



This document is to provide additional BCS guidelines due to COVID-19 outbreak in school year 2019-20.

12.1 缺席 Absence

學生請假應由家長親自與老師聯絡

- a. 事假: 星期五晚上六時前通知老師。
- b. 病假: 可以缺席當天(週六)晚上八時前向老師聯絡補請假。
- c. 如未依此程序請假，則以“無故缺席”一次計算。請參閱校規之懲誡辦法處理之。

Parent of the absent student should contact the teacher as soon as possible

- a. Excused Reasons: please inform the teacher before 6pm on Friday (a day before class).
- b. Sick Leave: please inform the teacher no later than 8pm on the class day (Saturday).
- c. All unexcused no-show will be treated as “Out of class without permission” under our Student Code of Conduct.

In addition to student handbook section 12.1, BCS is will be observing the following:

1. BCS will follows CDC and Santa Clara County Health department guidelines. Working in tandem with BUSD, BCS board will decide on cancellation of classes.
2. All scheduled events including Open Enrollment, Spring Performance, Placement Test, Graduation and Teacher Banquet can be postponed or cancelled by BCS Board as needed.
3. If any student, teacher, staff is found to have been exposed to COVID-19. The school may be temporary shut down and BUSD will be notified.
4. Parent is responsible for the well-being of students. Those in high risk group should request excused absence. BCS Student Handbook section 12.1 must be followed, it is Parents responsibility to notify school and make appropriate arrangement for learning with the teacher.
5. Any sick child can be removed from class on request by Teacher with causes. Sick child must be accompanied to campus office where Parent will be notified for pickup.
6. Each campus office will be equipped with a forehead thermometer to allow checking of temperature.
7. BCS will provide reimbursement of sanitizer or other cleaning equipment purchased by teachers or staff.
8. Teacher can provide online classes to students with consent from Dean if 1) teaching materials are available online, 2) a suitable online platform had been agreed upon, and 3) two-third of parents must agree to participate. BCS can provide very limited technical support; we suggest Teacher and parents test out solution before actual usage.