

Parent/Student Handbook

2026-2027



Dragon Mandarin Immersion School
Elementary Program

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WELCOME TO DRAGON MANDARIN IMMERSION SCHOOL

Dear Dragon Families,

Welcome to Dragon Mandarin Immersion School! We are honored that you have chosen to become part of our school community. Thank you for entrusting us with one of your life's greatest treasures, your child.

At Dragon Mandarin Immersion School, we believe that education is about far more than academic achievement. It is about inspiring curiosity, building character, developing confidence, and preparing children to become compassionate leaders in an increasingly interconnected world.

Our mission is to provide an exceptional bilingual education that combines the wisdom of Eastern educational traditions with the innovation and critical thinking of Western education. Through our Mandarin immersion program, students develop high levels of proficiency in both Mandarin Chinese and English while building strong foundations in mathematics, science, social studies, technology, the arts, and physical education.

We believe every child is unique and capable of excellence. Our dedicated faculty creates a safe, engaging, and nurturing learning environment where students are encouraged to ask questions, think critically, solve problems, collaborate with others, and discover the joy of lifelong learning. In every classroom, we strive to cultivate not only academic success but also integrity, responsibility, respect, perseverance, and kindness.

Education is most successful when schools and families work together. We value open communication, mutual trust, and strong partnerships with parents. By working together, we can provide the support, encouragement, and guidance each child needs to thrive academically, socially, and emotionally.

This Parent & Student Handbook has been prepared to help families understand our school's mission, educational philosophy, daily procedures, and policies. We encourage you to read it carefully and keep it as a helpful reference throughout the school year. While no handbook can address every situation, it reflects our commitment to maintaining a safe, respectful, and supportive learning community.

Thank you for choosing Dragon Mandarin Immersion School. We are committed to helping every student grow into a confident learner, an ethical leader, and a responsible global citizen who is prepared to make a positive impact on the world. We look forward to partnering with your family and sharing an exciting journey of learning, discovery, and achievement together.

Welcome to the Dragon family!

With warmest regards,

Rong Wang

Founder & Principal, Dragon Mandarin Immersion School

THE PURPOSE OF THIS HANDBOOK

This Parent & Student Handbook is designed to provide families with a comprehensive understanding of the mission, educational philosophy, policies, procedures, and daily operations of Dragon Mandarin Immersion School. It serves as an important resource for students and parents throughout the school year and is intended to foster a strong partnership between home and school.

We encourage all families to read this handbook carefully and discuss its contents together. Familiarity with our policies, expectations, and procedures helps ensure a safe, respectful, and positive learning environment for every member of our school community. We recommend keeping this handbook as a convenient reference, either in digital format or as a printed copy, for use throughout the school year.

Dragon Mandarin Immersion School reserves the right to interpret, implement, revise, or amend the policies and procedures contained in this handbook as necessary to meet the needs of the school community and to comply with applicable laws and regulations. Changes may be made at any time during the school year and will be communicated to families through official school communication channels. This handbook is intended as a guide and does not constitute a legal contract or guarantee of any specific policy or procedure.

If you have questions about this handbook or any school policy, we encourage you to contact the school office. Our faculty and administration are committed to maintaining open communication and are always happy to assist you.

Dragon Mandarin Immersion School

Email: Contact@dragonmandarinimmersionschool.org

Phone: 713-305-9920

Website: www.dragonmandarinimmersionschool.org

We appreciate your partnership and look forward to working together to provide every student with an exceptional educational experience.

OUR EDUCATIONAL PHILOSOPHY

At Dragon Mandarin Immersion School, we believe that every child is capable of achieving excellence in an environment that nurtures curiosity, character, confidence, and a lifelong love of learning. Our educational philosophy is rooted in the belief that the most effective education develops the whole child—academically, socially, emotionally, physically, and ethically.

Our unique program combines the strengths of Eastern educational traditions with the innovation and inquiry-based practices of Western education. Through this balanced approach, students develop strong academic foundations while learning to think critically, communicate effectively, solve problems creatively, and lead with integrity.

Mandarin immersion is at the heart of our educational program. Language is more than a means of communication—it is a gateway to understanding cultures, building relationships, and developing a global perspective. By learning in both Mandarin Chinese and English,

students gain bilingual proficiency while strengthening cognitive flexibility, creativity, and cross-cultural competence.

Learning at Dragon extends beyond textbooks. Students engage in collaborative learning, project-based experiences, hands-on exploration, and meaningful discussions that encourage active participation and independent thinking. We incorporate Jigsaw Cooperative Learning, inquiry-based instruction, and interdisciplinary projects to foster teamwork, communication, and leadership skills. Every student is encouraged to become both a learner and a teacher, sharing knowledge, asking thoughtful questions, and supporting classmates.

Character education is woven into every aspect of school life. We believe that academic success is most meaningful when accompanied by respect, responsibility, integrity, perseverance, kindness, and compassion. Through positive relationships and high expectations, we strive to develop students who are confident, resilient, and prepared to make positive contributions to their communities.

We also recognize that education is most successful when schools and families work together. We value strong partnerships with parents based on open communication, mutual respect, and shared responsibility for each child's growth and success.

Our ultimate goal is to graduate students who are bilingual, culturally competent, intellectually curious, emotionally resilient, and prepared to thrive as responsible global citizens in an ever-changing world.

SCHOOL EXPECTATIONS

At Dragon Mandarin Immersion School, every member of our community contributes to creating a safe, respectful, and joyful learning environment. We believe that clear expectations, positive relationships, and shared responsibility help every child reach their full potential.

