

Dear Parents and Guardians,

The Carlos Gilbert PTK (Parents! Teachers! Kids!) welcomes you to the Carlos Gilbert Elementary community!

The purpose of the PTK is to support, encourage, and enrich the educational, creative, and social experience of Carlos Gilbert Elementary School (CGE). We are involved parents interested in giving the best to our children by being an integral part of their school. The PTK works in hand with the school Principal, Kim Pietrocci, and staff to make programs available to our children in the school through various fundraisers. We also help facilitate certain school events.

In order to help you navigate your way through Carlos Gilbert, the PTK has prepared this package for you to familiarize your family with this new and amazing school community that has provided three generations of Santa Fe families a high quality education for over 60 years. The PTK is here to help you, your family, and your children and would love to have you on our team!

The PTK wants to help you to be the change you wish to see in your community by empowering you to take an active role in the educational, creative, and social success of your child. Welcome to Carlos Gilbert Elementary, *where a great school is a community project.*

The Carlos Gilbert PTK
www.carlosgilbertptk.com



Principal

Kim Pietrocci, Principal kpietrocci@sfps.info

Secretary

Bernadette Cortez bcortez@sfps.info

Carlos Gilbert Arrival and Dismissal Policies and Procedures

Start/End Times

- M-TH 8:15 AM - 3:00 pm
- Friday 8:15 AM - 12:45 PM

Grades 1-6 Start/End Times

M-TH 8:15 AM - 3:00 PM

Friday 8:15 AM - 12:45 PM

Students may be dropped off at school no earlier than 8:00 AM and are marked tardy if they arrive after 8:15 AM.

Walking and Biking

Many families are able to walk and/or bike to and from school.

Safety Notes:

- Children should exit and enter vehicles on the curb side of the car, never on the street side.
- Leave crosswalks clear at all times, DO NOT PARK IN CROSSWALKS
- When walking, always use marked crosswalks.
- Abide by all crossing guard directions.

Crosswalks

Pedestrians should always use designated, marked crosswalks when crossing the street and school parking lot onto the campus and follow the instructions of our crossing guards. The SFPS crossing guards are there to help students and parents with safe passage across the street. Teachers who are working morning duty (designated by orange vests) will facilitate crossing the parking lot through the crosswalk.

Cars are not allowed to park, stop or stand in the crosswalks. Cars should not proceed through a crosswalk until there is enough space on the opposite side of crosswalk for their car.

There is **NO** parking allowed in the one-way "parent pickup lane" directly in front of the school. This lane is designated for children *drop off/pick up* **ONLY**.

Tardy Policy and Procedure

Students are tardy after 8:15 am. If your student is tardy, you must accompany them to the school office for a "Tardy Slip" which the child will take to their classroom teacher. This is an important step, because the tardy slip will prompt the teacher to change the absence to a tardy on your child's records.

Sick/Absent Policy and Procedure

If your child is absent due to illness or other reasons, parents need to report this to the school secretary, Bernadette Cortez, at 467-4700, so she may mark their absence as excused. Parents may leave a message if no one is available to answer.

Visitor and Volunteer Policy and Procedure

Anyone who visits or volunteers at the school at any time during the school day (besides drop off and pick up) must first sign in at the front office and wear a visitor or volunteer badge for the duration of their stay. For the safety of our children, all the doors will be locked during school hours, except for the main entrance off Catron.

School Supplies

[School supply lists](#) are provided by SFPS and list the supplies students should bring on the first day of school.

Additional items might be requested by teachers and will be conveyed through their preferred method of communication. Extra supplies are always appreciated.

Dress Code

SFPS does not follow a standard dress code.

