by SDMC – May 6, 2019

Prekindergarten and kindergarten teachers will follow the specific guidelines provided by HISD for each skill included on the Progression of Skills Report for each grading period. Grades for each six-week grading cycle will include the following percentages and expectations for students in grades 1-8, unless otherwise specified. Teachers shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Teachers shall enter grades weekly for all courses for each student.

Assignments, quizzes, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated Texas Essential Knowledge and Skills (TEKS). The student's mastery level shall be a major factor in determining the grade for a subject or course.

Teachers are the final authority on grading practices.

GRADING PERIODS

CYCLE	GRADING PERIOD	DAYS	REPORT CARD DATES
CYCLE 1	<i>AUG. 22 - SEPT. 30, 2022</i>	<i>29 DAYS</i>	<i>OCT0BER 7, 2022</i>
CYCLE 2	<i>OCT. 3 - NOV. 4, 2022</i>	<i>23 DAYS</i>	<i>NOVEMBER 11, 2022</i>
CYCLE 3	<i>NOV. 7 - DEC. 21, 2022</i>	<i>28 DAYS</i>	<i>JANUARY 13, 2023</i>
CYCLE 4	<i>JAN. 9 - FEB. 24, 2023</i>	<i>33 DAYS</i>	<i>MARCH 3, 2023</i>
CYCLE 5	<i>FEB. 27 - APRIL 14, 2023</i>	<i>28 DAYS</i>	<i>APRIL 20, 2023</i>
CYCLE 6	<i>APRIL 17 - MAY 31, 2023</i>	<i>31 DAYS</i>	<i>MAY 31, 2023 - ES, K-8, MS</i>

BASIS FOR GRADING

The District Grading Policy, HISD Policy, includes the following provisions:

- A classroom teacher shall be required to assign a grade that reflects the student's relative mastery of an assignment;
- A student may be allowed a make-up or 1 redo of a class assignment or examination for which the student received a failing grade. **One redo is allowed and must be given within the same grading cycle.**

As a result of this policy, classroom teachers shall enter weekly grades for all courses for each student.

Student grades will be determined by teacher evaluation of growth attained during the significant learning activities conducted by the teacher in a given reporting period. The teacher will take into consideration all available data in judging a student's achievement in relation to the grade or course-level standards. The following indicators may be used, as appropriate, to verify that the student has mastered the required standards in a subject area: standardized test performance, notebooks or other class work, projects, performances, observations, teacher-made tests, term papers. This information will be documented in the teacher's electronic grade book (PowerSchool).

As an important part of the evaluation process, effective teachers identify performance standards, communicate specific expectations for achieving standards, provide ongoing feedback, make corrective comments applicable to all students, and provide private conversations and written comments on papers

Adapted from HISD School Guidelines - Grading Requirements

HOMEWORK

Homework is considered an extension of daily learning in the classroom and is used to reinforce learning objectives (TEKS). Skills that were previously taught may be included as a reinforcement to support a student's learning. Homework may be reviewed the following day to further check for understanding. **Elementary School grades 1-5 will not include homework as part of the final six-week grade average. Middle School grades 6-8 will count homework as 5% of the final six-week grade.** There are no redos for homework. Grades are entered into weekly so that parents can be informed of their child's progress.

CLASSWORK

As part of a lesson, teachers may assign an independent in-class assignment to check for a students' level of mastery and understanding. Teachers should use their discretion on whether to use a specific assignment as part of the grading process. Some assignments may be for diagnostic purposes only and are not graded. All classwork is completed at school, except absence work. Teachers shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Grades are entered into PowerSchool weekly so that parents can be informed of their child's progress. **Elementary School grades 1-5 will count classwork as 35% of the six-week grade. Middle School grades 6-8 will count classwork as 30% of every six-week grade.**

QUIZZES

To evaluate short-term learning, teachers will create formative quizzes based on learning objectives (TEKS) to identify student progress. Teachers shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. If a student is absent, the student will receive appropriate accelerated instruction and then take the quiz within three days. One redo is allowed on a quiz if the student scores 69% or lower within three days of the grade posting. The higher grade between the original grade and the redo grade is recorded. If the redo is higher than the passing standard (70%), the passing standard (70%) is recorded. Grades are entered into PowerSchool weekly so that parents can be informed of their child's progress. **Elementary School grades 1-5 and Middle School grades 6-8 will count quizzes as 25% of every six-week grade**

TESTS OR PROJECTS

To evaluate long-term learning, teachers will create summative tests or projects based on learning objectives (TEKS) to identify mastery. Tests may include, but not limited to, multiple-choice, short answer, fill-in the blank, or essay formats. Projects will include written rubrics and multiple checkpoints with goals and due dates provided. If a student is absent on the day of a test or project due date, the test will be given and the project due on the day they return. One redo is allowed on a test if the student scores 69% or lower. There are no redos for projects. The higher grade between the original grade and the redo grade is recorded. If the redo is higher than the passing standard (70%), the passing standard (70%) is recorded. Teachers shall ensure that grading reflects student achievement and that a sufficient number of grades are taken to support the average grade assigned. Grades are entered into PowerSchool weekly so that parents can be informed of their child's progress. **Elementary School grades 1-5 and Middle School grades 6-8 will count tests and projects as 40% of every six-week grade.**

