

# 家校社区委员会运作办法

## 第一章 命名

本委员会全名为苏州工业园区海归人才子女学校家校社区委员会，是苏州工业园区海归人才子女学校承认的唯一家长组织。

## 第二章 目的

家校社区委员会成立目的在于：

- 2.1 增进家长和学校的交流。
- 2.2 支持学校开展的各项活动如国际日，运动会，春节庆祝活动，才艺秀，学校社区合作等。
- 2.3 帮助学校与本地社区建立联系，为学生丰富知识、进行体验式学习提供各类机会，如组织外出实践、社区服务、实习、邀请嘉宾来校演讲等。

## 第三章 家委会人员组成及选举

### 3.1 人员组成

每一位入学学生的家长/监护人将自动成为 PSCG 的成员，都享受同样的推选与被推选资格。

### 3.2 PSCG 代表的选举

PSCG 代表职位包括：班级代表，年级代表与执行委员会。

每年 9 月，班级家长代表由班级家长内部推选产生。

随后，年级代表由班级家长代表内部产生。

随后，PSCG 执委会由年级代表中产生。

### 3.3 PSCG 代表的任期

每届 PSCG 代表任期为当年 9 月 1 日至次年 8 月 31 日。家校社区执委会代表成员任期为一年。所有委员职位任期为一届，可连选连任。

班级家长代表在不方便继续担任家长代表时，可提前 1 个月向执委会说明原因，由执委会组织推举补充家长代表。如有多名家长因任何原因联合提议更换家长代表的，由执委会须听取意见后作出行动。

## 第四章 家校委员会成员职责

### 4.1 班级家长代表的职责

4.1.1 支持学校工作，动员和招募志愿者参与学校大型活动；

4.1.2 参与和促进班级家委会与学校的沟通，学习、理解和传达学校制定的政策和计划，联络群中发布学校认可的信息和解释，对家长们的疑惑做出解释，对不确定的问题，向学校进行确认后传达。

4.1.3 收集和听取家长意见和反馈，帮助形成具有建设性的建议。

4.1.4 如果班级家长代表不能履行以上职责，则应该由该班级家长重新选举新的班级家长代表。执委会也有权来督促执行相应的选举。

4.1.5 班级代表原则上以共性诉求为主，超过班级 5 人或 25%以上的共性提案/问题，必须协调处理，如无法协调处理需立即提交年级代表共同商议协调处理，并将协调结果及时反馈至家长。

4.1.6 班级代表不接受个别家长诉求，各别家长诉求由家长自行与教师/学校沟通，班级代表可酌情协助。

4.1.7 涉及个别学科教学等问题，处理原则：先老师/再年级/后学部，并做好反馈工作。

## 4.2. 年级代表委员职责

4.2.1 学习、了解、关注学生健康成长和发展。

4.2.2 密切联系班级所有学生家长，与他们充分交流意见、形成共识，并向学校反映和沟通。积极协调家长之间与学校班级之间的关系，加强家庭、社会与学校的联系。

4.2.3 协助学校每年定期组织家长会、家长接待日，举办家长学校，开展家庭教育咨询，开办家庭教育论坛、教育沙龙等活动。帮助学校提高学生的社会实践活动能力，培养热爱劳动的优秀品质。

4.2.4 积极参加家校社区执委会的活动，认真参加会议，不无故缺席，为学校教育教学管理工作、可持续发展等方面积极建言献策。

4.2.5 年级代表支持协助班级家长代表的工作。

4.2.6 收集汇总年级共性诉求，超过年级 25%以上的共性提案/问题，必须协调处理，如无法协调处理，则根据共性提案/问题的重要紧急依次排序，提交家校社区委员会商议协调处理。并将协调结果及时反馈至班级家长代表。

4.2.7 涉及年级个别学科教学等问题，处理原则：先老师/再学部/后校级，并做好反馈工作。

## 4.3 家校社区执委会成员职责

4.3.1 定期组织召开家校社区执委会会议。听取学校关于发展规划、教育教学工作安排等方面的情况介绍，就学校发展中的重要问题进行研究，为学校的发展献计献策。

4.3.2 建立家校社区执委会和学部定期沟通协调的议事机制，就学生家长、学生、社会等反映的有关问题及时与学校、学部进行沟通协商。

4.3.3 为学校发展创设有利环境。家校社区执委会要发挥全体家长的优势和特长，与学校紧密协作，在依法治校、学校管理、校园文化建设、学校周边环境治理、开展校外教育实践活动等方面，积极为学校和学生办实事、办好事，切

