

PROCEDURES FOR SAFE INGRESS AND EGRESS TO AND FROM SCHOOL

1. Safe ingress/egress procedures:

- 1.1. The school is open for visits from 8:00 am to 11:00 am and 2:00 pm to 4:00 pm.
- 1.2. Before visiting the school, Parents and Visitors must schedule an appointment with the appropriate departments. If the visit interferes with crucial student activities or compromises the School's general security, security is permitted to refuse or adjourn.
- 1.3. Visitors without an appointment may be denied to access or have their details verified by the Security Division. Confirmation and greeting of Visitors at the entrance gate area will be the responsibility of the relevant departments.
- 1.4. To enter and leave the school, UTS issues identification cards (ID cards) to all Parents/Guardians, Students, Teachers, and Staff. It is required to confirm the appointment details in order to obtain the visitor badge if the guest does not have an identification card when entering the school. Before leaving the campus, kindly hand the pass card back to security.

2. School discipline and codes of conduct

2.1. General school discipline rules:

DO (s)	DON'T (s)
Always wearing ID Card while on campus, rather than disassembling it, putting it in your pocket, or holding it in your hand.	Bringing any alcoholic beverages, illegal substances, or narcotics onto the school grounds
Please keep the UTS campus neat and tidy. Avoid littering, eating, drinking, spitting, and other unsanitary habits that could spread disease or cause pollution.	Bringing explosives, guns, or other potentially dangerous things are permitted in schools
Leading a civilized lifestyle by dressing appropriately, using appropriate language, and acting in a way that is appropriate in an educational setting. It is prohibited to utilize sound receiving and broadcasting equipment, make rude gestures, or use other tools to spread chaos and unrest within the school	Interfering with fire safety equipment is never permitted under any circumstances.
On every floor, use the appropriate bathroom for the person (adult or child).	Arbitrary recording or taking images on campus, in classrooms, or at locations with banned signs without being authorized by the Management Board or the Academic Board.

2.2. Codes of conduct (COC)

2.2.1. For Students, Teachers and Staff:

- The Student must obtain the written approval of the Homeroom Teacher or the superintendent via the "Early Leave Authorization" and must be accompanied by a Parent or Guardian if they leave school earlier than allowed.

2.2.2. For Visitors, including Parents, Vendors and others:

- Visitors must follow the reception department's directions when moving around the building. Without the permission of the School, do not move, visit, or enter locations outside of those that have been scheduled and guided.
- To minimize interfering with class times and student activities, only check out vacant spaces in the classrooms, function rooms, and swimming pool.
- If the cafeteria is busy with Students having breakfast, lunch, and snacks, avoid visiting the canteen area. The cooking area should not be visited.
- Unless a Student is participating in an extracurricular activity that has a set timetable, Parents/Guardians must pick up their children no later than 30 (thirty) minutes after school is out.

UTS School Services Office