

**Public Schools of Edison Township**

School Supervision Plan

2010-2011

John P. Stevens High School

855 Grove Ave

Edison, NJ 08820

(732) 452-2800

## **PARENT NOTIFICATION**

By April, the Township of Edison Board of Education adopts the school calendar for the next school year and distributes it to each student to bring home. This calendar clearly states scheduled school closings and early dismissals for the next school year.

The Township of Edison Public Schools will post the school year calendar on the district's Website: [www.edisonpublicschools.org](http://www.edisonpublicschools.org). In addition, each residential household receives a district/township calendar of events in late August. These calendars clearly state scheduled school closings and early dismissals.

Schools shall distribute information pertaining to student safety, including arrival and dismissal procedures to each student to bring home in the fall of every school year. High schools shall obtain and verify with parents/guardians permission for students to be on an early release schedule.

Schools will distribute or post on the district web-site a school calendar of scheduled school closings and early dismissals. In addition to the monthly calendar, schools will utilize Connect-Ed to send notices for scheduled half days and school closings.

The Township of Edison Public Schools has daily access to ESN network, Channel 118 on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 118.

The Township of Edison Public Schools will utilize local radio stations (NJ 101.5, WCTC 1450 AM, WNJO 94.5) to announce all emergency information including but not limited to delayed openings, school closings and early dismissals.

In the case of an emergency early dismissal or closing, the Connect Ed telephone relay system will be used to contact the parents/guardians of every student to inform them of the need for an emergency early dismissal or school closing and to make sure students will be supervised at the time of the dismissal.

## **STATEMENT OF PURPOSE**

The School Supervision Plan presents the building-level guidelines for student arrival and dismissal. As stated in BOE policy 5142 Pupil Safety,

- Each teacher must maintain a standard of care for supervision, control and protection of students commensurate with his/her duties and responsibilities.
- Each teacher must provide proper instruction in the safety matters presented in the assigned curriculum guide and keep an accurate record of the presentation for each student in the instructor's record book.
- Each teacher must enforce the rules established for student activity in high risk areas.

This plan provides information that is needed by teachers and parents as students arrive at, and are dismissed from school to ensure the safety of students.

It is essential that each school employee has knowledge of and access to the plan at all times before, during, and after school.

Any questions or concerns regarding this plan should be directed to the principal.

## **DISTRIBUTION**

The school-based Supervision Plan will be distributed to the following (beyond those distributed within the building):

- Superintendent of Schools
- Assistant Superintendent of Schools (when applicable)
- Director of Safety
- Assistant Business Administrator

## **ARRIVAL SUPERVISION**

The administration and staff will adhere to the procedures below for supervision prior and during student arrival to school:

1. Parking Lot Security
  - a. By 7 a.m. security guards place traffic cones in front of school to form 2 lanes (One lane for buses; one for parents)
  - b. Three security guards monitor traffic coming into main driveway. Specifically, two of the guards route parent cars and staff cars to appropriate areas, and hold traffic to allow students and staff on foot to cross the parking lot. The third guard rotates between traffic in front of the building and the junior parking lot.
  - c. A 4th guard monitors student cars for appropriate parking tags, and directs them to proper parking area. This guard also keeps a checklist of buses that arrive on time—before 7:30 a.m.—and notifies administration of tardy bus arrivals.
  - d. At 7:20 a.m., doors to the building are opened to students. **(NOTE: in the case of inclement weather—heavy rain, snow or cold temperatures—doors to the building will be opened earlier, and students will sit in the auditorium until 7:20 a.m.)**
  - e. At 7:30 a.m., two teachers assist with keeping students from leaving school property to the “junior” parking lot.
  - f. Once all buses have departed guards continue to monitor cars and pedestrians until 7:40 a.m. Traffic cones are then removed
2. Homeroom teachers will wait outside their classrooms to move students quickly to their lockers and on to appropriate locations.
3. Other staff and administration circulate the building to assist with moving students along to their homeroom locations.

## **LUNCH SUPERVISION**

The administration and staff will adhere to the procedures below for student supervision in the cafeteria during the following lunch periods:

Period 4	10:11 – 10:35
Period 6	10:58 – 11:22
Period 8	11:45 – 12:09
Period 10	12:32 – 12:56

1. Each lunch period will be staffed by at least one member of the security staff and several teachers on duty, one of which serving as the “Teacher in Charge.” Members of the administration will periodically circulate through the cafeteria as well.
2. Students will move to the cafeteria during passing time, and are permitted to sit where they choose. Seniors have the option of sitting outside at picnic tables adjacent to the cafeteria.
3. At the start of the period, the “Teacher in Charge” will remain near the entrance of the cafeteria. A second teacher will assist in logging students arriving tardy to the cafeteria, as well as managing students leaving for the lavatory. Remaining staff and security in the cafeteria will monitor lunch lines for cutting and, where possible, stealing.
4. Once lines have dwindled, staff will monitor behavior in the cafeteria by circulating seating areas to which they are assigned by the “Teacher in Charge.”
5. The “Teacher in Charge” will handle necessary PA announcements, and will answer the phone line between the office and the cafeteria.
6. Students will be reminded over the PA when there are 10, 5, and 2 minutes remaining until the end of the period. They will also be instructed to throw garbage and recyclables into proper containers, and to push their seats in as they leave.

