

Operation Rules

Chinese School Chinese Community Center of Capital District of New York

December 2 2007

Preamble

The Chinese School is the educational branch of the Chinese Community Center of Capital District of New York, a 501(C)(3) non-profit organization. It shall be referred to as the Chinese School of Chinese Community Center of Capital District of New York or CCC Chinese School. In this document, it is called Chinese School or School. Chinese School operation rules are governed by the CCC By-laws.

CCC Mission Statement

The Chinese Community Center (CCC) of Capital District of New York, Incorporated, established in 1973, is a non-profit and non-political 501 (C)(3) organization. The mission of CCC is to serve the Chinese Community and those who are interested in Chinese culture and language in the Capital District. The CCC Chinese School offers language and culture classes to children and adults. CCC organizes cultural and recreational activities to promote fellowship and Chinese culture.

CCC Chinese School Mission Statement

To provide Chinese language education to help children of Chinese heritage achieve academic excellence in studying Chinese. To provide a learning opportunity to all residents in the Capital Region who are interested in learning Chinese culture and language. To provide a nurturing learning environment where Chinese culture is promoted and celebrated, and where students and parents in the area are valued partners in promoting Chinese language and culture.

Article 1. School Year / Member / Enrollment / Tuition / Withdrawal

1.1 School Year

School year shall be the same as the CCC fiscal year, which starts on July 1st in the calendar year and ends on June 30th of the following year.

1.2 Member

Members are defined as families or individuals enrolled in the language and/or cultural classes. Members are responsible to read and follow the school operation rules defined in this document. Members should respect each other, provide necessary information to school and communicate with school administration as needed.

1.3 Enrollment

All students must be four years old or older on or before September 1 to meet eligibility requirements.

- 1.3.1** Pre-registration is preferred for all students. Existing students shall indicate their intention to return to school for the following school year by submitting a registration form with a pre-registration fee starting in the last three weeks of the current school year. The pre-registration fee shall be applied toward the tuition for the upcoming school year.
- 1.3.2** A \$10 tuition per student discount shall be credited to students enrolled with pre-registration in Chinese language class.
- 1.3.3** A \$10 late fee shall be charged if tuition balance is not paid in full after the second week of each semester.
- 1.3.4** School offers language classes from pre-school to grade12, provided each class meeting the minimum enrollment requirement. The minimum enrollment requirement for each class is four students for languages classes and six students for cultural classes. School administration has the right to cancel a class, shall the enrollment of such class does not meet the minimum requirement. School administration also reserves the right to make exceptions when circumstances occur beyond school's control and cause a class not meeting the minimum requirement.

1.4 Tuition

School Council shall determine the tuition base on the preliminarily proposed budget from the school administration team by mid April.

1.5 Withdrawal

All tuition refund must be requested in writing addressed to the school administration. Prorated tuition will be refunded if the withdrawal is requested before the mid-term of the enrolled semester. No refund will be given if the withdrawal is requested after the mid-term. Prorated tuition for the remaining classes will be refunded at the administration team's discretion only if withdrawal is due to special hardship after the mid-term.

Article 2. Meetings

2.1. General Meeting and Voting

- 2.1.1.** Each family enrolled in the language classes shall have one vote upon a motion presented at a school administration organized general meeting, or through other School Council decided voting channels.
- 2.1.2.** General Meeting shall be held once or more times a year, preferable at the beginning of each school year in the fall and at the end of each school year in the spring.
- 2.1.3.** Additional meeting(s) shall be called at any time by the chairperson of the School Council or at the request of more than 50% of the members. At least ten calendar days prior to the date decided for the holding of an additional meeting, written notice of the time, place, and purpose of the meeting shall be given to each member.

2.2 School Council Meeting

School Council meeting shall be held quarterly. Additional meeting(s) if required shall be called by the chairperson.

Article 3. School Council

3.1 Council Members

The School Council shall consist of ten to fifteen members (10-15). The council members shall include the current school principal, the vice-principals, long-term program director, school treasurer, three or more parent representatives, three or more teacher representatives, and the immediate past School Council chair. The teacher representatives shall be elected by teachers and the parent representatives shall be nominated by class coordinators or PTA members and confirmed by the council. The council chair shall be elected by the council members in the first council meeting of the school year.

3.2 Term of Office

Council members will serve a maximum of three school years consecutively and a minimum of one school year.

3.3 Compensation

All members of the School Council shall receive no compensation from the school for the performance of their duties as members of the council. The school staff, Principal, Vice Principal(s) and Treasurer shall be compensated for their school duties. The level of compensation shall be determined by the School Council.

