



**A Community of Caring and Excellence**  
*"Take Care of Yourself, Take Care of Each Other, Take Care of This Place"*

## **Parents' F.A.Q.**

Please read the complete updated TMS Handbook with your middle school student. The handbook includes important information regarding all school practices and procedures. A link to the TMS handbook can be found on the middle school's website under "Our School." District policies can be found on the TPS website – [www.tenaflyschools.org](http://www.tenaflyschools.org)

### **ATTENDANCE – Absences, lateness and early dismissal**

- **My child will be absent:**

Please report student full name, grade, duration of absence and reason for being out, in advance of the absence. All absences must be verified. Please call the TMS attendance line: 201-816-4900, option 2 as early as possible. Students who are not verified may be considered truant.

- **My child is or will be late:**

Students must be in their **homeroom classroom by 8:27AM**. Otherwise, late students must sign in at the main office. Drop off between 8:00-8:15 to allow time for your child to go to their locker and walk to their HR. If a student comes in after 8:50 a.m., the parent/guardian should leave a message on the attendance line with reason for the lateness or provide the student with a note. If he or she does not have a note or a call has not been made to the attendance line, the parent/guardian will be called and should verify with the attendance secretary why the student is late.

- **I need to have my child excused early:**

To expedite this process, the parent/guardian must write a note with the child's full name, dismissal time, and reason for the early dismissal. Your child should bring this note to the main office during homeroom. He/she will be given an **early dismissal pass** and will meet you at the main office at the designated time. Parent/guardian must come into the main office to sign your child out of school.

If the student returns to school on the same day he/she may sign themselves back in. The student must report directly to the main office using the field entrance closest to Tenafly Road. Signing back in is imperative to student safety and will enable the student to receive the appropriate credit for the school day.

- **I want to request homework:**

If your child has been absent for 2 or more days, you may phone Mrs. Violick in the Guidance Office at 201-86-4922 before 9:30 AM to request homework. Work may be picked up after 3:30 PM at the designated area outside of the Guidance office. Please be sure to pick up requested assignments.

Homework is not provide for planned absences such as trips or vacations. When school is open, students are expected to be there.

## HEALTH

- **My child is unable to physically participate in physical education, how do I notify the school?**  
Doctor's notes excusing students from physical activity must be handed in directly to the nurse (not the P.E. teacher) during homeroom. Students will receive a blue note from the nurse that must be shown to the P.E. teacher, coaches and recess teacher, if applicable. An alternate assignment will be given to students who are excused from P.E.

If a student is able to participate on a limited basis, it must be explained in writing. The teacher will modify physical activity, if appropriate.

An excuse note extending three days may not be from a parent. Extended excuse notes must come from a doctor.

All doctor's and parent's notes must include:

- the date
  - student's name
  - reason for the excuse from physical activity
- **My child is in school and not feeling well. How does he/she go home?**  
Students who become ill during the school day must report to the Health Office after receiving a pass from their classroom teacher. If the nurse decides that the student is too ill to remain in school, she will telephone the student's parents/guardians and ask them to pick up the student. For safety reasons, all illnesses must be reported to the nurse. Students may not call home to report an illness unless it is permitted by the nurse. Using a cell phone during school hours will earn a detention.
  - **My child has a specific health issue:**  
Please be sure to communicate all relevant health concerns with the school utilizing the appropriate paperwork. This includes medical excuse notes, field trips forms and athletic participation forms. We encourage you to communicate with our school nurse: Mrs. Russenberger 201-816-4937. If your concern applies to a specific class or activity, please be sure to notify the teacher or coach that is supervising your child.

## CELL PHONES

- **My child wants to bring his/her cell phone or other electronics to school:**  
TMS requires all students turn off their cell phones and keep them in their lockers for the duration of the school day and when participating in all extracurricular activities. Cell phones and other electronics such as tablets, laptops and e-readers have become an integral tool for time management and communication. Unfortunately, they also disrupt instruction, distract students and provide opportunities for inappropriate use of technology. Personal technology is not to be used during school activities for personal recordings, messaging or to access personal social media accounts. **There is a phone available in the main office for student use.** Please reference the *TMS Essentials: Cell phones and Other Devices*, posted on our website, for more information

## LUNCH

- **My child doesn't have any money left in his/her lunch account or forgets his lunch or lunch money:**  
Students may purchase 2 school lunches on credit. They may not use a siblings' or a friends' account.
- **I want to add money to my child's lunch account:**  
A link to information and instructions on the cafeteria's pre-paid options can be found on the district's website ([www.tenaflyschools.org](http://www.tenaflyschools.org)) under "For Parents." Click the link under "Student Lunches."

## FORGOTTEN ITEMS

- **My child forgets his/her lunch, money, musical instrument, book, homework etc.:**  
Students must show up to school prepared for their entire school day. **Parents or caregivers are not allowed to drop off any forgotten items for students.** No lunch, money, books, homework, projects, instruments, gym clothes, supplies, cell phones or other items are to be dropped off at any time. When a student forgets something that he/she needs for school, we see this as an opportunity for them to learn and take responsibility for themselves. The only exceptions for drop off are items needed for medical reasons.

