



密西根中文學校

校務行政手冊

Michigan Chinese School

A Cooperative Management School

Policy and Procedure Manual

1st Edition

Approved by Executive Board on Feb. 29th, 2020

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The following are the members of the first Executive Board who edited the first edition of the administrative manual. Future amendments and revision history including board membership will be tracked in the policy & procedures. .以下為編訂行政手冊第一版的第一屆董事會成員, 未來如有修訂, 請附加修訂的董事會名單。請保留第一版董事會名單。

2019 – 2020 First Board of Directors 董事會編訂第一版

Board Chairperson (董事長): Claire Chen 陳臻

Director 1 - Current Principal (董事一): Ari Li 李君唐

Director 2 - Parent Council Chair (董事二): Ice Chai 蔡麗冰

Director 3 - Teachers' Representative (董事三): Weili Wei 楊維琍

Director 4 - Treasurer (董事四): Yen-Liang Chen 陳彥良

Director 5 - Academic Affairs Director (董事五): Yeewei Loke 陸綺慧

Secretary - Chinese (中文版秘書): Claire Chen 陳臻

Secretary - English Translation (英文版秘書): Jennifer Morikawa

I. School Mission 壹：學校宗旨

1. Provide an environment for learning Chinese and Chinese culture, and cultivate students' ability to listen, speak, read, and write Chinese.
2. Promote the fellowship between school teachers and parents, emphasize the respect for teachers, and value the virtues of friendship and family.
3. Is a non-profit, non-political, non-discriminatory, non-religious educational institution.

II. General Information & Policy 貳：一般方針

1. The Michigan Chinese School (“MCS” or the “School”) By-Laws (“By-Laws”) is the main governing document outlining the School’s foundation and guiding principles.
2. The latest By-Laws, as voted and approved by majority at the MCS parent assembly meeting in April 2019, effectuates the School to become a co-operative management (“Co-Op”) educational institute starting in the 2019-2020 school year. All registered families are expected to participate in sharing the School’s duties, operating the School affairs in a mutually supportive and cooperative manner.
3. Organization Member and non-member:

The decline in the number of registered families led to significant operational challenges when the workload of operating MCS is shared among a shrinking volunteer base. In order for the School to continue to operate sustainably, a Co-Op structure was formed to incentivize a stronger engagement among the MCS registered families. Those families with student(s) enrolled in the regular MCS class and share the school work are considered MCS Members while those who do not participate in the school work are considered non-members. Regular classroom (Grade Level) teachers are also considered MCS Members, but after-school activity teachers are not.

All MCS Members are entitled to certain “member-only” rights which are unavailable to the non-members, such as voting in the election of the Vice-Principal, parent class representatives (chair of the parent council), and MCS By-Laws amendments/revisions (please refer to the By-Laws for information), being eligible for volunteer rewards, reduced tuition rates and fees for after-school activities, etc. Families who do not share in the

school's work do not have these rights.

School Body / School Member Council (from here on referred to the Parent Council): The School body is composed of all registered families. All registered families have the rights and obligations to attend the MCS parent council meetings; however, only the MCS Members have voting rights.

4. For amendments to the School's By-Laws, please refer to the regulations in the By-Laws document.
5. The School appoints administrative officers, chairs, and parent representatives based on the "MCS By-Laws" and "MCS Policy & Procedures Manual"
 - 5.1 Administrative officers and parent representatives perform respective school duties in accordance with the "MCS By-Laws" and "MCS Policy & Procedures Manual".
 - 5.2 The transition between departing and incoming officers should take place between the end of the current school year and the beginning of the new school year (June ~ August)
 - 5.3 Parent representatives of each class are elected by the parents of each class within one month (September each year) after the start of the new school year.
 - 5.4. The School's administrative officers, chairs, and parent representatives are volunteer positions.
 - 5.5 To maintain coherence of school affairs, the School's Principal for the next academic year will be filled by the Vice-Principal of the current academic year. The election of the Vice-Principal for the next academic year shall be conducted at the Parent Assembly in mid-May each year with the final official result announced by the Chair of the Parent Council.
 - 5.6 School teachers are appointed by the "Teacher Selection Committee".
 - 5.7 The School accepts students from all backgrounds.
 - 5.8 The school year starts in the fall semester (early September to mid-January each year) and ends after the spring semester (mid-January to mid-June each year). There are 32 classes in each school year, once a week, and each class is held on Saturdays from 1:30 p.m. to 3:30p.m.
 - 5.9 The teaching materials adopted by MCS are mainly Chinese textbooks edited by the Overseas Chinese Affairs Committee of the Republic of China.
 - 5.10 The School is a non-profit educational institution and does not promote any political or religious group. The School's venue, name, or assets must not be used for for-profit, political or religious activities without the approval of the School. The parents and students of the School shall not participate in for-profit, political, or religious activities on behalf of the School.

- 5.11 The School has the right to suspend all activities held in the School which were not approved. The School will encourage parents and students to actively participate in activities approved by the School.
- 5.12 The School correspondence address is the current school address; if the current school address is unavailable, the current Principal's home address would be used until the School address becomes available.

III. Organization and Responsibilities 參. 組織及職責

i. Students 一. 學生

Age requirements:

1. The recommended minimum student age for the preschool (pre-kindergarten) class shall be 4 years old; however, the early-read student(s) could be admitted on a case-by-case basis based on collective assessment/evaluation between the pre-kindergarten teacher and the prospective student's parents, subject to mutual agreement that the minimum age requirement for kindergarten class (listed below) still applies.
2. The minimum age for kindergarten students shall be the same as what is required for the prospective students to be eligible for enrollment in the kindergarten of respective U.S. school district. Kindergarten students start to learn to write, have quizzes, and have a certain amount of homework every week. When children reach the age of five, the coordinated development of the fine muscles of the hand gradually matures, suitable for learning to write. Therefore, MCS uses the same admission age criteria as the public kindergartens in the United States.
3. New student placement: The placement of new students is mainly based on the student's then current grade class in the U.S. school system combined with the student's degree of fluency in Chinese in order to determine the appropriate class placement for the new students, ensuring the best learning outcome. This also allows the teacher to provide more consistent instruction for all students in the class. It is recommended that the elementary grade students should be placed according to the student's Chinese fluency level to lay the foundation for Chinese. The placement for middle or high school age students will take into account the student's then current grade class in the U.S. school system to facilitate peer learning experience. Those who want to study in the MCS high school classe(s) must meet the qualifications of high school students in the U.S. school system.
4. Perfect Attendance Awards: Students who meet the following criteria are eligible for the Perfect Attendance Awards:
 - Every class is attended:
 - Late arrivals to or early departures from class, if any, are within 15 minutes.

- All school activities are attended, such as school speech contests, New Year's Party, and Graduation Ceremony. These activities are held during normal class hours, and attendance is expected.

5. Class Size: The actual number of classes offered by MCS in any given school year depends on the number of registered students.

- Preschool and Kindergarten Classes: For each class, the minimum number of registered students is two (2), as the size of these classes typically increases over time once the school year starts.
- 1st Grade - 8th/9th Grade Classes: If the number of registered students in any of these classes is less than four (4), the classes will be merged with another. If the enrollment number for a class is equal to four, the School is likely to keep the class, but may still consider combining the classes depending on the School's then current financial condition.

6. 8th/9th Grade and High School Classes: The students qualified for MCS's high school class(es) must be enrolled in the US school system as a high school student. Those who have not reached the required grade level remain in the 8th/9th grade of MCS. The 8th/9th grade class of MCS repeats the teaching materials every two years. Students in the class will study two different sets of textbooks during those two years. The aforementioned requirement for the minimum number of registered students does not apply to MCS's high school class.. When the number of students for the high school class is less than four, the School may consider conducting the teaching using open spaces available in lieu of a classroom.

7. Skipping Grades: Skipping is defined as "being placed in a MCS grade that is higher than the student's then current U.S. school system grade". Registered students and parents are not allowed to automatically choose to skip a grade. In order to skip a grade, the candidate student must pass an examination and obtain approval before they can skip a grade. The examination questions consist of 50 questions: 80% of which are developed by the current MCS grade teacher (the class to be skipped) and 20% by the higher grade teacher (the desired class). The question types must follow certain formats allowing the School to objectively assess the candidate's readiness of skipping a MCS grade. The candidate must answer all the questions independently without any assistance during the test (i.e., no one is allowed to read or verbally explain the question to the candidate). The passing test score must be 80% or above. Students who have skipped grades are still subject to the MCS high school class requirement per Section III.i.6 above.