3.4 Responsibilities of the Council

- 3.4.1** Developing, amending, and approving all school policies and operational procedures;
- 3.4.2** Nominating and approving the school principal, vice principals, school treasurer, and chair of PTA, at the end of the spring semester;
- 3.4.3** Approving annual school budget proposal;
- 3.4.4** Approving any additional spending from the school surplus funds;
- 3.4.5** Selecting School Council chair, who is not the principal.

3.5 Responsibilities of the Council Chair

- 3.5.1** Organizing and presiding all council meetings;
- 3.5.2** Preparing and distributing meeting agendas to council members;
- 3.5.3** Presenting the council approved school budget to CCC Board of Directors;
- 3.5.4** Presenting school reports to CCC Board and school parent meetings;
- 3.5.5** Overseeing all council voting process;
- 3.5.6** Preparing and distributing council meeting minutes to all council members;
- 3.5.7** Informing Chinese School members about council voting results and resolutions that affect school operation.

3.6 Council Meeting

The School Council shall have at least two meetings every semester. Additional meeting(s) shall be called by the Chairperson as needed. Meeting agendas, discussion items, and proposals requiring formal voting shall be distributed to council members in advance of each general meeting. Voting on major school policies shall be conducted during council meetings with a quorum of at least one-half (1/2) of the total council members. E-voting is only allowed on time sensitive matters.

Article 4. School Administration

4.1 Principal

The School Principal is responsible for all administrative business in the School. The Principal shall work on the overall planning for the school year. The Principal shall oversee the smooth functioning of all vice-principals and various administrative branches and ensure smooth functioning of school operation, the collaboration and communication between chairs of various branches and committees. The Principal shall also provide help or suggestion to the chairs of various branches in order to solve any difficulty that may arise and thus may prevent the execution of agreed upon business.

4.2 Vice-Principal(s)

Vice principals shall report to principal.

- 4.2.1 The School Vice-Principal(s) are responsible for assisting the Principal in carrying out all school administrative duties. These duties are broadly defined in three categories: (1) Supervise school's academic tasks and duties. Provide logistic support to school operations. (2) Supervise school's enrichment program in CCC building. (3) Supervise all school's extra-curriculum programs and activities, including the coordination of joint events with CCC.
- 4.2.2 Act on Principal's behalf in the absence of the Principal. Upon approval of the School Council, one vice principal takes over the Principal position should that office become vacant during a term of office.

4.3 Treasurer

- 4.3.1 Administer the School registration.
- 4.3.2 Collect tuition and all other income.
- 4.3.3 Pay staff and teachers' compensation and all other approved expenses.
- 4.3.4 Compile student list.
- 4.3.5 Maintain School bank accounts.
- 4.3.6 Prepare financial statements and publish in CCC's Newsletter.
- 4.3.7 Prepare annual School budget.
- 4.3.8 Be responsible for the coordination of national and regional Associations of Chinese Schools.

4.4 The Parent Teacher Association (PTA)

- 4.4.1 Assign, remind, supervise, and assist weekly parents-on-duty.
- 4.4.2 Purchase copy machine toners and paper, and keep copy machines in working condition; schedule copy machine maintenance as needed.
- 4.4.3 Maintain first-aid kit and Lost and Found in the school's building.
- 4.4.4 Conduct fund-raising to support school activities.
- 4.4.5 Organize pot-luck lunch at the end of each semester and the end of the year field activities.
- 4.4.6 Remind classroom parent coordinators about the teachers' Christmas gift.
- 4.4.7 Assist school officials on all school wide activities, including, but not limited to, the Christmas Party and fire drills.

Article 5. The Teachers

- 5.1. Follow all rules specified by Shaker Junior High School.
- 5.2. Follow all rules specified in the current year's CCC Chinese School Handbook, Teacher's Responsibility Section.
- 5.3. Mandatory attendance to school activities required by school principal.
- 5.4. Request approval from school principal when seeking Chinese teaching position or opening Chinese classes outside the school, that have potential or actual conflict to the interests of the school.

Article 6. The Students/Family/Parent

6.1 Students

- 6.1.1** Follow all rules specified by Shaker Junior High School.
- 6.1.2** Follow all rules specified in the current year's CCC Chinese School Handbook, Student Conduct Section.

6.2 Member Family/Parent

- 6.2.1** Follow all rules specified by Shaker Junior High School.
- 6.2.2** Follow all rules specified in the current year's CCC Chinese School Handbook, Parent Responsibilities Section.
- 6.2.3** Follow all rules specified in the current year's CCC Chinese School Handbook, Responsibilities of Parents on Duty Section.

Article 7. Amendments

These operation rules may be amended upon recommendation of at least three School Council members or upon petition of ten percent or more of the total members. The proposal of the amendment is to be presented to the School Council chair and to be approved by a two thirds majority vote by the School Council members. Amendments shall be filed with CCC Board.