Our expectations are guided by our core values:

- **Respect** – Treat everyone with kindness, dignity, and courtesy.
- **Responsibility** – Take ownership of your actions, learning, and behavior.
- **Integrity** – Be honest, trustworthy, and accountable.
- **Excellence** – Always strive to do your personal best.
- **Community** – Support one another and contribute positively to our school family.

These values guide the daily interactions of students, parents, faculty, and staff and form the foundation of the Dragon school culture.

The following sections outline the expectations for students, parents, and the school community to ensure that every child can learn, grow, and succeed in a safe and supportive environment.

Student Behavior Expectations

At Dragon Mandarin Immersion School, we believe that character development is just as important as academic achievement. Students are expected to demonstrate respect, responsibility, integrity, kindness, and self-discipline in all aspects of school life. Every member of our school community shares the responsibility of creating a safe, welcoming, and supportive learning environment where all students can thrive.

Students are expected to conduct themselves appropriately at all times while on campus, during school-sponsored activities, on field trips, while riding school transportation, and in any setting that represents Dragon Mandarin Immersion School.

Core Expectations

Students are expected to:

- Respect others
- Treat classmates, teachers, staff, visitors, and volunteers with courtesy and kindness.
- Listen attentively when others are speaking.
- Use respectful language and appropriate manners.
- Appreciate and respect cultural, linguistic, and individual differences.
- Resolve conflicts peacefully and respectfully.
- Take Responsibility

Students should:

- Arrive at school on time and prepared to learn.
- Complete assignments to the best of their ability.
- Follow classroom and school procedures.
- Care for school property and personal belongings.
- Accept responsibility for their choices and actions.
- Demonstrate Integrity

Students are expected to:

- Be honest in their words and actions.
- Complete their own academic work.
- Tell the truth.
- Respect the property of others.
- Use technology responsibly and ethically.
- Show Kindness and Compassion

Students should:

- Include others in activities whenever possible.
- Encourage classmates.
- Help those in need.
- Demonstrate empathy and understanding.
- Celebrate the successes of others.

- Practice Self-Control

Students are expected to:

- Follow directions the first time they are given.
- Manage emotions appropriately.
- Solve problems using respectful communication.
- Make safe and responsible choices.
- Contribute positively to the learning environment.

Behavior That Is Not Acceptable

The following behaviors are inconsistent with the values of Dragon Mandarin Immersion School and may result in disciplinary action:

- Bullying, intimidation, harassment, or cyberbullying
- Physical aggression, fighting, or threatening others
- Disrespect toward students, faculty, staff, or visitors
- Profanity, abusive language, or inappropriate gestures
- Dishonesty, cheating, plagiarism, or theft
- Vandalism or intentional damage to school or personal property
- Possession of prohibited or dangerous items
- Misuse of technology or school equipment
- Disruptive behavior that interferes with teaching or learning
- Leaving supervised areas without permission
- Any behavior that compromises the safety or well-being of others

Progressive Discipline

Our goal is to teach appropriate behavior rather than simply punish inappropriate behavior. Whenever possible, disciplinary actions are designed to help students learn from their choices and develop self-discipline.

Depending on the nature and severity of the behavior, consequences may include:

- Verbal reminder or redirection
- Reflection or restorative conversation
- Loss of classroom or school privileges
- Parent notification
- Teacher-parent conference
- Behavior improvement plan
- Administrative conference
- Detention or supervised reflection time
- Suspension from school activities
- Out-of-school suspension
- Expulsion for serious or repeated violations of school policy

The school reserves the right to determine the appropriate disciplinary response based on the individual circumstances of each incident.

Serious Misconduct

The following behaviors are considered major violations of school policy and may result in immediate suspension or expulsion:

- Possession of a weapon or dangerous object
- Physical assault or intentional injury to another person
- Sexual harassment or inappropriate physical contact
- Bullying or repeated harassment
- Possession, use, or distribution of alcohol, tobacco, vaping products, illegal drugs, or controlled substances
- Serious threats or acts of violence
- Deliberate destruction of school property
- Conduct that endangers the safety of students or staff
- Repeated or willful refusal to comply with school rules despite prior interventions

Zero-Tolerance Policy for Sexual Misconduct

Dragon Mandarin Immersion School maintains a zero-tolerance policy for any intentional inappropriate touching of another person's private parts or any form of sexual misconduct.

Any allegation will be investigated promptly and thoroughly. If the investigation determines that the misconduct occurred, the student will be immediately expelled from Dragon Mandarin Immersion School. There will be no warning, no probation, no second chance, and no opportunity to remain enrolled.

In addition, the school reserves the right to notify parents or guardians immediately and to report incidents to law enforcement or child protective authorities whenever required or deemed appropriate under applicable federal, state, or local laws.

Partnership with Families

Dragon Mandarin Immersion School believes that students are most successful when families and educators work together. Parents are expected to support the school's behavioral expectations, reinforce respectful behavior at home, and communicate openly with teachers and administrators when concerns arise.

Together, we strive to cultivate students who demonstrate strong character, leadership, responsibility, and compassion - qualities that will prepare them to become ethical, confident, and globally minded citizens.

SCHOOL DRESS CODE

At Dragon Mandarin Immersion School (DMIS), students are expected to dress in a manner that promotes a safe, respectful, and distraction-free learning environment. Clothing should be clean, neat, appropriate for school activities, and suitable for the student's age. Our dress code is intended to support learning while respecting students' individuality.

General Expectations

Students must:

- Wear clothing that adequately covers the chest, midriff, back, and undergarments.
- Wear shirts, bottoms (pants, shorts, skirts, dresses, or leggings), and shoes at all times.
- Wear clothing that is clean, appropriately fitted, and allows safe participation in school activities.
- Wear athletic shoes on Physical Education days or whenever required for safety.