8. Graduation Requirements: For details, please refer to Appendix B- Graduation Application Form. The school provides an immersive environment for learning Chinese to cultivate learning. Students have the ability of listening, speaking, reading, and writing Chinese. Graduation qualifications are a long-standing tradition of the school. The school's graduation certificate certifies that students complete their studies in accordance with the regulations step by step, rewarding them for their perseverance

and diligence in learning Chinese; however, the graduation certificate cannot prove the Chinese proficiency of graduates, nor be used as a credit in the US school system.

9. Certification of Chinese Study Completion: Students enrolled in MCS for more than one year and are unable to continue their studies, can apply for a certificate of completion for the number of years of study. MCS will charge a small processing fee. Transfer students who have studied in other Chinese schools recognized by the Overseas Chinese Commission can also include their studies in the other school(s) in the calculation.

10. School Venue Public Area Requirements: In the public area within Ward Church (school venue), students must use "indoor" voices, walk (not run), take care of church property, and do not use church facilities without permission. The piano and/or display equipment in the classroom are the property of the Ward Church; therefore, MCS students should not use without permission. In case of any property damage, the parents of the student causing the damage should be responsible for the expenses incurred to replace/repair the damaged properties.

11. Student Misbehavior / Discipline: If any student misbehavior is observed during the class, the teacher may notify the parent on duty and/or the Discipline Manager and send the disruptive student(s) to be supervised by the Discipline Manager. The parent on duty or the Discipline Manager shall notify the Principal and the student's parents accordingly.

ii. Teachers 二. 教師

1. Teacher Appointment: The appointment of teachers at MCS is based on the decision of the Teacher Selection Committee (TSC). The following are the members and duties of the Teacher Selection Committee:

- (1) The "Teacher Selection Committee" comprises the Principal, Vice-Principal, Academic Director, and consultation of senior teachers.
- (2) Meetings are held before the end of each school year to discuss the reappointment, appointment, and selection of teachers. If there are vacancies during the semester or need to assess unsuitable teacher(s), ad hoc meeting(s) will be held as needed.
- (3) Appointment of full-time teachers: In the case of teacher vacancies, the current teachers have the priority to choose the grade (class) they want to teach. The Academic Director should first ask the current teachers in other classes (grades) if they would like to teach the class. If no one is interested in the position, the TSC will select suitable candidates from the substitute teachers. Candidates must first observe four lessons in other grade classes (i.e., one week in the grade below and one week in the grade above the grade class the candidate intends to

teach to ensure coherence of instruction), and then are interviewed by the TSC prior to official appointment. If no substitute teacher is available, the TSC will then search for candidates outside the School. All external candidates must complete a written resume and submit it to the Teacher Selection Committee for review. The resume content includes: (a) name, (b) address, (c) contact number, (d) academic experience, and (e) the names & telephone numbers of two references. After passing the resume review, the external candidates will follow the same probation teaching process- first observe four lessons (i.e., total two weeks of teaching in other grade classes - one week in lower grade and one week in higher grade), and then are interviewed by the TSC prior to official appointment.

- (4) Appointment of Substitute Teachers: Priority is given to former MCS teachers and/or current parents from registered family. Those who apply for substitute teacher positions must complete a written resume and submit it to the Academic Director for review. Resume content includes: (a) name (b) address (c) contact number (d) academic experience (e) Name and telephone number of two references.
- (5) Teacher Class (Grade) Assignment: The TSC is responsible for coordinating the overall MCS teacher class assignment, which is mainly based on the School instructional needs, supplemented by individual teacher's preference
- (6) Evaluation Methods for Teacher Dismissal: If parents raise concerns about the respective teacher's instructional method, the parent representative of that class shall host a parent meeting to discuss the issue on a timely basis and all mitigating recommendations approved by over 50% of the class parents will be sent to the Teacher Selection Committee for consideration. The Academic Director shall then communicate the suggestions from the parent meeting to the respective teacher to address the issues. If needed, the Academic Director may attend the class to observe the situation. After three interventions, if over 50% of the class parents still have concerns about the teacher's instructional methods, the Teacher Selection Committee will consult with the Academic Director and seek feedback from the class parents to assess potential teacher dismissal.
- (7) Re-appointment of Teachers: The Teacher Selection Committee performs teacher performance review at regular meetings before the end of each school year. All teachers without negative performance will be automatically re-appointed.

2. Teacher Duties 教師職責

(1) Academic Meetings: Teachers are expected to participate in academic meetings. If teachers are unable to attend, they must inform the Academic Director in advance.

(2) Lesson Plan and Teaching Schedule: A syllabus containing a weekly teaching schedule and classroom performance evaluation standards should be provided to the class students and their parents before the second week of each

semester. At the end of each school year, teachers shall provide a copy of the syllabus along with other supplement information such as the number of students taking the class and teachers' self-edited teaching materials, if any, to the Academic Director for archive purpose.. Teachers must aim to complete the entire course of a given textbook each academic year. Please see Appendix C for a reference "Lesson Plans and Teaching schedule".

Example: 8th grade syllabus: 1 chapter every 2 weeks (or 12 chapters for 1 school year) followed by a quiz.

8th Grade Learning Objectives: Students can independently recognize (read) all the characters in the 8th grade Chinese textbook, are familiar with the Chinese pinyin, can type Chinese using the computer, can compose sentences and/or articles in Chinese, etc.

(3) Parent/Teacher Meeting: Within two (2) weeks of the start of each school year, the teacher of each class shall host a parent meeting from which the class' parent representative will be elected.

(4) Student Records: Teachers should return homework, examination papers, and transcripts to students so that parents can understand their child(ren)'s learning progress.

(5) Student Special Needs: Teachers should inform the Academic Director as soon as possible of the students who have special learning needs and/or require additional attention.

(6) Student Academic Performance: At the end of each semester, a transcript of the student's learning assessment is provided to the Academic Director so that parents and Academic Director can understand the student's school performance.

(7) Student Advancement Recommendation: Before the end of the school year, the teacher may suggest grade advancement for their respective students to the Academic Director for grade placement consideration for the next school year.

(8) Teachers need to inform students and parents to keep things clean and orderly inside and outside the classroom.

(9) Student Misbehavior/Discipline: If any student misbehavior is observed during the class, the teacher may notify the parent on duty and/or the Discipline Manager and send the disruptive student(s) to the supervision of the Discipline Manager. The Discipline Manager shall notify the Principal and the student's parents accordingly.

(10) Skipping Grade Requests: Teachers receiving an application for a student to skip a grade shall refer to the subsection III.i.7 (Students- Skipping Grades) for detailed procedures.

(11) Required Activity Participation: Teachers are required to participate in the School speech contests, New Year's party, and other School activities. Any absence requires an advanced notice to the Academic Director.

(12) Tardiness: Teachers shall always arrive in class on time. Any late class arrival requires an advanced notice to either the Academic Director or the Principal.

(13) Resignation: If the teacher decides to resign for any reason, a written resignation letter shall be submitted at least two weeks prior to the effective resignation date to the Academic Director, who will then forward it to the Principal to start the substitute teacher search process. The resignation letter shall include the contact address and telephone number for final payroll processing and future tax document mailout purpose, if applicable.

3. Teacher's Request for Excused Absence (Leave): All excused absence/leave requires an advanced notice to the Academic Director. If the advanced notice is provided at least 2 weeks prior to the absence/leave starting date, the teacher can seek assistance from the Academic Director to identify a substitute teacher; otherwise, it is the teacher's responsibility to identify his/her substitute teacher. To warrant student safety and teaching quality, all substitute teacher candidates shall come from either the approved substitute teacher list, or the former MCS teacher list. If no substitute teacher can be identified from the two aforementioned candidate pools, an approved parent of the School may serve as a substitute. Teachers who will take leave must complete the transition (i.e. teaching materials preparation and progress discussion) with the substitute teacher in advance and inform the Academic Director of the transition status. The frequency and length of the absence will be taken into consideration for continued teaching contract (maternity leave is an exception). If the accumulated leave/absence duration reaches one quarter of the school year, the teacher's teaching contract may be terminated.

