



HANDBOOK FOR STUDENTS AND PARENTS 2020 - 2021

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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	Perseverance	Integrity	Curiosity	Courage	Responsibility
敬爱	毅力	正直	好奇	勇气	责
任					

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

TABLE OF CONTENTS

SCHOOL HOURS	6
ADMINISTRATIVE AND SUPPORT STAFF	6
ACADEMIC HONESTY POLICY	7
<ul style="list-style-type: none"> ● Faculty Responsibility ● Student responsibility ● Academic Honesty Policy Violations, Definitions and Examples 	
MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN	8
<ul style="list-style-type: none"> ● Grades ● Attendance ● Behavior ● Thematic Requirements ● Growth Plan 	
SAFETY DRILLS	8
<ul style="list-style-type: none"> ● Fire Drill, Lockdown Drill, Inclement Weather Drill, Hazardous Material Drill 	
MEDICAL PROCEDURES	8
<ul style="list-style-type: none"> ● Medication Policy ● Vaccinations ● Screening 	
ATTENDANCE POLICY AND PROCEDURES	9
ABSENCE NOTES	10
HOMEWORK FOR ABSENCES	10
TRUANCY	11
TARDY POLICY	11
PERMISSION FOR EXTENDED ABSENCES	11
STUDENT ARRIVAL ON CAMPUS	11
STUDENT DROP-OFF	12
BUS RIDERS	12
<ul style="list-style-type: none"> ● Reminders for parents ● Before Boarding the Bus ● After Boarding the Bus ● Leaving the Bus 	
WALKERS	13
EARLY DEPARTURE PICK-UP	13
CHANGES TO DEPARTURE OR EARLY DEPARTURE	13
DISMISSAL	13
STUDENT PICK-UP IN CARS	13
STUDENT CONDUCT	14
CONDUCT GRADES	14
<ul style="list-style-type: none"> ● Behavior Expectations for ES and MS 	
DRAGON DEN AND IN-SCHOOL SUSPENSION RULES	15
STUDENT USE OF COMPUTERS	16

STUDENT USE OF OTHER TECHNOLOGY	16
CELL PHONE AND ELECTRONIC DEVICE POLICY	16
STUDENT USE OF TELEPHONE AND MESSAGES TO STUDENTS	17
VISITORS AT SCHOOL AND CLASSROOM VISITS	17
STUDENT MESSENGER CALL-OUT	18
PARENT AND STAFF COMMUNICATION	18
TUESDAY HOME COMMUNICATION FOLDER	18
PARENT AND TEACHER CONFERENCES	18
SCHOOL WEBSITE	18
GRADING POLICY	19
<ul style="list-style-type: none"> ● Six-Week Grading Periods ● Report Card Dates ● Basis for Grading ● Homework ● Classwork ● Quizzes ● Test or Projects 	
GRADING SCALE and PERCENTAGES	21
NOTICE TO PARENTS OF UNSATISFACTORY GRADES/EXCESSIVE ABSENCES	22
REPORT CARDS	22
HONOR ROLL	22
TEXTBOOKS	23
LOST AND FOUND	23
FIELD TRIPS	23
VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)	23
<ul style="list-style-type: none"> ● How to become a VIPS ● Requirements and Identification 	
DRESS CODE POLICY	24
BACKPACKS AND CUBBY STORAGE IN MIDDLE SCHOOL	25
CAFETERIA RULES AND EXPECTATIONS	25
EATING LUNCH WITH YOUR CHILD	26
BREAKFAST AND LUNCH PROGRAM	26
FOOD AND NUTRITION GUIDELINES	26
CLASS PARTIES	26
BIRTHDAYS	27
HALLWAY PROCEDURES	27
RECESS AND PLAYGROUND	27
AFTER SCHOOL ACTIVITIES	27
PARENT TEACHER ORGANIZATION - PTO	27
TEACHER RECOMMENDATIONS	28
NATIONAL JUNIOR HONOR SOCIETY	28
<ul style="list-style-type: none"> ● What is NJHC? ● Who is eligible? ● Who chooses inductees into NJHC? 	

