

Joslin Elementary School
Student-Parent Handbook

2025 - 2026

Stay connected with the updated news on our websites

<https://joslin.austinschools.org/>

<https://www.joslinpta.com/>

Follow us on Twitter @Joslin_ES

Like us on FaceBook: www.facebook.com/joslinelementaryschool.

Our Mission

At Jerry Joslin, we believe that everyone can learn. The intrinsic motivation and positive attitudes occur when students engage in connected and meaningful learning experiences. We work together with our community to ensure an equitable and safe learning environment where everyone will demonstrate personal growth and achieve academic success through a balanced educational program that incorporates best practices in instruction.

Our Vision

All students will actualize their potential academically, develop appropriate sociocultural competence, and be on track to become bilingual (or trilingual) through our 2-way Dual Language (DL) pathways in Spanish and/or Mandarin.

Our Values

Respect	Respeto	敬爱 [jìng ài]
Perseverance	Perseverancia	毅力 [yì lì]
Integrity	Integridad	正直 [zhèng zhí]
Curiosity	Curiosidad	好奇 [hào qí]
Courage	Valentía	勇气 [yǒng qì]
Responsibility	Responsabilidad	责任 [zé rèn]

School Office Information

Principal	ChaoLin Chang	512-414-2094
Assistant Principal	Ellie Zamberlan	512-414-2094
Attendance Specialist	Crismar Guerra de Signini	512-414-2094
Administrative Assistant	Maddy Dean	512-414-2094
Counselor	Stephanie Turner	512-414-2094

The office hours are 8:00 a.m. – 4:00 p.m.

You are welcome to call or make an appointment with our teachers and staff during this period. If you have a message for your child's teacher, please contact the teacher directly via preferred communication mode recommended by your child's teacher. If you want to deliver anything to your child (or your child's classroom), please bring it to the front office.

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:

✓ **Stay Connected.** Please make sure that your email address is current, so that you can receive most current updates from the principal. Please also visit Joslin's official website (<https://joslin.austinschools.org/>) for other information. Language features are available for preferred language.

✓ **Join the PTA.** Stay tuned with the updated membership fee, which directly supports our students. You can join PTA by paying the fee at www.joinpta.org. There are many opportunities for you to support your children on campus or at home. PTA will help facilitate your participation, when and how you can.

✓ **Arrange a Campus Visit.** You are welcome to be on campus. All visitors should check in at the front office and wear a visitor pass, including AISD employees from other campuses. Classroom visits will require pre-approval, including communication with the teacher and a written request to the principal.

✓ **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. Please only have lunch with your child and do not bring food for other students.

✓ **Read all Joslin Newsletters.** Review PTA webpage (<https://www.joslinpta.com/>) frequently for updates. 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 Student 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.

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!

ALWAYS . . .

- Stop at crosswalks.
- Follow the traffic signs.
- Model safety.
- Talk to your child about talking to strangers.
- See something, hear something, say something!

Items Brought from Home:

All items brought to school should be related to learning and requested by the teacher for instructional purposes (e.g., Show and Tell). Please check your child's backpack each morning. We will not be responsible for lost or damaged items brought from home. Additionally, items that are distracting to students' learning might be taken away by the classroom teachers. The following items are strongly discouraged:

- Toys of any type (e.g., stuffed animals)
- Expensive items (e.g., jewelry)
- Electronic devices (e.g., laser pointer, iPads, smartwatches, cell phones*)

These items are prohibited:

- Medications (e.g., over the counter or prescribed)
- Other items against AISD policy** (e.g., toy guns, cigarettes, lighters, drugs, knives, weapons)

**Cell phones should remain off while students are on campus grounds, unless permission is granted by the teachers or administrators.*

Updated Cell Phone Policy

During the most recent legislative session, Texas lawmakers passed, and Gov. Greg Abbott signed into law, House Bill 1481, which prohibits students from using personal devices on district premises during school hours.

Effective this school year, House Bill 1481 requires all Texas school districts to prohibit the use of "personal wireless communication devices"—defined as any wireless electronic communication device, other than one issued by the school for instructional purposes, that is capable of transmitting or receiving data.

