



# 'Successful Sailing'

2022-2023

For

Vaughan Parents

Answers to Many of Your Questions



## What time does school start?

- School begins at 7:45 am.
- Students are considered late if they are not in the building by 7:45 am.
- Students should be dropped off no later than 7:40 am to allow time for them to reach their classrooms by 7:45 am.
- All doors will lock at 7:45 am for security purposes.

## How early should I bring my child to school?

- Students should not arrive to school prior to 7:30 am as the doors will not be open and there is no supervision before that time.

## Should I walk my student to his/her classroom?

- On the first day of school, please feel free to walk your child to class to help him/her feel secure.
- On the second day and thereafter, all children should follow the arrival procedures. Staff members will be on duty to assist students who may need help. (Arrival/dismissal procedures will be sent to all parents prior to the start of school.)

## How do I gain access to the school after the doors are locked at 7:45 am?

- Ring the bell located on the left side wall at the front of the building (east/flagpole side).
- Be prepared to show your picture ID.
- The receptionist will need you to state your name, your student's name and the reason for your visit before unlocking the door.
- Approval and an ID badge must be obtained prior to entering the instructional areas of the campus.

## What are Vaughan's office hours?

- The office is open 7:30 am to 4:00 pm Monday through Thursday on school days.
- The office is open 7:30 am to 3:30 pm on Fridays.

## What is the school phone/fax number?

- Phone 972.727.0470
- Fax 972.727.0579

## What is the best procedure for contacting my student's teacher?

- The best way to contact a teacher during school hours is via his/her email, which can be found on the Vaughan website @ [www.allenisd.org/vaughanes](http://www.allenisd.org/vaughanes) & click on "Faculty/Staff"
- A voicemail can be left for teachers by calling the main school number 972.727.0470.
- Send a written note with your student.

## What do I do when my child is absent?

- Notify the office by 10:00 am by submitting an Absence Request in Family Access (preferred), calling the office at 972-727-0470 or e-mailing the Registrar.
- By submitting the Absence Request in Skyward, you will have notified the school **and** provided the absence note! Otherwise, we must have a signed note from a parent, guardian or doctor stating the reason for the absence. The note needs to include the student's name and date(s) of the absence(s).
- By policy, your child's absence will be recorded as *unexcused* if we do not receive a note within **3 school days** of his/her return – even if you notified the school via phone or email.

- A doctor's note will be required for admittance into class if your student is absent more than 5 consecutive school days. This may be in written form, or you may also submit your absence request through Family Access.
- If your child is absent from school and you would like to pick up his/her homework, you must request the homework by 10:00 am. It will be available for pick up in the office after 3:00 pm.
- Unless a child is sick, please make every effort to have him/her in school. It is often difficult for young children to 'catch-up' when they have been out for several days.
- Please note that family vacations are not considered excused absences.
- Once enrolled in public education, students are required by law to attend. Specific details can be found in the Elementary Student Handbook found online at [www.allenisd.org](http://www.allenisd.org).

**What do I do when my child is late to school?**

- It is imperative that no child be dropped off on the north side (gym side) of the school after the late bell rings at 7:45 am as the doors will be locked.
- Kindergarten students should be escorted by their parents to check in at the office when they arrive late to school. Students in 1<sup>st</sup> through 6<sup>th</sup> grades may sign themselves in when late; however, we ask that parents ensure their student makes it safely inside the school door before leaving. Students simply ring the bell to gain access to the building.
- Students are not considered late if they are coming to school after a doctor's appointment if a doctor's note is provided when signing into school for the day.

**What time is school dismissed?**

- Classes are dismissed at 2:55 pm.
- Grade levels may be staggered to prevent congestion in the hallways.

**What is the procedure for signing my student out or back in during the school day?**

- Parents may call when they are approximately 10 minutes from the school for their student(s) to be waiting in the office for pick up.
- Parents will need to come into the office to sign out their student(s).
- A doctor's note is required when signing a student in to school to avoid being counted absent or late.
- Send the doctor's note the next day if the student will not be returning after the appointment.

**Can my child bring a lunch to school?**

- Students may bring their lunches to school.
- Lunches should be sent in containers that students are able to open independently.
- Students do not have access to a microwave.
- Lunches may be dropped off at the front desk if forgotten, heated or purchased from a restaurant if the parent is not staying to eat with the student.

