GROVER CLEVELAND MIDDLE SCHOOL
STUDENT HANDBOOK AND PLANNER
2026-2027

As we continue to celebrate the 100th anniversary of Grover Cleveland Schools—originally Grover Cleveland High School (1926–1959) and Grover Cleveland Middle School since 1960—we are proud to continue to celebrate our commemorative logo created by GCMS Art Teacher Ms. Nikolette Sciancalepore. Her talent and vision have brought this centennial symbol to life, capturing the spirit and legacy of our schools. The logo will be featured throughout the year as a unifying emblem of our proud past and bright future. We look forward to celebrating this milestone with you!

GROVER CLEVELAND MIDDLE SCHOOL ADMINISTRATION

John Bertollo, Principal
Danielle Jeffers, Vice Principal

CENTRAL OFFICE ADMINISTRATION

Dr. Lydia Furnari, Interim Superintendent
Brian McCarthy, Business Administrator
Jameel Misbahuddin, Director of Secondary Education
Erin Madara, Director of Special Education

BOARD OF EDUCATION

Julianne Grosso, President
Christopher D'Ambola
Marisa Landolfi-Jefferson
Danielle Mack, Vice-President
Terri DiMartini-Greenlee

SOCIAL MEDIA ACCOUNTS

Follow us on Instagram: @CWCGCMS
GCMS Website: http://www.cwcboe.org/o/gcms

The 2026-27 Student Planner Cover was designed by 8th grader Mason Menneto.
Additional artwork was provided by 8th grader Richard Tibang.

An updated version of the Grover Cleveland Middle Student-Parent Handbook may be found online, at www.cwcboe.org. Any changes to our policies and procedures will be directly communicated to families and students and updated on our website.

STUDENT NAME: _____ GRADE: _____

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I. GENERAL INFORMATION

TELEPHONE DIRECTORIES

HARRISON SCHOOL

Superintendent (office)	973-228-6979
Assistant Superintendent	973-228-6979
Business Office	973-228-3360
Special Services	973-228-5291
Director of Secondary Education	973-228-6981

GROVER CLEVELAND MIDDLE SCHOOL

Main Office	973-228-9115
Nurse	973-228-7472

Regular Class Schedule

8:15 A.M.	Teachers report
8:30 A.M.	Bell rings for students to enter the building and report to period 1.
8:35 A.M.	Period 1 Begins. Teachers take attendance and send through Genesis to Ms. Karlsen.
9:25 A.M.	Flag Salute
2:45 P.M.	End of the day announcements are made
2:50 P.M.	End of school day
3:30 P.M.	Teachers dismissed

Early Dismissal Days

Period 1 will begin at 8:45 A.M.
Lunch is NOT SERVED on days of early dismissal.
Pupils will be dismissed at 12:40 P.M.

Delayed Opening Days Schedule:

10:25 A.M.	Bell rings for students to enter the building and report to the first designated period.
10:30 A.M.	The first designated period begins and students follow their regular schedule for the remainder of the day
2:50 P.M.	Dismissal

DAILY BELL SCHEDULE

6th Grade		
Period	Time	Description
0	7:50 - 8:30	Music Ensembles
1A	8:35 - 9:20	Academic (45 min)
2A	9:24 - 10:09	Academic (45 min)
3A	10:13 - 10:58	Academic (45 min)
4A	**11:03 - 11:33**	**Lunch (30 min)**
5A	11:38 - 12:23	Academic (45 min)
6A	12:27 - 1:12	Academic (45 min)
7A	1:16 - 2:01	Academic (45 min)
8A	2:05 - 2:50	Academic (45 min)
7th Grade		
Period	Time	Description
0	7:50 - 8:30	Music Ensembles
1B	8:35 - 9:20	Academic (45 min)
2B	9:24 - 10:09	Academic (45 min)
3B	10:13 - 10:58	Academic (45 min)
4B	11:02 - 11:47	Academic (45 min)
5B	**11:52 - 12:22**	**Lunch (30 min)**
6B	12:27 - 1:12	Academic (45 min)
7B	1:16 - 2:01	Academic (45 min)
8B	2:05 - 2:50	Academic (45 min)
8th Grade		
Period	Time	Description
0	7:50 - 8:30	Music Ensembles
1C	8:35 - 9:20	Academic (45 min)
2C	9:24 - 10:09	Academic (45 min)
3C	10:13 - 10:58	Academic (45 min)
4C	11:02-11:47	Academic (45 min)
5C	11:51-12:36	Academic (45 min)
6C	**12:41 - 1:11**	**Lunch (30 min)**
7C	1:16 - 2:01	Academic (45 min)
8C	2:05 - 2:50	Academic (45 min)

***Please see the website for additional bell schedules.**

MORNING ARRIVALS/ DROP-OFF

In order to provide the safest environment for your child and provide adequate supervision, it is requested that children not be dropped off prior to 8:20 A.M. in the morning. ALL EXTERIOR DOORS will remain locked until 8:20 A.M. No student will be permitted access into the building before 8:20 A.M., unless he/she is meeting with a teacher, attending an early morning class (band, chorus, orchestra, iSTEM), or is reporting to the cafeteria for the school breakfast program. If your child is scheduled to meet in the morning with a teacher, he/she will be provided clearance from the teacher and enter through the main doors located at the bottom of the stairway. Students participating in band, orchestra, or chorus will be permitted to enter the building between 7:45-7:50A.M.for morning ensemble rehearsals. Students in 6th grade will enter the building from the Thomas Street stairwell ground level doors (students will walk up to the third floor from the staircase), 7th grade will enter from the Academy Street ground level doors next to the gym/cafeteria annex, and 8th grade will enter the building at the front door (second level). The cafeteria is open for breakfast from 8:00 AM - 8:30 AM. The library will be open for all students beginning at 8:15 A.M. All students going to the library or cafeteria must enter through the main doors at the front of the building. All other doors will be locked.

LENGTH OF THE SCHOOL DAY

Though the building is open earlier in the morning, parents are requested to plan the arrival of their child(ren) as close to 8:30 A.M., as possible. For those students who are transported by bus and must arrive early, supervised areas will be provided. Music students should plan to arrive at the scheduled time between 7:45 A.M. and 7:50 A.M on the day of ensemble rehearsal. Students are dismissed at 2:50 P.M. Please assist us in making Grover Cleveland Middle School a safer environment for your children by adhering to the arrival and dismissal times.

