



芝加哥西北郊中文學校

**The Chicago Northwest
Suburban Chinese School
P.O. Box 5, Palatine, IL 60078**

www.cnscs.org

The Chicago Northwest Suburban Chinese School (CNCS) is a not-for-profit private school and does not discriminate in its admission and hiring practices with regard to race, gender, religion and/or national/ethnic origin.

GENERAL INFORMATION

BACKGROUND

The Chicago Northwest Suburban Chinese School (CNSCS) is a not-for-profit, private ethnic language school. The School currently utilizes the teaching facilities at The William Fremd High School, located at 1000 S. Quentin Rd. in Palatine, Illinois. The school also occasionally holds programs at other facilities to fulfill its educational requirements. CNSCS was established in 1981 as a parents' co-op home school. In 2010, nearly 175 students attended 16 language classes from pre-school through 10th grade. Since 1992, CNSCS has been accredited by the Illinois State Board of Education as a foreign language school. In the following year, under the state's "Foreign Language Credit Transfers" program, Illinois High School Districts 113, 125, 211, 214 and 220 began accepting Chinese Language Credits from students attending CNSCS.

CNSCS is a member of the Midwest Chinese Language Schools Association (MCLSA) and the National Council of Associations of Chinese Language Schools (NCACLS). CNSCS students participate in the MCLSA area language aptitude Contests (Speech, Recital, Vocabulary, Chinese Typing), Hai-Hwa's sports activities (Basketball), Chicago Chinatown's annual Double Tenth Parade, as well as other Chicagoland Chinese New Year festivities.

CNSCS OBJECTIVES

The major focus of CNSCS is to provide a learning environment for students who are interested in learning Chinese language, culture, history, and geography. The School also participates in events sponsored by the Chinese community in the Chicago area as well as the whole United States. The objectives of CNSCS are:

- To teach traditional Chinese Mandarin language, Chinese history, culture, and heritage to students.
- To provide a learning environment for students and their families.
- To foster fellowship among members of the School.
- To promote educational networking and cultural exchange among members of the School and other area organizations.
- To participate in charitable, humanitarian activities and community services.

SCHOOL LOCATION & CLASS SCHEDULE

Classes are held every Sunday, approximately from the first weekend of September to the last weekend of May, at The William Fremd High School, 1000 S. Quentin Road, Palatine, IL, from 9:00 AM to 12:30 PM with the exception of five major holidays. Please visit the School's website at www.cnscs.org for exact session dates. Each school day consists of four 40-minute periods.

Period 1	9:00 AM to 9:40 AM	Language Class
Period 2	9:50 AM to 10:30 AM	Language Class
Period 3	10:40 AM to 11:20 AM	Language Class
Period 4	11:30 AM to 12:30 PM	Extra-curricular Culture Class (mandatory for 1 st grade and up)

REGISTRATION PROCEDURE

The school year is divided into 2 semesters, Fall and Spring. Pre-Registration for current members takes place during the month of May and December/January for the Fall and Spring sessions, respectively. Current members may also register online. New members must register in person at the Fremd High School Faculty Lounge during CNSCS school days. Registration forms can also be downloaded online at www.cnscs.org.

ADMISSION REQUIREMENTS & PROCEDURE

Children who are at least four years old before September 1st may apply for admission to attend the School. Exception to the age limitation will be considered after the prospective student has been evaluated by a committee consisting of representatives of parents and teachers and chaired by the Director of Education. The admission procedure consists of:

- 1 Submission of an application form.
- 2 Signing of the insurance waiver and photo release form.
- 3 Interview of the prospective new student and parents by the Admission Committee.
- 4 Selection of an extra-curricular activity fourth period class (mandatory for 1st grade and up)
- 5 Payment of tuition and fees. ***New families are assessed a one-time application fee of \$55.***

LANGUAGE CLASS TUITION (per semester) 學費(每個學期)

FALL 2011		SPRING 2012 (New Fee Structure!)*	
• \$110 - for 1 student	• \$365 - for 4 students	• \$130 - for 1 student	• \$430 - for 4 students
• \$200 - for 2 students	• \$440 - for 5 students	• \$235 - for 2 students	• \$520 - for 5 students
• \$285 - for 3 students	• \$510 - for 6 students	• \$335 - for 3 students	• \$605 - for 6 students

*In an effort to simplify the Language Class tuition fee structure, beginning the Spring 2012 semester, the Language Class Tuition will include text books and access to the eLab. The new tuition structure will replace the previously separate Text book and eLab fees.

