

ALFRED VAIL

**PARENT HANDBOOK**



September  
**2022-2023**

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# **2022-2023 PHONE DIRECTORY**

**Alfred Vail School  
125 Speedwell Avenue  
Morristown, New Jersey 07950**

Principal	Janet Kellman	292-2080
Administrative Assistant	Madeline Gold	292-2080 Ext. 7051
Secretary	Yamilet Angulo	292-2080 Ext. 7050
Anti-Bullying Specialist	Bryn Markovich & Maite Biggin	292-7054
Food Services	John O'Brien	292-2000 Ext. 2070
Transportation	Greg Sumski	292-2066

## **HSA EXECUTIVE BOARD**

President	Colleen Blind	
Secretary	Marissa Deysel	Recording-Laura Mileo
Treasurer	Meredith Kimball	Recording-Jennifer Chan
Co-Vice Presidents of Fundraising	Karen Mueller & Victoria Mound	
Co-Vice Presidents of Committees	Patricia Hofman & Kristina Iglesias & Amy Rozgony	

# **ALFRED VAIL SCHOOL MISSION STATEMENT**

We are a total school community motivated by a vision to inspire children to realize their full potential through quality academic programs. We strive to develop life-long learners who think, reason, make responsible decisions, and respect themselves and others, as they become involved citizens.

## **ABSENCES**

If your child is going to be absent, call the nurse by 8:55 AM at 292-2080 ext. 7052. If a child is expected at school but does not arrive, the school will call the parent or guardian.

A child with a fever of 100 degrees or more should be kept out of school. The child should be free of fever for 24 hours before returning to school.

A child should be kept at home if he/she shows symptoms of a contagious disease (such as chicken pox or pink eye), if the child is vomiting or has diarrhea, or if the child is unable to function at school due to illness.

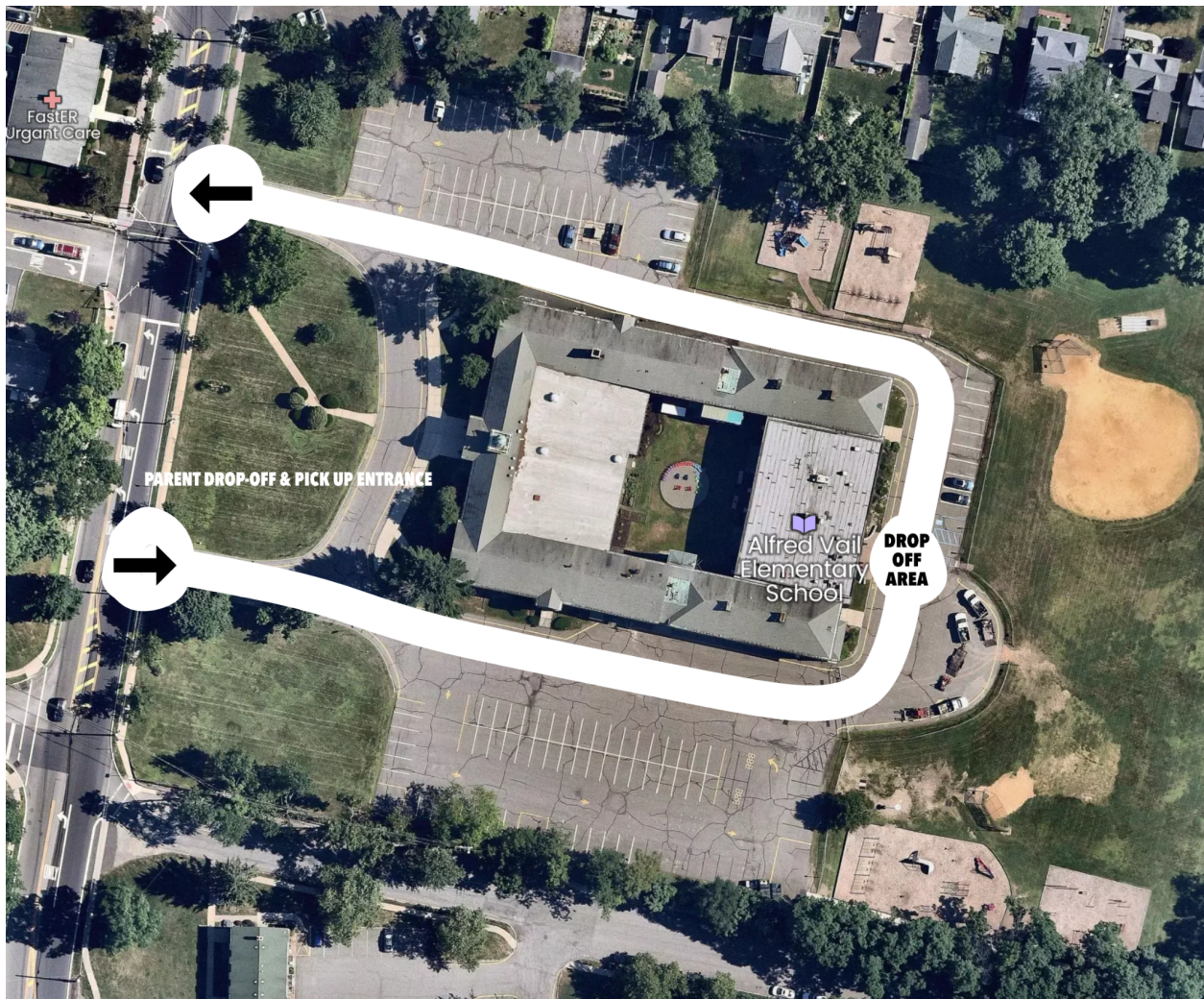
A doctor's note should be sent to the nurse if a child is not able to participate fully in school activities (such as after surgery or injury).

