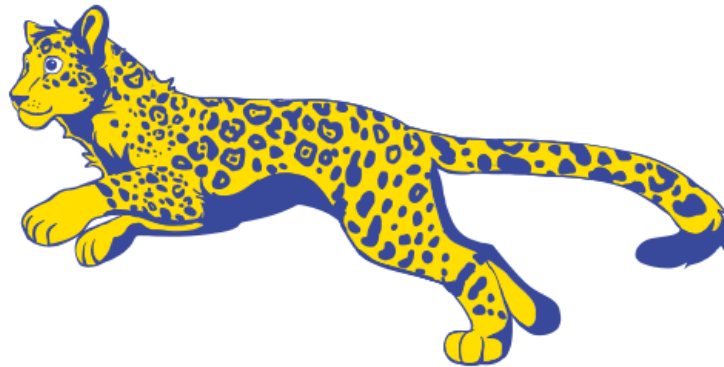


Joslin Elementary

Student-Parent Handbook

2019-2020



JOSLIN
ELEMENTARY SCHOOL
AUSTIN Independent School District

*Sign up for our weekly newsletter and learn more about Joslin at www.joslinelementary.org

Chaolin Chang, Principal

Leyla Olano, Assistant Principal

WELCOME

Vision Statement

The core purpose of education at Joslin is to prepare young people for life. It's about helping them build up the mental, emotional, social, and strategic resources to meet life's challenges. We are here to help students discover the things they would love to excel in, and to strengthen their will and skill to pursue them.

The mission of Joslin Elementary School is to ensure that every student at Joslin will demonstrate individual growth, development, and academic success through a balanced educational program that incorporates best practices in instruction.

SCHOOL OFFICE INFORMATION

Principal	Chaolin Chang	414-2094
Assistant Principal	Leyla Olano	414-5231
Registrar	Alex Molina	414-2094
Bookkeeper	Angel Luna	414-2094
Counselor	Stephanie Turner	414-5232

The office hours are 7:15 a.m. – 4:00 p.m. You are welcome to call or come in during these times to connect with our administrative staff in support of your child. If you have a message for a child's teacher, please contact the teacher directly.

JOSLIN PARENT POWER

A key ingredient of Joslin students' success is parent involvement. You can be a part of the Joslin school community in the following ways:

- ✓ **JOIN THE PTA.** Membership is \$20 per year, which directly supports our students. Many parents who work inside and outside of the home find creative ways to share their time with children at Joslin. PTA will help facilitate your participation, when and how you can.
- ✓ **VISIT THE CAMPUS OFTEN.** You are always WELCOME! Please make an appointment at least one day in advance with your child's teacher to avoid scheduling conflicts, especially when extended visits are planned. Classroom visits are limited to thirty minutes per visit. Longer visits may cause disruptions to learning. If you desire a conference with your child's teacher, please call or send a note in advance to schedule the conference. A planned conference with the teacher is a positive and productive experience. Always sign in at the office before going to the classroom.
- ✓ **HAVE LUNCH WITH YOUR CHILD.** Adults are welcome in our cafeteria. Check your child's lunch schedule and sign in at the office before joining your child in the cafeteria for lunch. Please meet the class at the cafeteria, not in the classroom.
- ✓ **READ ALL JOSLIN NEWSLETTERS.** Sign up for the "Jag," or weekly electronic newsletter, by going to our website, joslinelemetnaryschool.org and signing up. It will contain important news from

teachers, our principal, PTA information, etc., to keep you informed about events, routines, and fun at Joslin Elementary.

✓ **CHECK DAILY AGENDAS.** All students in grades 1-5 will have daily assignment agendas or folders. Students and teachers will use the agenda to note assignments, projects, and school-related activities. If a student loses his/her agenda he/she will need to purchase a new one from the school office at \$5.00 each.

THE DAILY SCHEDULE

The Joslin School schedule:

7:00 Doors open for student arrival

7:30 Morning assembly for all in the cafeteria

7:45 Classes begin

2:55 Classes are dismissed. Please be punctual when picking up your children.

