

Mitchell Elementary
School



Welcome to Mitchell Elementary!

Helpful insights, answers to common questions, and tips to help navigate your child's experience



Mitchell PTA
EVERY CHILD, ONE VOICE
www.mitchellpta.org



Welcome to Mitchell Elementary! As a new family to Mitchell, we know you will have lots of questions about the logistics of becoming comfortable with the daily operations of a new school. The Mitchell PTA has worked to compile some frequently asked questions and key points to help you.

We want you to know, from the beginning, that the Mitchell teaching team is a top-notch, caring group of teachers, and we are confident your incoming student will be well cared for and grow as a learner this year.

Important Information Resources

Mitchell Elementary School Main Office Phone: (303) 982-5875

There are no stupid questions. Ask anything. Please, we are happy to help you.

Mitchell Elementary School (ES) Website: <https://mitchell.jeffcopublicschools.org/>

Visit the website and click “classrooms” for a full list of teacher and staff emails as well as grade level websites.

Mitchell PTA Website: <https://www.mitchellpta.org/>

Mitchell PTA Facebook Page: <https://www.facebook.com/mitchellpta/>

Infinite Campus: https://campus.jeffco.k12.co.us/campus/portal/parents/Jeffco_IC.jsp

This is the portal for managing your student’s Jefferson County School information including updating contact information, managing student fees, managing school and district communication, as well as viewing attendance in addition to other important items.

EnrollJeffco Website: <https://www.jeffcopublicschools.org/schools/enrollment/enrolljeffco>

Portal to enroll your child into Jefferson County schools

Mitchell Welcome Wagon email: welcometomitchell@gmail.com

This email address will get you in touch with an experienced Mitchell Elementary parent who is part of the PTA. Have questions that you want to know from a parent/guardian perspective? Reach out to a fellow parent. We’ve been there, and we are happy to help.

SchoolCafe: <https://www.schoolcafe.com/>

On this website, you can create an account to add money and make payments to your child’s lunch account, apply for benefits, as well as easily access lunch menus.

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What to Know Leading Up to the First Day of School

Starting school can be scary, for both parents and new students! To help ease the transition into Mitchell Elementary, there are a number of events and resources to get you familiar with the school's procedures.

Class Teacher Notification

The week before school starts, students will be notified of their teacher for the upcoming year. To find your child(ren)'s teacher, login to [Infinite Campus](#). In Infinite Campus, click on the three lines in the upper left hand corner. There you will click on Schedule to find your child(ren)'s teacher. **Due to privacy, there are no class lists with contact information provided.**

Directory Spot - get connected with your child's class

Mitchell PTA hosts an app called "DirectorySpot." This app allows you to share and view contact information with other Mitchell families and see who is in your child's class. It also contains easy access to important school information and links, like attendance reporting and lunch menus. To sign up for this directory, go to the [PTA website](#) and click on the link to the [google form](#). A day or so after you fill out the form, you will receive an email to download and complete the app set up.

If you have previously used Mitchell's Directory Spot app, login to your account on the Directory Spot website and update your child's teacher for the new school year.

School Supplies

School supply lists can be found online on Mitchell ES's (Elementary School) website under the tab "Family Resources." Please bring the listed supplies to the Meet and Greet event. Be sure to follow the instructions listed on the supply lists for labeling of materials as some are shared.

Meet and Greet

The Meet and Greet for Mitchell students and their families will be the evening before school starts. On the night of the Meet and Greet, all families can meet their new teacher. This is a great opportunity to meet other families and new classmates as well as see the classroom before the big first day. On this night, bring your child's school supplies to school as they will drop them off during this time.

Transportation Communication

You may be asked to complete a transportation form at the Meet and Greet that specifies how and with whom your child will be arriving and departing from school. If there are changes or updates to this throughout the year, be sure to inform the office and your child's teacher as soon as possible.

The First Day of School - What To Know

First Day of School for Students Grades 1-5

The first day is a day for getting comfortable, learning about schedules and routines, and meeting new friends. Students should arrive between 8:30 and 8:45. The tardy bell will ring at 8:45 and all students should be in their classrooms. Students are dismissed at 3:35.