4. Teachers' Perfect Attendance Reward: Teachers who have perfect attendance are to be rewarded with a Teacher Perfect Attendance Certificate and a gift card at the end of school year graduation ceremony.

5. Training Fee Reimbursement: Teachers incurring out of pocket expenses participating in offsite training seminars related to Chinese teaching might be eligible for reimbursement. The reimbursement application form should be submitted to the Academic Director for review and approval prior to the training enrollment. The approval is to be granted based on the nature of training and School's budget condition. All approved reimbursement will be processed based on the actual receipt from the training provider(s).

6. The Academic Director, who also serves on the MCS Board of Directors, is to be elected at the academic affairs meeting at the end of the school year or before the start of the new school year.

iii. Parent / School Member Council (Association, Council, & Meetings) 三. 家長會

1. For school organization definitions refer to Section II.2.A-II.2.B General Information & Policy, Organization Member and non-member and School Body (School Member Council)
2. All Parent Meetings: The Parent Meeting of the MCS is hosted by the Parent Council Chairperson twice every school year. School officers should attend the Parent Meetings, and teachers can attend the Parent Meeting if their teaching schedule allows. The Parent Meeting notice must be announced to the School at least 10 days before the meeting date to enable more member attendance. Announcements should include information such as date, time, location, and topics.
 - (1) The first Parent Meeting: The first Parent Meeting of each school year is held within one month after the start of the school year. It is hosted by the then current Chair of the Parent Council. The meeting agenda includes:
 - Self-introduction by the Principal, School Officers, and the Chairperson of the Board.
 - Financial (revenue and expenditure) summary of the previous school year and current school year budget by the Treasurer.
 - The election of the new Parent Council Chairperson; the elected position can be filled by 1 or 2 Parent Representatives as Co-Chairs.
 - (2) The 2nd Parent Meeting: The meeting is held every May near the end of the school year by the then current Parent Council Chairperson. The meeting agenda includes the following:
 - Status update over respective initiatives by the Principal, School Officers, and the Chairperson of the Board
 - Year-to-date financial summary by the Treasurer
 - Election of the Vice-Principal for the following academic year
 - (3) Ad hoc Parent Meeting(s): An ad hoc Parent Meeting can be held upon the request of 1) the Principal, 2) more than half ($\frac{1}{2}$) of the Class (Grade level) Parent Representatives, or 3) more than one-third ($\frac{1}{3}$) of the School Members. The Parent Council Chairperson is responsible for convening ad hoc meetings and notifying members per the guidelines written.
3. Responsibilities: Outlined in the MCS By-laws: (1) Election of vice-Principal or Principal (2) Can co-sign submitted proposals/suggested revisions for the policies & procedures to the Board of Directors (3) Make amendments of the MCS By-laws (in accordance with the amendment procedures in the By-laws)

4. Class Parent Representatives

Parents in each class elect a class representative ("Parent Representative") to form the Parent Council.

Duties of the Parent Representative:

- (1) Serve as liaisons between the class parents and the School

- (2) Assist teachers over certain class assignments (examples: reading month, New Year's Party Responsibilities)
- (4) Support the implementation of the School initiatives
- (5) Participate in the planning and execution of the Lunar New Year's Party program.

5. Parent Council Chairperson(s) & Meetings

In the first Parent Representative (Parent Council) meeting of the new school year, typically held in September, a new Parent Council Chairperson is elected from the Class Parent Representatives; however, if needed, up to two Parent Representatives can serve together as Co-Chairs of the Parent Council.

Term of office: From September of the current school year (i.e., upon being elected in the first Parent Council meeting of the current school year) to September of the next school year (i.e., the first Parent Council meeting of the following school year).

Responsibilities:

- (1) Organize Parent Council meetings
- (2) Host Parent Meetings as required per Section iii.2 above,
- (3) Serve as a member of the Board of Directors and participate in Board meetings on behalf of all School parents,
- (4) Lead coordination of Parent Council sponsored activities, such as the Harvest Festival parade and school fundraising activities
- (5) Lead planning of the (Lunar) New Year's Party
- (6) Facilitate the election of the Vice-Principal for the next school year, including supervising the vote counting and announcing the election results
- (7) Prepare draft of amendments to the MCS By-Laws in response to parents' proposals (For details, please refer to the MCS By-laws)
- (8) Serve as liaison between School parents and School Administration
- (9) Make formal requests to the Board of Directors to re-examine a disputed Board resolution upon the request of a) more than half ($\frac{1}{2}$) of the Class (Grade level) Parent Representatives, or b) more than one-third ($\frac{1}{3}$) of the School Members in which the members proposing come from more than four grades. Members whose households have more than one student, will be counted using the oldest enrolled student's grade level.

iv. Board of Directors 四. 董事會

The members and main responsibilities of the Board of Directors, which are detailed in the School's By-Laws, can be summarized as follows

1. Board members:

- (1) Chairman of the Board: The past school year's Principal
 - Responsible for the normal operation of the Board of Directors, including

convening regular and/or special Board meetings by securing Board member attendance to ensure quorum

- Attending academic affairs and school affairs meetings,
- (2) Principal (Director 1): Report the school affairs situation to the Board of Directors, in case of special circumstances, propose to the Board of Directors and communicate the resolution after discussion.
- (3) Parent Council Chairperson(s) (Director 2): Collect and reflect the opinions of parents of each class, not personal opinions.
- (4) Teacher Representative (Director 3): A representative is elected by the teachers, and is elected at the academic conference before the start of the new school year. The director must collect the opinions of the teachers in each class to make an overall response, rather than individual opinions.
- (5) Treasurer (Director 4): When there are more than one treasurer, one is responsible for the main financial work as a director.
- (6) Academic Affairs Director (Director 5): When there is more than one Academic Affairs Director, only one is responsible for the main administrative affairs duties.
- (7) Secretary: Reports to the Board of Directors Chairperson, responsible for the recording of Board meetings and handling of related documents. The Secretary is a non-voting member of the Board.

2. Responsibilities:

MCS By-laws outline the base roles and responsibilities. The details are described below:

- (1) Oversee School administration, finances and assets, and regularly check school property.
- (2) Provide guidance to the Principal
- (3) Attend all Board meetings. There are 4 regular board meetings:
 - (a) The 1st meeting is held within the first month of the new school year, before the parent meeting. Share the financial income and expenditure of the previous school year and discusses the school affairs operation of the new school year
 - (b) The 2nd held in the beginning of January (end of the 1st semester) to assess/review the financial income/expenditures, and school affairs of the first semester.
 - (c) The 3rd meeting is held at the end of April prior to the 2nd parent meeting to discuss the financial revenues and expenditures, evaluate and discuss any adjustments of various fees
 - (d) The 4th meeting is held at the end of the school year to review the financial budget and school affairs of the next school year.
- (4) The chairman of the board may convene an interim meeting of directors as appropriate.
- (5) Board meetings generally are held after the regular class hours. If additional Board meetings must be held during regular class hours, and the Teacher

Representative cannot attend due to his/her teaching schedule conflict, the agenda must exclude teaching related topics. In addition, for such Board meetings without the Teacher Representative, the Teacher Representative may cast his/her vote by proxy through another Board of Director attending the meeting as needed, and the meeting results should be provided to the Teacher Representative afterwards.

