

Official Disclaimer

The Carrie Martin Survival Guide is a document written by parents, for parents. We have attempted to answer some frequently asked questions and have worked for accuracy in all cases. Our apologies if we have missed the mark. Contact the Parent Teacher Organization (PTO) with corrections, as we will update this document annually.

Carrie Martin Elementary School

4129 Joni Lane
Loveland, CO 80537

Alex Martin, Ph.D., Principal

Main Office (970) 613-5700
Attendance (970) 613-5790

Carrie Martin Website

<http://www.thompsonschoools.org/martin>

Thompson School District Website

<http://www.thompsonschoools.org>

School Start and Release Times

Kindergarten and Grades 1 – 5	Monday, Tuesday, Thursday, Friday Wednesday	8:00 a.m. - 3:10 p.m. 9:00 a.m. - 3:10 p.m.
Morning (half-day) Kindergarten	Monday, Tuesday, Thursday, Friday Wednesday	8:00 a.m. - 11:05 a.m. 9:00 a.m. - 11:35 a.m.

Introduction

“The Carrie Martin Survival Guide” is a collection of questions from parents in an attempt to make it easier to keep up with what is going on during the school year. The school calendar can be located on the school website.

What about snack breaks?

Kindergartners have snack time each day. Parents are generally asked to donate snack items for the entire class. First graders through fifth graders are encouraged to bring snacks from home and snack times occur at the teacher’s discretion.

What is Back to School Night?

Parents who attend are given a formal introduction of that grade, the units covered, classroom expectations, etc. It is also a great time to become acquainted with the teachers and other parents in your child’s grade.

Why is it important to look in my child’s backpack every day?

Many important papers and general school information will come home from your child’s classroom.

What about school absences/appointments?

Call the attendance line at 613-5790, or the main line at 613-5700, as soon as possible by 7:30 a.m. or leave a message on the school answering machine if your child will not be attending school that day. For appointments, send a note **and** call the school office to inform them of the appointment. You will need to come to the office and sign your child out. Please do not approach your child on the playground and take them without notifying the office.

When is the best time to contact a teacher?

There is no “best” time to reach a teacher by phone. The preferred method to reach a teacher is by email. Staff members check and reply to their emails throughout the day. Email addresses follow the format firstname.lastname@thompsonschoools.org. Teacher email addresses and contact numbers are listed on the Carrie Martin website under staff links. A phone message can be left for teachers and they will return your call as soon as possible.

May I eat lunch with my child at school?

Parents are welcome to join their child for lunch. Please call the office before 7:30 a.m. on the morning you plan on coming if you wish to reserve an adult lunch. If you plan to bring a sack lunch, no advance notice is necessary. Please note the price of a child's lunch is \$3.00 and the price of an adult lunch is \$3.95 with milk and \$3.35 without milk. The cost for milk is 60 cents. Lunch times are as follows:

Kindergarten	11:25 am
1st Grade	11:00 am
2nd Grade	11:05 am
3rd Grade	11:10 am
4th Grade	11:15 am
5th Grade	11:20 am

Application forms are available in the school office for Free & Reduced Meals or you can apply online at the Thompson School District website under the Nutrition Department, for those families who qualify.

When are school newsletters published?

Electronic school newsletters are published to the school website, emailed to parents/guardians and printed the first day of each month (September through May). The school website is <http://www.thompsonschoools.org/martin>. The newsletter is a great source of information. Many important events and dates, as well as changes and reminders, are included there every month so be sure to read it in order to stay informed.

When are pictures taken?

Individual school pictures are taken in September. There is no charge for school picture sittings. You only pay if you decide to purchase from the proof selection. Retakes are an option and take place in November. The retakes are designed specifically for students who were absent on picture day. Class pictures are taken in the spring (usually March). You pay ahead of time if decide you would like to purchase a class picture.

What happens to the money from the PTO fundraiser(s)?

The money raised by the PTO fundraiser(s) is used for programs like Donuts for Dads, Muffins for Moms, Goodies for Grandparents, Science Fair Assembly, Giving Tree/Food Drive, Field Trips, Assemblies, Technology, AR Awards, and classroom supplies, to name a few.

What are “Donuts for Dads” and “Muffins for Moms?”

Dads are invited to come and eat breakfast with their child(ren) in September and Moms are invited to eat breakfast with their child(ren) in May. Invitations will be sent home prior to these events.

What projects does the PTO have planned?

Projects scheduled for this year are Donuts for Dads, Goodies for Grandparents, and Muffins for Moms; a Fall Fundraiser, Holiday Food Drive/Giving Tree, Santa Craft Fair, Science Fair, Spring Fling Carnival, and ongoing Staff Appreciation Luncheons.

