

NNKIEH Campus Access Policy

Approved in Director Meeting May 17, 2016

I. Purpose

The school has a wide campus and is divided into three campuses: elementary school, middle school bilingual school, and high school. In order to make the gate control of each school more stringent and maintain campus safety, these rules are specially formulated.

II. Gate Opening Hours :

Campus	Gate Location	Opening Hours
Middle High Department/ IBST	Main Gate	6:40-8:00 am
	North Gate	16:50-17:20
	South Gate	6:55-7:45 16:00-21:00

III. General Permissions

- (1) Parents and visitors or business contacts must be registered at the security office and issued with a pass to enter the campus.
- (2) Parent committees and parent volunteers should be given courtesy.
- (3) General parents of elementary and junior high schools are exempt from this limitation. However, when suspicious, the guards or administrators may inquire about its purpose, and issue a pass after approval and registration.
- (4) The faculty and staff of the school are exempted from registration. Vehicles enter and exit according to the pass. Each faculty and staff is assigned a set of electric door remote controls for the campus.
- (5) The school's long-term contracted personnel, such as security guards, information maintenance personnel and dormitory administrators, may apply for a set of electric door remote controls for the campus. If business needs, they may apply for an elevator induction magnetic card.
- (6) Parents who visit students during class must wait in the reception area or in the office. The school staff will notify the students to meet in the office. Parents are not allowed to meet students directly in the classroom without permission.

IV. Pass Type :

The type of passes available and the use are described below

Pass	Eligibility	Usage
Faculty and Staff Motor Vehicle Pass	Faculty and staff can enter and park on campus during business hours and public holidays with the pass.	The underground parking lot is not open on regular holidays, except for tutoring classes and special events.
Parent Committee Car Pass	NNKIEH Parent Committee Member	<ol style="list-style-type: none"> 1. The application shall be made by the representative of the parent association. 2. It is forbidden to enter the campus during school hours.
Parent Volunteer Car Pass	NNKIEH Parent Volunteer	<ol style="list-style-type: none"> 1. You can apply for registration at Guidance Department at the beginning of each semester according to actual needs, and the general affairs office will issue a certificate. 2. During the school hours, except for the traffic guide volunteers who are open due to their duties, they are not allowed to enter the campus.
VIP Rewards Pass	The VIPs of the school are received to give them a courtesy pass	Those who have been notified by the principal of the school or the administrative unit to the guard office, or those who hold the invitation certificate of the school, are not limited in special circumstances.
Privilege Pass	Students, parents or guests	<ol style="list-style-type: none"> 1. Special cases or people with limited mobility are provided privileges. 2. Special cases may be issued by the General Affairs Office after applying for a project from each department.
Visitor Pass	For business or visitors	It is issued after the security guard identifies the purpose of school visit and basic information is provided.
Construction pass	For the construction unit to enter the campus	The pass is issued after the construction project has been identified and registered by the guard.

V. Security Office Registration:

The object of the visit, the purpose of the visit, the time of the visit, and the scheduled departure time should be indicated. The basic information should include the name and contact phone number.

VI. Under the following circumstance, the rules may not be strictly enforced:

- (1) Except for faculty and staff, other parents' vehicles are not allowed to enter the campus during school hours. The traffic guidance group volunteers are not limited due to their duties on the day.
- (2) Those with mobility difficulties will be given temporary courtesy pass after the purpose of the school visit is identified.
- (3) In the event of major events such as school celebrations, if it is found that it is necessary for the vehicle to enter the campus, a temporary pass may be issued, and temporary parking is allowed to enter the campus, but the temporary parking is limited to 30 minutes.
- (4) In the event of a police emergency, when it is necessary to enter the campus based on safety considerations, the security guard may open the gates as soon as possible, but must immediately notify the General Affairs Office or each department.

VII. These rules are implemented after being approved by the director meeting and signed by the principal. The same procedure applies to amendments