



July 26<sup>th</sup>, 2019

Mitchell Families,



**Our Vision is Always Within Reach! Connect Today...Transform Tomorrow.**

It is with great pleasure that I welcome you to the 2019-2020 school year at Mitchell Elementary! I hope you are having a wonderful summer and are excited for the first day of school on Wednesday, August 14<sup>th</sup> for K-5 students (and 15<sup>th</sup> for Gradual Entry Day 2 Kindergarteners). I look forward to seeing all of our kids and families in the next couple of weeks! Below are just a few items to note before the first official and regular Friday Note of the school year starting in August.

### ***Registration Information for 2019-2020***



#### **Returning Families**

Please complete registration on *Jeffco Connect* online **starting JULY 29<sup>th</sup>**. **ALL** students need to have their information reviewed and updated in *Jeffco Connect*. If you have no changes, you still need to click on **each of your student's names** and review your child's information to be confirmed including the **Agreements Section, Health & FERPA Section, the Student & Family Handbook (Code of Conduct) & Use of Internet Policy JS/Bring Your Own Device Policy JSA**. These are all embedded in the outlined student information sections. Click **save** after each section and **submit** after the summary section to finalize your child's registration.

- ✔ Student
- ✔ Residence
- ✔ Contacts
- ✔ Enrollment
- ✔ Health
- ✔ Language
- ✔ Agreements
- ✔ Summary

Your digital signature needs to be acknowledged after July 29<sup>th</sup> for the 2019-2020 school year to confirm your child's registration and class list placement. Remember to **click submit** when you complete the process. There is a link to *Jeffco Connect* on our website [mitchell.jeffcopublicschools.org](http://mitchell.jeffcopublicschools.org) or on the Jeffco Schools Public website. You do not have to come into the school to complete registration, but if you need any assistance, we are happy to help you with this process and/or answer any questions in the office all day on August 1<sup>st</sup>. All registration for your child can be done at home.

If you are a **new family** joining our Mitchell Community, please enroll online using *EnrollJeffco* and then register your student(s) online in *Jeffco Connect*. You will need to come to the Main Office and show proof of residency, immunization records, and a birth certificate to finalize the registration process.

#### **Fee Payment for the 2019-2020 School Year**

According to the Jeffco Financials Department, fee payment for your student can be made online through *Jeffco Connect* starting July 29<sup>th</sup>. You may make payments for the school year with your debit or credit card (Visa, Master Card, American Express and Discover are accepted).

To access Jeffco Student Fee Payment, go to our school's home page and click on the *Jeffco Connect* link, or go to the Family Portal at [www.jeffcopublicschools.org](http://www.jeffcopublicschools.org). Once you are logged into *Jeffco Connect*, click on the "Jeffco Student Fee Payment" link on the left side. Help guides are available on the page.

If you do not wish to take advantage of the online system, fee payment can be made at the school during Registration or in the Office prior to the start of school on August 14<sup>th</sup>.

Please contact Mrs. Ryan, our Enrollment Secretary, if you need further assistance with *Jeffco Connect*, *EnrollJeffco* or have forgotten your user ID and/or password. If you do not have access to a computer for online registration or do not wish to take advantage of the online payment system, we will have in-person registration assistance in the office on August 1<sup>st</sup> from 7:00 a.m. to 5:00 p.m.



### **School Supplies**

Please check the website for the school supply list. If you need assistance with school supplies, please contact the Office.

# Meet Our Staff

## **Mitchell Staff for the 2019-2020 School Year**

***We are excited to welcome back our ROCKin' teachers & office staff.***

### **2019-2020 K-5 Teachers & Staff**

**Kindergarten:** Robin MacKinnon, Sara Meyer, Sue Middleton (K-1 looping), Roseanne Smith

**First Grade:** Laura Frappaolo, Sue Gilmore, Aaron Smith, Amy Sundermann (K-1 looping)

**Second Grade:** Chelsey Bryant, Kendra Sund, Dani Tryhorn, Bobbie Weigel

**Third Grade:** Katiana Brenner, Tara Corcilus, Cathy Greenlaw, Laurie Wingert

**Fourth Grade:** Yvette Brittain, Kelly Buchman (McLemore), Amanda Garner (3-4 Looping), Valerie Hansen, Jane Jones

**Fifth Grade:** Hannah Bruner, Josh Hallerberg, Tameron Klumpel

**SERS/ESL/SEL:** Tina Glass, Monika VanderStek, Krista Bollinger, Britton Clark/Alyssa Damschroder-SLPs, Janae Martinez, Michelle McGrath (coming from Arvada K-8)

**Instructional Coach:** Lisa Donahue-White

**GT BRT:** Gena Hassett

**LAMP:** Melissa Swenson, Julian Kramer (coming from DougCo & NYC Schools), Kristina Hudson (coming from Lochbuie, CO & Little ES in Jeffco), Lars Lundgren