## **CO-CURRICULAR DISMISSAL (SPORTS/CLUBS)**

The administration and staff will adhere to the following procedures for student supervision at times of dismissal from after school activities such as school clubs or sports:

1. The staff member in charge of the activity or athletic team must remain with the students until they have departed for home in one of the following manners:
  - a. The 4 p.m. activity bus (Wednesdays and Thursdays only)
  - b. Private transportation by a family member
  - c. Walk (only for students who walk to and from school on regular school day)
2. Students who require bus transportation will not be dismissed from the activity before 3:45 p.m.
3. Three activity buses will be available on Wednesdays and Thursdays for those students who rely on bus transportation to get to and from school on regular school days. This bus will depart from the school at 4 p.m. Advisors and coaches must provide bus students with an activity bus pass, and must release students at 3:50 p.m. to allow them enough time to depart on the bus. Bus routes will be posted in the main lobby.
4. Bus passes will only be distributed to students who stay after school for a legitimate club/athletic activity. No pass will be provided to students who stay at school for an unmonitored purpose.
5. When activities, meetings, or sports conclude after bus transportation has departed, students must arrange for their own way to get home as outlined in items 1b and 1c above. Coaches and advisors will strongly encourage parents to pick up their children, even if they normally walk on regular school days.

## **DISMISSAL SUPERVISION**

The administration and staff will adhere to the procedures below for supervision during student dismissal from school:

1. **For Early Release Students**, the security guard in zone 4 will include the senior parking lot as part of his/her route. The guard directs students to leave the parking lot in a timely manner, and notifies administration of inappropriate activity or daily loitering. A second security guard will make a similar sweep of the “junior parking lot” at 2 p.m.

**NOTE: items 2–5 start at 2:15 p.m.**

2. Guard A monitors traffic entering main driveway. Parents are not permitted to remain in parking lot or driveways until buses have departed.
3. Guard B monitors the senior parking lot. Specifically, he/she directs students to depart safely via the main driveway, and discourages students from loitering in the parking lot.
4. Guard C is stationed along the bus loop, and monitors the front of the lines of buses. He/She also observes activity in the parking lot across the street from bus exit and reports questionable activity to the administration.
5. Guard D greets each bus as it arrives and keeps a checklist of buses that arrive on time—before 2:25 p.m. and notifies administration of buses that are late for student pick-up.
6. At 2:30 p.m. dismissal, teachers are in hallway encouraging students to quickly go to locker and get to buses by 2:40 departure.
7. Buses depart at 2:40 p.m. Guard E remains in the building to “sweep up” remaining students who are not staying for valid purpose. Students who miss bus are directed to the attendance office to call parents (or they may use their cell phones outside the building). They are required to stay in front of the building until their ride arrives.
8. Once buses begin to depart the bus loop, Guard A allows parent cars into appropriate area of the lot to pick up their children. Traffic in lot is managed until 3:00 p.m.
9. At 3:00 p.m. all security guards on duty perform a final check of the hallways, bathrooms and stairwells for students.

## **PARENT CUSTODY ISSUES**

The administration and staff will adhere to the following procedures for student supervision at times of custodial discrepancy:

1. When a parent arrives to pick up a student from school early, he or she is directed to the attendance office. The attendance staff requires the parent to show identification (unless recognized from previous pick-up).
2. Attendance staff consults the student record on Starbase (student information software program). If there is a flag explaining that the non-custodial parent cannot pick-up the student without approval from the custodial parent, then the latter is contacted by the attendance staff.
3. With the approval of the custodial parent, the student is called from class to the attendance office. The non-custodial parent must stay in the office until student arrives. Then, the attendance staff is present when the he/she signs the student out in log book.

## **OTHER THAN PARENT/GUARDIANS PICKING UP STUDENTS**

The administration and staff will adhere to the following procedures for student supervision when non-parents /non-guardians pick up students:

1. When a non-parent (or non-guardian) arrives to pick up a student from school early, he or she is directed to the attendance office. The attendance staff requires the adult to show identification (unless recognized from previous pick-up), and to explain their relation to the student.
2. Attendance staff consults the student record on Starbase (student information software program). A parent or official guardian on record is contacted for permission for the adult to pick up the student.
3. With the approval of a parent or guardian, the student is called from class to the attendance office. The adult must stay in the office until student arrives. Then, the attendance staff is present when the adult signs the student out in log book.