实帮助学校解决办学中遇到的实际问题和困难，为学校的发展创造良好的外部环境。

**4.3.4** 帮助开展家庭教育工作。积极向家长和社会宣传解释学校工作制度和工作措施，协助学校开展家庭教育工作；做好家长思想工作，动员所有家长，积极学习教育知识；动员和组织家长参与学校活动和家长培训，增进家长对学校工作的理解和支持，促进家庭教育与学校教育协调一致。在学校协助下，以班级为单位，每学期组织不少于一次的家庭教育讲座活动，可与家长会合并举办，也可单独组织。

**4.3.5** 与学校一起组织校内、外实践活动、家长接待日活动，参与对学生和教师的评价，帮助学校改进和完善教育教学工作。

**4.3.6** 尊重教师劳动，在精神上关心、鼓励、支持教师依法履行教育管理职责。

**4.3.7** 促进社会教育，支持和帮助学生的校外实践活动，为学校和学生开展社会实践活动提供方便。

**4.3.8** 有义务收集其他家长意见和建议，促进家校之间相互了解和交流，并向学校反馈。

**4.3.9** 有义务参加学校组织的有关活动，主动支持学校的建设和教育教学事业发展。

**4.3.10** 有帮助其他家长更加了解学校的义务。

**4.3.11** 家校社区执委会每学期结束前要对本学期开展的工作和效果进行总结。

**4.3.12** 执委会成员应按期参加执委会召集的各项会议，包括与校方的联合会议及执委会校外讨论会议，不应低于应出席场次的 50%。出席率过低的成员，将影响任职资格，每学期末统计和公布所有成员出席率。由其他班级代表代替参加出席会议的情况，不予记录出席率。

**4.3.13** 在班级代表、年级代表无法胜任其代表职责时，经学校同意，PSCG 执委会有权组织相应班级代表或年级代表的改选。

**4.3.14** 负责 PSCG 社区的规划与建设，负责指导、协调、监督各专项事务小组的工作

**4.3.15** 执委会支持协助年级代表委员的工作，只接受年级代表委员的提交的提案/问题/诉求，并给予协调处理；对于个别家长/班级/年级处理原则意见参看 4.1 和 4.2。

**4.3.16** 涉及个别年级个别学科教学等问题，由班级/年级代表处理，处理原则意见参看 4.1 和 4.2；

#### 4.4 执行委员会运行模式

PSCG 执行委员会受托全权管理 PSCG。PSCG 执行执委会包括并不仅限于主席、秘书长、副主席、财务。其中主席一名，副主席三名分别由三个学部家长组成。

PSCG 的所有会员，包括所有执委，均有资格主持执委会，事务执委会/小组，但身份为校方员工的会员不得主持。

#### 4.5 执行委员会人员职责

##### 4.5.1 主席

兼任 EHS 协调小组、外部资源小组组长。传达校方资讯，协调各方关系，召集与主持家校社区执委会会议；积极协助校务开展、督促和落实家校社区委员各项工作；负责家校社区委员成员岗位分配；负责研究家委会工作，制定家校社区委员工作计划，不定期主持组织活动。兼任 EHS 协调小组、外部资源小组组长。

##### 4.5.2 副主席（3）（幼儿园部、小学部、中学部）：

协助主席完成家委会各项工作（职责与主席一致）；指导各执委会成员完成和落实各项工作；负责组织协调家委会的各项工作；精心策划、筹备和组织各类富有教育意义的活动；全面组织开展经家委会讨论决定的各项工作，负责组织每次活动参加人员的到位情况和整个活动开展的情况，包括活动分工，联系热心家长参与配合；策划自创活动，编制活动方案，向家委会主席报备；负责活动的筹备工作。