GRADING SCALE AND PERCENTAGES

A report card is issued to the parents at the close of each nine-week period. Numerical grades are used according to the

following interpretation:

Grade	Description
90-100	Excellent quality of work - thorough mastery of subject matter
80 -- 89	Good quality of work - above average with consistent effort
75 -- 79	Satisfactory quality of work - average achievement
70 -- 74	Below quality work expected - below average achievement
0 -- 69	Unsatisfactory quality of work - poor work, failing

Graded Area	Percentage for Elementary	Percentage for Middle School
Homework	0%	5%
Classwork	35%	30%
Quizzes	25%	25%
Tests and Projects	40%	40%

NOTICE TO PARENTS OF UNSATISFACTORY GRADES/EXCESSIVE ABSENCES

Parents or legal guardians must be notified at least once every **12 weeks of unsatisfactory grades**. This legal requirement applies to all grades, including Prekindergarten. This notice must provide for the signature of the parent or legal guardian and should be returned to the school.

The notice of progress reports shall be distributed to parents/legal guardians during the fourth week of each six-week grading for each student who is failing a subject.

- Current grades contained in the notice should be based on the student's academic achievement for the first four weeks of the six-week period.
- For each subject that a student is failing, the notice must provide for a conference between the appropriate teacher and the parent.
- A notice of progress must be sent to parents of students who have exceeded 10% unexcused absences by the fourth week of the reporting period and as often as may be deemed necessary after the fourth week.
- If a student's average falls below 70%, or the unexcused absences exceed 10% after the scheduled notice of progress reports have been sent home, the teacher *should* send a notice of progress report home immediately. ***It is imperative that extra effort be made to give parents advance notice of a pending failing grade before the report card is sent home.***
- Progress reports for instruction and related services must also be sent to parents of students with disabilities as required for parents of non-disabled students.

Responsibilities of Staff:

- Assign relevant, challenging, and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Check PS Connect regularly to keep up with students grades, and missing work

- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down any additional assignments in the Frank Black Middle School Agenda
- Be sure all assignments are clear; do not be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed and submitted on time
- When absent, check with the teacher regarding missing or late assignments.

REPORT CARDS

Report cards are distributed at the end of each six- week grading cycle, or six times per year. All students in grades PK-8 follow a six- week grading cycle. **Parents are required to review the report card, sign and return it within three days.** Upon return of the report card, the teacher will provide the parent with a copy for their records. Report card dates are listed on the school's website in the calendar section.'

Parents can access/view their child's grades online through **HISD CONNECT Parent Portal** at <https://www.houstonisd.org/PSC>.

We expect parents/guardians to discuss grades with their children on a regular basis. We encourage you to speak with your child's teacher regarding any questions or concerns you may have about your child's grades.

It is important that your children see that you are interested in their success.

HONOR ROLL

Students in grades 1-8 have an opportunity each six- week grading cycle to earn an Honor Roll designation. The designations are all A's, all A's and one B, or all A's and two B's. Other designations include Citizenship and Perfect Attendance.

GIFTED AND TALENTED (GT)

The Gifted and Talented Department in the Houston Independent School District (HISD) has the primary responsibility of overseeing, supporting, and monitoring the programs for K-12 identified gifted and talented (G/T) students district-wide.

The Houston Independent School District provides two program options for Gifted and Talented (G/T) students:

- **Gifted and Talented Neighborhood Programs** are designed to meet the needs of G/T students in grades K-12 at their neighborhood (**zoned**) schools. The Gifted and Talented Neighborhood Program operates in all schools, except those designated as Vanguard Magnet schools. (Mandarin Immersion uses the Gifted and Talented Neighborhood program). The Gifted and Talented Neighborhood Program provides G/T services for all HISD G/T-identified students at that campus.
- **Vanguard Magnet Programs** are designed to meet the needs of G/T students in grades K-12 at their Vanguard Magnet school.

It is important to note that in HISD, the term Vanguard is used synonymously with Gifted and Talented (G/T). The Gifted and Talented Programs are designed for G/T students who excel in general intellectual ability, in combination with creative/productive thinking and/or leadership ability. Both **Vanguard Magnet Programs** and **Gifted and**

Talented Neighborhood Programs provide a differentiated curriculum by modifying the depth, complexity, and pacing of the general school program.

TEXTBOOKS

Students will be issued textbooks for their use. Textbooks may be taken home to complete assignments. Textbooks are the property of the school district and must be turned in at the end of the year showing only reasonable wear. Students are responsible for the replacement cost of lost or damaged books. Teachers maintain a record of the book and condition of issued textbooks and conduct book checks periodically throughout the school year. Failure to pay for lost or damaged books will result in a student not receiving a replacement book.

LOST AND FOUND

Parents are encouraged to put children's names inside clothing and personal things so that items can be identified and returned when a student loses them. Our Lost and Found is located in the Parent Center in the main office. Parents may look through the lost and found anytime. Items are placed on tables in the hallway near the cafeteria once a month. At the end of each month, unclaimed items are donated to charity.