Lunch

- Children can bring their own lunch or buy lunch at school. [Read more about lunch options and how to apply for free or reduced lunch here.](#)
- Parents are welcome to eat lunch with their children in the cafeteria. Each lunch period is 25 minutes after which there is a 15 minute recess.
 - **Kinder & 1st Grade: 11:05 am-11:45am**
 - **2nd, 3rd, & 4th Grade: 11:35am-12:15pm**
 - **4th, 5th, & 6th Grade: 12:05pm-12:45pm**

Up-to-date Parent Contact Information

In the event your child is sick, injured, or in case of an emergency, the school will use the information you provided during registration to make contact. Make sure your contact information is complete and updated. **If any of that information has changed since registration, please update that with Bernadette in the front office ASAP.**

Authorized Pick-up List

For the safety of your child, the school will not release him/her to anyone who has not been approved by you to pick up the child. The persons listed as your emergency contacts can pick up your children.

After School Care

CGE does not currently have an onsite aftercare program.

Snow Days/Early Pick-up

For safety reasons, SFPS may determine that a cancellation, delayed start, or early dismissal is necessary. These announcements are made through the SFPS website and automated phone/email/text system.

School Nurse & Health Assistant

This year CGE will have both a school nurse and a health assistant. The nurse's office is adjacent to the front office. Both the school nurse and the health assistant will perform triage if your child is sick or injured in order to determine if the child should go back to class or they will contact you to pick the child up from school. The school nurse also performs vision & hearing screening and checks vaccination records.

The SFPS Transportation Department facilitates a bus route for in-district Carlos Gilbert students. For information about the bus program, call 467-3500.

School District Calendar

SFPS District calendar can be found online at [2022-2023 SFPS Calendar](#).

PTK Meetings

PTK meetings are typically held on the first Wednesday of the month. Historically meetings have been held at 8:00 am. Watch in the e-blast for the next meeting date.

PTK Executive Board and Committees

PTK membership and the Executive Board are composed entirely of parent and guardian volunteers. The PTK has an Executive Board made up of the following persons for the 2022-2023 school year:

- President Jana Amacher jana@carlosgilbertptk.com
- Vice-Presidents Sarah LeBlanc
 Erika Fleetwood
- Treasurers Maggie Moore, maggie@carlosgilbertptk.com
 Alison Walcott, alison@walcottlaw.com
- Secretaries Steven DeGraeve
 Libby Lokey

PTK Members

All parents and caregivers are invited to be a part of the PTK. Your involvement can be as much or as little as you can offer. No matter the time, the rewards to your children are immense! There is a place for everyone in the PTK!

The following are established committees within the PTK. If you would like to volunteer to chair or be a member of any of these groups, please email [Sara](#).

- Communications
- Clubs & Teams
- Hospitality
- Fundraising
- Outdoor Classroom
- Room Representatives
- T-Shirt Coordinator
- In-Classroom Volunteer Program

PTK Communication

There are a variety of ways the PTK communicates with parents to make sure that you are well informed and that information is easy to find.

- The [CGPTK website](#) contains the most up to date information.
- E-blast newsletters are sent every Tuesday at 2:00 pm and will contain information regarding the upcoming week. We strongly encourage you to receive the e-blast by registering online here: [Sign Up Here!](#)
- The PTK hosts a [Facebook page](#) which will provide status updates of events, fundraisers, and other important information.
- There is a bulletin board in the lobby near the front office and a marquee in front of the school.

Classroom Involvement

Representatives

Because we want Carlos Gilbert teachers to focus on what they do best...educating our children, every year two to three parents are needed to act as liaison between the teacher and other parents in order to facilitate communication and help organize classroom and PTK events and fundraising. Contact Sara April at sara@carlosgilbertptk.com you are interested in helping out this way. You can also check the PTK website for the Room Representatives page.

In Classroom

Besides getting involved in PTK, there a variety of ways a parent can get involved in their children's school and activities. Talk to your teacher about volunteering in the classroom. Help weekly during a specified period of time or occasionally on special events days or field trips. Research has shown that parental involvement in the children's education and learning is crucial to enhance student achievement. We, parents, are empowered and can make a huge impact in our children's learning accomplishments (reading, generating curiosity, healthy habits and food, visiting library, being part of the school and community etc.).

We welcome you to Carlos Gilbert Elementary School!