



Mary Harrison  
Principal, Fox Lane Middle School  
mharrison0486@bcsdny.org  
(914) 241-6144

Amanda Gerber  
Assistant Principal, Fox Lane Middle School  
agerber2981@bcsdny.org  
(914) 241-6077

Kevin Hanlon  
Assistant Principal, Fox Lane Middle School  
khanlon4979@bcsdny.org  
(914) 241-6125

Timothy Montalvo  
Assistant Principal, Fox Lane Middle School  
tmontalvo5119@bcsdny.org  
(914) 241-6106

### Important Information to Know

Absences	Attendance line	914-241-6000	
School Dismissal Manager	Barrie Sacks	914-241-6162	<a href="mailto:Bsacks4773@bcsdny.org">Bsacks4773@bcsdny.org</a>
Secretary to Principal	Donna Kassman	914-241-6126	<a href="mailto:Dkassman4706@bcsdny.org">Dkassman4706@bcsdny.org</a>
East – House Secretary	Susan Weeks	914-241-6007	<a href="mailto:Sweeks1150@bcsdny.org">Sweeks1150@bcsdny.org</a>
East - Counselor	Norma Robles	914-241-6105	<a href="mailto:Nrobles2129@bcsdny.org">Nrobles2129@bcsdny.org</a>
South – House Secretary	Cheryl Tarquinio	914-241-6104	<a href="mailto:Ctarquinio2583@bcsdny.org">Ctarquinio2583@bcsdny.org</a>
South - Counselor	Amy Diaz	914-241-6110	<a href="mailto:Adiaz0291@bcsdny.org">Adiaz0291@bcsdny.org</a>
West – House Secretary	Lorraine Socorro	914-241-6120	<a href="mailto:Lsocorro3050@bcsdny.org">Lsocorro3050@bcsdny.org</a>
West - Counselor	Steve Quinn	914-241-6122	<a href="mailto:Squinn0903@bcsdny.org">Squinn0903@bcsdny.org</a>
Nurse	Barbara Ingraldi	914-241-6131	<a href="mailto:Bingraldi1938@bcsdny.org">Bingraldi1938@bcsdny.org</a>
Transportation		914-241-6001	
Parent Technology Support	Technology Dept		<a href="mailto:parenttechsupport@bcsdny.org">parenttechsupport@bcsdny.org</a>
Parent Portal Support	Technology Dept		<a href="mailto:esdportaladmin@bcsdny.org">esdportaladmin@bcsdny.org</a>

**Absences:**

If your child will be absent, tardy or leaving early, enter the information in **School Dismissal Manager** using the website or the App by 10:00 AM. [Click here](#) to be directed to the website.

If you have difficulty using **School Dismissal Manager**, call Mrs. Sacks at 914-241-6162 for help getting set up with the system. **DO NOT CALL THE MAIN OFFICE FOR ABSENCES.**

**Late arrivals:**

Use **School Dismissal Manager** ([click here](#)) to let us know your child will be late. When you arrive, your child should enter school via the Central Building and must check-in at the Welcome Center to get a pass before going to class.

**Early dismissal:**

If your child will be leaving school early, please enter this information in **School Dismissal Manager** ([click here](#)). When you arrive, you need to enter the school via the Central Building, show ID and sign your child out. Students will not be given dismissal passes so expect to wait a few minutes while we call your child out of class to meet you.

**Daily bus changes:**

If you would like your child to ride home on a different bus, that **MUST** be entered in School Dismissal Manager. Otherwise, your child will not be permitted on a bus other than their assigned one.





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**Walking to the High School:**

If you would like your child to walk to the high school at dismissal time, you need to enter that in **School Dismissal Manager** ([click here](#)) and let us know **who** they are meeting and **where** they are meeting.