## **ARRIVAL PROCEDURES**

School doors open at 8:40 AM.

Students arriving by bus will be greeted by staff members and escorted into the building. Once inside, staff guidance is provided until children know where to go.

If you must drive your child to school in the morning, arrive between 8:40 - 8:55 AM. Students riding in cars will be dropped off at the rear entrance of the building. Drivers will enter the school driveway, continue around the perimeter of the parking lot to the rear entrance, and drop students off from the driver's side of the car. Staff members will assist the students in getting out of the cars.



Do not drop children off before 8:40 AM unless they are enrolled in the Sunrise program.

**IF YOU ARRIVE AFTER 8:55AM YOU MUST PARK YOUR CAR AND WALK YOUR CHILD IN. THE GATE WILL BE CLOSED. CHILDREN ARRIVING AFTER 8:55AM MUST BE ACCOMPANIED TO THE MAIN ENTRANCE BY THEIR PARENT OR GUARDIAN AND MUST BE SIGNED IN BY SCHOOL PERSONNEL.**  
The nurse will issue the child a late slip.

## **ATTENDANCE**

Students must be in attendance for 164 or more school days to complete the instructional program requirements of his/her grade.

Students are expected to be in attendance on all days that school is in session. Regular attendance in class is part of the district's academic standards. Daily class work is critical in the educational process and a pre-condition for achievement. Real learning, which is neither tested nor graded and occurs daily in class, can only be realized if the student is present.

When a child has missed 8, 12, and 17 days in a school year, notices are sent home to the parents reminding them of this requirement. A waiver of the attendance requirement may be granted for good

cause by the principal upon recommendation of the nurse and homeroom teacher. Parents and guardians are responsible for providing documentation of the causes of all absences and the nurse, homeroom teacher and principal will consider this documentation.

## **BIRTHDAY CELEBRATIONS/FOODLESS PARTY NUTRITION GUIDELINES**

### ***FOODLESS BIRTHDAY CELEBRATIONS***

Many children look forward to celebrating their birthdays with their classmates. Birthday celebrations are important and classroom teachers will recognize each student's birthday within the classroom. If your child's birthday falls during the summer months, the teacher and student will select a special date for the celebration.