FACULTY EMAILS

Teachers may also be contacted via email. The email address for each district employee is: first initial and last name @cwcboe.org. For example, to email Mr. John Bertollo, the school Principal, enter: jbertollo@cwcboe.org

2026-2027 FACULTY

SCHOOL COUNSELORS

Olivia Cancro- Child Study Team Member

Jessica Hollingsworth- Child Study Team Member

Sofie Clark- School Counselor for students with the last name L – Z

Susan Nogales- School Counselor for students with the last name A – K

Debbie Santulli- Student Assistance Counselor

MEDICAL STAFF

Lila Kurzum, School Nurse

OFFICE STAFF

Keryn Karlsen, Secretary to the Vice Principal/Attendance & Music Department

Annette Rodriguez, Secretary to the Principal

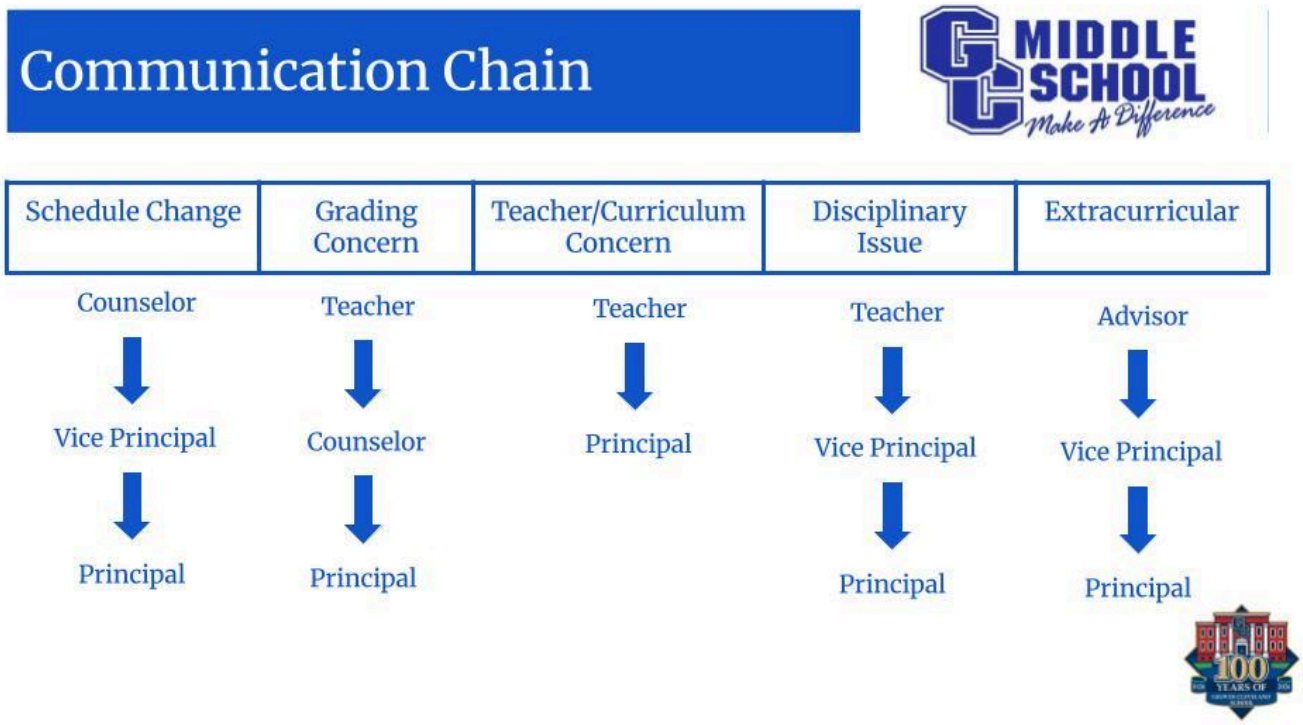
2026-2027 FACULTY

Arango, Priscilla	*Spanish*
Best, Amanda	*Special Education*
Blankenship, Emily	*Science*
Bobish, Randy	*Theater Arts*
Burrows, Andrew	*Instrumental Music*
Calabro, Danielle	*Special Education*
Chen, Lauren	*Band*
Chomko, Lori	*Special Education*
Cirilo, Consuelo	*Spanish/ Special Education*
Cook, Barbara	*Life Skills*
Coombs, Kelly	*Social Studies*
Dee, Eileen	*Math*
DiRezze, Patricia	*Library Assistant*
Doldron, Kerrin	*PE/Health*
Downey, William	*Orchestra*
Esposito, Nicholas	*PE/Health*
Forte, Chris	*Science*
Franklin, Victoria	*ELA*
Gadek, Gary	*PE/Health*
Giangrasso, Nicole	*Science*
Gordon, Kathleen	*Special Education*
Grabarits, Danielle	*Special Education*
Halen, Cindy	*Media Specialist*
Halkias, Adriana	*Science/ISTEM*
Kolator, Margot	*Math*
Kotlewski, Paul	*Social Studies*
Kreil, Katherine	*Chorus*
LaBato, Mara	*Math*
Ledgerberger, Maria Lorena	*Spanish*
Mangiola, Giovanna	*Italian*
Marks, Demetria	*Special Education*
McAuliffe, Katelyn	*PE/Health*
McCabe, Eileen	*Library Assistant*
Mol, Amanda	*Math*

Mulligan, Ann	*ELA*
Newman, Laura	*Special Education*
Otinsky, Gennifer	*Social Studies*
Pacala, Kaitlin	*Science*
Palma, Marie	*ELA*
Peluso, Lisa	*Special Education*
Pettit, Raquel	*ELA*
Rivers, Maura	*Science*
Rodriguez, Alyzandro	*Spanish*
Saito, Ryuichi	*Math*
Salvanto, Catherine	*ELA*
Sciancalepore, Nikolette	*Art*
Sheridan, Nicole	*Special Education*
Silverthorne, Melissa	*Resource/ISTEM*
Strangeway, Beth	*Social Studies*
Teshkoyan, Mike	*Social Studies*
Tobey, Robert	*Social Studies*
Tucker, Erica	*Mathematics*
Tufo, Karen	*Special Education*
Varano, Matteo	*Band/Cycle Music*
Vetsas, Debra	*Special Education*
Viera-Ferrer, Maritza	*Spanish*
Wachtel, Heather	*ELA*
Willenborg, Lauren	*STEM*

II. ACADEMICS & GUIDANCE

COMMUNICATION CHAIN



GUIDANCE

The Middle School school counselors are available to each student. Students are encouraged to visit the guidance office to discuss personal issues and/or scholastic problems. In addition to the regularly scheduled parent meetings, the Guidance Department encourages parents to call their child's counselor if they feel a special meeting is appropriate. Please call the main office at 973-228-9115 option 3 or email your child's counselor for an appointment.

STUDENT TRANSFER

If you plan to move or are contemplating a change of schools, the school office should be notified in advance. This will facilitate a smooth transfer of the appropriate documents to the receiving school.

GRADE SCALE

The grading system carries the following characteristics:

100-90 A	Excellent achievement
89-80 B	Good
79-70 C	Fair
69-65 D	Poor, but passing
Below 65 F	Failure

TEACHER GRADING

Core Classes all grades: (Language Arts, Math, Social Studies, Science, and World Language)
Summative Assessments: 50% Formative Assessments: 40% Homework: 10%

Cycle Classes, Instrumental Music, Physical Education, and Chorus (all grades):
Summative Assessments: 30% Formative Assessments: 60% Homework: 10%

- **Summative Assessments** may include major projects, presentations, unit tests, chapter tests, and exams.
- **Formative Assessments** may include class work, daily or weekly performance/assignments, quizzes, smaller projects, and warm-ups and/or exit slips.
- **Homework** will include independent practice which represents an extension of the daily objective. Homework **may only** count up to 10% of the grade. If homework is not counted as part of the grade, then the value of 10% is to be added to the formative assessment category.

HONOR ROLL

- **HONOR ROLL** = A marking period grade point average (G.P.A) of 90.0 or above and no grade lower than an 80. The G.P.A. does not round up.
- **HIGH HONOR ROLL** = A marking period grade point average (G.P.A) of 95.0 or above and no grade lower than a 90. The G.P.A. does not round up.

HOMEWORK GUIDELINES

The Caldwell-West Caldwell Board of Education realizes that cooperation between the home and the school is essential to student achievement. Therefore, it is expected that parents be active participants with the school, and share responsibility for out-of-class or homework assignments. Homework is viewed as an excellent opportunity for families to work together in a constructive, satisfying and academically productive way.