FIELD TRIPS

An original signed field trip permission slip must be returned to the school in a timely manner before a student will be allowed to leave campus on a field trip. Students are given adequate time to get a field trip permission slip signed and returned to school. No student will be allowed to go on a field trip without a signed parent permission form. We always welcome parent volunteers for field trips, but parents must be cleared by the HISD VIPS office. This process may take as long as four weeks, so please plan accordingly. The field trip sponsors will limit the number of chaperones on each field trip.

Parents may be asked to serve as a field trip chaperone to support their child in meeting behavior expectations. Chaperones may not take pictures of students other than their own.

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

VIPS are HISD volunteers. Each year, thousands of parents, students and community partners support students and teachers by volunteering their time.

How can I become a VIPS?

All volunteers must register online and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1:	Register online at www.houstonisd.org , stay on the homepage, and click on the VIPS login under the Parents link section.
Step 2:	Once you have registered, you must go in person to the school and show proof of identification.
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
Step 4:	The criminal history background check can take 2-3 weeks to complete.
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID

- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Identification Card (issued by any state in the U.S.)
- Resident Alien Card

Our students benefit when we all volunteer!

CAFETERIA RULES AND EXPECTATIONS

- Enter the cafeteria quietly. Students are to enter the serving line only at the designated entrance.
- Students bringing lunch – walk to your table. Students taking lunch will quietly line up at the serving line when directed by staff members. Have your lunch card or Student ID ready.
- Keep quiet in the serving zone and give your attention to the cafeteria personnel.
- Walk to your table. take your seat and remain seated facing forward.
- For the teacher's/monitor's assistance, raise your hand and wait.
- ***Eat your food only (NO SHARING FOOD)***
- Elementary students are to be seated with their class/homeroom while eating. Students may choose their own seat in their assigned section. There is no assigned seating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables.
- Seating assignments is per teacher's discretion.
- Middle school students may go outside in the courtyard when the weather permits, and with teacher's permission or prior arrangements. This is a privilege that will be available only as long as the courtyard is kept neat and litter-free. Horseplay, running, throwing food, climbing on tables, etc., is strictly prohibited. Once a seat is selected, students are to remain seated.
- All students are responsible for putting their trash in the trash cans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).
- Conversations conducted in normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.
- Students are NOT to leave the cafeteria without permission from the monitor.

Eating Lunch with your Child

Due to limited space in the cafeteria, you are welcome to eat lunch with your child on Fridays, or his/her birthday. Lunch is a special bonding time between parent and child so you may eat with your child only.

When eating with your child, you will need to check into the front office and get a visitor's badge. You will be asked to go directly to the cafeteria and notify the cafeteria monitor (Sergio) of your child's name and classroom teacher and then go directly to the designated tables in the cafeteria.

The cafeteria monitor will notify your child that you are here to eat with them and send them to your table when they arrive. For safety purposes and ease of monitoring, parents will not be permitted to eat at their child's classroom table. We cannot allow parents or visitors to participate in recess activities either. Immediately after your child leaves the cafeteria, you are asked to return to the office to sign out from your visit. You will not be permitted to return to the classroom with your child. Only parents or those relatives listed on the child's enrollment card will be permitted to eat with the child. You may not provide food to any other children. **We encourage you to engage in conversation with**

your child and refrain from using your cell phone. Due to media restrictions, photos and videos may not be taken during lunch.

Due to specific dietary restrictions, you may only bring lunch for your child. **Sit only at the designated tables with your child.** Lunch visits end when the students' lunch schedule is over and are lined up. Students eating with their parents on-campus or taken off-campus, must return with their class at the end of the scheduled lunch period. Lunch schedules may not be extended.

BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are available to all students at no cost. This policy is updated yearly.

For breakfast and lunch menu, please go to the Houston ISD website, www.houstonisd.org and click on menu.

FOOD AND NUTRITION GUIDELINES

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) to be served during the school day. However, a parent may provide food or beverages for his/her own child's consumption only. The exceptions to this policy are three designated days determined by the principal. The designated days for MIMS are: last day before winter break; Lunar New Year/Valentine's Day, and the last day of school.

CLASS PARTIES

Due to limited space in the classroom, only parents/legal guardians may attend class parties when invited by teachers. Preschool children may attend with parents, but school-aged children may not attend unless otherwise permitted/invited by the teachers.

BIRTHDAYS

- You are welcome to have lunch with your child in the cafeteria on his/her birthday.
- You are encouraged to share "goodie bags" with all of your child's classmates in lieu of food items.
- Out of respect for limited instructional time and space, in-class birthday parties will not be permitted on campus. We do not allow the delivery of gifts such as flowers, balloons, etc. to classrooms.