Items that must now be turned off and put away on Austin ISD campuses from bell to bell:

- Personal cell phones
- Tablets
- Gaming devices
- Smart watches
- Bluetooth headphones or earbuds
- Fitness trackers that can send or receive messages
- Personal (non-district-issued) computers (laptops and Chromebooks)
- If your student previously used their personal device, please contact your school directly to request a district issued student device.
- Two-way radios
- Pagers
- Any other device capable of digital communication

What this means for Austin ISD:

- Devices must be turned off, stored out of sight, and not used during school hours

- Exceptions will be made for documented medical needs and special education accommodations
- Violations will result in the confiscation of the item

The law aims to enhance student learning, minimize distractions, and reduce the risk of cyberbullying. We know this change will be most successful when families partner with us—your conversations with your students about the importance of being device-free during school will make all the difference. To help them adjust, you might also consider practicing device-free time at home.

***Refer to the AISD Student Success Guide (<https://www.austinisd.org/family-support/conduct-code>) for potential consequences.*

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 privilege 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 (<https://www.austinisd.org/transportation/wheres-the-bus>), available for Apple and Android phones. More information and instructions for downloading and using the app can be found at www.austinisd.org/transportation.

Emergency Care Information:

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

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, which will be provided by the nurse. 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 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 with other students.

Daily Schedule

- 7:00 Cafeteria entrance opens for student arrival
- 7:20 Morning assembly for all in the cafeteria
- 7:30 Students head to classrooms with teachers

- 7:40 Classes begin & cafeteria door closes (Instruction begins)
7:40 Tardy bell rings
9:45 Official attendance time
3:10 Classes dismissed (cafeteria, blacktop, gym, or front gate)
3:20 Late student pick-up in the front office

Arrival & Breakfast

Parent drop-offs 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 between 7:00 a.m. and 7:40 a.m. Upon arrival, students go directly to the cafeteria and sit down on the line with their class. When sitting in line, students are encouraged to read, study, write, or draw until the school-wide assembly begins at 7:20 a.m. Breakfast will be provided in the classroom for 2nd to 5th grade students. The cafeteria door closes at 7:40 a.m. Students in PreK4, kindergarten, and 1st grade will have breakfast in the cafeteria from 7:30 to 7:50 a.m.

Morning Assembly & Goodbye

Please try to have your children here before 7:20 a.m. for the morning assembly. All students are expected to participate in the cafeteria and try something new since it is the opportunity to build our school community, make important announcements, and celebrate our successes. All students will be dismissed to their teachers at 7:30 a.m. On rare occasions, you might need more time to say goodbye to your child. In that case, we can accommodate your needs at the front office.

Attendance

Perfect attendance is a goal for which we all strive in our business and school careers. Our attendance is taken at 9:45 a.m. 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 each semester to qualify for an outstanding attendance award. Please encourage your children to attend school even when they are not in a good mood or complain about minor discomforts.

Immunization

All immunizations must be kept current. Joslin enforces state laws requiring records of mandated immunizations or proper exemptions. Please schedule an appointment with the nurse if you have any questions regarding immunization requirements.

Tardy & Absent

The cafeteria door will be closed at 7:40 a.m., so all students should enter from the front entrance after 7:40 a.m. All children arriving after 7:40 a.m. will be coded as tardy.

Children arriving after 9:45 a.m. are coded as absent. A child will be counted as present if they are:

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

[AISD's School Absence Note](#) and the parent's note explaining a child's absence (for a whole or partial day) from school will be required for possible excused absence when the student returns to school.

If a student is absent, parents/guardians should always report an absence.

However, some reasons for absences may not be considered excused. The official standards are described in TEA's Student Attendance Accounting Handbook (SAAH). 19 TAC 129.1025.

Parent/guardian notes may be used to excuse a total of 8 absences for the school year. If exceeding 8 parent/guardian notes, parent/guardian encouraged to communicate with your campus principal to discuss the reason(s) for absences and whether future parent/guardian notes will be accepted.

Some examples of not excused absences:

Vacations

Overslept

Car trouble

Attendance at non-school sponsored events

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 your child's teacher and registrar, Mrs. Cris (crismar.guerradesegnini@austinisd.org) within 3 days your child returns or the absence will be considered unexcused. Please include the reason for the absence and dates.

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.

If your child is on a **TRANSFER** to Joslin and has **chronic** unexcused absences or tardies, their transfer may be revoked. The revocation would occur at the end of semester.

