



everychild.one voice.®

# Welcome Packet 2011-2012

**WELCOME TO MARY LIN!** There's a lot of information coming your way but the MOST IMPORTANT thing you can do to stay "in the know" is sign up for the weekly Rocket. Just visit our website at [www.marylinelementary.com](http://www.marylinelementary.com). Details about PTA and how to get involved are provided here and online. We hope you'll share your talents with PTA and look forward to getting to know you!

## WAYS TO STAY CONNECTED:

- **THE ROCKET:** This weekly email alerts you to the upcoming week's activities and helps you keep on top of all the happenings at Mary Lin. Sign up at [www.marylinlementary.com](http://www.marylinlementary.com)
- **WEBSITE:** The PTA website is [www.marylinelementary.com](http://www.marylinelementary.com). This site is hosted and updated by PTA volunteers. You can also click to the official school website from this page.
- **SCHOOL DIRECTORY:** The best online resource provided by PTA in September—provides class lists, parent resources and contact info to keep families and staff connected. **Included with your PTA membership (\$5 value).**
- **PRINCIPAL'S COFFEE:** A monthly coffee hosted by Dr. Mitchell and open to all parents.
- **ELECTRONIC SIGN** (school front) & **BULLETIN BOARD** (just inside school entrance) – An easy way to get info when dropping off or picking up your child from school.

## WHAT DOES YOUR PTA DO?

We want to involve you in your children's education. Parent volunteers help Mary Lin students, teachers and staff by providing the following programs and activities not covered by the school budget. YOUR INVOLVEMENT & SUPPORT is a critical factor in student success. **JOIN FOR ONLY \$5 PER PARENT, GRANDPARENT, or NEIGHBOR.**

**Teacher Allotments** (\$200 per teacher)  
**Visiting Artists & In-School Field Trips**  
**Math Superstars** (club for future mathletes)  
**Chess Club** (teaching lifetime fun & strategy)  
**Teacher & Staff Appreciation**  
**Grounds Workdays & Playground Maintenance**  
**Outdoor Classroom & Community Garden**  
**Principal Coffees** (ask Dr. Mitchell anything)

**Kindergarten Tours/Roundup**  
**Family Events** (Sweetheart Dance, Parent/Son)  
**Science Night** (hands-on learning by experts)  
**Crossing Guards** (supply needs)  
**Talent Show/Linapalooza** (rentals)  
**Career Day** (diverse professionals inspire students)  
**Olympic Day** (field day and then some)

## PTA's MISSION:

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well being of every child.

## 2011-2012 GOALS FOR MARY LIN PTA:

- SIMPLIFYING PTA activities, programs and events.
- GOING GROWING GREEN – lessen our footprint.
- HAVING FUN while volunteering!

## PTA GUIDELINES:

PTA is nonpartisan and a nonprofit 501 (c)(3) organization. Our goal is not to fundraise but to support Mary Lin and our teachers providing our students with the best learning environment possible. Funds are raised for the approved budget only. How we spend our money is determined by the Georgia PTA, in that:

- PTA CANNOT pay teachers or staff salaries or items to be provided by the school system (air conditioners, desks, curriculum)
- PTA CAN have money to rollover at the end of the year but following year's PTA decides how it's spent
- PTA CAN donate to other non-profits IF approved by the general membership

## 2011 – 2012 PTA BOARD

*President	Alex Coffman	404-403-1457	president@marylinelementary.com
*V.P./Fundraising	Jami Fogle	404-545-0520	fundraising@marylinelementary.com
*Secretary	Teresa Tinney	404-525-7057	secretary@marylinelementary.com
*Treasurer	Yoko Hammond	404-403-1537	treasurer@marylinelementary.com
Communications	Elizabeth Crawford Scott Mikus	678-778-3122 678-778-3121	communications@marylinelementary.com
Education	Joan Beaulieu Kristen Howard	404-660-1271 404-861-6216	education@marylinelementary.com
Health & Sustainability	Lori Blank Trisha Porter	678-595-2857 404-993-1640	health@marylinelementary.com
Parent Involvement	Anna Coan Anne Steib	404-659-8798 773-459-8550	involvement@marylinelementary.com
Membership	Claudia Berger Marvlet Cox	404-668-1024 678-777-6798	membership@marylinelementary.com
Legislation	Polly McKinney	678-427-5945	legislation@marylinelementary.com
Building/Grounds	Sarah Cook Kevin Byers	404-413-6265 404-681-3744	building@marylinelementary.com
*Principal	Dr. Brian Mitchell	404-802-8850	principal@marylinelementary.com
Teacher Rep	Katie Melia	404-802-8850	teacherrep@marylinelementary.com