Homework shall not be assigned for disciplinary purposes. Homework is assigned to reinforce concepts introduced in the classroom. There are four objectives in assigning homework:

- *To develop a student's study techniques and ability to accomplish independent work*
- *To accomplish independent assignments that are more effectively completed in a non-classroom environment*
- *To provide extra study and drill in specific areas which have been identified through classroom activity*
- *To provide opportunity to "make-up" academic work lost due to absence.*

MARKING PERIOD SCHEDULE

Marking Period	Begins	Ends	Number of Days
1	September 2, 2026	November 11, 2026	45
2	November 12, 2026	January 29, 2027	47
3	February 1, 2027	April 9, 2027	47
4	April 19, 2027	June 22, 2027	44

NATIONAL JUNIOR HONOR SOCIETY

The Grover Cleveland Middle School Chapter of the National Junior Honor Society was established to recognize students who exemplify five core values - scholarship, leadership, service, citizenship, and character. Membership in NJHS is one of the highest honors that can be awarded to a middle school student. GCMS students with a cumulative grade point average of 95% or higher are invited to apply for membership during the spring of their 7th-grade year or fall of their 8th-grade year. The goal of our chapter is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage good citizenship in the students of GCMS. All members are expected to:

- Maintain a minimum cumulative average of 95%.
- Attend all NJHS meetings (1-2 per month) and school projects/events.
- Demonstrate leadership, citizenship, and character at GCMS and in the surrounding Caldwell-West Caldwell community.
- Actively participate in the NJHS Chapter and individual service projects throughout the school year.

NJHS provides GCMS students with the opportunity to develop leadership skills and serve as role models to their middle school peers while learning the importance of giving back to their school and the local community.

Any questions, please contact the NJHS advisors for GCMS: Ms. Franklin (VFranklin@cwcboe.org) or Ms. Palma (MPalma@cwcboe.org).

ACADEMIC INTEGRITY

At Grover Cleveland Middle School, we promote academic integrity as an essential element for the intellectual growth and academic success of our students. Therefore, it is expected that students will complete all assignments to the best of their personal ability and refrain from participating in unethical behaviors that involve academic dishonesty.

At GCMS, we expect that students will:

- Make every effort to complete their assignments on time and to their utmost potential.
- Ensure that their answers on all assignments and assessments are kept confidential and exclusive from their peers.
- Respect the learning environment at GCMS and be held accountable for their own choices, both positive and negative.
- Appropriately reference and cite all outside resources used to complete an assignment.
- Refrain from all acts of academic dishonesty, including cheating and plagiarism.

Examples of unacceptable and dishonest behavior include (but are not limited to):

- Copying homework or class assignment from another student (past or present) and submitting it as your own work.
- Using any unauthorized notes or an electronic device during an assessment.
- Sharing Google documents (unauthorized collaboration) with peers.
- Using language, words, or ideas from an outside source without proper citations.
- Copying answers from another student during an in-class assessment.
- Altering, destroying, or stealing work completed by other students.
- Sharing work/assessments from prior courses - hard copy or digital format (ie: sharing work in Google Drive).
- It is the student's responsibility to clarify with the staff member if AI is permitted on any assignment. Using any form of artificial intelligence (ie: ChatGPT) or digital translators (ie: Google Translate) unless authorized to by your teacher and cited appropriately.

If a student is found in violation of the Academic Integrity Policy outlined above:

- **1st offense -** The student will be offered a retake or rewrite for the assignment <u>for a maximum grade of 70%</u>. The parents will be contacted and an administrative referral will be given for documentation.
    - Overnight homework assignments will <u>receive a grade of zero (0%)</u> for the first and every subsequent offense and cannot be made up for credit.
- **2nd offense -** The student will <u>receive a zero (0%)</u> for the assignment and will not be given an opportunity to make up the credit lost. The parents will be contacted and an administrative referral will be given
- **3rd (and subsequent) offenses -** The student will <u>receive a zero (0%)</u> for the assignment and will not be given an opportunity to make up the credit lost. The parents will be contacted and an administrative referral will be given.

Detailed guidelines regarding the district's expectations for academic integrity can be found in <u>Board of Education Policy 5701</u>.

ADVISORY/ ENRICHMENT PERIOD

On designated Wednesdays, students and teachers at GCMS will take a break from their regular school day to engage in an advisory and enrichment period. During this time, students are assigned to an "advisory group" where they have the opportunity to connect with an adult in the school and participate in small group activities and discussions on various topics.

The enrichment days encourage students to explore "classes" that interest them and are offered outside the regular course offerings. Additionally, students can use the enrichment period to seek extra help, makeup assignments, or work on projects and other long-term assignments. This period is an excellent opportunity for students to receive necessary remediation or delve into topics they are passionate about.

An important component of these activities is Social and Emotional Learning (SEL), which is important, especially for middle school students. SEL helps students develop essential skills such as self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Integrating SEL into the advisory and enrichment periods fosters a supportive environment that promotes students' overall well-being and academic success both in and outside of the classroom.

Students will use a Google survey to sign up for enrichment activities each marking period, ensuring they have a voice in their learning and growth opportunities.

III. GENERAL ATTENDANCE PROCEDURES

New Jersey Administrative Code 18A requires that all students under the age of sixteen regularly attend school.

Parents are asked to notify the office by calling 973-228- 9115 on the morning of the absence or they can put a note into the Genesis parent portal by 10 A.M. the day of (or several days in advance of) any dates with attendance status changes (including tardiness to school, early dismissal, and/or absence). This will alert the main office and administration of your student's changed attendance status for the dates indicated by the parent note. *Please remember if a student will be late to GCMS, they are absent until they arrive. Once they arrive at GCMS, their attendance will be updated with a timestamp. A student must arrive by 10:45am in order to receive credit for the day per policy.*

Creating a Parent Note in Genesis:
Step 1- Click on Attendance Tab
Step 2- Notify Attendance Office Tab
Step 3- Fill in the required information as below.

- Tardiness to School- If a student is arriving after 8:35 A.M., they must be marked absent. The arrival time will be recorded once they arrive at school and report to the office for a late pass and then entered into Genesis accordingly.
- Early Dismissal- If a student is leaving before 2:50 P.M., the parent must include the date & time for the student to be released from school by the main office in the comment section.
- Absence- Parents must select the date and enter a comment with a reason of absence.

If you are unable to enter a parent note into Genesis, email Mrs. Karlsen (kkarlsen@cwcboe.org) with the details listed above (Tardiness to school, early dismissal, and/or absence).

High absenteeism is the greatest single cause of unsatisfactory school work and poor academic progress. The home and the school must work together in an effort to maximize pupil attendance. We must be ever mindful that the relationship between the student and the school is not a voluntary one, but is compelled by law. A day is considered a full-day when a student is present for a minimum of 4 hours. Any student present for less than 4 hours will be marked absent. A student who is absent for a full-day of school or is not in attendance for a minimum of 4 hours of the school day is prohibited from participating in any school sponsored activity on that date.

As per the State of New Jersey, all absences are considered **unexcused**, unless they meet one of the following criteria;

1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
3. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
4. Take Our Children to Work Day;
5. College visit(s), up to three days per school year for students in grades 11 and 12; and
6. Closure of a busing school district that prevents a student from having transportation to the receiving school.

Please be aware that although state tracking records bereavement days as unexcused, GCMS does independently recognize them and will document it appropriately in Genesis.

Any additional attendance policy changes will be reflected in the updated Board of Education Policy # 5200.

