



博愛中文學校

BERRYESSA CHINESE SCHOOL

P.O. BOX 32988, San Jose, CA 95152-2988 · Voice Mail (408) 764-9648
Email: bcs_board@yahoo.com · www.bcs-usa.org

校董會的話

歡迎大家回到博愛中文學校上課。

本年度是博愛中文學校建校四十二週年，在過去四十二年中，如果沒有大家的支持及努力，博愛不會有今天的成果。藉此，致衷心的感謝。

這本小冊子(<http://www.bcs-usa.org/first-day-of-school/>)，包括了學校的建校宗旨；學校組織及規劃；學校的行事曆及一切的活動。希望它能提供您所需的一切資料。如有疑問，可以郵遞、電子郵件或電話留言的方式與我們聯絡。

希望各位在本學年再次愉快地與我們攜手合作，為提供孩子們更完美的華文教育環境而努力。

博愛中文學校

校董會謹啟

二零二一年九月

Welcome (back) to Berryessa Chinese School!

This is the forty-second year for us at Berryessa Chinese School (BCS) to serve the Berryessa community. It would not have been possible to come this far without all of your continuing support. For that, we thank you.

This comprehensive booklet (<http://www.bcs-usa.org/first-day-of-school/>) covers general information such as our mission and school policy, as well as current activities and school calendar. We hope you will find this handbook useful. Should you have any questions regarding our operation, please feel free to contact us by mail, email or voice mail.

We look forward to another successful year of working together for our children.

Sincerely,

BCS Board of Directors

September 2021

目錄

Table of Contents

董事會的話 **Message from the School Board**

注意事項 **General School Information**

1. 校區及聯絡電話 School Location & Telephone
2. 教室分配及校區交通圖 Classroom Assignment & Campus Parking
 Morrill Middle School
 Sierramont Middle School
3. 家長代表 Parent Representatives
 3.1 家長代表職責 General Guidelines for Parent Representatives
4. 值日家長 Room Parent
 值日家長職責 General Guidelines for Room Parents
5. 互助家長 Parent Helper
6. 校區巡邏 Campus Parent Patrol
 Campus Parent Patrol Assignment Schedule (Language)
 Campus Parent Patrol Assignment Schedule (Culture)

校務概要 **General Information**

7. 立校宗旨 School Objective
8. 學習課程 Programs of Study
9. 學校組織 School Organization
 - 9.1 組織結構圖及語言信箱
 Organization Chart & Voice Mail
 - 9.2 學校董事工作職責及各部門
 Board of Directors / Department Responsibilities
 - 9.3 學校會員 General Membership
 - 9.4 董事會 Board Meeting

校務細則 **School Policy**

10. 學生懲誡辦法 Student Code of Conduct
11. 教室秩序 Classroom Order & Discipline
12. 一般校務規則 General Policy
- 12.1 更改地址、電話或緊急聯絡人 Change of Contact Information
 - 12.2 學前班及幼稚班註冊 Kindergarten Registration
 - 12.3 學生紀錄 Student Records
 - 12.4 轉班細則 Transfer Policy
 - 12.5 遲到 Tardiness
 - 12.6 提早或遲接學生 Early and Late Pick Up
 - 12.7 缺席 Absence
 - 12.8 玩具與金錢 Extra Money or Toys
 - 12.9 失物招領 Lost & Found
 - 12.10 家長與老師之溝通 Parent-Teacher Communication
 - 12.11 家長申訴程序 Parent Grievance Procedure
 - 12.12 災難預防 Disaster Preparedness
 - 12.13 旁聽生 Sit-In Student

學校活動 **Current Events**

13. 活動 Activities
- 13.1 防火演習 Fire Drill
 - 13.2 秋季園遊會 Fall Carnival
 - 13.3 學術比賽 BCS Academic Competition
 - 13.4 新年迎新春 New Year Celebration
 - 13.5 春季文藝公演 Spring Performance
 - 13.6 畢業典禮 Graduation Ceremony
 - 13.7 謝師宴 Teacher Banquet

家長回條 **Parent Return Slip**

博愛中文學校董事會 **2021-2022 Board of Directors**

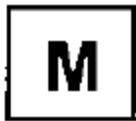
本學年學校行事曆 **School Calendar**

注意事項 General School Information

1. 校區及聯絡電話 School Location & Telephone

博愛中文學校目前租用Berryessa 學區的兩所學校為校舍。各學區均設有辦公室，在上課期間(星期六上午9:00 到中午12:30)開放辦理各種與家長有關的業務。以下為各學區的地址及電話：

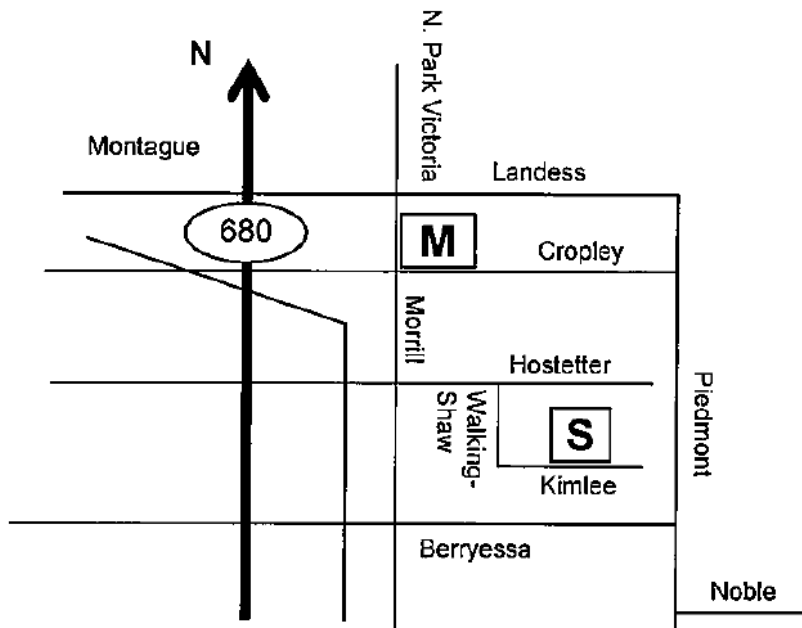
Berryessa Chinese School is currently utilizing two school campuses in the Berryessa Union School District. A BCS office is open to the public on each campus during BCS school hours (Saturday 9:00 am to 12:30 pm). The 2 campuses are (see attached map):



Morrill Middle School, 1970 Morrill Ave., San Jose, CA 95132
(408) 874-5874, (CP/MP/CFLK to C3/M3/CFL3, HSIC grade)



