

2011-2012 School Supervision Plan

Public Schools of Edison Township

School Supervision Plan
2011-2012

Washington Elementary School
153 Winthrop Road
732 650 5280

September 2011

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.edison.k12.nj.us. In addition, each residential household receives a district/township calendar of events in August or September. 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 School Messenger 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
- Director of Safety
- Assistant Business Administrator

ARRIVAL SUPERVISION

The Principal and Staff will adhere to the following procedures for student arrival to the building.

1. Bus Duty staff will open doors B-9 and B-6 at 8:45 a.m. Students arriving by bus will line up with their class. Students will be escorted into the building at 8:53. If the weather is inclement, students will enter the building at 8:45 and line up at their classroom door. Kindergarten bus students will line up together with the supervising staff member.
2. The bus drivers will check the bus to be sure all students have exited.

3. Duty Staff will open door D-3 at 8:45. 4th and 5th grade students will line up by class. Students will be escorted into the building at 8:53. If the weather is inclement, students will enter the building at 8:45 and line up at their classroom door.
4. Duty Staff will open door D-1 at 8:45. 1st, 2nd and 3rd grade students will line up by class on the blacktop near the 3rd grade classroom windows. Students will be escorted into the building at 8:53. If the weather is inclement, students will enter the building at 8:45 and line up at their classroom door.
5. The Kindergarten Teacher on duty opens door D-4 at 8:45. Students will be escorted into the building at 8:53. If the weather is inclement, students will enter the building at 8:45 and line up at their classroom door.
6. All teachers are on duty at their classroom door at 8:55. Teachers supervise the orderly entrance of students to the building, through the halls and into the classrooms. Student attendance is taken.
7. All visitors to the building must ring the security bell and report to the main office.
8. Attendance folders are placed in the hallway racks. They are then collected and brought to the main office.

LUNCH SUPERVISION

The Principal and Staff will adhere to the following procedures for student supervision at lunch and recess.

1. Students will be brought to the lunch line and multi-purpose room by the lunch aides. They will be seated at the lunch tables.
2. The 1st lunch and recess periods are 12:15 – 12:35 & 12:35 – 12:55 for 3rd, 4th, and 5th grades. The 2nd lunch and recess periods are 1:02 – 1:22 & 1:22 – 1:42 for 1st and 2nd grades.
3. The principal will be available in emergencies or whenever a difficult situation arises.
4. Students are permitted to talk quietly; however, loud, boisterous and disrespectful behavior will not be tolerated. If difficulty is encountered the principal or a teacher should be contacted.
5. Lunch aides are responsible for specific rooms during the lunch period and recess area. They will share a general responsibility for the entire lunch period in the lunch room.

6. Lunch aides will remain with the students, for whom they are responsible, circulating among them and dealing with incidents before they become difficult problems.
7. Students must not be allowed to wander freely about the room. Students may only leave their seats with the supervising persons' permission. Tables must be cleaned before leaving the lunchroom. Students must keep their area clean.
8. Do not permit more than 2 boys and 2 girls to use the lavatories at any one time.
9. It is very important that you earn the students' respect. Be firm in your decisions and be fair.

RECESS SUPERVISION (ELEMENTARY)

The Principal and Staff will adhere to the following procedures for student supervision during recess.

1. During favorable weather, the children are to be dismissed to the blacktop or playground area. Dismissal should be orderly. The students are to walk to and from the play ground. The lunch aides must walk with the students and must remain with their group.
2. While students are on the blacktop or playground, the lunch aides must circulate among them to provide adequate supervision. Pushing, shoving or any other dangerous or disrespectful behavior is unacceptable. Students must not be permitted outside the designated play area.
3. If the weather is inclement, students will remain in class for recess.
4. It is very important that you earn the students' respect. Be firm in your decisions and be fair. Planned activities help eliminate a lot of discipline problems.

DISMISSAL SUPERVISION

The principal and staff will adhere to the following procedures for student dismissal from the building.

1. 4th and 5th grade bus students will line up in the hallway near the bathrooms at 3:25. 1st, 2nd, and 3rd grade bus students will line up in the breezeway area at 3:25. Preschool and Kindergarten (A.M.) bus students are escorted to the bus by the staff on duty. Preschool and Kindergarten (P.M.) bus students will line up in the Kindergarten hallway at 3:25. Students will be escorted to the busses by the staff on duty. After exiting the building, the staff on duty will direct students to

their correct bus or van line to await direction for boarding the bus or van. The Bus Duty Staff will remain with students until all busses and vans have departed.

2. Students will board busses and vans only if the driver is present and ready to accept them. Students must wear the seat belts.
3. Kindergarten & 1st grade students in the ABC (childcare) program will be escorted by Duty Staff to the multi-purpose room at 3:25. All other students will be dismissed from their classrooms to the ABC program at 3:30.
4. Students escorted home by parents/guardians are dismissed from their classrooms at 3:30. Kindergarten, 1st and 2nd grade students are released by their teacher only when met by parent/guardian. A teacher will be on duty at the 5th grade steps from 3:25 until 3:40.
5. Any students remaining on school property after dismissal without parent/guardian supervision must be brought to the main office. Parent/guardian will be called.
6. After all busses and students have left the school property, all doors are closed and locked.

EMERGENCY PLAN:

Parents/guardians will be notified by the School Messenger communication system in the event of an emergency closing. Emergency plans for student dismissal must be listed on the emergency card when completed by the parent/guardian. These plans are kept on file in the office. Any students remaining on school property after dismissal without parent/guardian supervision must be brought to the main office. Parent/guardian will be called to pick up their child. If no parent/guardian is available for contact, the Edison Police Department will be called.

PARENT CUSTODY ISSUES:

If custody issues require special dismissal or student pick-up arrangements, legal documentation must be presented to the office. Copies will be maintained in the student's file. Students will not be released to a non-custodial parent without consent from the custodial parent. The names and telephone numbers of those authorized to pick up students must be listed on the emergency card. Anyone not listed on the card must present identification. Verification will be made with the custodial parent before the student is released.

CO-CURRICULAR DISMISSAL (SPORTS/CLUBS):

Students participating in co-curricular activities must be picked up by a parent/guardian. Parent/guardian will be advised of dismissal time in writing. Parent/guardian must pick up their child at dismissal time. Contact information must be provided for each participating child. Only students with permission (in writing) will be allowed to participate in after school activities. The advisor for the club will remain with students until they are picked up by parent/guardian. If no parent/guardian is at school at the advised dismissal time, the parent/guardian will be called.

to pick up their child. If no parent/guardian is available for contact, the Edison Police Department will be called.

After the second time a parent/guardian is not on time for dismissal from after school activities, the student will be dropped from the activity roster. Parent/guardian will be notified when this occurs.

TEMPORARY HEALTH ISSUES:

Parent/guardian of student with temporary health issues must notify the nurse in the clinic of the student's condition and needs. Any student becoming ill during the day will be sent to the clinic. The nurse will evaluate the student to determine the need for early dismissal. If the student is to be sent home from school early, the parent/guardian will be called. The student will remain in the clinic until such time the parent/guardian is able to retrieve the student. Parent/guardian must first come to the main office to sign out their child.

OTHER THAN PARENT/GUARDIANS PICKING UP STUDENTS:

Students will not be released to persons other than parent/guardian without consent from the parent/guardian. The names and telephone numbers of those authorized to pick up students must be listed on the emergency card. Anyone not listed on the card must present identification. Student will be asked for recognition of the person to whom they will be released. Verification will be made with the parent/guardian before the student is released. If a question regarding release of a student exists, the Edison Police Department will be called for assistance.