CHINESE AS A FOREIGN LANGUAGE (CFL) PROGRAM 漢語外語班 NEW for 2011 !!!

Young children (beginners under 6-7 years of age) or children for whom Mandarin Chinese is spoken in the home are strongly encouraged to enroll in CNSCS' regular traditional Mandarin Chinese language classes (pre-K through 10th grades). However, for older children (8+ year) for whom the regular pre-K or K classes would not be an appropriate starting level due to the participants' age, CNSCS is pleased to offer a new learning track - The Chinese as a Foreign Language (CFL) Program.

The CFL program is a new, 4-year program (CFL-1, CFL-2, CFL-3 and CFL-4) geared for the older (8+ year) beginner or older (11-14 yrs old) student with a limited knowledge of the Chinese language. Upon completion of the 4-year program, students would be awarded a Certificate of Completion (in lieu of a diploma) from CNSCS. Students who complete the 4-year CFL program may choose to continue learning Chinese through the regular language track and upon completing the 10th grade curriculum, will be awarded a diploma from CNSCS.

CNSCS 鼓勵幼兒(6-7 歲以下初學者)和在家講中文的兒童參加 CNSCS 的常規傳統國語文課程(幼小班到十年級)。但是有些年齡較大的學生(8 歲以上),常規的幼小班或幼大班課程,可能不是很適當的起始點,因此 CNSCS 很高興能提供一個新的學習課程 - 漢語外語班(CFL)。

該課程計劃是延續四年(CFL1, CFL2, CFL3 和 CFL4),專為年齡較大初學者(8 歲以上)或年長但中文有限的學生(11-14 歲)來設計的。四年課程完成後, CNSCS 將會頒發結業證書(以取代文憑)。CFL 的結業生可依程序選擇繼續學習中文,參加常規傳統國語文課程。完成十年級課程後,CNSCS 將會頒發畢業證書。

TEACHING MATERIAL

The textbooks used by CNSCS are chosen to systematically build up the students' Chinese vocabulary and language skills. Supplementary teaching materials are obtained through sources such as the U.S. Chinese Schools Association and the Midwest Chinese Language Schools Association.

EXTRA-CURRICULAR (4TH PERIOD) CLASSES 課外活動班

There is a separate, per semester, fee for 4th period classes. Registration for a 4th period class is mandatory for Grades 1 and up. See Registration Form at www.cnscs.org for current listings and fees, or stop by the Faculty Lounge at Fremd High School, 1000 S. Quentin Road, Palatine, IL during CNSCS school days for more information.

In general, the 4th period extra-curricular classes are open only to students currently enrolled in the regular language classes. In cases where the number of registrants exceeds instructor-determined class capacity, a raffle may be used to determine final class roster. Classes may be canceled if minimum class size is not met. If capacity exists, 4th period classes may also be opened to CNSCS graduates or siblings of current students. However, an additional \$25 participation fee will be charged. Please see the Director of Extra-Curriculum for current class openings.

COMPUTER e-LEARNING CENTER

CNSCS offers a computer eLearning center for students enrolled in the Language programs. To help defray operational costs of the computer lab, a \$10 usage fee will be charged to each student. This fee will be collected each semester as part of Registration. **However, BEGINNING THE SPRING SEMESTER 2012, the use of the eLearning center will be included in the regular Language class tuition and no additional fee will be collected.** Any computer CD(s) issued to Students must be returned at the end of the current school year, or upon withdrawal from CNSCS. Any CD software received from CNSCS is on loan from the School and it is the Student's responsibility to keep the CD(s) in good working condition. Any loss or damage to the CD(s), or failure to return the CD(s), will result in a \$50 replacement fee per CD.