PUNCTUALITY & REGULAR ATTENDANCE

Upon arrival, students go directly to the cafeteria, find their class row, and sit down. Students **read**, study, write, or draw until the school-wide assembly begins at 7:30 a.m. Please try to have your children here by that time. Students are not permitted to wait outside the classroom while morning assembly is going on. Morning assembly is our opportunity to build our school community, make important announcements and celebrate our successes.

Perfect attendance is a goal for which we all strive in our business and school careers; however, when students are running a fever and are ill, it is important that they stay home to rest and get regular doses of medications. If your child has a fever of 100.0°F, s/he should not return to school until s/he is fever-free for 24 hours **without having to take medication**. Check your child's temperature the night before and the morning of the day they return to school to be sure the fever has passed. Please help your child's recovery and keep other students well by keeping sick children at home.

Outstanding Attendance Regular attendance is a valuable life practice that helps students maintain good academic performance. Striving for high attendance is a goal at Joslin. A student may not have more than three tardies and zero absences to qualify for an outstanding attendance award.

Absences When a student must be out due to illness or family business, please send the doctor's note or request to the office or email the registrar, Ms. Alex Molina alex.molina@austinisd.org, within 3 days your child returns or the absence will be considered unexcused. Please include the reason for the absence and dates. Absences may also be reported via our website at <http://www.joslinelementary.org/absencetardies.html>.

In cases of extended illness (more than 3 days), teachers will provide missed work. **Teachers need at least 24 hours notice to prepare assignments for students who are absent.**

Children arriving after 7:45 a.m. are tardy and should check in at the office.

Children arriving after 10:10 a.m. are coded as absent. A child will be counted as present if he/she is:

- (1) at the doctor's office during Official Attendance Time, 9:45-10:10, and returns with a doctor's note on the same day, or
- (2) on campus during Official Attendance Time, 9:45-10:10, and leaves for the doctor's appointment afterwards.

IT'S THE LAW...If your child has three or more unexcused absences within a four week period OR ten or more unexcused absences/tardies during a six month period, we are required to file in truancy court.

Early Dismissal If you need to check your child out of school prior to 3:00 pm, please sign the student out in the office. Office personnel will call the classroom and have the teacher send the student to meet you in the office, or office staff will issue you a release pass to give to the teacher. Please be prepared to show your identification in the office. Teachers will not dismiss students without a pass or call from the office, and students must remain in the classroom until they are checked out in the office. Early dismissal will count as a partial day absence.

Religious Holy Days The State Board of Education has specified that students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, **provided a written request is sent in advance by the parent or guardian.**

Trips/Vacations Some families take vacation throughout the school year. Be advised these absences are unexcused absences and will not be approved as "excused" by the principal. Additionally, students who miss days for vacation often find it hard to catch up and miss important events in the classroom. Please plan family vacations for days that we are already off for holidays.

SAFETY

The safety and security of each student and adult in the Joslin School community is of paramount importance. Students depend on adults for safety! Students should not bring items to school that are dangerous, expensive, or distracting to themselves or other students. Do not let your child bring toys or electronics to school. We will not be responsible for lost or damaged toys brought from home.

ALWAYS . . .

Stop at crosswalks.

Follow the traffic signs.

Model safety.

Talk to your child about talking to strangers.

ARRIVAL AND DISMISSAL

Arrival

Parents and buses will use the staff parking lot on Redd Street, behind the cafeteria. All students will enter through the double blue doors at the back of the cafeteria in the mornings.

Dismissal

Buses will load in the small parking lot along Manchaca Road. Parents and visitors should avoid that lot between 2:40 pm and 3:15 pm.

Parents who wish to stay in their car and ‘**drive-thru**’ to pick up kids will enter the parking lot on Cimarron Trail near the playground. We try to enforce one-way traffic to reduce congestion on that road at dismissal.

Parents who wish to **enter the building to pick up** kids may park in the Sunrise Church parking lot on Redd Street. A crossing guard is there to help parents cross the street, and children may be picked up in the cafeteria.

As a matter of safety, be sure your child’s teacher knows your dismissal choice and any changes (regarding who may pick up or how they should get home) in advance.

