



FAQ (Frequently Asked Questions)

This document aims to ensure that every Mesa family knows about Mesa and our culture, to maximize our partnership in every child's learning. **Note- some items are links (cannot be viewed in hard copy).*

Drop Off and Pick Up and Attendance

***Locations**

In August, all registered families (and new families throughout the year) will receive a link to both a map and a video explaining morning drop off and afternoon pick up routines and expectations, including but not limited to school practices for connecting with families directly in the primary grades, what to do if you're running late, missed connections, playdate plans, supervision expectations, bad weather plans, and more.

***Late Arrivals**

The school day begins at 7:50. We expect students to be ready to enter the building when their respective teachers open the doors at 7:50 am. If students arrive between 7:50 and 7:55, they are technically tardy but, for the sake of efficiency, teachers often let those students in or the office staff will rush the students to class without an office pass. If a student arrives at 7:55 or later, they required a pass from the office and will likely be marked tardy. Our tardy policy works the same as our attendance policy.

***Hug n Go Lane**

Heading south on Lehigh Street, pull up to the curb, directly in front of the school. Drivers need to stay in your car with your student. Pull forward as each car in front of you drops his or her student off. When you are near the front of the line, have your student exit the car and walk directly up the stairs to school. Your student will then walk to his/her classroom entrance.

Note that at the end of the day, the Hug n Go lane becomes a loading zone only. You may pull into the lane (if it is not already full) where you must stay in your car, and wait for your child.

***Inside Days**

If the temperature is below 20 degrees, students will have inside recess and go directly inside in the morning. There will be a purple flag outside on the center doors near the staircase indicating an inside day. You will also receive a text alert if you have signed up for alerts.

***Parking Lot**

For safety reasons, do not use the parking lot during drop off and pick up. If you need to park your car for drop off/pick up, please park on the side streets near the school. You may use the parking lot to park only between the hours of 8:00 am - 2:40 pm. If there are extenuating circumstances, please use discretion or speak to the front office about your situation. (For example, if a student has an injury or it is snowing and there is a newborn or another sick child in the car)

School-Wide Communication

***Questions**

You can always call the main office at 720 561 5525. Most of the time, your child's teacher is the best place start with any questions.

***Mesa PTO Website and Email**

All up-to-date information, events, fundraisers, volunteer opportunities, helpful links and more can be found on the PTO website at www.mesapto.com You can also email the PTO at Mesapto@gmail.com with questions.

***Mesa Weekly Newsletter**

You will get a weekly communication from the school on Fridays with important school information. The PTO adds news to this email as well.

***Text Alerts**

For alerts regarding weather or other school notifications, you can sign up for a text alert at go.schoolmessenger.com. Once you have logged in, click sign up, in the preferences. Confirm your preferences are in green to allow email, phone, and text. Once everything is set up, text the word "**Yes**" to **67587** from your phone to opt into text messaging. This is a one-time opt-in unless you change your cell phone number. You may opt out at any time by texting "STOP" to 67587.

***Room Parent Emails**

You will get about one email per month with specific school and classroom information.

***Events and Calendar**

We have a Mesa Calendar that includes all school events pertinent to families, on the front page of the Mesa website: <https://mee.bvsd.org/>. You can scroll and see the year's major events (back to school night, fall fest, parent-teacher conferences, etc.). You can also find a list of major calendar events on the Mesa PTO website: <http://mesopto.com>

***Mesa PTO on Facebook**

Parents and caregivers are welcome to join our Facebook page at: [facebook.com/groups/mesaelementarypto/](https://www.facebook.com/groups/mesaelementarypto/)

Family/Teacher/School Communication

***Overview**

As a Welcoming School, being both a partner with our families and being accessible to our families is a priority for us. At the same time, we have so many things in our complex system that compete for a teacher's time, and we want to make sure that teachers are maximizing their time to plan for and deliver instruction for their students. With both of these things in consideration, we ask that our families *utilize email* for any first, non-emergency, communications. If we are using email to maximize efficiency, we also then aspire to answer all family emails within 24 hours. If, through email, teachers and families mutually agree a meeting is needed, teachers will arrange accordingly. On the note of scheduled meetings, whether for parent-teacher conferences or otherwise, if families follow the "How to Raise A Concern" guidelines below, most questions and issues can be addressed and resolved in one connection.

At the same time, we also have a friendly culture in which families and teachers exchange pleasantries at drop offs and pick ups, and we know that sometimes both teachers and families will share quick bits of information with each other at those times. However, if the information requires privacy or requires more than a few sentences, there is a better time or place for those longer connections (email or meeting).

Also, if you need to get a message to your child during the school day (e.g. "go to ___ after school today instead"), or if your child needs to be picked up early, you should email the teacher directly before 12:00 pm. After 12:00 pm, please call the front office.

