

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



2023-2024 TMS Student Handbook

Tenaflly Middle School

A Community of Caring & Excellence



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A Message from Mr. Fabbo

Dear Students,

At TMS we work as a family to make every year successful. We use teamwork, kindness, flexibility, and resilience as ingredients for our success.

Middle school is a magical place where children enter as elementary kids and leave as high school young adults. This is the place where you build independence, expand your social circles, and learn self-advocacy. It is a time to try new things, make mistakes, and experience failure. Do not fear failure as it makes you stronger and prepares you for life.

Please remember that at Tenaflly Middle School, we believe in these simple rules:

Take care of yourself.

Take care of each other.

Take care of this place.

Tenaflly Middle School is filled with love, laughter, and positive spirit. I am proud to welcome you to the 2023-24 school year and I hope we build lasting memories together. Thank you, in advance, for helping to make our school the best it can be and remember to live your dreams every day!

Mr. John D. Fabbo

Principal



What We Believe

Tenaflly 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

"Tenaflly 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.



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 guidelines for the letter grades in most classes:

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



School Rules

Code of Conduct

The TMS Code of Conduct
(guidelines for student behavior)

is based upon our

Tiger Stripes - honesty,
responsibility, caring, respect, trust
and our commitment to citizenship.

These principles apply always, in all

ways... in classrooms, on the fields, in extra-curricular clubs and activities, during lunch and recess, in our curriculum and in the ways that students represent themselves and our school in the community. Students are expected to abide by the values of our Tiger Stripes and the guidelines detailed in the Tenaflly Middle School Code of Conduct. The complete Code of Conduct and the full contents of the Tenaflly Middle School Student Handbook can be found on the TMS website.



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.



Cell Phones/Electronics/Personal Technology

Cell phones, Smartwatches, and other devices including personal laptops, must be away for the day!

Phones/smartwatches cannot be taken out at any time during the school day. Devices must be turned off (not silent or vibrate) and away in your locker from 8:25—2:57. Students are not to make or receive calls, texts, or alerts during the school day. All communication between home & school during the school day must go through the main office or the health office.

Failure to follow the above rules will result in cell phone confiscation, calls to parents, and digital daycare. Possession of phones, smartwatches and other digital devices in bathrooms and locker rooms will result in greater consequences.

Cell Phones and "Smart" Devices – Checklist:

- ☐ Cell phones and any other "smart" devices must be turned off prior to the start of homeroom.
- ☐ Cell phones and any other "smart" devices must be kept in a student's locker – not in clothing pockets or bags.
- ☐ If a student needs to make an emergency call during the day, the student must come to the main office and use the student phone or they may ask for permission to use their cell phone in the main office. Parents may call the school if they need to contact their student.
- ☐ If a student is not feeling well during the school day, they must go to the Health Office. The nurse will contact home as needed.
- ☐ Cell phones and any other "smart" devices may not be accessed in a classroom, library, common area, or restroom during the school day.
- ☐ Cell phones and any other "smart" devices may not be accessed during lunch, recess, study hall, transition times or between classes.
- ☐ Cell phones and any other "smart" devices can be turned back on after the dismissal bell to communicate directly with parents/friends.



Dress Code

At Tenaflly 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.

Lockers

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.

Locker decorations for birthday celebrations are **NOT** permitted.



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

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 Tena Fly 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 Consequence:

- **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.



Levels of Consequence, cont.

- **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.

Tips to Help You

What you can do to help yourself:

Before Class:

- Get a good night's sleep and eat breakfast
- Arrive to class on time and be prepared with required materials, including homework
- Write down and complete all assignments
- Understand expectations for all assignments
- Review class notes and homework
- Don't procrastinate - know your deadlines and plan ahead

During Class:

- Stay focused.
- Copy homework into your planner
- Take notes
- Ask for clarification when you don't understand something
- Refrain from side conversations

- If you don't "get it," ask a question
- Remember, it's OK to make mistakes. Mistake-making is part of the learning process!