Birthday celebrations in the Morris School District are foodless. If parents wish to do something extra that does not involve food, drinks, or classroom interruption, they may select from the following suggestions:

- 1) Donate a book to the library in your child's name.
- 2) Donate a book to their child's classroom. The child may want to read it to his/her classmates.
- 3) Send in inexpensive favors for the class, such as stickers, pencils, erasers, or bookmarks.

Please note that it is not necessary to provide anything extra for a child's school celebration.

Party invitations can be distributed in school if the entire class is invited. Please honor this protocol as it helps us to avoid hurt feelings. Also, the school can only release class lists but not addresses. The Home and School Association Directory is the best resource for student addresses. Thank you for your cooperation.

### ***PARTY NUTRITION GUIDELINES***

The following Party Nutrition Guidelines for the Morris School District need to be followed at all parties and celebrations held at school. This includes holidays and any school-wide or classroom celebrations, except for birthday celebrations which are foodless.

The Party Nutrition Guidelines are consistent with the Morris School District nutrition policy, as well as Board of Health Guidelines.

Please **do not** send:

- 1) Foods and drinks with high sugar content or sugar listed as the first ingredient, including cookies, cakes, cupcakes, candy of any kind, and soda (regular or diet).
- 2) Peanuts or foods containing peanuts.
- 3) Foods with more than 6 grams of fat per serving.

## **Here are some ideas for healthier party foods:**

- 1) Fresh fruit: You may bring whole fruit from home. Cut fruit must come from a store. It can be served with yogurt dip.
- 2) Dried fruit
- 3) Fruit leather: No Fruit Roll Ups or other brands with added sugar. Look for brands that are all natural, with no added sugar.
- 4) Fruit Popsicles: Made with real fruit and/or 100% fruit juice only.
- 5) Veggies and dip: Cut up vegetables must be purchased from a store, not prepared at home.
- 6) Whole Grain muffins: Store bought.
- 7) Mini rice cakes
- 8) Baked tortilla, pita, potato or bagel chips with salsa or other dip, such as hummus (under 7 grams of fat/serving).
- 9) Low-fat popcorn
- 10) Pumpkin seeds or sunflower seeds
- 11) Pretzels – plain or may be with mustard
- 12) Whole grain English muffin pizzas made with part-skim mozzarella cheese, store bought.
- 13) Yogurt (low-fat)
- 14) Granola bars
- 15) Cereal bars
- 16) Drinks: 100% fruit juice or water

## **BULLYING**

Alfred Vail is dedicated to providing a safe and secure environment for all students:

- We are free from violence
- We are nurturing, caring and respectful of everyone
- We are physically and psychologically healthy
- We promote sensible risk taking
- We enhance the self-esteem of all

This safe, secure environment cannot be achieved if bullying is present in school.

Bullying is unacceptable in any form and will not be tolerated.

Bullying is defined as:

Aggressive behavior that is intentional and that involves an imbalance of power and strength.

Typically, it is repeated over time. Bullying can take many forms, including:

- Hitting, kicking and other physical kinds of bullying
- Taunting, teasing, and name calling
- Excluding or ignoring others in a mean way
- Taking money or other belongings



The Harassment, Intimidation, Bullying policy is available on the school and district website.

Our students will learn how to recognize the difference between bullying and normal conflict. The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

- The developmental and maturity levels of the parties involved;
- The levels of harm;
- The surrounding circumstances;
- The nature of the behavior(s);
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined based on the MSD K-5 Elementary Schools Student Code of Conduct. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may include positive behavioral interventions and restorative practices. Suspension may occur if infractions present an imminent threat of serious harm to the school community, or when the student's behavior seriously affects the safety of others in the school and/or educational process. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

Our school has:

- Principal carrying a constant message regarding, building strong character and acceptance on a daily basis
- Annual online training for all staff on Bullying, Harassment and Intimidation (GCN training network)
- Random Acts of Kindness program
- Ride with Pride initiative
- Student of the Month
- A response to bullying with calls home, meetings with parents, and follow up with counselors
- Ongoing character education delivered by the school guidance counselor and staff.