CLASSROOM EXPECTATIONS

SAFETY is always first. To be safe, do the following:

- Keep hands, feet & objects to yourself
- Keep the floors clean and free of obstruction
- Follow all classroom expectations
- Walk quietly during transition times

Maintain an **ORGANIZED** classroom by:

- Keeping your materials organized in your desk/backpack
- Maintaining important papers in your binder/folder/backpack/cubbies.
- Returning all materials to their appropriate place when finished with them

Be **ACCOUNTABLE** in the classroom by :

- Doing your best work on everything
- Notifying an adult of inappropriate behavior in the classroom

Be RESPECTFUL in the classroom:

- Using kind words
- Using an appropriate volume during conversation
- Using classroom supplies appropriately
- Cleaning up after yourself

HALLWAY EXPECTATIONS AND PROCEDURES

- Stay to the right at all times in the hallways and on stairs.
- respect others' personal space and keep hands, feet & objects to yourself.
- Walk on the right side of the hallway and always look straight ahead.
- Watch out for our students, staff and visitors with special needs!
- Use kindness and courtesy at all times.
- Move expeditiously to classes and avoid loitering at all times.
- Keep the hallways free of litter, debris, and personal items.
- All personal items, including clothing, supplies, and projects are to be placed in the student's designated area.
- Go directly to your destination
- Respond immediately to all staff directions

RESTROOM EXPECTATIONS AND PROCEDURES

- Use restroom facility appropriately
- Keep water in the sink and clean up after yourself.
- Observe personal space, respect personal space, and lock stalls when entering and unlock when leaving.
- Enter the restroom only when the facilities are available
- Return directly to class or designated area when finished,
- Tell an adult if restroom needs attention,

RECESS AND PLAYGROUND EXPECTATIONS AND PROCEDURES

Recess is an essential element of the total educational experience for students. PreK-5th students are scheduled for a 30-minute daily unstructured recess time allotment per grade level schedule. Teachers may add an additional 10 minutes as part of their classroom management system. The retention pond is reserved for middle school physical education classes.

SAFETY is always first. To be safe, do the following:

- Follow playground procedures.
- Remain on school grounds.
- Walk on the sidewalk when exiting the building to the playground area.
- Follow game rules.
- Inform adults of unsafe behavior or incidents.
- Stay away from unfamiliar adults or animals.

- Keep hands, feet, and objects to yourself.
- Line up quickly when called and listen for instructions
- Be responsible for jackets and other belongings
- Respect school property, share equipment
- Use positive talk, take turns and use good sportsmanship

Students who are not properly dressed for recess will not be permitted to engage in the activities. This includes jackets in cold weather and having the appropriate shoes.

AFTER-SCHOOL ACTIVITIES

All students staying after school must follow these rules:

- Students **MUST** remain with a staff member or club sponsor at all times.
- Students may only go to or work in areas of the school supervised by an adult.
- Clubs and tutoring etc. end at 5:15 p.m. unless stated otherwise **IN WRITING** by the teacher or club sponsor.
- Students report to the front of the school and are expected to be picked up promptly by their rides.
- Students may not leave campus and then return to campus at any time after school unless they are accompanied by a parent. (See **HISD Code of Student Conduct for “Leaving Campus Without Permission”**)

PARENT TEACHER ORGANIZATION - PTO

The Mandarin Immersion Magnet School Community enjoys a strong level of support from our PTO. We work in partnership to support our students and staff members. All parents are members of the PTO. Specific information is posted on their website: www.MIMSPTO.org. We hope that you will support this incredible, hard-working group of dedicated parents.

TEACHER RECOMMENDATIONS

The following procedures are followed for all teacher recommendations requested by parents.

1. Recommendation form and addressed/stamped envelope for each form turned in to the teacher by student.
2. Teacher completes the form.
3. Teacher mails completed form to school or organization.
4. Estimated timeline: Two weeks.
5. Completed recommendations, including photocopies are not returned to students or their parents.

NATIONAL JUNIOR HONOR SOCIETY – MIDDLE SCHOOL

What is the National Junior Honor Society?

Established in 1929, the National Junior Honor Society (NJHS) is one of the nation’s premier organizations established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

Today, it is estimated that more than one million students participate in activities of the NHS (High School) and NJHS (Middle School). NHS and NJHS chapters are found in all 50 states, the District of Columbia, Puerto Rico, many U.S. Territories, and Canada. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.

Who is eligible for NJHS?

In accordance with national standards set by NJHS, students will first qualify for an invitation through their demonstration of success in the area of scholarship. That means, students in 7th or 8th grade with a cumulative 93% on a 100-point scale for the first semester will receive an invitation to fill out an information sheet. Once inducted, members must maintain a 90% for each grading cycle. Students will then fill out the information sheet to give examples of their accomplishments in the remaining areas of Leadership, Service, Character, and Citizenship. Therefore, just because a student qualifies based on their cumulative GPA (scholarship), does not mean they will not automatically be inducted into the NJHS.

Who chooses inductees into the NJHS?

After students fill out an information sheet and the required recommendation forms (3) from teachers and a community mentor/sponsor all their qualifications will be reviewed by our Faculty Council. Recommendations may not be completed by a parent/guardian. The Faculty Council is an anonymous group of faculty members who make final decisions about who will be invited for induction into the NJHS. The Faculty Council also serves as the group who determines if a student should be dismissed because of a failure to meet expectations in one of the five areas of Scholarship, Leadership, Service, Character, or Citizenship.

What does an exemplary NJHS candidate look like?

Scholarship:

Students who have a cumulative grade point average of 3.60 (on a 4.0 scale), as established by the local school's Faculty Council, meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS).

Service:

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Students must complete a minimum of 10 volunteer hours to be considered for membership. Hours must be completed before the close of the application submission deadline.

