



博愛中文學校
BERRYESSA CHINESE SCHOOL
P.O.Box 32988, San Jose, CA 95152-2988 · VoiceMail(408) 5200-BCS
Email: bcs_board@yahoo.com · www.bcs-usa.org

家長代表聯絡表

Contact Sheet for Parent Representative

各位敬愛的家長:

每班應由老師與班上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。請各班家長們選出家長代表，並於開學後三星期內在網上填妥聯絡表，請使用以下表格的鏈接。現任本校老師和校董可免役。多謝各位家長合作！。

- 👉 [中文外語班代表](#)
- 👉 [高中學分班代表](#)
- 👉 [粵語班代表](#)
- 👉 [國語班代表](#)

校務行政組

Dear Parents:

The teacher and parents of each class should coordinate and elect a maximum two Parent Representatives to handle class internal affairs and communication with other classes in the school and school administration. Please elect up to two parents and have them complete the online contact form within the first 3 weeks of the school year. BCS teachers and board members may be exempted from this duty. Use the link to the form below. Thank you very much for your cooperation!

- 👉 [CFL Class Representatives](#)
- 👉 [HSIC Class Representatives](#)
- 👉 [Cantonese Class Representatives](#)
- 👉 [Mandarin Class Representatives](#)

School Administration Team



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各位敬愛的家長:

以下表格是為了方便家長收集資料, 然後在三星期內在網上填妥聯絡表此表格**無須**交回辦公室.

校務行政組

Dear Parents:

The following form is for the convenience of parents to collect information and then complete the contact form online within three weeks. This form **does not** need to be returned to the office.

School Administration Team

家長代表聯絡表 Parent Representative Contact

Campus: Morrill / Sierramont (*please circle*)

學年 School Year _____

班級 Class _____

家長代表姓名 Class Representative Name _____

電話號碼 Phone# _____

最佳通話時間 Preferred Calling Time _____

電子郵件地址 Email Address _____

家長代表聯絡表 Parent Representative Contact

Campus: Morrill / Sierramont (*please circle*)

學年 School Year _____

班級 Class _____

家長代表姓名 Class Representative Name _____

電話號碼 Phone# _____

最佳通話時間 Preferred Calling Time _____

電子郵件地址 Email Address _____



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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。
-
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. If a class fee is collected during the school year, report to the parents on all revenue and expenditure at the end of 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 addresses of every parent at the beginning of school year and forward school news



值日家長職責

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□，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。本班班代可免役(班中□子女學生)。

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。



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General Guidelines for Room Parent

BCS is a cooperative school. All parents are required to serve the school. Services include Parent Representative, 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 may be exempted from this duty. Parent representatives may be exempted from this duty (for 1 child in the class).

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 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. Turn in documents to the BCS office for the teacher at 9:45am, and pick up and distribute mail if any.
9. Assist injured students to BCS office for first aid and inform the parents/guardians. Send the injured to the hospital if the situation is required.
10. Assist in the emergency evacuation and lead the class to the designated assembly area.



2023-2024 值日家長輪值表 Room Parent Schedule

| | | | |
|--|------------|------------|-------------|
| 班級 Class | 教師 Teacher | 聯絡電話 Phone | 電子郵件 E-Mail |
| 家長代表 Parents Representative (Internal) | | 聯絡電話 Phone | 電子郵件 E-Mail |
| 家長代表 Parents Representative (Internal) | | 聯絡電話 Phone | 電子郵件 E-Mail |

| Wk 週 | Date 日期 | Snacks & Napkin ¹ 點心、紙巾 | Drinks & Cup ¹ 飲料、紙杯 | Wk 週 | Date 日期 | Snacks & Napkin ¹ 點心、紙巾 | Drinks & Cup ¹ 飲料、紙杯 |
|---------|------------|---------------------------------------|------------------------------------|---------|------------|---------------------------------------|------------------------------------|
| 1 | 09/09 | | | 16 | 01/20 | | |
| 2 | 09/16 | | | 17 | 02/03 | | |
| 3 | 09/23 | | | 18 | 02/17 | | |
| 4 | 09/30 | | | 19 | 03/02 | | |
| 5 | 10/07 | | | 20 | 03/09 | | |
| 6 | 10/14 | | | 21 | 03/16 | | |
| 7 | 10/21 | | | 22 | 03/23 | | |
| 8 | 10/28 | | | 23 | 04/06 | | |
| 9 | 11/04 | | | 24 | 04/13 | | |
| 10 | 11/11 | | | 25 | 04/20 | | |
| 11 | 11/18 | | | 26 | 04/27 | | |
| 12 | 12/02 | | | 27 | 05/04 | | |
| 13 | 12/09 | | | 28 | 05/11 | | |
| 14 | 12/16 | | | 29 | 05/18 | | |
| 15 | 01/13 | | | 30 | 06/01 | | |

