



**HANDBOOK FOR
STUDENTS AND PARENTS
School Year 2023-2024**

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

**Cindy Tiet, Principal
Marichu Tima-an, Assistant Principal**

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.

HOUSTON INDEPENDENT SCHOOL DISTRICT

2023-2024 Academic Calendar

July 2023	August 2023	September 2023
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 2023	November 2023	December 2023
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2024	February 2024	March 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2024	May 2024	June 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

<p>Key</p> <p>Holidays</p> <p>Teacher Preparation Days (no students)</p> <p>Teacher Development Days (no students)</p>	<p>Holidays</p> <p>September 4 Labor Day</p> <p>September 25 Fall Holiday</p> <p>November 20-24 Thanksgiving Holiday</p> <p>December 25-January 5 Winter Break</p> <p>January 15 Martin Luther King, Jr. Day</p> <p>March 11-15 Spring Break</p> <p>March 25 Chavez Huerta Day</p> <p>March 29, April 10 Spring Holidays</p> <p>May 27 Memorial Day</p> <p>June 19 Juneteenth</p>
<p>School Day Start and End Times</p> <p>7:30-3:00 Elementary</p> <p>8:30-4:00 K-8 and Middle School</p> <p>8:30-4:10 High School</p>	<p>Significant Dates</p> <p>August 14, 2023 Teachers report to work</p> <p>August 28, 2023 First day of school</p> <p>December 22, 2023 Last day of first semester</p> <p>January 9, 2024 First day of second semester</p> <p>June 5, 2024 Last day of school for students</p> <p>June 6, 2024 Last day for teachers</p>
<p>Grading Cycles</p> <p>August 28-September 29</p> <p>October 1-November 10</p> <p>November 13-December 22</p> <p>January 9-February 27</p> <p>February 28-April 19</p> <p>April 22-June 5</p>	<p>Report Card Date</p> <p>October 6</p> <p>November 17</p> <p>January 12</p> <p>March 8</p> <p>April 26</p> <p>June 5 (ES, K-8, MS)</p> <p>June 14 (HS)</p>

updated 02/09/23

SCHOOL HOURS	
Before School Care (ASP)	7:00 am – 8:15 am
Building Opens	8:15 am
Instruction Begins	8:30 am
Tardy Bell	8:35 am
Attendance Taken (ADA Time)	9:45 am
Lunch Time	10:45 AM – 12:55 PM (see lunch schedule)
Dismissal	4:00 pm
Main Office Hours	8:15 am – 4:30 pm
After School Program/Care	4:00 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>

Phone Numbers:
Main Line: 713-295-5276
Fax: 713-556-3598

**MIMS FACULTY & STAFF
SY 2023 - 2024**

MIMS TEACHING STAFF		
POSITION	NAME	EMAIL
PK - English - ELAR/SS	Rachel Simpson (Team Lead)	rsimpson5@houstonisd.org
PK - Mandarin/Math/Science	YungChen Chung	tchen1@houstonisd.org
PK Teacher Assistant	Bo Su	bo.su@houstonisd.org
Kindergarten - English - ELAR/SS	Laura Tijerina (Team Lead)	laura.tijerina@houstonisd.org
Kindergarten - Mandarin/Math/Sci.	Yi Zhang	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 - Mandarin/Math/Science	Lu Liu	lu.liu@houstonisd.org
1st Grade - English - ELAR/SS	Jamie Russo	jrusso@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
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	jqu@houstonisd.org
2nd Grade - English - ELAR/SS	Patricia Butler (Team Lead)	pbutler1@houstonisd.org
SLL - Self-Contained	George Pineda	george.pineda@houstonisd.org
SLL TA	Derrick Williams	
SLL TA	Vivienne Belza	viviene.belza@houstonisd.org
SPED Co-Teacher	Peggy Bridges	peggypuiki.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 (Team Lead)	dongyan.zhang@houstonisd.org
3rd Grade - Mandarin/Math/Science	Jialing Yu	jialing.yu@houstonisd.org
3rd Grade - English - ELAR/SS	Ginger Dykstra	ginger.dykstra@houstonisd.org
4th Grade - English - ELAR	Ellen Heinrich	ellen.heinrich@houstonisd.org
4th/5th Grade - Mandarin	Chunlan Feng (Team Lead)	chunlan.feng@houstonisd.org
4th Grade - Mandarin Math/Science	Camilla Cai	
5th Grade - Mandarin Math/Science	Xinwei Zou	xinwei.zou@houstonisd.org
4th/5th Grade - Social Studies	Steeve Ibarra	steve.lia@houstonisd.org
5th Grade - English - ELAR/SS	Kristen Thome (Team Lead)	kristen.thome@houstonisd.org
6th. ELAR; Speech & Debate; Yearbook/Journalism	Gabriel Silveira	gabriel.silveira@houstonisd.org