*\*Executive Committee Members (elected officers and principal)*

# Ways YOU Can Get Involved at Mary Lin

## PTA ACTIVITY CAPTAINS for 2011 – 2012

### COMMUNICATIONS

**Elizabeth Crawford & Scott Mikus, Co – Chairs**

Contact: [communications@marylinelementary.com](mailto:communications@marylinelementary.com)

#### **Bulletin Board** – CARRIE SHEVLIN

Indoor at the front of the school is a monthly calendar and announcements.

#### **Rocket Email** – **\*\*OPEN\*\***

Help edit online emails.

#### **Community PR** – **\*\*OPEN\*\***

Work with press releases, neighborhood newsletters and act as liaison/support for community events.

#### **Website** – SUSAN LEDBETTER

Help with calendar, events and PTA updates.

#### **Electronic Sign** – PEGGY EDWARDS

Look for additional signage at entrance of the school highlighting current events.

#### **Website Tech Support** – BRYAN DAVIS

Direct technology efforts.

## FUNDRAISING

Jami Fogle, VP

**FUNDRAISING is how we offer our great programs at Mary Lin!  
We need everyone's participation and support!**

Contact: [fundraising@marylinelentary.com](mailto:fundraising@marylinelentary.com)

### **School Partners** – JAMI FOGLE

Recruit local businesses to partner with Mary Lin!

### **Directory** – **\*\*OPEN\*\***

Ads from local businesses help raise \$7,000 each year.  
Help sell ads &/or collect data.

### **Retail/Dine Outs** – TIA LANDAU & MOLLY SMALLEY

Local businesses donate a portion of sales to Mary Lin on selected nights. Help contact restaurants, promote and attend!

### **Box Tops for Education** – ELAINE PERSONS

Clip 'em and bring them to school. Earns nearly \$600 for our school each year!

### **Yearbook** – ALEX COFFMAN

Help upload/assemble photos and promote our annual compilation of the year!

### **BOOSTERTHON** (9/6 – 9/15) – JAMI FOGLE

Work directly with our teachers and help organize this dynamic in-school fitness effort that provides quality leadership and character lessons for our students!

### **Scholastic Book Fair** (1/30 – 2/3) – KARLA KOSAR & TERESA TINNEY

Help organize our annual book sale that brings a variety of new books to our students and school!

### **PARENT GALA & AUCTION** (3/2) – JAMI FOGLE & MOLLY SMALLEY; **\*\*SEVERAL OPENINGS\*\***

Help put on our fun social event that raises money! Look forward to our themed party to be held March 2, 2012!

### **School Supply Sale** (April/May) – **\*\*OPEN\*\***

Help organize and promote this convenient fundraiser for parents and families!

## PARENT INVOLVEMENT

**Anna Coan & Anne Steib, Co – Chairs**

Contact: [involvement@marylinelentary.com](mailto:involvement@marylinelentary.com)

### **Summer Class Socials** – (Inaugural 7/26 – 7/28!) –

ANNA COAN & ANNE STEIB

Students have an opportunity to have fun with the entire grade before school starts!

### **Class Room Parents** – **\*\*OPEN\*\***

Support the classroom teacher and help involve families with school and PTA events.

### **Art & Music Class Assistants** – **\*\*OPEN\*\***

Help cultivate Mary Lin's future artists by contributing your time and expertise!

