



TENAFLY MIDDLE SCHOOL

10 Sunset Lane, Tenafly NJ 07670-1796

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Dear Parents/Guardians,

When a student forgets something that they need for school, we see this as an opportunity for your child to learn and take **responsibility** for themselves. Students must show up to school prepared for their entire school day. Please work together with your child, and plan accordingly at home.

We appreciate your support and understanding that dropping off forgotten items to school becomes a disruption to the school day for all involved. The doorbell ringing is an increasing disruption at the Middle School, in regards to lateness and forgotten items. We have close to 1,000 students, staff and faculty at TMS. Security and safety is a primary concern in our building. We need to dramatically reduce the times the perimeter doors are opened for an unscheduled visit. Our office staff, lunch aides, teachers, and students must have their focus and time on the mission and vision of our school. School policies that are set in place are made with the best interest of our students and staff.

Helpful solutions:

- Forgot Lunch money? Parents and students are encouraged to use the Pomptonian Food Service Pre- Pay options. [click here for link](#) (or go to www.ms.tenafly.k12.nj and click on *Lunch Information*)
- Please know and also remind your child that the cafeteria staff will take an IOU for students who forget their money or lunch. They will be able to get a full lunch at the cafeteria. Please encourage your child to advocate for themselves and always tell an adult if they have forgotten their lunch.
- Forgotten projects/homework/PE clothes/musical instruments: Plan the night before to set all school materials out. Make this part of your evening routine. (Use the student planner, Post it note reminders help too!) A late or unprepared grade, is part of the learning, and it may do the trick so next time they won't forget!

Although dropping off forgotten items is discouraged, parents may still choose to do so. Items, other than lunches, can be left at the main office, however, students will not be called to retrieve items that are dropped off. Calling classrooms is disruptive to class instruction. If a student forgets something, it is their responsibility to check back at the main office to see if it was dropped off. Even if you drop off an item that your child may not realize was forgotten, he/she will not be called.

Forgotten lunches can be dropped off at the table by the main office entrance. The table is located on the right immediately inside the entrance door. Lunches must be clearly marked with the student's name and grade. Lunch aides pick the lunches up and bring them to the cafeteria before each lunch period. Please do not drop off anything other than a lunch at this table. Students are not permitted to retrieve anything from the table. Items that are not lunches will end up in the lost and found.

Reminder: Students are allowed to contact parents or guardians using the school phone during the school day. Student cell phones must be turned off in the building, unless they are being utilized with a teacher's permission --for educational use only. Please do not send communications to your children's cell phones during school hours.

Please know we encourage and enjoy having our parents in for meetings, concerts, and school events. We hope you understand how much we appreciate your help and support.

Please call me directly if you have any questions. Thank you.

Sincerely,


Vice Principal