

The safety of our students is the #1 concern of the School Management. To effectively cope with potential security threats and safety challenges, the School Management regularly reviews and updates the school's security policy. The parents of HCS families are required to read, study and communicate the security policy to their children.

Security Policy of Hope Chinese School at Chantilly (HCS-CT) – Updated October 2010

1. During the school season, HCS-CT is open on Sundays from 2pm to 6pm. Students who have classes shall be in the class room at least 5 minutes in advance.
2. While on school premise, at no time are students allowed to be outside of the school buildings, unless supervised by teachers and/or school officials.
3. Parents shall make appropriate arrangement in advance for their children's needs during the school day. This includes drop-off, pick-up, class changes, and activities during class intervals. This is especially important for the first few weeks of a semester when students are getting familiar with the school facilities.
4. If a student needs to leave the school early, the parent shall notify the teacher or school official.
5. Any student of K to 2nd grade must have a parent or parent-designated person on campus to help the student during class intervals.
6. If a student has any questions or issues in the absence of parents, the student shall see the classroom teacher or the school officials. Parents shall explain this clearly to their children, and show their children location of the school office.
7. The school closes at 5:50pm promptly. Parents are required to pick up their children before 6pm. If a parent cannot pick up on time, the parent shall notify school officials before 6pm. Repeated late-pickups is a violation of school policy and the School reserves the right to take administrative actions against the offending family.
8. In case of late pickup, the student must come to the Office of School Management (currently located in the cafeteria) to wait for the parent. And the parent must come to the Office to pick up the student.
9. Parents shall make sure that they are reachable by phone at all times during the school day.
10. Please use extra caution when entering and exiting parking lots, especially during the Fall semester when it is dark early.
11. Except for the Main Entrance (Gate 11) and Gate 1 and 14, all other entrances are locked at all time while school is in session. Tampering with the entrance doors to keep it ajar is a violation of our host school's (Westfield High School) security policy, and therefore is strictly prohibited.

Each parent is required to read, and explain this policy to his/her children. Signed agreement to HCS-CT Security Policy is a condition of enrollment at HCS-CT.

I have read and agree to abide by HCS-CT's security policy. I have explained the security policy to my children enrolled in HCS-CT.

Student Names

Parent Contact Numbers

Parent Names

Parent Signature

Date

学生安全是学校管理层最为关注的问题。为了有效地应对潜在的安全威胁和挑战，学校管理层定期审查和更新学校的安全守则。所有 HCS 家庭的家长须阅读学校的安全守则，并解释给自己的孩子。

希望中文学校西城校区 (HCS - CT) 安全守则 - 2010 年 10 月 更新

- 1 学校开学期间，上课时间是星期日下午二时至下午六时。上课的学生应当至少提前 5 分钟进入教室。
- 2 在校期间，除非由教师或学校管理人员的监督，任何学生都不得在校舍外活动。
- 3 家长们须提前为其子女的在校活动做好适当的安排。这包括接送，换教室，及课间活动。这一点在开学后的前几个星期尤为重要，因为学生们需要时间熟悉学校设施。
- 4 如学生需要提前离开学校，其家长必须通知老师或学校管理人员。
- 5 二年级以下学生必须有父母或父母指定的人在校内帮助解决学生在校期间的需要。
- 6 家长不在校园时，如学生有任何问题，须向老师或学校管理人员求助。家长应将此点向自己的孩子解释清楚，并确保孩子知道学校的办公地点。
- 7 所有教室下午 5:50 关闭。家长须在下午 6 时前接走子女。如家长因故不能按时接走子女，下午 6 时前必须通知学校管理人员。晚接子女是违反学校规则的，学校有权对相关家庭采取行政处罚。
- 8 如家长因故不能及时将其学生接走，学生必须在学校办公处（目前位于餐厅内）等待其家长。而家长必须到办公处领取学生。
- 9 在子女上学期间，家长们须确保校方能够通过电话与他们随时取得联系。
- 10 进出停车场请格外小心，特别是秋季学期，天暗得较早。
- 11 除了主要入口（11 号门）及 1 号门和 14 号门，所有其他入口都是锁住的。任何将门保持半开的行为都违反 Westfield High School 的有关规定，因此是严格禁止的。

每位家长须阅读并向其子女解释本校的安全守则。签署 HCS - CT 的安全守则是入学 HCS-CT 的条件。

我已阅读并同意遵守 HCS - CT 安全守则。我已向我的子女解释了 HCS - CT 安全守则。

学生姓名

家长联系电话

家长姓名

家长签名

日期