2025-2026 TMS Student Handbook

Tenafly Middle School

A Community of Caring & Excellence

MS Administration

Mr. Patrick Comey, Principal
Ms. Cathy Paz, Vice Principal
Ms. Daryl George, Vice Principal

TMS School Counselors

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

Team Leaders

Ms. Brooke Levine, 6 Indigo
Ms. Michelle Preolo, 6 Navy
Ms. Dani Katz, 6 Turquoise
Ms. Tara Miller, 7 Blue
Ms. Kim Stivers, 7 Maroon
Ms. Christine Phommathep, 7 Purple
Ms. Andrea Florczak, 8 Green
Mr. Anthony Zorovich, 8 Red
Mr. Anthony Vagnone, 8 Teal
Ms. Stacey Lanni, IA

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Tenafly PUBLIC SCHOOLS

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A Message from Mr. Comey

Dear Students,

Welcome to a brand-new school year at Tenafly Middle School! At TMS, we think of ourselves as a family—supporting one another and working together to make every year a success. Our "secret recipe" for that success is made up of teamwork, kindness, flexibility, and resilience.

Middle school is a truly special time. It's a place where you will grow in independence, discover new interests, build friendships, and learn how to advocate for yourself. You'll have opportunities to try new things, celebrate successes, and yes — even make mistakes along the way. Please remember: mistakes are not something to fear. They help you grow, strengthen your character, and prepare you for all of life's challenges.

At Tenafly Middle School, we keep our community strong and caring by following three simple rules:

- Take care of yourself.
- Take care of each other.
- Take care of this place.

I am so excited to welcome you into this community and can't wait to see the lasting memories we'll create together. Thank you, in advance, for all that you will do to make TMS the very best it can be. Let's make this a year full of learning, friendship, and fun!

Mr. Patrick E. Comey
Principal

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 of 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

Students should arrive at school between 8:00am and 8:15am. 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 entry 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. Students arriving early must use the Sunset Lane entrance and sign in.

Attendance

Absences

Parents must report all student absences through the Genesis Parent Portal.

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 or "Take Your Child to Work Day" pursuant to N.J.S.A. 18A:36-14
- 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. Students missing more than 18 school days may result in retention at grade level. Warning notification letters will be sent each trimester once a student has reached the below limits:

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

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

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.

Excessive Lateness

Daily lateness records are kept and limitations for each student are cumulative.

- 1st incident - 4th incident: parent notification
- 5th incident: parent conference with administration
- 6th incident - 9th incident: parent notification
- 10th incident - 14th incident: early morning detention
- 15th incident: in-school suspension
- 16th incident: additional consequences & possible referral (I&RS, West Bergen, etc.)

Tenafly PUBLIC SCHOOLS

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

School Material on Loan: Textbook, Instruments, etc.

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, Genesis Gradebook will be locked until payment is received and students 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 must bring their Chromebooks fully charged to school every day and are required to carry their Chromebook between classes using the bag provided or they may bring their own bag that is intended to carry a laptop. Students are responsible for the care of their school-issued Chromebook, and are held accountable if it is lost or damaged.

Cost for Chromebook Repairs

In accordance with Policy 7523, School District Provided Technology Devices to Students, the parent and/or student shall be responsible for any loss or damage to devices provided to students. School administration and Technology Services will determine if device damage is the result of defects in vendor materials or from accidental misuse.

As cited in the release form signed at the beginning of the year, you are responsible for the related charge(s) below. Several repairs within the same level below will require payment for each repair at that level. For example, if you have a broken keyboard and trackpad, you will pay for each repair, for a total of $110.00. If multiple major repairs exceed full chromebook replacement, you will only be charged for full chromebook replacement cost of $425.00.

- $45.00 Charging Adaptor USB-C Replacement
- $55.00 Minor Repair (keyboard, screen bezel, trackpad, etc.)
- $175.00 Major Repair (motherboard, cracked screen etc.)
- $425.00 Full Chromebook Replacement

Once the student receives notification that the device has been repaired and is ready for pickup, they should proceed to the designated repair location at the school. If the device is not collected on the first day the student is present in school, the loaner device will be disabled. Additionally, access to Genesis will be suspended until full payment is received.

Technology Issues, Repairs to Chromebooks, and Loaner Chromebooks

- Students having network issues or damage to their Chromebook must report it to the school and hand it in for repairs when necessary. Students must bring their Chromebook to the TMS Technology office, room 104.
- When a Chromebook is sent out for repairs, students will receive a loaner Chromebook and charger which must be returned promptly **and without damage** when their school-issued Chromebook has been repaired or replaced.
- We have a limited number of Chromebooks to loan and there is no guarantee that a Chromebook will be provided.
- If the device is not collected on the first day the student is present in school, the loaner device will be disabled.