##### 4.5.3 秘书长（1）：

秘书长：负责家校连系、开会场地安排及预定、开会通知及签到，负责发布会议纲要及会议记录，委员通讯录的修改和信息发布；负责各项活动（自创活动、学校运动会、家校社区执委会、学校竞赛等）的记录工作，做到有活动必到现场协助、有活动必有图片记录。

##### 4.5.4 财务（1）：

财务：负责家校社区执委会的财务管理；负责汇总保管收缴的各项活动经费，有效掌控各项支出的管理，做好各项收支的审核、登记明细账，保管好现金，定期公布费用收支情况，做到财务公开化。

说明：对个别学生家校沟通事宜的解释说明。原则上，对于没有普遍代表性的个别学生的情况，应该由学生家长与老师或学校直接进行沟通。学生家长可以与家长代表讨论，家长代表和家委会可以给予建议，但原则上不直接参与有关个别学生情况的家校沟通。

### 第五章 专项事务小组-按需要成立

#### 5.1 指导方针

5.1.1 热心学生相关事务、有时间、有责任心、有较强的组织能力和社会影响力。了解和关心教育、关心学校，能为学校教育、教学等工作出谋划策，提出意见和建议。具有专业特长，能为学校开辟校内教育渠道，提供指导和帮助。

5.1.2 执委会提议所有专项事务执委会/小组的主席，经执委会议讨论通过后生效。

5.1.3 专项事务执委会/小组的主席须参与与该事务相关的执委会会议。

5.1.4 与安全、健康、环境、饮食、校车相关具体事务和问题由 EHS 专项事务小组负责

5.1.5 与教育资源开发相关具体事务和问题由教育资源专项事务小组负责。

5.1.6 与项目/活动相关具体事务和问题由项目/活动发展与筹备小组负责

5.1.7 其他具体事务由特殊事务小组负责，在成体系和规模后形成常态化的专项事务小组。

## 5.2 环境、健康与安全执委会

EHS 执委会：主席主持，副组长 2 名(家长代表和校方代表)，秘书长，协调员。负责建立家校 EHS 的沟通协调机制，推进 EHS 各方面持续改善。

## 5.3 外部资源事务小组

外部资源小组：资源小组：收集、建立和协调外部资源。外部资源遴选组织：家校社区执委会应该发挥广大家长的学识、智慧、专长、才艺和资源，为学生提供更多校内学习、交流和校外实践的机会，并通过学校和家长、家长和家长，家长和社会的横向联系，拓展育人渠道。

5.4 学术事务小组

5.5 筹款小组

5.6 拨款小组

5.7 家校沟通小组/家长工作坊

## 5.8 项目/活动发展与筹备执委会

帮助学校与本地及其他社区建立联系，为学生丰富知识、进行体验式学习提供各类活动机会，如组织外出实践、社区服务、实习、邀请嘉宾来校演讲等支持学校开展的各项活动如国际日，运动会，春节庆祝活动，才艺秀，学校社区合作等。发动和组织家长提供志愿服务。

5.9 特殊事务执委会

## 第六章 会议

### 6.1 会议频率

6.1.1 校级家校社区执委会会议：每学期初召开一次(9 月和 2 月)。

6.1.2 家校社区执委会执委会(领导小组)会议：每月召开一次。

6.1.3 各个年级学部会议自行确定。

6.1.4 根据需要不定期举行工作会议。

## 6.2 请假

因故无法参会者需提前 24 小时向相关会议执委会负责人请假。

## 6.3 记录

6.3.1 所有家校社区执委会领导小组会议及学部家校社区执委会会议应做会议记录并备案，并与所代表的社区共享。

6.3.2 会议记录和相关材料公开/分享前，应经过执委会的检查和授权。

6.3.3 会议记录和相关材料应归档并数字化，不提倡音视频记录方式。

## 6.4 信息发布

进程与工作在校方沟通后，由校方发布。

2019.11.15

*Below is the translation. In the event of any difference between the original text and this translation, the Chinese text prevails.*

# **OCAC Suzhou Parent School Community Group Constitution**

## **1. Name**

The Parent School Community Group (PSCG) of OCAC Suzhou is the only parent organization recognized by the school.