Leadership:

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

Character:

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

What do you do in NJHS?

The goal of NJHS is to build leaders and do service. Other than that, the activities are up to the NJHS members. In the past, we have coordinated such activities as canned food drives, a Valentine's Day sale, and an on-campus peer tutoring program; Homework Helpers.

Additional information is posted on our school website.

STUDENT COUNCIL

Purpose: MIMS Student Council is a group of elected and volunteer students in middle school working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations.

Through projects and activities, student councils work to:

- PROMOTE CITIZENSHIP

- PROMOTE SCHOLARSHIP
- PROMOTE LEADERSHIP
- PROMOTE HUMAN RELATIONS
- PROMOTE CULTURAL VALUES

A student council is a group of student leaders who work with an adult advisor to collaborate with others to impact their school community, which impacts their city or town, which impacts our state, which impacts our country, which changes the world. Student council includes students in 6th – 8th grade only.

Standards - Academic and Behavior

Members are role models and as such, recognize that their behavior reflects the council and council goals.

- Each Council Member (Officers and Members) are required to meet and maintain certain academic and conduct standards in order to qualify for their membership on the council.
- Students must have maintained a minimum of a 75% average in *all* subjects.
- Students must have and maintain an “E” or an “S” † for each subject with no reported “Ps” in conduct. If a student’s average falls below a 75 or receives a “P” in conduct, the student will be placed on probation for the subsequent three-week grading period.
- If the averages are not improved, the student will be removed from council for a six-week period before being able to fully participate the following six-week and that is only if the averages are brought up to standard.
- Students understand the provisions of this code serve to maintain the integrity of the individual and our program. These consequences serve as a minimum standard.
- If school officials determine that a particular code violation is severe enough to warrant more than the minimum discipline that is required in the code, additional sanctions may be imposed at the discretion of the administrative team of Mandarin Immersion Magnet School. In such a case, the principal’s decision is final.

Election

Elections for a new set of student council officers occur in the month of May. The offices are open to any student who is a rising 6th grader, current 6th or 7th grader. The office of President is only open to a rising 8th grader. Rising 6th graders and all current 6th, 7th and 8th graders are eligible to vote.

Membership

Members agree to attend, and be punctual at all required meetings, and meetings ~~as~~ arranged by class advisors, if applicable. The student council members and officers agree to attend required meetings and/or events as determined by the advisors in the evenings and on the weekends. If a student is unable to fulfill those attendance requirements, the student will notify the advisors of the student council ~~or of the class~~ at least 24 hours in advance.

SHARED DECISION-MAKING COMMITTEE

The Shared Decision-Making Committee is an advisory group of elected individuals composed of the school staff, parents, community and business leaders appointed by the principal. Members serve a two-year term. The principal serves as the chairperson of the committee and will develop the agenda. Individuals including teachers and parents, may submit agenda items on the proper form for consideration at least three days prior to a scheduled meeting. The principal will determine if these items are placed on the agenda. The committee will reach decisions through consensus without voting. Meetings are scheduled monthly with Minutes posted on the school’s website.

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACADEMIC TOURNAMENTS AND SPORTS

ATHLETICS:

- All eligible 7th & 8th grade students may participate in University Interscholastic League (UIL) governed sports. Boys' and Girls' after school sports include cross country, and soccer.
- Sixth graders are encouraged to participate in club level baseball team try-outs. The campus also offers intramural volleyball, basketball, and dodgeball to all students in grades 6 through 8 during lunch at varying times in the school year. – Our PE coaches will gauge interest by the students at the appropriate time.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels)

- Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; Participation, however, is a privilege, not a right. Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.
- Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL), a statewide association overseeing inter-district competition.
- If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization.
- Students involved in UIL athletic activities, and their parents can access the UIL Parent Information Manual at <https://www.uil-texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request.
- In addition, the following provisions apply to all extracurricular activities:
 - ❖ A student who receives at the end of a grading period a grade below 70 in any academic class other than an Advanced Placement course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English may not participate in extracurricular activities for at least three school weeks.

THE DEFINITION OF SPORTSMANSHIP

Sportsmanship is character displayed through athletic competition. People of character live by the “*Six Pillars of Character*,” universal values that can be used to define a good person: *trustworthiness, respect, responsibility, fairness, caring and citizenship*. This code applies to the parents of all student-athletes involved in interscholastic sports.

TRUSTWORTHINESS - Always pursue victory with honor

- Demonstrate and demand scrupulous integrity.
- Observe and enforce the spirit and letter of rules.
- Don't compromise education and character-development goals.
- Don't engage in or tolerate dishonesty, cheating or dishonorable conduct.

RESPECT - Treat the traditions of the sport and other participants with respect.

- Don't engage in or tolerate disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent “trash talking,” taunting and unseemly celebrations.
- Win with grace and lose with dignity.

RESPONSIBILITY - Be a positive role model and require the same of your student athletes.

- Further the mental, social and moral development of athletes and teach life skills that enhance personal success and social responsibility.

FAIRNESS - Adhere to high standards of fair play.

- Never take unfair advantage.
- Be open-minded.