***Friday Folders**

Check your student's Friday Folder each week. You will find student work and important communication from the school and the teacher. Please help your child remember to return this folder every Monday.

***Planners**

School planners come home nightly in 4th and 5th grades.

***Contacting the Principal**

There are two equally important considerations: 1) In most cases (unless the concern is specifically about a teacher or the concern/question is unrelated to your child's classroom), questions should go to the teacher first. 2) As a Welcoming School (and a small school), we want anyone and everyone to know that they can reach out to the principal at any time about anything (and just like teachers, email is preferred). We don't want families with important concerns to 'hold onto them' and not reach out to the principal, because of any sense of 'formality.' Also, the principal is the supervisor of all other employees in the building, so personnel concerns should go to the principal.

***Reporting and Absence**

To report an absence, leave a message on the attendance line at: 720-561-3002 or use the online infinite campus parent portal.

***Tours**

The principal will provide tours for new families, especially if enrolled (will attend). These tours are arranged by our office staff by calling 720 561 3000 or emailing tracey.parnaby@bvsd.org

***Lost and Found**

Mesa Lost and Found is located by the cafeteria and you/your child are welcome to come at your convenience to look for your missing belongings.

***Contacting the Office Staff, Nurse, Counselor**

The various members of the office team may also be reached by email. However, the main office is the reception for the school and can be the conduit for all forms of communication. That is, families may stop by the office vestibule with questions, may call the office directly at 720 561 3000 or reach out in any way needed. Our school counselor, who is part time, is much like the principal in that you may reach out as compelled. Here are their roles and emails:

Ana Marron - office manager - ana.marron@bvsd.org

Tracey Parnaby - school support assistant - tracey.parnaby@bvsd.org

Marie Kertzer - health room consultant - marie.kertzer@bvsd.org

Naomi Moddel - counselor - naomi.moddel@bvsd.org

***How do I raise a concern?**

Check out this Link:

https://docs.google.com/document/d/1m3vlefL_cKGlyTzIkevWJdJn_1cpD1TBrKDrSfWKIL0/edit?usp=sharing

Eating At Mesa

***School Lunches**

School lunches are free for the 2023-2024 school year for all students. You can get a lunch calendar at the front office or on the bvsd website: <https://food.bvsd.org/> Nuts are allowed at lunch, but there are nut-free tables for students who need them.

***Lunch Time**

Currently, in each grade, lunch at Mesa is 20 minutes long. We work very hard to ensure lunch lines move quickly, so that we guarantee a minimum of 15 minutes, seated, uninterrupted eating time, which should be sufficient at any age. However, if we begin to see a dramatic need, we may adjust the lunch period to 25 minutes.

***Breakfast**

Free bagged breakfast is provided daily through our cafeteria, for those students who need it, beginning at 7:50 am (just after students enter the building and report to their classroom teachers). Once students who need breakfast retrieve it, they eat it in their classrooms.

***Snacks**

Please keep all snacks nut free. Students will have time for snacks twice a day. We do not allow students to share snacks at Mesa due to allergies and general fairness.

***Water**

There are refillable water bottle stations throughout the school, and we request that each student bring a full water bottle to school each day.

***Visiting Your Student**

Families may join a child for lunch or recess up to two times in a school year. The parent/guardian must sign in through the Raptor system at the main office, so we can both log their attendance and provide guidelines for the visit (handout). Visiting your student at lunch or recess is not required nor expected-- too many visits or visitors can interrupt the natural socialization of students during these important parts of the school day process.

Enrollment/Open Enrollment

All things enrollment (and open enrollment) go through the BVSD website page:
<https://www.bvsd.org/parents-students/enrollment>

***Information for Newly Enrolled Families**

As new families, you should receive an electronic folder for each grade level teacher, which houses all the back-to-school information -from both teacher and school - so we can just provide that folder (and this FAQ) to any new family upon enrollment (during the school year/after we've started).

Get Involved at Mesa: Parents and Caregivers

***Volunteering at Mesa**

Background check is needed for participation at the school, classrooms, or field trips. *ALL chaperones need to be background checked with our new system, Raptor. The office is not able to do this.* Parents have to follow the steps at:
<https://www.bvsd.org/parents-students/get-involved/volunteers> The process takes 48+ hours to be completed. *ALL parents who want to chaperone/volunteer, need to go through this new process.* There is a \$25.00 fee involved, and it needs to be renewed every 12 months - please contact the office if you need financial assistance with the fee (happy to help!).

-If parents/families visit during the school day (e.g parents invited to a student presentation), they will be asked to show their ID at check in the main office.

***Volunteering Hopes**

We hope each family can volunteer for events (we rarely need classroom volunteers) in some form or fashion four times per year, through the sign ups on Help at School.