Where to find "Helpdesk" Ticket Information on Repairs

When a Chromebook is handed in to the Technology department for repairs, a "Helpdesk" ticket is issued.

- Students are emailed every time there is an update on your Chromebook's repair. The email comes from the sender "Notifications."
- Parents can check the status of the repair through the "Incident IQ" Website.
    - Instructions and link to "Incident IQ" are posted on our website: https://www.tenaflyschools.org/departments/technology/help-desk
    - Parents will need the student's Network ID and Password

Lost or Forgotten Chromebooks

When a student loses or forgets their Chromebook, we will not provide a loaner Chromebook. Parents/guardians **are not** permitted to drop off forgotten Chromebooks or Chromebook chargers at the school. Students must report lost Chromebooks immediately to the main office. Chromebooks that are not found after an extended period of time may be locked, and the last usage tracked. Parents/guardians will be charged for a school-issued Chromebook replacement if the device is not found.

Rules and Guidelines

- Students must bring their Chromebooks fully charged to school every day. 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. This is considered deliberate damage and a fine will be applied.
- 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 let the Technology department know and they will print a new one for you.
- 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, please report it to the Technology department.

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.
- 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.
- Know where your Chromebook is at all times and never leave your Chromebook in an unlocked locker.

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

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.

Lockers are to be kept neat and orderly at all times. Food should be discarded or consumed in a timely manner. If any packaging is open, students must remove that by the end of the day. Additionally, nothing is to be affixed to the locker itself unless it is attached with a magnet. There are to be absolutely no stickers or tape of any kind in or on your locker.

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

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.

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 **cell phones** or items needed for **medical reasons, which includes eyeglasses or hearing aids.**

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.
- Using AI, ie. ChatCPT, when not authorized by the teacher to do so.

Plagiarism and Citing Resources

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 be 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), including AI.
- 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:** The teacher will meet with the student to discuss the incident of cheating/plagiarism, explore the reasons behind it, and find solutions to prevent it in the future. Students may be given the opportunity to redo the assignment with or without penalty, at the discretion of the teacher and administrators. 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 with a penalty. 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 in person or by phone 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. Parents must attend a conference with the TMS Core Team 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 and will be assigned detention(s) and possibly in- or out-of-school suspension.

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

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.

Cell Phones/Electronics/Personal Technology

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 rules will result in cell phone confiscation, calls to parents, and digital daycare. 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 may not wear:

- Flip flops or slippers. Shoes must 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. Students should come to school with their lanyards every day. They must wear their lanyards, specific for each grade, 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.

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.

Tenafly PUBLIC SCHOOLS

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 - 4th incident: parent notification
- 5th incident: parent conference with administration
- 6th incident - 9th incident: parent notification
- 10th incident - 14th incident: early morning detention
- 15th incident: in-school suspension
- 16th incident: additional consequences & possible referral (I&RS, West Bergen, etc.)

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

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.

- Parents/guardians may not drop off lunch.
- Food deliveries from restaurants are not permitted.

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.

Buying Lunch - Cash or Account

Students can play with cash (no credit cards) using small bills only, or your parents ccan set up an account with Pomptonian. Students with a lunch account enter their student ID on the keypad at the register.

Forgotten Lunches

Parents are not allowed to drop off lunch. Please report your forgotten lunch to someone at the main office. An adult will make sure that the student is allowed to purchase from the cafeteria on credit. Students are not permitted to use a siblings' or friends' account.

Clubs/Co-Curricular Activities/Athletics

A list of clubs and activities is posted on 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 try out or participate in a sport until their medical form is received, reviewed, and cleared.

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
- Email your teacher if you need further help or explanation

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!
- Ask your teacher to clarify or explaining the instructions or content

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:

- Help you learn and practice essential skills for success such as:
    - 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
- 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. Using personal technology to call home my result in cell phone confiscation and/or detention, as per our school rules.

What if you forget something you need for school or you forgot 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! An adult will make sure the student is allowed to purchase from the cafeteria on credit. Students are not permitted to use a siblings' or friends' account. Parents/guardians may not drop off lunch and food **deliveries from restaurants are not permitted**

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. Comey, Principal

Tenafly
PUBLIC SCHOOLS

Your Words Matter!

Dear Students,

At Tenafly Middle School we strongly 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. Comey, Principal

Tenafly
PUBLIC SCHOOLS

To have a GREAT TIGER day

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. Obtain a hall pass when leaving a classroom, and walk appropriately in the hallways, keeping my hands and feet to myself.

5. Treat all members of 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. Remember that my words matter and use language that is school appropriate.

8. Be silent during all safety drills and emergencies.

9. Use technology appropriately, according to the Tenafly Public Schools "Acceptable Use of Computer Networks/Computers and Resources" policy.

10. Be responsible for the care of my Chromebook and will be accountable if it is lost or damaged.

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