請在巡邏家長下的空格填寫學生姓名。每班之巡邏日期請參照學生手冊。Morrill 及 Sierramont 校園每班每次由 2 位家長負責。

Please write down the student's name in the parent patrol column. Please refer to the student handbook for the patrol schedule of each class. Morrill & Sierramont Campus – 2 parents per class

| 日期 Date | Parent Patrol 巡邏家長 ² | Parent Patrol 巡邏家長 | Parent Patrol 巡邏家長 |
|---------|---------------------------------|--------------------|--------------------|
| / | | | |
| / | | | |
| / | | | |
| / | | | |
| / | | | |
| | | | |
| | | | |
| | | | |

*¹ 學校不強制班裡須帶點心及飲料 / Snacks and drinks are not mandatory.



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值日家長缺席報告單
Room Parent Absent Report

Campus: Morrill / Sierramont (*please circle*)

學年 School Year : _____

班級 Class : _____

值日家長缺席日期 Absent Date : _____

學生姓名 Student's Name : _____

學生證 Student's ID : _____

備注 Comment :

老師簽名 Teacher's Signature : _____

收件人 BCS office : _____



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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(未與班代表聯絡或未請替代者)，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。本班班代可免役(班中□子女學生)。

Parents should actively 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 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. BCS teachers and board members may be exempted from this duty. Parent representatives may be exempted from this duty (for 1 child).

校區巡邏準則 Parent Patrol Guidelines

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。每次巡邏任務將由三個班級負責，請參閱後頁巡邏時間表，以確定所屬班級之巡邏日期。

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 11:40am)，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 three 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.

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 11:40am 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.



您被選定於_____在(Morrill,Sierramont)校區擔任巡邏任務。請您準時到辦公室報到及在8:45AM-11:45AM (語言班), 8:45AM-1:10PM (HSIC 班), 11:40AM-12:55PM (文化班) 履行校區巡邏的任務。您須尋求替代若當天未能 報到, 遲到或缺席者將被罰款\$20。違規者學校將有權拒絕其學生之註冊申請。請填妥下列表格儘速交給貴班家長代表。

班級 Class 老師 Teacher

[illegible]



博愛活動家長義工 BCS Activity Parent Helper

博愛歷年來會舉辦以下多項活動。這須要各位家長參與和協助。以下為各校區家長義工所擔任之活動。請在家長義工下的空格填寫學生姓名。然後點擊連結填寫表格。👉 [博愛活動家長義工](#) 臨近活動日期時，您會被通知有關所編排的時間。

BCS traditionally holds events listed below every year. All these events require participation and support from our school parents. Parent helpers from each campus are assigned to different events. Please write down the student's name in the parent helper column and fill out the following link 👉 [BCS Activity Parent Helper](#). You will be notified of your final assigned time near the event date.

| FOR Morrill Parents: Class: Cantonese, Mandarin, CFL (except HSIC) | | |
|--|-----------------------|--------------------|
| 活動項目 Activity | 活動日期 Date of Activity | 家長義工 Parent Helper |
| Chinese New Year 中國新年 | Feb-17-2024 | Name: |
| | | Email: |
| Academic Competition 學術比賽 | Jan-27-2024 | Name: |
| | | Email: |

| FOR Morrill Parents: HSIC only | | |
|--------------------------------|-----------------------|--------------------|
| 活動項目 Activity | 活動日期 Date of Activity | 家長義工 Parent Helper |
| Academic Competition 學術比賽 | Jan-20-2024 | Name: |
| | | Email: |
| Academic Competition 學術比賽 | Jan-20-2024 | Name |
| | | Email |

| FOR Sierramont Parents. All Classes at Sierramont (4 th /5 th grade – 2 parents; 6 th grade and up – 1 parent) | | |
|---|-----------------------|--------------------|
| 活動項目 Activity | 活動日期 Date of Activity | 家長義工 Parent Helper |
| Carnival 嘉年華 | Oct-28-2023 | Name: |
| | | Email: |
| Carnival 嘉年華 | Oct-28-2023 | Name: |
| | | Email: |



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教室(Classroom)#: _____ 日期(Date): _____ 週次(School Week): _____