CARING - Assure that the academic, emotional, physical and moral well-being of athletes is always placed above desires and pressures to win.

CITIZENSHIP - Promote sportsmanship by honoring the rules and goals of the sport.

- Establish codes of conduct for coaches, athletes, parents and spectators.
- Safeguard the health of athletes and the integrity of the sport prohibiting the use of alcohol and tobacco.
Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs.

Mandarin Immersion Magnet School
休士顿中文沉浸学校

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

The Positive Behavior Interventions and Supports (PBIS) is a proactive schoolwide approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. It is a framework for teachers, administrators and parents to work with students and is used with all students to create a safe and positive school atmosphere. For more information on HISD PBIS initiative, visit <https://www.houstonisd.org/Page/153366>

DISCIPLINE

The Houston ISD Code of Student Conduct is our framework for campus discipline. The following identifies possible consequences for inappropriate behavior:

- Loss of Privileges (i.e., school dances, assemblies, and other extracurricular activities)
- After school Detention
- In School Suspension (ISS)
- Out of School Suspension (OSS) (as per HISD Code of Student Conduct)

ACCOUNTABILITY SYSTEM

Classroom:

The following is a list of possible actions or consequences that may be taken and documented to address behavior:

- Verbal/Non-verbal warnings
- Teacher-Student Conference
- Written parent notification
- Teacher-Parent-Student Conference
- Contacting parent
- Change of seating
- Loss of privileges
- Lunch and after school detention

Administrative:

The following steps will be taken, and documentation will be provided to the teacher and parent by administration. For administration to take action regarding a student's behavior, the teacher must submit a discipline referral with a detailed explanation of the behavior to be addressed and the steps taken at the classroom level.

- Administrator-Parent-Student conference
- Loss of Privileges
- Lunch Detention and After School detention
- Community Service
- In School suspension

- Out of School Suspension
- DAEP Placement

MIMS partners with HISD SEL department to ensure implementation and growth of a culturally responsive and emotionally safe learning environment. We have resources to help students develop skills to manage their emotions, form positive relationships, feel empathy for others, and make responsible decisions. SEL programming is based on the understanding that the best learning emerges in the context of supportive relationships that make learning challenging, engaging, and meaningful.

THE HISD CODE OF STUDENT CONDUCT

URL: https://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/7905/2021-2022CodeofConduct_ENG.pdf

The Houston Independent School District has established as one of its primary goals the provision of a high-quality educational program for each student in a safe school environment free of disruptions that interfere with the educational process. The purpose of this *Code of Student Conduct* is to inform all students and parents of their rights and responsibilities and HISD's expectations regarding behavior and conduct. The *Code*, reviewed and approved by the HISD Board of Education, is based on federal and state laws and the policies of the Board of Education and Administrative Regulations. Administrative Regulations communicates District administrative procedures and practices.

The HISD *Code of Student Conduct* was developed to protect the rights of all students by:

- providing a districtwide discipline management plan
- specifying the behavior that is expected of all students
- describing the broad range of student misconduct and providing appropriate disciplinary consequences or options for the various kinds of misconduct
- outlining student rights relating to school activities and administrative decisions

HISD staff, students, and parents are expected to become familiar with and abide by the provisions of the *Code of Student Conduct* and the rules and regulations adopted and implemented by individual schools based on their School-Based Discipline Management System.

OVERVIEW OF RESPONSIBILITIES

The *Code of Student Conduct* and the School-Based Discipline Management System are instruments that are intended to be implemented with the cooperation of all members of the HISD community with a view toward the overall goal of keeping schools safe and secure. Attaining that goal depends on the exercise of responsibilities by the following:

STUDENTS

- Exhibit the highest standards of behavior to create a positive and welcoming school atmosphere • Develop constructive student relationships with peers and school personnel
- Contribute to the overall safety of the campus and campus community by reporting anything that would threaten an individual or the school community; if you see something, say something.
- Adhere to District, school, classroom, and school-related activity rules and regulations consistent with this *Code* and campus specific procedures

PARENTS

- Support District, school, classroom, and school-related activity rules for student behavior and ensure that their children conduct themselves according to District standards.
- Provide the school with their current domicile address and, when available, current telephone numbers and email addresses.
- Ensure student attendance at school. By state law, student attendance is the responsibility of parents and guardians.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school.

TEACHERS

- Establish classroom-management procedures that promote good student conduct and positive learning environments.
- Contribute to the academic and social/emotional growth of all students.
- Develop constructive and positive relationships with peers, students, and parents.
- Support and adhere to all school and District policies, procedures, and regulations.

ADMINISTRATOR/CAMPUS BEHAVIOR COORDINATOR

- Develop with all members of the school community an effective School-Based Discipline Management System that promotes and maintains the support of good student behavior.
- Monitor all school systems to ensure that they are conducive to the academic and social/emotional growth of all students
- Develop constructive and positive relationships with peers, students, and parents.
- Implement progressive discipline management techniques that include positive behavioral interventions and supports.
- Ensure and protect staff's and scholars' rights to due process procedures.
- Promptly notify parents/guardians of any violation of the *Code* that results in an exclusionary consequence (i.e., suspension, removal from classroom, campus, or school-related activity). • Support and adhere to all school and District policies, procedures, and regulations.