ADULT CLASSES 成人課程

CNSCS is pleased to offer select classes for its adult members. Classes are open only to parents of enrolled students, former CNSCS member families or by introduction from a Member Family. Class sizes are limited. Parents of enrolled students have preference over non-parents. Each adult class has a Class Coordinator who is responsible for Registration, Fee Collection, Class Activities and Communication with the Instructor.

Fees: Participants pay CNSCS a per-semester Participation Fee. See Adult Class Registration Form or www.cnscs.org for current fees. In classes with an Instructor, participants also pay a separate per-semester Instructor's Fee directly to the Instructor. This Instructor's Fee is an amount mutually agreed upon between the class participants and the Instructor.

Times: 9 AM to 11:20 AM on Sundays when Regular CNSCS classes are in session. Exact times vary depending on class. See Adult Class Registration Form or www.cnscs.org for more information.

CNSCS GOVERNING BODY

The governing body of CNSCS is the Board of Directors. The Board consists of nine members elected by the voting members of the School to serve a two-year term. Voting members include the parents of enrolled students, volunteer faculty members, and enrolled students who are over eighteen years of age.

ACCREDITATION BY THE ILLINOIS STATE BOARD OF EDUCATION

The advanced classes (7th-10th grades) are a part of the Foreign Language program that receives recognition from the Illinois State Board of Education. Teachers in the program have at least a baccalaureate degree and at least twenty semester hours of credit teaching in Chinese. Upon completion of CNSCS' requirements for Chinese Language credit transfer which include 120 hours of instruction per school year, and passing the School's Language Credit Examination, participating students, who are at least in 9th grade (High School Freshmen) at their regular school, can request one Foreign Language credit to be transferred to their high school.

PROGRAM REQUIREMENTS FOR CHINESE LANGUAGE CREDIT

Students must be currently enrolled at CNSCS and file an application for the program during the School's Fall Semester. The selection of the fourth period extra-curricular class must be related to Chinese culture subjects. The sport classes unrelated to Chinese culture are not considered acceptable parts of the program.

Students must pass the School's Language Credit Examination in order to have the Chinese Language Credit transferred to their regular high schools. The Chinese Language Credit transfer will not be given to students who have not finished their freshman year at their regular high schools.

Currently, Illinois High School Districts 113, 125, 211, 214 and 220 have awarded high school credit for the study of Chinese language at CNSCS.

EMERGENCY CONTACT, SCHOOL CANCELLATION, INCLEMENT WEATHER ETC.

In the event that classes are to be canceled due to inclement weather or other emergencies, the Principal will issue an email notification to the Membership and a notice will also be posted on the School's website at www.cnsccs.org.

INDEMNITY STATEMENT AND PHOTO RELEASE – PLEASE NOTE!!!

Registrants and Participants in CNSCS classes and activities release, discharge and agree to waive the Chicago Northwest Suburban Chinese School (CNSCS), its legal representatives or assignees and all persons acting under its permission or authority, from any liability whatsoever for any and all claims of any nature which may arise out of attendance at the School and all its activities and functions as scheduled in the School calendar or otherwise provided by the School. In case of emergency, CNSCS officials will secure any licensed hospital or physician to perform necessary medical treatment(s) and the Registrant(s) will be responsible for all expenses incurred. Registrants also give permission for CNSCS to photograph or videotape them and any member of their family while participating in School activities and understand that such photos or videos may occasionally be posted on the CNSCS website or may otherwise disseminate online or in digital or printed media. Language class Registrants further agree to abide by CNSCS' Service Point Program and allow CNSCS to list their Name(s) and Contact information in the School Directory. The directory is for the convenience of Membership families only. Unauthorized use or distribution of any information from the Directory is strictly prohibited.

