

Grover Cleveland Middle School

Return to School 21-22

Protocols

Day-to-Day Operations

Morning Procedures within the Building

- Students are not permitted on campus prior to 8:20AM. Students may not be supervised if they arrive prior to the designated time.
- While masks are not required outside the building, students should maintain 3 feet distance.
- Students must wear their student identification IDs at all times.
- All designated doors will open at 8:30AM.
 - **6th:** Students will enter the building from the Thomas Street stairwell ground level doors (students will walk up to the third floor from the staircase).
 - **7th:** Students will enter the building from the Academy Street ground level doors next to the gym/cafeteria annex.
 - **8th:** Students will enter the building at the front door (second level).
 - In the event of inclement weather, students will enter from the same designated doors to enter the following locations:
 - Grade 6: Gymnasium (Students will sit on marked off spots on the bleachers)
 - Grade 7: Cafeteria (Students will sit in designated chairs)
 - Grade 8: Auditorium (Students will sit in seats marked off)
- All late arrivals will use the second floor main office entrance and report directly to Ms. Karlsen in the main office.

Hallways/Passing Between Classes

- Students will maintain at least 3 feet of distance to the greatest extent possible when traveling between classes.
- Students will walk closest to the lockers on their right side.
- Students will be required to use the hand sanitizer stations in each classroom or wash their hands upon entering the classroom prior to sitting down at their desk.

Staircases

- Up Only
 - 1) Stairwell near Rms 101/102, 201/202, 301/302
 - 2) Stairwell near Rms 114, 212/214, 314/316
- Down Only
 - 1) Stairwell near Rms 108/207/305
 - 2) Stairwell near Rms 111/209/311

Bathrooms

- Hallway supervision will monitor bathroom usage to sustain social distancing protocols.
- A limited number of students will be permitted in the bathroom at a time. Students must socially distance themselves while waiting outside of the bathroom.
- Masks should remain on while in the bathroom.
- Students will maintain proper hand hygiene.

Dismissal Procedures within the Building

- All students are to exit the building using the designated stairwell, and exit, and proceed off campus as soon as possible if walking or going to the car if being picked up.
- Students are to report to either the guidance office, nurses office, or general office if an emergency occurs.
- Students are not permitted to congregate inside the building and create unsafe conditions that increase the risk of infection from COVID-19.

Contact Tracing

- Per the CDC, close contact is defined as being within 6 feet of someone with suspected or known COVID-19 for 15 or more minutes during a 24-hour period.
- School staff will help to identify school-based close contacts of positive COVID-19 cases in the school. The school staff will assist in identifying the close contacts within the school and communicating this information back to the local health department (LHD).
- With guidance from the LHD, school staff are responsible for notifying parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.
- The LHD contact tracing team, in consultation with district nurses and administrators, will notify and interview close contacts identified by the school and reinforce the exclusion requirements.
- Please see the Caldwell-West Caldwell Plan for Safe Return to In-Person Instruction for additional information.

Remote/Hybrid Instruction

- Remote and hybrid instruction are no longer an option for the 21-22 school year.
- When a student tests positive or needs to quarantine due to being a close contact of a COVID positive individual, students will be supported through virtual learning.
 - The mode of instruction (asynchronous vs. synchronous) will be determined by the teacher to best suit that specific class and lesson.
- In the event that a student needs to quarantine due to travel, has a non-COVID illness, or needs to miss school for other reasons, students will be marked absent and will not be able to participate in synchronous instruction.
- Resources for Remote Instruction
 - **Google Classroom:** Classroom teachers will maintain a Google Classroom and connect students to the site in September.
 - **Google Meet:** Classroom teachers will set up and communicate a Meet Code/Meet Link to students in the classroom to join if quarantining.

Safety Protocols

COVID-Attestation and Spread Prevention

- All families must complete a weekly COVID attestation form in Genesis. Forms will open on Monday for the following week. Students who do not have a completed form by Monday morning of each week will not be permitted to attend class until the form is completed.
- All school staff will demonstrate and encourage respiratory etiquette.
- All school staff and students will maintain proper hand hygiene.
- Staff and students should stay home when they are sick.
- Staff are encouraged to maintain 6 feet of distance from students when possible.
- GCMS has a designated waiting area for students that are showing signs of COVID-19 until they are able to be picked up from school.

Masks

- Students and staff will be required to wear a mask inside the school environment at all times, per Governor Murphy's Executive Order No. 251.
- Students will only be allowed to remove their mask while eating lunch (please see the lunch section for more information) or when a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of 6 feet from all other individuals, per Governor Murphy's Executive Order No. 251.
- Masks are required to cover both the nose and mouth.
- Images and/or words on masks are subject to the school's dress code policy.
- For comfort, familiarity and ease of use, students should provide their own face coverings and, if possible, have an extra with their belongings.
 - The CDC recommends the use of a two-ply cloth face mask.
 - One-way valve masks **may not** be worn. These masks permit exhaled air to pass unfiltered and do not sufficiently mitigate the risk of infection.
 - Neck gaiters or bandanas **may not** be worn. Face shields may be worn, but not without a mask.
 - Masks should be washed at the end of each day.
 - Schools will have extra masks on hand in the event that a student or staff member does not have a covering or if the covering breaks or becomes unusable.
- All visitors, including parents/guardians/caretakers are also expected to wear a mask while inside the school building.
- If a student forgets his or her mask, the District will have a supply of disposable masks. If this occurs regularly, a charge may be applied for each mask. It is also recommended students bring a back-up mask to school daily.
- Students not wearing masks appropriately indoors face administrative consequences.