Clothing Not Permitted

The following items are not permitted at school:

- Clothing with offensive, vulgar, discriminatory, sexually explicit, or inappropriate language or images.
- Clothing promoting violence, weapons, gangs, tobacco, alcohol, vaping, or illegal drugs.
- Excessively revealing or see-through clothing.
- Clothing that creates a safety hazard or substantially disrupts the educational environment.
- Accessories or items that may be used to harm others or interfere with learning.

Special Dress Days

The school may designate special dress days, spirit days, cultural celebrations, or themed events. Students participating in these activities are still expected to dress appropriately and safely.

Dress Code Violations

If a student's attire does not meet the dress code:

- The student may be asked to modify the clothing if possible.
- Parents or guardians may be contacted to provide appropriate clothing.
- Repeated violations may result in disciplinary action.

DMIS reserves the right to make the final determination regarding appropriate student attire and may revise the dress code as necessary to maintain a safe and positive learning environment.

GENERAL GUIDELINES

Arrival

Students at DMIS are expected to be punctual each day. Timeliness is not only a good habit but also a fundamental aspect of the school's operation and curriculum. Arriving on time sets a positive tone for the day.

Dismissal

Afternoon pick-up times are scheduled at 3:30 p.m. DMIS utilizes the Brightwheel app to ensure a smooth and efficient drop-off and pick-up process. New families will receive an email with instructions on how to register for Brightwheel.

Students will be released only to individuals authorized through the Brightwheel app. Use the app to designate additional authorized pick-up persons.

If students are not picked up by the designated time, they will be placed in the after-school program, which is available until 5:30 p.m. The rate is according to Houston Dragon Academy.

ATTENDANCE

At DMIS, we understand that consistent attendance is a key component of academic success. We expect our students to be present every day that school is in session. To ensure accountability and support, all late arrivals and absences are recorded and will be included in school reports.

Absences

- **Excused Absences:** Recognized reasons for excused absences include religious holidays, illness, and emergencies.
- **Notification:** If your child will be absent due to illness, please notify the school by sending a message to Brightwheel, or emailing contact@dragonmandarinimmersionschool.org no later than 8:00 a.m.
- **Doctor's Note:** A doctor's note is required after two consecutive days of absence due to illness. If a doctor's visit is not applicable, a parent's note explaining the absence is necessary.

Unexcused Absences

- **Vacations:** Please align family vacations with the school calendar to avoid unexcused absences. Absences due to vacation extensions are disruptive and compromise our educational integrity.
- **Requesting Authorized Absence:** To request an absence for reasons other than those stated as excused, please contact the Head of School in advance. Provide your request via email to contact@dragonmandarinimmersionschool.org.

Late Arrivals (Tardies) / Early Dismissals

- **Impact:** Late arrivals and early dismissals disrupt the educational process, not only for the students involved but also for their classmates and teachers. Key information shared at the start and end of each day could be missed.
- **Procedure:** Plan any late arrivals or early departures with your child's teacher in advance. All students must be dropped off at the Front Desk during school hours. They will be signed in and then escorted to class by a staff member. This ensures the safety and security of all students while minimizing disruptions to ongoing educational activities. For security reasons, parents or authorized individuals must sign students out

at the Front Desk. Directly taking students to or from classrooms without signing in or out is not allowed.

Medical Appointments

We strongly encourage parents to schedule medical, dental, and optical appointments outside of school hours whenever possible. This helps to minimize disruptions to your child's education and maintains the integrity of their learning experience.

At DMIS, we strive to create an environment that promotes consistency, responsibility, and respect for the learning process. We appreciate the cooperation of all parents and guardians in adhering to our attendance policies, ensuring that all students have the best possible opportunity to succeed academically and personally.

PHOTOGRAPHY AND USE OF IMAGES

As part of the enrollment process at DMIS, we request your consent to use photographs and video images of your child. This consent allows us to feature your child in various school-related materials, enhancing our ability to showcase the educational and extracurricular achievements of our students.

Granting Permission Involves:

- The opportunity for your child's achievements and participation in school activities to be highlighted across multiple platforms, including school publications, our official website, and external media coverage.
- The flexibility to withdraw your consent at any time by providing written notice to the Head of School.

Benefits of Consenting:

- Amplifies awareness and appreciation of student endeavors and the dynamic educational environment at DMIS.
- Contributes to the school's outreach and community engagement efforts, illustrating the richness of our educational programs.

We encourage you to consider granting permission for us to use your child's image. This support is invaluable in celebrating and promoting the vibrant community and exceptional student experiences at DMIS.

COMMUNICATION

General Communication Methods

DMIS values open and transparent communication with our families, recognizing the importance of various communication channels. While email and voicemail are effective for quick exchanges, we also highlight the significance of face-to-face interactions.

You'll receive frequent updates via email, Brightwheel messages, newsletters, and see our vibrant community on social media and our website updates. For any queries, please reach out to our main line at 713-305-9920 or email us at contact@dragonmandarinimmersionschool.org

Social Media

Join us on platforms like Facebook and Instagram to stay connected with the school's heartbeat. Our social media aims to inform about events, celebrate our community's achievements, and embody our school's mission. We encourage positive and inclusive engagement from our families, faculty, and staff.

Class Communication

Electronic notifications keep parents up-to-date on classroom activities, curriculum-related work, and events like field trips. Ensure your email contacts are current to receive these updates.

Progress Reports / Parent-Teacher Conferences

We keep you informed about your student's progress through various means:

- Scheduled meetings with teachers to discuss progress and targets.
- Formal consultations twice a year, in addition to Meet the Teacher Night.
- Term-end reports covering curriculum areas, with additional conferences available upon request.

