MANDARIN IMMERSION MAGNET SCHOOL
ARRIVAL AND DISMISSAL PROCEDURES
SCHOOL YEAR 2022-2023

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H O U S T O N I N D E P E N D E N T S C H O O L D I S T R I C T
MIMS School Hours - SY 2022-2023

8:30 - 4:00 PM

MORNING DROP OFF/ARRIVAL TIME - 8:15 – 8:30 AM
TARDY BELL - 8:35 AM
AFTERNOON PICK UP - 4:00 PM

*School Building Opens at 8:15 AM to receive students.
MORNING ARRIVAL
8:15 - 8:30 AM

Parent drop off (2nd - 5th Grade students)
  ● Front door entry

Bus drop off
  ● Front door entry

Parent drop off (Prek, Kinder, 1st. and middle school students)
  ● Prek, Kinder, 1st. Grade - Dragon door entry
  ● Middle - Phoenix door entry
Note: All students Enter the front door after 8:35 AM.
Do not park in the Handicapped Parking spot unless you have a current permit.
Parents are not allowed to park in the teachers/staff parking areas.
MORNING ARRIVAL PROCEDURES

PRE-K, K, and 1st. Grade- Cafeteria
- Enter through the dragon door in the cafeteria.
- Students will sit in their designated tables in the cafeteria.
- Students will eat breakfast with their teachers/designated staff on duty.
- Students will participate in the morning assembly in the cafeteria @ 8:15 - 8:25 AM.

Grades 2 - 5 & Bus Riders
- Students will enter through the front door and will go straight to their classrooms. (Will be escorted by staff during the first week of school)
- 1 teacher team member receives students as they arrive while 1 team member watches 2 classrooms. (First week procedure only)
- Students will participate in the morning assembly via Teams @ 8:15 - 8:25 AM.

Middle School - Gym/Cafeteria
- Students will enter through the phoenix door and will go straight to their designated area in the gym.

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

- PRE-K, K, and 1st. grade students will eat breakfast in the cafeteria.

- Grades 2-5 will eat breakfast in classrooms. They will pick up breakfast as they enter the front door.

- Middle School will eat breakfast in the gym. They will pick up breakfast in the cafeteria line and proceed to the gym.
**AFTERNOON DISMISSAL PROCEDURES - 4:00 PM**

**Bus Riders**
- Bus riders will be dismissed 5 minutes early (3:55 PM). They will go to the gym and wait at their designated area by bus route.

**Elementary**
- PK and K will be called to line up in the cafeteria first.
- Grades 1-3 will be called to proceed to the cafeteria and sit in their designated areas.
- Grades 4-5 will be called to proceed to the cafeteria and sit in their designated areas.
- Walkers will be called to line up in the cafeteria and exit through the Dragon Door at 4:00 PM.

**Middle School**
- 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 younger siblings and will exit through the dragon door. (If this is the case, parent consent form must be filled out and submitted to the office).
  - can pick up younger siblings and wait together in the cafeteria if they are to be picked up by a car.
If your child is a car rider, please be sure to bring your placard. If you don’t have a placard, please come to the front office and we will make one for you.

This is a driveway! NO PARKING IN THIS AREA!

Do Not Exit your car!

Do not park in the Handicapped Parking spot unless you have a current permit.

Parents are not allowed to park in the teachers/staff parking areas.

- MS students with younger siblings and ES Walkers Exit
- Car Riders Exit

Middle School Walkers Exit

Emergency Exit

Front Entrance

SPARK PARK

Walk up Parent Pick Up with Placard

Phoenix Door

CAFETERIA

Do not park in the Handicapped Parking spot unless you have a current permit.

Parents are not allowed to park in the teachers/staff parking areas.
Dismissal Procedure and Management in the Cafeteria and Car Pick Up lines

WALKERS:
- Elementary walkers will line up in the cafeteria and will be dismissed at the Dragon Door at 4:00 PM

WALKERS with Parents and Placards:
- Parents will wait by the Phoenix door, hand their placards to the staff. Staff (will call the students and bring them to their parents.

CAR RIDERS with Placards:
- PK - 5th will line up and seat in their designated rows in the cafeteria.
- 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.

*A MIMS staff in the car line will collect placards as cars make their way in the car driveway.
Parents/guardians are not allowed to pick up their student/s without the official MIMS Placard.
Lost placards can be replaced at the front office during office hours.
Bus Manager Duties and Responsibilities

Bus Manager: Ms. Kirk/ Ms. Bridges

- Ms. Kirk/ Ms. Bridges will have the main contact for transportation
- Ms. Kirk/ Ms. Bridges need to have 2 contact parent/guardians for all bus riders.
- Parents will be given Ms. Kirk/ Ms. Bridges contact information (Office Number).