

# Vaughan Elementary

## Family Handbook 2023 - 2024

### **NEW!! Afternoon Dismissal:**

**Daily Dismissal:** *All families are required to designate each child's regular daily dismissal through ParentVue.* This requirement should be completed prior to the first day of school but can be adjusted any time. Only the main ParentVue account, issued to the enrolling adult, can be utilized for this process. For the safety of our students, please be proactive and ensure your child is informed of any non-emergency changes to their dismissal in advance. *The front office and teachers cannot accept phone calls, emails, or notes for any dismissal changes.*

**Emergency Dismissal Changes:** *Changes made to dismissal during the school day should only be made in emergency situations.* Emergency changes made during the school day can only be made through the main ParentVue account issued to the enrolling adult. *The front office and teachers cannot accept phone calls or emails for any dismissal changes (emergency or non-emergency).* ParentVue access for emergency, day-of dismissal changes closes at 1:45. No dismissal changes can be made after 1:45.

**Bus Riders:** We encourage all families to utilize the Cobb County School District provided bus service whenever possible. This ensures students arrive at school on time each day. The CCSD "Here Comes the Bus" app provides real time information regarding your bus location! Check out the app: <http://www.cobbk12.org/centraloffice/transportation/busapp.aspx>

**Car Riders:** If your child is a car rider in the afternoon, please place the WHITE car rider tag in your front windshield with your child's name. If you do not have your car rider tag, you must come into the office to sign out your child.

**Early Check-Out:** Student check out is handled through the front office. Please do not go to the classroom to pick up your child as it may interrupt instructional time. Due to activity in the office, hallways, and classrooms at the end of the day and to ensure the safety of our students, student check out should be completed by 1:45.

**After School Program (ASP):** Our After School Program is managed through the Eleyo system. There is a \$20 registration fee and \$10 daily attendance fee. ASP closes promptly at 6:00 p.m. Late fees are charged at the rate of \$1 per minute for arrival after 6:00 p.m. <https://cobbk12.ce.eleyo.com/>

Staying in ASP is a privilege for students and a convenience for parents. Students with unacceptable behavior, parents with late pick-ups or non-payment may result in student dismissal from the program. ASP payments are due weekly when the invoice is received. ASP pick up is at the back door of the school near the cafeteria. For the safety of our students, please be prepared to present your ID.

**Birthday Treats:** If you send a special birthday treat for your child's class, it will be served during lunch time in the cafeteria. Please make sure that the treats are individual snacks (for example cupcakes, cookies, doughnuts). Please discuss treats with the teacher in advance to proactively address allergy concerns. We respectfully request that you do not bring party favors or balloons to school as it causes a significant disruption.

No invitations to private parties will be distributed at school. If you wish to send invitations to your child's classmates outside of school, please contact the room parent for your class for student contact information.

**Cell Phones and Electronic Devices:** Cell phones and electronic devices should only be utilized at school at the request and direction of the teacher. Cell phones and electronic devices *should not* be used on school buses, at recess, during lunch or during ASP.

**Classroom Visits:** You are welcome to walk your child to class in the morning during the first week of school. We would like to encourage students to walk to class on their own to develop independence and responsibility as soon as possible. There are always staff members in key hallways to help students get to class. Thank you for helping us build early leadership skills for our Rockets! For other visits, do not visit your child's classroom without prior teacher approval.

**Communication:** We encourage parent/teacher communication to create an effective home/school connection to benefit your child. Please contact teachers via CTLS. To minimize interruptions to instructional time, calls to teachers during the school day will be sent to the teacher's voicemail. You should receive a response within 24 hours. If you have a question or concern, please contact your child's teacher to resolve it. If further attention is needed, please contact administration.

**Daily Schedule:** Students *not picked up as car riders by 2:35 will be placed in ASP. The \$10 daily fee will be charged.*

Arrival:	
7:15	School Opens
7:45	Morning Announcements
7:50	Tardy Bell
Dismissal:	
2:10	ASP/Car Riders/Walkers
2:15	Bus Riders
2:35	Car Riders Concludes

**Dress Code:** Vaughan students are expected to follow the Cobb County School District dress code: [CCSD Dress Code](#)

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**Forgotten Items:** If your child forgets a critical item during the school day, please place the item on the Oops! table in the lobby. Students and teachers know to check the table periodically throughout the day. The Oops! table helps us encourage student responsibility and limit interruptions to instructional time.

After school, students are not allowed to return to class to retrieve non-critical items. Students will be allowed to return for critical items (such as glasses) with permission from the front office.

**Foundation:** Your Vaughan Foundation is a non-profit organization operated by Vaughan parents which exists to provide financial and volunteer support for our fabulous STEM program. Your Foundation sponsors many fabulous events throughout the year including Monster Mash and Evening on the Lawn. Please visit the Foundation website for information: <http://www.vaughanfoundation.org/>

**Lunch:** If you would like to join your child for lunch, please sign in with the front office and wear a visitor's sticker. You are welcome to wait for your child in the lobby area near the cafeteria. We ask that you enjoy your lunch with your child at the special guest seating on the stage. Please do not allow any other Vaughan students to join you.

**Morning Arrival:** Students may enter the school building at 7:15 a.m. Please make sure your child is on time to school each day; in their classroom ready to begin work at 7:50 a.m. Car riders should only be dropped off in the designated car lane at the front entrance of the school. If you choose to walk your child to the lobby, please park in the back lot near the cafeteria/ASP entrance. *There is no parking on the side lot during morning arrival.* If your child is tardy, please park and sign them in at the front office.

**Parking:** Our parking is extremely limited. Please be sure you are parking in a parking space and not in a fire lane or other

non-designated parking space. The curb at the front of the school is a designated fire lane and can only be utilized for parking 30 minutes prior to or during dismissal. Please do not park in a handicapped space unless you are legally allowed to do so.

**PTSA:** The mission of the Georgia PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Your Vaughan PTSA sponsors many school initiatives and events including Reflections, Rocket Blast, Santa Breakfast, Teacher Appreciation and Spring Fling. We would love for every family to be a member of the Vaughan PTSA! Please check out our website for additional information: <http://www.vaughanptsa.org/>

**Tutoring:** It is against Cobb County School District policy for teachers to receive pay to tutor students in their classrooms. We do not endorse any private tutoring companies.

**Volunteers & Visitors:** Volunteers and visitors should always sign in through the front office and wear a visitor's badge. Please bring your ID with you every time you volunteer or visit our school.

Parents are encouraged to conference with their child's teacher as needed. For the safety of all students and to protect instructional time, conferences should be scheduled in advance. Please do not make unannounced visits to your child's classroom. We want to be sure we are providing you with our full attention and able to address any concerns you may have to the best of our ability. Pre-arranging your conference allows us to provide you with our best customer service.

**Vaughan Mission:** Engage – Inspire – Achieve

**Vaughan Vision:** An innovative learning community achieving academic excellence for