7th and 8th ELAR	Lee Lemons	lee.lemons@houstonisd.org
6th & 8th Math; Critical Thinking	Suneetha Muraleedharan	suneetha.muraleedharan@houstonisd.org
7th/8th Algebra; Computer Science	Bin Wang (Team Lead)	bin.wang@houstonisd.org
7th. Math; Mandarin Theatre; Public Speaking	Biyong Zheng	biyong.zheng@houstonisd.org
6th/8th Science; Elective	Griffin Kennedy	
7th Science; 8th Biology; Research Lab	Ruchi Sharma	ruchi.sharma@houstonisd.org
6th, 7th, & 8th. Grade Mandarin	YunChing Wang	yunching.wang @houstonisd.org
Chinese 1,2,3,4 (+ AP Chinese)	Tianjiao Wei	tianjiao.wei@houstonisd.org
6th Grade SS, 7th TX History & 8th US History	Michael Liu	mliu@houstonisd.org
PK-8 Mandarin Interventionist	Allan Solomon	allan.solomon@houstonisd.org
PK-8 Reading & Dyslexia Interventionist	Timothy Beach	bertbimothy.beach@houstonisd.org
TCLP Teacher	YiTing Wu	
General Ed. TA	Thomas Gentry	
6th & 7th COED PE & Elective	Anne Taylor (Team Lead)	ataylor22@houstonisd.org
6th Grade Soc.Studies; 7th/8th Theater; Study Hall	Nancy McGahey	nancy.mcgahey@houstonisd.org
6-8 Art; Study Hall	Joanna Truong	joanna.truong@houstonisd.org
PK-5 PE	Joseph Deggs	jdeggs@houstonisd.org
MS Art	Yu-Ting Chen	yyutting.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	Cindy Tiet	ctiet@houstonisd.org
Assistant Principal	Marichu Tima-an	mtimaan@houstonisd.org
Magnet Coordinator	Liang Guo	lguo3@houstonisd.org
Guidance Counselor	Hsiao-Yun Liu	hliu@houstonisd.org
Wrap Around Specialist/District	Kenneth Lee	kenneth.lee@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
Office//LPAC/Magnet Clerk	Crystal Flores	cflore19@houstonisd.org
Office/Textbook Clerk	Michael Gonzalez	michael.gonzalez3@houstonisd.org
IT	Elmer Milla	elmer.milla@houstonisd.org
Plant Operator	Guadalupe Padron	gpadron@houstonisd.org

Custodian	Nancy Bellas	nancy.bellas@houstonisd.org
Custodian	Elsi Ventura	eventur1@houstonisd.org
Custodian	Brianda Moreno	brianda.morenoplaza@houstonisd.org
Custodian	Edna Martinez	nancy.bellas@houstonisd.org
Custodian	Maribel Santos	mgomezde@houstonisd.org
Cafeteria Manager	Brina Hodges	brina.hodges@houstonisd.org
ASP Lead	Sergio Gonzalez	sgonza39@houstonisd.org

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.

Faculty Responsibility

Faculty and/or staff members are responsible for:

- orienting students to the Academic Honesty Policy by describing the procedures and penalties of the code,
- minimizing students' temptation to violate the policy by enacting adequate security/monitoring 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.

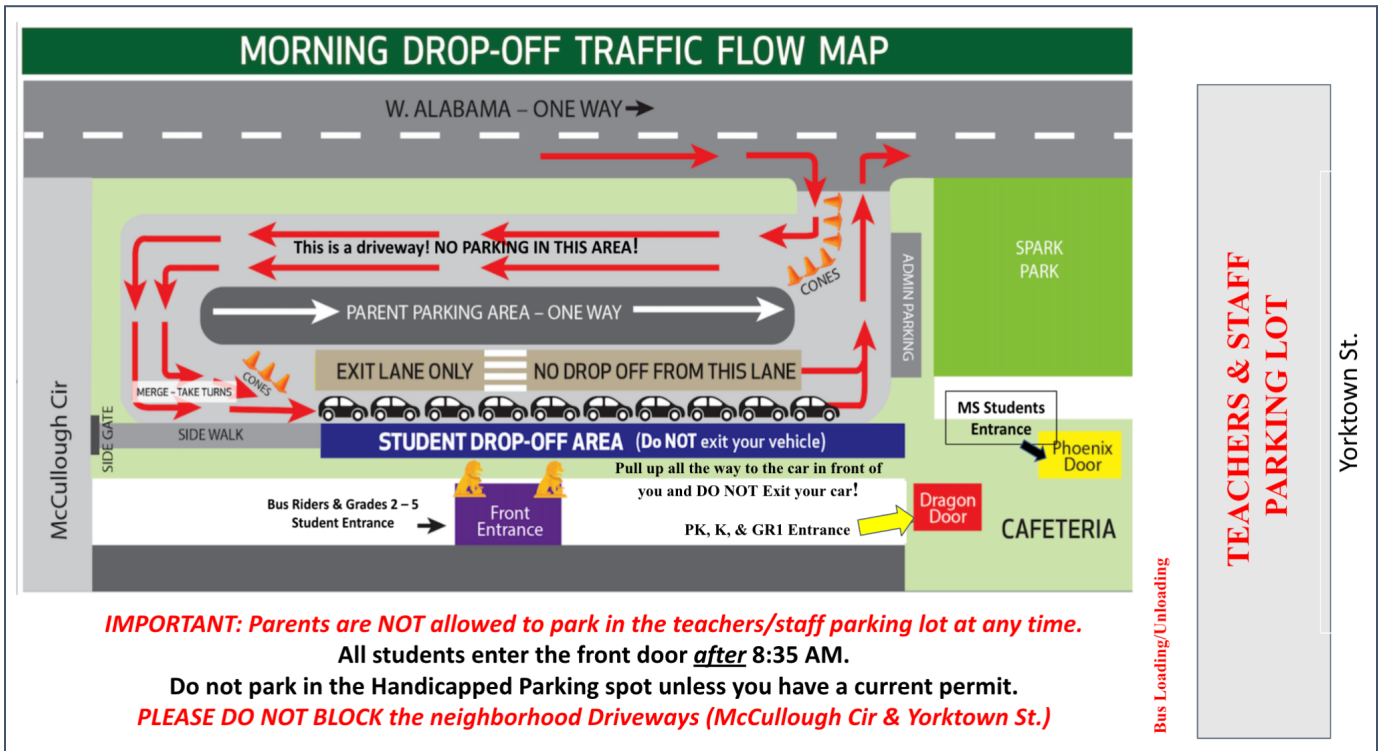
AFTER-SCHOOL ACTIVITIES

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”)

ARRIVAL & DISMISSAL PROCEDURES

NOTE: *There is no supervision for students who arrive prior to 8:15 am unless they are enrolled in our morning care program.*



DROP OFF PROCEDURES & STUDENT 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 any posted “No Parking” signs and be courteous to our neighbors. Please do not block residential driveways.

