

2023-2024 TMS Parent Manual

Tenafly Middle School

A Community of Caring & Excellence



Take Care of Yourself; Take Care of Each Other; Take Care of this Place

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What We Believe

Tenafly Middle School - A Community of Caring and Excellence
"Take Care of Yourself; Take Care of Each Other; Take Care of This Place"

Our Mission and Vision

"Tenafly Middle School, in partnership with parents and the larger community, is dedicated to the growth and development of young adolescents by providing an environment that promotes academic rigor, academic integrity, social responsibility and lifelong learning."

Therefore, in recognition of the unique needs and characteristics of these students...

Our curriculum and instruction emphasizes:

- Content mastery as well as applied skills in all disciplines so students can think critically, communicate effectively and become informed decision makers
- Instructional pacing matched to students' abilities and competencies
- Understanding for systems of knowledge, themes and concepts
- Open-ended yet guided questioning that encourages student inquiry
- Meaningful homework and individual projects that promote higher order thinking
- Making valid and important connections among disciplines
- Self-reflection, goal setting and self-monitoring
- Real world applications that are problem or issue-based

Our school culture promotes:

- A safe, supportive, and nurturing environment in which every individual feels a sense of belonging
- Acts of kindness, respect, and recognition between and among all members of the school community
- Willing and active involvement in service to the school and greater community
- Honest, respectful, and responsible behavior
- Understanding and appreciation of diverse cultures, talents, ideas and learning styles
- Opportunities to take risks, explore personal interests and abilities, and engage in self-expression with the freedom, support and encouragement to do so
- Personal growth through effective self-management
- An atmosphere in which everyone in the T.M.S. community shares the responsibility to act on these beliefs and to help each other to do the same

To this end, students, teachers, staff, administrators and the community will work together in the spirit of mutual respect and cooperation.



Student Arrival/Entry into School

General morning supervision for students begins at **8:00am**. Students should arrive at school between 8:00am and 8:15am. Use both Tenaflly Road and Sunset Lane drop off lanes. Students are not permitted to enter the building without staff supervision.

In fair weather months, general supervision for students is outside near the field. Students dropped off on Sunset Lane will be directed to the south side of the building. In fair weather months, students are to remain outside until the entry bell at **8:15am**. When the 8:15am bell rings, students must use the entrances that are available to their grade level. In the case of inclement weather and during the winter months, students are permitted into the building starting at 8:00am. 6th graders are to report to the cafeteria. 7th and 8th graders are to report to the gymnasiums.

Early morning arrival exceptions include students attending scheduled music lessons or students who have arranged extra help with a teacher.

Visiting the School

At Tenaflly Middle School, we love having volunteers, parents and visitors in for special programs and events. When planning your visit please be aware of the 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.

Please obtain an appointment prior to your visit. Visitors without an appointment may not be allowed in the building. Visitors enter the building using the main entrance at Sunset Lane. All visitors must present a driver's license or valid photo ID at the front desk. Visitors will be given a pass that must be worn and remain visible at all times.

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.

Student Visitors

Guests of TMS students must have **prior written** approval by school administration, the school nurse and all of the host student's teachers. Forms are available in the Main Office and must be submitted and approved prior to the date of the visit. Requests are generally granted unless they interfere with the day's program. **Visits are limited to one day.**



Bell Schedule

Regular Day

8:00 AM	General Morning Supervision of Students
8:15	Entry Bell
8:25	2 min. Warning Bell
8:27 – 8:33	Homeroom/Attendance

Any student who arrives after first period bell must report to the office to sign in.

Period 1:	8:37 – 9:21
Period 2:	9:25 – 10:09
Period 3:	10:13 – 10:57
Period 4:	11:01 – 11:23 Gr. 6 Lunch
Period 5:	11:23 – 11:45 Gr. 6 Lunch
Period 6:	11:49 – 12:11 Gr. 7 Lunch
Period 7:	12:11 - 12:33 Gr. 7 Lunch
Period 8:	12:37 – 12:59 Gr. 8 Lunch
Period 9:	12:59 - 1:21 Gr. 8 Lunch
Period 10:	1:25 – 2:09
Period 11:	2:13 – 2:57

3:12 PM Bell indicates **all** unsupervised students **MUST** leave the building

Advisory Day

8:00 AM	General Morning Supervision of Students
8:15	Entry Bell
8:25	2 min. Warning Bell
8:27 – 8:33	Homeroom/Attendance

Any student who arrives after first period bell must report to the office to sign in.

Advisory:	8:33 – 8:53
Period 1:	8:57 – 9:37
Period 2:	9:41 – 10:21
Period 3:	10:25 – 11:05
Period 4:	11:09 – 11:31 Gr. 6 Lunch
Period 5:	11:31 – 11:53 Gr. 6 Lunch
Period 6:	11:57 - 12:19 Gr. 7 Lunch
Period 7:	12:19 - 12:41 Gr. 7 Lunch
Period 8:	12:45 - 1:07 Gr. 8 Lunch
Period 9:	1:07 - 1:29 Gr. 8 Lunch
Period 10:	1:33 – 2:13
Period 11:	2:17 – 2:57

3:12 PM Bell indicates **all** unsupervised students **MUST** leave the building



Early Dismissal Schedule - 12:27 Dismissal			
Time	Grade 6	Grade 7	Grade 8
8:00	General Supervision of Students		
8:27-8:29	2 Minute Homeroom		
8:29- 9:03	Period 1	Period 1	Period 1
9:03-9:37	Period 2	Period 2	Period 2
9:37-10:11	Period 3	Period 3	Period 3
10:11-10:45	Period 6/7	Period 4/5	Period 4/5
10:45-11:19	Period 8/9	Period 8/9	Period 6/7
11:19-11:53	Period 10	Period 10	Period 10
11:53-12:27	Period 11	Period 11	Period 11

Delayed Opening Schedule - drop-off begins at 10:00am	
Time	Grades 6, 7 & 8
10:00	General Supervision of Students
10:27-10:32	Homeroom
10:32-11:02	Period 1
11:02-11:22	Period 4 - Grade 6 Lunch
11:22-11:42	Period 5 - Grade 6 Lunch
11:42 - 12:02	Period 6 - Grade 7 Lunch
12:02 - 12:22	Period 7 - Grade 7 Lunch
12:22-12:42	Period 8 - Grade 8 Lunch
12:42-1:02	Period 9 - Grade 8 Lunch
1:02-1:32	Period 2
1:32-2:02	Period 3
2:02-2:32	Period 10
2:32-2:57	Period 11



Attendance

Please reference the "Attendance" policy 5200 and regulation R 5200 on our district website.