First Day of School for Kindergarteners

For kindergarteners, the first day of school looks a bit different. In order to create a smaller environment, students are split into two groups based upon their last name. The first day of school, the first half of the alphabet will attend, while the second half of the alphabet will attend on day two. If your child(ren) attends on day one, they will not have school on day two and vice versa. During the first week of school, parents are able to walk their child(ren) to their classroom. After the first week, students will walk to their classroom with the help of staff members. The first day of school for kindergarteners is a half day, but students will eat lunch while at school. The first day of school is followed by a brief (approximately 30 minutes) family meeting in the library. All students must be picked up by an approved adult at dismissal. There will be no bus pickup available. Make sure to check the Mitchell website or call the office if you have questions about the first day or week of school for your kindergartener.

Events to Expect During the First Couple Weeks

Kindergarten Ice Cream Social

All kindergarteners and their families are invited to attend an Ice Cream Social shortly after the start of the school year in a local park. This is a great opportunity to meet other kindergarten families. Check the PTA website for the date and time of this event (www.mitchellpta.org). Additionally, most upcoming events are listed on the homepage of the Mitchell Elementary School website.

PTA Second Cup of Coffee

During the first week of school, PTA will host a Second Cup of Coffee following morning drop off. This is an informal gathering and a perfect time to mingle and meet Mitchell families, as well as find out what PTA is doing to support the school. Check the PTA website (www.mitchellpta.org) for the date and time.

Daily Procedures and the Way Things Work

Attendance

We want to make sure all students are safe. If your child has an appointment, will be late, or if your child is ill, please let the school know one of 3 ways:

1. Call the Attendance Line - a 24-hour number: (303) 982-5850, Option 1.
2. Go to the [Mitchell Website](#), click on the Attendance link and fill out the online form.
3. Call the Main office (303) 982-5875 with the attendance information.
4. Go to the "Attendance" tab on the Directory Spot app to fill out and submit the form.

All communication about absences must go through the main office, not just your child(ren)'s teacher. The Enrollment Secretary starts making attendance phone calls around 9:00 am if your child is not present at school, even if you notified the teacher.

If your child is tardy (arriving after the 8:45 am bell), they need to sign in at the office either themselves or with parents and take a GREEN tardy slip to their/his/her teacher.

Parent/Guardian Drop Off

Drop off in the morning is between 8:30 and 8:45 am at the main entrance at the front of the school or the back of the school at the top of the steps near Cheyenne & 2nd Street. Parent Volunteers, if available, will serve as crossing guards at both entrances of the school to assist students with crossing Rubey Drive and at the back on Cheyenne Street.

Students coming from Rubey Drive should walk along the south side of the sidewalk up to the school entrance. Please follow the painted horseshoes on the sidewalks. Do not walk through the parking lot. If riding a bike or scooter to school, students should get off their bike/scooter before crossing the road and while on school property.

The "Tardy Bell" rings at 8:45 am. If you arrive after 8:45 am, your child must stop by the office and sign in as 'late.'

Pro tip - parking the first couple weeks of school will be challenging so plan for extra time.

Parent / Guardian Pick Up

Students in grades 1-5 are dismissed by the bell at 3:35. Kindergarteners are dismissed a bit early at 3:25. Kindergarteners are dismissed out their classroom door on the blacktop at the back of the school. Kindergarten teachers will look for an approved adult, wave, and then send your child(ren) to you. If your child rides the bus, their teacher will walk them to the bus line at about 3:30. Please update your child's teacher and the front office of any changes throughout the year regarding your pick up plans.

Bus Riders

To register for a bus, visit the Mitchell website. Scroll down and click on Bus Transportation on the left hand side. For additional information, call 303-982-2324. Visit the links on the Mitchell ES website under the tab “Our School” for both In-Town and Golden Gate School Bus Schedules.

In the afternoon, bus riders will line up on the blacktop according to their bus number, and then will be dismissed to load by the assisting teachers. Kindergarten students will be brought to the blacktop by their teacher. Staff is outside for both arrival and dismissal to assist your child.



“Hug and Go” Front Door Carpool Lane

There are many cars and students in the morning when school starts and when school ends in the afternoon. **PLEASE DO NOT GET OUT OF YOUR CAR!** Plan to drop off and pick up students on the right side of your car along the curb directly in front of the school entrance. Pull all the way forward. There will be staff outside to guide traffic and assist students in the “Hug and Go” Lane. If you want to walk your child to the door, you need to park at either the front or back entrances.

Pro tip – if you want to be outside your car, waiting for your child, consider using the back door. It is less crowded and you will be able to park closer to the school.

Early Dismissal Information

If your child has an appointment or needs to leave early from school, you can either call the office on your way to pick him/her/them up or upon your arrival at the school office one of the secretaries will call him/her/them out of class.