Contacting Teachers

Email is the preferred method to contact teachers. For immediate needs during school hours, please call our main line at **713-305-9920**. Note that instructional time is crucial for teachers, so discussions about individual students should be scheduled in advance.

LEARNING ENVIRONMENT AND SCHOOL PROTOCOLS

At Dragon Mandarin Immersion School, we are committed to creating a safe, respectful, organized, and engaging learning environment where every student can thrive academically, socially, and emotionally. Students are expected to care for school property, respect the belongings of others, and contribute positively to our school community. The following guidelines help ensure a productive and enjoyable educational experience for everyone.

Books and School Supplies

Dragon Mandarin Immersion School provides many of the instructional materials, classroom resources, and art supplies necessary for daily learning as part of the tuition and annual materials fee. Parents are responsible for providing the personal school supplies listed on their child's grade-level supply list before the beginning of the school year.

Teachers may occasionally request additional materials for special classroom projects or enrichment activities. Families will be notified in advance whenever possible.

Textbooks, library books, classroom readers, technology devices, and other school-issued materials remain the property of the school and should be treated with care. Students are expected to return all borrowed materials in good condition. Families may be responsible for the replacement cost of any lost, damaged, or excessively worn items beyond normal use.

Personal Property

Respect for personal property is an important part of building a caring school community.

Students are expected to:

- Respect the personal belongings of classmates, teachers, staff, and visitors.
- Keep personal items organized and clearly labeled with the student's name.
- Leave valuable items, toys, trading cards, electronic devices, and large amounts of money at home unless specifically authorized by a teacher.
- Report lost or found items promptly to a teacher or the school office.

While reasonable efforts will be made to safeguard students' belongings, Dragon Mandarin Immersion School cannot assume responsibility for lost, stolen, or damaged personal property brought to school.

Classroom Celebrations

Celebrations provide meaningful opportunities to build community while maintaining a healthy and inclusive learning environment.

Birthdays

Students are welcome to celebrate birthdays at school with prior approval from the classroom teacher.

To ensure the safety and inclusion of all students:

- All treats must be store-purchased and remain in their original, unopened packaging.
- Homemade food items are not permitted.
- All treats must comply with the school's Nut-Free Campus Policy.
- Healthy snack options are encouraged.

Teachers will determine the appropriate time for classroom celebrations to minimize disruptions to instruction.

Parents who wish to donate books, educational games, or classroom supplies in honor of their child's birthday are always welcome to do so.

Cultural and Holiday Celebrations

As a Mandarin immersion school, Dragon Mandarin Immersion School celebrates the richness of many cultures throughout the year. Students participate in age-appropriate educational activities that promote cultural understanding, respect, and global awareness.

Examples may include:

- Lunar New Year
- Mid-Autumn Festival
- International Day
- Read Across America
- Multicultural celebrations
- Other educational and community events

These celebrations are designed to enrich learning while honoring the diverse backgrounds of our school community.

Party Invitations

To help maintain an inclusive classroom environment, invitations to private, non-school events may only be distributed at school if every student in the class is invited.

If only a portion of the class is invited, families are asked to distribute invitations privately outside of school through personal mail, email, or other means.

We appreciate families' cooperation in helping all students feel respected and included.

Field Trips

Field trips are an important extension of the classroom experience and provide students with valuable opportunities to connect learning to the real world. Through visits to museums, cultural institutions, science centers, businesses, nature preserves, and other educational venues, students deepen their understanding of classroom concepts while developing curiosity, independence, and social responsibility.

Because field trips are considered an enrichment activity, transportation, admission fees, and other associated costs may not be included in tuition. Families will be notified in advance if additional fees are required.

Prior to each field trip, parents will receive detailed information regarding:

- The educational purpose of the trip
- Date, time, and location
- Transportation arrangements
- Cost (if applicable)
- Dress code and items to bring
- Lunch arrangements
- Emergency contact information
- Permission requirements

A signed parent or guardian permission form is required before a student may participate in any off-campus activity.

For the safety and well-being of all participants, students are expected to:

- Follow all school rules and the directions of teachers, staff, and chaperones.
- Travel using the transportation arranged or approved by the school. Students may not leave with anyone other than their parent or legal guardian unless prior written authorization has been approved by the school administration.
- Remain with their assigned group and supervising adult at all times.
- Demonstrate respectful, responsible, and courteous behavior throughout the trip.
- Represent Dragon Mandarin Immersion School positively while in the community.

Serious misconduct during a field trip may result in disciplinary action and could affect a student's eligibility to participate in future school-sponsored activities.

Parents are welcome to volunteer as field trip chaperones when additional supervision is needed. All volunteers must follow school guidelines, complete any required volunteer procedures, and remain under the direction of school staff throughout the trip.

Field trips are a valued part of the Dragon educational experience, helping students build meaningful connections between classroom learning and the world around them while fostering curiosity, confidence, and lifelong learning.

Physical Education (PE)

Physical Education (PE) is an essential part of the educational program at Dragon Mandarin Immersion School. Regular physical activity promotes healthy growth and development while fostering teamwork, sportsmanship, self-discipline, resilience, and lifelong healthy habits. Participation in PE is expected for all students unless a medical condition prevents participation.

Students should come to school prepared for physical activity by wearing comfortable clothing and appropriate athletic footwear on designated PE days. Athletic shoes with closed toes and non-marking soles are required to ensure student safety during physical activities.

If a student is temporarily unable to participate in PE due to illness or injury, a written note from a parent or guardian is required for an absence of up to three consecutive school days. For any restriction lasting more than three consecutive school days, a physician's written statement specifying the limitation and the expected duration is required before the student may be excused from PE activities.

Students who are excused from active participation may still be required to attend PE class and participate in alternative activities, such as observation, written assignments, or modified exercises, as determined by the PE teacher and school administration.