Absences

Parents must report all student absences through the Genesis Parent Portal. Students that are not reported absent through the parent portal will be considered truant.

All absences, including those reported by a parent/guardian will count toward the maximum absence limit. The only exceptions are:

- Approved school activity (which is part of the curriculum or approved by the administration)
- Field Trip
- Religious Holiday (must be on NJ Dept. of Education list of religious holidays)
- Bereavement Day

Maximum Absence Limits

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. Students missing more than 18 school days may result in retention at grade level. Warning notification letters will be sent each quarter once a student has reached the below limits:

- Trimester 1: Warning Notification at 6th absence
- Trimester 2: Warning Notification at 12th absence

Excused Absences

An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday or "Take Your Child to Work Day" pursuant to N.J.S.A. 18A:36-14 through 16.

Unexcused Absences

Days missed due to family vacations or extended holidays taken when Tenafly Public schools are in session will count toward the maximum absence limits.

Medical and other necessary appointments should be scheduled, whenever possible, for times outside of the school day. Absences for such appointments will count toward the maximum absence limits.

Chronic Absences

A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction by contacting their child's counselor.



Make-up Work

Students are responsible for work missed during an absence. For classwork and homework that was assigned during the student's absence, students will have an equal amount of time to the time absent to complete missed work.

Students are expected to complete any assessments and/or submit the work that was due on their absence date on the day of their return to school.

- Students should check Google classrooms for assignments.
- Students are encouraged to email teachers directly.
- Homework will not be provided for planned absences such as trips or vacations.

Lateness to School

Please reference the "Late Arrival and Early Dismissal" policy 5230 and regulation R 5230 and "Tardiness" policy 5240 and regulation R 5240 on our district website.

Lateness to school causes problems both for the student and the school. The student misses an opportunity to interact with his/her teachers before the day begins, important morning announcements are not received, and often the student's class is disrupted. Students who arrive after homeroom **must** report to the office to be signed in.

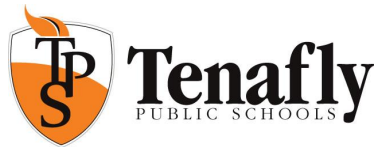
If a student is planning to come in after 8:50 a.m., the parent/guardian must report it through the Genesis Parent Portal. Students that are not reported late through the parent portal will be considered truant until they sign in.

Students must sign in by 11:00 a.m. and be present for 4 hours in order to participate in any after school or evening activities (i.e. concerts, sports events, debate, etc.).

Excessive Lateness

Daily lateness records are kept and limitations for each student are set per marking period.

- 1st incident - no action taken
- 2nd incident - warning and parents notified
- 3rd and subsequent incidents - AM detention assigned
- Violation total resets at the end of each trimester



Early Dismissal

Please reference the "Late Arrival and Early Dismissal" policy 5230 and regulation R 5230 on our district website.

Procedures:

- When a parent/guardian needs to pick-up a student early from school, it must be reported through the Genesis Parent Portal.
- Students should arrive at the main office a few minutes before the scheduled pick up time ready for the early dismissal.
- Only adults who are listed in the Genesis Parent Portal are permitted to pick up a student.
- This replaces the need to send in a not with your child.
- **Students are not permitted to leave the building without an adult signing them out.**
- The parent/guardian or authorized adult picking up the student must enter the building using the 10 Sunset Lane main entrance and must have a valid photo ID.

Every effort should be made to schedule appointments for students outside of school hours. Early dismissal should be requested only when no other reasonable alternative is available.

New Jersey School regulations require parents or guardians to have the student in school daily and on time. It is in the best interest of the student that the school and home work together to minimize the frequency of lateness.

Return to School: If the student returns to school on the same day they may sign themselves back in without the parent/guardian. The student must enter the building using the 10 Sunset Lane main entrance. Parents can pull up to the entrance and watch to ensure the student enters.



Health Office

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 call the student's parents/guardians and ask them to pick up the student. Parents/Guardians must ensure that their contact information on the Genesis Parent Portal is current for each of their children. **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 personal technology to call home will result in cell phone confiscation and/or detention, as per our school rules.**

- **Sixth Graders:** It is the policy of the Tenafly Public Schools that each sixth grade student and each student new to the school district have a physical examination by a private physician or clinic and furnish a report to the school. The report is to be in the form of a completed health card distributed by the school.
- **Eighth Graders:** Grade 8 students will receive a health card in the spring which must be completed by a physician and returned to the High School by September.
- **New Students:** An immunization report for each student new to the school district is required. The parent(s) must show evidence that the student has completed the immunizations required by the State of New Jersey.

Medicine

Under no circumstances are students permitted to keep medication with them while in school. Medicine may be dispensed by a nurse only with written parental and physician approval. This includes aspirin, other non-prescription medicines and prescription medicines issued by his/her own doctor. All prescription and over-the-counter medicines which students must use during school hours must be kept at the nurse's office. Permission from both the parent and the physician must accompany the prescription. Personal Epi-pens can be carried by students with a doctor's note.

Medical Excuse from Physical Activity

Notes excusing students from physical activity must be handed in directly to the nurse 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. A parent/guardian may write a note excusing a student from physical activity; however, any request extending three days or more, must come from a doctor. All doctor and parent's notes must include:

- the date and student's name
- reason for the excuse from physical activity
- duration of excused days from physical activity

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. Medical excuses extend to physical activity in recess.



Homework and Grading

Homework

Completing homework on a regular basis helps develop important skills and learn valuable content. The school will:

- ensure that students are assigned homework on a regular basis and in manageable amounts; this is usually 4 nights a week, and sometimes on weekends
- not give new assignments during holidays or school vacations
- provide feedback to students
- ensure that homework is at an appropriate level of difficulty for the students
- provide opportunities for extra help and guidance

TMS Homework Guidelines:

- Grades 6 and 7: An average of 1 1/2 hours per day
- Grade 8: An average of 1 3/4 hours per day
- Homework in accelerated classes may require more time.