<ul style="list-style-type: none"> • What does NJHC look like? 	
STUDENT COUNCIL <ul style="list-style-type: none"> • Purpose • Standard and Academic Behavior • Election 	29
SHARED DECISION-MAKING COMMITTEE	30
UNIVERSITY INTERSCHOLASTIC LEAGUE SPORTS AND ACADEMICS <ul style="list-style-type: none"> • Athletics • Extracurricular Activities, Clubs and Organizations • Definition of Sportsmanship 	31

SCHOOL HOURS	
Before School Care	7:00 am – 8:05 am
Building Opens	8:05 am
Instruction Begins	8:30 am
Tardy Bell	8:35 am
Attendance Taken	10:30 am
Elementary Lunch Period	10:35 – 11:50 am
Middle School Lunch Period	12:25 – 12:55 am
Dismissal	3:50 pm
Main Office Hours	8:00 am – 4:30 pm
After School Program/Care	3:50 pm – 6:30 pm

ADMINISTRATIVE TEAM & TEAM LEADERS

Hsiao-Yun Liu	PK Team Lead
Yi Zhang	Kinder Team Lead
Sana Marcus	Grade 1 Team Lead
Patricia Butler	Grade 2 Team Lead
Ginger Dykstra	Grade 3 Team Lead
Liang Guo	Grade 4 Team Lead
Kristen Thome	Grade 5 Team Lead
Adrian Mouton	Grade 6 Team Lead
Ting-Hsuan Liu	Grade 7 Team Lead
Dawn Simmons	Grade 8 Team Lead
Xian Xia	Teacher Specialist

FRONT OFFICE STAFF AND OTHER INTERNAL SUPPORT

Caroline Garcia	Secretary
Consuelo Godina	SIR
Christine Chavez	Clerk
Patricia Lopez	Clerk
Linzhe Obando	Clerk
Elmer Milla	Clerk
Vonshay Stubblefield	Nurse

ACADEMIC HONESTY POLICY

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

The Academic Honesty Policy:

WE WILL BE HONEST IN ALL OF OUR ACADEMIC ACTIVITIES

Faculty Responsibility

Faculty and/or staff members are responsible for:

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

Student Responsibility

Students are responsible for:

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

Academic Honesty Policy Violations, Definitions and Examples

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

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

Penalties

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

MAGNET ENTRANCE AGREEMENT AND GROWTH PLAN

Program Expectations:

Grades

- Grade PK-5 - maintain a grade of at least 70% in all core and Magnet classes during each grading cycle
- Grade 6-12 - maintain an individual class average of 75% or higher in all core classes and an average of 80% or higher in all Magnet classes.

Attendance

- Maintain regular attendance in accordance with the school's Student Code of Conduct and Texas Education Code (TEC) Section 25.085 Compulsory School Attendance.

Behavior

- Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher.
- Refrain from excessive tardiness in accordance with the district and school's Student Code of Conduct.

Thematic Requirements

- Meet Magnet expectations for each specific theme that is given to each student according to the Magnet program's criteria, including Magnet course sequence as specified by the school

Students who do not meet these program expectations, or whose parents do not meet program expectations, 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 composed 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. **Students failing the magnet course (Mandarin) may attend summer school as part of the growth plan and failing summer school program might result in non-renewal.** All Magnet transfers are for one year and may only be denied at the end of the year.

SAFETY DRILLS

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

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

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

MEDICAL PROCEDURES

Medication Policy

If your child has a known health condition (or is diagnosed with a health condition during the school year), please share the information with the school nurse. If your child needs to receive medication at school, there are policies and procedures that must be followed. Use the approved

HISD Medication/Asthma Action Plan/Allergy Action Plan form. Other forms, doctor's notes or parent notes will not be accepted.

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

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

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

ALL medications MUST be pharmacy labeled. This includes:

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

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

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

Vaccinations

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

Screening

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

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

ATTENDANCE POLICY AND PROCEDURES

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

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

ABSENCE NOTES

Only **ONE** of the following is needed

1. Email absence note to Connie Godina cgodina@houstonisd.org no later than 3 days after the absence.
2. Students, parents, or guardians may bring an excuse note to the main office no later than 3 days after the absence.
3. Fax note to: Attn: Connie Godina or Attendance Office at 713-295-5276 no later than 3 days after the absence

If a student starts the day at school, then leaves for a doctor's appointment before the ADA attendance time (10:30 AM), he/she should be marked absent until he/she brings the doctor's note either the same day or the next morning. **The absence will be removed for only Average Daily Attendance (ADA) purposes, upon submission of a doctor's note.** The absence/s will be changed to an EXCUSED absence for Grade Reporting purposes. Handwritten notes from the parent ARE NOT an acceptable doctor's note.