**How do I pay for lunches for my child?**

- With Vaughan's computerized cashier and accounting system, the cafeteria will operate on a no-cash basis during lunch. This means that all plate lunches and snacks must be prepaid into the computer in advance. Deposits and cash payments are not accepted during lunch.
- Students will use their student ID numbers to access their accounts. Cafeteria staff will assist students if their ID numbers have been forgotten.
- You may pay by check or cash at school or by credit card by registering at [www.paypams.com](http://www.paypams.com).
- Kiosks are available at the front desk, in the gym and in the cafeteria for easy deposit of cash or check.
- Checks should be made payable to Vaughan Elementary and include your driver's license. Please enclose in an **envelope** with the following information on the front:

Amount Enclosed \_\_\_\_\_  
 Child's Name \_\_\_\_\_  
 Grade/Teacher \_\_\_\_\_

### **Can parents eat lunch with their children at school?**

- With the exception of state testing days and the first few weeks of school, parents are welcome to eat lunch with their own children at the designated parent table in the cafeteria.
- You will need to sign in with the receptionist and then proceed to the lunchroom.
- For security purposes and to avoid hurt feelings of other students, only your own children will be allowed to sit with you on the stage.
- You are welcome to bring in an outside meal for your student and/or yourself only.
- If purchasing a tray, please have your child order your meal at the beginning of the day in order to have enough food prepared.

### **What if my child needs medication during the school day?**

- You must leave all medication in the office with the Nurse along with a signed Medication Permission Form available in the office and online.
- All medication must be in its original container, age appropriate and unexpired.
- Please let the Nurse know of any medical conditions or concerns at the earliest possible date.
- **No medications are allowed in the classroom.**

### **What supplies will my child need for school?**

- There is a school supply list posted on the Vaughan website. Students are encouraged to bring their supplies to their classrooms on Meet the Teacher Night.
- Prepaid PTA school supply packs are also offered for the next school year. A link for ordering is posted on the Vaughan website and these supplies will be delivered to your child's classroom on 'Meet the Teacher' night.

### **Can I volunteer at school?**

- Absolutely . . . Vaughan depends on our parent volunteers and welcomes your support!
- Complete a Criminal History Check online at [www.allenisd.org](http://www.allenisd.org) each school year.
- Contact your child's teacher or sign-up to volunteer through the Vaughan PTA. This includes WatchD.O.G.S. also.

### **Is there a Lost and Found at Vaughan?**

- The 'Lost and Found' is located just outside the gym.
- Please have your student check this area occasionally as there are typically numerous jackets, lunch boxes, etc. that remain for long periods of time.
- Small items such as jewelry, cell phones, keys, and glasses are kept in the office area.
- Items not picked up will be donated at the end of the first semester and at the end of the school year.

### **Can my child distribute birthday invitations at school?**

- Birthday invitations may only be passed out at school if the entire class is included. Alternatively, if a child chooses to invite all boys or all girls in their homeroom, that will also be acceptable.
- If needing addresses for mailing invitations, please use the Vaughan PTA School Directory, as staff members may not distribute that information.

### **Is Vaughan spirit wear available for purchase?**

- The Vaughan staff sells spirit shirts for adults and children at Meet the Teacher Night in August and at the beginning of the school year.
- Each grade level designs a T-shirt that students wear on Mondays and for special events. Those are sold in early fall.
- In addition, Vaughan PTA has spirit wear for sale as part of their school supply orders this year.

### **What are the expectations for Vaughan students?**

- Be respectful of all people and property.
- Follow teacher/adult directions.
- Practice kindness and honesty.
- Keep all body parts and objects to yourself.
- Be punctual and have materials ready every day.

**Where can I find the most up-to-date information about Allen ISD, policies, procedures, and/or events?**

- The Allen ISD website [www.allenisd.org](http://www.allenisd.org) will be a resource for parents to get district-wide updates and information.
- The Vaughan website [www.allenisd.org/vaughanes](http://www.allenisd.org/vaughanes) will be a good resource for parents to find campus level information.
- The AISD Code of Conduct and the AISD Student Handbook are updated yearly and can be accessed online on both the Allen ISD and the Vaughan websites.

**What is Family Access?**

- Family Access is Allen ISD's online resource for parents. You may see your student's attendance, current contact information & grades for 3rd – 6th graders.
- Vaughan will use Family Access to relay information to our parents regarding: school activities on campus (ex. field day, PTA meetings, reminders to parents about upcoming deadlines like yearbook purchase, picture day, school supply orders, etc.).
- Changes to contact information (except an address change) can be made online during the “enrollment period” at the beginning of the year. Thereafter, all changes must be made through the office. Address changes must go through the registrar.

**How do I login to Family Access?**

- Go to the Vaughan or Allen ISD website
- Click on 'Parents'
- Click on 'Family Access'
- Click on the link 'Click here to login to Family/Student Access'
- Enter login and password which will be sent via email at the beginning of each year or click on “Forgot Password”.
- Save your login information and bookmark the webpage for easy access.

**Can my child meet his/her teacher before school begins?**

- Yes! Vaughan hosts Meet the Teacher Night to allow children to meet their new teachers before the school year begins and to bring in their school supplies.
- Meet the Teacher Night will be held on Monday, August 8th from 5-6:30 PM.