Please note: For parents who drop off their students before the school building opens at 8:15 AM, please be advised that Spark Park 1 & 2 and the front of school do not have staff supervision at this time.

PRE-K/Kinder/1st - 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.
- Teachers on duty will take them to their classrooms.
- PK, K, & 1ST. will eat breakfast in their classrooms.

Grades 2 - 5

Grades 2 - 5 enter through the front door, grab their breakfast and go straight to their classrooms. Grades 2-5 students eat breakfast 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.
- MS students will go to their first period classes at 8:30 AM.

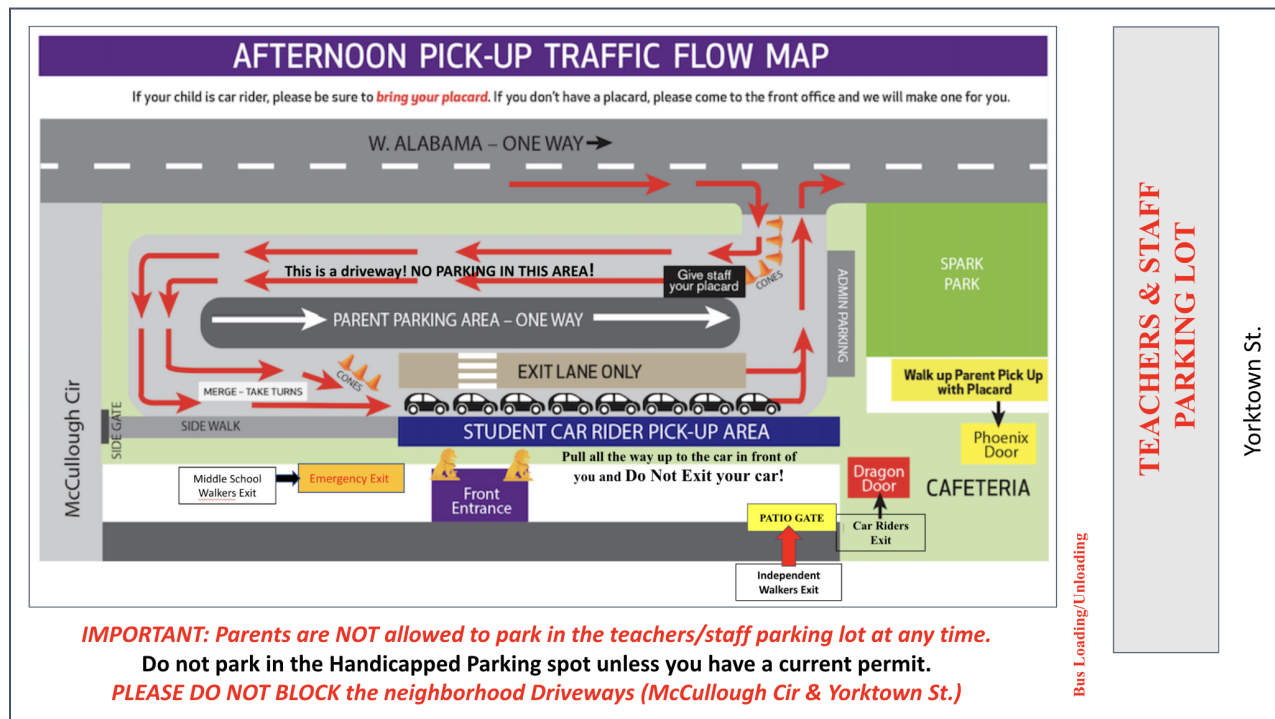
Morning announcement will begin at 8:35 AM.

Morning care program begins at 7:00 AM and ends at 8:15 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 placards during the Teacher Meet and Greet 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

- Walk up Parent Pick Up with Placard will report to the Phoenix Door.
- Carpool students will exit out of the Dragon Door.
- Independent Walkers (K-5th with Walker Tags) will exit through the Patio Gate Door.

Middle School - students will be dismissed through the front door.

- Walkers - Will exit through the EXIT door by the front office (under the staircase).
- Middle School with younger siblings:
 - 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*).

WALKERS

- Parents of Independent student walkers need to fill out and submit a [Walk Home Permission & Indemnity Agreement Form](#).
- Independent elementary walkers will line up in the main hallway and will be dismissed out the Patio Gate Door.
- Each independent student walker will receive a walkers tag. A walkers tag attached to the student's 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 member. Staff will call the students and bring them to their parents. **Placards/Dismissal cards required to pick up all children. NO EXCEPTIONS!**

CAR RIDERS with Placards:

- A MIMS staff member 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 parents are running late, please 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.**

ATTENDANCE

Good attendance is a key to success in schools. The Texas Education Agency (TEA) requires elementary schools to average 98% for daily attendance of **ALL** enrolled students. Poor attendance hurts students because they're missing out on valuable instruction and student work. Also, attendance is a factor that TEA uses to rank schools. In addition, HISD uses the school's attendance rate to determine the amount of funding allocated to a school. If our attendance is 98%, then MIMS receives 98% of the funding available. If our attendance rate is 95%, then MIMS does not receive 5% of our funding.