Sierramont Middle School, 3155 Kimlee Dr., San Jose, CA 95132
(408) 679-3326, (C4/M4/CFL4 to C12/M12/CFL8 grade)



And the general postal address and voice mail for BCS is:

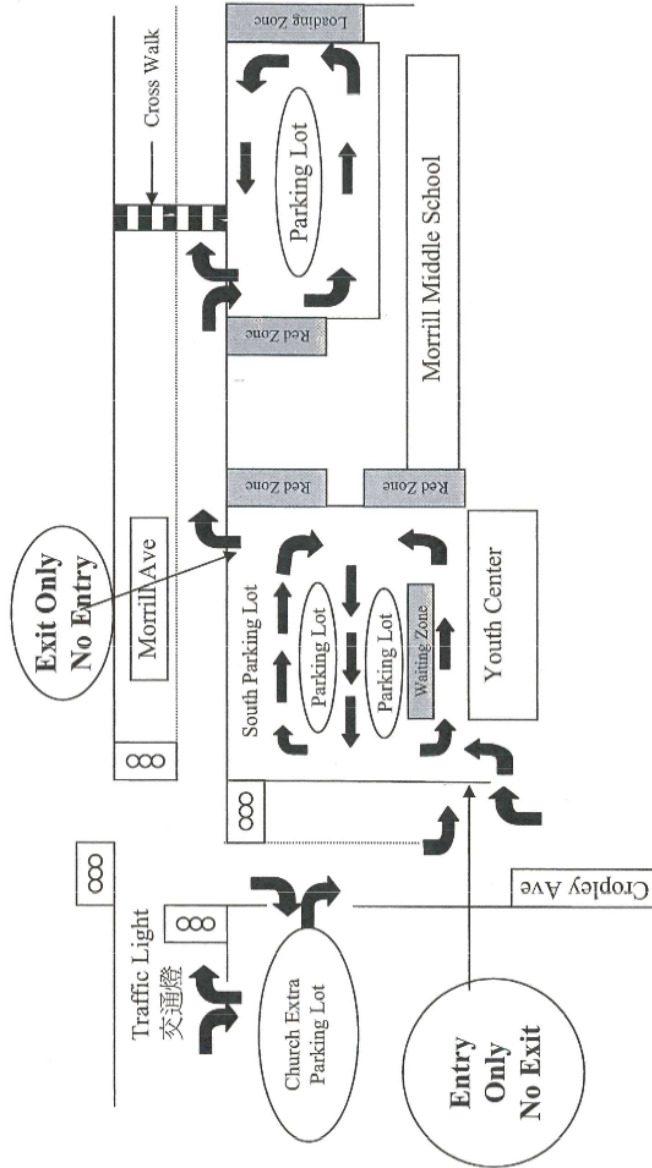
P.O. Box 32988, San Jose, CA 95132-2988, (408) 520-0227

MORRILL CLASSROOM ASSIGNMENT

TBD

Morrill Campus Parking

New South Parking Lot Traffic Pattern
 Enter from Cropley; Exit at Morrill

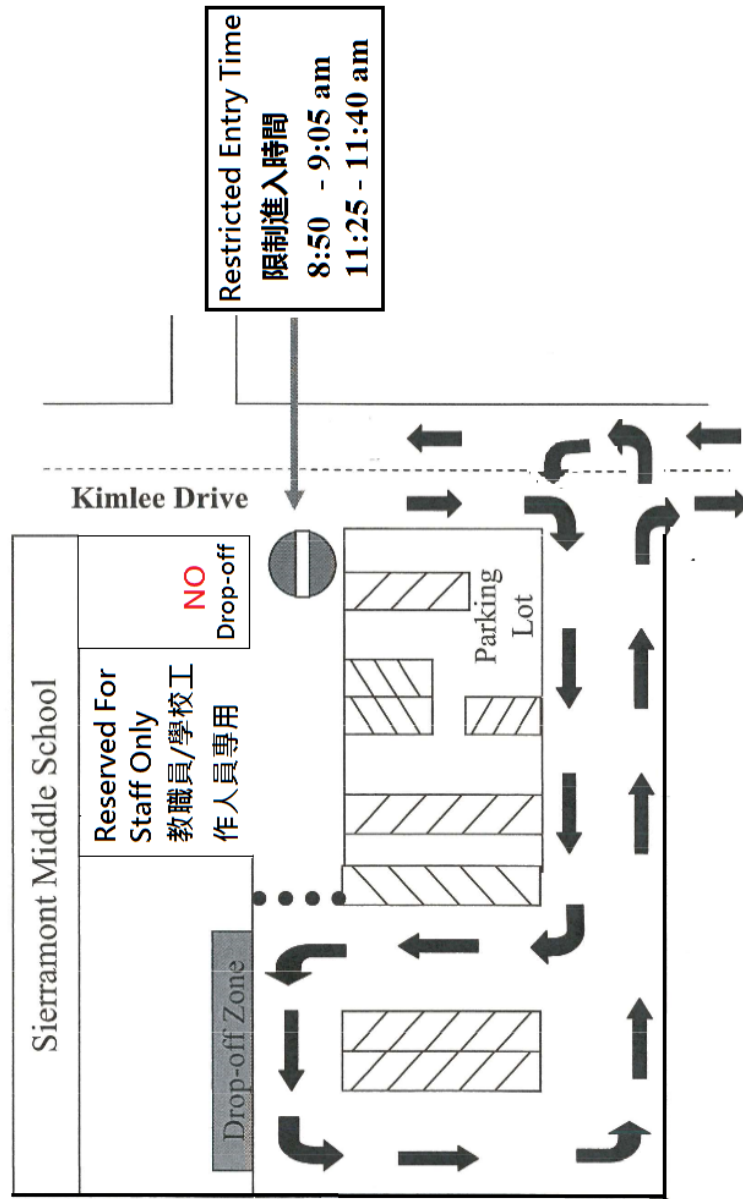


**Note: No parking on the sidewalk and red zone.
 Illegal parked vehicle will be towed.
 Parking lot hours 8:30 am - 1:00 pm.**

SIERRAMONT CLASSROOM ASSIGNMENT

TBD

Sierramont Campus Parking



**Note: No parking on the sidewalk and red zone.
 Illegal parked vehicle will be towed.
 Parking lot hours 8:30 am - 1:00 pm.**

2. 教室分配及校區交通圖 **Classroom Assignment & Campus Parking**

各校區教室分配圖附於前頁，如有任何變動，學校將會在校區辦公室及該教室外張貼通告。

The classroom assignment for all 2 campuses is attached for future reference. Any changes on the classroom assignment will be posted in the individual campus office as well as outside the classrooms.

