



MANDARIN IMMERSION MAGNET SCHOOL

zhōng wén chén jìn xué xiào
中 文 沉 浸 学 校

5445 W ALABAMA • HOUSTON, TX 77056

PHONE: (713) 295-5276 • FAX: (713) 662-3527

School Hours: 8:30 AM – 3:50 PM

After-School Care: 3:50 PM – 6:30 PM

Dismissal Hour (front desk is unavailable): 3:30 – 4:10 PM

School Colors:

Black, White, Red

School Mascots:

Dragon & Phoenix

PTO/Volunteers

Welcome! All parents are part of MIMS PTO. For more information on getting involved, visit their website: MIMSPTO.org. All volunteers in HISD schools must be cleared through the Volunteers in Public Schools (VIPS) program. Registering with the VIPS program can be done either online through the Parents tab on the HISD homepage (www.houstonisd.org) or on-campus with our office staff.

Who can help you?

Classroom teacher(s) – first contact
Front Office Clerk(s)
Nurse – Ms. Stubblefield
Social Worker – Ms. Lyons
School Secretary – Ms. Garcia
Assistant Principal – Ms. Colión
Principal – ChaoLin Chang

Attendance: Instruction starts in the classroom at 8:30. Attendance is taken at the beginning of each period and again at 9:30. Students who are not present by 9:30 are marked absent for an entire day. Please send the doctor note to the classroom or homeroom teacher upon your child's return to school for the absence to be excused.

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

Early Departures: If you need to pick up your child prior to dismissal time, please come to the front office before 3:30. The person picking up the student **must** show his/her driver's license and be listed in HISD system. Designated adult who is not in the system **must** obtain a written permission or email from the parents.

Picking up your child early will result in losing instructional time. Excessive tardy or absences may result in dismissal from the immersion program.

Arrival & Departure

Arrival: School opens at 8:00 AM. Students should report directly to the cafeteria. There is no supervision for students who arrive on campus before 8:00 AM, unless enrolled in CIASP's morning care.

Departure & Changes: Students will be ready for dismissal by 3:50 PM. Changes to your child's after school transportation must be made by 3:15 PM. Any change in dismissal procedure must be submitted through email to MIMSdismissal@houstonisd.org

Student Drop-Off: Parents driving their student to campus 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.

Student Pick Up: Leave the issued placard in your windshield on the passenger side. Elementary students will be called to meet you at the curbside. Students who are not bus riders or attend after-school programs **MUST** be picked up from the cafeteria by 4:10 PM. After 4:10 PM, all remaining students will be automatically enrolled in temporary after-school care with a fee. Middle school students will be dismissed through the front door to wait under the awning in front of the school.

Bus Riders: Transportation is a privilege for our K-8th graders. Student must ride assigned buses only and are required to obey appropriate safety rules to remain eligible for transportation services. HISD Transportation: 713-556-9400

Walkers: If you would like for your elementary student to walk home, please complete the form at the front desk. Your child will be dismissed from the cafeteria at dismissal.

School Visitations

All visitors must sign in at the front office. Your driver's license or state ID will be scanned and you will be given a nametag for your visit to the designated area. Nametag must be worn at the shoulder level.

Cafeteria Visits: Due to limited space, 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. Due to specific dietary restrictions, you may only bring lunch for your child. Lunch visits end when the students are lined up.

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 stated by the teachers.

Observations: Observation of your child must be coordinated through the principal's office and scheduled in advance. Approved observation will be accompanied by an administrator and the visit will be limited to 10 minutes.

Change of Address

Please keep home address, email address, and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you.

Emergency School Closings

For information on school closings, local TV news coverage (NBC, CBS, ABC, FOX) will indicate "All HISD schools." Additionally FM/AM radio stations and www.houstonisd.org will carry latest school closings. In the event of MIMS-specific emergency closing, parents will receive an automated call out, as well as posting to school website under "Latest News."

Textbooks & Library Books

State law mandates that textbooks must be covered. Students must pay for lost or damaged textbooks or library books.