Please note: Excessive absences (7 per marking period) may result in loss of privileges (ie. school dance, participation in house events, enrichment).

LATE TO SCHOOL

Students must realize that punctuality is an important life skill that will help them in reaching their fullest potential as productive citizens. Students are required to arrive in their period 1 class by 8:35 A.M. when attendance will be taken and, the flag salute will be recited. Also, if a student arrives to class after attendance has been taken, the classroom teacher will send the student to the main office where they will be marked as tardy. Students will receive an administrative consequence for every **six** late arrivals to school. Please note that students arriving late due to a school-approved religious observance will need to provide a note from the parent explaining these circumstances and will not be marked as tardy or absent. Any student arriving after 10:45 A.M. will be marked absent since the student has not met the minimum 4 hours present.

EARLY DISMISSAL PROCESS

At the time the pupil is to be excused, he/she must report to the office. He or she will be dismissed from there. Any pupil leaving before 12:35 P.M. will be considered absent for the day. If your student leaves early before 2:50 P.M., Mrs. Karlsen will provide them with a pass and have them in the office ready for pickup. The pickup person must pull to the curb out front by the flagpole on the school side so that the student can easily identify their vehicle. The pickup person must be a parent or guardian on the emergency contact list or their name should be included in the email to Mrs. Karlsen. Once the student identifies the vehicle, the main office will allow them to exit the building and watch them walk out to the car. The pickup person **does not** need to enter the building ***if a parent note is submitted into Genesis or an email is sent to the main office (ARodriguez@cwcboe.org and KKarlsen@cwcboe.org).*** A parent must enter the building and sign out their student if a parent note is **not** entered into Genesis or an email is **not** submitted in advance to GCMS.

EARLY DISMISSAL DUE TO ILLNESS (BY NURSE)

If your student must leave school early before 2:50 P.M. due to illness, a parent/guardian or a person designated by them as an emergency contact and listed as an emergency contact in Genesis must enter the building and sign out the student.

MAKE-UP WORK

If a pupil has been absent from school, he/she should plan to make up his/her work. Teachers will allow a reasonable length of time to do this work, depending on how long the pupil has been absent. If a pupil must stay at home and is able to do homework, he/she should ask a friend to pick up assignments and materials. Parents may call the Guidance Office and indicate the number of days the pupil is expected to be at home. The office will arrange to send for the assignments. The parent or a friend may pick up the assignments from the Guidance Office. Teachers will be available to help pupils with work when they return to school.

Students and parents are reminded that they should check for homework assignments on each teacher's Google Classroom. In the event of a prolonged illness, home instruction may be provided. Arrangements for home instruction are made through your child's school counselor.

IV. SCHOOL OPERATIONS

EMERGENCY CLOSING

During inclement weather, you will be advised of school closings/delayed openings via the district's emergency notification system and/or by checking the CWCBOE website.

DROP OFFS OF STUDENT ITEMS

Drop offs are left in the main entrance lobby and should be clearly labeled. However, to avoid disruptions in the main office and classrooms, *it is essential that you make sure your child has everything they need prior to entering school for the day.*

CAFETERIA PROCEDURES

Breakfast is served between 8:00 A.M. - 8:30 A.M. Lunch is served in the cafeteria during a scheduled lunch period. Students may buy all or part of a lunch. Bag lunches are kept in a student's locker until their lunch period.
Each student receives a personal login linked to a My School Bucks account. This login is used to pay for meals and snacks in the cafeteria. For more information about school meal services, including how to manage your account, please visit the GCMS website -> GCMS Food Services.

To help make it easier for each pupil to buy lunch, the following procedures are in place:

1. Students line up single file at the side door of the cafeteria to buy lunch.
2. The items for sale are posted daily near where students line up. Students should decide what they want before reaching the serving counter.
3. Dispose of their garbage in the proper receptacle, and place recyclables in the appropriate containers.
4. Students are expected to keep their tables and the area around their tables clean at all times. Remember that other pupils will expect to find a clean environment in which to eat when they enter the cafeteria.
5. Food/drinks may not be taken out of the cafeteria unless the student is serving an in-school suspension, a lunch detention in the office, or authorized by the teacher that is requiring the student to meet with them for academic support during lunch.
6. Pupils must have a pass to leave the cafeteria before the end of their lunch period.
7. Pupils should ***not*** share their lunch code OR ID barcode with any other students. Doing so will result in an administrative consequence and the responsibility of the student to refund the other party.

LOCKERS

A locker is assigned to each individual pupil for their personal use. Lockers must be locked using a school-issued lock at all times. Failure to comply will result in an administrative consequence. It is expected that the locker will be kept clean. Regular locker clean-out periods will be provided during the year. The administration intends to conduct locker inspections or searches as often as may be necessary to maintain order and discipline and to protect the safety and well-being of the entire school community. Students should not have any prohibited items in their lockers, such as candy, gum, or sugary drinks, which could attract unwanted guests into their lockers.

State law codified at N.J.S.A. 18A: 36-19.2 expressly provides that:
The principal or other officials designated by the local board of education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur.
Each student is given a school issued combination lock. Only this lock may be used on a student's locker. If lost, the replacement cost for a new lock is $10. ***Pupils are advised not to give their combination to anyone. Pupils are not to share lockers***. Any locker problems should be reported to the main office. Pupils will also be assigned a locker for physical education along with a combination lock.

BACKPACKS

For health and safety reasons, students may not carry backpacks in the building or the hallways during the course of the school day. Backpacks are to be placed in the student's hall locker for the entire school day. If a student carries or has a backpack during the school day, the backpack will be taken and the student will receive an administrative consequence.

BEVERAGES

Students are encouraged to bring a water bottle to school each day. While outside beverages are allowed, they must be in opaque, unbranded containers. Students with visibly branded cups will be asked to dispose of their drinks.

GUM CHEWING

In order to keep GCMS clean, gum chewing is not permitted in school during the course of the school day and at school-sponsored events. If a student chews gum during the school day, they will be asked to spit it out. Excessive warnings will lead to an administrative consequence.

BICYCLES

Bicycles should be placed in the bicycle racks in the front of the building. The racks are available for the convenience of students and the school cannot assume responsibility for theft or damage done to any bicycles. Proper security measures should be taken by students to protect their property. All bicycles should be securely locked each day.

LOST AND FOUND

The Lost and Found can be located near the entrance of the cafeteria. Books and jewelry should be returned to the General Office. Pupils are reminded that they are not to carry large sums of money in school. If this is unavoidable, pupils are urged to deposit their money with the principal's secretary until the end of the school day. Unclaimed items will be donated.

INTERNET USE/ 1-TO-1 CHROMEBOOKS

Students are allowed to use the Internet once they have read the "Internet Use Agreement" adopted by the Caldwell-West Caldwell Board of Education and have returned a properly completed permission form, signed by both the student and a parent/guardian. Failure to abide by the terms of the Internet Use Agreement may result in the suspension of, or the elimination of, computer privileges. **Please note: teachers and administration have access to monitor student usage and receive notifications for flagged content through GoGuardian.**

At GCMS, we are committed to providing students with essential tools like Chromebooks. Every student receives a school-issued Chromebook to use. Students may not use any other type of device. Students are responsible for fully charging their devices daily. Students are encouraged to bring their charger with them to school and may ask teachers to plug in their device. The cost of a replacement charger is $45. Students who forget their device at home will be allowed to borrow a Chromebook from the media center. Please note that loaner Chromebooks are limited and may not be available for all students. Students are also required to have a Chromebook cover on their Chromebook at all times.