We must have every student that is well at school every day. It is each parent's duty to monitor their child's attendance and request a conference with school officials to discuss any attendance concerns.

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. **Students may not have more than 10% total days absent (from their enrollment date). This means that when a student accumulates more than 10% of absences (approximately 18 days), 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 six weeks. Students will be required to complete credit recovery assignments and/or attend summer school as a result of not meeting the attendance promotion standard. School-sponsored or sanctioned activities are exempt and do not count as an absence.

The only acceptable excuses for absences are:

- personal illness (doctor's note is required if more than 3 days)
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- juvenile court proceeding documented by a probation officer
- approved college visitation

When your child is absent, please complete ONE of the following actions:

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.

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 will 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 9:45 a.m.

Homework for Absences

Elementary School parents should email their child's teacher to request homework assignments after an absence. 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.

BIRTHDAY CELEBRATIONS

Parents may celebrate their child's birthday at lunch. If the birthday falls on a weekend, the parent can choose to celebrate the birthday the day before or after the weekend.

Parents are welcome to have lunch with your child in the cafeteria on his/her birthday. No other students can be removed from their class lunch table.

In lieu of food items, parents/birthday students can distribute "goodie bags" to ALL of your child's classmates (in the homeroom).

Out of respect for limited instructional time and space, in-class birthday parties will not be permitted on campus in the cafeteria, at recess, or in the classroom. We do not allow the delivery of gifts such as flowers, balloons, etc. to classrooms.

BREAKFAST

HISD provides free breakfast for all MIMS students. The HISD Food Service Department provides monthly breakfast calendars online on the HISD website. <https://www.houstonisd.org/>

Breakfast is available to all MIMS students free of charge. PreK - 5th grade students will eat breakfast in their classrooms. 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.

BUSES

Since MIMS is a magnet campus, all K-8th grade students (except PreK) are eligible for bus transportation. If parents want their students to ride the bus, please email Ms. Bridges and Ms. Godina (backup). Please see the email directory list. Ms. Bridges and Ms. Godina need to have 2 contact parents/guardians for all bus riders.

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

If you have questions or inquiries regarding times/locations of bus stops, please contact HISD Transportation: 713-556-9400.

Please read and discuss the following bus rules and procedures 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. **It is strongly recommended that parents help in making bus stops safer by escorting children to the bus stop each morning.**
- 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.

On 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 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.

Transportation is a privilege for our K-8th graders. Students must ride assigned buses only and are required to obey appropriate safety rules to remain eligible for transportation services. **All provisions of the HISD Code of Student Conduct apply to students when being transported by HISD transportation services.** School buses are an extension of the school building. 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.

CELL PHONE AND ELECTRONIC DEVICE POLICY

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 Code of Student Conduct Violation (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. **At no time may students access social apps while on campus.** Every student will receive a personalized password. Never share your password, and never use another student's password or log-in credentials.

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. Milla 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 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, airpods, 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.

All electronic devices including but not limited to laptops, cellphones, headphones, earbuds/airpods, music players, recording devices, smart watches, ipads, kindle, etc. must be turned off and put away for the duration of the school day.

Cell phones, laptops, and electronic devices may be used on campus only with a staff member's permission and/or supervision, and only for a given academic circumstance. Confiscated devices (those used without permission 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.

Cell Phone and Electronic device violations will have appropriate actions and consequences.

Violation	Phone confiscated	Phone available for parent retrieval	Fee	Other Administrative Action	Discipline
1st	No	N/A	-	Verbal warning	---
2nd	Yes	End of day	\$15	Written warning	---
3rd	Yes	24 hours	\$15	Written warning	---
4th	Yes	3 days	\$15	Administrator/Parent/Student Conference	---
5th	Yes	7 days	\$15	Administrator/Parent/Student Conference	1 day ISS

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. Parents should refrain from communicating with their students on their cell phones during the instructional day. In case of an emergency, please contact the front office.

NOTE: We encourage all our middle school students to use lunch period as a time to socialize and engage with their peers; however, middle school students may use their school-issued laptops, but not cell phones, during

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 **3:30 pm**. After that time, students must remain in class until school dismissal at 4:00 pm. Parents are not allowed early pick ups after **3:30 PM**.

COMMUNICATION

EMAIL

All parents are encouraged to contact the appropriate staff members when they have a question or concern. 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 up to 48 hours for a response.

TUESDAY COMMUNICATION FOLDER (Grades K- 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.

BLOOMZ

Bloomz is the communication platform MIMS will use for school-home communication. Please be sure to download the BLOOMZ app so parents can receive the most updated communication from school.

MIMS CHRONICLE

Every Tuesday, the weekly school newsletter “MIMS Chronicle” will be published on BLOOMZ. The MIMS Chronicle will have all relevant information, dates, and upcoming events for students and families.

CONDUCT

CONDUCT GRADES
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, Satisfactory, Poor, Unsatisfactory*
- 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)

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.

CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children to be happy and successful at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child’s teacher.

To arrange for a conference:

1. **Make an appointment** – write a note/email to the teacher to arrange an appointment time.
2. Be available for an in-person or virtual conference. Teachers can share work samples, clarify assignments, etc. when meeting in person rather than via TEAMS or telephone conferences.
3. Be “tuned in” to your child so you know when to request a conference.
4. Watch test papers, Progress Reports, etc. that may signal trouble areas. View your child’s grades on the Parent Connect site.
5. Please do not ask to have teachers called out of class for a conference. Instructional time belongs to the students.