If a student arrives at school after the ADA attendance time (10:30 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 attendance time is 10:30 a.m.

Students may not have more than 10% total days absent (from their enrollment date) in a full year. This means that when a student accumulates more than 10% of absences, credit may be denied, and the student will be referred to the attendance committee.

The attendance committee will convene to review all excessive absences. Excessive absences will be indicated by an asterisk (*) on the report card each nine weeks. School sponsored or sanctioned activities are exempt and do not count as an absence.

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

The only acceptable excuses for absence and tardiness are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies approved by the principal

HOMework FOR ABSENCES

Elementary School parents should email their child's teacher to request homework assignments for an absence. Teacher will prepare assignments and send them to the main office for parent pick-up after school. Assignments will not be ready for pick-up at any other time during the school

day. Upon returning to school, the student has three days to submit their work. Middle School students are responsible for contacting their teachers upon returning from an absence to secure their assignments. The student has three days to submit their work.

TRUANCY

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

TARDY POLICY

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

PERMISSION FOR EXTENDED ABSENCES

Our student attendance rate affects our school rating and impacts our school budget. Please help us by making sure your healthy student is in school every day. In the event that a student must be absent for unusual circumstances in excess of three days and desires to have the opportunity to make up the work missed, the parent should complete an "Extended Absence Request Form" and return it to the office at least five days prior to the date of the absences. Parents may secure the Extended Absence Request Form from Ms. Connie Godina - cgodina@houstonisd.org. All extended absence requests must be acknowledged in advance by the principal in order for a student to avoid receiving academic penalties for work missed. Unless the absence/s fall under HISD Guidelines for Excused Absences, they will be considered unexcused. The school reserves the right to administratively withdraw the student until their return, minimizing the impact on the school's attendance rating and budget. A student who is given assignments prior to his absence will be required to turn in his work on the second day following his return to school. Additionally, the student will be required to make up exams, notebooks, labs, or other major projects within three days of his return.

STUDENT ARRIVAL ON CAMPUS

School opens at 8:05 am. When the doors open, elementary students report to the cafeteria and middle school students report to the gym. There is no supervision for students who arrive prior to 8:05 am unless they are enrolled in our morning care program.

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

STUDENT DROP-OFF

Parents driving their students to campus will park in the designated parking lots in front of the school. Curbside drop-off in front of the building is strongly encouraged. In the event that parents must park in the neighborhood, please follow posted traffic signs and be courteous to our neighbors.

BUS RIDERS

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

Parents

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

Before Boarding the Bus

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

After Boarding the Bus

- Obey the bus operator's directions.
- Go to the closest available seat or to your assigned seat and stay seated until you arrive at your destination. The bus operator may assign a student a seat, if in his or her judgement, it is in the best interest of student safety.
- Speak in a classroom voice. Loud speech or laughter causes distractions for the driver. Rough-housing or horseplay on the bus will not be allowed and may result in a loss of transportation privileges.
- Keep the bus litter free. No food or drinks may be consumed on the bus.
- Buses are the property of HISD. If you cause any damage to or vandalize an HISD bus, you and your parent or guardian will be financially responsible, and you may permanently lose your transportation privileges.
- Never throw an object inside or out of the bus. Keep all parts of your body (head, hands, and arms, etc.) inside the bus at all times.
- Observe the rules of good conduct and show courtesy to everyone. The use of profane language, rude gestures, or malicious behavior toward the bus operator, a fellow passenger, or another motorist will not be tolerated and may result in a discipline referral.
- For the safety of all passengers, aisles must be kept clear of all objects such as books, backpacks, musical instruments, packages, and coats.
- Items which are prohibited on school grounds may not be taken on an HISD school bus, such as alcohol, tobacco, drugs, or weapons.

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

Leaving the Bus

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

WALKERS

If you wish for your elementary or middle school student to walk home, please complete the walkers form at the front desk. Your child will be dismissed from the cafeteria at dismissal.

EARLY DEPARTURE PICK-UP

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

CHANGES TO DEPARTURE OR EARLY DEPARTURE

Students will be dismissed at 3:50 pm. Changes to your child's after school transportation or early departure must be made by 3:00 pm. After that time, students must remain in class (Parents are not allowed early pick ups after 3:00) until school dismissal at 3:50 pm. Any change in dismissal procedure must be submitted through email to MIMSdismissal@houstonisd.org. Emails must be received no later than 3:00 pm.