The district's Chromebook Policy, including information about care, usage, repairs, a required insurance fee, and consequences for intentional misuse and damage can be found online on the district website. Please note that this policy is subject to updates throughout the year. Students and families are responsible for reviewing the most current version.

REPORT CARDS/ PROGRESS MONITORING

Report cards/Final marking period grades are posted on the parent portal four times each year, usually in November, January, April, and at the end of the school year in June. Parents may obtain a printed copy of their child's report card by emailing their request to your child's school counselor.

Progress reports have been replaced by parental access to a personalized "Parent Portal", which will provide access to each student's academic and attendance information. On rare occasions, a student's academic performance may fall abruptly at the end of a marking period. Proper written notice may not be possible. In such cases, the student's teacher(s) will inform the parents by telephone, email, and/or personal conference.

GENESIS PARENT PORTAL

The Genesis Parent Portal provides parents/guardians real-time access to information tied to your child(ren), such as attendance, grades, future assignment descriptions, and conduct. Parents/guardians will only be able to see information for their own child(ren) through the use of their own Genesis Parent Portal account. In addition, the Genesis Parent Portal allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

8th GRADE PROMOTION

The Grover Cleveland Middle School Promotion Ceremony celebrates the success of students who have worked hard and fulfilled certain expectations in their studies and preparation for high school. In order for a student to participate in the promotion ceremony and other related end-of-the-year activities, a student must be in good standing and he/she must receive a final passing grade in ALL core academic courses: Language Arts, Social Studies, Mathematics, and Science. A student fails a core academic course if the end-of-the-year average is 64 or below. Students will be given an academic contract which will give them opportunities to complete work to give them every opportunity to participate in these activities.

Chronic or Ongoing disciplinary referrals, insubordination, and/or noncompliance may result in the loss of school related privileges and/or from participating in school sponsored activities/events. Students and parents are advised that a single, disruptive incident that negatively influences the school may result in being excluded from participating in school sponsored activities/events.

During the Promotion Ceremony students will be recognized on their academic success based on the following:

- Students earning a GPA ranging from 95% to 100% during their three years at GCMS will receive a Gold High Honors cord.
- Students earning a GPA ranging from 90% to 94% during their three years at GCMS will receive a Blue High Honors cord.
- Students who are inducted members of the National Junior Honor Society will receive a NJHS medallion.

EXTRA HELP

Teachers are available to give pupils help in each subject area. Teachers are normally in their rooms from 2:50-3:30 p.m. each day. Pupils should make prior arrangements with the teacher for extra help, or for tutoring assistance. In addition, the National Junior Honors Society offers Peer Tutoring. Check the schedule in the guidance office or the main office. Please see Ms. Franklin or Ms. Palma for additional information.

LIBRARY

The library is available to students after school on Monday, Tuesday and Thursday until 4:00 P.M., on Friday until 3:30 P.M., and will be closed on Wednesdays. Students may also access the library during their lunch period after receiving a pass in advance from the library. The library is completely automated, with an electronic card catalog and circulation system.

CLUB ACTIVITIES

Grover Cleveland Middle School provides an extensive after school club program, which is open to all students. These clubs include those dealing with scholastic subjects, service clubs, and clubs that primarily focus on hobbies. Students are urged to get involved in these co-curricular activities. School is more than classes and textbooks. Clubs provide an opportunity to become acquainted with other members of the school family in an informal setting.
Please note: Students cannot sell items on school grounds without it being through an organized club.

FIELD TRIPS

Field trips utilize community resources to further the educational opportunities for students within the framework of curriculum objectives and school philosophy. A field trip is a logical extension of the classroom. As such, the same high standards of student decorum and behavior are expected on field trips as in the classroom. A student must have the parent/guardian signature on the field trip permission form in order to participate. No Caldwell- West Caldwell Employee, other than a school nurse, may administer medication on a field trip. Student misbehavior that is documented either through a teacher's classroom management plan or the administrative referral process will result in that student's exclusion from upcoming, as well as future trips. No student shall be denied access to school-based activities or functions as a result of financial hardship. Please reach out to Mr. John Bertollo (jbertollo@cwcboe.org) or Ms. Debbie Santulli (dsantulli@cwcboe.org) if financial assistance is needed. All outreach will remain confidential.
Please note: If a student misses a field trip or no longer wishes to attend, no refunds will be given

MUSIC DEPARTMENT

There are a variety of music offerings for all students in Grover Cleveland Middle School. Some are requirements and some are electives.

Required coursework includes:

- One cycle of General Music for all sixth and seventh graders. Students meet in the GCMS MIDI LAB *(room 316)*. Students gain an appreciation for music as well as have the opportunity to interact with a variety of media and computer software applications.

Elective coursework includes:
All Band, Orchestra and Chorus students will meet before school at 7:50am (schedule below) and during the school day on Thursdays (students are pulled from physical education class).

- Sixth Grade Concert Band, Sixth Grade Orchestra, and Sixth Grade Chorus. Each group rehearses separately three times per week, one on a designated morning before school and the other during the school day on Thursday. The band meets in the band room, the orchestra meets in the orchestra room and the chorus meets in the auditorium. The students prepare for several performances throughout the school year *(winter, early spring, and late spring)*. In the Spring, the bands, choruses, and orchestras attend an adjudicated festival at a performance site in the tri-state area followed by an afternoon at a theme park.
- Seventh Grade Concert Band, Eighth Grade Concert Band combined Seventh/Eighth Grade Chorus, and combined Seventh/Eighth Grade Orchestra. Each group rehearses separately three times per week, one on a designated morning before school and the other during the school day on Thursday. Seventh/Eighth band members meet in the band room. Seventh/Eighth grade orchestra meets in the orchestra room and Seventh/Eighth grade chorus meets in the auditorium. The students prepare for several performances throughout the school year *(winter, early spring, and late spring)*. In the Spring, the bands, choruses, and orchestras attend an adjudication at GCMS and a day at a theme park.

- GCMS also has a Sixth Grade Jazz Band, a combined Seventh/Eighth Grade Jazz Band, and the Con Brio Chamber Players. The jazz bands rehearse one morning a week before school and the Con Brio Chamber Players rehearse once a week for an hour after school. Most wind and percussion players are invited to perform with the jazz bands. Con Brio Chamber Players are for students who play string instruments. These students must audition in order to participate. In addition to performing in concerts with the larger music ensembles, these groups receive invitations to perform at a number of venues outside the school when the opportunity presents itself and perform at the district wide Music Marathon in the early Spring.

PHYSICAL EDUCATION

Pupils' participation in physical education class is required by State law. Students who are to be excused from taking physical education must bring in a note signed by their parent or guardian to the nurse, detailing the reason for the requested excuse. For periods exceeding three days, a doctor's note is required.

If a student is excused from PE for an extended length of time due to a doctor's note, the note must be updated every 30 days.

Clothes appropriate for gymnasium activities are required. The recommended physical education outfit for boys includes shorts, T-shirt, socks and sneakers. The recommended gym outfit for girls includes gym shorts, T-shirt, socks and sneakers. The school's dress code policy also applies in physical education class. These outfits may be kept in the pupil's assigned gym locker. *(Each student is assigned an individual gym locker and issued a combination lock for the purpose of securing and storing his or her gym clothes.)*

SAFETY REQUIREMENTS IN PHYSICAL EDUCATION CLASSES

Potential hazards exist if jewelry is worn during physical education classes. In order to forestall the possibility of injury, all rings, necklaces, bracelets, earrings, and watches **MUST** be removed by both boys and girls before they participate in class activity or after school sports.

