

苏州工业园区海归人才学校

家校社区委员会章程

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苏州工业园区海归人才子女学校

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苏州工业园区海归人才子女学校

家校社区委员会

章程

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唯一的学校与家长社区组织。以下简称“家校社区委员会”，英文简称 PSCG。

第二章 家校社区委员会的设立目的与工作原则

2.1 家校社区委员会的设立目的

在 OCAC, 家校社区在学校的运行发展中扮演着重要的角色。每一位在校学生的家长/监护人都是家校社区成员, 并由其依照本章程推选的代表组成家校社区委员会, 代表和带领全体家校社区成员帮助家校社区实现健康运行和持续成长。

家校社区委员会的工作目的包含但不限于以下方面:

1. 促进社区沟通、增进家长、学生、学校间的交流, 帮助学校、家长、学生建立互信、互助关系;
2. 提供国际化、多元化的视野、文化和理念, 建设共同的终生学习者社区, 以实现学生、家庭、教师与学校的共同愿望;
3. 组织提供志愿服务和拓展教育资源等方式, 使家校社区的成员群体在学生的各类学术性和非学术性活动中发挥积极作用, 并使家庭和学校间形成强力纽带;
4. 为社区成员提供多样化参与机会, 与学校管理团队、教师、学生建立并维持强有力的联系, 帮助家长不断了解学生的教育和课外活动情况;
5. 促使成员群体在学生教育培养、学校发展中更加有效地发挥合伙人的作用, 并作为成员自身互助网络的一部分而发挥作用。

2.2 家校社区委员会的工作原则

1. 家校社区委员会所有活动的立场, 超乎宗教、派系、文化和地域;

2. 家校社区委员会的名称使用, 以及其成员的职权活动, 仅以本章程所规定的方式进行;
3. 家校社区委员会是志愿性、公益性和非盈利的, 任何成员不得开展有损家校社区非盈利性质和志愿性质的相关活动。
4. 家校社区委员会的日常运作, 不得影响学校正常的教学秩序。

第三章 家校社区委员会的组织架构及职责

3.1 家校社区委员会人员组成

家校社区委员会人员包括：班级家长代表，年级家长代表，专项事务小组成员，执行委员会委员及常委会委员。毕业生的家长可以其他形式参与家校社区委员会活动。

3.2 家校社区委员会代表资格

作为一名家长代表参与到 OCAC 家校社区中，是一项需要付出很多时间，同时也肩负责任、充满意义的工作。为了能够履行作为家长代表的职责，OCAC 家校社区委员会代表的候选人应该具备以下资格或条件：

1. 认同海归学校 OCAC 的愿景与使命，认同 IB 教育的使命宣言；
 2. 学习并与孩子一同实践 IB 学习者培养目标；
 3. 有意愿参与 OCAC 家校社区工作，乐于奉献，共同致力于促进家校社区的良好运作与发展；
 4. 有时间保障参与家校社区有关会议、意见收集整理、信息传递解释和参与志愿活动；
 5. 有能力为家校社区提供服务并履行责任；
 6. 具备积极、正面、客观、公正的态度，并能够换位思考，理解他人；
 7. 充分意识到家长代表的职责是代表家长群体和提供服务，而不是代表个人以谋取个人利益；
 8. 各代表未得到执委会授权时，不得以家校社区委员会名义开展任何活动，不得使用家校社区委员会的任何标识；
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9. 基于利益冲突原则考虑,在校方任职的家校社区委员会代表不得担任家校社区执行委员会和各事务小组的主席职位。