BOARD OF EDUCATION

Approve a *Code of Student Conduct* that identifies standards of conduct for students and enact policies and procedures necessary for implementing and enforcing a structured and disciplined learning environment that promotes constructive and positive relationships among staff, scholars, and parents, and protects the rights and responsibilities of all stakeholders.

STUDENT RESPONSIBILITIES

The students' responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Attending all classes each day and being on time in conformity with the compulsory attendance laws of the State of Texas
- Preparing for each class with appropriate materials and completed assignments.
- Dressing according to the dress code adopted by each individual school
- Showing respect toward others

- Conducting oneself in a responsible manner
- Paying required fees and fines
- Knowing and obeying all school rules in the *Code of Student Conduct* and the School-Based Discipline Management System
- Cooperating with staff members in the investigation of disciplinary matters
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
- Reporting bullying and threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult.
- Using HISD technology systems for school business purposes only and using school computers and related equipment appropriately
- Abiding by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network. This also includes a prohibition on altering the imaging or software configuration on any District-provided computing device.
- Reporting all observed or suspected technology security problems immediately to a teacher
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. HISD shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, District personnel, and parents while at school or while attending school activities.

Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline and the School-Based Discipline Management System were established to achieve and maintain order in the school. Students who violate the rights of others or District or school rules shall be subject to disciplinary action in accordance with established District policies and procedures.

All students and parents/guardians are expected to maintain the highest level of discipline and decorum at all school functions and school facilities. Failure to comply with administrative directives promoting order, safety, and respect may result in immediately being removed from participation in school activities, including commencement exercises and/or a District facility.

Level I—Violation of Classroom Rules:

- Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II—Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct.
- **Level III—Targeted Intervention, Restitution, Suspension, or Optional Removal to Disciplinary Alternative Education Program:**

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense

Level IV—Placement in a Disciplinary Alternative Education Program:

- Criminal offenses as defined in Level IV and offenses that have been determined to be significantly serious by the School Board. This may include any felony, whether school-related or not, unless it is one for which expulsion is required. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Level V—Expulsion for Serious Offenses:

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the District's *Code of Student Conduct* by a student while placed in a Disciplinary Alternative Education Program. A finding that a student engaged in an offense listed under Level V constitutes a finding that the student has engaged in serious misbehavior.

For a complete guide and information of the levels of student misconduct and disciplinary options, please go to pages 6 - 15 of HISD Code of Student Conduct. To access the code of conduct page, go to <https://www.houstonisd.org/codeofconduct>

LEVELS OF OFFENSES/OVERVIEW Acts of misconduct are categorized into the following five levels of offenses:	
Level 1- Common offenses: (Repeated level 1 offenses become level 2) Teacher/Counselor (Discretionary) <ul style="list-style-type: none"> • Profanity • Disrupting class • Refusing to comply • Dress code violation • Sagging • Hood on head • Screaming or Yelling • No ID • Not remaining seated • Eating at unauthorized times Tardiness (1-5 times per semester) 	Level 2- Common offenses: (Repeated level 2 offenses become level 3) Teacher/Counselor (Discretionary) <ul style="list-style-type: none"> • Profanity directed towards students Disrupting class (refusal to comply) Non-physical confrontation (Verbal) Disrespect towards adults • Low level threat • Intent to fight • Inappropriate contact • Dress code violation (refusal to comply) Videoing a fight (not posting) • Sexual gestures • Stealing (\$20 or less) • Chronic tardiness (6-10 times per semester) • Possession of staff resources • Throwing objects • Eloping(School grounds) • Phone usage • Student in unauthorized area • Intentionally spitting on student (discretion)
Level 3- Common offenses: (Repeated level 3 offenses become level 4) Campus Admin/Assist.Principal/Principal (Automatic) <ul style="list-style-type: none"> • Eloping (Off-School grounds) Physical fighting 	Level 4- Common offenses: (Repeated level 3 offenses become level 4) Campus Admin/Asst.Principal/Principal (Automatic) <ul style="list-style-type: none"> • Drug Possession

- Wearing gang paraphernalia Violating stay away contract Bullying/Harassment Pornography
- Cyber bullying
- Inappropriate pictures (if posted) Videoing a fight (if posted) Severe tardiness (11 or more)
- Possession of contraband Stealing (\$750 or less)

- Alcohol Possession
- Weapons Possession
- Contraband Possession (repeated) Cyber bullying (repeated)
- Stealing (\$750 or more)

Lunch Detention Rules

Who gets lunch detention?

- Lunch detention is given to students in grades PK-8 who commit minor infractions of established rules and procedure, including but not limited to level I and level II infractions per the code of student conduct.
- Students who get detention will eat lunch with a designated staff in Mr. Lee's office (room 306) during the students designated lunch period.
- Lunch detention can be assigned by the teacher or supervising staff.
- Parents will be contacted upon their child's assignment to lunch detention and must participate in a Parent/Administrator conference.
- A student can receive 1-2 consecutive days of lunch detention per infraction. If a student receives more than 1 day of lunch detention, parents will be informed by the teacher.
- Repeat offenders' consequences can escalate to a level 3 or 4 consequence (After-school detention, ISS or OSS) per discipline committee discretion.