## LOST AND FOUND

- **My child has lost something:**  
Students are encouraged to use and to lock their lockers. Ask your child to retrace his/her steps and to speak to each of his/her teachers. Students should regularly check the Lost & Found table located in the cafeteria near the windows. Valuables are stored in the main office. An additional lost & found box is located in each of the gym offices. At the end of each marking period, all found clothing will be donated to charity. Students should not bring valuables, toys, or excess money to school. Label your child's clothing so they may be identified and returned.

## CLASS LISTS

- **I would like the contact list of my child's class:**  
MobileArq is the online directory organized by the Home School Association. Since the schools are unable to compile and distribute contact information of parents or class lists, the H.S.A. organizes this directory. Information regarding access to the directory and how to be included in MobileArq can be found on the middle school's page on the district's website ([www.tenaflyschools.org](http://www.tenaflyschools.org)) under "H.S.A."

## RESOURCES

- **How do I stay informed of my child's grades and schedule?**  
Report cards and progress reports are each posted in the Genesis Parent Portal four times per year. The dates on which they are issued are posted on our website's monthly calendar. The student schedules are also accessible on the Genesis Parent Portal.

- **My child is having difficulty with his schoolwork:**  
Visit the teacher's website on the TMS website. Teachers post homework, strategies, resources, and opportunities and times for them to come for extra help. Encourage your child to speak to his/her teacher(s). Your child could also visit with their guidance counselor. The Guidance Office has information about tutoring opportunities and the THS after school Homework club.
- **What is the best way to contact my child's teacher?**  
Teachers will communicate the best way to reach them during Back to School Night. You can also find extra help availability and email address listed on the teacher's web page. Send the teacher an email. You can expect a response within 24 hours when school is in session.
- **I would like a meeting with my child's team or an individual teacher:**  
First, contact the teacher or team leader for your child's team. Many times questions can be answered over a phone call or an emailed communication. If you still feel that you need to make an appointment, contact the team leader or Mrs. Violick in Guidance at [rviolick@tenafly.k12.nj.us](mailto:rviolick@tenafly.k12.nj.us) or at 201-816-4922.
- **My child is having difficulty with a specific teacher:**  
Teaching your child how to respectfully approach a teacher and what to say can be an invaluable skill that will last a lifetime! Practice/role play so he/she can be sure to leave the meeting with what he/she needs. Teaching your child to advocate for his/herself will help him/her to learn independence. If the student can resolve the situation on their own, great! If not, the next step would be for you to reach out to the teacher directly. Still not resolved? The third step would be to contact your child's guidance counselor. In all circumstances, communication is key!
- **My child is feeling overwhelmed, confused, or unhappy about school and/or there is something going on at home that I would like the school to know about-**  
Contact your child's School Guidance Counselor or the team leader for your child's team.
- **My child is having difficulty with another student(s)-**  
Middle school can be a turbulent time emotionally and socially. Sometimes it's most appropriate to give it a little breathing room. Children learn to navigate and are more resilient than we sometimes allow. Depending on the circumstances, feel free to reach out to your child's teacher(s), school counselor, or administration. If it's a matter of safety, please do not hesitate.

#### ***CLUBS/CO-CURRICULAR ACTIVITIES/ATHLETICS***

- **What clubs or co-curricular activities are offered at TMS?**  
TMS offers a wide variety of clubs and activities. Students may sign up for more than one activity. Many of the clubs allow you to join at any time. Students should read the list of clubs posted on the Middle School's website under our Program of Studies. All students are encouraged to attend

the Club Fair in September to find out more about the requirements and time commitments for each activity and to sign up for an activity. Plan ahead and leave some time in your child's schedule for this.

Athletic teams require additional requirements and commitment. Late sign ups may not be permitted. Athletic participation forms are on Tenaflly Athletics page and are due prior to the season starting. For detailed information on all athletics offered at TMS and for information on the registration process, please visit the Tenaflly athletics home page. The link may be found on our district website: [www.tenafllyschools.org](http://www.tenafllyschools.org).

Middle School and High School students who wish to participate in clubs/athletics activities, will be assessed a one-time per year fee to help offset the cost of extra-curricular activities. Students eligible for the free and reduced lunch program will be granted a fee waiver. The fee structure for Tenaflly Middle School for the school is \$75.00 per child and for the High School is \$150. The Family maximum is \$300.

There are two options available for making your payment:

1. You can go online to [www.payforit.net](http://www.payforit.net), under the "Fees" tab, create a student account and pay the fee by credit card or ACH bank check. Additional information for PayForIt can be found in the "For Parents" section of [www.tenafllyschools.org](http://www.tenafllyschools.org).
2. You can send a check made out to the "Tenaflly Board of Education" to your child's respective school along with the "Student Activity Fee Remittance Form." This form can be found on our website or you may pick up a form at the Middle School