3.3 家校社区委员会代表的角色和职责

3.3.1 家校社区委员会代表的角色

依照分工不同,家校社区委员会代表的角色主要包括:班级家长代表,年级家长代表,执行委员会委员、常委会委员。

1. 班级家长代表,由各行政班的班级家长选举产生,每班一名;
2. 年级家长代表,由各年级的班级家长代表选举产生,每年级一名;
3. 学部执行委员会委员,由各学部的所有年级家长代表组成,各学部选举本学部主席及替补主席;
4. 校级执行委员会委员,由全校所有年级家长代表组成;
5. 家校社区委员会执行委员会常委会主要由校级执委会委员选举产生,常委会委员包括:校方代表 1 名,主席 1 名,副主席 4 名(幼儿园、小学部、初中部和高中部各 1 名),秘书长 1 名;校方代表由校方 PSCG 中心派出,常委会主席由各学部主席选举产生,超过 1/2 得票的竞选人,当选常委会主席;若投票结果显示多名竞选人得票率不足 1/2,由校方决定常委会主席;当选常委会主席所在学部的替补副主席担任该学部主席和常委会副主席,秘书长由常委会主席从校级执委会委员中任命;
6. 专项事务小组:按照家校社区建设和运行需要,设立专职专项事务的小组,其主要负责人由校级执行委员会和学校共同任命。目前已设立主要有:环境、健康与安全小组(EHS 小组)、章程修订工作小组、换届改选工作小组和其他专项事务小组。

3.3.2 班级家长代表的职责

1. 支持学校工作，动员和招募志愿者参与学校大型活动；
2. 参与和促进班级家长与学校的沟通，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；
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. 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。执行委员会也有权来督促执行相应的选举。

3.3.3 年级家长代表的职责

1. 学习、了解、关注学生健康成长和发展；
2. 密切联系年级家长和班级家长代表，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；
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. 积极参加家校社区执行委员会的活动，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献言献策。

3.3.4 家校社区执行委员会的职责

1. 定期组织召开家校社区执行委员会会议。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；
2. 建立家校社区执行委员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；
3. 积极支持学生发展、学校建设和教育教学发展。为学校发展创设有利环境。家校社区执行委员会要发挥全体家长的优势和特长，合理利用家长资源，与学校紧密协作，在学生发展、依法治校、学校发展、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. 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；
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；
6. 尊重教师，在精神上关心、鼓励、支持教师依法履行教育管理职责；
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；
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；

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；
10. 有帮助其他家长更加了解学校的义务；
11. 家校社区执行委员会每学期结束前对本学期开展的工作和效果进行总结；
12. 执行委员会代表应按期参加执行委员会召集的各项会议，包括与校方的联合会议及执行委员会校外讨论会议，不应低于应出席场次的 50%。出席率过低的代表，将影响任职资格，每学期末统计和公布所有代表出席率。由其他班级家长代表代替参加出席会议的情况，不予记录出席率。

3.3.5 执委会常委成员职责

3.3.5.1 主席

1. 传达校方资讯，协调各方关系，召集与主持家校社区执行委员会会议；
2. 积极协助校方开展、督促和落实家校社区委员会各项工作；
3. 负责家校社区委员会岗位分配；
4. 负责研究家校社区委员会工作，制订家校社区委员会工作计划，不定期主持组织活动。

3.3.5.2 副主席

1. 副主席由各学部执委会主席担任；
2. 协助主席完成家校社区委员会各项工作（职责与主席一致）；
3. 指导各学部代表完成和落实各项工作；
4. 负责组织协调家校社区委员会的各项工作；

5. 精心策划、筹备和组织各类富有教育意义的活动；
6. 全面组织开展经家校社区委员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情况, 包括活动分工, 联系热心家长参与配合；
7. 策划自创活动, 编制活动方案, 向家校社区委员会主席报备；
8. 负责活动的筹备工作。

3.3.5.3 秘书长

1. 负责家校联系、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, 家校社区委员会通讯录的修改和信息发布；
2. 协调执行委员会的秘书工作；
3. 负责各项活动（自创活动、学校运动会、家校社区执行委员会、学校竞赛等）的记录工作。

