

雲林縣立林內國中重要聯絡電話及外出注意事項

Yunlin County Lin-Nei Junior High School Important Contact Numbers and Notes for going out

● **校園性侵害、性騷擾或性霸凌防治規定**

Regulations for prevention of sexual harassment, assault and abuse

請參看林內國中首頁 (https://lnjh.ylc.edu.tw/?ccms_cs=1) --學務處頁面相關案件檢舉請聯繫 Please refer to the homepage of Lin-Nei Junior High School's official website (https://lnjh.ylc.edu.tw/?ccms_cs=1) – webpage of Student Affairs Division; please contact the following for reporting relevant cases.

- 1、各班班級導師 Homeroom teacher at each class
- 2、05-5899306-031 學務主任 Director of Student Affairs Division
- 3、05-5899306-032 生教組長 Head of Disciplinary Subsection
- 4、05-5899306-021 輔導主任 Director of Counseling
- 5、05-5899306-022 輔導組長 Section Chief of Counseling

● **傳達室會客辦法 Visitor regulations carried out by reception room**

1. 會客學生須學務人員同意。

Approval must be granted by the student affairs personnel for students who receive visitors.

2. 家長親身到教室找學生時，學生應帶到學務處報備後始可會晤。傳達室備有來賓登記簿，來賓若欲會晤本校學生或遞送物品時，須經傳達室轉知學務處，學務處再通知學生，於下課時間前往傳達室領取。來賓不得逕自在校內走動，以免影響秩序。

If parents visit students in person at classroom, students shall take the parents to Student Affairs Division for reporting before meeting. There is a visitor registration book in the reception room. If visitor would like to meet with the students in the school or deliver items, the reception room shall inform the Student Affairs Division and Student Affairs Division shall then inform the student to collect the item from the reception room during break time. Visitors must not walk around in the campus without permission to avoid affecting the order.

3. 上課時間學生非持有外出證明不得外出，如不服制止時，傳達室人員立即記下學號報請學務處處理。

During the class, students must not go out without an appropriate permission slip. If any student fails to follow the instruction, the personnel at the reception room shall record the student I.D. number immediately and report to Student Affairs Division to handle.

4. 與同學發生過節或糾紛者，由老師通知家長。

Parents will be notified by the homeroom teacher for students who are involved with problems or disputes with other students.

5. 學校反綁架、真詐財專線：05-5899306-031。

School's anti-kidnapping and anti-scamming hotline: 05-5899306-031.

● **外出手續：Going-out procedure**

1. 學生先電請家長到校請假帶回。

Students shall call their parents to visit the school in person to request the leave and take the student away.

2. 向導師或任課教師報告外出理由並經同意簽章，並取請假單，辦理手續。

Student shall report the reason of going out to the homeroom teacher or the instructor, obtain the agreement, and collect the leave application form to carry out the procedures.

3. 然後到學務處蓋章登記後，家長入校到學務處簽名後帶回學生。

After being affixed a stamp and registering at Student Affairs Division, parents shall go into the school to sign at Student Affairs Division before taking the student away.