## **CHANGE OF ADDRESS**

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Notify the school immediately if you have a change of address, telephone number, or emergency number during the school year.

## **CHILD FIND**

The Morris School District Board of Education Regulation 2460.1 contains the language “All pupils with disabilities, who are in need of special education and related services, ... regardless of the severity of their disabilities, must be located, identified and evaluated according to N.J.A.C. 6A:14-3.3.” If you are concerned that your child (of any age) may have a disability that impacts or will impact their ability to succeed in school, please contact your child’s teacher or the building principal to learn about the resources available to help your child. This link will provide more information for you:

[http://www.state.nj.us/education/specialed/childfind/fact\\_sheet.pdf](http://www.state.nj.us/education/specialed/childfind/fact_sheet.pdf)

## **COMMUNICATION & INFORMATION - SCHOOL AND HOME**

The Morris School District will post a District Calendar on the District Website. Please refer to this document. It contains important information, district phone numbers, and dates of events for all schools in the district.

At Alfred Vail, a good deal of information travels home by way of “digital mail”. Be sure to check our school website and your child’s backpack daily for notes from the teacher, the principal, school nurse, or Home and School Association (HSA). A monthly newsletter will be sent out to all Alfred Vail families

If you have a question for a teacher, the principal, or staff member, send an e-mail, write a note and send it in with your child via backpack, or call the office and leave a message. You will receive a response within 24 hours.

## **CONCERN & COMPLAINT PROCESS**

The goal of Alfred Vail’s complaint process is to seek problem resolution at the lowest possible level. That is, to try to take care of the problem at its source. First, discuss the issue in person or by phone when a concern arises with the appropriate staff member:

- Classroom or curriculum matters, see your child’s teacher.
- Special Classes, see staff specialists in music, art, library, etc.
- Health or Hygiene matters, see the nurse.
- Lunch menu or service issues, contact Food Service Coordinator (973-292-2000 Ext. 2070)
- Bus Service, contact Transportation Supervisor (973-292-2066)

## **CONFLICT RESOLUTION**

The school community practices a conflict resolution system, which allows students to learn positive ways of responding to and resolving conflicts with peers. Staff members have been trained to coach students using various strategies and alternatives in dealing with peer conflicts. Through this process, students begin to develop lifelong habits of positive interaction.

## **COVID-19**

Please refer to the [district homepage](#) or the [coronavirus update center](#) for updated information regarding Covid-19.

## **CULTURAL ARTS**

The Cultural Arts program is a volunteer effort run by a committee of the Home and School Association. The events are financed by HSA, MEF and District funds.

Several times during the year, usually on a Friday afternoon, a professional troupe performs for the children. In the spring, second grade students will have the opportunity to participate in a residency program. The events are especially selected to appeal to our children's grade levels and attention spans.

## **DIRECTORY**

The school will release class lists but not student addresses or phone numbers. The Home and School Association Directory is the resource for student addresses and phone numbers.

## **DISMISSAL PROCEDURES**

School dismissal begins at 2:55 PM and ends at 3:10 PM. When there is a scheduled early dismissal, the closing time is 1:10 PM, after all students have eaten lunch.

Teachers will not release or dismiss a child without proper notification. Please understand that these procedures are in place for the safety of your children. Your cooperation is important and expected.

Most students ride the school bus home. Children are escorted to the passenger loading area to the right of the building. School staff stays with the children until they are on the buses.

If you wish to pick up your child at dismissal, you must send a note with your child in the morning or call the day of the early dismissal. The note should be addressed to your child's teacher and, in addition to the teacher's name; it should show your child's name, classroom number, date and time of pick up. You must send a separate note for each daily occasion.