MEMBER OBLIGATIONS 家長義務

CNSCS is a not-for-profit and cooperative organization. The success of the school depends heavily on parental participation. The following are the duties which all the parents should observe and participate:

- Teach, assist teachers, and prepare class materials
- Help and supervise the students in completing assigned homework on time, and be aware of his/her progress
- Help and supervise students while in school and during school sponsored events
- Serve on the Board of Directors when elected
- Serve on various School committees when called upon
- Participate in all School activities
- Attend Parents' meetings and other school organized events throughout the school year
- Be informed of School news posted on the School's website at www.cnsccs.org or on School's Bulletin Board
- Support School policies
- Drop off and Pick up Students on time
- Carry out Parent-on-Duty tasks on assigned dates (see Parent-on-Duty description)


Four parents' meetings will be held every school year. One parent from each family is required to attend the parents' meetings. The child(ren) will be dismissed from the school after two absences of the parent from the parents' meetings.

A. PARENT-ON-DUTY (POD) 家長值日 – Required for all families except Teachers & Board Members

- Parents of enrolled students are required to assume Parent-on-Duty tasks on assigned dates.
- The Director of Operations shall post the assignments at the beginning of each school year.
- It is each Member’s responsibility to remember when they are on Parent-on-Duty.
- The current year schedule will be posted on the school’s bulletin board and also available online at www.cnscs.org.
- In cases of personal conflicts, IT IS THE RESPONSIBILITY OF THE ASSIGNED PARENT TO FIND A REPLACEMENT AND NOTIFY THE DIRECTOR OF OPERATIONS OF THE CHANGE. When possible, a Shift Swap form (see below) should be filled out and given to the Director of Operations at least 2 weeks prior to the scheduled date so that the Parent-on-Duty record can be adjusted.
- A \$30 FEE WILL BE ASSESSED TO THE RESPONSIBLE PARENT FOR NO-SHOWS.
- Parent-on-duty hours are from 8:45 AM to 12:15 PM.
- Parents who are more than 15 and 75 minutes late on their assigned date will be charged a tardy fee of \$10 and \$20 respectively.

POD tasks are as follows:

- Move the School’s copiers from Storage to the Faculty Lounge by 9 AM and back to Storage by 12:15 PM.
- Assist teachers by making copies for classroom materials as needed.
- Prepare hot water for tea and coffee in the Faculty Lounge
- Ring Bell at 9:00 AM, 9:40 AM, 9:50 AM, 10:30 AM, 10:40 AM, 11:20 AM, 11:30 AM and 12:30 PM to designate the beginning and end of each class period.
- Vacuum floor and wipe tables and chairs in the Faculty Lounge at the end of each school day.
- Remove all CNSCS posters/flyers from Fremd school property at the end of each school day.
- Maintain order in the halls.
- Between 8:50AM – 9:15AM, direct traffic at the entrance and ensure the safety of students entering the School.
- Between 9:15AM – 11:20AM, Parent-on-Duty patrols around the main entrance as Hallway Security. POD Hallway Security must accompany and report any stranger to CNSCS board members immediately.
- Make a courtesy call / reminder to the following week’s POD on POD list.

	<p>PARENT-ON-DUTY SHIFT “SWAP/CONFIRMATION” FORM</p> <p>Please Submit to Director of Operations 2 weeks prior to scheduled shift. A fee of \$30 will be assessed if no show Parent-on-Duty hours are from 8:45 AM to 12:15 PM. Parents who are more than 15 and 75 minutes late on their assigned date will be charged a tardy fee of \$10 and \$20 respectively.</p>	
Requestor Name (Please Print)	Parent-on-duty Shift Date	“Yes-I will take your Shift” Name of Parent who agreed to swap with you (please print)
Signature	Signature	
	Date Received	Change Recorded by
Shift Change Request		

B. SERVICE POINT PROGRAM 服務點數需求

The success of the School’s functions and activities depends on volunteer work by all member families. Parents of enrolled students are required to assist the School in operations through the Service Point Program (SPP). Through the SP Program, Member Families earn points for service rendered.

