



Tenaflly High Schools
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Dear Parents/Guardians,

As a follow up to the previously-sent letter to families, Tenaflly High School would like to announce three important changes affecting Tenaflly High School students regarding student cell phone and internet-enabled device usage, attendance, and the collection of all school-issued Chromebooks. We encourage you to read this information carefully and discuss it with your student.

Cell Phone & Internet-Enabled Device Policy

To promote student learning, minimize distractions, and support a safe school environment, student use of personal electronic devices is restricted during the school day.

For the purposes of this policy, internet-enabled devices include but are not limited to:

- Cell phones
- Smartphones
- Smartwatches capable of messaging or internet access
- Wireless earbuds/headphones connected to phones
- Tablets or similar personal devices
- Smartglasses

Bell-to-Bell Expectation

Students are not permitted to use internet-enabled devices at any time in the building during the school day, including:

- Instructional time
- Passing periods
- Lunchtime if students remain **in the building**
- IDTs if students remain **in the building**
- Bathrooms
- Hallways or common areas
- In the Library
- In internal courtyards

Storage requirement

Students must:

- Turn off their internet-enabled devices before they enter the building at the start of the school day, and
- Store devices in their backpacks or lockers.

Devices may not be kept on a student's person, in clothing, or otherwise accessible during the school day.

Exceptions

Use of a personal electronic device may be permitted only:

- Authorized by a teacher for instructional purposes
- Required for a documented medical need
- Approved by the administration in emergencies

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Students must follow all staff directions regarding device use.

Consequences: Annually

First violation:

- The device is taken by the staff member.
- The teacher will hold onto the device until he/she has the opportunity to bring it to the Vice Principal's office. The teacher labels the device and confirms the student's name by student ID if unknown.
- Device held in the Vice Principal's office.
- Parent/guardian must pick up the device by 3:30 pm, or if they are unable, the parent can retrieve it the following day.
- Detention (1 day).

Second violation:

- The device is taken by the staff member.
- The teacher will hold onto the device until he/she has the opportunity to bring it to the Vice Principal's office. Teacher labels device; confirms student name by student ID if unknown.
- Device held in the Vice Principal's office
- Parent/guardian must pick up the device by 3:30 pm, or if they are unable, the parent can retrieve it the following day.
- Digital Daycare (device check-in/check-out with admin each day - 3 days)
- Detention (3 days)
- Closed Campus (3 days)

Repeated Violations 3+:

- Digital Daycare (amount of time will vary) 5+ days
- Closed Campus (amount of time will vary) 5+ days
- Loss of privileges (school events, activities)
- Parent conference
- Saturday Detention
- Possible Suspension

Refusal to Surrender Device

If a student refuses to surrender a device when directed by staff:

- Will be considered insubordination and will result in disciplinary action in accordance with the District Code of Student Conduct, which may result in suspension.

Responsibility

Students bring personal electronic devices to school at their own risk. The school is not responsible for lost, stolen or damaged devices.

Internet-Enabled Device Accommodations

Parents/guardians may request an accommodation for a student who requires access to an internet-enabled device during the school day.

- Requests must be submitted **in writing to the Principal or Vice-Principal**.
- Requests should include **supporting documentation** from a physician, Child Study Team, or other appropriate source explaining the need for the accommodation.
- Parents/guardians will be notified of the **approval or denial within five (5) school days** of the school receiving the request.

Emergency School Closures

If an emergency prevents students from retrieving their stored devices or other belongings, students will be allowed to retrieve their items **once the building has been cleared for safe re-entry**.

Attendance

Class Attendance & Tardies

In order to help our students maximize learning and develop responsibility, Tenafly High School is implementing measures to promote punctuality. As part of that effort, beginning this school year the following rule will be in place: For every four (4) unexcused tardies to a particular class, students will accumulate one (1) unexcused class period absence for that course, which will count towards the maximum allowable absences limit and loss of credit.

Additionally, any student absent from a class period for a cumulative fifteen (15) minutes or more will be considered absent from that class for the day. This includes any combination of time due to late arrival, early dismissal, and/or breaks taken outside of the classroom during the period.

Religious Holidays

As part of the prior notification requirement for excusing student absences due to religious observances, Tenafly High School asks that you please complete this form by listing any anticipated religious observances/holidays that may result in your student's absence from school.

[Anticipated Religious Holiday Absence Form](#)

For such an absence to be excused, it must be entered in this form by September 30th, 2026, and be included on the New Jersey Department of Education's *List of Religious Holidays Permitting Pupil Absence From School*. Only the holidays themselves may be excused; absences resulting from travel related to holidays are not included.

Like all other types of student absences, these absences must also be reported to the Attendance Office in the Genesis Parent Portal for each day, with the name of the holiday included in the reason for absence.

Students remain responsible for communicating with teachers regarding missed assignments, assessments, and make-up work in accordance with school policy.

Additional information on THS Attendance policies and reporting instructions can be found on the [THS Attendance Page](#).

Chromebook Return–August 31, 2026

We are very excited to announce that the TPS Technology Department will have a new Chromebook ready for every THS student on the first day of school. The collection of current devices and the distribution of new ones will take place during homeroom on August 31st.

In order to receive their new Chromebook, students must bring their current district-issued Chromebook and charger to school on that day to avoid having a fine issued. Chromebook bags will not be collected, so if your student has one, they may find another purpose for it. Any student who does not return their Chromebook and/or charger on this day should return it directly to the Technology Office.

Upon return of their old device, each student will receive the following:

- One new Lenovo Chromebook in a protective case, labeled for each student
- One device charger per student, labeled for each student

* Please note that Chromebook bags will not be provided.

A special thank you to the Technology Department for the tremendous amount of work over the summer that went into making this possible.

Thank you for your attention to these important matters.

THS Administration