After School Detention Rules

Who gets after-school detention?

- After-school detention is given to students in grades 3-8 who commit repeated minor infractions of established rules and procedure, including but not limited to level I and level II infractions per the code of student conduct.
- After-school detention is given to students in grades 3-8 who were given more than 2 lunch detentions.
- Students who get after-school will report to designated staff in Mr. Lee's office (room 306) during the students designated lunch period.
- After-school detention can be assigned by the teacher or supervising staff. Parents will be contacted upon their child's assignment to after-school detention and must participate in a Parent/Administrator conference.
- A student can receive 1-2 consecutive days of lunch detention per infraction. If a student receives more than 1 day of lunch detention, parents will be informed by the teacher.
- Repeat offenders' consequences can escalate to a level 3 or 4 consequence (ISS or OSS) per discipline committee discretion.

In-School Suspension Rules

Who gets In-School Suspension (ISS)?

- ISS is given to students in grades 3-8 who commit repeated level I and II and/or Level 3 or 4 infractions of established rules and procedure per the code of student conduct.
- ISS is given to students in grades 3-8 who have served 1 after-school detention.
- ISS may only be assigned by a campus administrator, the assistant principal or principal. Parents will be contacted upon their child's assignment to ISS and must participate in a parent/administrator conference.

What happens when my child receives In-School Suspension?

- Students are to report to the Main Office as soon as they arrive at school. Students MAY NOT go to their classroom without staff supervision.
- Students are responsible for all work assigned by their teachers.
- ISS designated staff will proctor any tests assigned by teachers.
- Students will eat their lunch in the ISS room.
- Students will be dismissed from the ISS room at the end of the day.
- Students who get ISS will be picked up by designated staff and will take him/her to Mr. Lee's office (room 306).

Detention and ISS Teachers (Kirk, Dedicated Sub, Sergio)

Out of School Suspension Rules**Who gets Out of School Suspension (ISS)?**

- OSS is given to students in grades 3-8 who commit repeated Level 3 or 4 infractions of established rules and procedure per the code of student conduct.
- Criminal offenses as defined in Level IV and offenses that have been determined to be significantly serious by the School Board. This may include any felony, whether school-related or not, unless it is one for which expulsion is required. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.
- ISS may only be assigned by the assistant principal or principal. Parents will be contacted upon their child's assignment to ISS and must participate in a parent/administrator conference.

What happens when my child receives Out of School Suspension?

- Students MAY NOT go to the school nor permitted on the school grounds.
- Students are responsible for all work assigned by their teachers.
- Students can only report back to campus after completion of the OSS.



休士顿中文沉浸学校

Students and Parents Handbook School Year 2022 - 2023

This certifies that I, _____, parent/guardian of
_____, _____ grade student at MIMS, acknowledge that I received
Mandarin Immersion Magnet School's Students and Parents Handbook and will adhere to the guidelines
therein.

Signature

Date

Parent/Guardian's Name

Houston Independent School District
Mandarin Immersion Magnet School
MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN
2022-2023

Student Name: _____

Student ID: _____

Expectations for the Student

Magnet Students should demonstrate commitment to the magnet theme by the completion of all assignments and course meetings as required. They will contribute to sustaining a school environment that promotes mutual respect and supports the success of others as outlined in the student code of conduct.

Expectations for the Family

Family engagement and partnership is required for the Magnet educational experience. Families are expected to be responsive to communication from the school regarding academic progress, attendance, and behavior.

Continuation Requirements

- Students are required to achieve one level of progress in acquisition of second language
- Students must show satisfactory year-to-year growth (measured by BOY, EOY)

Students who do not meet program continuation requirements, are placed on an **HISD Magnet Growth Plan** for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals and parent(s) will evaluate 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 is used to determine if the student should continue in the Magnet program the following school year. All Magnet transfers are for one year and may only be denied at the end of the year.

Please Note:

- Students cannot be placed in the regular educational program on the same campus where they have a Magnet transfer.
- All students are limited to a single transfer each school year.
- Should the child choose to leave the program **voluntarily** before the end of the school year, he or 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.

We agree to adhere to the program expectations and policies as outlined in this agreement. All signatures are required for this agreement to be active. Student signature is only required for students in grades 6 and above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

DIRECT LINKS TO IMPORTANT DOCUMENTS:

HISD ANTI BULLYING RESOURCES
HISD PARENT APPROVAL FORM Field Trip Permission Slip
HISD CODE OF STUDENT CONDUCT
HISD CODE OF CONDUCT ACKNOWLEDGEMENT FORM
HISD SPED HOME
HISD SECTION 504/ADA
HISD MEDIA RELEASE FORM
HISD SAFETY ACKNOWLEDGMENT FORM
HISD PROPER ONLINE BEHAVIOR
TEXAS LAW REGARDING ATTENDANCE
IMPORTANCE OF ATTENDANCE
HISD FAMILY SURVEY
HISD POLICE SAFE GUN STORAGE ACKNOWLEDGEMENT
HISD BREAKFAST AND LUNCH WEBSITE
HISD UIL PERMISSION FORM
HISD SCHOOL CHOICE WEBSITE