VISITORS/GUESTS

All visitors are required to sign-in at the office and obtain a “visitor” sticker. Please be sure to bring identification. Joslin staff will be happy to assist you when checking in as you arrive. This identifies you and keeps students safe. Outside doors and gates will be locked from 8:00 am–3:00 pm.

EMERGENCY CARE INFORMATION

It is essential that the school office have current home, work, and emergency numbers for each child. If a child is sick or hurt, we need to be able to contact a parent quickly. Please keep these numbers current with the front office staff by notifying us of any changes as soon as possible.

ILLNESS

Joslin participates in the AISD Health Services Program administered by Dell Children’s Hospital of Austin. A registered nurse and a health aide are available a set number of hours per week. If neither is available, the office staff cares for ill or injured children. Children should be kept home if they do not feel well or are experiencing any of the following:

- Vomiting
- Diarrhea
- Chicken Pox
- Live lice
- Fever of 100.0 °F or above
- Conjunctivitis (pink eye)
- Other communicable illness

A parent’s note explaining a child’s absence (for a whole or partial day) from school will be required when the student returns to school. All immunizations must be kept current. Joslin enforces state laws requiring records of mandated immunizations or proper exemptions.

MEDICATION

In order for AISD staff to administer medication to a student, a parent must sign the Request For Administration Of Medication By School Personnel form. These forms are available in the school health room. All medication **MUST** be in the **ORIGINAL** container and clearly show the student's name and dosage to be given. Students should come to the health room to take medication (including cough drops, aspirin, etc) when needed. If your student needs to be reminded, please write a note to the teacher. Teachers may not administer medications except in the case of field trips. Students must never have medication on their person at school to prevent accidental mis- or overdosing and/or sharing of medications.

BEHAVIOR SUPPORT

Everyone at Joslin will:
be respectful and responsible,
make good choices,
do their best, and
cooperate with others!

Being a good citizen and a productive member of the Joslin school community are daily goals for everyone. We teach and reinforce appropriate behavior, and we believe that developing self-discipline is a responsibility and process that is shared by the school and the family.

Unacceptable student behavior may result in -- but is not limited to -- one or more of the following:

- Time out in a classroom or cafeteria
- Discipline referral sent home for parent's signature
- Asking the student to write an explanation of the behavior and how to handle the situation differently
- Letter of apology
- Removal from class to principal's office
- Removal from campus

The following items are not allowed at school: toys from home, electronic games and all other electronics, laser pointers, trading cards, toy guns. Cell phones must be turned off and remain out of sight during the instructional day. AISD policy prohibits students from possessing paging devices while on school property or while attending school-sponsored or school-related activities. *The school is not responsible for lost or stolen items, including cell phones.*

This handbook is supplemented with the **AISD Code of Conduct**, which is in effect for our staff and students at Joslin and all AISD schools. Please review it [here](#) and share the information with your child and you may return the portion to print and sign to the office.

AWARDS

Each nine weeks, students will be recognized for academic and behavioral achievements, according to the following criteria:

Gold Honor Roll

All As in grades 3-5; All 4s in grades K-2

Blue Honor Roll

All As & Bs (grades 3-5); All 4s & 3s (K-2)

Star Reader

Student is reading on or above grade level or significantly improved his/her reading level *and* completed all grade level reading expectations for the nine weeks.

Outstanding Attendance

No absences during the nine weeks (excused or unexcused), *and* no more than 3 tardies and/or early dismissals (combined) during the nine weeks.

Character Counts

Student received no 1s or 2s in behavior or personal development (all 3s and 4s), nor did the student receive disciplinary referrals during the nine weeks.

Runner's Club

Student participated in Marathon Kids and has run or walked enough miles in the nine weeks to be on track for completing 26.2 miles by the end of the school year during PE or WOW time and at home.

Principal's Choice

Student has demonstrated good citizenship at school or has made improvements to achievement or behavior. Although many students fall into this category, only two students per grade level are selected each nine weeks.