Volunteers are always needed to make these events run smoothly in order to ensure fun for all. Just contact the volunteer coordinator or a PTO officer if you would like to help.

PTO Chair:	Krista McLeran (970-593-8615, mclerancrew@yahoo.com)
PTO Vice Chair:	Ingar Lammers (303-709-5812, ingarlammers@msn.com)
PTO Secretary:	Erica Wharton (970-227-4832, erica.wharton@gmail.com)
PTO Treasurer:	Cindy Buckardt (970-481-7993, csh@frii.com)
Volunteer Coordinator:	Madalynn Stearns (970-420-6003, volunteercmes@gmail.com)

What is Field Day?

Field Day is a fun event that gives students a chance to showcase what they have learned in P.E. and play fun games. The students and teachers look forward to this event and all family and friends are invited to attend. You may come eat lunch with your child.

Silent Auction Baskets

PTO hosts a Silent Auction Baskets every year. Room parents will notify you of your class's theme. Please bring items to donate for your class's basket. Items may be donated for other baskets as well. The money raised from this silent auction goes towards school improvement. In the past this has included playground equipment and a music sound system.

What is the Halloween Parade?

This is a time for kids to wear their costumes and parade throughout the halls of the school. There will be Halloween parties in the classrooms after the parade. Dr. Martin requests that all costumes be of a non-violent, non-gory nature. Choosing a costume connected to a book that students have read is encouraged but not required. The parade is held at the end of the day; therefore, students must wear regular school attire and change into their costumes prior to the parade. For those students not wishing to participate, parents will be allowed to pick them up at that time.

When are Parent-Teacher Conferences held?

This year parent/teacher conferences will be held in October 2018 and March 2019. Progress reports will be published to the Parent Portal in the fall, winter and spring. Report cards will be published at the end of the school year in May. These dates may not coincide with Parent-Teacher Conferences. Parents may request a conference at any time.

How do I purchase a Carrie Martin T-shirt?

Order forms will be sent home sometime during the first few weeks of school and you will be able to order T-shirts or sweatshirts for your student and/or yourself. The PTO sponsors the sale of the shirts as a service only. The sales are **not** intended to make a profit. Show your school spirit with a T-shirt. Be sure to wear them on Fridays!

What happens in case of inclement weather?

Ahh, snow days – our children hope for them every night before they go to bed! The school district will notify parents by phone calls/emails if there is a snow day and they are also announced on local radio and television. Please DO NOT call the school. If the school is closing early, parents will be contacted.

How do I visit/volunteer at School?

The Thompson School District policy requires that all volunteers must be registered online before they can be in the school. You must be registered in order to go on field trips, work in the classrooms, or help with any other school activities. There are many opportunities to volunteer at Carrie Martin. Classroom teachers can always use some help as well as many other areas in the school. Madalynn Stearns (970-420-6003, volunteercmes@gmail.com) is the volunteer coordinator and will happily match you to a job based on your time, talents, and preferences. Volunteering is what makes your child's school experience all that much better. When you arrive to volunteer, please check in at the front desk where you will also scan your name badge barcode into the volunteer computer available for volunteers.

What is Goodies for Grandparents?

Grandparents as well as other senior citizens, neighbors, and friends are invited to come have breakfast “goodies” with students prior to Thanksgiving break in November. The goal of this is to bring an awareness and appreciation of senior citizens to Carrie Martin students. Invitations will be sent home prior to this date.

What is the Giving Tree?

This project was started several years ago by the PTO as a way to “adopt” Carrie Martin families at Christmas time and provide them with a few needed items. Tags are hung on the “Giving Tree” in the school lobby. If you wish to help, take a tag and sign up. Bring the tag, along with the gift wrapped item listed on the tag, back to the school and it will be anonymously delivered to the families. This heartwarming project coincides with our canned food drive, allowing us to provide these same families with meals as well. So, grab a tag and bring in your canned goods; you will not regret it!

How does the Santa Craft Fair work?

The Santa Craft Fair is **not** a fundraising venture for the PTO or the school. It is provided as a shopping service for Carrie Martin students and is held at the school; the PTO and the committee chair set it up. Local artisans provide handmade items that are inexpensive. Students shop and may bring money from home to purchase gifts for family and friends. The students love being able to “shop” for their friends and family on their own! Potential crafters wishing to find out about booth space should contact the PTO.

How can I celebrate my child's birthday?

