

Joslin Elementary

Student-Parent Handbook

2017-2018



Patrick Aziz, Interim Principal

Summer McKinnon, Assistant Principal

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WELCOME

Welcome to Joslin Elementary School where we focus on teaching and learning. Students, staff, parents and members of the community work together to implement the Joslin Elementary School Mission, which 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.

We believe that everyone has the potential to learn. A fair and safe, enriched environment empowers students to become well-rounded, confident individuals. Personal integrity and responsibility are important to face challenges with resilience. And intrinsic motivation and positive attitudes occur when students engage in connected meaningful experiences.

SCHOOL OFFICE INFORMATION

Interim Principal	Patrick Aziz	414-2094
Assistant Principal	Summer McKinnon	414-5231
Registrar	Alex Molina	414-2094
Admin Assistant	Angel Luna	414-2094
Counselor	Stephanie Turner	414-5232
Parent Support Specialist	Dora Flores	841-3482

The school's office hours are 7:30 a.m. – 4:00 p.m. Instruction will not be interrupted to give students messages unless it is an emergency. Otherwise, the office staff will leave a message for a student in the teacher's mailbox or voicemail. In order to assure the message reaches your child, **please call before 2:00 pm.**

Our Parent Support Specialist provides a variety of services for parents. She offers everything from community services coordination to help with interpreting report cards. Please see her if you need anything!

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.** Many parents who work inside and outside of the home find creative ways to share their time with children at Joslin. PTA membership can help to facilitate participation. If you cannot participate, your \$20 membership directly supports students!

✓ **VISIT THE CAMPUS OFTEN.** You are always WELCOME! Whenever possible, 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.** Look for the "Joslin Communicator" folder each week. It will contain important newsletters from the teacher, notes from the 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. 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
- 3:00 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 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 with NO 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 3 tardies and 0 absences to qualify for an outstanding attendance awards.

Absences When a student must be out due to illness or family business, please send a note stating the reason for the absence the day your child returns or the absence will be considered unexcused. Absences may

also be reported via our website at <http://www.joslinelementary.org/absencestardies.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 10:00 a.m. will be counted absent for the day.

IT'S THE LAW... If your child has three or more unexcused absences/tardies 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 Many families take vacation throughout the school year. Be advised these absences are unexcused absences and will not be approved as "excused" by the principal.

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.

Be sure your child's teacher knows your dismissal choice and any changes 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 office. 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 office to take medication 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 over-dosing 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 (CD players, iPods, MP3 players, etc.), 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.*

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 class are selected each nine weeks. We make every effort to select new students 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.

Examples of inappropriate dress are:

- Improperly fitting clothing: baggy pants, oversized shirts, elongated armholes, overly tight garments, and clothes that improperly expose body parts or undergarments;
- Strapless or backless tops, spaghetti straps, and low-cut necklines;
- Shorts or skirts that are short enough to be distracting;
- Makeup and artificial nails;
- Gang associated clothing or colors;
- Hats or caps worn inside the building (except for religious requirements);
- Clothing with inappropriate words or graphics

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 priced as follows: breakfast is \$1.50 (reduced price is \$.30), and full-price lunch is \$2.80 (reduced is \$.40). Adult breakfast is \$2.25, and

lunch is \$3.50 for adults. 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, you may send cash or use a debit or credit card by setting up an account with schoolcafe.com. School Café has a great app as well where you can monitor your child's account, add money, etc., all from your phone. If your child had a remaining balance on My School Bucks last year, all funds will migrate.

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 rotation group. If that is not possible, please make other arrangements to distribute invitations. Teachers will be happy to help you gather email addresses from other parents, or invitations could be handed out at dismissal to avoid hurting feelings of students who are not invited.

HOMWORK

Homework is assigned on a regular basis beginning in the first grade. Teachers at each grade level prepare homework guidelines and distribute them to students and parents during the first week of the school year.

Parents are encouraged to be actively involved in their child's homework. Parents should contact the classroom teacher if their child consistently experiences difficulty with assignments.

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. At the beginning of the school year, you will receive a form indicating the number of textbooks issued to your child and the cost of each book. Please sign this form and return it to your child's teacher to indicate that you understand that it is the student's responsibility to care for these books or pay to replace them if they are lost or damaged.

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. Downloading the free Remind app and joining the Joslin "class" is a great way to always stay connected, even if phone numbers and email addresses change. Join us by texting "@josline" to 81010.

We also publish a monthly parent calendar and a quarterly principal newsletter that will go home in your child's backpack. Our website joslinelementary.org is constantly updated as well.

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