Taking a Test or Quiz:

- Come prepared with all necessary materials
- Do not talk at all
- Keep your eyes on your own paper
- Don't allow others to copy from you
- Store your belongings under your seat
- Rely on your own preparation as you take the test
- Read and follow directions thoroughly and carefully
- Raise your hand if you have questions
- Make an honest effort; do your best!



What adults can do to help you

At Home and In School:

- | | |
|---|---|
| <ul style="list-style-type: none">● Help you learn and practice essential skills for success such as:<ul style="list-style-type: none">○ Time management○ Organization of materials○ Completion of homework○ Strategies for studying○ Self reflection○ Goal setting○ Paraphrasing○ Evaluating and citing sources● Help you plan ahead; create and maintain a calendar with upcoming tests, quizzes, assignments and extracurricular activities● Help you understand what it means to have integrity● Read and discuss the TMS Honor Code together with you● Keep lines of communication open and ongoing | <ul style="list-style-type: none">● Accept your mistakes and help you learn from them● Celebrate your achievements!● Give appropriate help when you need it● Check that you understand your school and teachers' expectations for behavior, assignments, homework, attendance and absences from school● Model respectful behaviors● Avoid environments that might tempt you to cheat● Help you to live a healthy lifestyle and encourage you to do your best● Help you to enjoy your time in school! |
|---|---|

What to do if you are feeling sick at school

Go to the school nurse! Students who become ill during the school day should report to the nurse. In the event the nurse is not available, students should report to the main office. Students are not permitted to call parents directly to seek dismissal from school. Only the nurse or the main office can excuse a child for illness.

What if you forget something you need at school or your lunch ?

Students must show up to school prepared for their entire school day. We do not allow parents to drop off any forgotten items including lunch, food, money, Chromebooks, homework, projects, instruments, supplies, cell phones, or other personal items. When a student forgets something that he/she needs for school, we see this as an opportunity for them to learn and take responsibility for themselves. If you forget your lunch, come to the main office - they will help you! Students may be loaned money or receive a credit for up to 2 school lunches at the cafeteria.



Something to Think About...

Dear Students,

After a weekend celebration, students who attend a party will often wear clothing they received as a party gift to show their support for the student who had the celebration. I had conversations with students, teachers, parents, administrators, and community leaders throughout the years to gain some different perspectives. I learned many things and heard many opinions. While I can see both sides of the argument about whether or not everyone should wear gifted clothes on the same day, I have come to the conclusion that it has a negative impact on the school community. I understand the intention of having these mementos is never to hurt anyone's feelings or send a message of exclusion, but unfortunately these are the unintended consequences.

I am asking for your help with this and to empower you to make decisions that will send a positive message. I am not banning the practice of wearing shirts from parties, but I am asking you to not wear them all on the same day. As you mature, you begin to realize that you can have an impact on the lives of others.

There are a few ideas I hope you consider if you are thinking of handing out clothing at a party. Perhaps telling your friends not to all wear the clothing on the same day will avoid having someone feel like they were not worthy enough to be on the invite list. Maybe just having a great celebration on the weekend is enough and you don't need further validation on another day. Maybe instead of a shirt or sweatshirt, something else is given out that doesn't have to be worn in school. Maybe you even tell your parents that they can use the money they would spend on clothing for something else, perhaps a charitable donation. This is not intended to start a debate or to have further discussion. It is to share with you my views on something I observed over my years here and to ask for your help in making our school better.

As always, thank you for your help and support.

Mr. Fabbo, Principal



Your Words Matter!