第四章 家校社区委员会代表任期及选举

4.1 家校社区委员会代表任期

1. 班级家长代表、年级家长代表、执行委员会委员和常委会委员的任期均为一年，任期为每年的 10 月至次年的 10 月，可连选连任，自学校公布新一任班级家长代表起，上一任班级家长代表、年级家长代表、执行委员会委员和常委会委员的任期自动到期；
2. 各专项事务小组的主要负责人没有固定任期，由校级执行委员会和学校按照工作需要 进行任命、改任或取消；
3. 因学生转学等原因离校的学生家长，其家校社区委员会成员资格自动取消，毕业生的 家长可以其他形式参与家校社区委员会活动。

4.2 家校社区委员会代表的选举

4.2.1 年度选举

按照家校社区委员会代表任期及其职责，每学年进行一次家校社区委员会及全体代表的换届改选。换届改选一般在每个学年的 9 月下旬启动，由家校社区委员会和学校共同组建的换届改选工作小组遵照以下规则实施。

1. 投票选举的过程，应秉持民主、公开、透明和公正的原则，并通过线上或现场投票等方式，尽可能提高家校社区每位成员的参与度。应投票成员参与率达三分之二，方视为有效投票；
2. 每年 10 月，班级家长代表由班级家长内部推荐/自荐后选举产生，每个班级选举产生 1 位代表。班级家长代表选举过程中，以家庭为投票单位，每个家庭的投票数由该家

庭在该班级的学生数来确定，每 1 个学生对应一票。学校通过班主任发动家长参与和完成班级家长代表的选举工作；

3. 家校社区年级家长代表由同年级的班级家长代表选举产生，每个年级选举产生 1 位代表。学校参与各年级家长代表选举的投票选举组织工作。当选的年级家长代表需确保人数过半原则；
4. 家校社区执行委员会由全体年级家长代表（每个年级 1 名）组成，年级家长代表产生后，家校社区执行委员会自动成立；
5. 家校社区执行委员会常委中的主席、副主席、秘书长职位在年级家长代表中选举产生。执委会常委中主席和副主席的候选人，须在 OCAC 有一年或以上班级家长代表或年级家长代表的经历。

4.2.2 补选

1. 家校社区执行委员会根据班级家长代表和年级家长代表空缺情况，及时和学校一同组织开展相应增补和改选；
2. 班级家长代表或年级家长代表在不方便继续担任家长代表时，须提前 1 个月以书面形式向家校社区执行委员会说明原因；
3. 在班级家长代表、年级家长代表无法胜任或不再适合担任其代表职责时，经学校同意，执行委员会有权组织相应班级家长代表或年级家长代表的改选；
4. 当班级家长代表所在班级的 1/3 及以上家庭通过书面形式向学校或执委会要求改选班级家长代表时，执委会应会同学校，共同了解情况，必要时，启动改选；

5. 当年级家长代表所在年级的 1/3 及以上班级家长代表通过书面形式向学校或执委会要求改选年级家长代表时，执委会应会同学校，共同了解情况，必要时，启动改选。

第五章 专项事务小组

按照家校社区建设和运行需要，由家校社区执行委员会和校方共同设立各类专项事务的小组，以提高专项事务的专注度、专业性、持续性和协作效率。

5.1 专项事务小组的基本指导方针

1. 热心学校相关事务、有时间、有责任心、有较强的组织能力和社会影响力；
2. 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；
3. 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；
4. 执行委员会和学校共同任命所有专项事务小组的主要负责人，经执行委员会会议讨论通过后生效；
5. 各专项事务小组的成员，按照需要，由该小组主要负责人进行招募；执行委员会和学校可以根据工作需要，协助其招募或指派人员参与工作开展；
6. 专项事务小组的组长须参与该事务相关的执行委员会会议；
7. 各专项事务小组应持续完善工作规则、方案和流程，并按照执行委员会要求进行报告。

5.2 章程修订工作小组

在经半数以上（不含半数）常委会委员发起或者校方要求时，可进行家校社区委员会章程（即本章程）的修订；常委会所有成员（6人）和校方 PSCG 中心（指派 1 人）共同成立