3. 家長代表 **Parent Representative**

每班應由老師與班上的家長共同選出最多兩位家長代表。家長代表負責班內事務及與校內各班和校方溝通的職務。請各班選出家長代表後，即填妥聯絡表並交回校區辦公室。舊一學年度家長代表之職將延長至新學年首三星期，或至新任家長代表可以履行其職務為止。現任本校老師和校董可免役。

The teacher and parents of each class should coordinate and elect maximum two Parent Representatives to handle class internal affairs and communication with other classes in the school and school administration. Please fill out the Contact Sheet after electing the new Parent Representative and return it to the BCS office of the campus. Former Parent Representative should continue his or her duties for three weeks after school starts, or until the new Parent Representative can execute his or her duties. BCS teachers and board members are exempted from this duty.

3.1 家長代表職責 **General Guidelines for Parent Representatives**

1. 在配合老師教學方面，大力協助，予以方便。例如：
 - 幫助老師收集教材、製造教具。
 - 安排整年值日家長輪值表，及校區巡邏輪值家長，並轉告職責。
 - 每星期四負責提醒該週值日家長帶點心及飲料(學校不強制提供飲食，班裡家長須同意提供)，並鼓勵他們在課堂內主動幫助老師維持秩序。
 - 對於不合作的家長有責任報告校方，以維護多數人之利益。
2. 對老師及家長的意見交流、感情方面多做聯繫。例如：傳遞家長們對老師教學上的意見。傳達老師對家長們配合幫助教學的期望。
3. 如向全班家長收取班費，並負責班費的開支運用，則於學年結束時，將收支明細表公佈全班家長。

家長代表應瞭解各項任務，並填妥聯絡表部份，交回辦公室。老師將會發給新任家長代表下列指引及表格，以供應用：

- 家長代表及值日家長職責
- 值日家長輪值表 - 請根據此表所列之上課時間安排值日家長
- 值日家長缺席通知單 - 如有值日家長沒有履行任務，請用此單報告校區主任
- 校區巡邏值日表 - 請根據此表所列之貴班巡邏日期，安排家長負責校區之巡邏任務
- 巡邏家長通知單 - 請巡邏家長在回條上簽名並盡快交回校區辦公室
- 教室清單 - 每次上課前後，請值日家長填寫教室狀況，以供參考之用
- 積極參加校務會議，代表家長傳遞對校方的意見，鼓勵家長們踴躍參加學校各項活動。
- 按時參加家長代表會，交換意見及討論支援學校各項活動。
- 在選出家長參與學校之活動後，積極聯絡並安排各家長之職務。
- 每年開學時，收集各家長之電子郵件地址，作為校方之聯絡網，定時傳遞校方之訊息。

1. Coordinate with teachers to provide teaching assistance and convenience, which includes the following:
 - Help the teacher to collect teaching materials and instruction tools;
 - Schedule and coordinate Room Parent duty as well as Campus Patrol for the year;
 - Remind Room Parents on Thursday to bring snacks and drinks (optional) to class and encourage them to actively help teacher during class time;
 - Report any parent who does not follow the instructions and operations of the school.
2. Provide a communication channel between parents and the teacher to promote the exchange of ideas and feedback.
3. Report to the parents at the end of the school year on all revenue and expenditure if a class fee is being collected during the school year.

Parent Representatives should make sure they understand all the tasks. The contact sheet should also be returned to the BCS office. The teachers will provide the following guidelines and forms to new parent representatives so they can execute their duties:

- Guidelines for Parent Representatives and Room Parents
- Room Parent Schedule and Weekly Calendar
- Template for Room Parent Absence Report
- Campus Parent Patrol Assignment Schedule

- Template for Reminder letter to Campus Patrol parents (need to be returned to office)
- Classroom Checklist
- Participate in school business meetings and encourage other parents to participate in all school functions.
- Attend all Parent Representative meetings and support school activities.
- Coordinate with BCS activity parent helper to help on school activities.
- Collect e-mail addresses of every parent at the beginning of school year and forward school news.

4. 值日家長 Room Parent

博愛中文學校是互助的學校，所有的家長皆有權利及義務參與學校事務 包括任職董事、職員、老師助理、家長代表、班協代表及值日家長。根據值日之時間表，值日家長須於課堂上協助老師上課，並提供班上同學於課間休息時之飲食。學校不強制提供飲食，班裡家長須同意提供。值日家長之工作，為學生入學時，家長必須履行之義務工作條件之一，並清楚列明於註冊單上，如有違反者，將導致該學生被拒接受下年度之註冊。現任本校老師和校董可免役。本班班代和班協可免役(班中一子女學生)。

BCS is a cooperative school. All parents are required to serve the school. Services include Parent Representative, Class Liaison, Room Parent, Campus Parent Patrol and Board Member. The room parent assists the teacher and provides snacks for the class during recess on his or her designated date. Snack is optional and provided per agreement among class parents. As stated in the registration form, Room Parent service is mandatory. Failure to fulfill this obligation will lead to future registration denial. BCS teachers and board members are exempted from this duty. Parent representatives and class liaisons are exempted from this duty (for 1 child).

值日家長職責 General Guidelines for Room Parent

1. 須8:45am上課前到達教室，巡視教室內現況，例如：地面清潔，桌椅的安排及黑板的清潔，並填寫“教室清單”。
2. 協助老師維持教室內外學生秩序及一般安全。
3. 協助老師教學工作，例如：收集分發作業、試卷、文件打孔及裝訂、登記及批發作業、統計及記錄考試成績、點名。
4. 協助幼童去洗手間。

5. 在課間休息提供點心、飲料、杯子及紙巾若班裡家長同意。請留意學生是否對食物敏感。
6. 下課前，協助老師，學生恢復教室原狀，保持環境良好清潔及處理遺失物。
7. 值日家長如無故缺席（未與家長代表聯絡或未請替代者）將被罰款 \$20，並須安排補值日，如補值日仍無故缺席者，本校將不接受下學期註冊申請。
8. 上課日上午9:45am去校區辦公室幫老師繳交文件及領取並分發本班信件。
9. 協助傷患學生去校區辦公室急救，通知學生家長。送往醫院如情況須要。
10. 如遇緊急疏散，協助老師帶領出全班學生至指定集合地點。

1. Arrive at the classroom by 8:45 am to set up furniture, clean up floor and whiteboard, etc., if necessary. Fill in the BCS Classroom Checklist.
2. Assist the teacher in maintaining classroom order and ensuring student safety.
3. Assist in the teacher's classroom duties, such as distributing and correcting workbooks and tests, roll call, etc.
4. Escort young students to the restroom.
5. Provide snacks, drinks, cups and napkins during recess if agreed upon by parents of the class (please be aware of any food allergies among the students).
6. Restore classroom furniture, clean up the floor, and handle lost and found items at the end of class.
7. If the Room Parent is absent without notifying the Parent Representative and a substitute is not present, a \$20 fine will be incurred. A make up service is still required. Repeated violations will lead to future registration denial.
8. Go to the BCS office at 9:45am to pick up and distribute mail.
9. Assist injured students to the BCS office for first aid and inform the parents/guardians. Send them to the hospital if the situation requires it.
10. Assist in the emergency evacuation and lead the class to the designated assembly area.

