



# 博愛中文學校

## BERRYESSA CHINESE SCHOOL

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### 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。
  4. 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。
  5. 按時參加家長代表會，交換意見及討論支援學校各項活動。
  6. 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。
  7. 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。
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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.
  4. Participate in school business meetings and encourage other parents to participate in all school functions.
  5. Attend all Parent Representative meetings and support school activities.
  6. Coordinate with BCS activity parent helper to help on school activities.
  7. Collect the email address of every parent at the beginning of the school year and forward school news.