章程修订工作小组，共同负责章程修订工作；工作小组由常委会主席主导，章程修改案须经工作小组三分之二以上成员同意，向家校社区委员会执委会公示并经执委会表决 2/3 以上通过后，报学校 SLT（学校领导团队）会议进行审议，通过后由执委会常委会发布。

5.3 换届改选工作小组

为有序推进换届改选工作，每学年初由家校社区委员会和学校分别指定各方参与代表组建换届改选工作小组，共同负责制定换届改选方案和计划，并协同推进换届改选各项工作直至公布换届改选结果。换届改选工作小组组长由校方指派人员担任，副组长由家校社区执行委员会主席担任。由校方完成换届改选结果的公示和发布。

该工作小组自校方完成换届改选结果的发布时，自动解散。

5.4 环境、健康与安全小组（EHS 小组）

职责：负责建立家校 EHS 的沟通协调机制，推进 EHS 各方面持续改善。主要涵盖餐饮、校车、校服、住宿、环境安全等事项的家校沟通工作。

成员：设组长 1 名、副组长 5 名、组员若干，以及校方运营部代表组成，由执行委员会会议推荐的家长代表担任组长。

小组成员应来自各个学部，足以代表不同学部，不同年龄阶段的孩子们，与校方进行有效的沟通。

执行委员会和校方每学年开始的时候有权指派新的组长。如执行委员会和校方无异议的情况下组长可连任。

EHS 小组成员在不方便继续担任时，须提前 1 个月以书面形式向家校社区执行委员会说明原因，由家校社区执行委员会遵照章程进行人员的补选。

5.5 其他专项事务小组

家校社区执行委员会和校方根据具体需求和实际情况, 可以设立外部资源事务小组、学术事务小组、项目/活动发展与筹备小组和各类特殊临时事务小组。

第六章 家校社区委员会日常工作

6.1 家校日常沟通原则

1. 原则上，对于个别学生和家长的状况，应该由学生家长与老师或学部直接进行沟通。学生家长可以与家长代表讨论，家长代表和家校社区委员会可以给予建议，但原则上不直接参与有关个别学生状况的家校沟通；若家长与班级老师和学部沟通无效，可由班级家长代表介入沟通；若班级家长代表与班级老师和学部沟通无效，可由年级家长代表介入沟通；若年级家长代表与班级老师和学部沟通无效，可由执委会常委介入沟通；
2. 班级，年级，学部家长及学生普遍性反馈的问题，由班级家长代表，年级家长代表认真收集整理相关问题，由学部执行委员会组织与学部进行沟通；
3. 涉及学校层面的，由执委会常委与校方进行沟通。

6.2 家校社区及委员会会议频率

1. 家校社区全体代表会议：每学期召开 1 次；
2. 校级执行委员会会议：每学期初召开 1 次，每学期末召开 1 次；
3. 各个年级、学部的家校沟通会议：各年级或学部自行确定会议周期或频率；原则上，学部执行委员会每 4 周不少于 1 次会议；
4. 执行委员会常委会：根据需要不定期举行工作会议；
5. 各专项事务小组会议：根据工作需要，安排定期和临时会议；
6. 对于提前公布的会议安排，因故无法参会的，需提前 24 小时向相关会议负责人请假。