The doors of the school are secure during the school day. If your child goes to school on time but you need to pick them up for an appointment, trip, etc. please arrive at the *front* doors (new doors on the right) and ring the doorbell. You will be “buzzed in” and can speak with the front office to sign out your child in the office. Plan to arrive with enough time for your student to be called by the office, gather their things, and walk to the office from their classroom. Do not go to the classroom to pick up your child on your own. You need to sign out in the Early Dismissal book and no student will be released without an authorized individual in Infinite Campus.

Change of Plans on Pick Up

If there is a change in your day and you need alternative plans for pick up, call the main office by 3:00 pm and they will send a “Purple Note” to your student with the revised information.

What do I do if I plan for my child to go home with someone other than me?

If your child will be going home with someone else, you must notify the office and the teacher via email or send in a written note. All people authorized to pick up your child(ren) must be designated in Infinite Campus.

If your student wants to plan to ride the bus home with a friend, please email the office as well as your child’s teacher with your REQUEST. The additional rider must be approved by transportation depending on space. The office will notify you if the request is approved or not.

What to do if your child is sick or has an appointment?

If your child is sick, please notify the school via the attendance procedures. Please keep your child home until he/she has been symptom free and does not have a fever for 24 hours (especially if suffering from vomiting or diarrhea).

What if my child gets sick or hurt during the day?

The Health Room is staffed daily by a School Health Room Aide (SHRA). The SHRA is a Certified Medication Technician and a Certified Nursing Assistant. She is also a Certified CPR and First Aid Provider. The SHRA provides first aid and administers medications. If you want to have items such as Tylenol, cough deterrent, or any other over the counter or prescription medication available for your child to use during the school day you will need to provide a completed and signed Medication Agreement from your student's healthcare provider. It is important that the school has accurate home, work, and cell phone numbers in Infinite Campus, as well as emergency contact information, in the event a parent or guardian cannot be reached.



Contact:

Deb Romig, Mitchell Elementary School Health Room Aid (SHRA)

Email: debra.romig@jeffco.k12.co.us

Phone: (303)-982-5835

Lunch Information

Lunch is fun! Students get the opportunity to socialize as they eat. Students can either bring a cold lunch or purchase a hot lunch from the cafeteria. The lunch period is monitored by paraprofessionals. These caring staff members assist kids as necessary with opening of containers (among other things) while they fuel up for their afternoon. It is recommended that if your child packs a lunch from home, please send containers that your child can open easily. While there is assistance, getting around to 100 children can be time consuming!

Allergy Aware Tables

There are two designated allergy aware tables in the cafeteria. These tables are based on students' Health Plans for safety based on food allergies. Friends are allowed to sit at allergy aware tables even if they do not have an allergy (space permitting). Paraprofessionals monitor the table throughout the lunch period, and the tables are cleaned after each lunch session. Please make sure your student has a Health Plan, so the student's teacher and the Health Room are aware of any allergies or food sensitivities.

Cold Lunch (lunches packed from home)

Students may choose to bring a packed lunch from home. There are no restrictions on what may be packed (nuts, dairy, etc.). However, Mitchell Elementary is an Allergy Aware School, so there is a table reserved for students with allergies and/or food sensitivities. Please make sure your child's teacher and the school Health Room are aware if your child has any allergies or food sensitivities in order to create a Health Plan. Clearly label your child's lunchbox and any non-disposable contents (i.e. water bottle or thermos) with his/her/their name.

Hot Lunch (buying a hot lunch at the school cafeteria)

With the passing of the National School Lunch Program, all Colorado students are provided with free lunches each day, which includes choice of entree, two choices of vegetables, one fruit choice, and a choice of 1% white milk, 1% chocolate milk, or fat free milk.

You can view weekly lunch menus on the [Jeffco Public Schools Website](#). Every day, there are at least two lunch options. All purchases will be made using their Student ID number (please practice this at home if you are a new student). Jefferson County offers an extremely convenient meal debit system through [School Cafe](#). By creating a secure online account, you can manage your child's account, check balances, view student purchases and fund your child's account. An auto-payment option is also available to replenish your child's account when a low balance is reached, or you can set alerts to notify you when balances are low. If you need any further information, please visit the [Jeffco Food and Nutrition Services](#) website.