Service Point Requirements per year are: 12 points for 1 enrolled child, 2 points per each additional child. **New families are exempt for the first year.** Service points will be tallied up in May and families who have not met their service point requirements will be assessed \$10 per point during the May pre-registration period.

The SP Program offers many areas throughout the School year where Members can help with the School’s functions and activities. Volunteer opportunities are available during the School’s main events: Speech Contest, Vocabulary Contest, Chinese New Year Celebration, Picnic, and other internal / external student activities, as well as on a regular basis as Teacher’s or Board Member’s assistants. Specific opportunities and sign-up sheets will be posted. Please check the School’s Bulletin Board outside the Faculty Lounge or visit the School’s website at www.cnscs.org.

Beginning in 2008-2009, each regular class teacher will have a number of SP to award each semester, based on the number of registered students, according to the following formula: 6 SP to be awarded to the Class Coordinator (Room Parent), plus for pre-K thru 3rd grade, 20 SP base point + 1 SP per enrolled student and for 4th thru 10th Grade, 10 SP base points + 1 SP per enrolled student.



SERVICE POINT UPDATE FORM

Each Service opportunity is under the direction of a Board Member, Committee Chair or Teacher who may submit a list of volunteers to the Director of Operation so that the appropriate SP can be credited. Alternatively, a member may complete the following, with proper signature verification, and submit directly to the Director of Operations for Service Point Credit.

Fee in lieu of Service Points: \$10 per point

FAMILY NAME for Credit:					
Name of Participant	For	Date of Service	Service Point	Approved by	Recorded by
		Amount	Date	Check #	Received by
Fee in lieu of Service Points (\$10 per point)					

Service Point List

PLEASE NOTE: The following is a partial list. For more details, please check the School Bulletin Board outside the Faculty Lounge for postings or visit the School's website at www.cnsccs.org

Tasks & Point Numbers are approximate and are subject to change. The Board of Directors may, at its discretion, delete or add tasks and revise point values. Additional volunteer opportunities will also be available as determined by Board Members throughout the school year.

Task #	Responsibility Area	Service Opportunity	# Service Points
1	Operations	家長值日 Parent-on-Duty (required) (1-2 days per year) – see Directory for info & schedule	3 SP per day
2	Operations	家長大會 Attending Membership Meeting (3-4 per year) – see Directory for Meeting Dates	1 SP per meeting
3	Board	擔任學校理事 Board member	24 SP per year
4	Education	擔任正課班教師 Teaching regular class	12 SP per semester
5	Extra-Curriculum	擔任課外活動班教師 Teaching 4 th class	12 SP per semester
6	Education	班級家長負責人 Regular Class Coordinator (Room Parent)	6 SP per semester
7	Extra-Curriculum	課外活動班級家長負責人 Extra-Curricular Class Coordinator	3 SP per semester
8	Extra-Curriculum	Adult Class Coordinator	6 SP per semester
9	Education (Regular Class) Extra-Curriculum (4 th Class)	代課老師 Substitute Teacher	1 SP per period
10	Social Activities	新年晚會服務 Chinese New Year	3 SP per task (helper) 6 SP (committee chair)
11	Education	畢業典禮之籌備與幫忙 Graduation	3 SP per task (helper) 6 SP (committee chair)
12	Social Activities	家庭集會服務 Post Meeting Social	3 SP per task (helper) 6 SP (committee chair)
13	Education	演講比賽服務 Speech Contest (in school & Greater Chicago)	3 SP per event (helper) 5 SP per event (judge)
14	Education	識字比賽服務 Vocabulary Contest (in school & Greater Chicago)	3 SP per event (helper) 5 SP per event (judge)
15	Board	學校理事助理 Assisting Board member	1-3 SP per task/event
16	Education (Regular Class) Extra-Curriculum (4 th Class)	教室內服務 Assisting Teacher (Regular or Extra-curricular class)	1-3 SP per task/day
17	Social Activities	社區服務 Community Activity representing school	2-3 SP per event
18	Public Relations	通訊錄廣告贊助 Directory Ad (Non-CNSCCS member)	5 SP per full-page ad 4 SP per ½ page ad 3 SP per ¼ page ad
19	Principal	委員會委員 Serving on Committee	1-3 SP per committee
20	Social Activities	輔導學生在校事宜 Supervising students at outside events	2 SP per event
21	Board	其他服務機會 Other Opportunities as determined by Board Members	Varies