PHYSICAL EDUCATION EXCUSES

Students who are to be excused from taking physical education must bring in a note signed by their parent or guardian to the nurse, detailing the reason for the requested excuse. For periods exceeding three days, a doctor's note is required.

If a student is excused from PE for an extended length of time due to a doctor's note, the note must be updated every 30 days.

All students will rotate into a Health class for one marking period. Parents and students have the right to exercise "conscientious objection" to specific aspects of the health curriculum to which they would prefer their child not be exposed. It is the parent's obligation to inform the teacher of the objectionable topic, after the parent reviews the health curriculum, which is available in the school library.

V. CODE OF CONDUCT/ DISCIPLINE

Effective behavior systems provide children with opportunities to learn from their mistakes and develop self-discipline. Each child is unique, so a personalized approach and flexibility are needed within an effective code of conduct. The following variables may be considered when determining consequences and incentives to support prosocial behavior: the age and development of the child, previous behavior(s), and/or the severity of the infraction(s).

Teachers are expected to address and proactively manage classroom discipline in a manner that reflects a positive attitude toward students and reinforces the policies of the Board of Education. Positive reinforcement of desired behaviors may boost self-esteem and add balance to a child's school experience. Similarly, accountability and progressive discipline may motivate students to adjust their behavior. Students who demonstrate respectful, positive behavior and adhere to expectations may earn additional privileges. Conversely, failure to adhere to the code of conduct may result in the accumulation of disciplinary points which leads to the loss of privileges *(e.g. participation in field trips, field day, grade-level activities, classroom jobs, extracurriculars)*. Progressive discipline may include:

- *Teacher Warning*
- *Behavior Reflection Exercise*
- *Mediation or Restorative Conversation*
- *Teacher/Parent Conversation or Conference*
- *Teacher-assigned Remediation Activity*
- *Administrative Warning*
- *Principal/Parent Conversation or Conference*
- *Quiet Lunch Detention*

- *Alternate Recess*
- *After-school Detention (30,60, 90 minutes, or Saturday Detention)*
- *Revocation of Privilege (e.g. field trips, classroom/grade/school events)*
- *In-School Suspension (ISS)*
- *Out of School Suspension (OSS)*

All disciplinary referrals are entered into Genesis for documentation and administrative review. Parents/guardians are notified via email through Genesis upon submission. The success of school-imposed discipline is dependent upon the full partnership of the home. Parents will be notified of any serious breach of school rules or continued misbehavior *(e.g. violence, vandalism, and insubordination to adult authority)*. A parent conference with the principal/vice principal will be required after any OSS or if detentions prove ineffectual. Certain behaviors are inappropriate regardless of where they occur and require administrative intervention as they may impact the quality of school life for students, teachers, and visitors.

GROVER CLEVELAND MIDDLE SCHOOL CODE OF CONDUCT REFERENCE CHART

	Consequences/Responses		
	Teacher/Staff		**Referral to Principal**
	Warning, Student Conference, Reflection Sheet	**Teacher Contacts Parent, Teacher Assigns Remediation** *(e.g. reflection, conference, loss of classroom privilege, etc.)*	**Lunch Detention, Administrative Detention, Saturday Detention, ISS, OSS, and/or Loss of Privilege(s)**
Physical or Verbal Disruption/Defiance/Disrespect	X	X	X
Insulting, Demeaning, or Exclusionary Behavior	X	X	X
Unsafe Behavior *(e.g. inappropriate contact, rough play, throwing items, running inside)*	X	X	X
Vandalism* *(e.g. damaging or defacing property)*	X	X	X
Misuse of Technology** ***(e.g. Misuse of Electronic Device (Cell Phone, AI Imaging, Ear Pods, Incl. Recording Without Consent)***	X	X	X
Theft	X	X	X
Physical Altercation *(e.g. fighting, spitting, assault)*			ISS or OSS
Prohibited Items *** *(e.g. weapons, drugs, alcohol, vapes)*			ISS or OSS

**See board policy 7610 re: Vandalism (offense may result in the contact of law enforcement and include restitution).*

***See board policies 2361, 2363, and 5516 re: Misuse of Technology*
****See board policies 5611, 5613, 5530, and 5533 (offense may result in the contact of law enforcement).*

If any student behavior management plan is to be successful, the support and cooperation of the parent(s) or guardian is necessary. We ask that the parent/guardian use the following procedures if/when contacted by a teacher, or an administrator, regarding your child's behavior:

1. Review the incident with your child
2. Discuss your expectations for appropriate and acceptable behavior
3. Implement and be accountable for assisting your child in modifying his/her behavior
4. Be accountable for implementing the consequences resulting from violation of school rules and regulations, (e.g. getting your student to detention on time, monitoring student's behavior and picking up work when a student is suspended.

DEPRIVATION OF PRIVILEGES

Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, end-of-the-year activities, and other special events are privileges, not rights. Any of all of these privileges may be revoked due to academic concerns and/or disciplinary issues.

CELLULAR TELEPHONES/ SMARTWATCHES/ ELECTRONIC DEVICES

The State of New Jersey has adopted an Internet-Enabled Device Policy banning cell phones during the school day. As such, pupils are permitted to bring cellular telephones into school under the following condition: Cellular telephones/smartwatches *must be out of sight and silent* from 7:50 A.M. until 3:10 P.M.

Please note the following:

- Devices must be powered off or in silent mode (no ringing or vibrations allowed).
- Devices must be stored in lockers for the entire school day.
    - This expectation applies throughout the school day, including classrooms, hallways, passing periods, lunch, and all other areas of the school building.
    - Students may not have devices anywhere other than their locker.
- Devices include, but are not limited to:
    - Cell phones, smart watches, smart glasses, personal laptops, and other internet-enabled devices.
- Students may not take photographs or videos unless prior approval for school projects has been granted and they have the student's consent.
- Any time a faculty member sees or hears a cellular phone/ smartwatch (please note exceptions listed above), the student's phone or watch will be confiscated and given to the Vice Principal.
- All students using technology must abide by Board Policy regarding acceptable uses of computer networks/computers.

Students are permitted to use their cell phones only in the Main Office or the Guidance Office and only with staff permission. Any use of a cell phone to call home or for communication purposes outside of these designated areas is not permitted and will be considered a cell phone violation. Students who need to contact home during the school day should report directly to the Main Office or Guidance for assistance.

DEVICE POLICY VIOLATION REFERENCE CHART

Offense	Consequence
1st	Device confiscated for the day. The student retrieves it at dismissal.
2nd	Device confiscated for the day. The parent/guardian retrieves the device at dismissal. The student must check the device into the main office each morning for *TWO* consecutive days following.
3rd	Device confiscated for the day. The parent/guardian retrieves the device at dismissal. The student

	must check the device into the main office each morning for *FIVE* consecutive days following.
4th	Device confiscated for the day. The parent/guardian retrieves the device at dismissal. The student must check the device into the main office each morning for *TEN* consecutive days following.
5th	Device confiscated for the day. The parent/guardian retrieves the device at dismissal. The student must check the device into the main office each morning for *TWENTY* consecutive days following.
6th	Device confiscated for the day. The parent/guardian retrieves the device at dismissal. The student must check the device into the main office each morning for the *REMAINDER* of the school year.

TOYS AND NON-INSTRUCTIONAL ITEMS

Toys, fidget spinners, trading cards, electronic games, and other non-instructional items are not permitted in classrooms unless specifically authorized by a teacher for an educational purpose. These items can be distracting and interfere with the learning environment.

