July 25th, 2018

Dear Mitchell Families,

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

It is with great pleasure that I welcome you to the 2018-2019 school year at Mitchell Elementary! I hope you’ve had a wonderful summer (and continue to do so) and are excited for the first day of school on Thursday, August 16th for K-5 students (and 17th 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 Friday Note of the school year starting in August.

Registration Information for 2018-2019

Returning Families~ Please complete registration on Jeffco Connect online starting AUGUST 1st. 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 which has three sections this year: FERPA Opt Out & District Newsletter choices, the Student & Family Handbook (Code of Conduct) & Use of Internet Policy JS/Bring Your Own Device Policy JSA.

Your digital signature needs to be acknowledged after August 1st for the 2018-2019 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 or on the Jeffco Schools Public website. We are happy to help you with this process and/or answer any questions in the office on August 1st or you can complete your child’s registration at home.

If you are a new family joining our Mitchell Community, please still 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 2018-2019 School Year

According to the Jeffco Financials Department, fee payment for your student can be made online through Jeffco Connect starting August 1st. 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 Parent Portal at 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 16th.

Please contact Mrs. Ryan, our Enrollment Secretary, if you need further assistance with Jeffco Connect 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 1st 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.

Mitchell Staff for the 2018-2019 School Year
We are excited to announce some additions the staffing changes for the 2017-2018 school year and welcome back our ROCKin’ teachers & office staff. 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 Lists.

Kindergarten: MacKinnon, Meyer (new from Welchester & previous student teacher @ Mitchell), R. Smith, Sundemann (K-1 looping)
First Grade: Frappaolo, Gilmore, Middleton (K-1 looping), A. Smith (K-1 looping this year)
Second Grade: Bryant (new from Slater), Sund, Tryhorn (new from Fitzmorris), Weigel
Third Grade: Brenner, Corcilius (new from Hackberry Hill), Garner, Greenlaw, Wingert (new from Shelton)
Fourth Grade: Brittain, Hansen, Jones
Fifth Grade: Bruner, Hallerberg, Klumpel, McLemore (new from Virginia)
SERS/ESL: Glass, VanderStek, Bollinger, Raabe (new Speech/Lang. from Deane)/TBD ESL
Instructional Coach: Donahue-White
GT BRT: TBD
LAMP: Swenson, Nielson, Phillips, Lundgren
Office/AP: Romig, Ryan, Yergert, Hollman, Nelson-Gardner
Paraprofessionals: Adams, Albrecht, Chesbro, Donaldson, Green, Keen, Kirts, Lewis, Maas, Martinez, McBride, Stephenson, Waugh, New Hires TBD
Cafeteria Manager: Hughes
Facilities & Custodial Staff: Winslow

Upcoming Dates to Note

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<tr>
<th>JULY &amp; AUGUST</th>
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<tbody>
<tr>
<td>August 1st</td>
<td>Registration Assistance in the Office from 7AM-5PM.</td>
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<td>All Registration Completed on JEFFCO CONNECT Online starting August 1st.</td>
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<td>August 14th</td>
<td>Class Lists Posted on JEFFCO CONNECT/PORTAL in PM</td>
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<td>Date</td>
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<td>August 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Meet &amp; Greet from 4:00PM-5:00PM</td>
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<td>August 16&lt;sup&gt;th&lt;/sup&gt;</td>
<td>First Day of School &amp; Kindergarten Gradual Entry Day One &amp; PTA Second Cup of Coffee</td>
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<td>August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Kindergarten Gradual Entry Day Two &amp; PTA Second Cup of Coffee</td>
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<td>August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Kindergarten Ice Cream Social</td>
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<td>August 24&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Modified Contact Day for Beginning of Year Assessments</td>
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<td>August 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Curriculum Night for Families, Parents &amp; Guardians Only (No Students)</td>
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**SEPTEMBER**

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<th>Date</th>
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<tr>
<td>September 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>LABOR DAY~ NO SCHOOL</td>
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<tr>
<td>September 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Picture Day</td>
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<td>September 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>EARLY RELEASE~ Students dismissed at 12:25PM</td>
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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*

**Dear Kindergarten Parents,**

**Welcome!** Our first days of Kindergarten will be offered in 2 sessions. This is for our first 2 days of school only, August 16<sup>th</sup> & 17<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 15<sup>th</sup>!*

**August 16<sup>th</sup>** is from 8:00 am-12:00 pm for students with the *last names starting with A-K.*

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 17<sup>th</sup>** is from 8:00 am-12:00 pm for students with the *last names starting with L-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 20th 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 1st 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 Friday, 8/17! 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

Amy Sundermann    Sara Meyer
Robin MacKinnon    Roseanne Smith