Dragon Mandarin Immersion School believes that physical wellness is an important component of a well-rounded education. Through physical education, students develop not only physical fitness but also confidence, perseverance, cooperation, respect for others, and a positive attitude toward lifelong health and wellness.
our students' academic and personal growth.

ACADEMIC POLICIES

Dragon Mandarin Immersion School is committed to providing a rigorous, engaging, and student-centered academic program that supports the intellectual, linguistic, social, and emotional growth of every child. Our academic policies are designed to promote high expectations, encourage continuous improvement, and ensure that every student has the opportunity to achieve their full potential.

Assessment

Assessment is an essential component of the teaching and learning process at Dragon Mandarin Immersion School. It enables teachers to monitor student progress, identify individual strengths and areas for growth, and provide instruction that meets each student's learning needs. Assessment also helps students develop self-awareness, take ownership of their learning, and set meaningful academic goals.

Our assessment program includes a balanced combination of formative assessments (ongoing checks for understanding) and summative assessments (evaluations of learning at the end of a unit or instructional period). Teachers use a variety of assessment methods to provide a comprehensive picture of each student's development.

Assessment at Dragon Mandarin Immersion School is designed to:

- Measure progress toward clearly defined learning standards and grade-level expectations.
- Guide instructional planning and curriculum improvement.
- Provide timely and meaningful feedback to students and families.
- Encourage student reflection, goal setting, and active participation in the learning process.
- Evaluate academic achievement, critical thinking, problem-solving, communication, creativity, collaboration, and bilingual language development.
- Recognize each student's individual growth as well as overall academic performance.
-

Assessment methods may include, but are not limited to:

- Classroom observations
- Class participation
- Projects and presentations
- Written assignments
- Quizzes and tests
- Performance-based assessments
- Reading and writing assessments
- Mandarin and English language proficiency assessments
- Digital learning assessments
- Standardized assessments, when appropriate

Assessment is viewed as an ongoing process rather than a single event. Teachers use assessment results to differentiate instruction, provide additional support or enrichment, and ensure that every student continues to make meaningful academic progress.

Parents will receive regular updates regarding their child's academic performance through progress reports, report cards, parent-teacher conferences, classroom communication, and other appropriate means. We encourage families to work closely with teachers to support each student's continued growth and success both at school and at home.

Homework

Homework is an important extension of classroom learning and is designed to reinforce essential skills, encourage independent learning, and strengthen the partnership between home and school. Homework assignments are purposeful, age-appropriate, and aligned with grade-level learning objectives. The amount and complexity of homework will increase gradually as students advance through the grades.

The goals of homework are to:

- Reinforce and extend concepts and skills taught in the classroom.
- Foster responsibility, independence, organization, and effective time-management skills.
- Encourage regular reading and meaningful learning beyond the school day.
- Develop perseverance, critical thinking, and problem-solving abilities.
- Provide opportunities for students to practice, review, and apply what they have learned.
- Strengthen communication and collaboration between home and school.

Student Responsibilities

Students are expected to:

- Complete homework assignments to the best of their ability.
- Submit assignments on time.
- Ask questions when they need clarification.
- Take responsibility for organizing materials and managing their time effectively.

Parent Responsibilities

Parents play an essential role in supporting their child's learning by:

- Providing a quiet, organized, and distraction-free environment for homework.
- Establishing a consistent homework routine.
- Encouraging independence while offering guidance when appropriate.
- Monitoring completion of assignments without completing the work for the student.
- Communicating with teachers if homework becomes consistently difficult or if concerns arise.

Reading at Home

Dragon Mandarin Immersion School strongly encourages students to read every day in both Mandarin Chinese and English, whenever appropriate for their grade level. Daily reading builds

language proficiency, vocabulary, comprehension, critical thinking, and a lifelong love of learning.

Homework should reinforce learning without creating unnecessary stress. We believe that family time, adequate sleep, physical activity, and opportunities for play are also essential components of a child's healthy development. Homework is designed to support a balanced educational experience that nurtures both academic success and overall well-being.

Grading Policy

Dragon Mandarin Immersion School believes that grading should accurately reflect each student's academic progress while encouraging continuous growth, responsibility, and a love of learning. Our grading practices are developmentally appropriate and designed to provide meaningful feedback to students and families.

For students in the early elementary grades, assessment emphasizes individual growth, effort, participation, skill development, and mastery of foundational concepts rather than traditional letter grades. As students progress through the grades, grading places greater emphasis on academic achievement and mastery of grade-level standards while continuing to recognize effort, responsibility, and continuous improvement.

Student grades may be based on a combination of:

- Class participation and engagement
- Daily classwork
- Homework completion (when applicable)
- Quizzes and tests
- Projects and presentations
- Performance-based assessments
- Individual and collaborative assignments
- Mandarin and English language development
- Demonstrated mastery of grade-level learning standards

Six-Week Grading Cycle

Dragon Mandarin Immersion School follows a six-week grading cycle. At the end of each six-week grading period, teachers evaluate student performance based on classroom assessments, assignments, projects, participation, and demonstrated mastery of learning objectives.

Parents will receive a Progress Report midway through each grading cycle and a Report Card at the conclusion of every six-week grading period. Parent-teacher conferences are scheduled throughout the school year and may also be requested by parents or teachers whenever additional discussion regarding a student's academic progress is beneficial.

If a student is experiencing academic difficulties, teachers will communicate with parents in a timely manner to develop strategies that support student success.

Grades are intended to communicate learning, celebrate progress, and guide future growth. They represent one component of a comprehensive evaluation that also considers each student's social, emotional, and personal development. Dragon Mandarin Immersion School values strong partnerships between school and home and encourages ongoing communication between teachers and families to support every child's success.