5. 博愛活動家長義工 **BCS Activity Parent Helper**

家長們應積極參與學校之各項活動。被選為活動家長義工的家長，須協助校方籌辦學校之各項活動(如春季文藝公演等)。以求活動順利進行。

如互助家長無故缺席(未與班協聯絡或未請替代者)，將被罰款\$20，並安排補值日。如補值日仍無故缺席者，學校將有權拒絕其學生之註冊申請。

現任本校老師和校董可免役。本班班代和班協可免役(班中一子女學生)。

Parents should always participate in school activities. If they are selected to be the BCS Activity Parent Helper, they will be asked to help with the assigned activity (e.g. Spring Performance) and work with the other members of the school.

If the parent helper is absent without notifying the class liaison and a substitute is not present, a \$20 fine will be incurred. A make-up service is still required. Repeated violations will lead to future registration denial.

BCS teachers and board members are exempted from this duty. Parent representatives and class liaisons are exempted from this duty (for 1 child).

6. 校區巡邏 **Campus Parent Patrol**

校區巡邏由每班家長代表負責選出班家長擔任。校區巡邏成員年齡須滿18歲以上。請勿在巡邏時間攜帶幼小兒童。每次巡邏任務將由兩個班級負責，請參閱後頁巡邏時間表，以確定所屬班級之巡邏日期。各校區每次負責巡邏家長人數如下：

語言班：

- Morrill 及 Sierramont校區: 3 名 x 2 班 = 每次6名巡邏家長

文化班：

- Morrill及Sierramont校區: 2 名 x 1 班 = 每次2名巡邏家長

校區巡邏之主要工作為配合校區管理主任以保障校內師生及家長的安全。

擔任校區巡邏的家長須準時到辦公室報到(語言班8:45am, 文化班11:30am)，遲到或缺席者將被罰款 \$20。缺席家長在繳交罰款後仍須安排替補值日巡邏。重複的違規者學校將有權拒絕其學生之註冊申請。

Campus parent patrols are selected by the parent representatives in each class. Campus patrols must be at least 18 years old. Please do not bring along other children. Patrol duty is assigned to two language classes and one culture class on each school day. Please refer to the patrol schedule on the following pages for the days that your class is assigned. Parent patrols for each campus are assigned as below:

Language Class:

- o Morrill & Sierramont campus: 3 parent patrols x 2 classes = 6 parent patrols.

Culture Class:

- o Morrill & Sierramont: 2 parent patrols x 1 class = 2 parent patrols.

The primary responsibility of Campus Parent Patrol is to work with the campus manager and to assure the safety of students and members of the school, as well as the security of the campus.

The campus parent patrol is required to show up on time (8:45am for language class and 11:30am for culture class). A penalty of \$20 will be incurred for parents who are late or absent. Make-up service is still required for absent parent patrol, in addition to the fine. Repeated violations will lead to future student registration denial.

校務概要

General Information

7. 立校宗旨 **School Objective**

博愛中文學校是由一群熱心的家長創立於一九八零年四月。學校的宗旨為非盈利事業性質的社區教育團體，所有不同種族、膚色、出身、國籍者皆可申請就讀。本校教學目的為傳授中國正統語言及中國文化，以迎合及參與此地區多元文化的特色。

Berryessa Chinese School (BCS) was established in April 1980 by a group of enthusiastic parents in the North Valley area. It was established as a non-profit, educational organization under the IRS Code 501(c) (3) of 1954. It shall admit students of any race, colors, national and ethnic origins. The objective of the school is to promote Chinese language and culture, to enhance and enrich the multi-cultural environment in the local school district, and to educate and promote active participation in civic and community affairs.

8. 學習課程 **Programs of Study**

博愛中文學校學期間上課時間為每星期六上午九時至十一時三十分，主要課程為國語、粵語及CFL。另有民俗舞蹈、中國功夫、國畫等文化課程，一般在上午十一時四十五分至十二時四十五分之間上課。

家長參與學習過程：在英文社會裏，沒有家長的參與，學童僅靠每週兩小時的中文教學是很難學會中文。家長應為子女提供適當的學習環境，應督促子女按時做完家庭作業且應保持作業整潔。請家長在日常生活中利用每一機會教導子女中文，並和子女一起練習中文。

The school is in session every Saturday morning from 9:00 am to 11:30 am. Mandarin, Cantonese and CFL classes are offered. In addition, we also offer a wide variety of cultural classes such as folk dance, martial arts, Chinese painting & calligraphy, etc. These classes are usually held from 11:45 am to 12:45 pm.

In an English-speaking society, it is very difficult to teach students Chinese language in a weekly 2-hours class and expect success without parents' involvement. It is highly recommended that parents use every possible opportunity in their daily life to teach and practice Chinese language with their children.

9. 學校組織 **School Organization**

博愛中文學校是由學校家長中選出各級董事，包括校長、副校長、秘書長、公關組、教務組、注冊組、活動組、財務組、人事組、各組助理及顧問。這些學校行政人員純屬義務性質的。

學校所有收入均用來支付教室租金及教學教師支領教學經費，以為教學準備教學材料，學校若有盈餘，將轉下一學年使用。

BCS is a cooperative organization which is run by Board of Directors and Officers who are elected annually from and by school parents. Board members include the Principal, Vice Principal, Advisors, Secretary, School Liaison Officer, Deans of Instruction, Activity, Finance, Registration, Human Resource, Campus Manager and their respective assistants. All members are volunteering parents and DO NOT receive any compensation for their services.

The collected dues, registration fees and contributions are used to pay the incurred expenses of classroom rental, teachers' salary, teaching materials preparation and expenses. Any net proceeds are carried forward to the following school year.