Free and Reduced Lunch Information

Even with lunches being provided for free, the Free and Reduced Lunch program is incredibly helpful. We strongly encourage families who qualify for free and reduced lunch to complete the paperwork as it also includes coverage for school fees and has benefits for families for other school expenses.

Cafeteria Snacks

Students with money in their account may purchase snacks in the cafeteria. If you would like to limit their purchases, you can fill out a form or contact the Cafeteria Manager by calling (303) 982-5875 and asking to be transferred. Pro-tip- Snacks are fun but not always healthy choices.

Important School Information

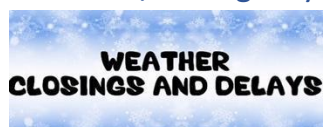
Daily Schedule

To find a Daily Schedule for your student, visit the Mitchell Elementary School website. Click on Classrooms; then select Teacher Pages. Find your child(ren)'s grade level and teacher. There, you will find a Daily Schedule as well as lots of other important information regarding your child(ren)'s school day.

Student Fees

Student fees provide students with services and materials that become their property, such as workbooks, Scholastic News magazines, and a technology fee. Student fees can be found on [Infinite Campus](#). Fees may be paid on the Infinite Campus Parent Portal or in the school office. Checks should be made payable to Mitchell Elementary. Field trip fees will be added throughout the year to your child's Infinite Campus account as they become available.

Weather / Emergency Closures and Delays



Jefferson County uses the messaging system, SchoolMessenger, to send messages to families. This system is also used for snow closure and delayed start announcements. SchoolMessenger distributes messages via email, text messaging, and phone. Please keep your information in Infinite Campus up to date at all times (and do not unsubscribe from or block these emails) to ensure you receive these notifications. For more information see: <https://www.jeffcopublicschools.org/about/calendars/closures>

In case of a delayed start, a 2-hour delayed scheduled is implemented:

10:30 am- Doors Open

10:45 am – Start of school

3:35 pm – Dismissal

Modified Contact Day

In order to give teachers the time to gather necessary data to accommodate each student, Mitchell Elementary has implemented Modified Contact Days. These days on the calendar will not be regular school days. Instead, your student(s) will attend a short 15 minute session (longer for grades 4 and 5) where they will be given short assessments. Parents will be provided a link by their child(ren)'s teacher to sign up for a given block of time on the Modified Contact Day. Students only need to come to school during their scheduled block of time. Testing results will be shared at a later date.

Specials/AMPs (Art, Music, PE) Curriculum

Specials and AMPs are terms used by Mitchell Elementary that describe PE, Music, and Art. Your child will rotate each special curriculum on a set schedule. For example, the first three days may be PE, followed by art the next three days and music the next three days. These teachers are for all grades and customize their learning for your child's grade level.

Recess

Outdoor recess is offered every day, even in inclement weather. Please send children to school with the right gear, for rain and snow. Sending in an extra pair of socks for wet weather is always a good idea! If you want sunscreen on your child, it must be applied at home before school.



Classroom Snack

Classroom snack procedures are determined by each individual teacher. Because Mitchell Elementary is a Healthy and Allergy Aware School, all snacks must follow these guidelines. Teachers ask that the snack is packed separately from a student's lunch box.

Library Books

Students go to the library once a week and will be allowed to check out one or more books, depending on their grade level. Books can be returned over the course of the week and must be returned to the library in order to check out another book. If a book is not returned, a notice will be sent home.

Birthdays

No food items are to be brought to school for birthdays. All grade levels have alternative, optional ways that parents could select to celebrate their child(ren)'s birthdays. Be sure to provide one for each student. Please email your teacher for more details and refer to the Healthy Schools handout.

After School Activities

Mitchell offers a variety of after school activities for your child. You can find any after school activities offered with registration links on the Mitchell website under Activities and Programs. Some of this information will also come home in your child's Friday Folder or digitally through PeachJar. Examples of activities include science clubs, language clubs, garden club, lego building, and more. Some activities are sponsored by the PTA and costs are offset by the organization. Other programs are run separately from Mitchell Elementary and therefore are signed up and paid through that organization directly.

Before and After Care Options

There are various options for your child to receive before and/or after care outside of school hours. Red Rocks Child Care, (303)-519-3743, is an on-site option at Mitchell. There are also several off-site providers, including KinderCare.

Acronyms Explained

During your time at Mitchell, [acronyms](#) will be used frequently. We have put together a document that explains each acronym for you. Hope you find it helpful!