教師(Teacher): _____ 班級(Class): _____

上課前桌椅位置圖(請拍照) Desk arrangement before class (please take photos)

| | 上課前 | 上課後 | 備註 |
|---|--------|--------|----|
| 桌椅歸回原位了嗎? Are desks and chairs in original order? | | Yes/No | |
| 地板清潔嗎? Is the classroom floor cleaned? | Yes/No | Yes/No | |
| 用過的黑板擦乾淨了嗎? Is black/white board clean? | | Yes/No | |
| 有無個人物品? Any personal belongings? | Yes/No | Yes/No | |
| 檢查過的教室設備請打勾(Put a check mark for each classroom equipment checked): | | | |
| 電腦 Computers () | _____ | _____ | |
| 印表機 Printers () | _____ | _____ | |
| 投影機 Projectors () | _____ | _____ | |
| 書 Books () | _____ | _____ | |
| 書架 Bookshelves () | _____ | _____ | |
| 檔案櫃 File Cabinets () | _____ | _____ | |
| 辦公桌 Teacher's desks () | _____ | _____ | |
| 安全設備 Hook & Chain () | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |

列出任何不尋常的狀況(請拍照) Remarks on unusual condition (please take photos):

注意事項:

1. 若發現學生遺忘物品, 請老師先保管, 並於下次上課時間還學生。
2. 教室內原有的書籍, 器材及用品, 非經校方事先許可, 不得任意動用。
3. 下課後, 請記得關燈, 關窗, 關門。
4. 下課時請老師, 值日家長簽名, 於下課後交由辦公室存檔一年。如發覺教室內有任何異常情況, 請立即通知校區主任 (campus manager), 學校會依情況處理。

值日家長簽名 (Room Parent's Signature): _____

老師簽名 (Teacher's signature): _____



Student Attendance Slip 學生出席報告

| | |
|---------------|-------------|
| Class (班級): | Date (日期): |
| Teacher (老師): | Room# (教室): |

| |
|---|
| Students Absent (缺席的學生): _____ |
| <input type="checkbox"/> Check Box - No Students Absent (無學生缺席) |

| |
|-----------------------------|
| Teacher's signature (老師簽名): |
|-----------------------------|

Submit completed form weekly to campus office by 10:15am for language class and by 12:00noon for cultural class
每週請填寫表格後,語言班請在早上10:15前交回校區辦公室.文化班請在中午12:00前交回校區辦公室.

Rev: 08/31/2022



Student Attendance Slip 學生出席報告

| | |
|---------------|-------------|
| Class (班級): | Date (日期): |
| Teacher (老師): | Room# (教室): |

| |
|---|
| Students Absent (缺席的學生): _____ |
| <input type="checkbox"/> Check Box - No Students Absent (無學生缺席) |

| |
|-----------------------------|
| Teacher's signature (老師簽名): |
|-----------------------------|

Submit completed form weekly to campus office by 10:15am for language class and by 12:00noon for cultural class
每週請填寫表格後,語言班請在早上10:15前交回校區辦公室.文化班請在中午12:00前交回校區辦公室.

Rev: 08/31/2022



Student Early Release Slip 學生提前離開學校

| | |
|--|---------------|
| Class (班級): | Teacher (老師): |
| Student (學生) _____ has permission to leave school before regular dismissal time (需要提前離開學校) | |
| Person picking up student (接學生離開的人): _____ | |
| Name (姓名): _____ | |
| Relationship to Student (跟學生的關係): _____ | |
| Time Leaving School (離開學校時間): _____ | |
| For Campus Office Use: | |
| Campus Manager's Signature (校區管理主任簽名): _____ | |
| Date (日期): _____ Time (時間): _____ | |

Parent/Relative/Student - Submit this completed form to the teacher before leaving school.
Teacher - Please keep this copy for your records.

Rev: 08/31/2023



Student Early Release Slip 學生提前離開學校

| | |
|--|---------------|
| Class (班級): | Teacher (老師): |
| Student (學生) _____ has permission to leave school before regular dismissal time (需要提前離開學校) | |
| Person picking up student (接學生離開的人): _____ | |
| Name (姓名): _____ | |
| Relationship to Student (跟學生的關係): _____ | |
| Time Leaving School (離開學校時間): _____ | |
| For Campus Office Use: | |
| Campus Manager's Signature (校區管理主任簽名): _____ | |
| Date (日期): _____ Time (時間): _____ | |

Parent/Relative/Student - Submit this completed form to the teacher before leaving school. Teacher - Please keep this copy for your records.

Rev: 08/31/2023