

紐澤西中部中文學校  
CACA - MID-JERSEY CHINESE SCHOOL

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家長安全輪值表及規定  
School Safety Duty Schedule and Rules

安全組 Safety Duty Team  
2012.5.05 Revision

請輪值的家長於 **9:15AM** 到教務處安全組報到簽名，分配值勤位置。值日時間由 **9:20AM** 開始到 **12:45PM**。  
在正常情況下，除了大門外，請勿允許任何人進入。

Scheduled families should report to the Safety Coordinator Desk, located in the Cafetorium, and sign in by 9:15AM. A post will be assigned to each member, which the member will guard from 9:20AM to 12:45PM. The responsibility is to make sure all side doors are closed and no one should be allowed to enter or exit from 9:45AM to 12:30PM, and report any suspicious behaviors to the team leader or security coordinator. Entries and exits during that time period should be directed to the main entrance doors only, We thank you for your kind attention and appreciate your help!

本校自1997年秋季開始實施"家長值日及勤務工作職責施行法則"。家長輪到值日，若家長不能來執勤，請家長私下自找代理人。如果家長無故不來值勤也不事前通知學校安全聯絡人，則家長會費\$100將不會退還。如果家長遲到早退合計超過15分鐘者，視同缺席。請各位家長務必簽到，簽退，否則視同缺席。執勤時請穿著校方提供的安全人員背心。

If any assigned member can not fulfill his duty, the member is responsible to find a substitute. If assigned member does not show up on the scheduled day without advanced notice to the Safety Coordinator, the \$100 PTO fee will not be refunded. If on duty member arrives late or leaves early by more than 15 minutes, it will be treated same as being absent. On duty families must sign in and out at the safety desk, otherwise will be treated as being absent. Please wear the school provided safety vest while on duty.

如有行動電話請攜帶，以備不時之須。  
If you have a cellular phone, please bring it for emergency use.

請各安全組長在輪值一星期前通知各組員再與學校安全組聯絡人聯絡 e-mail: [safetycoordinator@mjcs.us](mailto:safetycoordinator@mjcs.us)  
It is Safety Team Leader's responsibility to follow up with all his/her team members then contact MJCS Safety Coordinator at e-mail: [safetycoordinator@mjcs.us](mailto:safetycoordinator@mjcs.us) to report status.

如您或您的配偶是本校老師或行政人員，請盡快與校長聯絡以便重排執勤人員! e-mail: [principal@mjcs.us](mailto:principal@mjcs.us)  
If you or your spouse is a MJCS staff or faculty member and your name appears on the following safety duty list, please notify MJCS Principal ASAP! E-mail: [principal@mjcs.us](mailto:principal@mjcs.us)

家長安全輪值注意事項

Reminder To School Safety On Duty Parents

教室區域各門將於9:45AM後上鎖，所有人員請由正門進出。

All doors will be locked at 9:45AM. After 9:45AM, Please direct all personnel use main entrance only!

訪客請配帶臨時識別證。

Visitors please sign in at the Safety Coordinator Desk and wear the visitor ID during the class hours!

遲到學生須至教務處報到，領取遲到通行證後由義工護送至教室。

After 9:45AM, students will need to obtain late pass from administration desk and be escorted by a youth volunteer to classroom.

除了本校行政人員、老師、義工及家長代表外，請勿讓其它人員進入教室區域。

A valid MJCS badge is required to enter the classroom area during the class hours!

請禁止人員在走廊及樓梯上跑步及玩耍，以維持教室區域安靜秩序及安全。

No running, wheeling, and playing in the hallway and stairway!

請要求使用廁所學生，盡速回教室，以免學生在教室外逗留。

Students are not allowed to loiter in the restroom and hallway area.

安全組長兼任各安全組員後備，請於執勤期間四處巡察，並隨時與校長及教務保持聯絡。

Safety Duty team leader should patrol school premise and report suspicious activities to school Principal and Administrator.

Safety Duty team leader should act as other safety Duty team members' backup.