9.1 組織結構圖及語言信箱 Organization Chart & Voice Mail

博愛中文學校採用語音留話電話系統，主機電話號碼 (408) 520-0227 可供留話。關於學校組織結構圖，請見附件。

BCS employs a central voice mailbox. A general mailbox is used for all departments and personnel under our main phone line **(408) 520-0227**. BCS Organization Chart is attached herein.

9.2 學校董事工作職責及部門 Board of Directors / Department Responsibilities

9.2.1 校長 Principal

對外代表學校，對內向董事會負責，協調全校教學及行政。

A representative and coordinator of all official functions; prepares and submits the School program to the Board, and executes it upon approval.

9.2.2 教務副校長 Vice Principal of Curriculum

負責教務、教師、家長及學生四大系統之管理；協調國語班、粵語班、CFL 及文化班教務。編輯學校全年教學方向。

Administers the Academic, Teacher, Parent and Student sectors; provides guidelines for the coordination of each individual instructional department (Mandarin, Cantonese, Chinese as Foreign Language and Cultural) of the school; also sets up the annual academic plan.

9.2.3 行政副校長 Vice Principal of Administration

負責學校日常行政；協調及處理校區管理主任、人事、註冊及活動組等校務。

Administers the school operation of each campus; coordinates operational issues among Campus Managers, Registration, Human Resource and Activity Department.

9.2.4 秘書 Secretary

管理學校文獻、會議記錄等；負責董事會及會員大會開會通知；主持董事提名小組。

Administers all documents, minutes, records of the school, calls all regular meetings, and chairs the Nomination Committee.

9.2.5 公關 Liaison Officer

協調學區及其社團公關；負責向董事會提出修改章程。

Coordinates and handles School District affairs; coordinates Bay Area School Activities, and reviews our Bylaws.

9.2.6 顧問 Advisors to the Board

對校長及董事會建言；主持特定工作小組。

Develops strategic plan for the school; provides advice and recommendations to the Board, and chairs sub-committees on selective tasks.

9.2.7 前任校長 Principal Emeritus

協助新校長熟悉其職責；對校長及董事會建言；主持特定工作小組。

Assists the new principal in routine responsibility; provides advice and recommendations to the Board, and chairs sub-committees on selective tasks.

9.2.8 國語班教務組 Mandarin Instruction Department

負責國語班教務；負責國語班教學、教師、家長及學生四大系統之運作。

Administers the instruction and curriculum of the Mandarin section of the school; coordinates the Academic, Teacher, Parent and Student sectors.

9.2.9 CFL班教務組 Chinese as Foreign Language (CFL) Instruction Department

負責CFL班教務；負責CFL班教學、教師、家長及學生四大系統之運作。

Administers the instruction and curriculum of the CFL section of the school; coordinates the Academic, Teacher, Parent and Student sectors.

9.2.10 粵語班教務組 Cantonese Instruction Department

負責粵語班教務；負責粵語班教學、教師、家長及學生四大系統之運作。

Administers the instruction and curriculum of the Cantonese section of the school; coordinates the Academic, Teacher, Parent and Student sectors.

9.2.11 文化班教務組 Cultural Instruction Department

負責文化班教務；負責化班班教學、教師、家長及學生四大系統之運作。

Administers the instruction and curriculum of the Cultural section of the school; coordinates the Academic, Teacher, Parent and Student sectors.

9.2.12 人事組 Human Resource Department

協調、招聘教師及行政助理；管理人事檔案；處理人事問題；協助在職訓練。

Recruits contractors, administers personnel affairs; assists in staff development, and maintains staff records.

9.2.13 註冊及資訊組 Registration and Information Technology Department

負責學生註冊及學籍資料保管；負責學校行政電子化。

Conducts registration for all classes (Mandarin, Cantonese, Chinese as Foreign Language and Cultural) and maintains student records; also provides training, implementation and utilization of information technologies for school applications.

9.2.14 活動組 Activity Department

負責籌備校內及參與校外文康活動。

Takes care of all extra-curricular, social and fundraising activities.

9.2.15 校區管理主任 Campus Managers

負責各校區管理及安全；協調校內人事；組織運用各校之家長。

Administer the school environment of the school campuses; maintain the safety of the campus attendees; coordinate operational issues on the school campus; also manage and organize Parent Representatives on the campus.

9.2.16 財務組 Finance Department

負責管理全校財務。

Administers the finance and treasury operation of the school.

9.3 學校會員 General Membership

博愛中文學校會員由下列人士組成:

- (i) 在校註冊的學生家長
- (ii) 在校教師
- (iii) 在校註冊的成人班學生

The general membership of BCS consists of the following:

- (i) Parents whose children are currently registered at the School,
- (ii) Teachers of the School,
- (iii) Adult students who are currently registered at the school.

9.4 董事會會議 Board Meeting

例行董事會議每月舉行一次，以商討學校事務。又每年必須不少於一次舉行全體會員大會，舉行時間為二月至六月期間，以選出下一年度之董事。會員大會必須刊登在學校行曆中。舉行地點將在《博愛通訊》中刊登，所有會議公開給予所有會員參加。

A regular Board Meeting is scheduled every month while the school is in session to discuss regular school business. In addition, there is at least one General Meeting prior to the end of June of each year to elect new officers. The date of the meetings is indicated in the school calendar. The place of the meeting will be announced in the BCS Newsletters. All meetings are open to BCS general members.

校務細則

School Policy

10. 學生懲誡辦法 Student Code of Conduct

違背行為	懲罰條例
攜帶、販賣或提供武器、槍支、刀械或其他任何危險物品至學區	通知地方警察並給予退學處分
攜帶、販賣或服食非法藥物包括任何酒精及麻醉物質至校區	通知地方警察並給予退學處分
任何幫派穿著、聚集活動在校區或學校舉辦任何活動場合	通知地方警察並給予退學處分
以暴力引起、製造及威脅他人之安危包括打架	一、停學四次；二、退學處分
攜帶、販賣或提供爆裂物品包括爆竹、煙火或煙霧彈	一、停學四次；二、退學處分
在學校攜帶或食用任何煙草製品	一、停學一次；二、停學二次；三、退學處分
不服從學校行政人員或老師指導	一、書面警告；二、停學四次；三、退學處分
攜帶火柴或打火機至學校	一、停學一次；二、停學二次；三、退學處分
對同學有欺負或挑釁行為	一、書面警告；二、停學四次；三、退學處分
對異性有非禮行為	一、停學四次；二、退學處分
上課時間在校區遊蕩無故不進教室	一、口頭警告；二、停學一次；三、停學二次；四、退學處分
言語粗魯或有種族歧視舉動行為	一、書面警告；二、停學四次；三、退學處分
無故缺席、遲到或逃學	一、口頭警告；二、停學一次；三、停學二次；四、退學處分
破壞或損毀學校公物	一、停學四次；二、退學處分
上課時間無故離開教室	一、口頭警告；二、停學一次；三、停學二次；四、退學處分
停學期間返校	退學處分