Grading

Upon entering the Middle School, some students may experience a period of transition as they adjust to the expectations of their teachers and the traditional letter-grade system. Although a student's level of effort may be considered in an evaluation, teachers give strong consideration to a student's level of ability and independence when completing a task, demonstrating a skill, or understanding a concept.

Online grade books make students' grades available throughout the marking period. In addition, report cards and progress reports are each posted in the Genesis Parent Portal three times per year. The dates on which they are issued are posted on our website's monthly calendar. Progress Reports are posted in the Genesis Parent Portal at mid-marking period and are used to warn of difficulty, including when students are in danger of failing, or to commend improvement. A report may be sent at any time there is a sudden change in performance. A final copy of each student's report card will be placed in his or her permanent record.

Letter grades of A, B, C, D, F are used to report academic progress. Plus and minus designations are used along with the letters. The following percentage ranges are used:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F
A	93-96	B	83-86	C	73-76	D	63-66	59 and
A-	90-92	B-	80-82	C-	70-72	D-	60-62	below



Books, Equipment, and Chromebooks

The school loans textbooks, Media Center books, musical instruments, and some other materials to students. Students are responsible to maintain items loaned to them in the same condition as they were at the time loaned. Lost or damaged objects must be paid for, or replaced. Students who owe items or payment for lost or damaged materials will be given ample notice to do so. If the deadline is not met, they may be removed from end-of-year activities.

Chromebooks

Tenafly is a 1:1 school district providing a Chromebook, charger, and carrying case to each student to support academic work both in school and at home.

Students are responsible for the care of their school-issued Chromebook, and accountable if it is lost or damaged. Students could be held partially or fully responsible for damages or loss to their Chromebooks, Chromebook charger, and Chromebook carrying case. Parents/Guardians may be held responsible for the costs of repairs. Examples include:

- Liquid/beverages spilled on the device
- Deliberate damage, neglect or abuse caused to the Chromebook by the student or others allowed by the student to use the device
- Damage caused by dropping your Chromebook
- Damage caused by tampering with hardware components to alter district configurations
- Leaving the Chromebook in an unlocked car, locker, or on the bus

Rules and Guidelines

- Students must bring their Chromebooks fully charged to school every day. Remember - there are no "drop-offs." Parents cannot bring Chromebooks to school if forgotten. We will not provide a loaner Chromebook for students who forget their Chromebooks. If your Chromebook is not fully charged, we cannot lend you a charger.
- No Stickers on your Chromebooks! Do not write, draw or paint on your Chromebook.
- Do not remove, write on, or alter the identifying stickers on your Chromebook. If the sticker with your name on your Chromebook should peel off, please come to the main office to request a replacement.
- You are required to always carry your Chromebook between classes using the bag provided or you may bring your own bag that is intended to carry a laptop. If you have lost or broken your school-issued Chromebook bag, you may be required to purchase a replacement.
- Only use the Chromebook charger provided. If you have lost your charger, you may be responsible for replacing it.



Technology Issues, Repairs to Chromebooks, and Loaner Chromebooks

- Students having network issues or damage to their Chromebook must report it to the school. Students must bring their Chromebook to the main office and a "Helpdesk Ticket" will be issued.
- When a Chromebook is sent out for repairs, students may receive a loaner Chromebook to use during the school day. Students must return the loaner Chromebooks at the end of each day. Loaner Chromebooks may not be taken home.
- We have a limited number of Chromebooks to loan and there is no guarantee that a Chromebook will be provided.

Cost for Chromebook Repairs

- In the event that damage to a Chromebook is not covered by the warranty, the student and parent/guardian will be billed.
- Please reference Policy 7523 "School District Provided Technology Devices to Pupils" posted on our website.

Tips for Taking Care of Your Chromebook

- Remember that your school-issued Chromebook does not belong to you. It is the property of Tenafly Public Schools.
- Write your name inside of your Chromebook Case.
- Personalize your case so that it is easy to identify. Use name badges, luggage tags, clip toys - get creative!
- Never carry your Chromebook without the case!
- Do not pile things on top of your Chromebook.
- Make sure there isn't anything on the keyboard when you close your Chromebook.
- Place your Chromebook on level surfaces where it will not fall accidentally.
- Do not leave your Chromebook on the floor where it can be stepped on.
- Keep food and drinks away from your Chromebook and make sure your hands are clean.



Student Technology Overview

Google - Gmail, Classroom, etc.

The district uses Google Suite through which students will access assignments, email, activities, and resources necessary to complete their school work. Students are provided with their network ID, email address, and password which remains unchanged throughout their time at Tenafly Public Schools. Please reference the "Acceptable Use of Computer Networks/Computers and Resources" policy 2361 and regulation R 2361 on our district website.

All students are required to join the Google Classroom - 2023-2024 TMS Student Classroom. This is a great resource which will keep students updated on the latest events and is a place to find a lot of helpful information. The "join" code for this year's classroom is: **mdvx7fo**

Genesis Student Portal

Students have access to their "Gradebook" through the Genesis Student Portal - <https://students.tenafly.k12.nj.us/genesis/sis> The password is not the same password as the network password. New students and sixth graders receive an email with instructions on how to log in and students create their own passwords. If you forget your password, or cannot find the email with instructions, use the "Forgot Password" feature. If you have trouble logging in, come to the main office for help! Gradebook in the portal is closed during school hours.



Computer/Internet Use - Internet Usage Policy

Students are given specific guidelines for computer/internet use. The district policy in its entirety is online. Please reference the "Acceptable Use of Computer Networks/Computers and Resources" policy 2361 and regulation R 2361 on our district website.

Connection to the Internet via Tenafly School District's network will provide access to a vast number of resources that can be beneficial to both staff and students. Because electronic data is both varied and immense, a usage policy must be established to regulate some of the exchange of data that will occur.

Inappropriate usage of the network will result in disciplinary action as deemed necessary by the administration. It may also result in criminal and/or legal action taken against the violator.

Inappropriate usage includes, but is not restricted to the following:

- Using the network to trespass into others' folders, work or files
- Using the network to access pornography of any type
- Using the network to send/receive messages that are discriminatory in any manner
- Using the network to send/receive messages that contain obscenities
- Using the network for commercial advertising
- Using copyrighted material in reports without permission
- Using the network to lobby for votes
- Using the network to provide personal information that others may use inappropriately
- Using the network to send/receive messages that are racist and/or sexist
- Using the network to send/receive inflammatory messages
- Creating a computer virus and placing it on the network
- Using the network to send/receive a message with someone else's name on it
- Accessing the network from an unauthorized station
- Using the network to send/receive a message that is inconsistent with a District code of conduct

These guidelines must be followed to ensure both safety and proper behavior with electronic equipment.