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

DISMISSAL

All students are dismissed at 3:50 pm. Students are to leave the campus immediately and follow the expectations for after school care, walkers, car riders or bus riders.

STUDENT PICK-UP IN CARS

Leave the 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. After 4:10 PM, all remaining students will be automatically enrolled in temporary after-school care with a fee. Middle school students will be dismissed through the front door to wait under the awning in front of the school.

STUDENT CONDUCT

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

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

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

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

CONDUCT GRADES

CONDUCT
E = Excellent
S = Satisfactory
P = Poor
satisfactory

- Behavior Expectations

Elementary School

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

Middle School

- Level system: *Excellent* (2 steps), *Satisfactory* (3-5 steps), *Poor* (3-5 steps), *Unsatisfactory* (1 step)
- All students start at *Satisfactory* at the beginning of each grading cycle
 - Move down one level: fail to follow teacher redirections
 - Move back up one level: consistently follow teacher directions and classroom rules (individual goals)

- Unrelated to academic performances
- Documented and communicated with parents
- Average of daily or weekly conduct (Conduct in common area is calculated with homeroom conduct.)
- Each elementary classroom teacher provides one conduct grade for each student per grading cycle:
 - Elementary school English teachers enter the conduct grade under English Reading
 - Elementary school Chinese teachers enter the conduct grade under Mandarin Reading
 - Middle school teachers enter the conduct grade per class
- In-School Suspension (ISS) or Out of School Suspension (OSS) will result in an unsatisfactory “U” conduct grade for the referring classroom.

Dragon Den Rules	In-School Suspension Rules
<ol style="list-style-type: none"> 1. Dragon Den may only be assigned by the assistant principal or principal. 2. Parents will be contacted upon their child's assignment to Dragon Den. 3. Based on grade level and infraction, students will be assigned from half-hour to a full day. 4. 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. 5. Students are responsible for all work assigned by their teachers. 6. Students will participate in character building activities. 	<ol style="list-style-type: none"> 1. ISS may only be assigned by the assistant principal or principal. Parents will be contacted upon their child's assignment to ISS and must participate in a Parent/Administrator conference. 2. 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. 3. Students are responsible for all work assigned by their teachers. 4. The staff will proctor any tests assigned by teachers. 5. Students will eat their lunch in the ISS room.

7. Students will eat their lunch in the Dragon Den room.	6. Students will be dismissed from the ISS room at the end of the day.
8. Students will be dismissed from Dragon Den at the end of the day.	

STUDENT USE OF COMPUTERS

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

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

STUDENT USE OF OTHER TECHNOLOGY

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

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

CELL PHONE AND ELECTRONIC DEVICE POLICY

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

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

STUDENT USE OF TELEPHONES AND MESSAGES TO STUDENTS

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

VISITORS AT SCHOOL AND CLASSROOM VISITS

Mandarin Immersion Magnet School administration will follow [HISD Communicable Disease Plan](#) guidelines to ensure everyone's safety.

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

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

- The right to observe a child's instructional program during the school day resides solely with the child's parent or legal guardian. The right to observe does not extend to grandparents, other relatives, caregivers, private counselors, tutors, advocates, or attorneys.
- As with other campus visits, parents are asked to sign-in in the main office prior to reporting to the classroom, and sign-out when leaving the campus.
- Parents are asked to observe the class with a focus on their child, and to refrain from observing or interacting with other students. If the Principal or designee has knowledge of or suspects that the observation is focused on another student, he/she reserves the right to deny the requested visit or end a visit while in progress.
- All requests for classroom visits will be scheduled within a reasonable timeframe from the date the request is made. Visits are to be scheduled through the Principal or designee for a time and

date that is convenient for the parent and teacher. Parents are asked to provide at least 48 hours for a specific date/time. Days on which standardized tests or any other class assessments are planned, classroom visits will not be conducted at that time.

- Classroom visits will be scheduled in increments of 10 minutes or less.
- Parents are asked to enter and exit the classroom in a manner that will not interrupt the instructional activities in progress. The teacher may designate a particular area for parents to sit during the observation. Once in the classroom, parents are asked to remain seated and refrain from interacting with their child and/or other students. Follow-up requests or discussions about the student's progress or behavior are to be conducted in a parent-teacher conference scheduled at a later time.
- All electronic devices should be silenced so as to not distract students during the classroom visit. Photos, and/or video or audio recordings in the classroom are strictly prohibited.
- The Principal and/or designee will accompany the parent during the classroom observation.