How To Stay Informed

Communication

Your child's teacher will provide parents with their email address during the first week of school. Each teacher will let you know how they like to best communicate with families about the classroom.

Other forms of communication include the Mitchell Friday Note, the Friday Folder, and PeachJar.

Mitchell Friday Note

The Mitchell Friday Note is a weekly newsletter sent out via email by the school secretary. This newsletter is used by our Principal, Janelle Nelson-Gardner, to provide important information about upcoming events, school news, student achievements, important upcoming dates, and general 'need to know' info from the school. Make sure to read the detailed information provided in the email attachment. This is your easiest, quickest spot for up to date school information!

The Friday note is sent to your email address in Infinite Campus. If you do not receive the note each Friday, call (303) 982-5875 and the office will assist you in receiving this important message each week.

Friday Folder

The Friday Folder is a folder that will come home in each child's backpack on Friday or the last day of school for the week. Your child's folder contains completed school work as well as communication from the school or teacher such as field trip permission slips, after school programs, school picture day, etc. The Friday Folder needs to be returned to school the following Monday.

PeachJar

Jeffco Public Schools also has started using PeachJar to send out digital school approved announcements and opportunities to help reduce the number of paper flyers coming home in the Friday Folder. The announcements will be sent out to the email you provided the school on Infinite Campus.

How To Get Involved

Classroom Volunteers

Teachers will ask you at the beginning of the year if you are interested in volunteering in the classroom. Teachers will get in touch with families when their class is ready to schedule volunteers. This typically is in October so your teacher and the children can get into a classroom routine. You must sign a Confidentiality Form in the office before volunteering for the first time to ensure student confidentiality. There are also opportunities to volunteer for field trips. Information will be emailed or will come home with your child if you would like to volunteer on those days.

When arriving at the school to volunteer, you must be buzzed in at the front door and go directly to the office to sign in. You will need a valid picture ID (e.g., CO driver's license) when signing into the office Raptor System for the first time. You will receive a visitor sticker. On your way out of the building, please return the sticker to the office so that you are signed out of the building.

SAC (School Accountability Committee)

SAC serves as an advisory body to support our school's shared leadership model. Together, the committee has a voice in deciding what is most important to our school. In the past, they have advocated for small class sizes, full time paraprofessionals, and extra staff. By joining the meetings, you will be able to discuss and gather input around school improvement priorities and strategies, student-based budgeting, and more.

Crossing Guards

Volunteer to keep our kids safe! Crossing guards for both Rubey Road and 2nd Street/Washington intersection are volunteers. If you are willing to sign up for a day to help, please visit the SignUp Genius on the front page of the [Mitchell](#) website.

Library Volunteers

Volunteer in the library to help students check out materials as well as reshelving books and helping to keep things organized. This is a great way to see your child(ren) during the school day! Once volunteers are needed, look for a SignUp Genius link in the Friday Note to schedule a time that works for you.

Mitchell Elementary PTA

The Mitchell Elementary PTA works closely with the school to support both the needs of the school as well as implement excellent learning opportunities for the students. Look for opportunities to sign up to support and volunteer at the beginning of the year events as well as on their [website](#).

Become a PTA Member

To become a PTA member, visit the website and pay the \$10 one time dues. As a member, you have the ability to vote on the important happenings at our school as well as support all the great work PTA is doing for our students.

Volunteer Opportunities through PTA

- ELF - (Environmental Learning for the Future) is an entirely parent-run activity through the PTA that takes place approximately every other month throughout the school year. It is a great way you can help in-classroom, with a set curriculum, in your child(ren)'s class. To make it even easier, training videos for parent volunteers are available on YouTube and are easy to follow. Pro tip - This is a great way to meet the students in the class and have a meaningful interaction with each one!
- Field Day - October - a fun day of silly games; everyone gets a participation ribbon.
- Mitchell Book Fair - October - a fundraiser for the school library that also allows for great student gifts and enhancement to your teacher's classroom libraries; open and available during Parent/Teacher conferences in the fall.
- Mitchell Miler - May - a fun run around school grounds celebrating physical fitness

The Mitchell PTA - Every Child, One Voice.

The Mitchell PTA strives to enhance the experience of your child at Mitchell Elementary by fostering a sense of community and parental engagement. Our efforts manifest through unique experiences in and around Mitchell and through funding augmentation for areas of needs.