- (6) Review the financial reports at least once every semester to assess the financial condition of the School
- (7) In May each year, review the financial budget of the new school year proposed by the incoming Principal.
- (8) Determine adjustment to the School expenses as needed, including: tuition fees, classroom allowances, volunteer rewards, teacher salaries (reviewed every three years), etc.
- (9) When the School encounters unusual circumstance(s) which are not governed by either the By-Laws or the Policies & Procedures Manual (School Handbook) , the Principal must discuss and obtain approval or approved actions from the Board of Directors. Upon obtaining the approval from the Board, the Principal is responsible to execute the resolution.
- (10) Approve the list of School Administrative Staff for the new school year.
- (11) When there is no Principal or vice-Principal for the school, the Board of Directors temporarily takes over the administrative duties until a new Principal or vice Principal is elected
- (12) When a member raises an objection to the resolution of the Board of Directors or the provisions of the policy and procedures manual, it is necessary to reach the number of supporters in accordance with the procedure (see iii.5.(9)), the Parent Council Chair will notify the Board of Directors, the board should re-examine whether there is a need to make the change. After discussion and explain the result to the members proposing the change(s).
- (13) The resolutions of the Board of Directors must follow the consistency and fairness of the school rules, and may not change the school rules for the exercise of privileges for a few people.

v. Administrative Officers & Staff 五. 行政幹部及工作人員

The Administrative Officers are the executive representatives of the School in charge of the planning and execution of various School affairs. The Administrative Officers must be filled by the parents of current registered students who have been registered with the School for at least one year. The purpose of this requisite is to prepare officers to become familiar with MCS operations and School affairs in order to successfully fulfill the respective duties/activities. There are no restrictions for assistant staff positions.

1. Administrative Officer election & selection methods

- (1) The Principal of the new school year is succeeded by the Vice Principal of the

previous school year.

(2) Before or after the current Vice-Principal succeeds the Principal, other officers may be nominated (subject to the nominee's consent), and the appointment shall be approved by the Board of Directors with approval or without objection.

(3) Vice-Principal election process:

(3.1) Prospective candidate(s) must obtain written (electronic or paper) support by at least 10 Members (1 Family = 1 Member) to become a Qualified Vice-Principal Nominee ("VP Nominee"). For Member initiated nomination, the consent from the nominated candidate is required for the candidate to become a Qualified Vice-Principal Nominee. ,

(3.2) The Parent Council Chair presents the VP Nominee, along with the written support from the Members, to the Board of Directors

(3.3) The Board of Directors reviews the qualifications of the VP Nominee(s)

(3.4) Upon the approval by the Board of Directors, the Parent Council Chair announces the VP Nominee to all the Members.

(3.5) The Parent Council Chair arranges the voting session, oversees the voting process, counts the ballots, and announces the election results. For more than one VP Nominee, the VP nominee with the majority vote will become the next Vice Principal. If there is only one VP Nominee, the number of votes must be more than half of the number of Members for the VP Nominee to be elected into office.

(4) If there is no Principal or Vice Principal in the new school year, School affairs will be temporarily managed by the Board of Directors until a new Principal or Vice Principal is elected.

2. Removal of Administrative Officers / Staff

If there is any unsuitable administrative officer or staff member, the members may sign a written proposal to remove the administrative officer. Members signing must meet one of the following conditions: a) More than half of the Parent Representatives or b) More than one-third of the current Members participate in the signing the proposal. The Members complete the signed written proposal in accordance with the regulations, and the Parent Council Chair submits it to the Board of Directors. The Board of Directors convenes a meeting in response to the request of the removal. Review the suitability of the officer or staff, and announce the results after making a decision.

3. Resignation of Administrative Officers / Staff

The Principal and Vice-Principal shall submit a written resignation to the Parent Council Chair and the Board of Directors, and the officers shall submit a written resignation to the chair of the Board of Directors. Appointed staff shall submit a written resignation to the Principal.

(1) Principal (校長)

1. Eligibility: Parent of current registered students who has been with MCS for more than two years and has held at least one of the following positions: Director of Academic Affairs, Treasurer, Registrar, Discipline Manager, Clerical Secretary, Activity Coordinator, IT Director, General Affairs Manager, Parent Representatives, or Teachers' Representatives
2. Selection/Election: The president of the new school year will be succeeded by the vice Principal of the previous school year. If there is no vice Principal, the school affairs will be temporarily managed by the Board of Directors
3. Term of office: One year from July 1 to June 30, can be re-elected for a maximum of three terms in a row.
4. Vacancy: Filled by the then current Vice-Principal. If the Vice-Principal position is also vacant, the Board of Directors will assume the responsibility of Principal and Vice Principal until a new Principal and Vice-Principal is nominated and elected.
5. Duties:
 - (1) Reports to the Parent Council and the Board of Directors. He/she should attend the Parent Assembly, serve as a Director, and participate in Board meetings.
 - (2) Authorized by the Board of Directors to attend external meetings and/or activities on behalf of the School, and provide event summary to the School community.
 - (3) Responsible for the planning and coordination of all administrative matters of the School, execute the annual budget approved by the Board of Directors, supervise the Administrative Officers, and host Administrative Officer meetings.
 - (4) Before the beginning of August each year, populate the coming school year calendar and plan the classroom configurations and staffing.
 - (5) Responsible for negotiating and signing the facility rental contract.
 - (6) Form the teacher selection committee.
 - (7) Attend the teacher meetings hosted by the Director of Academic Affairs
 - (8) Publish the School's then current financial statements at the end of each semester.
 - (9) Serve as the School's spokesperson to all external parties and is responsible for hosting inter-school activities.
 - (10) Serve as the authorized signatory for all external documents (subject to advanced notification to the Board of Directors)

(2) Vice Principal and Academic Affairs Alternate (副校長兼教務主任)

1. Eligibility: Registered parents of current students must be registered with the school for more than two years and have held at least one of the following positions: teaching affairs, finance, registration, training, clerks, activities, information, general affairs, parent representative or teacher representative .

2. Election/Selection: held according to the election method of the MCS By-Laws. Vice-Principal election method adopts open election. Candidates must obtain more than ten members (families) written support. The candidate must agree to the nomination. Nomination letters are submitted to the Parent Council Chair for registration, and the Board of Directors vets the candidates for the election slate. The Parent Council Chair, presents the slate of candidates, determines the voting method and date, presides over the voting process, counts the vote, and announces the candidate with majority vote selected. If there is only one candidate, the number of votes must be more than one-half of the number of members to be elected into office.

3. Term of office: One year, from July 1 to June 30.

4. Duties:

(1) Reports to the Parent Council and the Board of Directors. They should attend the parent assembly, the Board of Directors and all executive officials.

(2) Acting Principal when the Principal is vacant or unable to perform his duties.

(3) Assist the Principal in handling school affairs.

(4) Academic Affairs Alternate, please refer to (3) Academic Affairs Director

(5) Understand the teacher's class situation, participate in the teacher selection committee, and discuss the employment of teachers.

(6) In March each year, survey the teachers if there is a change in teaching intention in the next school year. Give the teacher a 3 - 4 (three to four) week response period as a starting plan for the next school year.

(7) Recommend potential candidates for the next school year to the Board of Directors.

(8) 4 (Four) weeks before the end of the school year, submit a proposed budget for the next school year to the Board of Directors for review. See v.5 Treasurer's Duties, Budget.

(3) Academic Affairs Director (教務主任)

1. Eligibility: Registered parents of current students must register with the school for more than one year.

2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.

3. Term: Same term as the nominated Principal, renewable.

4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.

5. Duties:

(1) Reports to the Principal and attends the parent meeting

- (2) Part-time director, participating in board meetings.
- (3) As a member of the "Teacher Selection Committee", the "Teacher Selection Committee" is composed of the Principal, deputy Principal, and the director of teaching affairs. For the responsibilities of the teacher selection committee, please see ii. Teachers, 1. Teacher Appointment
- (4) Preside over school affairs meetings: Seven academic affairs meetings are held every school year, and the Principal, vice-Principal and all teachers of the class should attend the meeting as observers. Academic directors and teachers can increase the number of meetings according to the needs of the school's educational affairs, discuss various activities in the school and teachers' opinions, serve as the minutes of the academic affairs meeting, and distribute the results of the meeting after the meeting.
 - (4.1) The first academic affairs meeting should be held before the beginning of the second semester. All teachers should attend this academic affairs meeting, which includes teaching materials distributed to each class of teachers, a list of students, various forms, and elected teacher representatives (that is, representatives of the Board of Directors).
- (5) Establish a file for each teacher: current teachers must fill out the teacher resume form, and the Academic Affairs Director will provide it to the school secretary. Please see Appendix D for resume form (teacher contact information is included in the school directory and must be updated annually).
- (6) Responsible for applying for and ordering teaching materials and teaching aids; distributing and keeping teaching books: The school uses Chinese reading books prepared by the Overseas Chinese Affairs Committee of the Republic of China as the main teaching materials. .
- (7) Collect and organize the teacher's lesson plan files and supplementary teaching materials, and compile them into folders for archive references.
- (8) Understand each teacher's capabilities. For the first lesson of a new teacher or first time teaching a certain grade level, the academic affairs and the previous teacher should go to the classroom to observe and provide advice to the new teacher.
- (9) Evaluate/track Teacher leave requests: Teachers need to notify Academic Affairs in advance. For detailed specifications, please refer to section III. Organization and Responsibilities, ii. Teachers, 3. Teacher Leave Requests. In the case of a teacher asking for leave or class replacement, the academic affairs shall inform the financial affairs to facilitate the transfer of salary.
- (10) Substitute teachers should attend the classes in due course to understand the teacher's instruction methods and courses in order to facilitate the needs of future generations.
- (11) Assist the Principal in arranging the teacher's class assignment: The director of teaching affairs should assist the Principal in arranging and transferring the teacher's class materials, and should appoint teachers according to their expertise, ability and school teaching needs, supplemented by the teacher's wishes. Within one month after the end of the spring term each year, after discussions between the academic

affairs and the Principal, the final decision will be implemented after approval by the Principal.

