



Staying Connected – Overview of Communication methods

Genesis Parent Portal – Guardian and Emergency Contact Information

It is essential that all contact information is up to date for each student. Please click under the "Contacts" tab in your parent portal account to update the names, email addresses and phone numbers for yourself and your emergency contacts.

- The email addresses listed for your students under the category "Guardian 1" and "Guardian 2" will be used for all email communication directly from the middle school. Only those people listed under "Emergency" contact will be allowed to sign your child out from school. If you are granting permission for another adult to sign your child out of school, you must send a note to school advising the office with that person's full name, your child's full name, the date, time and reason.
- Information on the parent portal, including a user's manual can be found on the district website www.tenafly.k12.nj.us under "For Parents."

Honeywell Instant Alert and Notification System

This is an important tool used to communicate emergency school closings as well as other district-wide events. Users choose their preferred methods of communication from this system, such as a text messages and emails.

- This is an important tool especially while your children are on overnight school trips, such as the 6th grade "Reach-out" or the 8th grade trip. Administrators will use the Honeywell Alert system while on the road to update parents on the estimated arrival of the busses.
- We advise that incoming middle school parents log into the system to update and review their information and ensure that all of their children that are in the middle school are attached to their profile.
- Information, FAQs and login instructions can be found on the district website www.tenafly.k12.nj.us under "For Parents." The direct link to the Honeywell system: <https://instantalert.honeywell.com/>

Remind 101

Remind101 is a free text messaging app. A Tenafly Middle School account is set up for students to get reminders of events and other school activities.

- Students need to have their parents' permission to use the services of Remind101. When a student signs up, parents will be notified by email through the Remind website.
- Parents are also welcomed to join the middle school's account. Information and instructions for joining can be found on the middle school webpage: www.ms.tenafly.k12.nj.us

H.S.A Mobile Directory – parent/student directory, MobileArq

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 website www.ms.tenafly.k12.nj.us under "H.S.A."