Illness:

Joslin participates in the AISD Health Services Program administered by Seton/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, a quick-care trained 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
- Fever of 100.0 °F or above

- Conjunctivitis (pink eye)
- Other communicable illness

In cases of extended illness (more than 3 days), please communicate your child's absences with their teachers so that missed work can be provided. **Teachers need at least 24 hours notice to prepare assignments for students who are absent.**

Early Pick-Up:

If you need to check your child out of school prior to 3:10 p.m., please sign the student out in the office. Office personnel will call the classroom upon your arrival and have the teacher send the student to meet you in the office. **Please avoid picking up your child between 2:00 to 3:10 p.m. because of traffic.** Please be prepared to show your identification or Dismissal Placard in the office. 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. Please be mindful that students who miss school days due to vacation still need to catch up with school work and might miss important events in the classroom. Please plan family vacations accordingly based on the AISD calendar.

<https://www.austinisd.org/calendar>

Dress Code Policy

Joslin Elementary follows the AISD dress code set forth by the Board of Trustees. Students should wear clothes and shoes that they can run, jump, climb, sit on the floor, participate in Physical Education each day, and play during daily recess. Additionally, clothes must be worn in a way that the students' main body is fully covered. Please note that hats, caps, hoodies may not be worn inside the building (except for religious requirements). Parents/guardians will be contacted to bring appropriate attire if students violate the dress code. Please refer to AISD guidelines for more details.

<https://www.austinisd.org/family-support/dress-code>

Textbooks & Library Books

The school is responsible for issuing, collecting, caring for and accounting for all state adopted textbooks. Most of the textbooks are used in the classroom. Parents can request a copy of a textbook to be issued for home usage; however, it is the parent and student's responsibility to bring the textbook to school every day.

All students have access to library books. Please be responsible and care for our library books. We are fortunate to have a wonderful collection of books in our Joslin library.

When textbooks and library books are lost or damaged, the parents are responsible for the cost established by the State Board of Education.

AISD Chromebooks

It is the students' responsibility to use and transport the AISD Chromebooks appropriately. If the students use the devices inappropriately (including accessing web pages other than directed or engaging in cyber bullying), the device privilege will be removed temporarily for a given period of time. Additionally, disciplinary actions might follow. Damages (including loss) to the devices are also subject to charge.

Visitors & Guests

Please buzz in at the front entrance after 7:40 a.m. as all outside doors and gates are locked. Joslin staff will assist you as you arrive at the front office. All visitors are required to sign-in with proper identification to obtain a "visitor" sticker. Please wear your "visitor" sticker in an easy-to-view location (e.g., over your chest) during the entire time when you are on campus. Your assistance is critical to help us create a safe learning environment for our students.

If you would like to visit your child in the classroom, please provide your child's teacher a written request 24 hours prior to your visit. Most of the visits will be granted. The administrator will accompany you to your child's classroom for up to 15 minutes. During the visit, please refrain from interacting with your child or other students. The administrator reserves the right to shorten the visit or decline the request to minimize distractions of the learning process.

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. Please refer to each teacher or grade level for specific homework expectations and contact the teacher if your student has constant difficulty with homework.

Cafeteria

Providing good nutrition in a courteous atmosphere is our goal. Student breakfast and lunch are **FREE** for every child this school year. Each child has a personal identification number (PIN) for his/her cafeteria account that can be pre-loaded with funds. You can preload funds to your child's account to purchase extra items via School Cafe, <https://www.schoolcafe.com/austinisd>. No cash is accepted in the cafeteria.

AISD offers nutritious meals each day. You can review the daily menu via <https://www.austinisd.org/nutrition-food-services/menus>. If you choose to send your child with a lunch from home, please pack nutritious lunches. Refrain from sending items that are high in sugar content, such as soft drinks (even diet), gum and candy.

Cafeteria Behavior Expectations:

Lunch is part of the social development of children. Students have a 30-minute lunch time each day including going through the cafeteria line, eating, socializing with their peers next to them, cleaning up, and waiting for their teachers. In order to foster that development, we will adhere to the following general expectations:

- walk in the cafeteria at all times (running, skipping, or fast walking can be risky);
- use quiet voices & good manners;
- stay in seats and raise hands to get help; and
- keep your table and floor areas clean (students are expected to pick up after themselves this includes cleaning up their spilled food and picking up food they've dropped on the floors and tables).