### **Community Outreach** – AINSLEY PLATT

Events that connect Lin with the community at large:  
Candler Park Movie Night, Pumpkin Fest, etc.

### **Kindergarten Tours/Roundup** – PEGGY EDWARDS

Show new families the ropes!

### **Principal Coffees** – SUSANNA STUBBS

Each month Dr. Mitchell hosts a Q&A and presentation at school. All are invited.

### **Teacher Appreciation** (one per semester) – GILLIAN LANDGRAFF

Show thanks to our excellent school staff once per semester.

### **Parent/Daughter Small Tall Ball** (2/10) – BOYD BAKER

Help plan events for Mary Lin families!

### **Talent Show/Linapalooza** (3/24) – MELISSA UPPELSCHOTEN

Help our students shine on stage!

### **Parent/Son Event** (May) – PEGGY EDWARDS

Help plan events for Mary Lin families!

### **Council of In-town Neighborhoods and Schools (CINS)** – JANET REEVES

Explores resources, issues and seeks solutions to problems in the Grady Cluster of schools.

## EDUCATION

### Joan Beaulieu & Kristen Howard, Co – Chairs

Contact: [education@marylinelentary.com](mailto:education@marylinelentary.com)

#### **Chess Club – \*\*OPEN\*\***

Volunteer parents have offered their talents for 25+ years teaching students how to play chess.

#### **Math Superstars – ELLIOT JONES & MELISSA**

THURMOND

Since 1998, this program has complemented math learned in the classroom.

#### **Library/Media Center Volunteers – \*\*OPEN\*\***

Shelve books and help students in the busiest elementary school library in APS.

#### **Visiting Artists/Experts & In-School Field Trips – JOAN**

BEAULIEU & KRISTEN HOWARD

PTA brings cultural arts programs and in-school field trips to Mary Lin. Help with set up and teacher needs.

#### **Science Night (Nov) – \*\*OPEN\*\***

Very popular event! Help set-up and assist student scientists. Visiting scientists from Zoo Atlanta, Emory, and beyond provide inspiring, hands-on lessons.

#### **Career Day (May)**

Volunteers come share their work experiences and inspire our students. See BRENDA STROMAN.

#### **Olympic Day (May)**

Volunteers help with field day games. See PE Instructor DR. BENNETT-WALKER.

## HEALTH & SUSTAINABILITY

### Lori Blank & Trisha Porter, Co – Chairs

Contact: [health@marylinelentary.com](mailto:health@marylinelentary.com)

#### **Outdoor Classroom Garden & Wellness –LORI BLANK & TRISHA PORTER**

Help with the student garden or with nutrition in the classroom and cafeteria.

#### **Crossing Guards – JONATHAN MILLER**

Help keep families safe walking to school!

#### **Walk to School Days (one per semester) – \*\*OPEN\*\***

Help organize an AM walk to school per semester!

#### **Bike Rodeo/Health & Wellness Fair (4/13) –**

LORI BLANK & TRISHA PORTER

Help create a fun and healthy family event!

## BUILDING/GROUNDS

### Kevin Byers & Sarah Cook, Co-Chairs

Contact: [building@marylinelementary.com](mailto:building@marylinelementary.com)

#### **PTA Grounds Workdays**

Spruce up the habitat, Bird Island or help maintain the playground on one of our cleanup days.

## ADDITIONAL IMPORTANT DATES & EVENTS:

### FOUNDATION (MARY LIN EDUCATION FOUNDATION)

#### **Kelly Crutcher, Chair**

Mary Lin's resource for long-term visions

[www.marylinfoundation.org](http://www.marylinfoundation.org)

# School Schedule & Safety

Visitors should always check-in at the Main Office (to the left of entrance doors).



## SCHOOL SCHEDULE

- 7:30 am - School opens. Students will wait in Auditorium until 7:45.
- 7:30-7:55 am - Free/Reduced Breakfast Program in downstairs cafeteria
- 7:45 am – 1<sup>st</sup> bell rings allowing students into classrooms
- **8:00 am - SCHOOL BEGINS: Students are expected to be seated at their desks.**
- Parents are welcome to come have lunch with their child (check-in with the Main Office)
- 2:20 pm – Kindergarten and 1<sup>st</sup> grade are dismissed
- 2:30 pm – Grades 2-5 are dismissed
- 2:45 pm – Students not picked up/having missed a bus will wait in the Main Office for parents.

