



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

Parents' F.A.Q.'S

Please read the complete TMS Student Handbook for important information regarding all school policies and procedures. A link to the handbook can be found on the middle school's website: www.ms.tenafly.k12.nj.us

What Do I Do If...

ATTENDANCE

- **My child will be absent?** All absences must be verified. Please call the TMS attendance line: 201-816-4910 as early as possible to report the reason for and expected duration of the absence.
- **My child is or will be late (after 8:20)?** Students must be in their homeroom classroom by 8:20 AM. Otherwise, late students must sign in at the main office. The categories of "lateness" are:
 - EXCUSED for illness or doctor's visit with parent/doctor's signature.
 - UNEXCUSED for any other reason.If a student comes in after 8:45 a.m., the parent/guardian must call the attendance line, or verify the student's lateness with a note. Students who are late to the building must enter through the main office entrance.
- **I need to have my child excused early?** Have your child bring a note to the main office before or during homeroom with the reason for the early dismissal. He/she will be given an **early dismissal pass** and will meet you at the main office at the designated time. You must come to the main office to sign your child out of school. The child may sign themselves back in, but they must report to the main office to do so in order to receive appropriate credit for the 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 @ 201-816-4922 before 9:30 AM to request homework. Work may be picked up after 3:00 PM at the designated area outside of the Guidance office. Please be sure to pick up requested assignments.

HEALTH

- **My child is unable to physically participate in physical education, how do I notify his/her teacher?** Parents should notify TMS by filling out the online form [click here](#). Online form goes directly to the school nurse and will be communicated to your child's teacher. Otherwise parents will need to send their child into school with a signed note, dated and the reason included. All notes should be handed in to the school nurse during home room.
- **My child is in school and not feeling well. How does he/she go home?** If your child is not feeling well, he/she should report to Mrs. Russenberger in the Health Office. If the nurse determines that he/she is too ill to remain in school she will call you to pick up your child. Students are not to call home or text from their cell phones during the school day. For health and safety reasons, they must go through the nurse's office.

- **My child has a specific health issue?** Please be sure to communicate all relevant health concerns in the appropriate paperwork for medicals, field trips and athletics. 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 reach out to the teacher or coach that is supervising your child.

PHONE

- **My child wants to bring his/her cell phone to school?** TMS requires all students turn off their cell phones for the duration of the school day (8:20-2:50). Cell phones should be turned off and secured in lockers. Students may be allowed to use personal technology for an assigned teacher-approved educational activity. Personal technology such as cell phones are not to be used during the school day for personal recordings, messaging or to access personal social media accounts. There is a phone available in the main office for student use.

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 pay my child's lunch account?** A link to information and instructions on the cafeteria's pre-paid options can be found on the middle school's website under "Lunch Information." (www.ms.tenafly.k12.nj.us)

DROP OFF ITEM

- **My child forgets his violin, book, homework etc.?** This is an opportunity for your child to learn responsibility for remembering what they need. You may still choose to bring the forgotten item in the main office. If so, be sure the item needs to be labeled with your child's name and grade. *It is your child's responsibility to pick up the item from the office. Students are not called to the office to retrieve items, as it is disruptive to class instruction.*

Forgotten **lunches** can be dropped off at the designated table by the main office entrance by the stairwell. Lunches must be clearly marked with the student's name and grade. *Lunch aides will pick the lunches up and bring them to the cafeteria. Students are not contacted from the office to be informed that a lunch has been dropped off for them. Please do not drop off anything other than lunches at this table.*

LOST AND FOUND

- **My child has lost something?** Ask your child to retrace his/her steps. They should check the Lost & Found table located in the cafeteria near the windows. Valuables are kept in the main office. An additional lost & found box is located in each of the gym offices.

RESOURCES

- **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 extra help. Encourage your child to speak to their teacher(s). Your child should also visit with their guidance counselor. The Guidance Office has information about tutoring opportunities through the THS Homework club which takes place after school. Feel free to reach out to your child's teacher and/or School Counselor.

- **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 they can be sure to leave the meeting with what they need. Teaching your child to advocate for his/herself will help them 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!
- **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 office hours, extra help sessions, 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.
- **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)?** Depending on the circumstances, reach out to your child's teacher(s), school counselor, or Ms. d'Adolf, the Supervisor of Students: (201-816-4907).
- **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 things can be resolved 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 the Guidance Department at rviolick@tenafly.k12.nj.us or at 201-816-4922.
- **My child wants to sign up for more than one club or activity?** Students may sign up for more than one activity. Many of the clubs allow you to you may join at any time. Students should attend the club fair in September to find out more about the requirements and time commitments for each activity. The list of TMS activities and advisors is on the school website. It is great for your child to be involved, but they shouldn't over commit. There is no activity fee for middle school clubs/teams.

Athletic Teams require additional requirements and commitment. Late sign ups may not be permitted. Participation forms are on Tenafly Athletics page and are due prior to the season starting. Click link: <https://sites.google.com/site/tenaflysportsmedicine/documents>

I witnessed a student being kind to another student, how can they be recognized? AT TMS we love to "Catch a Student Doing Something Good!" You may pick up a nomination form in the main office.