

# **PARENT INFORMATION GUIDE**

## **SECURITY**

Welcome TEECS Parents,

Please use the information contained within as an informational guide for the school year. Additional information can be found in the Student Handbook and School Website.

Your cooperation in the below listed matters is necessary to have an efficient and safe running school, inside and out. With these basic but important points we can have a successful school year!

### ***Parental Responsibilities***

We encourage all parents to remind their children every morning how they are going home on that day whether it is by bus, pick up, early dismissal or Club/Extended Care. Each student should know how he or she is going home. If there is a change in your dismissal plans, this must be emailed to the Main Office at ([info@energysmartschool.org](mailto:info@energysmartschool.org)) and your child's homeroom teacher by 10 am for Grades K – 6. You may email for older students in Grades 7 – 12 as a courtesy, but please note that students in Grades 7 – 12 are responsible for their own dismissal.

### ***Student Arrival, Busses***

All students arriving on busses will be kept on the bus until 7:25 am when they will be released to their designated areas. Once gathered, they will report to their individual classrooms. A student will be marked late if he/she arrives to the building at 7:55 am or later. Please account for weather, traffic or any type of unforeseen circumstances. Students arriving on late busses will be marked tardy excused.

### ***Student Arrival and Drop Off***

Upon arriving to the main parking lot, parents will operate their vehicles to the right side of the parking lot and line up in a single file line. They will then proceed to the drop off area (marked by cones in front of the gym doors) and safely discharge the passengers. Students will not be accepted prior to 7:25 am. Do not drop your student off prior to 7:25 am, as there will be no one to supervise your student. Until supervision arrives, it is the responsibility of the parent for the safety and well being of your student. A student will be marked late if he/she arrives to school after 7:55 am when all entry doors are secured for the day.

Please do not allow your child to walk between vehicles or through the parking lot. For the safest exit in our drop off area, your child should exit from the passenger side of the vehicle, directly to the curb.

As a final note, please have your child seat belted in until your vehicle comes to a full stop. Please do not use any hand held devices while operating your vehicle on school property.

### ***Parent Supervision***

Students **CANNOT** be dropped off on school property unless there is supervision present. No student can be left unattended on school property before 7:25 am.

### ***Contact Information for Busing Complaints***

All complaints for bussing related incidents shall be directed to the Franklin Township Board of Education Transportation Department (732-873-2400), the North Brunswick Transportation Department (732-289-3026) and the South Brunswick Transportation Department (732-297-7800, X 5108). The individual townships provide the school with the bus companies who have their own policies and procedures, so if an issue arises, please contact the specific bus company or transportation department.

### ***Parking While School is in Session***

When visiting the campus during school hours please park your vehicles in the designated areas only. Be careful not to obstruct the driveways, pathways and common areas that are needed for deliveries or emergency responders. Remember that busses and large delivery vehicles need added room for turns and unloading. Safety is always our concern. Also, please be aware that it is state law that no vehicle should be left idling on school property.

### ***Parent and Visitor Sign in Requirements***

All parents and visitors must check in with security with identification, there are no exceptions. This policy is in place for the protection and security of all students, staff and visitors. The check in location is on the second floor of the main entrance at the security desk. Anyone found on campus that has not signed in will be escorted to the security desk or off campus. Franklin Township police may also be contacted.

### ***Why Identification is a Necessary Tool***

The school is responsible for the safety and well being of the students and staff. It is for this reason that we must know who is on campus at all times, without proper identification it would be impossible to maintain the level of safety that is required in

the State of New Jersey. Even though we may know the parent or visitor from past visits it is still necessary to maintain this procedure.

### ***Dropping Off Items during School Hours***

If a parent or guardian must drop off an item(s) for a student during school hours, the item(s) will be left inside the main entrance in the designated area. Clearly mark the item with the students name, grade and classroom otherwise it cannot be delivered. The item(s) will then be delivered (K-2) to their homeroom at the next scheduled time by security. Grades 3-12 will be contacted to retrieve their item. Classroom activities will not be interrupted to deliver the item.