You must sign your child out of the building even though you've sent a note and even if the child is picked up every day. If you wish to pick up your child at any other time during the day, call Maddie or Yami in the main office.

If your child is enrolled in the Sunset program or an After School program, he/she will be escorted to the cafeteria or office where program leaders or staff members will be waiting.

**End of day pickups are at Speedwell Avenue**

**Earlier pickups are from main office**

## **DRESS CODE**

Children should be well groomed in neat, appropriate clothing. If a student is dressed inappropriately, parents will be called to bring in a change of clothes.

Please note that:

- Students should avoid wearing flip flops, sandals without back straps, clogs, or open-toed shoes.
- Socks and sneakers are required on gym days.
- Shorts are okay, but length must be appropriate.
- Shirt tops should at least reach the child's waist.

## **EMERGENCY PHONE NUMBERS**

Early in the school year, you will be asked to update your annual student contact information on the SwiftK12 portal. Phone numbers requested will be important in case of an accident, illness, or emergency closing. People listed should be local, available during the day, and should be notified that you are depending on them.

## **EMERGENCY SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS**

When it is necessary to close school due to extreme weather or other emergencies that may have developed during the night, or during the day, the MSD will utilize the **SWIFTK12 Alert System** to notify parents. You are responsible for updating the system with contact information. The following TV stations will have the announcement also:

**News-12 New Jersey, District Website, School Main Number**

If the emergency situation develops after school has started for the day, students will be sent home four hours after the start of the day. Our office lines are usually very busy on these days, but voice mail will record any message you leave. Because emergencies occur unexpectedly it is critical that you update your profile on the **SWIFTK12 System**

### **Delayed School Openings: School opens at 10:40**

If a decision is made to delay the opening of school:

- Bus pick-ups will begin approximately 2 hours later than normal.
- School will dismiss at the regular time.

## **EXTRA CLASSROOM SUBJECTS**

In addition to the many learning experiences your child has in the classroom, all students have regularly scheduled weekly classes in music, physical education, library, computers, science and art. These classes are conducted by specialists in their fields and are referred to as "specials".

## **FIELD TRIPS**

Field trips are an important addition to the school curriculum and you may expect your child to participate in about two such trips per year. All precautions for the safety and health of our children are taken during these events. As most trips require a parent or two to accompany the class, room mothers and teachers seek volunteers throughout the year to act as chaperones. Consider joining your child's class for one or more of these fun-learning events.

## **FIRE DRILLS/EMERGENCY CODES**

In accordance with state law, emergency codes are held once a month and a fire drill once a month to ensure all staff and students are informed of the safety procedures. Families will be notified after code drills are conducted.

## **HEALTH RECORDS**

The nurse keeps records on each child's health & medical history. All new students must have documentation of a doctor's physical exam submitted within 30 days of entering school and all immunizations must be up to date.

From kindergarten through grade 2, height, weight, vision, and hearing are checked yearly. If a problem is discovered, you will be notified.

## **HIB POLICY**

On September 1, 2011, the NJ Anti-Bullying Bill of Rights Act went into effect. All NJ Public Schools are required to follow amended policies and procedures aimed at prohibiting harassment, intimidation and bullying in the school setting. Every school has an Anti-Bully Specialist and a School Safety Team. Policy 5513: Harassment, Intimidation, and Bullying can be found on our school and district websites.

Any concerns or reports of harassment, intimidation, or bullying can be reported verbally or in writing to any school or district staff member.

