

南康中文学校家长值班手册

1. 参加值班工作是学生家长应尽的职责。值班日期及值班事务由 SCCS 办公室安排。今年中文学校每个注册家庭要求提供至少四个小时的值班服务（根据具体情况，时间数可能变化）。值班日期将公布在学校网站 (<http://www.ynhchineseschool.org>) 的 SchoolPatrol 网页上。系统 (safety@ynhchineseschool.org) 会在一个星期前给需要值班的家庭发出通知，请注意查收。不回复邮件默认为确认。
2. 值班分两个时段，1: 15-3: 20pm 和 3: 15-5: 20pm。学校鼓励家长一次选择四个小时 1: 15-5: 20pm 的值班服务，这样一是可以避免交接班的混乱，而是家长可以不用分两天值班。因故不能值班者，自己负责找人对调值班日期并提前两天通知学校办公室。学校接受家长自己选择时间。选择时间和愿意四小时值班的家长请提前至少两个星期发信到 safety@ynhchineseschool.org，方便学校安排。
3. 值班家长应于下午 1:10（上半时段）或 3: 10（下半时段）准时到学校办公室（A107）签到并领取值班背心，到指定区域值班。值班后在签到表上签出并退还值班背心。
4. 值班期间，值班家长不可离开其负责区域，值班家长的职责包括：
 1. 巡逻值班的家长负责上下课打铃。
 2. 下课和转换教室期间负责学生行为举止的安全，监督和制止学生乱跑，打闹，离开教室所在建筑物。
 3. 看护好火警，消防栓，紧急电话等，确保不被学生或任何其他人员乱动或损坏。
 4. 把好楼道，出入口与电梯，不许闲杂人员进入中文学校校区；不许家长和学生进入未经授权进入的非中文学校校区（整个 D-wing 和二三楼的 A-wing 和 C-wing）。小学生没有成人陪同不能单独乘坐电梯。
 5. 负责学生休息室（student lounge）的秩序，非成年人不可单独使用微波炉。
 6. 在学校小店开张的时候，帮助维持秩序。
 7. 遇到走丢或者找不到家长的学生，领到学校办公室（A107）。
 8. 遇到物品被损坏或任何异常情况，立即向学校办公室或者其他负责人报告。
 9. 看到任何觉得可疑的人或者事，请打南康大学警察电话 (203) 392-5375，紧急情况打 911。
5. 如遇火警或其他紧急事件，协助学校，老师指挥学生及家长撤离危险建筑物，到外面指定的安全地方（A-wing 主入口外的草地）集中，收集在场学生名单交与学校，维持秩序，制止学生乱跑。
6. 为了对广大学生和家長负责，学校对不认真负责值班工作的失职家长，将予以酌情处理，包括罚款。

1. Ring the school bell.
2. All doors, including student lounge exits, are to be kept closed, and only Chinese School students, parents & SCSU faculty are allowed in Engleman during school hours.
3. No one is allowed to access non-Chinese School area (entire D-Wing + 2nd floor A-wing & C-wing).
4. No child alone is allowed to use elevator unless accompanied by an adult.
5. No child alone is allowed to use microwave in the student lounge.
6. Per SCSU request and for student safety, please remind students “NO RUNNING IN HALLWAY” .
7. Remind students and parents to not “hang around” hallways to prevent hallway congestion.
8. Report to the school office (A107) with lost child and damaged school equipment.
9. Please take a moment to study the hallways, locate fire alarm switches, fire extinguishers, emergency phones, and emergency exits. Make sure no one damages them or set false fire alarm.
10. In case of an emergency evacuation, please remind teachers that they should have children line up and exit the building fast and in an orderly manner. Once outside, students should remain with their teacher, and walk around the building to the designated safe area: outside A-wing main entrance, 200 ft away from the building. No one is allowed to re-enter building until the fire department gives permission.
11. **If you see suspicious activity or something doesn't feel right to you, please call University Police at (203) 392-5375 or, in any emergency situation, dial 911.**

Limited Access to SCSU Facility

1. SCCS students, teachers, parents, and other personnel are allowed to enter the SCSU Engleman Hall from 1:00 pm to 5:00 pm on the designed Sundays according the school calendar. Please do not come earlier than 1:00pm or stay later than 5:00 pm.

Please do not open the doors for anyone else who does not belong to SCCS.

2. For the second floor, SCCS students, teachers, parents, and other personnel are only allowed to use the B-wing.
3. The designed entry point to the second floor B-wing is the stairway next to the A-wing.
4. During school hours other than drop off and pick up time, parents and their non-student children should stay away from the hallways, and remain in the student lounge or other designed parent rooms.

Fire Emergency Responses

Safety Team, including School & PTA Leaders

- Activate fire alarm and call 911
- Direct everyone to evacuate the building to the designated safe place
- Collect headcount lists from all teachers and give to Principal
- Make sure all students remain in the designated area until reentry, or picked up by parents.
- Make sure no students will leave without their parents.
- During emergency exit, the safety team leader shall bring the safety suitcase included with the First Aids box and the student emergency contact list.
- At re-entry, help teachers to walk students back to their classrooms and waiting for parent pickup or further instructions.
- For emergency dismissal, help to maintain orders during parent pick-up
- For location transfer, help to maintain orders
- Stay with the students until all are picked up by parents

Principal, PTA president and Board Chairman

- Meet to discuss further actions and dismissal instructions
- Contact SCSU police officers and fire department for information
- Answer questions and give instructions

• General Rules

- Stay calm and report fire to safety patrol
- Evacuate the building promptly & orderly
- Do not panic or run
- Do not use elevators
- Do not re-enter the building until permitted by school official

Fire Emergency Responses

Students:

- Do not try to handle fire yourself but report to safety patrol or an adult nearby
- Follow the orders of teacher during class or the orders of safety patrol during recess
- Leave the building and stay with your teacher & class until being picked up by parents.

Parents:

- Don't go to classroom to pick your kids
- Follow the orders of safety patrol and leave the building promptly to a designated place, wait for instructions. In case of indoor location transfer, please check SCCS parents wechat for information
- Help each other if there are injuries
- For emergency dismissal, please pick up your kids at the designated place, and sign out with the teacher or designee

Teachers:

- Lineup students & leave classroom promptly in an orderly manner.
- Follow the orders of safety patrol and leave the building to the designated place.
- Do a headcount on students and notify the school principal if anyone is missing.
- Keep students with you all the time, waiting for the orders of reentry or location transfer
- After permitted reentry, please do a headcount immediately to ensure all students returned safely. Notify the school principal if anyone is missing.
- For emergency dismissal, ask parents sign-out their children at pickup.