SCHOOL MESSENGER CALL-OUT

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

PARENT AND STAFF COMMUNICATIONS

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

TUESDAY HOME COMMUNICATION FOLDER

Every Tuesday, teachers in grades PK-5 will send home a red folder with important information. Middle School students are given the same information, but not in a red 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.

Planners (Grades 2-8)

Please check your child's planner regularly for the following items:

- Assignments
- Individual note to parent, and other items sent by the teacher.

PARENT-TEACHER CONFERENCES

Parent/teacher conferences are generally arranged through the individual teacher. Please email

or call the teacher to arrange a conference during their planning time. Conferences should be scheduled two days in advance.

SCHOOL WEBSITE
www.mimshisd.org

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

GRADING POLICY
Adopted by SDMC – May 6, 2019

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

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

Teachers are the final authority on grading practices.

GRADING PERIODS

	GRADING PERIOD	DAYS	REPORT CARD DATES
CYCLE 1	AUG. 23 - OCT. 1	27 DAYS	OCT0BER 8, 2021
CYCLE 2	OCT. 5 - NOV. 12	29 DAYS	NOVEMBER 19, 2021
CYCLE 3	NOV.15 - JAN. 14	30 DAYS	JANUARY 21, 2022
CYCLE 4	JAN. 19 - FEB. 25	27 DAYS	MARCH 4, 2022
CYCLE 5	FEB, 28 - APRIL 22	33 DAYS	APRIL 29, 2021
CYCLE 6	APRIL 25 - JUNE 7	31 DAYS	JUNE 7, 2022

<https://www.houstonisd.org/Page/71973> - direct link to HISD website

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. One redo is allowed on a classwork assignment 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 will count classwork as 35% of the six-week grade. Middle School grades 6-8 will count classwork as 30% of every six-week grade.**

QUIZZES

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

TESTS OR PROJECTS

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

GRADING SCALE AND PERCENTAGES

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

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

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

NOTICE TO PARENTS OF UNSATISFACTORY GRADES/EXCESSIVE ABSENCES

Parents or legal guardians must be notified at least once every **12 weeks of unsatisfactory grades**. This legal requirement applies to all grades, including Prekindergarten. This notice must provide for the signature of the parent or legal guardian and should be returned to the school. The notice of progress reports shall be distributed to parents/legal guardians during the fourth week of each six-week grading for each student who is failing a subject.

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

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.'

HONOR ROLL

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

TEXTBOOKS

Students will be issued textbooks for their use. Textbooks may be taken home to

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

LOST AND FOUND

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

FIELD TRIPS

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

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

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

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

How can I become a VIPS?

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

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

Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.
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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!

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 PTO may sell a variety of clothing options with the school logo during the school year.

ITEM	REQUIREMENTS	COLOR
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. 	Solid Colors: red, white, navy blue or black with or without the MIMS logo
PANTS AND SHORTS	<ul style="list-style-type: none"> ● All clothing must fit appropriately. A belt is preferred to hold up pants. ● Any oversized, undersized, torn, 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. 	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. ● Elementary students only are required to wear 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. • May not be worn alone. 	Solid colors: navy blue, black, red, or white
SHOES AND SOCKS	<ul style="list-style-type: none"> • Closed-toe shoes are worn at all times. These shoes may be leather or sneaker styles. • 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. • Contact the school directly for religious or medical exceptions. 	
PHYSICAL EDUCATION UNIFORMS	<ul style="list-style-type: none"> • Middle School Only. • TBD 	
ID BADGE WITH PICTURE	<ul style="list-style-type: none"> • Middle School Only. • Issued by the school. • Must be worn around the neck at all times, except for PE. • Personal lanyards are not permitted. 	Lanyard colors: <ul style="list-style-type: none"> • Grade 6 – blue • Grade 7 – red • Grade 8 – black
FREE DRESS FRIDAYS		
Every Friday all students may participate in free dress with the following expectations: <ul style="list-style-type: none"> • Consider wearing MIMS spirit shirts, college t-shirts, scout uniforms, athletic team t-shirts. • Clothing items may not include logos, images or writing that is inappropriate. • There are no exceptions to the shoe requirements listed above. • All clothing must fit appropriately and may not be oversized, undersized, torn cut at the seam or frayed, see-through, or strapless. 		