(12) Responsible for the communication of the students' class placement with the parents. Please refer to the section on "III. Organization and Responsibilities, I. Students" for student class arrangement. The pre-school, kindergarten, eighth/ninth grade classes and the high school class entry qualifications are explained in detail.

(13) Newly registered students must complete the payment before instruction or teachers can distribute books and curriculum materials to students.

(14) Skipping Grades: Please refer to: III. Organization and Responsibilities, 1. Students, 7. Skipping Grades

(15) At the end of each semester, the teacher submits a student learning assessment scale to the academic affairs so that parents and the academic director can understand the student's level.

(16) Responsible for graduate qualification review, approving graduation, graduation speeches, graduation certificate, and certificate of years completed (for Chinese Study). For graduation qualifications: Please refer to the "Graduation Application Form" (see Appendix B).

(17) Assist in organizing academic competitions and selecting students to participate in inter-school academic activities.

(18) Arrange, plan and preside over the graduation ceremony.

(19) Assist teachers to participate in off-school teaching seminars.

(20) If a student wants to do community service and receive service hour certificate from the school, the parent and teacher of the student must notify the Principal and teaching affairs two weeks in advance. The school policy may arrange service classes only after agreement. If teachers often need student assistants during the school year, they will be arranged by the teaching affairs. The school must announce the entire school in advance. The priority of the appointment of student assistants is as follows: registered students> graduates> external students. All activities during the course of the school must be approved by the Principal and the Academic Director in advance. The required certification must be signed by the Principal (Appendix H. Student Community Service Certificate Form).

(4) Registrar (註冊主任)

1. Eligibility: Parent(s) of a current registered student of the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Duties:
 - a. Reports to the Principal
 - b. Should attend the parent meeting
 - c. Student Registration Logistics
 - d. Provide registration information to the Secretary for the compilation of the new school year address book.

5. Registration method: Full school year registration (combine the registration of the first and second semester). Annually, adjust the registration method for each school year, to allow online registration. For new and returning students to register, please go online and go to the school website www.michiganchineseschool.org. Complete registration first, and then pay the fee to the Registrar, or pay directly via online transfer.
6. Pre-registration: Pre-registration for the new school year will begin on the 31st and 32th week before the end of each school year. The school will open online registration and begin to accept student pre-registration. Registration forms are updated by the Registrar and Webmaster, with assistance from the Principal and vice-Principal. Registration fees can be waived for returning students in the current school year who complete registration and pay during the pre-registration period. New and unregistered students to the school who register during the pre-registration period still need to pay a registration fee.
7. Tuition, teaching materials and registration fees: The adjustment of the three fees shall be determined by the Board after deliberation and vote. If a family has three or more children attending the school during the same school year, the second child is entitled to a 5% reduction in tuition fees, each additional child (3rd +) is entitled to a 10% reduction in tuition fees. There is no reduction in teaching materials and registration fees. For students who transfer during the semester, the tuition fee is paid in proportion to the number of weeks in the class. The teaching materials fee and registration fee are paid in full. Books and teaching materials will not be issued to students until payment is completed.
8. Refunds: After registering, students cannot apply for full refund due to any reason. There are no refunds for teaching materials and registration fees. The refunds for tuition fees are as follows:

Tuition Refund Policy

Refund Timing	Refund (Only for Tuition, Registration and Material Fees are not refundable)
The first two weeks in the 1st semester	Full of 1st Semester Tuition Full of 2nd Semester Tuition
The 3rd week to 6th week in the 1st semester	Half of 1st Semester Tuition Full of 2nd Semester Tuition
After the 6th week of the 1st semester, but before the 2nd semester	Full of 2nd Semester Tuition only
The first two weeks in the 2nd semester	Full of 2nd Semester Tuition
The 3rd week to 6th week in the 2nd semester	Half of 2nd Semester Tuition
After the 6th week of the 2nd semester	None

Refunds for students must be completed by the parents with a “refund application form”, which can be refunded by the treasurer after being signed and approved by the Principal.

5. Treasurer (財務主任)

1. Eligibility: Parent of currently registered students who have registered with the School for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Candidate nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings.
 - (3) Serves as a director on the Board of Directors.
 - (4) Maintains the School's income and expenditure records to prepare periodic financial statements.
 - (5) Pay teachers' salaries
 - (6) Assist the Principal in formulating and managing School grants and donations, which will be implemented with the consent of the Board of Directors
 - (6.1) Expenses for extracurricular activities: All extracurricular activities and inter-school competitions are aimed to achieve self-funded status to the extent possible. Tuition fees should at least cover the teachers and teaching assistants expenses, and the cost of materials.
 - (6.2) Subsidy for the Chinese education seminars: Fully subsidize the seminar expenses for teachers attending the seminar if the budget allows.
 - (6.3) Subsidy for the MCS students participating in external academic activities on behalf of the School, such as inter-school speech contests and full aesthetics contests. The School will subsidize 50% of the registration fee.
 - (6.4) Budgeted Expenditure: The budgeted expenditure can be reimbursed only after the applicant has completed the expense report form and is approved by the Principal or an agent (Cashier) designated by the Principal. If the Principal is the applicant for expenses reimbursement, the expense report must be signed and approved by the Chairperson of the Board.
 - (6.5) Non-budgeted expenses:
 - (1) The extra-budgetary expenses of up to \$ 100 must be reviewed and approved by the Principal.
 - (2) Extra-budgetary expenditures exceeding \$ 100 must be proposed by the Principal and approved by the Board of Directors before they can be expensed. During the summer break when the Board of Directors is adjourned, all extra-budgetary expenses over

\$100 can only be initiated by the Principal upon approval by the Chairperson of the Board.

(6.6) Donations: The School only accepts unconditional donations, but the following donation conditions are not limited: (1) designated donations for activities recognized by the School, (2) designated donations for purchase of specific teaching related equipment(s) or School equipment.

(7) Preparation and implementation of the annual budget: The budget for the next school year shall be submitted by the incoming Principal to the Board of Directors four weeks before the end of the school year. After being approved by the Board of Directors, it will be executed by the incoming Principal.

(8) Establish and maintain School property/asset files

(8.1) The School property holder(s) shall report to the Treasurer to confirm the current School property status within two weeks after the start of the new school year in September.

(8.2) If the School property needs to be transferred, the current School property holder must initiate the transfer confirmation process, acknowledged by the incoming School property holder, with the Treasurer to complete the transfer process.

(8.3) Any School property damage must be reported to the Principal and the Treasurer in a timely manner, and all School properties that are subject to replacement or retirement must be turned in to the Principal or Treasurer for disposal .

(9) Regularly present the School's financial statements and bank reconciliation statements to the Board of Directors for review (at least once every semester)

(10) Financial summary presentation: Treasurer must present the then current financial summary (including applicable budgeting information) in the School's parent meeting in September (beginning of the school year) and in May (end of the school year).

(11) Purchase or renew School's insurance policy

(12) File MCS's annual tax return and non-profit organization registry with related governmental agencies.