Please contact your child's teacher and coordinate this. If you want to bring in a snack, pre-packaged healthy snacks are preferred. Please be aware of ALL the students in your child's class in case of food allergies. Don't forget the napkins! Try not to have a messy snack and something they can eat relatively quickly. If hosting a party outside of the class, please do not distribute invitations at school unless the entire class is being invited; we do not want any hurt feelings.

What is the Parent Teacher Organization (PTO)?

The Parent Teacher Organization (PTO) is a volunteer organization working to support students and staff. Nothing is required to join except a willingness to get involved. You may volunteer just a small amount of time to help with PTO events, or you may commit to attending regular meetings and be a representative for your child's class or chair PTO events. The purpose of the PTO is to provide communication between school and home, to encourage and build support for teachers and staff, bring families together to enjoy activities/programs, and establish traditions at Carrie Martin Elementary. Meetings take place the second Wednesday of each month in the Carrie Martin staff lounge at 7:00 p.m. and usually end by 8:30 p.m. These are informative working meetings that anyone may attend and bring ideas, suggestions, and concerns dealing with social and service activities at Carrie Martin. If you cannot attend meetings, please let your child's PTO representative know your ideas and comments.

What is a PTO representative and what do they do?

PTO representatives are the “official” liaisons between the parents, the classroom, and the PTO. They are the communication link, so to speak. They are the people to call if you have questions, ideas, concerns, or input regarding social and service activities at the school and therefore are expected to attend the PTO meetings.

What is Science Fair?

This is a PTO-sponsored activity. This event occurs in the fall. This fun family event provides a time for Carrie Martin families to get together. This is **not** a fundraising activity. Students can enter science projects into the science fair and come that evening with their families and look at all of the great projects created by our students. More information will be available as the date draws closer.

Why do we collect General Foods Box Tops?

General Foods has a program for non-profit organizations that collect their product labels. Students are asked to bring in box tops from cereal boxes and other program products, such as fruit snacks, granola bars, paper items, etc. The school receives between 10 and 15 cents for each box top. The PTO sends the box tops in and General Foods sends us back a check. Save your box tops and send them in with your child. Box tops may be placed in a container located in your child's classroom. The PTO sponsors a pizza party for the classroom that collects the most box tops – fall and spring collection deadlines are announced in the calendar and monthly newsletters.

How do Book Fairs work?

Book Fairs are held twice a year and are well published. A flier is sent home with a description of available books. Books are available for all interests and reading levels. Book prices are sent home ahead of time so that you can plan what you will spend (sales tax will be added). Parents are invited to attend. Profits from the book fairs are used for school library needs.

How does the school library operate?

Classes have assigned library times. Students may check out books once a week, books may be renewed. If a book is lost, the family is responsible for its replacement cost.

What is the School Carnival?

This event is held at Carrie Martin. It is a fun, family activity and something that all look forward to attending. Food tickets will be available to purchase, if you would like to eat dinner at the school. Games and activities are set up throughout the school. The students redeem points for prizes. Wristbands and food tickets may be purchased before (at a discounted rate) or at the time of the event.

Assessment and Testing

Carrie Martin administers academic assessments throughout the year to understand how students are learning and responding to our teaching. These assessments help us understand how our school is performing, our instructional strengths/areas of growth, and how we are ensuring the success of each individual student. All students take our District Reading/Math assessments three times a year and 3rd-5th students take our state assessment, the Colorado Measure of Academic Success (CMAS) in the spring. Teachers will be discussing assessments and testing at back to school night. If you have any questions, please contact your teacher or Dr. Martin. The schedules for these tests are always posted on the Thompson District Website and within our school newsletter. These assessments are incredibly valuable to our school and it is very important that ALL children be present. It is also very important that students get a good night's rest before testing dates and eat a good, well-balanced breakfast the morning of the tests.

What about showcases for Art and Music?

Carrie Martin students will be performing in a music showcase; however, it will be either by grade level or a whole school student performance. Further information will be coming home once the decision has been made. Please check the monthly newsletter for the most current information.

Who is the Carrie Martin representative on the school board?

Pam Howard, District D, is the person to call at 970-613-5000 if you have any questions and/or concerns on a school and district-wide basis. Her email address: Pam.Howard@thompsonschoools.org.

What is the School Accountability Committee (SAC)?

This committee's existence is state mandated and decides the direction of the school, establishes school goals, and oversees the progress of these goals. Meetings are generally held the second Thursday of the month from 5:00-6:00 p.m. in the Carrie Martin staff lounge and are open to anyone. There is also an Accountability Representative per grade level.