

Dear Parents/Guardians:

As we prepare for the 2016-2017 school year, school safety and security remain at the forefront of our decision-making. We request your assistance in helping us to implement and reinforce a few key elements that we will be focusing on this year.

### **Update Contacts**

We have opened up the Parent Portal feature for parents/guardians to update their own information as well as emergency contacts. To maintain the integrity of your information in our system, please ensure that only you as parent/guardian have access to this section via your password. It is very important for us to have updated and accurate contacts for parents/guardians. We will close the ability to edit information by October 1<sup>st</sup> so please take the time now to make sure contacts are updated.

### **Visitor Entrance**

We have added additional visitor parking spaces on Westerly Drive as we will channel all visitors to THS to the main entrance on the west side of the building (where you enter for Guidance and Attendance for our returning parents/guardians). In addition, 15-minute parking is available on Newcomb and Hickory Avenues as indicated on the posted signs. By limiting visitors to this single entry point, security will be enhanced. Visitors will be asked if they have an appointment and/or the reason for their visit. They will be asked for identification and will be required to sign-in and sign-out. Thank you for your cooperation!

### **Non-Emergency Drop-Offs**

We ask parents/guardians to limit non-emergency drop-offs of items for their son/daughter (ex. lunch, drinks, money, athletic equipment, etc.) While we understand and appreciate that there will be occasions when such things are forgotten or circumstances requiring parent/guardian attention, we request that every effort be made to keep such situations to a minimum in order to enhance school security.

### **Verify Absences and Late Arrivals**

Call 201-816-6625 before 8:05 AM or email Ms. Denyse Ryan [dryan@tenafly.k12.nj.us](mailto:dryan@tenafly.k12.nj.us) or Ms. Michelle Tavares [mtavares@tenafly.k12.nj.us](mailto:mtavares@tenafly.k12.nj.us).

### **Request an Early Dismissal and Signing Out**

To request an early dismissal, students are required to present a note to the Attendance Office from a parent/guardian upon the student's arrival to school. In lieu of a phone call, e-mails may be sent at that time from parents/guardians to Ms. Ryan and Ms. Tavares at the email addresses above. In addition to the written notice to school, parents/guardians (or one of their designated emergency contact persons as documented on the parent portal) are required to physically come to the school building to retrieve their child and sign him/her out of school. We request parents/guardians and students to limit the number of requested early dismissals. As outlined in Board Policy #5230, justifiable reasons for early dismissal include: Medical or dental appointments which cannot be scheduled outside of school hours, medical disability, motor vehicle driver's test, interview for college entrance or employment, family emergency, court appearance, and such good cause as may be acceptable to the Administration.

As we continue to focus on school safety and security, we appreciate your cooperation and attention to these matters.