Lockers

Please reference the "Pupil Right of Privacy" policy 5770 on our district website

Students are required to empty their backpacks each morning before homeroom and store them in their lockers for the day. Students should plan to visit their lockers during the school day and again after period 11 to pack up for the day. Students are NOT permitted to carry backpacks during the school day, only a small purse is permitted. Hall lockers for storage of coats, hats, books and supplies are assigned to students. It is the responsibility of each student to keep the locker neat, clean and locked. Periodic locker clean-outs will be scheduled throughout the year.

Student lockers are the property of the Board of Education and are on loan to the students. **The administration retains the right to open and inspect school lockers with or without the knowledge or presence of students or parents when issues of safety, school security or improper behavior demand such action.**

Personal Property/Lost and Found

Students must assume responsibility for loss or damage of any school or personal property issued to or belonging to them. The school is not responsible for lost or stolen articles. If a student brings in a large sum of money, it can be checked in the office for safekeeping during the day.

The Main Office is designated for valuable lost and found articles (jewelry, wallets, purses, etc.). Anyone who finds other types of lost or misplaced articles should take them to the Lost and Found Table in the cafeteria as soon as possible. **Lost clothing and school supplies will be located there.** Students should label personal property with their first and last name. If lost and found articles are not claimed within a reasonable amount of time, they will be donated to charity or discarded.

Forgotten Items/Forgotten Lunch/Drop-off Items

Students must arrive at school prepared for their entire school day. We have a **No Drop Off** rule at Tenafly Middle School. Parents or caregivers are **not permitted to drop off any forgotten items** for students. **This includes, but is not limited to: Chromebooks, lunch, books, homework, projects, instruments, gym clothes, supplies, food for birthday or class celebrations, or other personal items.** No items are to be dropped off at any time. The **only** exceptions for drop off are items needed for **medical reasons, which includes eyeglasses or hearing aids.**

Parents/guardians may not drop off lunch and food deliveries from restaurants are not permitted. Please talk to your child about advocating for themselves and speaking up to an adult if they ever forget their lunch. Students may purchase up to 2 school lunches on credit. They are not permitted to use a siblings' or friends' account.

When a student forgets something that they need for school, we see this as an opportunity for them to learn and take responsibility for themselves.



TMS Honor Code

An academic honor code is a set of rules or ethical principles governing an academic community based upon the values that define honest behavior in school. An honor code relies on the belief that students can be trusted to act honorably. Those who are in violation of the honor code can be subject to various consequences. Students should follow these simple statements:

- I will do my work to the best of my ability.
- I will be honest in all of my work and my interactions with people. Cheating, plagiarism and copying homework are unacceptable. I will not cheat on a test or on a school assignment by using the words or ideas of another person.
- I will be honest in my statements and actions.

Teachers' expectations for all work are clearly stated. If a student is unsure of the requirements for any activity or assignment they are responsible for checking their understanding with the teacher in order to avoid a violation of the Honor Code.

Violations of the Honor Code include but are not limited to the following areas:

Cheating

- In cheating, a student is taking the work of another, including homework, and claiming it as his/her own. At Tenafly Middle School cheating includes but is not limited to:
- Copying and/or offering homework verbally, in written form, or by electronic means
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means
- Pressuring other students to violate the Honor Code
- Bringing in and using unauthorized information during class time, including information stored in a calculator, cell phone, or other electronic device
- Offering or receiving information under circumstances when information is not to be shared.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Copying answers from answer guides in texts
- Misrepresenting data, information, or sources.
- Forging a parent's or guardian's signature



Plagiarism

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if they have taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/her own.

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

Levels of Consequences

- **1st Offense:** Students will receive a failing grade for the assignment without possibility of make-up. Parents will be notified by the teacher and a referral form will be sent to the appropriate administrator and school counselor to document the incident. The school counselor will counsel the student concerning proactive measures to prevent further violations. The student may be assigned detention and may be required to redo the assignment for no credit. The student will be informed of further consequences should another violation of the Honor Code occur.
- **2nd Offense:** Students will receive a failing grade on the assignment without possibility of make-up. Parents will be notified by the teacher and a referral form will be sent to the appropriate administrator and school counselor to document the incident. Parents must attend a conference with a school administrator to discuss the incident. The student will be assigned detention(s) and may be required to redo the assignment for no credit. The student will be informed of further consequences should another violation of the Honor Code occur.
- **3rd Offense:** Students will receive a "0" for the assignment and may receive a failing grade for the marking period. Parents must attend a conference with the Core Team Committee which includes teachers, counselors, administrators, and members of the Child Study Team to discuss the incidents and develop an action plan. The student may lose grade level and/or building activities (i.e. field trips, field day activities, etc.) as well as leadership positions.

If a student's infraction of the Honor Code is exceptional and/or has violated more than one aspect of the Honor Code, the student will be held accountable for a second or third offense regardless of whether or not the student has committed a first or second offense. This decision will be made by an administrator.



Student Behavior and Expectations

Please reference the "Expectations for Pupil Conduct" policy 5500 and regulation R 5500 on our district website.

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Consequences will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member in the school has the right to correct individuals at any place and at any time.

Students are expected to conduct themselves in an orderly, respectful and courteous manner at all times. The vast majority of the time, Tenafly Middle School students will meet these expectations. However, in the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated.

At times, behavior off school premises and/or outside of school hours can have an effect at school. In matters where safety, well being, and good order of the school are threatened, disciplinary consequences may be imposed.

The philosophy of the Tenafly Middle School is based on the belief that as educators, we are responsible for providing each individual with opportunities to mature intellectually, creatively, emotionally, socially, ethically and physically. Such opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each person.

Goals

1. Protection of the rights of all staff and students.
2. Protection of the rights of each individual through fair and reasonable treatment of violators of the school and district rules.
3. Development of self-discipline by clearly communicating to students their rights and responsibilities.
4. Respect for the rights and personal dignity of all students and staff in a safe school environment.
5. Compliance with Board of Education, state and federal laws.
6. Protection and maintenance of personal as well as school property.