6. Cashier (六) 出納主任

1. Eligibility: Parent(s) of currently registered students who have registered with the School for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:

- (1) Safekeeping and management of school cheque books for the issuance of school operating expenses
- (2) Safekeeping the School's bank deposit card for cash/check deposit
- (3) Review and file expense reporting forms (including receipts)
- (4) Regularly provide the income and expenditure summary to the Treasurer for timely bookkeeping purposes.

7. Discipline Officer (訓導主任)

1. Eligibility: Parent(s) of currently registered students who have registered with the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings.
 - (3) Is responsible, at the start of the new school (September), for scheduling and publishing the list of parents on duty, and to inform the parents on duty.
 - (3.1) Parents on duty report to the Discipline Manager
 - (3.2) Responsibilities for "Parents on Duty": see Appendix A
 - (3.3) Parents on duty who are unable to serve per the schedule, should find someone to cover and notify the Discipline Manager.
 - (4) Maintain student order and safety issues during and after class.
 - (4.1) Advise prevention of students from leaving the campus without permission
 - (4.2) Prevent students from being injured and keep the school's first aid kit
 - (4.3) Ensure that students leave school safely after school
 - (4.4) Maintain campus order, publicity materials and advertisements, and not distribute them without permission of the school
 - (4.5) In the event of external disturbance, notify the Principal and contact the police to assist in handling the situation
 - (5) Keep the building clean and tidy.
 - (6) Responsible for emergency response measures.
 - (7) Responsible for the layout of the classroom during the class and the restoration of the classroom after class.
 - (8) Supervise and inform the parents to carry out the above four to seven together.
 - (9) Plan and execute order and safety issues of various exercises in the school

(10) If the student is disruptive or interferes with the teacher's instruction during the class, the Discipline Manager and the parent of duty are responsible for taking the student out of the classroom, supervising the student, and contacting the parent.

(11) On-campus and out-of-school activities: Before the start of each on-campus and out-of-school activity, depending on the number of participants and the nature of the activity, multiple parents should be assigned as chaperons to maintain the order and safety of the venue. Chaperons should be given priority to parents with children participating in the event.

8. Secretary (文書主任)

1. Eligibility: Parent(s) of currently registered students who have registered with the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings.
 - (3) Manage and save the school's administrative data and files (teacher materials should be kept with the teacher).
 - (4) Compile and print the school address book (as needed - See School Directory Coordinator)
 - (5) Publish official School documents, and be responsible for the establishment of official documents, management and preservation of school-wide data and documents
 - (6) Compile and distribute the minutes of the parent meetings and Board meetings
 - (7) Produce and print various certificates and certificates of the School (as needed - See Photocopy Assistant)
 - (8) Assist in registration related matters.

9. Activities Coordinator (活動主任)

1. Eligibility: Parent(s) of currently registered students who have registered with the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:

- (1) Reports to the Principal.
- (2) Coordinates extracurricular activity courses including
 - Information about courses from instructor (before/after MCS Class)
 - Sign-up, collection of tuition and fees for extracurricular activities
- (3) Facilitate instructor payment after collection
 - Track charges for after-school activity venues / classrooms (as needed) - \$5 per week for each activity
- (4) Support various MCS activities.
- (5) Assist in planning the New Year's party.

10. General Affairs Manager (總務主任)

1. Eligibility: Parent(s) of currently registered students who have registered with the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings
 - (3) Responsible for keeping miscellaneous school supplies
 - (4) Responsible for purchasing supplies, beverages and food required for various activities approved by the Principal.

11. IT Manager (網站資訊主任)

1. Eligibility: Parent(s) of currently registered students who have registered with the school for more than one year.
2. Selection: Each school year is nominated by the incoming Principal and appointed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Nominees will be nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Duties:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings
 - (3) Manage and update school website
 - (4) Support set-up and management of electronic scoring for speech contest
 - (5) Design and layout of electronic registration and assist the registrar to handle IT registration matters.

12. Principal's Assistant (校務助理)

1. Eligibility: Parent(s) of currently registered students.

2. Selection: Each school year is nominated by the incoming Principal and appointment confirmed by the Board of Directors.
3. Term: Same term as incoming Principal, renewable.
4. Vacancy: Candidate nominated by the Principal and formally appointed with the consent of the Board of Directors.
5. Responsibilities:
 - (1) Reports to the Principal.
 - (2) Should attend the parent meetings
 - (3) Apply for School funding request(s)
 - (4) Assist in matters related to School press releases
 - (5) Place school admission advertisements in publications: newspaper, online
 - (6) Assist in completing the tasks assigned by the Principal.

13. Speech Contest Committee (演講比賽籌備小組)

1. In-school speech contest
 - a. There must be at least three (3) members in the group, and there must be a lead and include the Academic Affairs Director. Reports to the Principal.
 - b. Responsibilities: Responsible for updating rules, planning, student registration, panel of judges and logistics, and implementation of the school speech contest.
 - c. The panel of judges must be based on the principle of fairness and justice. The judges must not be in the same venue as their children participating in it. In order to minimize a potential conflict caused by the lack of experience of the staff, after the venue configuration and judge placement, the consent of the judges of the competition in each venue must be obtained before the official announcement can be made.
 - d. If a judge is unable to participate on the day of the event, the arrangement of an alternate, stand-by judge needs to be approved by the head judge.
2. Inter-school speech contest
 - a. This event is organized by the Chinese Schools Association and each participating school takes turns hosting. It is typically held on the last Saturday afternoon of April.
 - b. There are at least five (5) members on the planning team including: the Principal (contacting the association and the schools on behalf of the school), the chief executive (responsible for coordinating the progress of the planning and communication with the various groups), the Academic Affairs Director, the in-school speech contest lead and the Activities coordinator.
 - c. Responsibilities:

- d. Two months before the contest, a planning meeting is held with the Federation and foreign schools to discuss and update the competition rules.
- e. Arrangement of the competition venue.
- f. Qualification review, grouping and lottery order of participating students.
- g. The judges will be arranged according to the rules, and the judges will execute it after agreeing.
- h. Order trophies.
- i. The Principal is responsible for liaising with the outside world, renting the competition venue, inviting VIPs, and looking for trophy sponsors.

Every August, the qualifications for the selection of students in the Speech Contest are determined by the ranking of the interscholastic speech contest of that year. If no one is registered in the competition group, the qualifications will be determined in the order of priority after the announcement.

14. Fundraising Chair(s) (義賣小組)

Organizes and supports fundraising activities to provide supplemental income for the school's educational and cultural programs such as those led by the School Member (Parent) Council.

Responsibilities:

- 1. Planning and hosting fundraising events
- 2. Supporting other fundraising activities
- 3. Working with Parent Council Chairperson, Principal, Cashier/Treasurer to coordinate date/time, facilities, logistics (money collection, cash for change), and communications for the events
- 4. Gross proceeds from any fundraising events are announced

Annual Fundraising Event: Bake / Rummage Sale organized by the School Member (Parent) Council

- a. Typically held on the first Saturday in December
- b. The team usually consists of 3 parent volunteers who report to the Parent Council Chairperson
 - i. Parent Council Chairperson will provide support with day of volunteer recruitment and communication

- c. Leads will organize and obtain goods (food or items) for the event
 - i. Donated by MCS families (no reimbursement)
 - ii. Donated by local merchants or vendors (no reimbursement, but charitable donation letter may be provided upon request)
 - iii. Purchased from a local merchant or vendor (reimbursed)
 - 1. Approval from the Parent Council Chairperson and Principal must be obtained before any vendor is approached and purchases are made
 - 2. Receipts must be kept and submitted along with a reimbursement form after the fundraising event
- d. Best Practices:
 - i. Leads create an online donation, online volunteer and pre-order form sign-up to collect orders. This prevents excess ordering.
 - ii. Volunteers will support sorting of food and rummage items, support teachers, obtain their orders or shop on their behalf, or assist lower-grade students' shopping.

15. School Directory - Advertisement Coordinator (通訊錄廣告秘書)

One parent volunteer

Responsibilities:

1. Reports to the Principal
2. Compile the advertisements from the sponsors (during the October - November school directory planning period)
 - a. Collect the graphic files (advertisement, company logo)
 - b. Manage the sponsorship progress and supervises the collection.\
3. Give the sponsors' advertising image files to the Secretary to facilitate the production of the school directory

16. Social Media / Communications Chair (網路社群管理秘書)

One parent volunteer, who reports to the Principal

Responsibilities:

1. Manage the school's online community: Facebook Page
2. Update the information regularly and reply to school inquiries / letters in real time.

