



HOW TO REACH US

Tenafly Middle School

- Main office phone number: 201-816-4900
- Attendance line: 201-816-4910, option 1
To report your child's absence or lateness: → *Please call before 8:30am. Please leave a message with your child's name, grade, H.R. and reason for absence or lateness.*

Administration

- Mr. Fabbo, Principal: 201-816-4905, jfabbo@tenafly.k12.nj.us
- Mrs. George, Vice Principal: 201-816-4906, dgeorge@tenafly.k12.nj.us
- Ms. d'Adolf, Supervisor of Students: 201-816-4907, mdadolf@tenafly.k12.nj.us

Guidance Counselors

- Grade 6 counselor, to be determined: 201-816-4926
- Ms. Zerling Gr. 7: 201-816-4924, ezerling@tenafly.k12.nj.us
- Ms. Rusek Gr. 8: 201-816-4927, crusek@tenafly.k12.nj.us

Nurse:

Mrs. Russenberger: 201-816-4937, krussenberger@tenafly.k12.nj.us

TMS VISITOR POLICY

At Tenafly Middle School, we love having volunteers, parents and visitors in for special programs and events. When planning your visit please be aware of the policies and procedures at the middle school. Our number one goal is the safety of our students, staff, and faculty. We need your help and appreciate your support and cooperation.

Visiting Procedures:

1. All visitors must park in a designated parking spot. Do not park along curb or in fire lanes.
2. Visitors must enter the building using the Tenafly Road main entrance, nearest to the flag pole on the south side of the building.
3. Visitors must ring the exterior door bell and wait for instructions.
4. Visitors will be asked to specify the exact nature of their visit and the name of the person/team/office to be visited.
5. Visitors must report immediately to the main office on the first floor entering the double doors and turning left.
6. All visitors are required to sign in, NO EXCEPTIONS. Visitors may be asked to show a valid photo id.
7. Visitors will be issued an orange visitor pass which must remain visible and worn at all times.
8. Visitors must report to the main office after their visit is complete, sign out, and return visitors pass.
9. Visitors are prohibited from visiting classrooms, or any other office other than indicated on the visitor's pass.
10. If a visitor is in need of further assistance they should report back to the main office.

Any visitor who demonstrates inappropriate conduct and/or vocabulary will be escorted out of the building, Visitors in violation of these procedures or whose conduct jeopardizes the safety of students and staff, interferes with programs in the school or endangers property are subject to immediate removal by order of administration.

FORGOTTEN ITEMS DROP-OFF POLICY

Parents/guardians are discouraged from dropping off forgotten items to the school including homework, lunch, gym clothes or personal items. ***When a student forgets something, we see this as an opportunity for your child to learn responsibility for remembering what they need.*** If you still choose to bring the forgotten item to the main office, it is your child's responsibility to pick up the item from the office. Students are *not* called to the office to retrieve items. If you drop off an item that your child may not realize was forgotten, he/she will not be called.

Middle School is the level for students to mature, start to take more personal responsibility, and learn to self-advocate. Please work with your child each evening to prepare for the school day the following morning.

PICKING UP YOUR CHILD EARLY FROM SCHOOL

If you need to pick-up your child during school hours, please have your child inform any secretary at the main office on the morning of the day they will be picked-up. Your child will be given an early dismissal pass, which allows them to leave the classroom and meet you at the main office. Parents must come into the main office to sign out their child. Children will only be excused with a designated parent or guardian. If you would like an alternate adult to pick up your child early from school, you will need to send a note to the main office with the date and that person's full name and relation to the child. Please always have a photo id. available.