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 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.

Personal Items

Forgotten Items: If you are dropping off forgotten items, lunch, or glasses, you may leave them at the front desk. We will ensure they are delivered to your child.

Non-Instructional Items: To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school. These items can be defined as, but not limited to: toys, radios, trading cards, sports equipment, iPods, cameras, make up, stuffed animals.

Cell Phones: Cell phones must be turned off and put away for the duration of the instructional day. Cell phones that are taken out between 8:30-3:50 will be brought to the principal’s office for parents to pick up with a \$15 fee.

Buying & Selling Items: Students are not permitted to buy or sell any items at school except during school-sponsored activities and events.

Code of Conduct

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

Live the values.

Master Chinese.

Excel.

zhòng shì pǐn gé jīng tōng zhōng wén chāo yuè zì wǒ
重视品格 精通中文 超越自我

Respect Perseverance Integrity Curiosity Courage Responsibility

jìng yì zhèng hào yǒng zhài
敬 毅 正 好 勇 责
ài lì zhí qí qì rén
爱 力 直 奇 气 任

Student Dress Code

All students attending MIMS are required to dress in the fashion to reflect a positive image for the school. The attire should be comfortable, professional, and respectful to the learning environment. The MIMS dress code is:

- All articles of clothing are to fit properly
 - not too tight, not too loose, not too short
 - tops/shirts/blouses must have sleeves and be within 2 inches from the neckline
- Clothing must be worn that is neat and clean in appearance.
 - no visible tears or rips
 - pants or skirt not hanging below waistline
 - see-through clothing must wear with an undershirt
- No pictures or language that suggest behaviors listed in HISD Code of Student Conduct
- All students shall wear shoes for safety and health reasons. Due to safety considerations, all footwear must be closed-toe and close-heel. Footwear with light feature should remain off during instruction. No footwears with wheels are permitted. Footwear must be worn at all times unless permitted by teachers.

If you question the appropriateness of an article of clothing, we ask that you not allow your child to wear it to school. It is an uncomfortable situation for both the staff member and the child when inappropriate clothing is worn to school, and an inconvenience to the parent who will be called to provide alternate clothing. The administrators will determine if any issue related to student clothing, including any not listed above, is a violation of the student dress code.

Academic Support

Course Syllabus: Please be familiar with the requirement in the course syllabus.

Daily Learning: Follow up with weekly teacher email messages and school newsletter.

Homework: Ensure your child enough time and quiet place to complete homework and extended practices.

Student Early Dismissal Dates

On the following dates, students will be dismissed at 12:30 PM. Students will follow alternative instructional schedules.

September 21, 2018
October 19, 2018
November 9, 2018
January 18, 2018
February 15, 2018

Food & 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.

Medicine Policy

- HISD Board of Education Policy only permits nurse or designee to administer prescription medication. Countertop medicine or products (including aspirin, are bug spray) are to be administered by parents or guardians only.
- Prescription medication must be in the original container, properly labeled with the child’s name, name of medication, and directions for time and dosage. Medication must be prescribed by a medical professional licensed to practice in the state of Texas.
- Students may self-carry emergency medicine for diabetes, asthma/anaphylaxis, and epinephrine. Students may also self-carry and apply sunscreen. Staff are not required to apply.
- When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school as **students may not transport medicine to or from school.**

Let’s Work Together!

- Set home learning routine.
- Read emails, notices, and newsletters from school.
- Read with your child at home.
- Practice Chinese on Quizlet and BetterChinese.
- Help your child with other homework.
- Communicate with teachers immediately for any concerns regarding your child.
- Enjoy quality time with your child outside of school.

Continued Enrollment at MIMS

All students enrolled at MIMS will automatically be enrolled for the next school year assuming satisfactory progress and achievement. Students do not need to reapply for each school year. As outlined in the Entrance Agreement, each student must also maintain satisfactory grades, regular attendance, and adhere to the HISD Code of Student Conduct.