DISCIPLINE PLAN

Each school in HISD follows the HISD Code of Conduct. Each classroom has a discipline management system to reinforce the HISD Code of Conduct.

The MIMS Discipline Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and the adoption of well-communicated expectations/guidelines.

The MIMS staff enlists the participation and support of parents in upholding high standards for student behavior.

The MIMS Discipline Plan includes:

- Classroom expectations/rules formulated by the students and teacher.

- Frequent review of expectations and consequences.
- Weekly communication from teacher to parent regarding student behavior (elementary)
- Referral to the counselor
- Referral to the office for repetitive disruptions or serious infractions.
- Use of the HISD Code of Student Conduct.

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, there 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 Plan.

DRESS CODE GUIDELINES

We at MIMS feel that attending school is the most important job our children will ever have. The goal of our dress code is to ensure that students remain focused on learning and to create a positive and safe environment. We appreciate parent and student support in upholding our dress code. HISD allows each individual campus to establish its own dress code. Violations of the dress code policy will result in disciplinary action, per the HISD Student Code of Conduct. Besides the categories listed below, accessories, including jewelry, that distract from the educational process, are not allowed. Teachers will actively monitor and enforce the student dress code daily and parents will be notified about non-compliance. Students who do not comply with the dress code will be sent to the office to call parents to bring a change of clothes. School administrators have the final authority for decisions regarding the dress code.

DRESS PROCEDURES AND GUIDELINE

The following procedures will be followed when a student is not in compliance with dress code guidelines:

- Classroom teacher will notify the student and parent of the dress code infraction.
- Upon a second occurrence, the student will be sent to the clinic so that an office staff member can call the parent. ● Parents will have the option of providing dress code clothes or the child will be given clothes to wear for the school day. (Please wash and return clothes the next day.)
- If clothes cannot be provided, the parents will be asked to bring dress code clothes.
- Students will not return to class until dress code infraction has been corrected. (*This is discretionary, depending on the number of repeated infractions*).
- A Dress Code Violation letter will be sent home with the student to inform the parent of the infraction. Please sign and return this letter. ● Chronic and repeated dress code infractions may result in a Discipline Referral to the office.
- Disciplinary actions for dress code violations are stipulated in the MIMS parent and student handbook.

Items below pertain to both elementary and middle school students unless indicated. The MIMS PTO may sell a variety of clothing options with the school logo during the school year.



Mandarin Immersion Magnet School
 休士顿中文沉浸学校
 School Year 2023 - 2024




MIMS DRESS CODE POLICY

The goal of our dress code is to ensure that students remain focused on learning and to create a positive and safe environment. We appreciate parent and student support in upholding our dress code. HISD allows each individual campus to establish its own dress code. Violations of the dress code policy will result in disciplinary action, per the HISD Student Code of Conduct. Besides the categories listed below, accessories, including jewelry, that distract from the educational process, are not allowed. Teachers will actively monitor and enforce the student dress code daily and parents will be notified about non-compliance. Students who do not comply with the dress code will be sent to the office to call parents to bring a change of clothes. School administrators have the final authority for decisions regarding the dress code.

Items below pertain to both elementary and middle school students unless indicated. The MIMS PTO may sell a variety of clothing options with the school logo during the school year.

ITEM	REQUIREMENTS	COLOR	EXAMPLES
TOPS	<ul style="list-style-type: none"> • Polo style shirt either short or long sleeves. • Any MIMS t-shirt such as grade level shirts, various club shirts or school celebration shirts are allowed to be worn any day. • Midriff tops are not allowed. • While students can wear MIMS sweaters or jackets with hoods, hoods are not allowed to be worn on the head at any time while inside the school building. All jackets/sweaters worn inside the campus must be solid colors (red, white, navy blue or black) and plain without graphic designs (with the exception of MIMS logos/designs). 	Solid Colors: red, white, navy blue or black with or without the MIMS logo/designs.	
PANTS AND SHORTS	<ul style="list-style-type: none"> • All pants and shorts must fit appropriately at the waist. • Any oversized, undersized, torn, with holes, with fringes, embellished, cut at the seam or frayed pants or shorts are not permitted. • Shorts must be worn at the knee, or no more than 3 inches above the knee. • Bicycle pants/shorts, compression shorts, gym type shorts, yoga pants, and sweatpants are not permitted. 	Solid Colors: khaki, navy blue, black or blue denim	
SKIRTS, DRESSES AND JUMPERS	<ul style="list-style-type: none"> • Must be worn at the knee, or no more than 3 inches above the knee. • Students are highly encouraged to wear modest shorts or leggings under skirts, dresses and jumpers. 	Solid Colors: khaki, navy blue, black or blue denim	

TIGHTS AND LEGGINGS	<ul style="list-style-type: none"> • Tights and/or leggings are to be worn only under skirts, dresses or jumpers. • Tights/leggings may not be worn by themselves as pants. 	Solid colors	
SHOES AND SOCKS	<ul style="list-style-type: none"> • Closed-toe and closed-heel are worn at all times (sneaker styles or flat heels) • Socks are recommended with all shoes. • For safety reasons, platform shoes, wedge shoes, spiked heels, steel-toed boots, or any backless shoes including, but not limited to; clogs, crocs, shoes with wheels or lights, house shoes, sandals, or flip-flops, are not permitted. 		
HATS, CAPS, HOODIES, AND SUNGLASSES	<ul style="list-style-type: none"> • While students may bring these items to school, they may not wear them in the building unless otherwise specified. • See information regarding tops above. • Contact the school directly for religious or medical exceptions. 		
ID BADGE WITH PICTURE	<ul style="list-style-type: none"> • Middle School Only. • Issued by the school. (Will be issued during the first cycle of the school year) • Must be worn around the neck at all times, except for PE. • Personal lanyards are not permitted. <p><i>*Replacement for lost ID and/or lanyard costs \$5</i></p>	Lanyard colors: <ul style="list-style-type: none"> • Grade 6 – yellow • Grade 7 – red • Grade 8 – black 	

**Starting school year 2023-2024, dress code must be followed Mondays through Fridays with the exception of designated free-dress days.*

Updated and approved by SDMC on June, 2023

5445 W. Alabama, Houston, Texas 77056 mimshisd.org Phone: (713) 295-5276 Fax: (713) 662-3527

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.