♣ 上述的懲誡辦法與本學期所訂的相符合。

♣ 上述所違背行為一律通知家長。

♣ 任何記錄都可以公開查詢，並會包括在轉學證明或學校所出示的成績單。

Student Code of Conduct

OFFENSE	CONSEQUENCES (Previous patterns of behaviors will influence the consequences)
Possesses, sales, uses furnishing weapons, guns, knives and other dangerous weapons at school.	Police referral and expulsion
Possesses, sales, uses controlled substances including alcohol or intoxicants of any kind.	Police referral and expulsion
Gang-related conduct/activity in all school campuses and during all school sponsored events. The conduct/activity includes but is not limited to symbols, graffiti, apparel, colors hazing initiations and hand signals commonly associated with gangs.	Police referral and expulsion
Causing/attempting/threatening physical injury to others includes fighting.	1. Four weeks suspension. 2. Expulsion
Possesses, sales igniting explosives such as firecrackers, smoke bombs, sticks bomb	1. Four weeks suspension. 2. Expulsion
Possesses, use of tobacco	1. One week suspension. 2. Two weeks suspension. 3. Expulsion
Defiance of school authority and teacher's instruction	1. Letter warning. 2. Four weeks suspension. 3. Expulsion
Possesses, use of matches or lighters	1. One week suspension. 2. Two weeks suspension. 3. Expulsion
Harassment, intimidation to other students	1. Letter warning. 2. Four weeks suspension. 3. Expulsion
Sexual harassment	1. Four weeks suspension. 2. Expulsion
Prolong staying outside of classroom while school is in session	1. Verbal warning. 2. One week suspension. 3. Two weeks suspension. 4. Expulsion
Profanity/abusive language or gesture or racial and ethnic slurs	1. Letter warning. 2. Four weeks suspension. 3. Expulsion
Steal/attempt to steal school or private property on school campus.	1. Four weeks suspension. 2. Expulsion (Parents are responsible for all losses)
Repeated violation of teacher's rules in a classroom	1. Letter warning. 2. Four weeks suspension. 3. Expulsion
Tardiness/class cut	1. Letter warning. 2. One week suspension. 3. Two weeks suspension 4. Expulsion
Vandalism/defacement of property	1. Four weeks suspension. 2. Expulsion (Parents are responsible for all losses)
Out of class without permission	1. Letter warning. 2. One week suspension. 3. Two weeks suspension. 4. Expulsion
Return to school during suspension	1. Expulsion

♣ (All offense and consequences is based on) Berryessa Union School District Code of Conduct

♣ (Parent contact/Conference-ALL CASES)

♣ (All offense is available for public inquiry and shown on the report card)

11. 教室秩序 Classroom Order & Discipline

- a. 由老師訂定自己管理教室之有效方法，並參考教務意見調查表，自行訂立具體之有效規則，並於開學時告知學生及家長後執行。
- b. 請老師運用獎賞鼓勵的方法，對全班學生一視同仁，不對任何學生有所偏袒。
- c. 處理不守秩序的學生，請用“黑板記名法”。以下為詳細方法
 - (i) 第一次: 口頭警告
 - (ii) 第二次: 再次口頭警告
 - (iii) 第三次: 黑板記名
 - (iv) 第四次: 名字後加“Check Mark”
 - (v) 第五次: 送至辦公室由訓導負責人處理

送至辦公室由訓導負責人處理手續及規則

請值日家長將學生送至辦公室由訓導負責人處理。如無值日家長，則請一學生至辦公室通知訓導負責人，由辦公室派人去帶領學生。負責人會填寫記錄，輔導學生，十五分鐘後將學生送回上課。如此學生於一天之內被第二次送至辦公室，將被留於辦公室內直至下課，不可再回課室上課。

- d. 在一學年中，如學生被送至辦公室接受輔導，有以下規定：
 - (i) 第一次: 老師當天應發“回條通知”給家長說明事由。家長如有問題可向老師聯絡。
 - (ii) 第二次: 參照校規“擾亂上課秩序” – 書面警告
 - (iii) 第三次: 參照校規“擾亂上課秩序” – 停學四次
 - (iv) 第四次: 參照校規“擾亂上課秩序” – 退學處分
- a. The teachers will decide their own methods of managing the classroom. Rules will be announced to parents and students at the beginning of the school year.
- b. The School recommends positive consequences to encourage and reinforce positive behavior.
- c. More serious disciplinary disturbances are handled according to the following guidelines:
 - (i) First verbal warning
 - (ii) Second verbal warning
 - (iii) Name on Board
 - (iv) Check mark by name

(v) Send to Office

Procedures & Policies related to “Send to Office”

Room Parent takes the student to the office for a conference with the school administrator. If no Room Parent is available, the teacher can send for a staff to escort the student to the office. The incident will be recorded and the student receives a 15-minute time out. A school staff then takes the student back to the classroom. If a student is sent to the office the second time on that school day, he/she will be retained in the office until 11:30. The student will not be allowed to return to the classroom. School will issue a warning letter.

- d. The following guidelines apply if a student is “sent to office” within a school year:
- (i) First offence: Teacher issues notice with return slip to parent notifying the incident. Parents should contact the teacher for details.
 - (ii) Second offence: Refer to BCS Code of Conduct “Repeated violation of teacher rules in a classroom” – Written Warning.
 - (iii) Third offence: Refer to BCS Code of Conduct “Repeated violation of teacher rules in a classroom” – Four Weeks Suspension.
 - (iv) Fourth offence: Refer to BCS Code of Conduct “Repeated violation of teacher rules in a classroom” – Expulsion.

12. 一般校務規則 **General Policy**

12.1 更改地址、電話或緊急聯絡人 **Change of Contact Information**

緊急事故表格的資料如有任何變動，請立即通知本校。這對於緊急事故時，能否聯絡到家長至關重要。如果地址，電話或緊急事故聯絡人等資料有任何變動，家長有責任通知學校。

Please keep the Berryessa Chinese School office informed of all changes so that your child’s emergency record can be kept up-to-date. This is vital in case we need to reach you in an emergency. **It is your responsibility to notify the school of any changes to your address, phone number or emergency contact.**

12.2 學前班及幼稚班註冊 **Pre-school and Kindergarten Registration**

十二月二日前滿五歲之幼童可在幼稚班註冊。十二月二日前滿四歲之幼童可在國語班及粵語班的學前班註冊(除CFL班)。註冊時請帶出生證明或護照，以證明其生日。

Any child who will be five years of age prior to December 2nd is eligible to enroll in kindergarten. Any child who will be four years of age prior to December 2nd is eligible to enroll in pre-school class (except Chinese as Foreign Language class). Parents need to bring the child's birth certificate or passport to confirm the birth date during registration.