## ***2022-2023 Anti-Bullying Specialists***

School: Alfred Vail

Contact: Social Workers/Counselors (Bryn Markovich/ Maite Biggan)

## ***2022-2023 School Climate Team Members***

School: Alfred Vail

Members: Janet Kellman, (Parent), Bryn Markovich, Maite Briggan, Sharon McDonald, Amy Bozzi, Jenny Salazar.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is a volunteer organization made up of teachers and parents of Alfred Vail children, commonly referred to as the HSA. The purpose of the HSA is to promote the welfare of children in the home, school, and community. The HSA hosts many enriching social and curriculum related events. These include Family Night, extra assemblies, a Cultural Arts program, and many more special events throughout the school year. In addition, HSA volunteers support the staff and teachers at Alfred Vail, by helping with office work, library duties, hosting luncheons, and organizing room parents. They also help to keep parents informed of issues, upcoming events, volunteer opportunities, and children's accomplishments through newsletters and weekly bulletins.

**We encourage you to all join and participate in this association so that we may continue this worthwhile tradition.** HSA meetings are regularly held each month in the cafeteria, auditorium or Media Center. Meetings are held in the mornings at 10:00 and evening meetings are held at 7:00 pm. Meeting notices are sent via HSA E-blast and are posted on the school website.

## **HOMEWORK**

Our District has been working to review and study our policies and practices regarding homework.

Homework assigned is intended to serve one or more of the following purposes of learning:

- Connect to and enhance life skills
- Build upon and extend background knowledge
- Support students in becoming lifelong learners

Homework Assignments are designed with the following intentions in mind:

- They are designed so that the student can complete the work with minimal parental assistance.
- The homework reflects and has a clear connection to what is being taught in the classroom.
- The teacher considers the diverse learning needs of each student.
- Feedback will be provided in a timely manner.
- Results will be used to enhance instruction.

## ***Why do we assign homework?***

While the primary learning of any school subject takes place within the school environment, the purpose of homework is to enhance the students' learning, and to help them see how what they do in school connects directly to their experiences in the world beyond the classroom.

- Independent reading and writing positively impacts children's language development.
- Reading is the core of every subject area and enhances quality of life.
- Math extension and reinforcement activities enhance life skills and other content areas.
- Spelling and vocabulary word studies increase comprehension and fluency in reading, enhance student writing, and strengthen expressive language.
- Social studies and science homework builds connections and background knowledge.

## ***Examples of homework include:***

- Being read to
- Reading to someone
- Independent reading
- Journal writing, writing prompts, essays, poems
- Spelling/vocabulary
- Skill review and reinforcement
- Extension of day's lesson
- Completing unfinished work
- Remediation

## **LIBRARY**

Alfred Vail's library is not just about books. Our full-time librarian teaches multi-media skills (using computers, Promethean Boards, Laptops, ipads, chrome books, Maker Space, as well as written materials), resource gathering skills, facets of multi-culturalism (holidays, games, stories, and celebrations from around the world), and environmental responsibility. Of course, our Media Specialist also inspires a love of reading, learning, and working with technology.

All students have a library class once a week. After a library lesson, children are allowed to select and borrow books. Books must be returned the following week. A child cannot borrow another book until he/she has returned the previous book. Parents are responsible for lost or damaged books. (You will be asked to sign a commitment to our library policy at the beginning of the school year.) Students are asked to keep the books they borrow from Alfred Vail in a special 'book bag' to protect them from damage. Also, books kept in the bag are not lost as easily or misplaced with other books around the home.

# **LUNCH**

Lunch periods are 40 minutes long and are preceded or followed by recess. Lunchroom aides supervise and assist the children in the cafeteria and on the playground.

Applications for the Free/Reduced lunch program are available on line. All families should fill out, sign and return the form if you are interested in applying for the free/reduced program.

Lunch may be purchased daily or lunch can be purchased to cover several days' worth of lunches (multiply the single day cost by the number of days you wish to pay for).

## **Prices for school lunch are as follows:**

\$2.85 = single day lunch

\$ 0.00 = single day reduced cost lunch

Send your child's payment in an envelope addressed to the teacher and showing your child's name, classroom, total amount enclosed, and what it covers. If you pay by check, make your check payable to *Whitson's*.

Payment can be dropped off at the office. Any student, even those bringing lunch from home, may buy milk separately for 75 cents.

If your child forgets lunch or lunch money, a meal will be provided. The cashier will send home a note with your child so that you can make payment.

Breakfast is also available daily. \$1.35 = single day breakfast  
single day reduced breakfast

\$ 0.00 =

Our Food Service Supervisor, John O'Brian, publishes a monthly menu of lunch offerings, which is sent home via backpack and in Newsletters.. If you have questions about the lunch program, you can reach John O'Brian, at 292-2000 ext. 2163.

# **MEDICATION PROCEDURES**

The school nurse is the only Morris District employee permitted to give a student medication at school. No student is permitted to keep medication with him/her in school, except in special cases arranged ahead of time (in potentially life threatening illnesses or allergies). If a student has such a condition, the parent should contact the nurse at his/her school.

A written order from the student's health care provider and written parental permission must be provided to the nurse in order for her to give a student any kind of medication at school. This includes both prescription medications (antibiotics, daily medications for chronic conditions, etc.) and over-the-counter medications (such as Tylenol, Motrin, and cough/cold preparations).



The Morris School District medication authorization form provides the required health care provider and parental permission. It must be completed and signed by both the parent and the health care provider for every medication to be given to a student at school. This is the only form that will be accepted.

A different medication authorization form is used for students requiring medication for potentially life-threatening allergies and for older students who have been deemed able to self-medicate for potentially life-threatening illness or allergies. These forms will be provided to the parents of those students who require them.

All medication authorization forms must be completed and given to the school nurse every school year. They may be mailed, faxed, or brought in person.

At the elementary level (K-5), all medications must be supplied by the parent. The medicine must be in the original labeled container. It will be kept in a locked cabinet in the Health Office. Of course, the required medication authorization form must accompany the medication.

## **PARENT PORTAL**

Please create your PowerSchool Parent Portal account. Steps can be found here:

<https://bit.ly/MSDAnnualUpdate>

## **PARKING**

Note the posted Fire Lanes and please keep them clear at all times.

Parking is available on the left side of the school (as you enter) at any time. But, parking is prohibited on the right side for about an hour in the morning and then again in the afternoon to stage, load, and unload the school buses. No parking is permitted on the building-side of the Speedwell Avenue circle by order of the fire department. Police will ticket those cars.

**Please Note:** During school activities (Concerts, Back to School Night, family nights, etc.) illegally parked cars will be ticketed by order of the Fire Marshall.

## **PROGRESS REPORTS**

Progress reports are sent home three times a year, in December, March and in June. These are supplemented with Parent/Teacher Conferences twice yearly, in November and in March. Specific dates for these events are noted on the Alfred Vail website and the District Calendar.

We encourage parents to arrange an appointment for an informal conference with the teacher any time they feel a need to discuss concerns.

## **ROOM PARENTS**

During the first week of school, volunteers are called for to become "room parents" (two volunteers per classroom). Room parents help the classroom teacher organize parties and events, coordinate volunteers for field trips, and notify parents of emergency school closings.

## **SCHOOL COLORS**

The school colors are red and white. Students are encouraged to wear these colors on School Spirit Days.

School logo tee shirts, sweatshirts, bumper magnets and other school items are available for sale through the HSA.

## **SCHOOL HOURS**

School is in session from 8:40 AM to 3:10 PM Monday through Friday. Check the Alfred Vail website for beginning dates, holiday breaks and special sessions.

## **SCHOOL NURSE**

The school nurse is present during school hours. The nurse maintains medical records and deals with attendance, illnesses and accidents at school.

## **SCHOOL PICTURES**

Photos will be taken on **September 21<sup>st</sup>**. You will be notified of the date via Backpack. Retakes will be on **November 16<sup>th</sup>** for any new students or students who were absent.

## **SPECIAL EVENTS**

The HSA runs a number of special events throughout the school year for our children. These include an annual Book Fair and Family Nights. HSA volunteers also support annual school events such as the STEM day, Art Fair, Field Day, and the magical Winter Children's Concert.