### ***Lost and Found, Identifying Items***

Lost and found is located in the gym. The students can view all items during school hours and during after school activities. For parents, items can be checked during morning drop off between 7:25 – 7:50 am and during the afternoon between the times of 3:50 – 4:05 pm. Items will be kept on hand for no more than 30 days, after which the items will be donated to a charitable organization. Please mark all items your child brings to school with their name, grade and class. This includes but is not limited to lunch boxes, water bottles, personal items and clothing.

### ***E-Mails***

Just be reminded that emails are read when time permits. If you send an email, you must allow time for it to be read and the information processed. When referring to your child in an email, please use their full name and homeroom in the communication.

### ***Teacher and Administration Availability***

Teachers are not available to speak with parents without an appointment. Appointments can be made via email. No parent or visitor will be allowed to interrupt a class to speak with a teacher without prior notification and an appointment.

For administration, please make a strong attempt to email him or her first to make arrangements for an appointment.

### ***Student Pickup and Parking***

Students will be released at 2:35 pm for parent pickup. All students will be released from the gym door. We require that all parents or guardians that are picking up park along the marked cones and wait in their car for their child. Please do not leave your vehicle unattended. This is for student and driver safety. When parking your vehicle, drivers must remember that they cannot block the driveway, pathway or lane

of travel for other vehicles or the buses. We understand that there is limited parking, however when the parking area is blocked it creates an extremely dangerous situation and places the students at extreme risk.

Please remember to notify the student's teacher and the Main Office ([info@energysmartschool.org](mailto:info@energysmartschool.org)) before 10 am with any changes to your student's dismissal instructions.

If the parent/guardian is unable to pick up their child, the main office and homeroom teacher must be notified via email in a timely fashion with the name of the person who has been designated to pick up your child. The student will not be released without this information.

### ***Early Dismissal, Times and Pickup Procedures***

On days with early dismissal, the students will be released for pick up at 12:28 pm at the side door (gym area). The same full day parking and pick up procedures will be in place for early dismissal.

### ***Early Release of Students***

For the early release of students, the teacher and main office must be notified and approve the early release of the student. The parent or guardian must first respond to the security desk to sign in and start the process for the release. If the person picking up the student is not the parent, then that person's name and information must be sent prior to the release time by the parent. That person must present valid photo identification for the student's release.

On full days, students will not be available for pick up after 2:00 pm. Exceptions will only be made under emergent circumstances.

On half days (12:28 pm dismissal) students will not be available for pick up between 11:00 pm and 12:28 pm.

### ***Drills***

Throughout the school year, members of the School Security Team will be conducting a variety of mandatory drills including fire, school safety and bus evacuations. The drills will be spread out throughout the school year. All drill records once completed are forwarded to the proper agencies to be recorded.

## ***SwiftK12***

SwiftK12 will be used to forward important information via text messaging and phone messages to parents during emergencies such as school closings and delayed openings. It is important to keep all contact information current with the Main Office.

## ***Clubs and Extended Care***

Please be prompt when picking up your child after Clubs and from Extended Care. The school does charge late fees if you are late. Pick up procedures will be posted in the beginning of the school year.

When picking up your child from Clubs, it is your responsibility to know what Club your child is attending. Students are released by Club, not by the name of the student.

## ***Weather***

Please dress your child in appropriate attire in regards to the weather that day. If it is cold send them to school with an approved coat, hat and gloves. Make sure all items are labeled.

## ***Communication***

The school communicates to parents by utilizing the school newsletter. Please make sure to read every newsletter for updated information on all school events and any type of school related agenda.

If a parent needs to communicate to the school, please add your child's full name and homeroom to the email. This is so if the email needs to be forwarded to another individual, all the pertinent information is already attached.

Please review the schools yearly calendar (school website) periodically throughout the year for upcoming events.

Security hopes that this information contained within this guide helps you understand and clarifies how important safety and security is to Thomas Edison EnergySmart Charter School. If you have any questions or concerns regarding any of the procedures within the school please do not hesitate to approach any member of the security team.

Thank you for your cooperation,

TEECS Security