Any unauthorized item brought to class or used during the school day will be confiscated by school staff. Repeated violations may result in additional disciplinary consequences, items returned only to a parent, and/or parent notification.

DRESS CODE

The Board of Education (policy 5511) recognizes each student's mode of dress is a manifestation of the student's personal style and individual preferences. The Board will impose its judgment on students and parent(s) or legal guardian(s) only when a student's dress affects the educational program of the schools.

Students may not wear clothing that present a health or safety hazard to the individual student or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. This includes bra-like tops or clothing that reveals nipples, genitals, or buttocks. The Board of Education prohibits students from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

**Physical Education classes follow a separate dress code policy designed to ensure student safety during physical activity. This policy will be reviewed with all students on the first day of class.*

Students who have dress code infractions will be given the option to change into clothes provided by the school or contact home for alternative clothing to be dropped off. Progressive discipline will be applied based on the code of conduct. **Any updates to dress code will be directly communicated to families and students on our website**.

HARASSMENT, INTIMIDATION, OR BULLYING

On January 5, 2011, New Jersey's "Anti-Bullying Bill of Rights" became law. The new law, which amends the 2002 anti-bullying law, went into effect on September 1, 2011. The Caldwell-West Caldwell Board of Education prohibits acts of harassment, intimidation or bullying against any pupil or adult.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that

a. A reasonable person should know, under the circumstances, that the acts will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional to his/her or damage to his/her property; or
b. Has the effect of insulting or demeaning any pupil or group of pupils; or
c. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

West Caldwell Board of Education shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

CYBER BULLYING POLICY: NJ law also criminalizes the use of the Internet and other electronic communications devices to commit harassment, intimidation, and stalking. (SB1616, enacted August 24, 2001). Grover Cleveland Middle School encourages students who believe that they are the targets of harassment, intimidation, or bullying, to use any and all avenues possible for reporting incidents including:

- Telling the Anti-Bullying Specialist, a teacher, a counselor, the nurse, or an administrator.
- Confidential meeting with a counselor or administrator.
- Confidential meeting with the Anti-Bullying Specialist.

The Anti-Bullying Specialist will investigate the reported incident, and make recommendations to administration, who will assign consequences as necessary.

Any form of HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBER-BULLYING, or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not be limited to, IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION, and REMOVAL FROM TEAM OR CLUB. Hazing, harassment, intimidation or bullying in any form is absolutely forbidden and will be assessed as the greatest form of interpersonal disrespect.

Repeated violations of school rules and regulations, including those listed above, may result in the student being suspended in/from school at the discretion of the administration.

Any concerns or reports of harassment, intimidation or bullying should immediately be reported to an administrator or the School Anti-Bullying Specialists at 973-228-9115, or by starting an anonymous incident report on the GCMS website. A full version of the Harassment, Intimidation & Bullying Policy (5512) can be found on the Caldwell- West Caldwell Board of Education website.

BUS CONDUCT

The bus driver's responsibility is to safely deliver our children from their bus stop to Grover Cleveland Middle School, and to safely deliver our children from school to their respective stops. Distractions, caused by students, can greatly impact on the driver's ability to carry out that mission.

- The bus driver is to be given the same degree of respect as every other adult associated with Grover Cleveland Middle School.
- All students are to enter the bus, sit down and put their seat belt on. Students are expected to remain seated at all times while the bus is moving.
- Students are to speak in normal conversational tone and level while on the bus.
- Students may exit the bus only at their assigned bus stop unless written arrangements have been made otherwise.
- NO CHANGES IN BUS STOP MAY BE MADE BY A CHILD ONCE THE BUS HAS LEFT SCHOOL.

All school rules apply while on the bus.

DANGEROUS WEAPONS

It is illegal for a person to bring to school, to store on school property, or to carry on their person, any dangerous weapon, as defined by New Jersey State Statutes. Violators will receive a severe school disciplinary consequence and the local authorities will be notified.

CONTROLLED SUBSTANCE ABUSE POLICY

The B.O.E. prohibits the use, possession, and/or distribution of any drug, alcoholic beverages, tobacco products, or steroids on school premises, in any vehicle being used to transport students for the Caldwell-West Caldwell school district, and at any event or programs away from school sponsored by the Board. (For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A.

2A:170-25.9 et seq.) Attendance at school events while in possession or under the influence of these substances is prohibited. To read the CWCSD Substance Abuse Policy #5530 or the Student Smoking Policy #5533, please visit our district website.

Pupils suspected of being under the influence of drugs, alcohol, or steroids will be identified and required to have an immediate medical evaluation and a drug/alcohol screening in accordance with the CWC BOE Substance Abuse Policy (CWCSD Policy 5530). A positive drug/alcohol screen will result in a suspension. In addition, the student shall receive an immediate administrative consequence, including, but not limited to, suspension from school. The student who is found to be under the influence of drugs or alcohol must receive a comprehensive drug/alcohol evaluation by a practitioner or agency that is appropriately credentialed and licensed to determine if treatment for substance abuse or dependency is recommended. Students who return to school must follow treatment recommendations from this evaluation, if any, to completion.

Pupils using, possessing or distributing drugs, alcohol, or steroids will be subject to discipline, which will include suspension or expulsion, and will be reported to appropriate law enforcement officials. They will be required to have an immediate medical evaluation and a drug/alcohol screening in accordance with the CWC BOE Substance Abuse Policy (CWCSD Policy 5530). The student must also receive a comprehensive drug/alcohol evaluation by a practitioner or agency that is appropriately credentialed and licensed to determine if treatment for substance abuse or dependency is recommended. Students who return to school must follow treatment recommendations from this evaluation, if any, to completion.

Pupils distributing, transferring, or selling controlled substances on school property and/or at any school related activity at any time, or pupils charged by police, on or off school property, at any time, with possession of a controlled dangerous substance in an amount large enough to indicate intent to distribute, transfer, or sell will result in police notification, an immediate medical evaluation including a drug and alcohol screening, a ten (10) day suspension (the Superintendent has the ability to extend the length of this suspension) or expulsion, a comprehensive drug/alcohol evaluation from an agency that is appropriately licensed and credentialed, prohibition from all extracurricular and athletic activities (participant and spectator) including, but not limited to graduation, prom, Project Graduation, and promotion exercises.

The penalty for each offense for possession, distributing, transferring, or selling of alcohol, drugs, steroids, or substances identified in N.J.A.C. 6:29-6.3(a) will increase with each offense.

If a student or parent refuses to comply with a medical evaluation and alcohol and drug screening in accordance with district policies/procedures, the student cannot return to school. A report of the incident will be made to the Division of Child Protection and Permanency.

If the medical evaluation and drug/alcohol screening is delayed by more than two hours due to refusal or non-compliance by the student or parent, it will be assumed that the student was under the influence of substances at the time of reporting and will be subject to administrative discipline for violation of the CWC SD Drug and Alcohol Policy. As a result, the student will be suspended from school and cannot return to school until the following steps are complete: (1) The student will submit results from a urine/blood screen on par with screening issued by the district physician & a written report from a physician who reviewed these results stating it is safe and appropriate for the student to return to school; (2) The student will complete a comprehensive drug/alcohol evaluation to be conducted by a practitioner or agency that is appropriately licensed and certified.

Pupils using or possessing tobacco products will be subject to progressive disciplinary action and penalty, including ISS or OSS. Caldwell-West Caldwell Board of Education policies will prevail in such instances. Students distributing, transferring, or selling tobacco products and/or products used in electronic cigarettes/vapes will be subject to severe disciplinary consequences.