We also provide students the opportunity to contribute to a clean cafeteria by volunteering to wipe the tables for the next group of students. Please let us know if you do not wish your child to be considered.

Parents are welcome to bring outside food/beverages to have lunch with their own children at the designated table. A parent cannot bring any food/beverages item for another child or invite other students to the table without the presence of their parents. Please contact the office for any special circumstances.

Birthday Celebrations

Birthdays are acknowledged each month during morning assembly. Parents can bring food items to celebrate their own child's birthday during lunch time. However, AISD Board Policy does NOT allow for birthday celebrations with other students during lunch or school day. Please refer to the "Cafeteria Behavior" for more details.

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. Please make arrangements with your child's teacher if food items are considered, which can only be distributed prior to dismissal. Please be mindful of individual student's dietary restrictions.

Positive Behavior Support

CHAMPs (Conversation, Help, Activity, Movement, Participation, and Success) and Character Education (Respect, Perseverance, Integrity, Curiosity, Courage, and Responsivities) are implemented throughout campus. Being a good citizen and a productive member of the Joslin school community are daily goals for everyone. We embrace Social Emotional Learning, provide clear expectations, reinforce appropriate

behaviors, and encourage students to make good choices. We believe that developing self-regulation is a responsibility and process that is shared by the school and the family.

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

- Redirections
- Verbal warnings
- Not earning points
- Letter of apology
- Asking the student to write an explanation of the behavior and how to handle the situation differently
- Parent contact or conference call
- Time out in a classroom or cafeteria
- Removal from class to principal's office
- Discipline referral sent home for parent's signature
- Removal from campus

Awards

Students may be recognized by their teachers for various reasons, including academic performance, attendance, and behavior. Please refer to the grade level for specific awards possible for the students.

Dismissal

For safety reasons, please be sure your child's teacher knows your dismissal choice at the beginning of the school year. If there are any changes (regarding who may pick up or how they should get home), please inform your child's teacher in writing prior to the changes. Two (2) copies of **Dismissal Placards** will be given to parents for each student. Additional **Dismissal Placards** are available at the front office upon request.

Students are ready for parent pick-up at 3:10 p.m. until 3:20 p.m. All adults who pick up students should have their information in our system and present a **Dismissal Placard** to the supervising adult to pick-up the student.

- Drive-thru pick-up in the parking lot by the cafeteria
- Drive-thru pick-up by the blacktop near the playground (preferred for kindergarten & 1st graders)
- In-person pick-up by the gym (preferred for kindergarten & 1st graders)
- In-person pick-up by the front gate (only option for PreK4, ECSE, Life Skills)

Parking: You are encouraged to park your vehicle in the Woodlawn Church Parking Lot or on Cimarron Trail by the tennis court. Please do NOT park on Cimarron Trail near Manchaca Rd.

“Drive thru”: 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 or on Redd Street by the

cafeteria. We try to enforce one-way traffic to reduce congestion on that road at dismissal. Please place your Dismissal Placard on the dashboard.

Busriders: Buses will load in the small parking lot by the front entrance by Menchaca Road. Parents and visitors should avoid parking in that lot between 2:40 p.m. and 3:15 p.m.

After-School Care: Students who attend after-school programs will meet or be escorted to the providers.

At 3:20 p.m., students who are not picked up will be brought to the front office.

After-School Care

The childcare providers listed below are currently providing services for Joslin students.

- Extend-A-Care/YMCA (on campus)
- Club Z (off campus)
- House of Little Angels (off campus)

Please inform the after-school care provider, front office staff and the classroom teacher if there are changes in the after-school care arrangements.

Student-Parent Handbook Signature Page

Dear Parent, Guardians, and Students,

This handbook is aligned to the **AISD Student Success Guide**, which is in effect for our students, staff, and all other AISD schools. You may request a copy from our front office or review the AISD Student Success Guide from the link below.

<https://www.austinisd.org/family-support/conduct-code>

We ask that you familiarize yourself with this handbook and AISD Student Success Guide. Please share the information with your child and sign this page below to show that you are aware of our policies and procedures.

As the parent/guardian, I have reviewed or will review the contents of the Parent/Student Handbook and AISD Student Success Guide thoroughly with my child along with the importance of following the guidelines and procedures outlined.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Signature of Student

Date

Print Name of Student

Grade Level

Please return the signature page to the teacher and keep the QR code below for your reference

Joslin Student-Parent Handbook:

