

September 1, 2023, FINAL Summer Correspondence

Dear Denville Campus Share-Time Parents/Guardians and Students,

Happy Labor Day weekend! If you haven't already done so, please go to our [Share-Time Connection Page](#) and read through the critically important information I've been sharing with you throughout the summer.

Must Do List:

Parents/Guardians who have not complied with previous deadlines must complete the following immediately. Failure to do so may result in your student not being allowed to engage in hands-on learning in our shops.

1. Per our Health Office: Parents/Guardians must complete and email the following documents to: (nurse@mcvts.org) immediately. This information is essential to ensure continuity of care on all our campuses or field trips.
 - a. [Health Assessment Questionnaire](#)
 - b. [Emergency Reference Card](#)
 - c. [Medical Record Release Form](#)

2. If your child has a history of anaphylaxis, asthma, diabetes, seizures, or other medical condition necessitating a health care plan, please provide us with a copy by September 15, 2023. If you have questions or need assistance, please contact Mrs. Carol Maffei, RN, CSN (full-time) or Mrs. Rebecca Reinfeld, RN, CSN (part-time) by email at nurse@mcvts.org or phone: (973) 627-4600, ext. 241.

3. All parents/guardians must access the [Genesis Parent Portal](#) by using their pre-established "username" and "Password" and click on "Student Data" then "Documents" to find the following documents. Please click the green tab to acknowledge that you have read and understand our district policies and procedures. If you need assistance with Genesis, contact the Guidance Office at 973-627-4600, ext. 238 or 230, or email at genesishelp@mcvts.org.
 - a. Academic Integrity Policy
 - b. Attendance Policy
 - c. Equipment and Tool Safety Acknowledgement
 - d. Harassment, Intimidation, and Bullying Policy
 - e. Health Office Emergency Reference Card
 - f. Internet Safety and Technology Use Policy
 - g. Janet's Law
 - h. Student Media Release Form
 - i. [Student & Parent Handbook - SY 2023-2024](#)

4. Save the Date: Back to School Night, **Thursday, September 28, 2023, 6-8 pm**—more information to follow.

Again, our first day of school is Tuesday, September 5, 2023. If you are a **first-year student, please report to the gymnasium in building six at 8 am**, where you will be greeted by our faculty. Returning students will report directly to their classrooms at 12:10 pm.

The Blackboard Mass Notification System is used to notify our community of school closings and other important information. Your Genesis contact information must be accurate to receive the alerts.

Please read your MCST email and visit our [website](#) regularly. For your convenience, here are a few essential links: [school calendars](#), [student drop off & pick up procedures](#), [student driver/passenger/permit instructions](#), and [transportation information](#).

On behalf of the entire staff, we are looking forward to having a productive and rewarding school year together!

Respectfully,



Principal of Share-Time Programs