SMOKING/ELECTRONIC CIGARETTES

Smoking or the possession of all tobacco products (including lighters, matches, electronic cigarettes, vapes, pods or oils) is prohibited in school buildings, on school premises, and in approved vehicles used to transport students. This provision applies to any school sponsored/approved activities or events where students are under the supervision of a staff member, club advisor, or athletic coach. Violations will result in a severe administrative consequence.

Since the oils in smokeless/electronic cigarettes/vapes can be infused with controlled or dangerous substances, any student found using or in possession of such a device will be required to immediately have a medical examination including a drug and alcohol screen to ensure the safety of the student. It should be noted that anyone who reasonably could have used such a device, including someone standing near a person using such a device, will be required to immediately get a medical

examination including a drug and alcohol screen. A positive screen for controlled substances that is a result of this medical examination, or a refusal to be screened, is a violation of our Controlled Substances Abuse Policy (CWCSD Policy 5530).

AFFIRMATIVE ACTION

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education. The Board of Education of Caldwell-West Caldwell recognizes that students and parents should have some means by which their concerns and criticisms of the school may be effectively expressed, considered, and disposed of fairly. If the issue is of a personal nature, not involving policy, or procedure, it may be presented to anyone on the staff of the school system for consultation and advice. Please review CWC Board Policies 1140 and 2260 for additional information. Any member of the school community who has a complaint of discrimination based on a protected category should contact the Affirmative Action Officer. You can find their contact information on the district's website.

VI. NURSE/ STUDENT HEALTH GUIDELINES

A nurse is available throughout the day in the Middle School. Students who have a need to visit the nurse's office for an illness or to take medication must first obtain a pass from their classroom teacher before going to the nurse.

AED Locations: In the event that an AED is required, the devices may be found in the following locations: Outside Ms. Kurzum's Office (2nd Floor), Outside the Auditorium (2nd Floor), and Outside the Gymnasium (1st Floor).

In an effort to safeguard your child's health and the health of all the children in our school, please review the following health related information. Please save this information, as these guidelines should be used as a reference point to aid you in making a sound decision in whether or not to send your child to school.

Please assess your child's level of wellness before sending him/her to school. Your cooperation in this regard will help to stop the spread of infection among students and staff.

ANIMALS: Animals are NOT permitted in school for any reason, except for individual service animals.

CHICKENPOX: The child may return to school when all lesions are dry or upon written release from the doctor.

CONJUNCTIVITIS: If your child has the symptoms of conjunctivitis, they may be sent home from school. They need to be seen by a physician and have a note to return to school.

FEVER: A student that is sent home from school with a fever of more than 100 degrees cannot return to school the following day. Students may return to school when his/her temperature has been less than 100 degrees for at least 24 hours, without having taken medication to lower the temperature. If this is not the case, the child should remain at home. Please do not give fever reducing medication to the student prior to sending them to school.

HEADCOLD/NASAL CONGESTION: The student should remain at home if he/she is too uncomfortable to complete class work and participate.

HEALTH RECORDS/ANNUAL SCREENINGS: Health records are maintained on all students. Screenings will be conducted annually, according to State Guidelines. Parents will be alerted to any concerns or suspected abnormalities arising from screenings. If you do not want your child screened, please notify your school nurse.

IMMUNIZATIONS: The State of New Jersey requires certain immunizations for all students. When your child receives an immunization, please provide the nurse with the information that includes the physician's signature/stamp, and the month, date, and year that it was given.

INJURIES/EMERGENCY ROOM VISITS: All students who are injured, whether at home, school, or during recreational sports require written medical clearance from the doctor to return to school. Students who are treated in the emergency room

should obtain a written note from the doctor stating that the student is able to return to school. When returning to school, the student is to report to the health office, with the doctor's note, prior to going to the classroom. Students who return to school with casts, air casts crutches, splints, arm slings, wheelchairs, walkers, canes and/or immobilizers require a written doctor's note that includes:
1. Student may attend school
2. Any restrictions from physical education and lunch/class recess
3. Confirmation from the physician that the student has been properly instructed in the use of crutches, walker, cane, or wheelchair if applicable

MEDICATION POLICY: In the event that your child is required to receive ANY medication *(either prescription or over the counter medication)* at school, the following policy must be adhered to:
1. Contact the school nurse for the correct form to be filled out by the doctor's office, as well as grant written permission from the parent/guardian for the student to have medication administered in school.
2. Only the school nurse or parent/guardian can dispense or administer medication. Albuterol inhalers, Epinephrine auto injectors or insulin via pump, can be self-administered when indicated by a physician order that is held in the nurse's office.
3. ALL medication must be in the original container. Prescription medication needs to be in the original labeled container from the pharmacy with information that includes the name of the student, medication, and dose.

PHYSICAL EXAMINATIONS: All new students to the district are required to have a physical examination by their family health care provider and submit the documentation of this exam to the school nurse. It is recommended that physical exams be repeated in grades 4, 7 and 11. Physical exam forms can be obtained in the nurse's office or on the School Nurse's web site. The paperwork must be from the doctor's office and not downloaded from a parent portal.

SKIN RASH/LESION: If your child exhibits a skin rash/lesion of undetermined origin, please consult your physician before sending the child to school. A doctor's note may be required to return to school.

STITCHES/STAPLES: Students who return to school with stitches should provide a written note from the doctor that includes:
1. Student may return to school
2. Any restrictions for physical education and lunch/classroom recess

STREP THROAT: Students may return to school 12 hours after the first dose of antibiotic therapy has been started in accordance with your doctor's orders. The student must feel well enough to attend school, and must not present with any other symptoms, such as a temperature over 100 without fever reducing medication. All cases of strep must be reported to the school nurse.

SURGICAL PROCEDURES: Any student who returns to school after a surgical procedure requires a written doctor's note that includes:
1. Student may return to school
2. Any restrictions for physical education and lunch/class recess

VOMITING: If your child is sent home from school due to vomiting, they cannot come to school the following day. Students must be symptom free for a full 24 hours and able to hold down food and fluids before returning to school.

ELEVATOR USE – ***THE ELEVATOR MAY NOT BE USED DURING ANY EMERGENCY EVACUATION PROCEDURES, SUCH AS FIRE DRILLS.*** **Pupils in need of assistance in descending stairs are to report directly to the "Point of Refuge."**

Students who require the use of the elevator will adhere to the following procedures:

1. A note requesting elevator use must be submitted to the general office to Mrs. Kurzum. The request must be signed by the parent or guardian. If possible, the anticipated length of time for which the elevator is requested should be indicated.
2. Elevator key should be picked up from Mrs. Kurzum. Once signed out, keys are left each day with the Assistants in the Library. The student will be required to sign the key out, and in again each day. *Failure to return an elevator key will result in a student being charged a replacement fee of $10.*
3. Each student requiring the use of the elevator must be accompanied by one other person each time he/she is on the elevator. That person is subject to approval by the teacher and/or the administration.

An updated version of the Grover Cleveland Middle Student-Parent Handbook may be found online, at www.cwcboe.org. Any changes to our policies and procedures due to remote learning will be directly communicated to families and students and updated on our website.

RECORD RETENTION

The school maintains permanent student records in accordance with state record-retention requirements. However, student assessments, classwork, assignments, projects, and other non-permanent educational records are generally retained only through the current school year and may be discarded thereafter. Students and families are encouraged to keep copies of any work they wish to preserve for future reference.

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