

嘉義市立玉山國民中學門禁管理辦法

- 一、目的：為保師生生命安全與校園安寧、校舍公物之保全。
二、辦法：(略)

(一) 校門開啟時段：

1. 電動門：

正門：上午六時~下午十時三十分 (配合夜間補校下課時間)

側門：下午五時~下午五時三十分

後門：上午七時~上午七時三十分

下午五時~下午五時三十分

後門旁之小門：上午五時~上午七時三十分

下午五時~六時三十分

假日上午五時~六時三十分

供社區民眾進
出校園休憩活
動

2. 鐵捲門：地下室：上午六時~下午六時

校舍一樓各樓梯出入口：上午六時~下午五時三十分

假日全日關閉

(二) 傳達室值勤：

上班時段：上午八時~下午五時由本校工友負責值勤，中午由替代役值勤。

非上班時段：下午五時~次日上午七時三十分由受雇專人員負責值勤。

假日由受雇值夜人員負責全日勤。

(三) 本校教職員工遙控器開啟校門，應實注意附近人員之安全。

(四) 值勤人員要有執行家長、訪客，在登記簿上登記工作。

(五) 嚴禁外人進入校區向師生推銷或兜售物品。

(六) 學生於上課時間欲外出者，應持有導師、任課老師或學務處同意之請假單，方可放行外出。

(七) 值勤人員遇有重大偶發事件或發覺有可疑人士擅闖校區或持有不明危險物品等，速與有關處室連絡及時有效處理或通知派出所協助處理。

(八) 車輛之管理：本校師生之汽機車、腳踏車停放於地下室。來賓訪客車輛停放前庭廣場停車地點。

(九) 校園、校舍各出入口有攝影機監視錄影，主機置於總務處，另於總務處、學務處、校長室各置有兩部監視畫面，有效掌握校區靜、動態之情況，適時處理狀況，確保師生安全，校區之安寧。

(十) 小門處設置人車分隔90度欄杆，專供社區民眾及本校上下學學生步行進出校園。

(十一) 學校設備物品，未經校方許可，不得任意攜出。

(十二) 在規定時段內進出校區運動，除車停放於校門外，人員在校區活動不可損壞校園內設備，並保持整潔不可亂丟垃圾。

Entrance Regulation for Chiayi Yushan Public Junior High School

1. Purpose: safeguard all teachers and students, protect the campus and public belongs of school.

2. Solutions:

(1) Opening time:

1. Electronic gate:

Main Entrance: 6:00 a.m. to 10:30 p.m. (Matching to class over time of the supplementary education)

Side entrance: 5:00 p.m. to 5:30 p.m.

Rear entrance: 7:00 a.m. to 7:30 a.m.

5:00 p.m. to 5:30 p.m.

Gate at rear entrance: 5:00 a.m. to 7:30 a.m.

5:00 p.m. to 6:30 p.m.

Holiday: 5:00 a.m. to 6:30 p.m.

For residents of the residential community to take leisure inside and outside campus.

2. Rolling gate: basement: 6:00 a.m. to 6:00 p.m.

Entrance/exit of 1F of school building: 6:00 a.m. to 5:30pm

Close on holiday

(2) Duty in duty room:

Working hour: Staff of this school to be on duty from 8:00 a.m. to 5:00 p.m. and substitute civilian serviceman to be on duty at noon

Non-working hour: 5:00 p.m. to 7:30 a.m. next day, the employed personnel take the duty.

Holiday: the employed night-shift personnel are responsible for the duty.

(3) The teachers and staffs of this school must pay attention to persons near the entrance when opening it with remote controller.

(4) Duty staff must keep record of parents and visiting guests.

(5) Ban external person to enter into campus to distribute or sell product to teachers and students.

(6) If students who want to go out of campus during class time, must first get leave permit from the instructor, teacher in charge or the Office of Student Affairs.

(7) If duty staff met any serious accident or found any suspect who made bold to enter into campus or brought unidentified dangerous article, must inform the related offices and take immediate measure or inform the police station for further action.

(8) Vehicle: Automobiles, motorcycles and bicycles of teachers and students must park in basement, and that of visitors please park in the parking lots before the square.

(9) In order to keep monitoring all campus and process all accidents occurred, ensure safety of all teachers & students and campus, the monitoring cameras are installed at all entrances of campus and buildings, the main computer is installed in the Office of General Affairs, and two sets of monitoring displays are respectively assembled in the Office of General Affairs, the Office of Student Affairs and Office of the Principal.

(10) 90 degree fence to partition human being and vehicle is set at small gate for the residents of residential community and students of this school to walk in/out campus.

(11) Without prior approval of the school, any equipment is not allowed to move out at will.

(12) When take physical exercises in campus within the regulated timing, any person is not allowed to damage establishments in campus and must keep campus tidy besides parking automobile outside entrance.

