

Dear Parent/Guardian:

As principal of Tenafly High School, it is my pleasure to welcome everyone to the 2017-2018 school year. Our online documents are very useful in helping you and your child have a successful experience at THS. Please take a few minutes and visit the District website at <http://www.tenafly.k12.nj.us/> and sign up for the following:

- **Honeywell Alert and Notifications:** to receive important school announcements including school closings (this is only necessary if you do not already have a Honeywell Account).
- **Genesis Parent Portal:** Do not sign up for the Parent Portal if you have already signed up for it previously. Parents/Guardians will receive a District Honeywell Notification which will direct you to the *Forms* tab in the Genesis Parent Portal to acknowledge and authorize required permissions. **You are required to answer with either a *yes* or a *no* to each permission question in order to have full access to the parent modules.** Please complete these items by August 28 so that you may access your child's schedule, and please be reminded that this is your portal, and your child should not have access. Also, please keep your contact information up to date. Thank you.

The Tenafly High School webpage offers a wealth of information and is updated on a regular basis. <http://hs.tenafly.k12.nj.us/?sessionid=d7350957934b1699f1852483c6c8387c&t>

The Tenafly High School homepage includes the following:

- Schedule of A through E Days
- Lab Schedule
- Student Lunch (Cashless Swipe Card)
- Free and reduced lunch program information and application for students in need
- District Announcements (FERPA, Grievance Procedure for Discrimination Complaints, Emergency Plan Letter)
- Opening Schedule for September 5
- School Supply List
- THS Planner
- H.S.A. Dues
- H.S.A. Tribute Wall
- THS Anti-Bullying Action Plan (HIB)

On the left-hand side of the homepage is a menu of tabs.

The **Attendance** tab offers the following items below. Please note our visitor's entrance and protocols have changed. In the interest of school security, visitors will not be allowed into our building without a pre-set appointment.

- Attendance Appeals Committee
- Bell Schedule
- Chronic or Recurrent Medical Conditions
- Delayed Openings and School Closings
- Extended Consecutive Absences
- Makeup Work
- Maximum Absence Limits
- Religious Holidays
- Request a College Visit
- Request an Early Dismissal
- Requirement for Participation in School Activities
- Truancy and Class Cuts
- Verify a Late Arrival
- Verify an Absence
- Visitors

The Tiger Q student handbook and the Program of Studies are located under the **Important Documents** tab. It is imperative that you and your child read the handbook.

Also under **Important Documents** is *Highlights for Your Reference* which includes the following:

- Academic Integrity
- Academic Integrity Referral
- Appeal Course Level Recommendations
- Dating Violence Reporting Form
- Department Offerings
- GPA Charts
- Grade Reporting for Full Year Courses
- Graduation Requirements
- HIB Reporting Form
- Individual Decision Time
- Mid- & End-of-Course Assessments
- R-Rated Procedures
- Scheduling and Level Changes
- Sexual Harassment Policy
- Senior Parking Lot Contract
- Student Government
- Testing and Evaluation
- Tiger Point System
- Transportation Waiver

Under the **Health Office** tab the following forms are included:

- Field Trip Medical Form
- Health History Form
- Medication – RX Administration Form

It is extremely important to ensure that the highlighted medical forms remain current. Please contact the Health Office if you have any questions or concerns.

Visit the THS **Calendar** tab to access important dates and times. Please note the following upcoming THS dates:

- **Student Schedules:** available only through the Parent Portal on August 28
- **Parent Portal Permissions:** available on August 28
- **Back-to-School Night:** September 14 at 7pm
- **H.S.A. Meeting:** September 7 at 7pm in the THS Library Media Center
- **Parent/Teacher Evening Conferences:** November 30 and March 22, 5:30 – 8:30pm

I wish you and your entire family a healthy, productive, and rewarding journey in the new school year.

James O. Morrison  
Principal