CNSCS Guidelines

GUIDELINE OBJECTIVE

CNSCS is committed to providing a safe, enjoyable learning environment for the students and their families. This guideline has been created to prevent mishap from happening at the School. Parents should review these Guidelines with their child(ren). Teachers will review with students at the beginning of each semester. The School Guidelines apply to students, parents, members and participants of the School.

THE FIRST STATEMENT - There will be respect for self, teachers, fellow students, adults and school property.

ABSENCES - A student's absence must be reported to the teacher in advance.

BEHAVIOR AND DISCIPLINE

- A student must not disturb or hurt others verbally or physically.
- A student must not intentionally damage school property.
- A student must not place him/herself in a dangerous situation.

BUILDING CONDUCT

- Classes are going at all times in the building. Appropriate behavior is expected at all time.
- No gum chewing at any time. Food and drink are allowed only in the Parents' Lounge.
- Anyone who damages School property will be required to pay for the damage.
- Everyone must walk quietly in the hall and classrooms at all time. Running is not allowed.
- Playing balls (basketball, football etc.) is not allowed in classrooms or halls.
- No one is allowed in unrented area. All rented areas are listed in the School Directory.
- To keep the building looking great, no littering allowed.

ILLNESS - Please do not send your child(ren) to school if he/she is ill or has a fever.

LOST AND FOUND

Lost and found items will be kept by the School for 30 days. At that time, any unclaimed item will be donated to charity. Contact the Director of Operations for any lost and found item.

MISCELLANEOUS

Students are responsible for the care of all books, cassettes, and videotapes supplied by the School. Students who damage these supplies will be required to pay for the damage.

CONSEQUENCES

The consequences for failure to follow these rules will result in:

- A call from the Teacher and or School Board Members to the Parent.
- A formal parent conference will be held for a more serious offense or repeat offenses
- In-School or Out-of-School suspensions for those who continue to misbehave. Such actions will only be taken under the most extreme situations when all other avenues for dealing with the problem have proven to be ineffective.

CNSCS Procedures

PROCEDURE FOR ELECTING THE OFFICERS OF THE BOARD OF DIRECTORS

Installation of a Nominating Committee 理事會提名委員

- A Nominating Committee consisting of 3 members shall be elected at the 2nd Parent Meeting of the School year to conduct the search for new candidates to replace departing Board Members.
- The Secretary shall be in charge of the election of the Nominating Committee. He/She is responsible for reporting the status of the Committee to the President every 2 weeks after the 1st Parent Meeting.
- A minimum of 3 candidates for the Nominating Committee shall be recommended by the current Board of Directors before the 2nd Parent Meeting.
- The Membership body may nominate additional candidates for the Nominating Committee during the 2nd Parent Meeting. The maximum number of candidates shall not exceed 7 in total.
- The Membership will select 3 out of the slated candidates for the Nominating Committee at the 2nd Parent Meeting. The candidate receiving the highest vote will be the Chair of the Nominating Committee.