## **STAFF EMAIL**

Our staff can be accessed via email through our school website: <https://vail.morrisschooldistrict.org/>

## **STUDENT RECORDS**

Your child's student records are available to you. Contact the Principal to arrange for an appointment if you wish to see them.

## **SUNRISE/SUNSET PROGRAM**

The Sunrise/Sunset program provides a safe, supportive, supervised environment for children to work and play in while their parents are at work. It is offered through the Morris School District Community School. The district houses this program in various schools- Alfred Vail is a site.

Before school care is offered from 7 AM until classes start. It includes breakfast, quiet games, and transportation to Sussex if necessary.

After school care runs from 3:10 to 6:00 PM. It includes snacks, physical activities, homework, study, and relaxation time.

You can enroll your child on a full-time, part-time, or daily basis. However, students must be enrolled in advance. There is no drop in service. All fees are payable to the Community School.

More information on schedules and fees is available from Morris School District Community School at 973-292-2063 or <https://www.msdccommunityschool.org/sunrise-sunset>.

## **SUPPORT SERVICES**

Alfred Vail offers a variety of programs to provide extra help and individualized attention to children when and if they need it. Every Kindergarten child is assessed on entry and teachers may recommend special programs as needed at any time.

### ***ACADEMIC INTERVENTION***

Classroom teachers provide extra help and individual attention for all students. This program provides extra help for children experiencing difficulties learning or for children who regularly need additional help in specific skill areas.

### ***COUNSELING***

Our counselors are in our building at all times. If you wish to contact the counselor, call the office.

## ***CHILD STUDY TEAM (CST)***

1. The CST is comprised of a Social Worker, Psychologist, and Learning Disability Teacher Consultant. Each has a role to play in the referral and evaluation process. Referrals to the CST come from teachers, the counselor, parents, or the I&RS team.
2. Some children have disabilities and need extra help to succeed. If you know of a preschool aged child (3-5) who lives in our district and has trouble speaking, seeing, hearing, walking, running or manipulating small objects, he/she may be experiencing developmental delays. Chances are that with early detection such delays can be corrected. The Morris School District child study team can offer help in evaluating and providing, if eligible, a special education program. Call (973) 292-2083 ext. 7057 for more information.

## ***SPEECH***

Every child entering Alfred Vail is screened by our speech teacher. If speech class would be helpful for your child, the teacher will contact you with a recommendation.

## **TRANSPORTATION**

Most of the children at Alfred Vail ride the school bus. The Transportation Supervisor schedules the bus routes, and before school begins each fall, sends home notification of the bus route number, bus stop location, and expected pick up/drop off times. Students from Alfred Vail (K-2) and Sussex Avenue (3-5) schools ride together on the same buses.

Children are not allowed to change buses, for instance, to ride to a friend's house.

If you have any problems or concerns with bus service, please call the Transportation Director, Greg Sumski, at 292-2066.

## **VISITOR POLICY**

All visitors to the school, including parents, will be questioned at the door about the purpose of their visit. They must sign in at the front office and obtain a visitor badge, which is to be worn during the visit. At the conclusion of the visit, the visitor must sign out in the front office.

## **VOLUNTEER OPPORTUNITIES**

Volunteer opportunities are always available at Alfred Vail whether you are a member of the HSA or not. You may learn about them by way of notices in your child's backpack and online recruiting help for specific projects. You may learn of them by phone calls from room parents. You may learn of them directly from classroom teachers. And of course, you may learn of them at HSA meetings.

The dedicated volunteerism of the HSA and individuals has made a positive difference at Alfred Vail School.

## **WEBSITE**

The Alfred Vail School Website is located at <https://vail.morrisschooldistrict.org/>. Information regarding H.I.B., monthly happenings, health information, contact information, lunch menu, Faculty & Staff as well as HSA officers and HSA meeting minutes are located at this site.