Academic Integrity

At Dragon Mandarin Immersion School, we believe that honesty, responsibility, and integrity are fundamental to academic excellence and personal character. Students are expected to demonstrate honesty in all aspects of their academic work and to take pride in producing work that reflects their own learning and effort.

Academic integrity includes:

- Completing assignments honestly and independently unless collaboration is specifically permitted.
- Producing original work and giving appropriate credit when using the ideas, words, or work of others.
- Using technology, digital resources, and artificial intelligence (AI) responsibly and ethically, in accordance with school guidelines.
- Following teacher instructions during quizzes, tests, and other assessments.
- Respecting the intellectual property and academic work of classmates and others.

Acts of academic dishonesty - including cheating, plagiarism, unauthorized collaboration, falsifying information, copying another student's work, or misusing technology or AI tools - are inconsistent with the values of Dragon Mandarin Immersion School and may result in academic and disciplinary consequences appropriate to the student's age and the nature of the offense.

Teachers and staff work closely with students to develop a strong understanding of ethical academic practices and responsible digital citizenship. Our goal is not only to promote academic excellence but also to cultivate individuals who demonstrate integrity, accountability, and respect in all aspects of their lives.

Access to Student Records

Dragon Mandarin Immersion School maintains student records in accordance with applicable federal and Texas state laws and respects the privacy and confidentiality of all student information.

Unless otherwise restricted by a valid court order or other legal documentation, both custodial and non-custodial parents or legal guardians have equal access to their child's educational records. Parents are responsible for providing the school with current custody agreements, court orders, or other legal documents that may affect access to records or educational decision-making.

Student records may include:

- Enrollment documents
- Report cards and progress reports
- Assessment results
- Attendance records
- Health and immunization records
- Discipline records
- Other educational records maintained by the school

Requests to review or obtain copies of student records should be submitted to the school administration. The school will process requests in accordance with applicable privacy laws and school procedures.

Dragon Mandarin Immersion School is committed to safeguarding student information and maintaining accurate educational records while supporting open communication and strong partnerships with families.

HEALTH & WELLNESS

Daily Self-Screening

To maintain a safe school environment, students exhibiting symptoms like fever over 100.0°F, sore throat, persistent cough, vomiting, diarrhea, unusual rashes, or lice should stay home until symptom-free for 24 hours without medication. A doctor's note is required for return in certain cases.

Health Records and Regulations

Annual physical examinations are mandatory, with updates due after any changes in a student's health. Health forms must be updated annually and submitted within 45 days of a student's birthday. Vision and hearing screenings are required for specific grades and new students.

Immunizations

Proof of current immunizations or a valid exemption affidavit is required for school attendance. In the event of a vaccine-preventable disease outbreak, students without immunizations may be temporarily excluded from school.

Health Emergencies

In emergencies, if parents or guardians cannot be reached, the school may arrange for immediate medical attention, including ambulance services to the nearest hospital.

Allergy Information

Families must provide an Allergy Action Plan for students with severe allergies. The school community, including teachers and staff, is trained to manage allergies and administer epinephrine when necessary.

Food Allergies

Dragon Mandarin Immersion School is committed to providing a safe and healthy learning environment for all students, including those with food allergies. Because food allergies can be life-threatening, the school works closely with families and staff to reduce the risk of allergic reactions while promoting awareness, prevention, and emergency preparedness.

Nut-Free Campus

To help protect students with severe allergies, Dragon Mandarin Immersion School maintains a Nut-Free Campus Policy. Peanuts, tree nuts, and foods containing or processed with nuts are not permitted on campus, including in lunches, snacks, classroom celebrations, or school-sponsored events.

Allergy Management

Families of students with diagnosed food allergies are required to:

- Notify the school of their child's allergy before the first day of attendance.
- Submit a completed Allergy Action Plan signed by the student's healthcare provider.
- Provide any prescribed emergency medications (such as an epinephrine auto-injector) before school begins and replace medications before their expiration date.
- Update the school immediately if the student's medical condition or treatment plan changes.

School Responsibilities

The school will:

- Train faculty and staff to recognize the signs and symptoms of allergic reactions and respond appropriately in an emergency.
- Follow each student's Allergy Action Plan.
- Make reasonable efforts to reduce exposure to known allergens in classrooms and common areas.
- Maintain emergency medications in accordance with school policy and applicable laws.

Classroom Guidelines

Additional allergy precautions may be implemented in individual classrooms or during school activities based on the medical needs of enrolled students. Families are expected to cooperate fully with these accommodations to help ensure the safety and well-being of all children.

While Dragon Mandarin Immersion School takes every reasonable precaution to minimize the risk of exposure to food allergens, it is impossible to guarantee an entirely allergen-free environment. We appreciate the cooperation and understanding of all families in helping us maintain a safe, respectful, and inclusive school community.

Medications at School

To protect the health and safety of all students, all prescription and over-the-counter medications must be administered through the school office whenever possible.

The following guidelines apply:

- All medications must be brought to the school by a parent or legal guardian in the original, properly labeled container.
- A completed and signed Permission to Administer Medication Form must accompany all medications before they can be administered.
- Prescription medications must include the student's name, prescribing healthcare provider, medication name, dosage, and administration instructions.

The school reserves the right to refuse medications that are expired, improperly labeled, or not accompanied by the required documentation.

Students are not permitted to carry or self-administer medication, including over-the-counter medicines, unless specifically authorized by the school administration and supported by appropriate medical documentation (for example, certain emergency medications such as inhalers or epinephrine auto-injectors).

School personnel will administer medication in accordance with the written authorization provided by the parent or guardian and applicable state regulations.