Behavior with Substitute Teachers

Substitute teachers have a very difficult job because they usually are brought in with very little time to prepare and often are unfamiliar with the students. In order to remove the temptation to take advantage of substitutes, very strict procedures are followed when a student is reported by a substitute for misbehavior. **When such a report is made, the student is assigned detention.**



Telephone/Messages

Any student who needs to reach a parent/guardian during the school day may use the student phone located in the main office or ask permission to use their cell phone in the Main Office. Students must receive a pass from the teacher.

Students are not permitted to use or carry personal technology (cell phones). If a parent needs to speak to their child during school hours, the parent should call the main office at (201) 816-4900 option 9. The child will be called down from class and instructed to call the parent.

Cell Phones/Electronics/Personal Technology

Please reference the "Use of Electronic Communication and Recording Devices (ECRD)" policy 5516 and "Acceptable Use of Computer Networks/Computers and Resources" policy 2361 and regulation R 2361 on our district website –

TMS requires all students to turn off personal technology and electronic notifications/messaging applications during the school day and when participating in afterschool activities. Devices must be powered off (not set on silent or on "vibrate") and stored in their hallway locker for the duration of the school day and in all extracurricular activities. Cell phones and other electronics such as smart watches, 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. Technology is not to be used during school activities for personal recordings, messaging or to access personal social media accounts.

Failure to follow the above rules will result in the following consequences:

- 1st incident - cell phone confiscated
- 2nd incident - parents must pick up phone on day of offense, digital daycare for a week, and detention assigned
- 3rd and subsequent incidents - parents must pick up phone on day of offense, digital daycare for a month, two detentions assigned, and parent meeting
- Possession of cell phones, smartwatches, and other digital devices in bathrooms and locker rooms will result in greater consequences

These consequences are only a guideline. Consequences for technology infractions are determined by an administrator. Possession of phones, smartwatches and other digital devices in bathrooms and locker rooms will result in greater consequences since students' privacy can be especially compromised.



Dress Code

At Tenafly Middle School, we value the unique personalities of our students. How students dress should offer them a chance to freely express who they are. To support a positive and respectful school atmosphere for our students, appropriate choice of clothing is expected. Students must learn that school is not the beach and it is not the playground. School is a place of business where work gets done and where everyone needs to be appropriately dressed.

Students should not wear:

- Flip flops or slippers. Shoes should be secured around the heel to provide safety when climbing stairs and participating in recess.
- Shirts or shorts that are too revealing or show undergarments.
- Hats or hoods.
- Clothing with inappropriate and/or discriminatory language or references.

These rules apply to all students and middle school is the first place where some life lessons are learned. To avoid these situations, please be vigilant at home in the morning.

Lanyards

As an added safety measure, students are required to wear a student identification badge at all times. We have issued a specific colored lanyard to each grade. For the 2023-2024 academic school year, the colors are: green for 6th, red for 7th, and yellow for 8th grade. Students should come to school with their lanyards every day. They must wear their lanyards around their necks at all times unless it interferes with an activity in class. Students who forget their lanyards must receive a temporary ID. Any student who loses their lanyard/ID must pay \$5 to get a replacement. Consequences for failure to possess an ID are as follows:

- 1st offense: warning
- 2nd offense: parent notification
- 3rd and subsequent offenses: detention and parent notification

Students are not permitted to alter the photo identification card by drawing on it or putting stickers on it, however, they are free to decorate their lanyards.



Consequences for Misbehavior

In order to provide a common understanding of rules concerning student behavior in our school, the following is a list of infractions and consequences. Incidents not mentioned below will be handled on a case-by-case basis.

Afterschool Detention will be held after school from 3:05 p.m. to 3:45 p.m.

Morning Detentions are held at 8:00am.

Lunch Detentions are held during a full lunch/recess period.

Late to school

- 1st incident - no action taken
- 2nd incident - warning and parents notified
- 3rd and subsequent incidents - AM detention assigned
- Violation total resets at the end of each trimester

Late to class

- 1st incident - warning
- 2nd incident - teacher detention
- 3rd incident - teacher detention and parents notified
- 4th and subsequent incidents - PM detention

Cell phone use

- 1st incident - cell phone confiscated
- 2nd incident - parents must pick up phone on day of offense, digital daycare for a week, and detention assigned
- 3rd and subsequent incidents - parents must pick up phone on day of offense, digital daycare for a month, two detentions assigned, and parent meeting
- Possession of cell phones, smartwatches, and other digital devices in bathrooms and locker rooms will result in greater consequences

Misuse of hall/bathroom pass

- 1st incident - warning
- 2nd incident - parents notified, AM detention
- 3rd and subsequent incidents - parents notified, central detention

Inappropriate behavior (disrespectful to peers, running in hall, etc.)

- 1st incident - parents notified, AM detention
- 2nd incident - parent meeting, one detention
- 3rd and subsequent incidents - in-school suspension



Disrespectful towards staff

- 1st incident - parents notified, detention
- 2nd incident - parent meeting, out-of-school suspension

Running in the halls

- 1st incident - AM detention, parents notified
- 2nd incident and subsequent incidents - detention, parents notified

Failure to respect physical boundaries

- 1st incident - parents notified, detention
- 2nd incident - parent meeting, in-school suspension
- 3rd and subsequent incidents - parent meeting, out-of-school suspension

Disrespectful during drills/emergencies

- 1st incident - conference with administrator and/or Student Support Leader
- 2nd and subsequent incidents - parent meeting, out-of-school suspension

Destruction of school property

- 1st incident - parent meeting, in-school suspension
- 2nd and subsequent incidents - parent meeting, out-of-school suspension

Misuse of technology

- 1st incident - conference with administrator and/or Student Support Leader
- 2nd incident - parents & counselor notified, teacher detention
- 3rd and subsequent incidents - admin notified, parent meeting, detention

Class cut

- 1st incident - parents notified, detention
- 2nd incident - parent meeting, in-school suspension
- 3rd and subsequent incidents - parent meeting, out-of-school suspension

Cafeteria misconduct

- 1st incident - parents notified, lunch/recess detention
- 2nd incident - parents notified, 3 days of lunch/recess detention
- 3rd and subsequent incidents - parent meeting, 5 days of lunch/recess detention

Safety Drills

Fire and security drills are required by law and necessary for the safety of the students and faculty. Teachers will go over procedures with students in each class. Specific directions for reaching a point of safety are posted in each classroom. The emergency announcements and the fire alarm are sounds different from all other bells and alerts at school. Be serious about all drills, know the route, and follow procedures. Students must follow their teacher's instructions.