17. Library Administrator (圖書管理秘書)

One parent volunteer, who reports to the Principal

Responsibilities:

1. Collect and manage books donated by parents.
2. Manage and track usage of MCS books borrowed especially during Reading Month (October)
3. Fundraising Book Sale during Reading Month
 - a. Manage and track sales
4. Assist, organize, and sell books during the Annual Bake and Rummage Sale (see Section 14)

18. Photocopy Assistant (影印秘書)

One parent volunteer, who reports to the Principal

Responsibilities:

1. Assist School staff, teachers, and Parent Council Chairperson to print School activity and teaching related documents.
 - a. The School provides a printer and all consumables including ink cartridges and paper
 - b. Volunteer retains the printer
2. Purchase consumables as needed
 - a. Advanced funding or reimbursements by School. All purchase receipts shall be submitted to the Cashier.

19. Art /Graphic Designer (美工設計師)

One parent volunteer, who reports to the Parent Council Chairperson.

Responsibilities:

Responsible for the art layout of the stage and surroundings of the Lunar New Year party. Finish the decoration before the start of the event, and be responsible for guiding the disassembly after the event, and store the decorations.

20. Photographer/Videographer (攝影錄影師)

Two parents: one photographer and one videographer. Parents who volunteer must have experience and access to digital SLR cameras and/or video cameras. Official school photos and videos should not be shot with mobile phones.

Responsibilities:

1. Responsible for the video recording of school activities, including but not limited to Harvest Festival Parade, annual bake sale and bazaar, VIP visits, sponsor lectures, Lunar New Year's party, speech contests, recognition contest awards, graduation ceremony
2. Organize and edit the image files within two weeks after the event, upload them to the cloud or provide them electronically (external hard drive/ USB)

to the Principal.

21. Activity Helper (活動幫手)

Activity helpers support all school activities. Each helper must support at least three activities other than the Lunar New Year party, which is required participation of all parents. The activity helper position is reserved for new parents, especially new families who have been with the school for 1-2 years. Event coordinators should take the initiative to contact the event helpers and assign work.

22. After school activity teachers (課後活動老師)

Eligibility: Parents, outside professionals, MCS alumni, and MCS high school students can apply to offer and teach an after school course with the Activities Coordinator. Most after school activities are scheduled from 3:30-4:30pm.

No fees, except for the pro rata share of the venue cost, should be charged to the students for the courses offered by the MCS alumni or MCS high school students who would like to apply for a community service certificate in accordance with their U.S. school rules. Upon course completion, the student instructor will be issued a certificate of community service.

IV.. Proposed Amendments/Change to Policies & Procedures Manuals.

If a Member disagrees with the resolution of the Board of Directors or with the provisions of the Policies & Procedures manual, the Member may file a petition requesting the Board to re-evaluate the subject of dispute. See III. Organization and Responsibilities iii Parent / School Member Council 5. Parent Council Chairperson(s) & Meetings, Responsibilities (9) for details on how to request re-evaluation. The process to request re-evaluation is as follows: The petitioning Member completes the necessary documentation and obtains written support from other Members. The written support must meet one of the following conditions: a) more than half of Parent Representatives or b) more than one third of Members (families) supporting the petition. The count of the number of Members is based on the oldest registered student's grade level of the Member family and must cover four grades or more. With sufficient written support, the petitioning Member shall submit the information and documentation to the Parent Council Chairperson, who will then inform the Board of Directors. The Board of Directors will hold a meeting in response to the petition to review whether there is a need to change the resolution or rules. Any amendments or changes must be

based on the principle of fairness. The results of the Board review will be communicated to the petitioning Member(s accordingly.

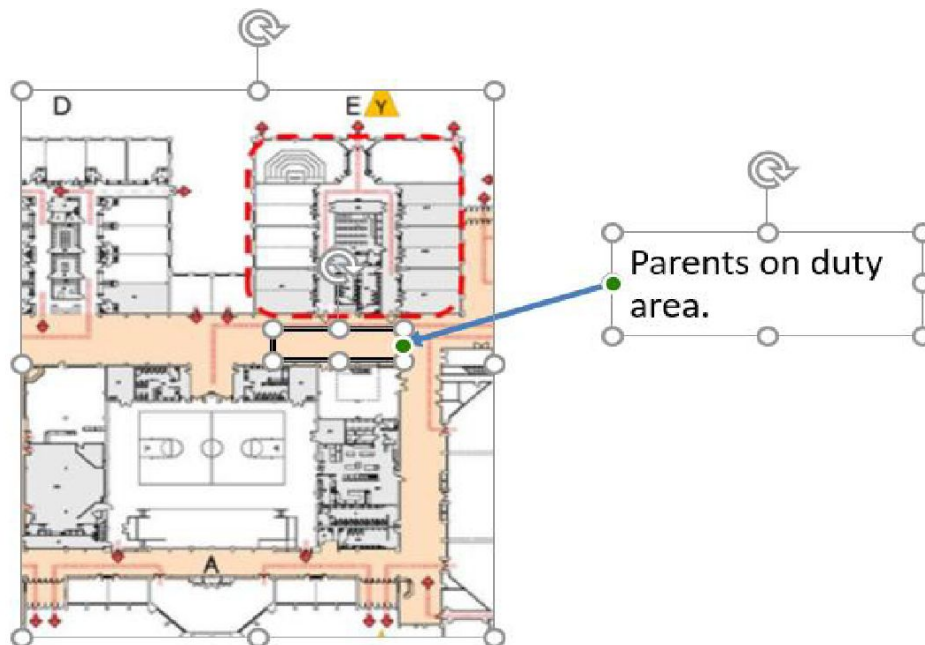
V. Notes for using the school (Ward Church) building for MCS school activities.

The school premises used are rented in the classroom area of Ward Church.

1. No running, loud chatting or eating in the hallways.
2. Furniture: sofa, chairs and tables. Return to its original place, especially after MCS meetings.
3. E wing outside doors cannot be propped open. Exiting through outside doors is allowed but not entering. Use the main entrance for entering and exiting the building.
4. Outside playground: keep the sand and sand toys in the sand box, not spread the sand to the other area. Return the toys and tricycles to their original storage place after use.

Appendix A. Responsibilities of Parents on Duty

1. Parents on Duty should arrive at the school 10 minutes before the start of school to meet with the Discipline Manager to review duties and obtain materials. Parents on duty, wear yellow armbands, so that teachers and students can easily identify them. (See map for location)
2. Keep the school on schedule by ringing the bell at the beginning and the end of each class. Bell rings at **1:30, 2:30, 2:40, 3:30**.
3. Be in the designated area while class is in session so that the teachers can locate and obtain assistance. A teacher may need help with things such as bringing the disruptive students outside the classroom to calm down, look for students who are outside the classroom during class hours, etc.
4. Maintain the order and cleanliness of the school's activity areas, and remind students not to run in the church during class time
5. Parents on Duty should stay after class for ~10 minutes to inspect the classrooms and as needed restore the cleanliness inside and outside the classroom.
6. Parents on duty who will be absent for any reason should work out a substitute in advance; replacements must be adult family members of the student or parents of other students.
7. Parents on Duty who are unable to arrange replacements by themselves should contact the Discipline Manager in advance and no later than the day before the assigned date to be on duty.
8. If a Parent on Duty needs support when on duty, please look for the Discipline Manager.



Appendix B: Graduation Application Form

Michigan Chinese School Graduate Application

Applicant's Chinese name: _____

Applicant's English name: _____

Current US school system grade: _____

Current MCS school grade: _____

Current years of Chinese school enrollment (including this year): _____ years.