***Help at School**

This website is where you sign up to volunteer at school, in the classroom, and at events. This is also where you can view class contacts lists. You must sign up to be included in the directory to have your contact available to other Mesa families. Find the Help at School link on the PTO website: mesapto.com

***Room Parent**

A volunteer position that sends informative emails, and helps organize class-specific projects and class Halloween and Valentines parties.

***PTO (Parent Teacher Organization)**

As a Mesa family, you are automatically a part of the PTO; there are no fees to join or a membership. The PTO supports the administration to plan and fund activities which improve students' academic experience and serve to build and enrich the community at Mesa. The PTO meets the first Friday of each month starting at 8:30 am and all are welcome to join! Events, fundraisers, resources, and information can be found at mesopto.com

***FET (Family and Educators Together)**

A community of parents representing diverse backgrounds and languages and Mesa staff who meet to find ways to encourage a profoundly welcoming and inclusive atmosphere for those who are not part of the dominant American culture thereby creating a more welcoming culture for their children. This group meets in the evening and provides dinner, childcare, and translation services when needed. If interested or you have questions, contact Rico Kellogg at henry.kellogg@bvsd.org

***DEI (Diversity, Equity, and Inclusion)**

A group of volunteer parents, teachers, and administrators working together to make the Mesa community a more welcoming and equitable place for diverse populations. Projects have included bringing more representation of diverse populations into books and literacy at Mesa, hosting guest speakers for the parent community, and engaging DEI experts for staff professional development. This group meets monthly. Learn more at mesapto.com.

Get Involved at Mesa: Students

- CUBS: Club for Bilingual Students
- Mesa Treehouses (groups across grades meet monthly during school)
- Reading to End Racism
- Lifelong Learning (after-school programs) - parents sign up and pay for these classes
- Fitness Club (spring running club for students and parent volunteers)
- Student Council
- Math Olympiad
- Battle of the Books
- RISE: Reaching Independence through Structured Environments
- Gifted and Talented

***Coffee Cart**

Join us at the coffee cart the first Friday of every month, weather permitting. Donations are encouraged as are reusable mugs!

Support the School

***School Supply Cost**

Mesa buys all student school supplies in bulk and passes the savings onto families, who will be asked to submit payment before the start of the school year for each of your children at Mesa. It covers all school supplies, yearbooks, and a Mesa t-shirt. There is no need for parents to buy their own school supplies or go back to school shopping; everything students need is included.

***Mesa Thrives**

Donations to the Mesa Thrives campaign directly funds paraprofessionals working at Mesa, helping all students learn and thrive. This is the main PTO fundraiser for the year; we focus on 100% participation from all families. Learn more about our experienced paraprofessionals at mesapto.com

***Fall Fest**

A school-wide event that has lots of entertainment from bouncy houses, to cake walks, to face painting, etc. Proceeds from this event help fund things at Mesa outside the paraprofessionals such as: stereo system for music performances, decodable texts for younger grades, Chromebooks, risers for the auditorium, etc.. This is an outdoor, evening event for all students and families. Tickets, information and volunteer opportunities can be found at mesapto.com

***Fun Run**

Held in April, Mesa students collect optional donations from family and friends for the laps they run and proceeds from this event supports community building at Mesa through the PTO - such as our Multicultural Festival or a DEI training.

***Cheddar Up**

Monetary donations and tickets to events for Mesa go through this user-friendly online platform. Link can be found at mesapto.com

***Mesa Dine Outs**

Join us the first Tuesday of every month at Abo's to support Mesa. ****We would love to expand this program and are looking for one or more volunteers to work with local restaurants to schedule and manage more Dine Outs for Mesa! Not only does this bring in extra PTO funds, but it builds community too!*

***King Soopers**

Link your King Soopers rewards to support Mesa! View instructions at mesapto.com

***Grandrabbit's Toy Shoppe**

This great, local toy store gives back 5% of each purchase as "Bunny Bucks" which can then be used by Mesa staff and teachers. PLEASE specify Mesa Elementary during checkout.

School Rules/Protocols

***Grade Promotion**

A student cannot "fail a grade." Grade promotion for all students is the default approach in Boulder Valley School District. However, if a family requests non-promotion or retention at a grade level for a student, in conjunction with the teacher, there is a clear district policy and procedure for this (which is the same for grade level acceleration ("skipping a grade") as well): [Board Policy IKE](#)

***Reading Levels**

We utilize a variety of assessments throughout the school year to determine our students' respective reading levels, progress, strengths, and needs, including but not limited to the i-Ready diagnostic assessment, the Benchmark Assessment System, and the Guided Reading program (which include levels as designated by letters). A guided reading level is just one aspect of a student's reading profile, which also includes phonics and phonemic awareness (decoding skills). We design our reading instructional groups in a variety of ways too, such that students are sometimes grouped by level and sometimes grouped by a particular skill emphasis across reading levels. Sometimes teachers discuss progress with students, and students may be aware of their own current reading level. However, reading progress is a journey and everyone's journey looks different, so we, as the teachers in the school setting, owe it to our students to frame things in this way-- trying to grow as an individual-- vs. comparisons among students. We know that students do this themselves (compare) somewhat unavoidably at times; yet, we need to continue to send the larger message of "everyone needs different things at different times to make the learning growth everyone deserves."