## **2. Purpose**

The purpose of the PSCG is to:

2.1 Improve communications between the school and parents.

2.2 Support school events such as international day, sport events, Chinese New Year celebrations, talent shows, local school community collaborations etc.

2.3 Develop connections between the school and the local community to provide opportunities for enrichment and experiential learning through field trips, community service, work experiences, guest speakers etc.

## **3. Structure and Selection of the PSCG Members**

### **3.1 Membership**

Each parent/guardian of an enrolled student automatically becomes a PSCG member and is eligible for selecting representatives and being selected as representative.

### **3.2 Selection of PSCG Representatives**

PSCG representative positions include: class level representatives, grade level representatives and committee members.

Each September, class level representatives are selected from parents of each homeroom.

Grade level representatives are then selected from class level representatives.

The PSCG committee is then selected from grade level representatives.

### **3.3 Term of service for PSCG Representatives**

The term of service of each PSCG representative is from September 1 to August 31 of

the following year. All members shall serve one term and may be re-elected.

If the class level representative cannot continue to serve the term, she/he should explain the reasons to the PSCG committee one month in advance. The PSCG committee shall organize the selection of a substitute parent representative. If multiple parents propose to replace a representative for any reasons, the PSCG committee must hear their concerns and act accordingly.

#### **4. Role of PSCG Representatives**

##### **4.1 Role of Class Level Representatives**

4.1.1 Support the school's work, mobilize and recruit volunteers to participate in large school events.

4.1.2 Engage in and facilitate the communication between the class level PSCG and the school, study, understand and convey policies and plans made by the school. Release the information and explanation approved by the school in contact groups and explain to the doubts of parents. If parents have uncertainties about some issues, confirm with the school first and then communicate the information to parents.

4.1.3 Collect and listen to parents' opinions and feedback to help give constructive advice.

4.1.4 If the Class Level Representative fails to fulfill his/her duties, parents of this homeroom have the right to re-select a new class level representative. The PSCG Committee has the right to supervise the selection process.

4.1.5 Class Level Representatives handle common concerns of the homerooms. The concerns raised by more than five parents/25% of parents of their homerooms must be dealt with. If the Class Level Representative cannot resolve the issue at his/her level, he/she must report it to the Grade Level Representative and inform parents of any feedback timely.

4.1.6 Class Level Representatives will not handle individual concerns. Parents must communicate with the school/the teacher about their individual concerns by themselves. The Class Level Representatives will help if necessary.

4.1.7 Communication procedure for individual teaching and learning concerns regarding a specific subject: the Class Level Representatives should first report them to

the subject teacher, then to the responsible person for the grade level, and then to the school division. The Class Level Representatives inform parents of the feedback from the school in a timely manner.

## **4.2 Role of Grade Level Representatives**

4.2.1 Study, understand and focus on the healthy growth and development of students.

4.2.2 Keep close contact with parents of all students of the homeroom, fully exchange ideas with them, form consensus, and report to and communicate with the school. Actively coordinate the relationship between parents and homerooms, and strengthen the relationship between family, society and school.

4.2.3 Assist the school in organizing regular parents' meetings and parents' reception day every year. Establish parents' school, conduct family education consultation, open family education forum and education salon.

4.2.4 Actively participate in PSCG events, attend meetings regularly and avoid any absence that occurs without any plausible reason. Offer constructive suggestions for the teaching management, sustainable development and other issues of the school.

4.2.5 The Grade Level Representatives should help and support the Class Level Representatives

4.2.6. The Grade Level Representatives handle common concerns of their grade levels. The concerns raised by more than 25% of parents of their grade levels must be dealt with. If the Grade Level Representative cannot resolve the issue at his/her level, he/she must prioritize the concerns, report them to the PSCG Committee and inform parents of the feedback from the school in a timely manner.

4.2.7 Communication procedure for individual teaching and learning concerns regarding a specific subject: the Grade Level Representatives should first report them to the subject teacher, then to the school division, and then to the school leadership. The Grade Level Representatives must inform parents of the feedback from the school in a timely manner.