BUS SAFETY

Children are responsible for their behavior on the bus. Students should wait at the assigned bus stop. Students must remain in their seats, follow safety rules, and follow bus driver directions while on the bus. All school rules apply on the bus as well. In hazardous weather, listen to local radio and television stations for school closings and bus information. Students can be suspended from the bus for failure to comply with safety rules.

Parents can get up-to-date details on bus routes and live updates with bus locations using the free Where's The Bus app, available for Apple and Android phones. Instructions for downloading and using the app can be found at austinisd.org/transportation.

DRESS CODE POLICY

Joslin follows the AISD dress code set forth by the Board of Trustees. Please send your students to school in clothing they can run, jump, climb, sit on the floor, and play in. Students will have recess and WOW every day, along with PE every third day. Please send students in shoes that they can run in.

Basic Principle:

- Clothes must be worn in a way that the students' main body is fully covered.
 - For more details please refer to the website:
<https://www.austinisd.org/family-support/dress-code>

In addition to AISD General Guidelines, inappropriate dress for Joslin also includes:

- Hats or caps may not be worn inside the building (except for religious requirements)

Students violating the AISD dress code will call their parents to bring appropriate attire, or the child will be given appropriate clothes to wear.

CAFETERIA

Providing good nutrition in a courteous atmosphere is our goal. Student meals are **FREE** for every child. Adult breakfast is \$2.25, and lunch is \$3.75. Each child has a personal identification number (PIN) for his/her cafeteria account that can be pre-loaded with funds. To load money on your child's account to purchase extra items, you may send cash or use a debit or credit card by setting up an account with <https://www.schoolcafe.com/austinisd>.

School Café has a great app as well where you can monitor your child's account, add money, etc., all from your phone.

When sending cash with your child, please place it in a sealed envelope with your child's name, grade, teacher, and the amount enclosed.

If you choose to send your child with a lunch from home, please pack nutrient-dense lunches. Refrain from sending items that are high in sugar content, such as soft drinks (even diet), gum and candy.

You may access your child's lunch schedule here:
<http://www.joslinelementary.org/our-faculty--staff.html>

Cafeteria Behavior

Lunch is part of the social development of children. In order to foster that development, we will adhere to the following general expectations:

- walk in the cafeteria at all times;
- use quiet voices & good manners;
- stay in seats and raise hands to get help;
- clean up surroundings.

BIRTHDAY CELEBRATIONS

Birthdays are acknowledged each Monday at the morning assembly. AISD Board Policy does not allow for birthday celebrations during lunch. Call the office for more information.

When distributing invitations to birthday parties during school, please invite each child in the class or rotation group. If that is not possible, please make arrangements to distribute invitations outside of school.

HOMework

Teachers at each grade level prepare homework guidelines and distribute them to students and parents during the first week of the school year. Independent reading of at least twenty minutes each day at home is a school-wide expectation.

We would like parents to be involved with students' homework. Please contact the teacher if your student has constant difficulty with homework.

TEXTBOOKS AND LIBRARY BOOKS

The school is responsible for issuing, collecting, caring for and accounting for all state adopted textbooks. All textbooks must be covered as required by law, and the school furnishes book covers. Text and library books that are lost, damaged, or destroyed by a student must be paid for at the cost established by the State Board of Education.

Please be responsible and care for our library books. We are fortunate to have a wonderful collection of books in our Joslin library. In the event that library books checked out to students are lost or damaged, please understand that a fine will result in order to repair or replace the book so that others can enjoy the book in the future.

AFTER-SCHOOL CARE

Elementary school children need to know what to do when the school day is over and should be reminded how they will go home. If after school routines change for your child, please inform your child's teacher.

Childcare providers that are located in the Joslin area :

Extend-A-Care (@ Joslin)	512-472-9929
Sunrise Community Church	512-444-3326

STAY IN TOUCH

Keep informed with everything that's going on at Joslin. When contact information changes, please make sure the front office is aware.

A great way to stay informed regarding Joslin events is to subscribe to our PTA newsletter, the JAG (Joslin Announcements and Greetings). Please sign up on our website, www.joslinelementary.org

We post tons of information on social media. Follow us on Twitter: our handle is @Joslin_ES.
Like us on FaceBook: www.facebook.com/joslinelementaryschool