Field Trips

Please reference the "Social Events and Class Trips" policy 5850 and regulation R 5850 on our district website.

From time to time, teams or grade levels will organize class trips to enhance student learning. Permission to attend field trips is contingent upon consistently appropriate behavior in school. Information about all such trips will be communicated in writing by the organizing teachers and will require permission from the parent/guardian. The **"Emergency and Health Care Information" form for the current academic year must be completed through the Genesis Parent Portal and must be submitted for each student. Students with missing forms will not be permitted to participate in field trips.**

Often a fee is required. Any parent who is unable to afford the fee should first contact their child's Guidance Counselor. Appropriate arrangements will be made. **No students will be excluded from trips for financial reasons.**

Students must use the transportation arranged for them by the school. If in an extraordinary circumstance a parent/guardian wishes to provide their own transportation, either to or from the event, they must submit "Transportation Waiver Form." A copy of this form can also be requested from the organizing teacher or from the Main Office.

During all field trips, it is essential that students be on their best behavior. For the safety of all and the smooth operation of the trip, it is vital that all students follow the explicit instructions of any teacher, staff member or chaperone, as well as those of guides or representatives at the actual event. All regular school rules, including the dress code and cell phone use, will be in effect unless students are directed otherwise by the teacher in charge of the trip. **Failure to observe proper conduct during a field trip may result in suspension from future trips and/or school disciplinary action.**

Bus Transportation To/From School and Field Trips

Students must follow all rules of safety that apply at school while riding on school buses. Any impropriety will be reported to the school administration and will be dealt with accordingly. Improper conduct may result in the withdrawal or suspension from the bus.

Boarding the bus:

- Arrive at the bus pick up point, at least five minutes prior to the bus arrival time.
- When waiting for the bus, stay away from traffic.
- Safe and respectful behavior is expected at all times.
- Line up away from the street or road as the bus approaches.
- Wait until the bus has stopped and the door opens before approaching the bus.
- Use the handrail when boarding.
- Go directly to your seat and buckle in safely into your seat belt.



Behavior on the Bus:

- Follow the driver's and/or teachers instructions at all times.
- Show courtesy, respect to the driver and all riders on the bus.
- Your seat belt must be fastened and worn correctly at all times.
- Keep your voice volume low. Refrain from making noises that could distract the driver.
- Stay seated at all times.
- Keep aisles clear of books and bags.
- Refrain from extending any part of the body or objects out of the window.
- Refrain from throwing anything in, out or at the bus at any time.
- Refrain from littering or damaging the bus. Bring any garbage off the bus with you.
- Refrain from eating or drinking on the bus.
- Refrain from opening windows unless authorized by the bus driver.
- Refrain from distracting the driver's attention by creating a disturbance or by interfering with another student or his/her belongings.
- Respect all equipment on the bus.
- Get your belongings together before reaching your stop.
- Wait for the bus to stop completely before unfastening the seat belt and getting up from your seat.

Exiting the Bus:

- Board and leave the bus only at your designated stop.
- Use the handrail when exiting.
- If you have to cross in front of the bus, first walk at least 10 feet ahead until you can see the driver.
- Make sure the driver can see you.
- Wait for a signal from the driver before crossing.
- When the driver signals, look left, right, then left again. Walk across the road and keep an eye out for sudden traffic changes.
- If your vision is blocked, move to an area where you can see other drivers and they can see you.
- Do not cross the centerline of the road until the driver signals it is safe.
- Stay away from the rear wheels of the bus at all times.

Bicycles, Skateboards/Use of Recreational Vehicles

Students are encouraged to ride bikes and skateboards to school as a good form of transportation and as healthful exercise. Bike racks are located on the east side of the building near the auditorium and outside of the gym entrance. Skateboards may be left at the main office. You are encouraged to register your bike with the Police Department, mark it with an etching tool, and to use a secure chain lock. Helmets are required by law to be worn by any child under the age of 17. The "Bicycle/Skateboard Permission Form" must be submitted only if your child would like to ride a bicycle or skateboard to school. This online form is shared with parents/guardians and posted on our website.



Lunch Services at TMS

All students eat lunch in the cafeteria. No one is excused to go home for lunch. Students may buy lunch or bring it from home. Glass bottles and containers are not permitted. Parents/guardians may not drop off lunch and food deliveries from restaurants are not permitted. Please talk to your child about advocating for themselves and speaking up to an adult if they ever forget their lunch. Students may purchase up to 2 school lunches on credit. They are not permitted to use a siblings' or friends' account.

Good behavior is expected during lunch. All students are to remain seated in the cafeteria except when they are getting food or cleaning up. **No food or drinks (excluding clear water) may be taken out of the cafeteria.** If a student fails to obey the adults in charge, or continually misbehaves, a referral will be made to the administrator in charge. Removal from the cafeteria, detention, and/or contact with a parent, are possible courses of action taken in such circumstances.

Refillable water stations are available in most hallways and the cafeteria. Students are encouraged to bring a reusable water bottle with them to school every day.

Food service at our cafeteria is provided by Pomptonian. To contact someone from their staff, please call the TMS Cafeteria Office at: 201-816-4958

Paying for lunch

You can set up a lunch account with Pomptonian. Once an account is created, you can add funds to the account either online or by submitting a cash or a check to the cafeteria staff. Students with a lunch account enter their student ID on the keypad at the register and the cost of lunch is drawn from the account. If you do not set up an account, students can pay with cash only. (Small bills only.) To set up a lunch account, go to www.payschoolscentral.com and follow the on-screen instructions.

To create an account, you will need your student's ID number. Find your student's ID number on the Parent Portal.

Free and Reduced Meal Application

The Application for Free and Reduced Lunch can be completed online through the Genesis Parent Portal Forms tab. Forms are also available in online fillable format and returned by email or post. Check our website or call the main office for information on obtaining a copy.