Application Date: _____

** Please return to the Academic Affairs Director or Senior Teacher by April 30.

Graduation Requirements Review (please check the applicable conditions): Condition 1 and one of the following conditions (2, 3, or 4) must be met

Condition 1 (Required)

____ Registered in MCS school that year, and enrolled in the high school class, and attended more than one-half of the MCS school year

Condition 2

____ Will complete high school in the United States in the same year, at least three years at the School (three years or more), transfer students need to submit proof of years of attendance/enrollment in other Chinese language schools

Condition 3

____ U.S. school tenth and eleventh grade students, who have been studying in MCS for more than ten years (at least ten years or more) since kindergarten, transfer students need to provide proof of years of attendance/enrollment in other Chinese language schools

Condition 4

____ SAT II score 98% and above, have completed the upper grade course, with special circumstances reviewed and agreed upon by more than three-quarters of the Academic Affairs Council members (teacher, Principal, deputy Principal, Academic Director)

Applicants have to pass the qualification review, receive approval from the teacher and more than half of the attending members of the Academic Committee. To be approved with condition 4, three quarters of the Academic Committee has to agree.

Applicants who are not qualified for graduation may request a certificate of attendance.

Appendix C: Teaching Plan and Teacher's Lesson Plan-Sample

附錄 C: 教學計劃與教師教學進度表-樣本

2019/2020 密西根中文學校 八年級

09/07/19家長座談會

親愛的家長們，大家好！

很高興能擔任貴子弟的老師，時間好快，這已是我第十九年在密西根中文學校任教了。希望我們好好珍惜這一年，很期待能與家長同學們愉快地度過中文學校八年級。

雖然這些年來我們都可感受在數位化的帶動下，資訊的傳遞前所未有，學習語文的方法多不勝數，但我深信語文的學習是需要深層穩固的下工夫，日積月累才能開花結果。家長與同學們都很忙，在有限的時間下，如何有最大的收穫呢？

1. 把握上課的兩個小時，每次來課堂，就要學到！
2. 確實寫作業，寫功課有方法！
3. 參加學校的比賽活動！請忽略“比賽”！重視“參加”的樂趣與意義！
4. 家長是學生平日最好的老師，樂於幫忙同學，看重中文的學習。

❖ 以下是本學年學習相關事項：

- 教材—全新版華語第八冊—共12課，上下學期各上六課，共可習得156+30個基本生詞。（認繁識簡）
- 考試---隔週小考生詞，基本句型造句。時間允許下每三課複習考。教新課後，隔週一定課文抽讀，每位同學都有機會，列入課堂表現成績中。
- 目標---加強同學識字能力，靈活運用生詞，加強聽與說的能力。
加強句型組織能力，希望能提升同學對短文閱讀與寫作能力。

在時間允許下，將儘量練習 SAT II 中文模擬試題。

❖ 作業（補繳作業，請在請假後第一次上課時就要提出）

- 華語全新版第七冊A/B作業本（請每次上課帶來），依照通知寫進度。
- 國語語文學校家庭作業
- 每課在課堂上要做生字卡，同學請自備Index cards帶來教室
- 課文抽讀，同學可多利用“流傳”的網頁（如下）伴讀，同學要在咬字清晰與流暢下，唸給父母聽，並請簽字，上課時隨機抽讀。
<http://www.chlearn.com/listening.php> (drop down to the right lesson as you need!)
- 每週聯絡事項，週六課後，我將以e-mail方式給各位家長。請自行一定要印出作業通知，並隨同指定作業訂好繳回。

❖ 成績評量

期末以不記名方式公佈成績, 出席率, 課堂學習/參與態度, 作業, 考試成績。同學們請準時出席上課, 遲到早退逾15分鐘, 即屬缺席。學期結束學校頒發全勤獎。

❖ 推選家長代表

- 負責協助新年晚會, 同樂會, 聯絡家長以及代表本班出席家長代表大會(9/14), 代收費用...等等。

謝謝大家!

(年度要事, 請至本校網站參考本學年度行事曆)

Appendix D: Teacher Resume

密西根中文學校 Michigan Chinese School

教師履歷表 Teacher Resume

	日期 (Date):
姓名 (中文) : Name (Chinese):	姓名 (英文) : Name (English):
聯絡電話: Contact Phone #:	Email:
住址 : Address:	
學歷 : Education:	
中文教學相關經歷: (Chinese teaching related experience):	
介紹人一姓名 : Reference #1 Name:	介紹人二姓名 : Reference #2 Name:
介紹人一之聯絡電話 : Reference 1 Phone #:	介紹人二之聯絡電話 : Reference 2 Phone #:
介紹人一之email : Reference 1 email:	介紹人二之email: Reference 2 email:

Appendix E: Guideline of Lunar New Year's Party Ticket

The ticket price for the Lunar New Year's party will be determined by the Board of Directors after deliberation.

The ticket pre-sale period is two weeks, and the pre-sale starts four weeks before the event. During this period, pre-purchase tickets for adults, children and students have discounted prices. All tickets are sold at the standard price after the pre-sale period and day of the event. The following lists the ticket requirements for special cases:

1. School VIPs and relatives invited by the Principal and the Parent Council President will be given VIP vouchers, no ticket purchase is required.
2. A representative from the overseas Chinese community organization and the Lion Dance Team manager are provided a VIP voucher, no ticket purchase is required.
3. The MCS registered students of the lion dance team need to purchase tickets similar to the students of other grades.
4. The "non" MCS students of the Lion Dance team receive complimentary student tickets, no ticket purchase is required.
5. Parents of Lion Dance students (both school and non-school parents) are required to purchase tickets.
6. Teachers of our school need to purchase tickets.

** "Purchase tickets" are self-funding the base cost of the event, and the proceeds from the tickets are used to pay for the venue and dinner.

Appendix F: School Property

The volunteer holder of the School property shall provide a signed report to the Treasurer within two weeks after the start of each new school year to confirm the status of the School property.

If the School property needs to be transferred, the transferring School property holder and the transferred School property holder must provide a signed transfer form and provide it to the Treasurer to confirm the completion of the transfer procedure.

Any damaged or discarded School property must be reported to the Principal and Treasurer in a timely manner. All damaged or discarded School property must be returned to the Principal or Treasurer for centralized processing.

All School property must be clearly marked: MCS school property and purchase date, if the purchase is sponsored by the Overseas Chinese Commission, it must also be labeled "Sponsored by the Overseas Chinese Commission".

The printer's useful life has been changed to 10 years.

Since the School is located in another organization's facility and there is no designated space for storing School items, all the School properties are stored in the respective volunteer staff member's home. In order to reduce the physical movement, damage or loss of the items during staff transition, please minimize or avoid purchasing unnecessary School property.

Appendix G. School Directory (Address Book) Publication Process

The printing of the School directory (address book) must be edited by several staff members in order to make the content accurate and usable. The publication process is listed below:

The Registration and Information Officer collates and summarizes the online registration information for the new school year, submits it to the Clerical Secretary for compilation, and makes a final check before printing.

The Academic Director provides a list of teachers in each class, a list of students, a list of substitute teachers, and a final check before printing.

The Activity Director provides after-school activity items and content for this school year, and makes a final check before it is officially printed.

The Training Director provides the duty parent's rotation list and duties items, and makes a final check before printing.

The Advertising Assistant compiles all the advertising image files and confirms that the resolution is suitable for printing before handing them over to the Clerical Officer for compilation. The Advertising Assistant shall do a final review before printing.

The Principal provides a list of staff, reviews, and updates the School's purpose, and performs a final proof before printing.

The Parent Chairperson provides a list of Parent Representatives and newsletters for each class, and makes a final check before printing.

The Clerical Officer compiles all the information. After editing, the draft must be checked by the Staff in Charge before it can be printed out.

Appendix H: Student Community Service Certification Form

附錄 H. 學生社區服務證明表格

Michigan Chinese School

40000 Six Mile Rd, Northville, MI 48168

E-Mail: mcs.tw.roc@gmail.com

www.michiganchineseschool.org

Date:

Student Information

Name:	
School:	Phone:
Grade:	E-mail:

This letter confirms that the above student volunteered time at Michigan Chinese School.

Date of Service	Time In	Time Out	# of Hours	Description of Work

Total Hours: _____

I certify that these hours have been completed according to the requirements for Michigan Chinese School

Service Hours.

Please email mcs.tw.roc@gmail.com for questions or further information.

Sincerely,

Director of academic affair:

Principal:

Michigan Chinese School

40000 Six Mile Rd, Northville, MI 48168

E-Mail: mcs.tw.roc@gmail.com