**Office/Admin:** Deb Romig, Barb Ryan, Debbie Yergert, Samantha Hollman, Janelle Nelson-Gardner

**Paraprofessionals:** Jen Albrecht, Diane Chesbro, Mindy Donaldson, Pru Green, Jenny Jones, Maria Keen, Chandra Kirts, Tammy Lewis, Julie Martinez, Tony Martinez, Kelly McBride, Amy Stephenson, Audrey Waugh & CSM Work Study Students

**Cafeteria:** Brittany Hughes, Kaylene Gray

**Facilities:** Terry Winslow, Josh Reott, Custodian TBD

***Class Lists will not be available or posted until mid-August after teachers return. Please see the upcoming Friday Notes for more information on accessing Class List information for your child on Jeffco Connect.***

## Dates to Remember

<b>JULY &amp; AUGUST</b>	
<b>August 1st</b>	Registration Assistance in the Office (All Registration Completed Online on Jeffco Connect and all new enrollment on Enroll Jeffco and Jeffco Connect.
<b>August 12th</b>	Class Lists Posted on Jeffco Connect/Family Portal in PM
<b>August 13th</b>	Meet & Greet from 4:00PM-5:00PM Families with Last Name A-L 4:00-4:30PM Families with Last Name M-Z 4:30-5:00PM
<b>August 14th</b>	First Day of School & PTA Second Cup of Coffee & Kindergarten Gradual Entry Day One
<b>August 15th</b>	Kindergarten Gradual Entry Day Two & PTA Second Cup of Coffee
<b>August 22nd</b>	Kindergarten Ice Cream Social
<b>August 23rd</b>	Modified Contact Day for Beginning of Year Assessments
<b>August 28th</b>	Curriculum Night for Families, Parents & Guardians Only (No Students)
<b>SEPTEMBER</b>	
<b>September 2<sup>nd</sup></b>	LABOR DAY- NO SCHOOL
<b>September 16<sup>th</sup></b>	Picture Day
<b>September 17<sup>th</sup></b>	MCAT in the Library @ 3:00PM
<b>September 20<sup>th</sup></b>	Staff Development Day- No School for Students

Please don't hesitate to call the office with any questions 303.982.5875 or go onto our website [mitchell.jeffcopublicschools.org](http://mitchell.jeffcopublicschools.org) for up to date school information. We look forward to seeing many of you in the next couple of weeks.

All the best,  
*Samantha Hollman, Principal*

# First Day of Kindergarten

Dear Kindergarten Families,

**Welcome!** Our first days of Kindergarten will be offered in 2 sessions. This is for our first 2 days of school only, August 14<sup>th</sup> & 15<sup>th</sup>, to help lessen the anxiety for both students & parents! Sorry, buses will not be available on these two days for after school transportation. Please plan on picking up your child on their 1<sup>st</sup> day at your classroom's outside door at 12:00 pm.

**We strongly encourage you all to meet your teacher and bring your child's school supplies at our Meet & Greet on August 13<sup>th</sup>!**

**August 14<sup>th</sup> is from 8:00 am-12:00 pm for students with the last names starting with A-L.** Parents are invited to join the PTA for a cup of coffee at 8:00 am. ALL students will be having lunch in the cafeteria on their 1<sup>st</sup> day (1/2 day friends too!)] You may choose to have your child bring a cold lunch to school, or a school lunch may be purchased. Pick up time is at 12:00 at your child's outside door. **All parents are encouraged to join your Kindergarten Team at 12:15 in the Library to help inform you on some of our school and classroom policies and procedures as your child embarks on their school career as a Mitchell Mustang!**

**August 15<sup>th</sup> is from 8:00 am-12:00 pm for students with the last names starting with M-Z.** Parents are invited to join the PTA for a cup of coffee at 8:00 am. ALL students will be having lunch in the cafeteria on their 1<sup>st</sup> day (1/2 day friends too!)] You may choose to have your child bring a cold lunch to school, or a school lunch may be purchased. Pick up time is at 12:00 at your child's outside door. **All parents are encouraged to join your Kindergarten Team at 12:15 in the Library to help inform you on some of our school and classroom policies and procedures as your child embarks on their school career as a Mitchell Mustang!**

**August 16<sup>th</sup> will be a regular school day for all Kindergarten students. Pick up for ½ day students is at 11:00. Dismissal for full day students is at 2:55.**

Please take time over the summer to familiarize yourselves with our school website:  
<http://mitchell.jeffcopublicschools.org/>

\*If your child has any food allergies or health concerns, please make sure you contact our school Health Room **before** the 1<sup>st</sup> day of school!

Full Day Kindergarten students will be eating lunch in the cafeteria every day. Please be sure to provide a nutritious lunch for your learner or make plans for your child to purchase a hot lunch. We highly recommend JEFFCO's on-line system called *School Cafe* to purchase school lunches throughout the school year.

**Our annual Kindergarten Ice Cream Social will be on Thursday, August 22nd! Come get your weekend started with some yummy ice cream & meet your new Kindergarten family!**

We are excited to meet you all & looking forward to a year filled with learning & laughter!

**Your Kindergarten Team, Sara Meyer, Sue Middleton, Robin MacKinnon & Roseanne Smith**