Public Schools of Edison Township
School Supervision Plan
2012-2013

Name	**Edison High School**
Address	**50 Boulevard of the Eagles**
Phone Number of School	**(732) 650-5200**

September 2012

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 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 14 on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 14.

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**
- **Director of Safety**
- **Assistant Business Administrator**

DISTRIBUTION OF SCHOOL CALENDAR

1. **Period one teachers will distribute and collect letters signed by parents and/or guardians stating that they have received the school calendar.**

2. **Students who do not provide signed letter will be subject to disciplinary consequences from the administration.**

ARRIVAL SUPERVISION

1. **Security stationed at all Bus Drop Locations.**
2. **Security Personnel directing traffic.**
3. **Crossing Guard from Senior Lot**
4. **Administration and Staff are stationed throughout the building during the arrival time.**
5. **Main Entrance is supervised by security.**

LUNCH SUPERVISION

1. **Up to six teachers are assigned to Lunch Duty.**
2. **Two security guards stationed at all lunches for supervision.**

BUS DISMISSAL SUPERVISION

1. **Security personnel stationed at bus pick up locations**
2. **Administration stationed at various posts outside the building.**
3. **Security personnel directing traffic.**
4. **Crossing Guard for students to cross to senior parking lot.**
5. **Faculty with a last period class has hall duty outside their classrooms until bus departure.**

DISMISSAL SUPERVISION – Students who do not ride the bus/Latch Key Program.

1. **Students exit the same as bus students.**
2. **Security Personnel throughout campus to supervisor walkers leaving the property.**
3. **Administration in the building until at least 5:00 for students with issues.**

EMERGENCY PLAN

We have an extensive Emergency Management Plan, including Fire Drills, Lockdowns and Evacuations.
This is confidential information that can be provided upon request.

PARENT CUSTODY ISSUES

1. **Custody issues are noted in our student management system.**
2. **Attendance and Nurse's office check ID of the person picking up the student in order to confirm guardianship.**
3. **High Profile cases will be discussed with the student's teacher in order to provide information as to who the teacher can speak to.**

CO-CURRICULAR DISMISSAL (SPORTS/CLUBS)

Students are dismissed at 4:00 to board the late buses and/or walk home. Administration and security guards will supervise the dismissal.

TEMPORARY HEALTH ISSUES

1. **Depending on the health issue, students can provide a "chronic" note for excusing absences due to a chronic condition.**
2. **Parent must call and use the word "Chronic" when speaking to the attendance office.**

OTHER THAN PARENT/GUARDIANS PICKING UP STUDENTS

1. **See Parent Custody Issues.**
2. **No student is released to anyone other than parent and/or guardian.**