

A **GLOBAL DISTRICT**  
IN A **GLOBAL CITY**



# **MANDARIN IMMERSION MAGNET SCHOOL**

**ARRIVAL AND DISMISSAL PROCEDURES  
SCHOOL YEAR 2023-2024**

*Updated August 2024*

# **MIMS School Hours - SY 2024-2025**

## **8:30 AM - 4:00 PM**

**MORNING DROP OFF/ARRIVAL TIME - 8:15 – 8:30 AM**

**TARDY BELL - 8:35 AM**

*After 8:35 AM, all students will enter through the front office.*

**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 (Prek, Kinder, and Middle School students)**

- Pre-K and Kinder - Dragon door entry
- Middle School - Phoenix Door entry

### **Parent drop off (1st. - 5th Grade students)**

- Front door entry

### **Bus drop off**

- Bus door entry (teachers' parking lot entrance)



# MORNING ARRIVAL PROCEDURES

## **PRE-K & Kinder - Cafeteria**

- Enter through the Dragon Door in the cafeteria.
- Students will sit at their designated tables in the cafeteria.
- Students will eat breakfast in their classroom.

## **Grades 1 - 5**

- 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)

## **All Grades (K-8) - Bus Riders**

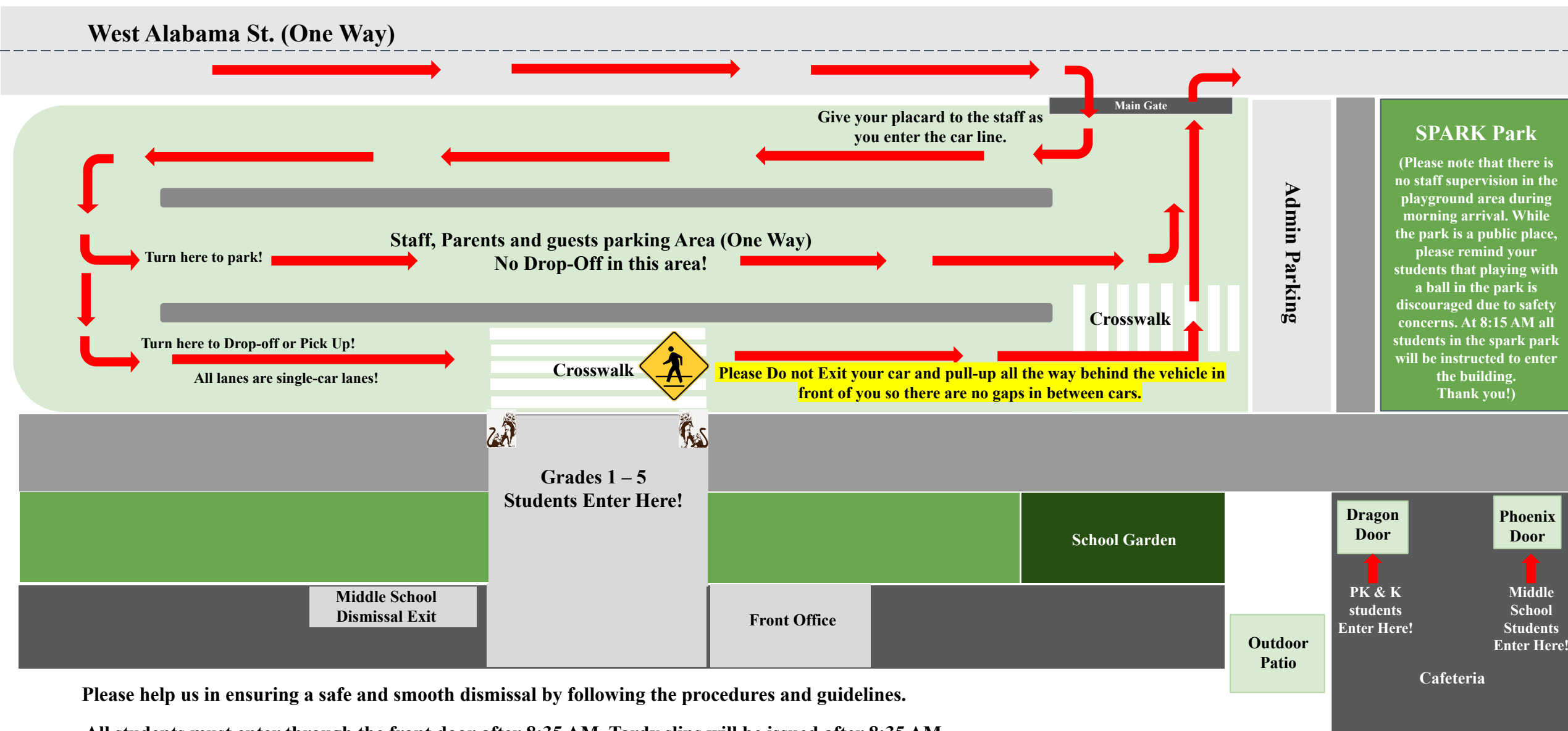
- Students will enter through the staff entrance with staff supervision.