FIELD TRIPS

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the teachers. For any field trip, permission slips will be sent home by the teacher to be signed and returned. **No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form returned and paid by the stated due date.**

Money is collected from students to cover the cost of buses and fees for field trips. Only cash is accepted, bills only, no coins. Reservations, bus arrangements, and prior approval must be obtained for all student trips. It is necessary for our office to complete these arrangements, and prior approval must be obtained for all student trips.

Some field trips are considered extra-curricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

A high standard of conduct is expected of students who participate in field trip activities. Any student who exhibits poor conduct in the classroom as reflected on his/her report card and/or current conduct average may be excluded from participation in a scheduled field trip. Exclusion from a field trip(s) may also be used as a consequence for specific acts of misconduct. Any student whose behavior is unacceptable on a field trip will be excluded from field trips for the remainder of the school year. Parents will be notified of the possibility of their child not attending a field trip when permission slips are sent home. Your child will be placed in another teacher's classroom with work to complete during the field trip time. If it is determined that your child does not meet the behavior requirements, the parent will be notified at the latest when the permission slips are sent home.

FIELD TRIP CHAPERONES

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. Log on to www.houstonisd.org/vipslogin and follow the prompts.

Chaperones may not take pictures of students other than their own.

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. However, please note that carbonated drinks and drinks in glass containers are not allowed in the cafeteria during lunch.

The exceptions to this policy are six designated days determined by the principal.

GIFTED AND TALENTED (GT)

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

- **Vanguard Magnet Programs** are designed to meet the needs of G/T students in grades K-12 at their Vanguard Magnet school.
- **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. The Gifted and Talented Neighborhood Program provides G/T services for all HISD G/T-identified students at that campus. Even though Mandarin Immersion is a magnet school (not zoned), all GT-identified students at MIMS are served by a GT-certified teacher and are placed in classes with other GT-identified peers.

For more information about the GT program, please contact our GT Coordinator, Alice Liu.

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	6 GRADING PERIOD	DAYS	REPORT CARD DATES
CYCLE 1	<i>AUG. 28 - SEPT. 29, 2023</i>	<i>25 DAYS</i>	<i>OCTOBER 6, 2023</i>
CYCLE 2	<i>OCT. 1 - NOV. 10, 2023</i>	<i>30 DAYS</i>	<i>NOVEMBER 17, 2023</i>
CYCLE 3	<i>NOV. 13 - DEC. 22, 2023</i>	<i>30 DAYS</i>	<i>JANUARY 12, 2024</i>
CYCLE 4	<i>JAN. 9 - FEB. 27, 2024</i>	<i>34 DAYS</i>	<i>MARCH 8, 2024</i>
CYCLE 5	<i>FEB. 28 - APRIL 19, 2024</i>	<i>38 DAYS</i>	<i>APRIL 26, 2024</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-weeks grade. Middle School grades 6-8 will count classwork as 30% of every six-weeks 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 six-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%

HOURS

School hours are **8:30 am- 4:00 pm** each day. There are no early dismissal days this school year. It is important to the formation of good habits as well as to the educational process that all students arrive at school on time. Establish a daily plan for each child so that he or she can arrive at school on time each day.

Daily Schedule

- 8:30 a.m. First bell**
- 8:35 a.m. Tardy bell**
- 4:00 p.m. Dismissal (students)**

Students should not arrive at school before 8:15 am when the doors open. At 8:15 a.m. The policy of the Houston Independent School District does not provide for supervision of students before or after school

hours. The policy reads as follows:

MIMS is not responsible for the supervision of students who arrive at school before 8:15 AM or stay after 4:15 PM unless they are participating in the ASP program and/or school-sponsored extracurricular activities.

Students who are not in the school building by 8:35 a.m. will be counted tardy. Children who are tardy must have a note from home. **We understand that unforeseen circumstances may happen, but they should be few and far between. Oversleeping, alarm clock trouble, no ride, etc. are still considered unexcused tardies.** Plans and back-up plans should be made to ensure that students arrive on time each day.

Tardies are shown on the report card and are documented in every child's permanent record folder.

NOTE: HISD Code of Student Conduct states: Unexcused tardiness to class is a Level I Act of Misconduct.

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 or email Ms. Godina at cgodina@houstonisd.org. For further assistance please contact us at (713) 295-5276.

INCLEMENT WEATHER

Plan for rainy or "bad" days. Be sure that your child is familiar with your plan and is able to follow it. **Please do not call the school office with instructions and messages. This should be handled in advance. Please notify the teacher by email in the morning of any changes in dismissal plans.** If it is necessary to close school for the day because of weather conditions, this information will be carried by all local tv stations.

Occasionally it is necessary to dismiss school during the school day. Please have a plan for your child to follow in such a case. HISD buses will run in these instances and information is carried on all local radio and television stations. Please **do not** plan to call the school with last minute instructions; this will be impossible with the number of students we have enrolled. If school is closed during the day, parents should come as quickly as possible to pick up their students.