12.3 學生紀錄 Student Records

家長有權查驗本校有關子女的任何正式紀錄。如家長對該紀錄認為不當或錯誤，可和教師、教務主任、副校長、校長商討。

Parents have a legal right to inspect and review any and all official school records and files that relate directly to their child. If a parent has concerns regarding the accuracy or appropriateness of any information or record maintained by the school, he or she should discuss it with the teacher, the Curriculum Department Dean, the Vice Principal or the Principal.

12.4 轉班細則 Transfer Policy

申請轉班的學童，其家長應在有效期間填寫轉班表格。並參加跳級考試（具體日期和時間請參閱當年的學校行事曆），經教務主任註冊主任批准後方可生效。校內學生只許參加四月的跳級考試。校外學生若想跳級可參加八月的評估考試。同課程（國語、粵語、CFL、文化班）且同年級間的轉班，除非經教務副校長批准，否則不予准許。學生所跳的班級不可超越其日校就讀的班級。

To transfer, the student's parent needs to fill out the Class Transfer Application Form and have it approved by the Curriculum Department Dean (Please refer to the current School Calendar for the placement test to skip **one** level). This application must be filed during the application registration period. BCS holds placement test in April (BCS students ONLY) and August (external students) for students who wish to skip a grade. Class transfer of the same grade in the same curriculum is not allowed, unless approved by the Vice Principal of Curriculum. Registration for placement test level cannot exceed day-school grade level.

12.5 遲到 Tardiness

學生遲到是重要問題之一。本校要求家長儘一切可能在上課鈴響之前將子女送到教室門口。到校時間不得早於上午八時四十五分。放學後，家長必須準時接走孩子。如有意外，校方不負法律責任。

Student's late arrival to school is a major problem. We ask that every effort be made to have your child arrive at the classroom before the opening bell. However, students should not arrive at school before 8:45am. Parents must pick up their child on time after school. The school will not be legally liable in the event of any accident.

12.6 提早或遲接學生 Early and Late Pick Up

如有學生須“提早”離開學校，務必請家長先到校區辦公室辦理手續。校區辦公室人員須要查明家長的身份，並填寫和簽收“學生提前離開學校”表和“學生提前離開學校”單。家長須到教室，將下聯“學生提前離開學校”單(Student Early Release Slip)交給老師，才可領走學生!

學生如需自行提早離校，也須有家長的同意便條。將此便條交至校區辦公室。校區辦公室人員須填寫和簽收“學生提前離開學校”表和“學生提前離開學校”單。學生須到教室，將“學生提前離開學校”單(Student Early Release Slip)交給老師，才可離開。老師只會依據有校區管理主任或校務助理簽名的“學生提前離開學校”單，才會讓學生離開。

Parents or relatives needing to pick up their children prior to regular dismissal time must first go to the campus office and fill out the Student Early Release Slip. The campus office will check the ID of the person picking up the child, fill out an entry in the Student Early Release Log, and issue the slip to be submitted to the teacher when the student is picked up.

If a student is to leave school early without being accompanied by a parent/relative, the child must bring to the campus office a permission note from the parent. The student will then complete the Student Early Release Slip. The campus office will enter the information in the Student Early Release Log and the student is issued a copy of the slip to be submitted to the teacher prior to leaving the campus.

Teachers will only release a student early if a Student Early Release Slip is signed by the campus manager or office assistant.

遲接學生放學，會為學生帶來不安，也為校務工作人員帶來不便。因此，家長必須在下課後十五分鐘內，準時接學生放學，如有緊急情況未能接者，請即於校區辦公室聯絡。所有遲接者將需繳付 \$20罰款。

Parents must pick up their children within 15 minutes after class dismissal. Late pick-ups are a hardship for the child and an inconvenience for the staff member who has to wait for

the parent. In the event of an emergency, please contact the campus office to advise us of your situation. There will be a penalty of \$20 late charge.

12.7 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.

12.8 玩具與金錢 Toys and Extra Money

除非經過教師核准，學生不得帶金錢與玩具到校。

Money and toys should not be brought to school without the teacher's permission.

12.9 失物招領 Lost and Found

請在學生的衣物書包上寫明姓名以便遺失時認領。如發現遺失物，請送交校務助理處理。

All items of clothing and backpacks should be marked with your child's name so that they can be identified if lost. Found items may be brought to the Office Assistant at each campus to be claimed.

12.10 家長與老師之溝通 Parent-Teacher Communication

家長與老師之間應利用課前、課後、課間休息及平日等各種機會溝通意見、教學進度、學習方法，對教師及學校的建議等皆可作為交談的話題。博愛中文學校是屬於大家的。大家合作，大家受益。

Parents and teachers are encouraged to communicate with each other before and after the class, during class recess, on weekdays and other possible available opportunities. Any topics like a student's progress, learning method, and feedback regarding the teacher and

school can be discussed. The Berryessa Chinese School is a cooperative school. BCS will benefit all parties by working closely together.

12.11 家長申訴程序 Parent Grievance Procedure

- a. 和教師討論;
 - b. 如不能解決，與相關部門的主任或其助理討論;
 - c. 如仍不能解決，與副校長或校長討論;
 - d. 如仍不能解決，要求副校長或校長將問題排入董事會議程。一般而言，董事會是最後的申訴對象。
- a. Meet and discuss the concern with the teacher;
 - b. If the concern remains unresolved, escalate the problem to the appropriate Department Dean or associate deans.
 - c. If the concern remains unresolved, escalate the problem to the Vice Principal or Principal.
 - d. If the concern still remains unresolved, the Vice Principal or Principal should be asked to place the issue on a Board of Directors Meeting agenda. The Board of Directors will normally be the final level of appeal.

12.12 災難預防 Disaster Preparedness

本校每學年都會舉行消防演習。「低頭掩蔽」的防震演習也同時舉行。地震時，教職員與學生躲避與桌子或其他掩蔽下。災難發生時，本校將留置每位學童，直到家長、監護人與指定代理人(依據註冊單或緊急事故上所填)接走為止。

Fire alarm exit drills are held yearly at school. We also practice our “Duck and Cover” exercise in conjunction with the fire drill. This is a practice during which staff and students seek cover under a table or other sheltered area in case of an earthquake. During disaster time, all students are retained until the arrival of a student’s parents, guardians or assigned person (based on provided information in registration form or emergency record).