## **Middle School - Gym/Cafeteria**

- Students will enter through the Phoenix Door and will go straight to their designated area in the gym.



# Morning - Drop Off/Arrivals Flow Map



Please help us in ensuring a safe and smooth dismissal by following the procedures and guidelines.

- All students must enter through the front door after 8:35 AM. Tardy slips will be issued after 8:35 AM.
- Please do not park in the Handicapped Parking spot unless you have a current handicapped tag/permit.
- Parents are not allowed to park in the teachers/staff parking areas (NO EXCEPTIONS).

Thank you for your being patient and being kind to other parents, MIMS staff members, and PTO volunteers as we work together to ensure safety of our students and everybody during arrival.

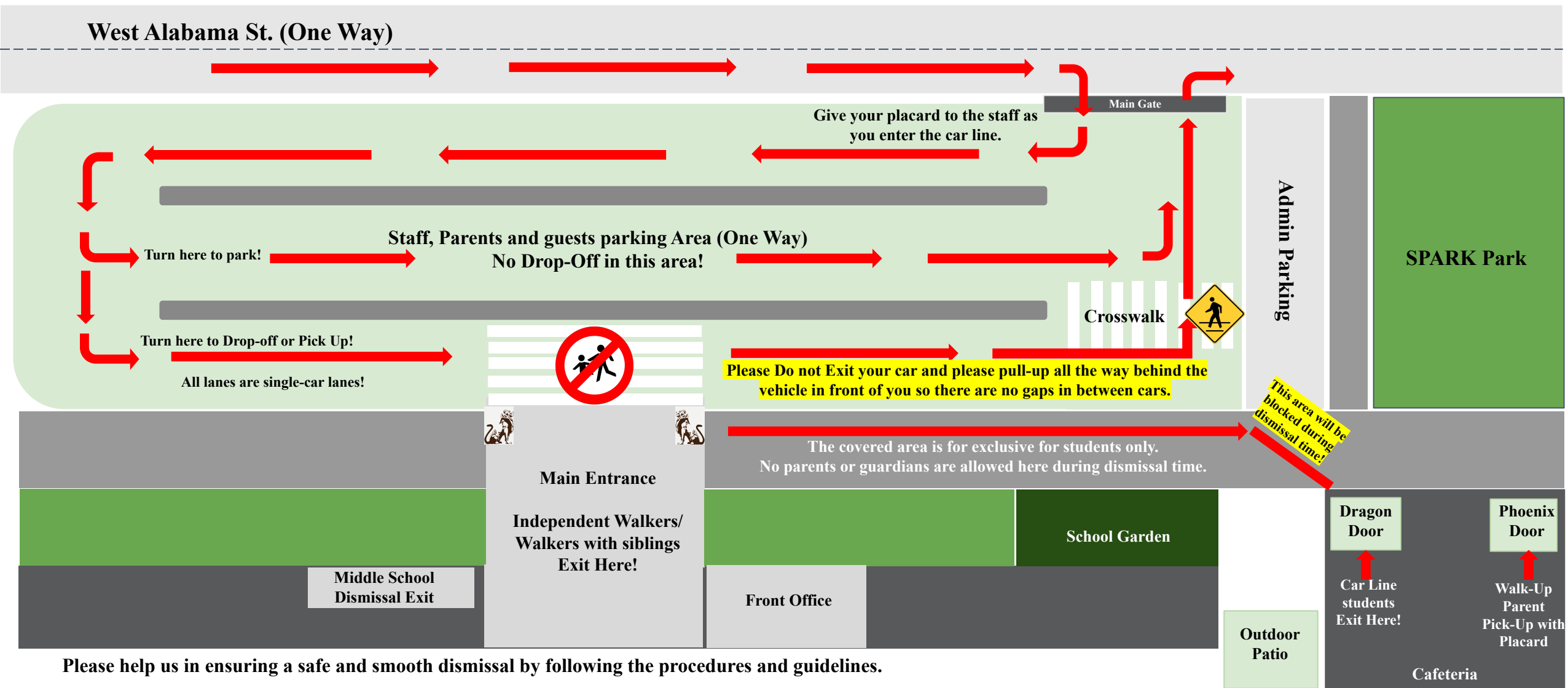
# BREAKFAST

- **PK - K - Breakfast will be delivered to their classrooms.**
- **Grades 1 - 5 will eat breakfast in classrooms. They will pick up breakfast as they enter the front door.**
- **Middle School students will eat breakfast in the cafeteria. They will pick up breakfast in the cafeteria line and proceed to the gym. MS students will have their designated breakfast area in the cafeteria.**





## Afternoon - Dismissal/Pick Up Flow Map



Please help us in ensuring a safe and smooth dismissal by following the procedures and guidelines.