## KEEP CHILDREN SAFE - PAY ATTENTION TO CROSSING GUARDS

Crossing guards are volunteer parents that give their time and energy working in rain, snow, sleet and shine to protect our children. Let's show them our appreciation and respect!

### FOR EVERYONE

- **NO DOGS ALLOWED** on school property.
- **NO PARKING** on Candler Park Drive during carpool times: am drop-off and pm pick-up.
- **DRIVE SLOWLY** in front of the school.
- **DO NOT** pull into or block private driveways (let's be good neighbors)
- **DO NOT** cross traffic as a pedestrian, either in the drop-off circle or at the entrance to the school.
- **DO NOT** park within 20 feet of cross walks at intersections or 30 feet from stop signs. This is GA Law. Also, this makes it difficult for other drivers to see oncoming pedestrians or cars.

### FOR CARPOOLERS

- **DO NOT TURN LEFT INTO TRAFFIC CIRCLE** between 7:15-8:15 am and 2:15-3:15 pm. Carpool lane runs uphill along Candler Park Drive and the sidewalk in front of school.
- **KEEP CARPOOL LANE MOVING** – Don't park in the "No Parking" zones
- **HAVE YOUR CHILD READY**. When your car pulls up, they should be ready to go.

### FOR DROP OFFS, PICK UPS & WALKERS

- **DROP-OFF IS IN FRONT OF GOLF COURSE** at a coned-off lane monitored by Crossing Guards.
- **DO NOT** stop in the middle of the street to let your child out of the car.
- **HAVE YOUR CHILD READY**. When your car pulls up, they should be ready to go.
- **WALK ON THE YELLOW BRICK ROAD** painted in the school parking lot.
- **PARENTS WAIT ON THE YELLOW BRICK ROAD** for dismissed classes in the side staff parking lot at pick-up until teachers arrive with students in the breezeway/portico at the entrance of the school.

***Walk to Mary Lin whenever you can – especially Fridays!***



# 2011-2012 PTA Membership & Volunteer Sign-up

<b><u>PARENT 1</u></b> <b>FIRST &amp; LAST NAME:</b>  PHONE:  EMAIL:  EMPLOYMENT:	<b><u>PARENT 2</u></b> <b>FIRST &amp; LAST NAME:</b>  PHONE:  EMAIL:  EMPLOYMENT:
<b>PTA FAMILY MEMBERSHIP: \$10.00</b> <b>PTA MEMBERSHIP (per adult): \$5.00</b> <i>Includes School Directory</i>  <b>ADDITIONAL CONTRIBUTION (optional): \$ _____</b>  <b>TOTAL: \$ _____</b>	<b>AMOUNT PAID \$ _____</b>  <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____ <input type="checkbox"/> CREDIT CARD

**Check the PTA activity where you'd like to help (go ahead – pick more than one!)**

- Volunteer where I am most needed.
- I'm interested in serving on the PTA Board next year.

**COMMUNICATIONS –Elizabeth Crawford & Scott Mikus**

- Bulletin Board
- Community PR
- Electronic Sign
- Rocket Email
- Website Updates
- Website Tech Support

**FUNDRAISING – Jami Fogle**

- School Directory:** Renew sponsorships/advertisers or help verify family information. (Summer/August)
- School Partners:** Recruit local business to partner with Mary Lin!
- Retail Days/Dine-outs:** Schedule and promote monthly shopping or dine outs with local businesses.
- Year Book -** Collect photos the kids will treasure!
- Boosterthon:** Student leadership fundraiser & Fun Run. (Sept)
- Scholastic Book Fair:** Help with our annual book sale (1/30 – 2/3)
- Parent Gala:** Help plan an adult-only fundraising event —auction, party, bands, etc. (Event Date 3/2/12)
- School Supply Sale:** Help organize & promote! (April/May)

