



Week of  
September 27, 2021



## Walter J. Mitchell Bulldogs!

Dear WJM Parent/Guardian,

As we move into the 5th week of school, we are getting very settled in our routines and procedures, including transportation. On Tuesday, September 28, we will have our first two-hour early dismissal. Please plan for dismissal of students two hours earlier than a regular day. **We expect that students will be going home the same way as normal on early dismissal days unless a note is sent to the school stating otherwise. Any changes should be emailed to both secretaries ([dgomez@ccboe.com](mailto:dgomez@ccboe.com) and [ddwilliams@ccboe.com](mailto:ddwilliams@ccboe.com)) and your child's classroom by 11:00 am on Tuesday.** In addition, please make certain to talk to your student(s) regarding any changes.

12:45 PM - Last pick up for any early dismissals (if someone other than a parent/guardian is picking up a student early, the parent/guardian must send a note identifying who will be picking up the child. The note requires a signature from the parent/guardian. The person who is picking up the child must have a photo ID.)

### Important Dates to Remember

- **September 28** – 2 hr. early dismissal **AND** Virtual Open House from 3:00-4:30 p.m.
- **October 4** – INTERIMS issued
- **October 8** – 2 hr. early dismissal
- **October 11**– Columbus Day – School Closed for students. Virtual **Parent Conference Day**
- **October 12** – Chipotle Spirit Night
- **October 20** – Unity Day – **Wear Orange!**
- **October 29** – Fall Picture Day

## **REMINDER**

- We are providing in-house coverage for field trips rather than asking for chaperones.
- Students and staff are permitted to take their masks off when they are outside of the building, including recess.
- CCPS is limiting visitors to the building.
- This year's open house, scheduled for September 28, will be held in a virtual format. Times and links will be sent by classroom teachers on September 27.
- Parent / Guardians picking up their child should not park along the road/parking lots and walk up to the school during car rider dismissal. You must stay in the car rider line.
- Students will not be released from school after 2:50 PM for early dismissal as we are preparing for our dismissal procedures. This allows for a safe and orderly dismissal of all students.
- [CLICK HERE](#) to access the CCPS Parent Handbook/Calendar online.

- Synergy, and the different “views” called VUES, is Charles County Public Schools Information System. The system allows parents and students to monitor grades, assignments, class information and more. StudentVue activation information is posted [HERE](#) on the CCPS website.
- When visiting the school, we request that you contact us by phone first, if possible, to handle any school business (301-753-1760). **Picture ID's, social distancing and facemasks are required for all visitors to Mitchell Elementary School.**

## EARLY DEPARTURE FROM SCHOOL

Dismissal of children during the regular school day (9:00 – 3:30 p.m.) is discouraged because it creates some of the same problems as tardiness & missing out on directions or important parts of a lesson. Occasions do arise, however, when it is necessary for parents to pick children up early. In such cases, please remember the following

- **Send an email to Ms. Gomez ([dgomez@ccboe.com](mailto:dgomez@ccboe.com)) and Ms. Williams ([ddwilliams@ccboe.com](mailto:ddwilliams@ccboe.com)) by 12:00 PM (noon).** It is very difficult to ensure a dismissal meets a change if it is not received by noon.
- Please remember students will not be called for early dismissal after 2:45 PM as it could interfere with our regular dismissal procedures.
- Any student being picked up prior to the end of the day will receive an afternoon tardy.

## CHANGES IN STUDENT'S SCHOOL DEPARTURE ROUTINE

### WHAT TO DO?

To ensure your child's safety, we enforce the following:

- Students must have a regular and consistent school dismissal routine.
- If your child's dismissal needs to be different from the regular routine, parents **must** submit a written request each day/occurrence.
- **Phone calls will not be permitted as a method to change your child's dismissal routines. We require this notification in writing by 12:00 PM (noon) to both office secretaries, Deanna Gomez ([dgomez@ccboe.com](mailto:dgomez@ccboe.com)) and Deborah Williams ([ddwilliams@ccboe.com](mailto:ddwilliams@ccboe.com)).** Please also include the classroom teacher.
- If for some reason you must send someone else to pick up your child, you **MUST** send a note each day/occurrence (with your signature) giving the school permission to release your child to that person – even if their name is listed as an emergency contact! The person must present a state issued ID before signing out the child.

## CCPS COVID-19 PROCEDURES

CCPS has updated its protocols for the testing of sick students and staff by a school nurse. Students with a known exposure who want to test out of quarantine after **seven days** with a negative COVID-19 test must now visit their doctor, use an outside vendor or test through the Charles County Department of Health. Families may also elect to quarantine their child for **10 days** and return to school without testing. Staff and students may not return to school or school activities until the results of the test are known.

[CLICK HERE](#) to view the updated SOP.

[CLICK HERE](#) to access the updated prescreening questionnaire.

[CLICK HERE](#) to view the covid quarantine protocol for CCPS.