Birthdays

For **birthday celebrations** students may bring in cupcakes or similar easy-to-serve treats to be shared with his/her lunch table. **Students** should bring their treats to school in the morning and may keep them in the main office until lunch. **Parents/guardians may not drop off birthday treats to the school.** Items that require refrigeration are not permitted. Treats containing peanuts or tree nuts are not permitted. Locker decorations are not permitted.



Advisory

In very concrete and straightforward ways, the Tenafly Middle School Advisory Program reflects, promotes, and celebrates our "Tiger Stripes"! The TMS Advisory program is meant to complement the already stellar work we all do every day attending to the whole child as well as meeting the instructional needs of our students.

Though school reform efforts come and go, one abiding truth (especially in middle school years) is the concept that a student's sense of "belonging" in school is the foundation for future success. For over two decades, the trend in Middle School education has emphasized this need for student connectedness; a concept that refers to a school culture in which students have meaningful relationships with adults within the school, are engaged in the school, and feel a sense of belonging to the school. School connectedness correlates directly with low attrition and improved academic achievement (Blum & Libbey, 2004b; Klem & Connell, 2004; McNeely & Falci, 2004). Middle school reformers have consistently advocated advisory programs as a way to develop connections between pre-adolescents and their teachers (Jackson & Davis, 2000a; MacIver & Epstein, 1991). A lasting, meaningful relationship with at least one caring adult in the school is the cornerstone of connectedness (Jackson & Davis, 2000a; MacIver & Epstein, 1991; Scales et al., 2000). All of the 6th, 7th, and 8th grade lessons in this Advisory Guide were created with this concept of connectedness in mind.

Advisory meets once a week for 20 minutes. Parents/Guardians will be invited to an evening of Student Led Conferences on an evening designated for Conference Night.

Clubs/Co-Curricular Activities/Athletics

A list of clubs and activities is posted on the "Our School" section of our website, and is also posted for students in the "TMS STUDENT Google Classroom." This list includes a brief description of the club or activity, and dates and locations of meetings. In September, a "Club Fair" is held after school for students to attend and learn more about the requirements and time commitments for each activity. Students may sign up for more than one activity, however, students should not over commit. Late sign ups may be permitted depending on the activity.

Athletic teams require additional requirements and commitment. Late sign ups may not be permitted. Athletic participation and registration forms, including sports medical forms are due prior to the season starting. Detailed information is communicated with parents prior to the season and information is posted on our website. The Athletic Office must have on file or be provided with a valid sports physical in order to be able to medically clear each student athlete to participate in Tenafly School Sports.

Students will not be able to tryout or participate in a sport until their medical form is received, reviewed, and cleared.



Field Trips

Please reference the "Social Events and Class Trips" policy 5850 and regulation R 5850 on our district website.

From time to time, teams or grade levels will organize class trips to enhance student learning. Permission to attend field trips is contingent upon consistently appropriate behavior in school. Information about all such trips will be communicated in writing by the organizing teachers and will require permission from the parent/guardian. The "**Field Trip and Emergency Contact Form**" and "**Local Field Trip Form**" must be on file for the student. These are available to Parent/Guardians at the beginning of each year and copies of this form can also be requested from the Main Office.

Often a fee is required. Any parent who is unable to afford the fee should first contact their child's Guidance Counselor. Appropriate arrangements will be made. **No students will be excluded from trips for financial reasons.**

Due to the uncertainty of world conditions, it is possible that field trips might have to be canceled for security reasons, even at the last moment. The school will do all it can to obtain refunds, however, this cannot be guaranteed.

Students must use the transportation arranged for them by the school. If in an extraordinary circumstance a parent/guardian wishes to provide their own transportation, either to or from the event, they must submit "Transportation Waiver Form." A copy of this form can also be requested from the organizing teacher or from the Main Office.

During all field trips, it is essential that students be on their best behavior. For the safety of all and the smooth operation of the trip, it is vital that all students follow the explicit instructions of any teacher, staff member or chaperone, as well as those of guides or representatives at the actual event. All regular school rules, including the dress code and cell phone use, will be in effect unless students are directed otherwise by the teacher in charge of the trip. **Failure to observe proper conduct during a field trip may result in suspension from future trips and/or school disciplinary action.**



School Counseling

Grade 6	Ms. Lisa Rossi
Grade 7	Ms. Ellie Zerling
Grade 8	Ms. Colleen Fernandez

A counselor is a person who is trained to understand that students are unique and very important. Counselors try to help students succeed in school and to reach what they are capable of achieving. Most of all, they will listen to student questions and problems and try to assist. Individual counseling is one of the most important services we provide for students. Having difficulty in a class? Worried about a personal problem? Having a difference of opinion with a teacher? Come in and see your counselor. Students may come in anytime they have a pass from a class, at lunchtime, before school, or after school. Homeroom, recess and/or study hall is a good time to schedule a visit. Students can email their counselor or call to make an appointment (201) 816-4922 or 4923. Sometimes you have to wait a short time or even come back a little later, but you are assured to see a counselor. In case of an emergency, students may walk in anytime.

Parent Conferences

The best way for parents to see how their children are doing in class is to first discuss it with their child. Parent/teacher conferences can be requested by parents, teachers, counselors, or students. The Parent/Teacher and Team Conferences may be scheduled by contacting the teacher directly or calling 201-816-4922 to schedule an appointment. The Counseling Department is available to interpret and discuss the results of standardized testing with your parents and to keep them informed of other measures of academic achievement.

Family Conferences

It is not unusual for a student or a parent to request a conference that includes just the parent, the student, and the counselor. These conferences can be very helpful as they work together with you to make your experience at the Middle School a positive one.



Procedures for Resolving Complaints about Conduct of School Employees

Please reference the "Pupil Grievance" policy 5710 on our district website.

Constructive criticism of school employees is welcome on the assumption that it is motivated by a sincere desire to improve the quality of the educational program. Feedback enables school employees to perform their job more effectively.

Persons making complaints about school employees shall be referred to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools.

While always standing ready to consider constructive criticism or a complaint, the Board places trust and confidence in its employees and will support their actions in such a manner that they are protected insofar as possible from anonymous, unreasonable, or ill-considered complaints.

Affirmative Action

The Tenafly Public Schools provide equal opportunity in all areas. Affirmative Action policies apply within the classroom and in personnel practices. Individuals are treated on the basis of qualification, without regard for race, color, sex, age, marital status, physical handicap, national origin, or other improper standard. The district works hard to maintain an environment free from all forms of sexual harassment or intimidation.