Toilet Training

Students enrolled in Preschool and Prekindergarten programs are expected to be fully toilet trained before attending Dragon Mandarin Immersion School unless otherwise approved by the school administration.

A child is considered toilet trained when he or she can:

- Use the restroom independently with minimal adult assistance.
- Communicate the need to use the restroom before an accident occurs.
- Manage personal hygiene appropriate to the child's developmental level.
- Wear regular underwear rather than diapers or pull-ups during the school day, except when medically necessary and supported by appropriate documentation.

Occasional accidents are understandable and will be handled with care, dignity, and discretion. However, frequent accidents that indicate a child is not yet toilet trained may require a conference with the family to develop an appropriate plan for the child's continued enrollment.

Dragon Mandarin Immersion School is committed to maintaining a healthy, safe, and supportive learning environment for every student. Through close collaboration with families, adherence to health and safety procedures, and respect for each child's individual needs, we strive to ensure that all students can learn, grow, and thrive in a caring and inclusive school community.

HEALTHY LUNCH GUIDELINES

Dragon Mandarin Immersion School believes that healthy eating habits contribute to students' physical well-being, academic success, and overall development. We encourage families to provide nutritious meals that support learning, concentration, and healthy growth throughout the school day.

Students may bring lunch from home or participate in the school's lunch program, when available. Parents are responsible for ensuring that their child's lunch meets any individual dietary or medical needs.

When preparing lunches from home, we ask families to follow these guidelines:

- Pack lunches in an insulated lunch bag or container with an ice pack if refrigeration is needed.
- Include nutritious foods such as fruits, vegetables, whole grains, lean proteins, and dairy products or appropriate alternatives.
- Limit foods and beverages high in added sugar, excessive sodium, and saturated fats.

Soft drinks, energy drinks, candy, and chewing gum are not permitted at school unless approved for a special school-sponsored event.

Please provide foods that your child can eat independently and safely. If food requires heating, parents should verify whether warming services are available through the school before sending such items.

Students are encouraged to practice good table manners, clean up after themselves, and show respect for classmates and staff during meal times.

Nut-Free Campus Policy

The safety of our students is our highest priority. Because some students have severe, potentially life-threatening food allergies, Dragon Mandarin Immersion School is a Nut-Free Campus.

To reduce the risk of accidental exposure, peanuts, tree nuts, and foods containing or processed with nuts are not permitted on campus.

This policy applies to lunches, snacks, classroom celebrations, birthday treats, field trips, and all school-sponsored activities.

Parents are asked to carefully read ingredient labels before sending food to school. If there is any uncertainty about whether a product contains nuts or has been manufactured in a facility that processes nuts, families should choose an alternative product.

Additional allergy-related precautions may be implemented in individual classrooms based on the medical needs of enrolled students.

Health and Hygiene

To help maintain a healthy dining environment, students are expected to:

- Wash or sanitize their hands before and after eating.
- Eat only their own food unless otherwise approved by a teacher.
- Never share food, drinks, or eating utensils with classmates.
- Dispose of trash properly and clean their eating area before leaving.
- Follow all cafeteria and classroom lunch procedures established by school staff.

Teachers and staff supervise lunch periods to promote safe eating practices and monitor students with documented food allergies.

Emergency Preparedness

Parents of students with severe food allergies must provide:

- A completed Allergy Action Plan signed by the student's healthcare provider.
- Current emergency medication, such as an epinephrine auto-injector, as required by the student's treatment plan.
- Updated medical information whenever changes occur.

School staff receive training to recognize the signs and symptoms of allergic reactions and to respond appropriately according to each student's Allergy Action Plan and school emergency procedures.

While Dragon Mandarin Immersion School takes every reasonable precaution to reduce the risk of exposure to food allergens, it is impossible to guarantee an entirely allergen-free environment. We greatly appreciate the cooperation of all families in helping us maintain a safe, healthy, and inclusive school community where every student can learn and thrive.

SAFETY & SECURITY

At Dragon Mandarin Immersion School, the safety and well-being of every student is our highest priority. We are committed to maintaining a secure, welcoming, and nurturing environment where students can learn with confidence. Our comprehensive safety program includes controlled campus access, emergency preparedness, staff training, and ongoing collaboration with families.

Campus Security

To protect students and staff, Dragon Mandarin Immersion School maintains controlled access to all school buildings during school hours.

Security measures include:

- Controlled building access during the school day
- Visitor identification and check-in procedures
- Staff supervision throughout the campus
- Student accountability during arrival, dismissal, and school activities
- Regular safety reviews and emergency planning

All visitors, including parents, volunteers, contractors, and vendors, must report to the school office immediately upon arrival.

Visitor Check-In

For the safety of our students:

- All visitors must sign in at the school office.
- A government-issued photo ID may be required.
- Visitors may receive a temporary visitor badge that must remain visible while on campus.
- Unauthorized individuals are not permitted in classrooms or student areas.

Parents are encouraged to schedule conferences in advance to minimize disruptions to instruction.

Arrival and Dismissal Safety

Students should arrive and depart only through designated entrances and exits.

To ensure student safety:

- Families should follow all traffic patterns and staff directions.
- Students may only be released to authorized adults listed in the school's student information system.
- Changes in dismissal plans must be communicated to the school office before dismissal.

Emergency Preparedness

Dragon Mandarin Immersion School maintains a comprehensive Emergency Operations Plan that addresses a variety of emergency situations, including:

- Fire emergencies
- Severe weather
- Medical emergencies
- Lockdowns
- Shelter-in-place situations
- Evacuations
- Utility failures

Students and staff participate in regular emergency drills throughout the school year in accordance with state requirements.

Parents will receive emergency notifications through the school's communication system whenever necessary.