Election of the Board of Directors 新理事選舉

- The Nominating Committee shall be in charge of recruiting the candidates for the Board. The Chair is responsible for reporting the status of the recruitment to the President every 2 weeks after the 2nd Parent Meeting.
- The Nominating Committee shall complete the search for 7 candidates based on the requirements of the School By-laws before the 3rd Parent Meeting.
- The slate of 7 candidates will be announced in the School Newsletter or at the School's website at www.cnscs.org before the 3rd Parent Meeting.
- The Candidates will be given an opportunity to discuss their platform issues during the 3rd Parent Meeting.
- The ballots for the election shall be distributed to every parent at the 3rd Parent Meeting after the presentation of the Candidates. It is the Secretary's responsibility to collect and account for all ballots.
- Member Parents may vote 3 or 4 out of 7 candidates as needed to replace the outgoing officers of the Board.
- The ballot will be counted openly during the 3rd Parent Meeting and the election result will be announced before the end of the meeting.

BUDGETING PROCEDURES

Prior to the commencement of each School year, the Board of Directors shall prepare budget plans outlining projected revenue and expenses for all areas of activities, specifically:

- The Director of Education shall prepare a budget plan for the upcoming school year which depicts the estimated tuition revenue based on projected enrollment, as well as the estimated expenses for books, teaching supplies, funds for student activities, prizes, incentives, etc.
- The Director of Operations shall prepare a budget plan for the upcoming school year which outlines all of the estimated expenses pertaining to the routine operation of the School, such as supplies for copier operation, beverages and supplies for Parents.
- The Director of Social Activities shall prepare a budget plan indicating all of the planned students' and parents' programs within the upcoming school year. The projected revenue and expense for each program should be itemized within the budget plan.
- The Director of Public Relations shall prepare a budget itemizing all of his/her planned activities within the upcoming school year. The projected revenue and expenses derived from such activities should also be included in the budget plan.

- The Director of Extra-Curriculum shall prepare a budget plan for the upcoming school year for projected income and expenses related to the 4th period Extra-Curricular classes and Adult classes, including teachers' pay.
- The Director of Information Technology shall prepare a budget plan itemizing all of his/her projected expenses including maintenance of the School's website.
- The Secretary shall prepare a budget plan itemizing all his/her activities such as Directory, Year Book and Newsletter.
- The President shall prepare a budget plan itemizing all of his/her planned administrative expenses such as rental, insurance etc.
- The Treasurer shall assist the President in balancing the budget for the upcoming school year and prepare reports for the Membership meeting.

The President shall present the fiscal budget for the upcoming year at the 1st Parent Meeting of the School year. The Board of Directors shall secure the acceptance of the said budget from the Membership.

AUDITING PROCEDURE

The Officers of the Board of Directors shall report to the Membership the actual cost/revenue generated by any completed programs and itemize any causes that lead to any deviation from the original budget.

CNSCS Student Council 學生自治會

The President of the Student Council shall be elected by the 8th, 9th and 10th grade students through a public election 3 weeks prior to the end of the school year. The Council President Elect shall serve as Student Council President for the following School year.

Prior to the beginning of the new School year, the Student Council President shall select 2 parents or teachers as his/her Guidance Counselors and provide their names to the CNSCS Board of Directors.

The Director of Extra-Curriculum shall serve as Guiding Director for the Student Council.

2 weeks prior to the start of the School year, the Student Council President shall provide a written proposal to the Guiding Directors regarding the Council membership, activity plan and budget for the year. Student Council activities may not be carried out without approval from the Guiding Directors. The Guiding Directors must also approve of any changes made to the activity plan or budget prior to implementation.

As a Guiding Principle, Student Council activities shall not impact classes in session. If an activity will impact classes in session, the Student Council President shall obtain permission in person from the affected teacher(s) 2 weeks prior to the activity.

The Student Council must not engage in fundraising, news publication or any other activities without obtaining prior consent from the Principal or Guiding Directors.

All funds raised by the Student Council must be turned over to the CNSCS Treasurer. The Board of Directors shall decide the use of such funds. The Board will give priority to the Student Council when considering the use of such funds.