BACKPACKS AND OPEN LOCKERS STORAGE IN MIDDLE SCHOOL

Middle School students are assigned open lockers near their homeroom. Students will use these open lockers to store their coats, lunches and other personal items. The open lockers are unsecured. Middle School students will leave their backpacks outside of their classroom(s) in a predetermined location.

CAFETERIA RULES AND EXPECTATIONS

- Elementary students are to be seated with their class/homeroom while eating. Students may choose their own seat in their assigned section. There is no assigned seating. Students are encouraged to visit with their friends, but they must remain seated. Students are not to get up and visit with students at other tables.

- Middle school students may go outside in the courtyard when the weather permits. 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.
- Students are to enter the serving line only at the designated entrance.
- All students are responsible for putting their trash in the trash cans. (REMIND THOSE SEATED AT YOUR TABLE OF THEIR RESPONSIBILITIES IF YOU OBSERVE THEM BEING NEGLIGENT).
- Conversations conducted in normal levels are much more pleasant than yelling and screaming. Yelling and screaming are unacceptable.
- Students are NOT to leave the cafeteria without permission from the monitor.

EATING LUNCH WITH YOUR CHILD

Due to limited space in the cafeteria, you are welcome to eat lunch with your child on Fridays, or his/her birthday. Lunch is a special bonding time between parent and child so you may eat with your child only. 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 parent on-campus or taken off-campus, must return with their class at the end of the scheduled lunch period. Lunch schedules may not be extended.

BREAKFAST AND LUNCH PROGRAM

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

FOOD AND NUTRITION GUIDELINES

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

CLASS PARTIES

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

BIRTHDAYS

- You are welcome to have lunch with your child in the cafeteria on his/her birthday.

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

HALLWAY PROCEDURES

- Stay to the right at all times in the hallways and on stairs.
- Walk at all times!
- Watch out for our students, staff and visitors with special needs!
- Use kindness and courtesy at all times.
- Move expeditiously to classes and avoid loitering at all times.
- Keep the hallways free of litter, debris, and personal items.
- All personal items, including clothing, supplies, and projects are to be placed in the student’s designated area.

RECESS AND PLAYGROUND

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.

AFTER-SCHOOL ACTIVITIES

All students staying after school must follow these rules:

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

PARENT TEACHER ORGANIZATION - PTO

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

TEACHER RECOMMENDATIONS

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

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

NATIONAL JUNIOR HONOR SOCIETY – MIDDLE SCHOOL

What is National Junior Honor Society?

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

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

Who is eligible for NJHS?

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

Who chooses inductees into the NJHS?

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

What does an exemplary NJHS candidate look like?

Scholarship:

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

Service:

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

Leadership:

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

Character:

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

What do you do in NJHS?

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

Additional information is posted on our school website.

STUDENT COUNCIL

Purpose:

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

Through projects and activities, student councils work to:

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

A student council is a group of student leaders who work with an adult advisor to collaborate with others to impact their school community, which impacts their city or town,

which impacts our state, which impacts our country, which changes the world. Student council includes students in 6th – 8th grade only.

Standards - Academic and Behavior

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

- Each Council Member (Officers and Members) are required to meet and maintain certain academic and conduct standards in order to qualify for their membership on the council.
- Students must have maintained a minimum of a 75% average in **all** subjects.
- Students must have and maintain an “E” or an “S” i 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 ~~only exception is the office of President which~~ is only open to a rising 8th grader. Rising 6th graders and all current 6th, 7th and 8th graders are eligible to vote.

Membership

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

SHARED DECISION-MAKING COMMITTEE

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

website.

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) ACADEMIC TOURNAMENTS AND SPORTS

ATHLETICS:

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

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

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

THE DEFINITION OF SPORTSMANSHIP

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

TRUSTWORTHINESS - Always pursue victory with honor

- Demonstrate and demand scrupulous integrity.
- Observe and enforce the spirit and letter of rules.

- Don't compromise education and character-development goals.
- Don't engage in or tolerate dishonesty, cheating or dishonorable conduct.

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

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

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

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

FAIRNESS - Adhere to high standards of fair play.

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

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

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

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



Mandarin Immersion Magnet School
休士顿中文沉浸学校
Students and Parents Handbook
2021-2022



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