12.13 旁聽生 Sit-in Student

本校是不允許有旁聽生在班裏上課。每位學生都需要通過正式報名就讀。

All students must register to attend class in Berryessa Chinese School. Sit-in students are not allowed.

學校活動

School Events

13. 活動 Activities

在這嶄新的一年裏，我們準備了一系列活動，將中國文化呈現給我們的學生及提昇博愛在 Berryessa 社區的互助關係，這些活動都仍在計劃的階段。如果您有這方面的才華，請盡量給我們建議，並歡迎您加入我們的陣容。讓我們一起為博愛貢獻我們的心力！這些活動的詳細內容將陸續在週訊內刊登，請多加注意！

Throughout the school year, there are several activities in BCS to promote Chinese culture to our students as well as to the Berryessa community. Many of them are still being planned and need your talent and support. If you would like to contribute to any of the following events, or simply have a suggestion or request, please contact our Activity Department. Details of these events will be announced in the upcoming BCS Newsletters.

13.1 防火演習 Fire Drill -- **TBD**

~~二零二一年十月十六日~~會舉行防火演習，敬請各位家長與校方合作。

BCS will have fire drill rehearsal on ~~10/16/2021~~. All parents should work together with our school administration teams.

13.2 秋季園遊會 Fall Carnival -- **CANCEL**

每年秋季舉行的園遊會已是博愛中文學校的傳統活動之一，借以促進博愛精神在社會的影響力。和往年一樣，此一活動將在 Sierramont 校區的操場舉行，屆時將提供食物、遊戲、抽獎、滑雲梯、棉花糖、運動會等！歡迎加入我們，讓我們好好享受~~二零二一年十月三十日~~美好的一天！請您在您的日曆上做個記號吧！將這一天留給您與您孩子們與我們供歡愉！

It has been a BCS tradition to hold a Carnival during the fall to promote the community spirit of BCS. As in the past, the event is going to be held at Sierramont campus playground. There will be food, games, raffles, a giant slide, cotton candy, sporting events and much more. Come join us to enjoy a day of fun on ~~10/30/2021~~ after school. Please mark your calendar! Make it a happy and wonderful event between you and your children with the BCS community!

13.3 學術比賽 BCS Academic Competition

國語班、粵語班、CFL班、文化班在二零二二年一月二十二日和二十九日會有多項和不同組別的學術比賽。項內各項各組第一名，將代表學校參加北加州中文學校之學術比賽。

BCS academic competition will be held on 1/22/2022 for Cultural classes and 1/29/2022 for Mandarin, Cantonese & CFL classes. There will be many different categories and groups of competitions. The winner from each group will represent BCS in the ANCCS Academic Competition.

13.4 新年迎新春 New Year Celebration

學校會在二零二二年二月十二日在 Morrill 校區舉行新年慶祝新春活動。屆時會有一系列的表演如舞龍舞獅、小朋友歌唱和舞蹈等等。唯一遺憾的是，我們沒辦法以放鞭炮的放式與大家慶祝。在此同時，各校區將會同一時間頒發獎杯與學術比賽得名者。

BCS will hold a Chinese New Year celebration at the Morrill campus on 2/12/2022. Performances include the dragon dance, lion dance, singing and dancing by our younger students and more. Unfortunately, we cannot light up fireworks to celebrate with everyone at the event. Nonetheless, an award ceremony for all our academic competition winners will be held at each campus.

13.5 畢業典禮 Graduation Ceremony

今年的畢業典禮將在二零二二年五月二十一日舉行，對畢業的學生來說，這是期待已久的時刻，請各位家長也與他們分享這份榮耀。

This year the graduation ceremony will be held on 5/21/2022. This is a long-awaited moment for our graduating students. Please join them to share this exciting time.

13.6 謝師宴 Teacher Banquet

今年的謝師宴將在二零二二年五月二十二日舉行，這天我們將感謝各位老師對學校多方的貢獻。

This year the Teacher Banquet will be held on 5/22/2022. It will be our pleasure to show our appreciation to all our teachers on this day.

家長回條 **Parent Return Slip**

請細閱以下內容，並每位學生在線上填寫表格。

Please read below and complete the [form](#) online for each student.

我看完全部學生手冊，我同意遵守所有的規則與章程。我也同意要求我的小孩遵守所有關的規則與章程。

I have read the entire student handbook. I agree to comply with all rules and regulations in the handbook. I also agree to have my child comply with all rules and regulations whenever applicable.

放棄追討責任

我願意承擔我以上的小孩在參加博愛中文學校的活動上、任何發生事故或損傷的風險。同時我也放棄對北加州聯合中文學校、博愛中文學校及其董事和職員追討任何責任。

Waiver of Liability

I consent to the named student participating in the Berryessa Chinese School (BCS) activities, and undersigned that I assume the risk of accident or injuries sustained from whatever cause in the connection therewith and release ANCCS, BCS and its board members and staffs from any liability from any such accident or injury.

博愛學生/家長/義工媒體發佈和一般責任協定

我在此同意博愛中文學校使用該校所拍攝我個人的照片/音訊/視頻。博愛中文學校對於這些媒體使用權將不會提供給我任何補償。

我在此也同意博愛中文學校無須經過我個人檢查或批准相關的照片，廣告文宣或印刷品在其他方面的結合使用。

BCS Students/Parents/Volunteers Media Release and General Liability Agreement

I hereby irrevocably consent to the unrestricted use by Berryessa Chinese School (BCS) and its affiliates of any and all of the photographs/audio/video taken of me for all purposes including without limitation, art, editorial, advertising or trade without further compensation to me.

I hereby waive any right to inspect or approve the finished photograph, advertising copy or printed matter that may be used in conjunction therewith, or to the eventual use that it may be applied.

家長姓名 _____ 學號 _____
Name of Parent: _____ Student ID#: _____

職業/擅長/愛好 _____
Occupation/Skills/Hobbies: _____

聯絡資料 電話 _____ 電子信箱 _____
Contact Information: Tel: _____ Email: _____

學生姓名 _____ 博愛語文班級 _____
Name of Student: _____ BCS Language Class: _____

文化班 (若有) _____
Culture Class (if you have one): _____

家長簽名 _____ 日期 _____
Parent Signature: _____ Date: _____