If Houston has severe weather conditions, watch the TV or listen to the radio; HISD will inform the media when schools are closed.

The principal does not have the authority to cancel or close school. Only HISD's superintendent has the authority to cancel or close schools. **Please listen to the news for any decisions made by the superintendent.**

JUNE BOX

Non-instructional items such as cards, toys, games, etc. that are "taken up" by the teacher are placed in a "June Box." The items are returned to the students on the last day of school in June.

LOST AND FOUND

Parents are encouraged to put their 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 during school office hours. 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.

LUNCH SCHEDULE

Grade	Time	Teacher	Grade	Time	Teacher
Pre-K	10:45 - 11:15 AM	Simpson	SLL	11:25- 11:55 AM	Pineda
		Chung			Dykstra
Kinder	10:55 - 11:25 AM	Tijerina	Grade 3	11:30 - 12:00 PM	Yu
		Y. Zhang			Jackson
	11:00 - 11:30 AM	Y. Wang	Grades 4	11:35 - 12:05 PM	DYZhang
		K. Sims			Heinrich
Grade 1	11:05 - 11:35 AM	Russo	Grades 5	11:45 - 12:15 PM	Cai
		L. Liu			Feng
	11:10 - 11:40 AM	T. Chen			Zou
		Perkins			Ibarra
Grade 2	11:15 - 11:45 AM	Butler	MS	12:25 - 12:55 PM	Thome
		Qui			
	11:20 - 11:50 AM	Espinoza			
		Chin			

LUNCH/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 must 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.
- Students must remain seated for the entirety of the lunch period.
- Students must raise their hands to ask the supervisor/teacher to leave their seats for any reason.
- ***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. Students are encouraged to visit with their friends, but they must remain seated.

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 at the end of their lunch time as directed by lunch monitors.
- 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.
- Glass containers and carbonated drinks are not allowed.

Eating Lunch with your Child

Due to limited space in the cafeteria, you are welcome to eat lunch with your child on designated grade level Fridays.

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.

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:
 - Grades PK-8 maintain a grade of at least 70% in Magnet Class (Mandarin Chinese) during each grading cycle.
Grades 6-8 - maintain an average of 80% or higher in Magnet Classes?.
 - (Mandarin Chinese Beginner, Mandarin Chinese Advance, Chinese 1, Chinese 2, Chinese 3, Chinese 4) during each grading cycle.
- Students must show satisfactory year-to-year growth as measured by campus-approved BOY & EOY Mandarin Assessment.

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.

MEDICATION 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** have the pharmacy label and must be given to the nurse directly by the parent. Do not have students take the medication to the nurse. 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 vaccinations. 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

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.

MIMS BUCKS

Students can earn MIMS bucks as an incentive to reward them for making good choices. Every month, PTO opens the MIMS store during their lunch time for students to redeem their MIMS bucks for an assortment of goodies.

PARENT/ADULT STANDARDS

All adults are role models for our students on campus. Please make sure the following standards are being upheld on campus.

- Parents may not talk to other people's children about an encounter that happened at home or at school.
- Parents may not verbally or physically discipline another child on school grounds, at the bus stop, or on the way to or from school.
- Parents may only use appropriate language on campus and in both verbal and written communication with the faculty and staff. Screaming and yelling at faculty, staff, other parents, and/or students is unacceptable.

PARKING

The faculty/staff parking lot on the east side of the building is for the exclusive use of MIMS employees.

Please do not park in the large parking lot as all spaces are assigned to MIMS faculty and staff. Do not pull into the large parking lot to pick up or drop off a student. This is an extremely unsafe activity.

Safety above all else is a core HISD value. Follow all no parking signs and guidelines around MIMS.

Be a good neighbor and do not block the driveways of the homes near MIMS. Do not park within 20 feet of an intersection stop sign or fire hydrant.

PROMOTION STANDARDS – HISD

Subject to change by TEA or HISD

HISD is committed to helping all students be successful at every grade level. Since parents are key partners in ensuring academic achievement, they are strongly encouraged to familiarize themselves with the promotion standards.

Students in grades 1 through 5 must meet the following requirements to be promoted to the next grade level:

For Grades 1 and 2

- Overall yearly average of 70% or above of all subjects combined
- Overall yearly average of 70% or above in English Language Arts/Reading, and Math, and in either Science or Social Studies
- Passing score on High Frequency Word Evaluation
- Sufficient Attendance – in attendance at least 90% of the days

For Grades 3-5

- Overall yearly average of 70% or above of all subjects combined
- Overall yearly average of 70% or above in English Language Arts/Reading, and Math, and in either Science or Social Studies
- Sufficient Attendance – in attendance at least 90% of the days

*HISD reserves the right to change the Promotion Standards.
HISD will communicate any change in the Promotion Standards.

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.

The PTO invites you to become an active member! Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships and relationships fostered through participation in school endeavors. Monthly PTO meetings are held throughout the year. Advance notice will be posted in the MIMS Chronicle and also on the MIMS PTO website. MIMS has an amazing PTO and they are always looking for volunteers to help make MIMS a great community to be a part of!

RECESS

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. Please make sure your child has a jacket/coat for colder days as recess is always outside unless it is rainy or extremely cold. Then, recess is held indoors for 30 minutes.

RECORDS

Directory-type information is considered part of the public record. If parents do not wish to have such information released, they must sign the form which is sent home within the first few days of school.

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.

ROOM PARENTS

Every PK – 5th grade classroom needs a room parent. This parent plays an important role in communicating with the other parents in the classroom about classroom events and items/materials needed for any type of special event happening in the classroom.

