



BEIJING INTERNATIONAL
BILINGUAL ACADEMY
海嘉国际双语学校

校园安全及静校政策

该校园安全及静校政策是海嘉国际双语学校与家长、监护人及访客的无需签署公约。

海嘉致力于创建一个安全的校园环境，安全对于学生以及海嘉大社区的每一位成员都至关重要。根据顺义区教委指示，学校需要进一步加强校园安全规范化管理。学校现执行安保人员每天 24 小时值班制度，对所有进校人员进行身份登记和确认，以保证校园安全。也请全体员工、家长以及访客配合安保人员的要求，遵守并维护校园安全的相关规定。

海嘉员工在校期间必须佩戴员工卡。学校管理团队每天早晨在校门口欢迎学生或家长进校。所有来访客人必须在正门登记，只限幼儿园家长在规定的时间内凭有效接送卡进出幼儿园楼接送孩子。其他学部家长来访需进行登记，阐明来访目的，经安保人员与被访者确认后方可入校。

上课时间及静校政策

学生的上课时间为上午 8:00 至下午 3:40。鉴于安全规范化的管理，学生从进入校园到放学期间必须在校园内。学生若在上课期间（8:00-3:40）离校，必须在学部办公室登记，并办理提前离校证明，安保人员看到经批准的离校证明后方可允许学生离校。



UNIVERSITY OF CAMBRIDGE
International Examinations
Cambridge International School



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允许学生在校时间：

- 星期一至星期五上午 7:40 至下午 4:00（参加课外课的学生除外）。
- 请所有学生、家长和访客在下午 4:00 前离开学校（参加课外课的学生除外）。每天下午 3:58，学校将进行全校广播提醒离校。
- 请参加课外课的学生在下午 5:00 前离开学校，每天下午 5:00 全校静校。

校园来访规定

海嘉诚挚欢迎访客到我校参观及交流。请遵守以下规定，保证来访的顺利进行：

- 所有访客进入校园必须佩戴访客卡。
- 请所有访客从学校东门进入校园，学校南门及东门都有安保人员在岗保证校园安全。
- 当访客进入校园时，安保人员会登记并核实身份，并引导访客到相关教学楼或被访者办公室。所有来访人员都将拿到访客卡，请访客参观时全程佩戴，参观结束后请归还于保安处。

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2017 年 11 月

2018 年 9 月修订



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Campus Security and Closed Campus Policy

November, 2017

Updated 19 September, 2018

This Campus Security and Closed Campus Policy is an unsigned agreement between the Parent, Carer, Guardian, Visitors and Beijing International Bilingual Academy.

Security of everyone in the BIBA community, particularly of students, is important. In accordance with the Shunyi Education Commission's suggested guidance, BIBA is a closed campus. Thus, there are security personnel present 24 hours every day to ensure the safety of all BIBA community members and security guards must verify and authorize personnel on campus. The School is grateful to all parents, carers, guardians and visitors for respecting the rules and guidelines instructed by security personnel.

BIBA staff has a school identification which must be worn while on campus. Members of the administration are outside each morning to greet arriving students and parents as they enter campus. All visitors and guests must register at the gate, and only ECC parents with appropriate BIBA identification may escort children into the building. All other parents must register upon arrival and designate the purpose of the visit and the personnel with whom they are meeting.

The School Day, Opening Hours and Closed Campus Policy

The school day is defined as 8:00 am to 3:40 pm. Because BIBA is a closed campus, students must remain on campus from their time of arrival until dismissal. Students leaving campus with approved permission (8:00 – 3:40) must check out in the main office of their building and provide written notification to security guards when exiting.



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The school campus is open to students:

- Monday through Friday from 7:40 am to 4:00 pm, except for attending extra-curricular activities (ECA);
- All students, parents, and visitors are requested to leave campus when it closes at 4:00 pm, except for students who have registered for and are attending ECAs. At 3:58 pm, a schoolwide announcement will remind students and staff.
- At 5:00 pm, all students attending ECAs must also leave the campus and the whole campus is closed.

Guests and Visitors Guidelines

Guests and visitors are always welcome on the BIBA campus. The following guidelines are to be followed in order to ensure a successful experience:

- All visitors must have appropriate visitor identification while on campus.
- Enter the east gate when visiting. BIBA has a closed campus with two primary entrances, each with a security guard.
- When first come to campus, guests and visitors will be met by one of the school's security guards, who will ask for their ID card, register their visit, and guide them to the appropriate building or personnel. There, visitors and guests will receive a visitor's badge which we are expected to be worn while on campus. Upon leaving the campus, visitors and guests are expected to return the visitor's badge.

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