### **4.3 Role of the PSCG Committee Members**

4.3.1 Hold regular PSCG committee meetings, listen to the school's report on its development, planning, teaching plans and other issues, study the important issues regarding the school's development and offer suggestions.

4.3.2 Establish a discussion mechanism to facilitate regular communication and coordination between the PSCG and school divisions. Communicate and negotiate with the school and school divisions on issues reported by students' parents, students and society in a timely manner.

4.3.3 Create an enabling environment for the school's development. The PSCG committee should exert the advantage of all the parents and their special skills, work closely with school in terms of school management and governance, school culture, peripheral environment, field trips etc., make real efforts to help solve practical problems and difficulties in running the school and create a favorable external environment for the school's development.

4.3.4 Help with family education. Introduce and explain the school's policies and measures to parents and the public and assist the school to carry out family education work. Call on and mobilize all parents to learn education knowledge. Mobilize and organize parents to participate in school events and parent trainings to increase parents' understanding and support for the school's work and promote coordination between family education and school education. Organize family education lectures no less than once every semester with the help of the school, either in the form of a parents' meeting or organized separately.

4.3.5 Work with the school to organize on-campus and off-campus practice events and parent reception day activities. Participate in the evaluation of students and teachers and help the school improve its education.

4.3.6 Respect teachers' work. Care for, encourage and support teachers to perform education management duties according to law.

4.3.7 Promote social education, support and help students' field trips and provide convenience for the school and students to engage in such field trips.

4.3.8 Responsible for collecting other parents' opinions and suggestions to promote

mutual understanding and communication between the family and the school.  
Providing feedback to the school.

4.3.9 Be obliged to engage in relevant events organized by the school and support the development of the school and its teaching and education.

4.3.10 Be obliged to help other parents better understand the school.

4.3.11 By the end of each semester, the PSCG committee should summarize its work and outcomes achieved during this semester.

4.3.12 PSCG Committee members must attend all meetings on time, including the PSCG Committee meetings and committee discussions held outside the school. The attendance rate must exceed 50%. Members with low attendance rate will be removed from the committee. The attendance rate of each PSCG Committee representative will be calculated and announced by the end of each semester. Attendance by a substitute member will not be counted.

4.3.13 If the class level or the grade level representative is not able to fulfill his/her duties, the PSCG Committee has the right to organize a re-selection after approval by the school.

4.3.14 Be responsible for building the PSCG community. Guide and supervise the sub-committees.

4.3.15 The PSCG Committee supports and helps the Grade Level Representatives. It only accepts and coordinates proposals/concerns/issues reported by the Grade Level Representatives. Please refer to 4.1 and 4.2 for procedures for handling concerns raised by individual parents/homerooms/grade levels.

4.3.16 The Class Level Representatives/Grade Level Representatives handle teaching and learning concerns regarding a specific subject. Please refer to 4.1 and 4.2 for details.

#### **4.4 Operation Mechanism of the PSCG Committee**

The PSCG committee is entrusted with full control of the PSCG. The committee includes but is not limited to the chair, the secretary, the vice chairs and the treasurer.

The committee has one chair and three vice chairs (one for each division).

All PSCG members, including all committee members, are eligible for chairing the committee and sub-committees. But members who are also school staff are not eligible.

## **4.5 Role of PSCG Committee Members**

### **4.5.1 Chair**

Also the chair of the EHS committee and the external resources committee. Communicate the school's information, coordinate the relationship between all parties and call to order and preside over PSCG committee meetings. Actively assist in school affairs and supervise and implement the work of the PSCG members. Be responsible for deciding the positions of PSCG members. Be responsible for studying the work of the PSCG, devising work plan for committee members and hosting and organizing events from time to time. The chair of the PSCG committee is also the chair of the EHS committee and the external resources committee.

### **4.5.2 Vice Chair (3) (KG, PYP, MYP)**

Assist the chairman in completing the work of the committee (with the same responsibilities as the chairman). Guide PSCG members to accomplish and implement their tasks. Organize and coordinate the work of the committee. Carefully plan, prepare and organize various events that have rich educational significance. Complete all works discussed and decided by the PSCG committee. Be responsible for organizing events, confirming arrival of participants and following the whole process of each event, including the division of work and contacting parents who are willing to help. Design, plan and report self-created events to the chair of the PSCG committee. Be responsible for the preparations of events.