It shall be the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Tenafly Public Schools staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communication of a sexual nature.



District Policies- Overview

Code of Student Conduct

Policy, File Codes 5600, 8467 and 8461

The Tenafly Public Schools values a community of students who work together to create a productive learning environment in which all students feels safe, secure and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's' needs, instill in our children a love for learning, and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violations of which they are aware with the expectation of no retaliation for such reporting, to respect others' person and property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others.

In accordance with New Jersey Administrative Codes, 6A and 18A the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct. These include fighting, physical contact (both that considered a danger and that not considered a danger), non-sexual harassment and bullying (both verbal and written – including notes and hit lists), internet in-school violation (inappropriate use), internet out-of-school violation (inappropriate use, e.g., slander or threats), sexual harassment and bullying (verbal – both mild and severe – physical – exposing oneself or sexual assault including exposing another), vandalism (both minor and major). Disciplinary sanctions include a number of responses to such disruptive behaviors ranging from a student and/or parent conferences to detention or suspension. The degree of sanction is contingent upon grade level (i.e., primary, intermediate, middle or high school) and whether or not the misconduct is a first or second offense. Violations regarding weapons or substance abuse are addressed in Board Policies #8467, #5611 and #5530. Violations involving bullying or harassment will be addressed in accordance with Board Policies #5512 and #5751 Students are accorded Due Process. The first step in this process is a conference with the principal who will designate the appropriate consequence with reference to the guidelines for district code of conduct. Dissatisfaction with the consequence can be appealed to the superintendent or his/her designee. Appeals to the Board can be made only in accordance with New Jersey code and statute. Students are responsible for being familiar with these policies.



Harassment, Intimidation, and Bullying

Policy, FILE CODES: 5512 and 5512.02

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

In compliance with state law, the Tenafly Board of Education prohibits acts of harassment, intimidation or bullying." Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that: 1) Is reasonably perceived as being motivated by either an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or 2) By any other distinguishing characteristic; and that 3) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that 4) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or 5) Has the effect of insulting or demeaning any pupil or group of pupils; or 6) Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil. "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

When students are found to be violating the policy, engaging in reprisal or retaliation against someone who reports a violation of the policy or falsely reporting allegations of harassment, intimidation or bullying as a means of retaliation or as a means of harassment, intimidation or bullying, the school district will take appropriate actions. Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performances and must be consistent with the Board's approved Code of Pupil conduct and N.J.A.C. 6A:16-7, Student Conduct.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All Board members, school employees and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received



information regarding any such incident. The Board required a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident.

The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

This policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parent who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

Provisions shall be made for informing parents/guardians whose primary language is other than English. Pursuant to N.J.S.A.: 18A:37-14 information regarding the district's policy against harassment, intimidation and bullying shall be incorporated into each school employee's, contracted service providers, and volunteers who have significant contact with pupils.

Pursuant to N.J.S.A.: 37-17(5)(a), the district and its schools will establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d



Dating Violence at School

Dating Violence is defined as a pattern of behavior where a dating partner (an individual involved in an intimate association with another that is characterized by the expectation of affection whether it is casual, serious or long term) threatens to use or uses physical, sexual, verbal or emotional abuse to control the other individual or dating partner.

Acts or incidents of dating violence at school – whether they are verbal, sexual, physical or emotional; or digital or electronic; or patterns of behavior which are threatening or controlling - will not be tolerated. The Tenafly Board of Education has adopted a dating violence policy, guidelines and procedures as outlined in Regulation 5519 for reporting and for responding to acts or incidents of dating violence at school.

Additional information regarding dating violence including the Board policy may be found on the district website.

Substance Abuse

Policy, File Codes 5530

The following procedures are designed to implement the Drug/Alcohol/Tobacco/Anabolic Steroids and Controlled Dangerous Substances Policy as adopted by the Tenafly Board of Education. They are designed to comply with statutory provision and to reflect the needs of the Tenafly schools. They apply during school hours, for students on school property, and for students at school activities. The Drug/Alcohol/Tobacco/Anabolic Steroids and Controlled Dangerous Substances policy can be read in its entirety on the district website (<https://www.tenaflyschools.org>).

Procedure for Referral of Student Suspected to be Under the Influence of a Substance

Whenever it shall appear to any staff member that a student may currently be under the influence of a substance, that staff member shall report the matter immediately to the school nurse, the Substance Awareness Coordinator, or medical inspector, and the principal and arrange for the immediate and tactful transfer of the student to the nurse's office. It is not the role of any staff member to make the determination of whether a student is under the influence. That determination will be made by an approved medical facility.

The nurse will assess the physical state of the student to determine whether a medical condition and/or emergency exists. It is not the nurse's role to determine if the student is under the influence of a substance. The school nurse, when present in school, shall document signs and symptoms and report findings to the principal or designee.

The administration shall file a Violence, Vandalism and Substance Abuse Incident Report with the Principal (if the test results are positive).



In instances where the school nurse, medical inspector, school physician, Substance Awareness Coordinator, and the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

The principal or his/her designee shall immediately notify the parent/guardian and the chief school administrator and arrange an immediate examination (within three hours of the initial referral) of the student by a physician licensed to practice medicine and osteopathy. The approved examination may be performed by a student's own health care provider if he/she can examine him/her within three hours at the parents own expense. If this is not possible, the examination shall be conducted by the school physician, or, if the school physician is not available, the student shall be taken to the nearest emergency room, hospital, or medical facility for examination. If available, a parent/guardian shall accompany the student, but this is not necessary if parents cannot be reached.

If the parent/guardian cannot be reached, a school administrator and/or designee accompanied by another staff member, acting "in loco parentis" shall accompany the student to the office of the school-appointed physician, hospital and/or medical facility.

If the parent/guardian transports the student they must go directly to the physician's office without making any stops and must not allow the student to eat or drink anything.

The school will provide a "Physician's Report" form (medical clearance) that must be completed by the treating physician. The doctor will diagnose, through examination and urine and/or blood analysis (blood test is for alcohol only), whether or not the student is under the influence of a substance (N.J.A.C.6A:16-4.3). If, at the request of the parent/guardian, a physician other than the medical inspector (school physician) conducts the medical examination, such examination shall not be at the expense of the Board of Education.