**EDUCATION –Joan Beaulieu & Kristen Howard**

- Chess Club:** Parents share fun strategy once a week.
- Math Superstars:** Help kids learn math skills for life.
- Science Night:** Help plan, set-up & staff this popular event. (Nov)
- Library/Media Center:** Assist Librarian with shelving books and helping check in/out books.
- Visiting Artists & Experts:** Assist in scheduling in-school field trips that inspire our students.
- Career Day:** Parents share work experience. (May)
- Olympic Day:** Help with field day games! (May)

**PARENT INVOLVEMENT – Anna Coan & Anne Steib**

- Summer Class Socials:** Grade-wide fun before school starts!
- Class Room Parents:** Support your teacher and help connect families to school and PTA events.
- Art & Music Class Assts:** Help create future artists & musicians!
- Family Events:** Help organize some fun! Whether parent/son event, sweetheart dance or movie night.
- Kindergarten Tours:** Show new families the ropes!
- Principal Coffees:** Bring SFC coffee to a monthly Q&A with Dr. Mitchell.
- Talent Show/Linapalooza:** (Event Date 3/24/12)
- Teacher Appreciation:** Show the staff how much we appreciate them!

**GROUNDS WORKDAYS – Kevin Byers & Sarah Cook**

- Committee:** Beautify the school grounds on projects for the playground, habitat, memorials and Bird Island.

**HEALTH & SUSTAINABILITY –Lori Blank & Trisha Porter**

- Outdoor Classroom Garden:** Help with the garden and work to improve nutritional eating for a lifetime.
- Crossing Guard/School Safety:** Help keep families safe!
- Walk to School Days:** Help organize AM walks to school!
- Bike Rodeo/Health & Wellness Fair:** Help create a fun and healthy family event!

**LEGISLATION/ADVOCACY – Polly McKinney**

- Help parents understand important legislation affecting our children. PTA is non-partisan.

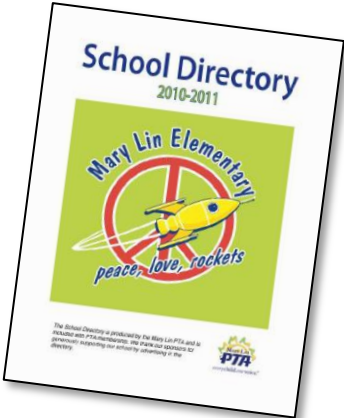
# Directory & Yearbook Permission Form

Dear Mary Lin Parents,

Each year, Mary Lin PTA publishes a school directory and yearbook and we want to make sure your family and child is included!

The directory is *only* distributed to Mary Lin families, teachers and staff through PTA membership or purchase. We use the contact information on file with Atlanta Public Schools and you will have the opportunity to verify this information before publishing.

**New and re-registering families must complete and return this form with your school registration. Please initial and sign giving PTA permission to publish your information as requested in the box below.**



Student Name(s) (First, Last)	Grade (2011-12)
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> YES – I want my child’s photo and name included in the YEARBOOK.	
<input type="checkbox"/> YES – I want my family contact information published in the DIRECTORY.	
<input type="checkbox"/> NO – I <b><i>do not</i></b> want my child’s photo or name included in the YEARBOOK.	
<input type="checkbox"/> NO - I <b><i>do not</i></b> want my family contact information published in the DIRECTORY <u>but list my child’s name in his/her class.</u>	
X _____	_____
Signature of Parent or Guardian	Date
Does your family currently subscribe to the Mary Lin weekly email newsletter <i>Rocket Blast</i> ? Visit <a href="http://www.marylinelementary.com">www.marylinelementary.com</a> to sign up and find out more about Mary Lin PTA.	

Feel free to email [president@marylinelementary.com](mailto:president@marylinelementary.com) with any questions or concerns.

*Office staff: Please flag those students/families who DO NOT want information published in either the directory or the yearbook and give a copy of their form to Mary Lin PTA.*