### **4.5.3 Secretary (1)**

Secretary:

Be responsible for family school communication, reservation of meeting venue, meeting invitation, meeting sign-in and meeting minutes. Be responsible for releasing and updating the committee member directory. Be responsible for recording all events (self-created events, school sport meeting, PSCG committee meeting, school competition etc.) and make sure to offer help to every event and take photos.

### **4.5.4 Treasurer (1)**

Be responsible for the financial management of the PSCG committee. Be responsible for collecting and keeping the funds for events. Effectively control and manage each

expenditure. Review and keep a ledger of income and expenditure. Keep the cash and release the income and expenditure situation on a regular basis to achieve financial transparency.

Notes: about the communication of individual student related issues. In principle, the issues that are related to individual students instead of the student body should be communicated directly by the student's parents to the teacher or the school. Parents can discuss with their parent representatives and the representatives and the PSCG committee can give advice, but in principle the committee is not directly involved in the communication of such issues.

## **5. Special “Task Force” TO BE FORMED AS REQUIRED**

### **5.1 Guiding Principles**

5.1.1 Be enthusiastic about student affairs and have time, sense of responsibility, strong organizational skills and social influence. Understand and be interested in education and the school. Be able to make suggestions and offer advisory opinions to the school in terms of education and teaching. Have professional expertise and be able to provide guidance and help for opening the school education channel.

5.1.2 Special affairs committee/group chair candidates shall be proposed by the PSCG committee and be subject to discussion and approval by the PSCG committee.

5.1.3 The chair of special affairs committee/group shall participate in committee meetings that are relevant to him/her.

5.1.4 The EHS Sub-committee is responsible for safety, health, environment, food and school bus issues.

5.1.5 The Education Resource Sub-committee is responsible for education resource development and related issues.

5.1.6 The Program/Activity Development and Preparations Sub-committee is responsible for organizing programs/activities and related issues.

5.1.7 The Special Affairs Group is responsible for other affairs. A new sub-committee will be formed for handling specific issues if this issue becomes more common.

## **5.2 Environment, Health and Safety Committee (EHS committee)**

Chair, two vice chairs (one parent representative and one school representative), secretary and coordinator. The EHS committee is responsible for establishing the communication and coordination mechanism of EHS and improve the EHS in all aspects.

## **5.3 External Resource Group**

Resource group: collect, build and coordinate external resources

External resource selection group: the PSCG committee should make full use of the parents' knowledge, wisdom, expertise, talents and resources to provide more opportunities for students to learn, communicate and engage in the community. The committee should also expand education channels through connecting the school and parents, parents themselves and parents and the society.

5.4 Academic Affairs Group

5.5 Fundraising Group

5.6 Fund Management Group

5.7 Family School Communication Group/Parent Workshop

## **5.8 General Program Development Committee**

Develop connections between the school and the local community to provide opportunities for enrichment and experiential learning through field trips, community service, work experiences, guest speakers etc.

Support school events such as international day, sport events, Chinese New Year celebrations, talent shows, local school community collaborations etc.

Mobilize and organize parents to offer voluntary support.

5.9 Special Task Committee

## **6 Meetings**

### **6.1 Meeting Frequency**

6.1.1 The whole-school PSCG meets once at the start of each semester (September and February).

6.1.2 The PSCG committee meets once every month.

6.1.3 Divisional PSCGs decide the frequency and timings of their meetings.

6.1.4 Non-scheduled meetings will be held when needed.

## **6.2 Absence**

Any attendee who is unable to join the meeting must ask for permission of absence 24 hours prior to the meeting.

## **6.3 Meeting Minutes**

6.3.1 Minutes shall be taken at all PSCG committee and divisional meetings and shared with the community represented.

6.3.2 Meeting minutes and relevant materials shall be checked and authorized by the PSCG committee before they are made public/shared.

6.3.3 Meeting minutes and related materials shall be filed and digitized, but audio-video recording is not recommended.

## **6.4 Release of Information**

The progress and work shall be released by the school after being discussed with the school.