



# VAUGHAN ELEMENTARY STUDENT HANDBOOK 2019 - 2020

## Engage-Inspire-Achieve

Afternoon Dismissal: If your child is a car rider in the afternoon, please place the blue car rider sign in your front windshield with your child's name. For the safety of all of our students, please park and come into the office to sign out your child if you do not have your car rider tag with you.

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 a **pre-paid** program. There is a \$10 registration fee and \$7 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.

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 pick up is at the back door of the school near the cafeteria. For the safety of our students, please be prepared to present ID if requested.

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 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 your class room parent for student contact information.

Cell Phones and Electronic Devices: Student cell phones and electronic devices should only be used for educational purposes during the school day at the discretion of the teacher. Personal electronic devices of any kind (e-readers, cell phones, tablets, etc.) are only allowed in BYOD classrooms. Cell phones and electronic devices *should not* be used on school buses, at recess, during lunch or during ASP.

Communication: We encourage parent/teacher communication in order to create an effective home/school connection to benefit your child. Please contact teachers via note, Cobb County School District email or school phone (678-594-8298). In order 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 in order to resolve the matter. If further attention is needed, please contact administration.

### Daily Schedule:

|                                        |                            |                           |
|----------------------------------------|----------------------------|---------------------------|
| 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 |

Students not picked up as car riders by 2:35 will be placed in ASP. The \$7 daily fee will be charged.

Dress Code: Students should dress in a manner appropriate for an academic learning environment. Tank tops should have shoulder straps at least two inches wide or be worn with a jacket. Hats or hoods should not be worn inside the building. **Shorts and skirts should be fingertip length.** If your child's dress does not meet school expectations, you will be contacted to bring appropriate clothing. We respectfully request that adult guests in our school adhere to these same minimum dress code expectations.

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.

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 choose to eat lunch with your child, please meet your child in the cafeteria at their lunchtime. We have provided special guest lunch tables for you to enjoy your time with your student. Please enjoy a school lunch or a sack lunch from home. When lunch has concluded, we ask that you say your goodbyes as your child exits the cafeteria.

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 be dropped off in the designated car lane at the front entrance of the school. The safest method for dropping students off is to adhere to this procedure. Please do not let students walk across the parking lot unattended. If your child is tardy, please park and sign them in on the student check in log in the office.

You are welcome to walk your child to class in the morning during the first week (1<sup>st</sup>-5<sup>th</sup> grade) or two weeks (kindergarten) 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 located in key points in the hallways to assist students in getting to class. Beginning August 12<sup>th</sup>, we ask that all 1<sup>st</sup>-5<sup>th</sup> grade students walk to class on their own. Beginning August 19<sup>th</sup>, we ask that all kindergarten students walk to class on their own. Thank you for helping us build early leadership skills for our Rockets!

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, Reindeer Run 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/>

Transportation: We encourage all families to utilize the Cobb County School District provided bus service whenever possible. This ensures students arrive on time to school 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>

Transportation Changes: Please send a note to your child's teacher in the morning if there will be a change for afternoon dismissal. We accept dismissal changes during the day via phone (678-594-8298), fax (678-594-8300) and email. Email changes for dismissal should be sent to our clerk: [Kimberly.King@cobbk12.org](mailto:Kimberly.King@cobbk12.org). *Changes made during the day should only occur in emergency situations.* No changes can be made after 1:30 p.m.

If your child is riding a different bus or getting off the bus at a stop that is not their assigned stop, they must have a bus pass. Bus passes are located on the CCSD transportation site: <http://www.cobbk12.org/centraloffice/transportation/Bus%20Pass.pdf>

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. Staff members are asked to redirect anyone without a visitor's badge. This is for the safety and protection of all our students.

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.

Thank you! We appreciate the enthusiasm and dedication our families invest in supporting the educational journey of our students. We are looking forward to an awesome 2019-2020 school year!

**Work Hard. Be Kind. Make a Difference.**