***Math at Mesa**

Elementary School is a time of discovery and enthusiasm for learning. As it pertains to math, our greatest goal is to keep students inspired, engaged, and excited about math. To do this, we provide quality first instruction, supported by intervention and/or extension and/or enrichment for our students. For more details, click this link: [Math At Mesa](#)

***Homework Policy**

We believe in the importance of reading at home. We believe in the importance of purposeful homework sometimes. We believe students should not have homework every night. We believe homework should not override family time and life outside of school. For more details, click this link: [Mesa Homework Philosophy](#)

***Birthday Protocols**

We love to celebrate student birthdays! Just not with birthday treats! That is, with the considerations for student allergies as well as the BVSD Healthy Guidelines, link: [BVSD Healthy Celebrations*](#), each grade level teacher promotes their own “foodless” way to celebrate a student birthday-- e.g. sharing a favorite book, receiving compliments from classmates.

*Our two Mesa class party celebrations at which we enjoy various homemade treats are Halloween and Valentine’s Day. We also usually enjoy food and treats at the end-of-year class parties.

Safety Plans

***School Safety Plan**

There are both district and school-based answers to this question. First, BVSD has a very helpful and informative Safety and Security page on the website:

<https://www.bvsd.org/parents-students/be-ready>

This page includes information about standard response protocol and safety drills. At Mesa, we remain a locked/secured facility during the entirety of each school day. Visitors must access the building by being “buzzed in” to a secure vestibule area at our front, parking lot facing doors. We conduct monthly safety drills in conjunction with BVSD safety protocols and our BVSD Security team. We, as staff, have regular and ongoing training in emergency response, including medical emergencies. We do not publish the specifics of our school-based Emergency Operations Plan, however, as that would be unsafe/unsecure in itself.

***Student Release**

As it pertains specifically to student release at our 2:50 exterior dismissal time, we expect that Kindergarten, First, and Second Grade teachers monitor and ensure that each student goes with a known parent or guardian (one for one 'hand offs'). As it pertains to our older students (grades 3-5), we do not supervise their direct dismissal-- that is, we know some students, developmentally, at those ages walk home, ride a bike, go with a friend, etc.

***Student Safety (physical and emotional)**

In addition to classroom lessons (from teachers and our counselor), our emphasis on *Respect, Responsibility, Safety, and Kindness*, and our careful supervision of students, we have First Aid and CPR trained staff that respond to any student accidents, and we partner with Blue Sky Bridge to work with students (primarily in 3rd grade) for child assault prevention lessons.

Social/Emotional Learning

***Student Friendships**

This is important to us, as a school, and it's one of the very first things we talk about at parent-teacher conferences (friends and peer relationships). You're always welcome to ask your child's teacher about this too.

***Getting Help**

As noted in the communications section, in the interest of being accessible and responsible to any needs, you may reach out to the office team, to the teacher, to the principal, or to the counselor at any time (and probably via email) AND the answer is usually the teacher first.

School Activities (including after school)

***After School Child Care**

The BVSD Community Schools Department provides a very popular after school childcare program housed in the Mesa cafeteria. Teachers ensure that enrolled students report safely to the program after school, which provides quality care up until 6:00 pm each school day. <https://childcare.bvsd.org/>

***Calendar/Schedule of P.E., Art, Music Classes** This can be found on the calendar page (in the about section) of the Mesa website: <https://mee.bvsd.org/about/calendar>

***School-Sponsored After-School Events**

Ms. Bruno, the P.E. teacher, hosts after-school Jump Roping Clinics in Jan/Feb and Fitness Club in April/May. Ms. “D-S” (Sarah Dutton-Swain, music teacher) offers M&Ms singing groups on Wednesday mornings for 4th and 5th graders. Math Olympiad and Battle of the Books are offered for students throughout the year also. Look for more information in the school calendar.

***BVSD Lifelong Learning**

After-school programs are available for students through BVSD Lifelong Learning at [Lifelong Learning](#)

***Field Trips**

This can change yearly as teachers continuously try to adjust and find better and more robust ways to enhance their curriculum and instruction through experiential learning. So, this information will be part of a “Back to School Information” document that each teacher sends to their respective families in conjunction with Back-to-School Night at the beginning of the school year. (and will be in the class electronic folder too).

What makes Mesa different?

Please take a look at our Mesa one-page flyer: [The Mesa Flyer](#)

GO MUSTANGS!!