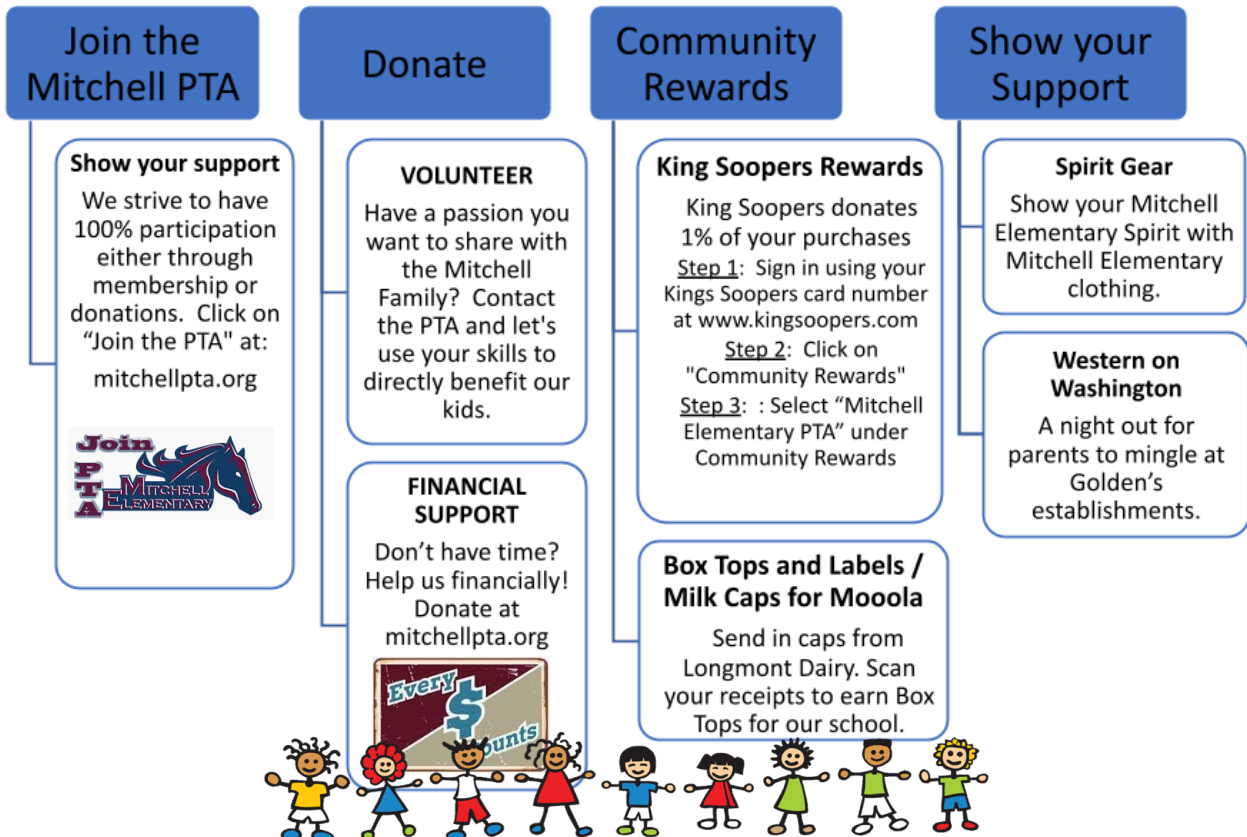
PTA programs and activities

The Mitchell PTA develops activities inside and beyond the classroom creating a stronger community and providing opportunities for our children to grow. Some of our activities include:

- Mitchell PTA's contributions to the classroom:
 - The Mitchell PTA has purchased computers for the classroom, art supplies, teacher appreciation events, playground improvements, and more.
 - ELF – ongoing – parent led teaching in classroom on various fun and inspiring subjects
- Mitchell PTA strives to create a strong learning community outside of the classroom:
 - Math & Science Night - October - a fun night celebrating our STEM community
 - Science and Social Studies Fair - Spring - just like you remember only with that Mitchell flare
 - Better Together! - Spring - an event to share individual identities
 - Garden Club, Mileage Club, Open Mic public speaking and performing, the yearbook, Reflections Art, and more!

Mitchell PTA Community and Donation* opportunities

The Mitchell PTA needs your support. To continue to provide great events, in-classroom supplies (e.g. computers and art supplies), and more consider these ways to help!



*Note: The Mitchell PTA does not ask you or your kid to sell anything at any time. We count on the generosity of our community to provide the best tools and experiences for our Mitchell family.