- Loading must be closest to the side-walk and not on the drivers side of the car.
- The covered area is for exclusive for students only. No parents or guardians are allowed here during dismissal time.
- Do not park in the Handicapped Parking spot unless you have a current Handicapped Tag/Permit.
- Parents/Guardians are not allowed to park in the teachers/staff parking areas.
- Your car rider child/children will exit through the dragon door. Your child/children will wait in the covered area (car line), and will be guided by a staff member to your car.
- Your independent walker child/children will exit through the main entrance.

Thank you for your being patient and being kind to other parents, MIMS staff members, and PTO volunteers as we work together to ensure safety of our students and everybody during dismissal.

# Dismissal Procedures

## ***WALKERS:***

- PK - 2nd grade students are only allowed to be independent walkers if they have an older (Grades 3-8th) independent walker sibling/s.
- Independent walkers and PK - 2 walkers with siblings will all exit through the front entrance door. (*\* new procedure*)
- Every student independent walker/walker with sibling will be given a walkers tag that needs to be clipped on their backpacks. Students will not be allowed to leave the building without a walkers tag (NO EXCEPTIONS).
- Parents picking up their independent walkers can meet up their children at the front door entrance. (*\* new procedure*)
- To get a walkers tag, parents must sign a walkers permission slip and submit to the front office. Only students with a signed walkers permission slip will be given a walkers tag.
- Please understand that your child/children will be dismissed from the school building without ensuring a parent or guardian is present to receive them. Please be aware that school supervision of walkers ends once they are released as “ independent walkers/walkers with siblings.
- Middle School walkers will walk out of the building through the front door.



## Dismissal Procedures cont.

### *PARENT-WALKER Pick Up.*

- 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 sit 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 member in the car line will collect placards as cars enter in the driveway.*

*Parents/guardians are not allowed to pick up their student/s without the official MIMS Placard. This is a security measure we use to ensure that the student is picked up by approved adults. This will strongly enforced! Lost placards can be replaced at the front office during office hours.*

## ASP - After School Program

- PK-5 ASP kids will be directed to the gym. ASP staff will be there to receive them.
- Middle School ASP kids will go straight to the gym 4:00 PM.

# Bus Manager Duties and Responsibilities

## **Bus Manager: Mr. Grigsby (Ms. Guo & Mr. Michael - Back-ups)**

- **Mr. Grigsby will have the main contact for transportation.**
- **Mr. Grigsby needs to have 2 parent/guardian contact information for all bus riders.**
- **Parents will be given Mr. Grigsby's contact information ([dgrigsby@houstonisd.org](mailto:dgrigsby@houstonisd.org)).**

## **Other Bus Dismissal Duty Staff: Coach Deggs & Coach Taylor**



## FREQUENTLY ASKED QUESTIONS

**Which door will all independent walkers and walkers with siblings exit through?**

*Answer: All independent walkers/walkers with siblings will all exit through the front, main office door.*

**Are there any exceptions to the rule about students not being allowed to leave the building without a walker tag?**

*Answer: No, students will not be allowed to leave the building without a walker's tag (NO EXCEPTIONS).*

**Where can parents meet their independent walker/walkers with siblings children?**

*Answer: Parents can meet their independent walkers/walkers with siblings at the front door entrance or any designated safe meeting area/location for their children, as long as parents/independent walkers do not wait in the covered area between the dragon door and front, main office door.*

**What must parents do to get a walker's tag for their child/children**

*Answer: Parents must sign a walker's permission slip and submit it to the teacher to get a walker's tag.*



# FREQUENTLY ASKED QUESTIONS

**What is the school's policy regarding supervision of walkers once they are released?**

*Answer: School supervision of walkers ends once they are released as “independent walkers/walkers with siblings.”*

**Can independent walker students go to the spark park to wait for their parents?**

*Please be aware that school supervision of walkers ends once they are released as “independent walkers/walkers with siblings.” No supervision is provided by the school at the Spark Park. Students should not be left unattended at the Spark Park at any time. Leaving your students at the Spark Park is at your own discretion and risk.*

**What should parents do if they wish to change their child's dismissal method?**

*Answer: If you wish to change your child's dismissal method for any reason, it is your duty and responsibility to notify the teacher 24 hours in advance and not last minute. To ensure your child's safety, it is best to be as consistent as possible with your child's dismissal plan.*

*Note: Parents can park ONLY in the following locations: Front of school parking lot and side streets. Please follow/obey all city parking signs and rules. Please do not park in the MIMS teachers and staff parking lot. Please do not block neighborhood driveways or streets at any time. Parking is available at the School at St. George teacher parking lot during dismissal only.*