Room parent communication is established via the information collected by the teacher at the beginning of the school year. Any parent not following the purpose of the room parent communication listed above can be removed from the communication after a warning.

The room parent communication forum does not discuss students and or disparage students, teachers, staff, parents, or community members. The sole purpose of this room parent communication is to reach out about classroom events such as the need for parent volunteers in the classroom or at other school related events; or it's used to request materials needed for classroom or school related events.

SAFETY AT MIMS

Safety is our number one core value. We must be safe before we can teach, learn, and grow. Safety policies and procedures are constantly reviewed and revised as needed. During the instructional day, **ALL adults entering the building MUST show a photo identification at the front office every time entering the building.** The identification will be run through a background check device before an adult may receive a visitor's pass. If parents are to come into school to volunteer and/or attend field trips, then they must be VIPS-approved. Information about being VIPS approved is available on the HISD website, in this handbook, and will be available in the first few weeks of school.

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 two times per year
- Secure Drill – conducted one time 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.

SCHOOL CHOICE

MIMS is a 100% magnet campus and follows the School Choice guidelines for the application process. For information about School Choice, please visit: [HISD School Choice Website](#)

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.

SECURITY

Security patrolmen in radio-equipped automobiles are assigned to night and weekend patrol. They patrol school areas and monitor alarm systems. These patrolmen are armed. This is for the purpose of controlling vandalism in schools. Fortunately, our pupils take pride in our school, and we have very few instances of vandalism. It is important to know that the parents of children who destroy school property are responsible for payment for that damage.

We urge parents who are in the vicinity to drive by the school on weekends and holidays. If any suspicious activity is observed, it should be reported to HISD Security at 713-892-7777.

SELLING/TRADING

MIMS students are not permitted to sell or trade toys or collective items on the campus or on buses. Items such as these distract students' attention, thereby interfering with instruction in the classroom.

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. Meetings are scheduled monthly with Minutes posted on the school's 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 at least 24 hours in advance.

TARDIES

Prompt attendance is important as the school begins and throughout the day. When a student arrives after 8:35 am, they must report to the front office for a tardy slip to be admitted to class. All tardies are recorded on the report card. Middle school students who are not in the classroom by the tardy bell for each class period are also considered tardy.

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.

UNNECESSARY ITEMS

This term applies to things that do not directly relate to the child’s instructional day. Toys, ear buds,

AirPods, iPads, hand-held video-type games, trading cards and similar items should **not** be brought to school. The school will not be responsible if such items are lost or stolen. If “unnecessary” items are brought to school, the child may be subject to disciplinary action. Students who buy, sell or trade such items will be subject to disciplinary action. Unnecessary items that are “taken up” by the teacher will be placed in the “June Box”. (See J)

Please monitor your child’s backpack and the items he/she brings to school so that distracting, non-essential items, are left at home.

MIMS will not be held responsible for any unnecessary or valuable item brought to school with regards to being broken, lost, or stolen on school property (i.e. cell phones, iPads, ear buds, Airpods, etc.)

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:	Go to https://www.houstonisd.org/VIPS
Step 2:	Click on “Register to be a Volunteer” and “Start Course.” Complete the course.
Step 3:	The background check can take 2-3 weeks to complete.
Step 4:	Bring a government-issued ID to the front desk when you come to volunteer.
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!

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.

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

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)

- 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)

- 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)**

- Eloping (Off-School grounds) Physical fighting
- 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)

**Level 4- Common offenses: (Repeated level 3 offenses become level 4) Campus
Admin/Asst.Principal/Principal (Automatic)**

- Drug Possession
- 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 member 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 (Lee, Dedicated Sub, Sergio)

Out of School Suspension Rules

Who gets Out of School Suspension (OSS)?

- 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.
- OSS may only be assigned by the assistant principal or principal. Parents will be contacted upon their child's assignment to OSS 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.



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



Students and Parents Handbook School Year 2023-24

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
2023-2024

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:
 - Grades PK-8 maintain a grade of at least 70% in Magnet Class (Mandarin Chinese) during each grading cycle. Grades 6-8 - maintain an average of 80% or higher in Magnet Classes’.
 - (Mandarin Chinese Beginner, Mandarin Chinese Advance, Chinese 1, Chinese 2, Chinese 3, Chinese 4) during each grading cycle.
- Students must show satisfactory year-to-year growth as measured by campus-approved BOY & EOY Mandarin Assessment.

Approved by MIMS SDMC, September 2021

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 [Discipline Referral Form](#)

HISD [DISCIPLINE CODES](#)

HISD [ANTI BULLYING RESOURCES](#)

HISD [PARENT APPROVAL FORM Field Trip Permission Slip](#)

HISD [CODE OF STUDENT CONDUCT](#)

HISD [CODE OF CONDUCT ACKNOWLEDGEMENT FORM](#)

HISD [SPECIAL EDUCATION](#)

HISD [SECTION 504/ADA](#)

HISD [MEDIA RELEASE FORM](#)

HISD [SAFETY ACKNOWLEDGMENT FORM](#)

HISD [PROPER ONLINE BEHAVIOR](#)

[TEXAS LAW REGARDING ATTENDANCE](#)

HISD [FAMILY SURVEY](#)

HISD [UIL PERMISSION FORM](#)

HISD [SCHOOL CHOICE WEBSITE](#)

MANDARIN IMMERSION MAGNET SCHOOL [MIMS WEBSITE](#)

MANDARIN IMMERSION MAGNET SCHOOL [MIMS PTO WEBSITE](#)