

PUBLIC SCHOOLS OF EDISON TOWNSHIP
HERBERT HOOVER MIDDLE SCHOOL
School Supervision Plan
2010-2011

Hoover Middle School
174 Jackson Avenue
Edison, NJ 08837
732-452-2940

Herbert Hoover Middle School takes a consistently proactive approach to school supervision and safety. In addition to regularly practiced fire drills, lockdowns, and evacuations the Herbert Hoover Safety & School Climate Committee meets on a monthly basis to analyze and strategize effective school supervision. Building supervision and safety protocol are in line with Edison School District standards, and are modified if necessary to ensure the safety of all individuals.

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 parent's/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 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
- Director of Safety
- Assistant Business Administrator

ARRIVAL SUPERVISION

- Staff members are assigned to the front of the building to supervise student arrival beginning at 8 am. An administrator supervises students outside, while the other supervises inside the building.
- Students who arrive between 7:45 and 8 am for extra assistance with a staff member or an am club are given a pass in advance by the supervising staff member. Upon arrival, students are buzzed into the building and are required to check-in with the office staff. The office staff will verify the teacher is present before allowing the students to enter the halls. Students must remain in the office until the teacher arrives.
- The front entrance doors are opened at 8 am and are closed by 8:28. Walkers who arrive prior to 8 am are expected to remain in the front lobby.
- Upon arrival of busses, students are expected to enter the building through the front doors.
- Busses arrive via Brower Avenue, through the maintenance facility, and drop students off in the front of the school building. Busses then exit on to Jackson Avenue.
- Parents who drive their children to school are expected to drop their children off between 8:10 and 8:20. Students should be dropped off on Jackson Avenue and are expected to use the sidewalks. Students are expected to cross at designated supervised crosswalks. For safety reasons, it is requested that parents not pull into the parking lot.
- Students who walk to school are expected to use sidewalks at all times and wait for a staff member to signal it is safe to cross in bus areas.
- Once students enter the building, they are expected to report to their grade level holding area until the first bell at 8:20. 6th and 7th grade students are to report to the gymnasium and line up by homeroom sections. 8th grade students are to report to the cafeteria. Staff members are assigned to both locations to supervise students.
- Students are released from holding areas to their homeroom locations at 8:20. Staff members are expected to be supervising the halls as students move to their lockers and homeroom locations.

LUNCH SUPERVISION

Lunch times are as follows:

Grade 6 - 11:11-11:40

Grade 7 - 12:01-12:30

Grade 8 - 12:51-1:20

- Lunch aides are hired by the Board to monitor students during their scheduled lunch periods.
- Teachers are assigned to "lunch duty" to assist with the supervision of students
- An administrator makes every effort to be present for each lunch period.
- Lunchroom staff has access to the office via walkie-talkie or house phone.
- Students are expected to report to the cafeteria on time. Students are not permitted to leave the room without permission of a staff member and a hall pass.

BUS DISMISSAL SUPERVISION

- Students are assigned to a specific bus route by the Transportation Department. Students receive printed bus passes and are expected to have these available throughout the year. The administration holds meetings with all bus students in the fall where seats are assigned and bus rules are reviewed. Students and their parents sign bus contracts indicating they have read and reviewed the expectations. Students may only ride the bus to which they are assigned.
- Busses 1-5 line up in the front of the building; busses 6-19 line up on the side of the building four busses at a time.
- Staff members are assigned to the front bus area and the side of the building to ensure student safety as they board busses.
- Staff members hold up bus number signs and use a bullhorn to alert students of the busses that have arrived.
- Students are expected to remain behind the safety lines until their bus arrives.
- Students who miss their assigned bus are expected to report to the main office to use the office telephone to notify their parents. Parents may pick up their child or, if available, opt to have their child take the late bus home. If the student will take the late bus home, the main office staff will issue the child a bus pass and the student is expected to remain in the office until the late busses arrive at 4 o'clock. Students may not use cell phones at any time while on school grounds.
- Walkers are expected to use the sidewalks at all times and walk directly home.
- Parents who pick their children up are asked to use corresponding streets to meet their children (i.e. Coolidge, Hoover, Wagner). For safety reasons, parents may not enter the parking lot.
- Staff members are assigned to the entrance and exit of the parking lot to assist students as they cross Jackson Avenue.

- 4 o'clock late busses may be available during the week for students who stay after school for student activities or academic assistance. Any student who rides the late bus must have a pass from the supervising teacher or the main office. There are four late busses that service all of the bus stops. Lists of the bus stops are available in the main office, are provided to staff members and are hung at the main entrance of the building for students to verify which bus will take them home. The bus stop may not be the same as the student's regularly assigned bus, but should be within close proximity to the child's home. Teachers who keep students after school are expected to accompany their students to the front of the building at dismissal and supervise them until they are gone.

CO-CURRICULAR DISMISSAL

- 4 o'clock late busses may be available during the week for students who stay after school for student activities or academic assistance.
- Any student who rides the late bus must have a pass from the supervising teacher or the main office. Students are not permitted to stay after school for any reason without a supervising staff member (this includes attending sporting events).
- There are four late busses that service all of the bus stops. Lists of the bus stops are available in the main office, are provided to staff members and are hung at the main entrance of the building for students to verify which bus will take them home. The bus stop may not be the same as the student's regularly assigned bus, but should be within close proximity to the child's home.
- Teachers who keep students after school are expected to accompany their students to the front of the building at dismissal and supervise them until they are gone.
- Any student who misses their late bus is expected to notify a teacher immediately. The student is expected to report to the main office with the supervising teacher to contact the child's parent to make other transportation arrangements. A staff member will remain with the student until the child is gone.
- Students who participate in after school athletics are entitled to ride the 4:45 busses. Coaches are provided lists of these bus routes to review with the students on their team. The bus stop may not be the same as the students' regular bus route, but should be within close proximity to the child's home.
- Latch key students are expected to report to the latch key location at dismissal. Latch key supervisors are responsible for students in attendance at all times. Students are released to their parents by the latch key teachers.