Student Safety

Students are expected to help maintain a safe school environment by:

- Following all school safety procedures.
- Reporting unsafe conditions immediately.
- Reporting bullying, threats, or suspicious behavior.
- Following staff directions during drills and emergencies.
- Treating school property responsibly.

Student safety is everyone's responsibility.

TECHNOLOGY & DIGITAL CITIZENSHIP

Technology plays an important role in supporting learning at Dragon Mandarin Immersion School. Students are expected to use technology responsibly, ethically, and safely.

Student Devices

Students may use school-approved technology for educational purposes under teacher supervision.

Parents may be asked to provide a Chromebook, tablet, or laptop for designated grade levels.

Mobile Phones and Personal Devices

To promote focused learning:

- Cell phones should remain turned off and stored during the school day unless authorized by a teacher or administrator.
- Smart watches should not be used for texting or calling during instructional time.
- Gaming devices and other electronic entertainment devices are not permitted.

The school is not responsible for lost or damaged personal electronic devices.

Responsible Technology Use

Students are expected to:

- Use school technology only for educational purposes.
- Respect the privacy and digital rights of others.
- Follow all copyright laws.
- Protect passwords and personal information.
- Report inappropriate online content immediately.

Improper use of technology may result in disciplinary action and loss of technology privileges.

Artificial Intelligence (AI)

Dragon Mandarin Immersion School recognizes that Artificial Intelligence (AI) tools are becoming an important part of education and the workplace.

Students may use AI tools only when specifically permitted by their teacher. AI may assist learning, but it may not replace original thinking, creativity, or independent work.

Students may not:

- Submit AI-generated work as their own.
- Use AI during assessments unless specifically authorized.
- Use AI to cheat or plagiarize.
- Generate inappropriate or harmful content.

Teachers will provide age-appropriate guidance on the ethical use of AI as part of digital citizenship instruction.

Online Safety

Students should:

- Practice respectful online communication.
- Never share personal information.
- Never access inappropriate websites.
- Immediately report cyberbullying or suspicious online behavior.

The school uses internet filtering and monitoring systems; however, parents are encouraged to reinforce safe online practices at home.

Privacy

Dragon Mandarin Immersion School reserves the right to monitor the use of school-owned technology, school accounts, and the school network to ensure compliance with school policies and to protect the safety of students and staff.

TUITION & FINANCIAL POLICIES

Dragon Mandarin Immersion School is committed to providing an outstanding bilingual education while maintaining financial sustainability that supports high-quality instruction and student services.

Tuition and Fees

Current tuition, registration fees, materials fees, and other charges are published annually in the school's Tuition & Fee Schedule.

Families are responsible for reviewing the current tuition schedule before enrollment.

TUITION, VALUE, FAMILY PARTICIPATION, AND DONATIONS

Dragon Mandarin Immersion School, a 501(c)(3) nonprofit organization, is committed to making high-quality Mandarin immersion education accessible while fostering a strong, engaged school community.

True Value vs. Tuition

Each child at DMIS receives a rich, bilingual education valued at over \$20,000 per year. Thanks to our nonprofit structure, lean operations, and the generosity of our families and supporters, we are able to offer tuition at a significantly reduced rate of \$10,900 per year.

Tuition, Fees, and Payment Options

Tuition is billed for the full academic year, with flexible payment plans available:

- \$10,900 annually
- \$5,750 per semester
- \$1,200 per month (10 payments beginning August 1)

One-time Fees (non-refundable):

- \$150 Registration fee
- \$350 Materials Fee

Sibling Discount: 10% off tuition only, applied to the oldest sibling.

Payment Plans

Flexible payment plans are available.

Payments are processed through the school's designated tuition management system. Families are responsible for making payments according to the selected payment schedule.

Late Payments

Tuition payments received after the due date may be subject to late fees of \$10/day.

Continued delinquency may result in:

- Suspension of student accounts
- Withholding of report cards or student records
- Loss of enrollment privileges
- Referral for collection if necessary

Withdrawal Policy

Families who withdraw a student should submit written notice to the school office.

Registration fees and other non-refundable fees are not refundable.

Refunds, if applicable, will follow the school's Tuition Agreement.

Financial Assistance

Dragon Mandarin Immersion School may offer limited financial assistance or scholarship opportunities based on available funding.

Eligibility requirements and application procedures are published annually.

Receiving financial assistance does not alter academic or behavioral expectations.

Family Partnership

Dragon Mandarin Immersion School values strong family involvement. Parents are encouraged to volunteer, participate in school events, and support the school community.

Volunteer opportunities may include:

- Classroom assistance
- Field trips
- Cultural celebrations
- School events
- Fundraising
- Library support
- Special projects

Together, we create a vibrant learning community that benefits every student.

DISCLAIMER

This Parent & Student Handbook is intended to provide general information regarding the policies, procedures, and expectations of Dragon Mandarin Immersion School. It is not intended to create a contractual relationship between the school and any student or family.

Dragon Mandarin Immersion School reserves the right to interpret, revise, amend, suspend, or modify any policy or procedure described in this handbook at any time when it is determined to be in the best interest of the school or to comply with applicable laws and regulations. Families will be notified of significant policy changes through official school communication channels.

NON-DISCRIMINATION POLICY

Dragon Mandarin Immersion School is committed to providing an inclusive, respectful, and welcoming educational environment for all students and families.

The school does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, or any other characteristic protected by applicable federal, state, or local law in the administration of its educational policies, admissions practices, scholarship programs, employment practices, or school-sponsored activities.

We celebrate the diversity of our school community and believe that every student deserves equal opportunities to learn, grow, and succeed in a safe and supportive environment. Our commitment to inclusion reflects our mission of preparing students to become compassionate, culturally competent, and responsible global citizens.