Dear Students,

Last year we started a campaign to promote the use of positive language and eliminate words that are hurtful and offensive. Cursing, racial slurs, and other demeaning comments have no place in our school. Anything you say here must pass through the school filter. You should know that a filter holds things back from getting through. When you make coffee, there is a filter that keeps the grinds from getting through. A tea bag holds the tea leaves so that they don't end up in your cup. The school filter prevents offensive words from being said at school. Just like when you attend a religious ceremony or go out to dinner with your family, you use manners and appropriate language. At school we sometimes forget to use our filters because we are having fun surrounded by friends, but this cannot happen. Anytime you are on our school campus, inside or outside, you must filter out the inappropriate words. Never say anything here that you would not say at your grandparents' dinner table.

This rule also applies to your phone and what you type in texts or social media- Never type anything into your phone that you would not say out loud in front of your parents!

Thank you for your help and support.

Sincerely,

Mr. Fabbo, Principal



Necessary Nine

I Will....

1. Arrive to school and class on time
2. Dress appropriately for school.
3. Keep my phone off and in my locker for the duration of the day.
4. Sign out clearly and take a hall pass when leaving a classroom.
5. Treat all member os our school community with respect: students, teachers, substitute teachers, paraprofessionals, custodians, secretaries, lunch aides, cafeteria staff, administrators, and visitors.
6. Do my homework, complete my own classwork, and use my own words.
7. Walk appropriately in the hallways, keeping my hands and feet to myself.
8. Be silent during all safety drills and emergencies.
9. Use technology appropriately, according to the Tenaflly Public Schools "Acceptable Use of Computer Networks/Computers and Resources" policy.





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 spills 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

- You must bring your Chromebook 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 comparable replacement.
- Only use the Chromebook charger provided. If you have lost your charger, you may be responsible for replacing it.



Chromebooks, cont.

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 Tenaflly 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.



TMS Student Handbook 2023-2024

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 Tenaflly 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.tenaflly.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.

How to Spot a Scam Email

Email scammers are tricky! They send emails that look legitimate but are actually viruses in disguise. The email may look like it is from someone familiar - our Technology Department, a teacher, or even a friend – but it's actually an internet crook trying to steal information from you or infect your account with a computer virus. Clicking on a scammer's bad link can cause big problems, slowing down our network and even resulting in disabling your account.

Here are some helpful tips:

- Only click on links when you are 100% certain that you know the person and the reason for an email.
- Emails that come from your teachers or another Tenaflly staff members are usually okay, but verify the email address (name@tenaflly.k12.nj.us) and
- Verify that the content makes sense coming from the sender (i.e., a fellow student will never ask you to click a link to update account information or contact IT).
- Emails that end with @google.com are usually safe – this is NOT @gmail. Most spam will typically come from Gmail accounts, not the @google.com.
- When a teacher shares something with you through Google, the sender will look like this:
"Name" (via Google Docs)
<drive-shares-noreply@google.com> OR "Name" (via Google Docs) name@tenaflly.k12.nj.us.
- Not sure if an email is spam? Send a SEPARATE NEW email message to the sender (do not select Reply) and ask if they sent the information. Do not click on any links.



Gimme Five

1. Get in the Game!

- Participate in school activities
- Focus during daily lessons
- Join clubs
- Provide community service
- Do your work!
- Bring your best every day

2. Every Student, Every Day!

- Stay connected and talk to each other
- Start new friendships
- Remember The Golden Rule
- Wear your team t-shirt
- Invite others to sit with you at lunch
- Say hello and smile in the hallway

3. It's "Gotta" be Fun!

- Keep a positive attitude
- Bring new ideas
- Get excited about learning
- Laugh!
- Attend S.O. nights and other special events
- Accept challenges and share your spirit and enthusiasm

4. Build your Grit!

- Embrace failure
- Have a growth mindset
- Be assertive
- Earn your independence and be persistent
- Don't give up when faced with difficult challenges
- Stand up for yourself and others
- Be a leader and stomp out all bullying
- Never let social media define you

5. Tell Us When...

- Good things happen
- You need help
- You are worried about a friend
- You reach your goal
- You are proud
- You set new goals and how we can help you reach them
- You have ideas on how to make our school better