Classroom Spread Prevention

- Shared supplies will be limited. When necessary to be shared, they will either be cleaned between use, or students will clean their hands before and after use. Students will also be seated a minimum of 3 feet apart during group activities.
- Masks will be worn in all classrooms, with the exception of Physical Education class, while activities are ongoing. Outdoor spaces will be utilized as much as possible (weather permitting).
- Water fountains will only be used as water bottle refilling stations.
- To begin the year, students will not change for Physical Education class to prevent a large number of students congregating in the locker room. This may be reevaluated as the year progresses.

Technology Devices

- GCMS is transitioning to be a 1:1 Chromebook school. While we transition through the fall, GCMS will continue to be a B.Y.O.D (Bring Your Own Device) school until all students have a district issued device. Students and staff can bring in their personal devices (iPads, laptops, etc.) and access the secured server and wireless components.
- BYOD in the classroom is a daily necessity and permitted only for academic purposes.
- A *limited number* of Chromebooks will be available in classrooms for students that do not have a device, which will be properly wiped down in between usage.
- The following guidelines for BYOD must be adhered to by students:
 - Devices are permitted only in an academic setting with teacher approval.
 - Students are responsible for their own devices. Devices should be secured in student backpacks when not in use.
 - Parents and Students are expected to read and abide by the Internet User's Agreement.
 - B.Y.O.D. privileges can be revoked for violating policy and using devices for something other than academic purposes.
- If a student experiences technical difficulties please contact Ms. Abramovich at IAbramovich@cwcboc.org for support.

Lockers and Backpacks

- We are hopeful that students will be able to use their lockers beginning on September 9, 2021.
- Students will find their locker number and combination on their student schedule in the Genesis Student Portal.
- Students will be permitted to go to their locker at designated times to begin the school year to avoid overcrowding near lockers.
 - Last Name A-L: After periods 2, 4, and 6.
 - Last Name M-Z: After periods 3, 5, and 7.
- To start the school year, students will be permitted to carry a backpack for their personal and school belongings. This will be evaluated throughout the school year.
- Please reference pg. 11 in the student handbook to review the district's policy regarding searching any personal belongings.

Lunch

- At 3 feet apart, the Grover Cleveland Middle School cafeteria cannot seat every student per grade level during their designated lunch time.
- Lunch will remain at 30 minutes and have all students during that period eat on the blacktop.
- Students receiving school lunch will get a “grab and go” bag. This is to avoid lines and congestion in the cafeteria.
- In the event of inclement weather, students will eat in the following locations.
 - The following homerooms will eat in the cafeteria.
 - 6G- Forte/Keenan/McCarthy/Teshkoyan
 - 7G- Giangrasso/Hajjar/Pellechia/Tobey
 - 8- Bishop/Kolator/LaBato/McCall/McLaughlin
 - The following homerooms will eat in the auditorium
 - 6C- Otinsky/Pacala/Saito/Spina
 - 7C- Allister/Dee/Kotlewski/Palma
 - 8- Riggitano/Romero/Salvanto/Silverthorne/Strangeway
- Contact Mr. Bertollo with any specific questions or concerns about your child’s participation in indoor lunch.
- **PLEASE NOTE** Our food vendor, Maschio's, will be cashless for the 21-22 school year. You must have an account and money loaded on MySchoolBucks in order for your children to purchase food.

We will continue to monitor the updates from the CDC, our local Board of Health, as well as our own school observations, to determine if we need to modify any lunch plans.

Music

- During music instruction (band/chorus/orchestra/lessons), students will be kept 6 feet apart, whenever possible.
- Students will wear designated masks at all times.
- Appropriate PPE will be provided to mitigate potential spread.
- Additional instructions and specifics related to your child’s instrument will come from their teacher.

GCMS Events

- Advisory will begin on September 29, 2021.
- Enrichment will be delayed until later in the year.
- Field trips will not be permitted in the fall and will be reevaluated in the winter.
- We are hopeful that house events, dances, clubs, and other school events can safely resume in the fall to help ease the transition back to include traditional events at GCMS.

Office Procedures

- Until further notice, all parent meetings should take place remotely. This includes IEP & 504 meetings. In special cases, in-person meetings may be allowed with prior authorization from GCMS Administration only.
- In the event a student needs to be picked up early from school, a parent will be let into the vestibule just inside the main entrance. They will sign their child out using Lobby Guard. Parents will need their driver's license to successfully complete this. Parents will wait in the vestibule for their child to be brought to them.
- If a parent or any visitor has an approved appointment, they will be asked to fill out a COVID-19 questionnaire and have their temperature checked before being let into the building. Masks will be mandatory.

Emergency Drills

- In accordance with state code, fire drills and security drills will still take place monthly.
- At this time, no modifications to the process will be made.

Additional Updates

- For the most up-to-date information, please visit the Grover Cleveland Middle School website regularly or follow us on social media.
 - Website: www.cwcboe.org/gcms
 - Instagram: @CWCGCMS2
 - Twitter: @CWCGCMS2