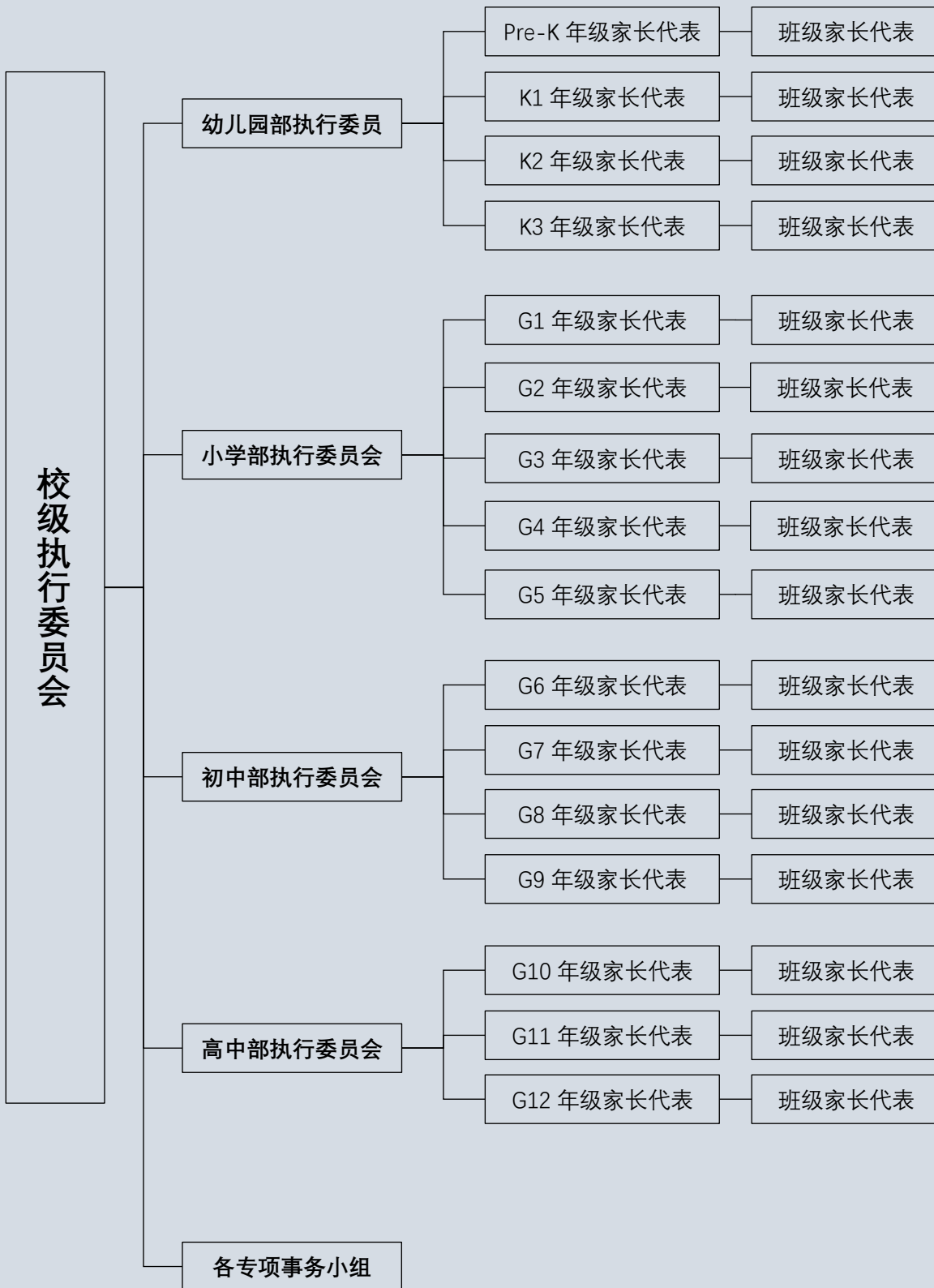
6.3 记录

1. 所有校级执行委员会会议、学部执行委员会会议和各专项事务小组都应做好会议记录并备案，并与所代表的社区共享；
2. 学部执行委员会会议记录和各专项事务小组的会议记录，应及时报备至校级执行委员会秘书长；
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

1. 公开/分享任何校级执行委员会会议、学部执行委员会会议记录和相关材料前，应经校级执行委员会或学部执行委员会复核和授权；
2. 以上经复核和授权的会议记录或相关材料，经校方确认后，统一由校方发布。

附件一：家校社区委员会组织架构



In case of any inconsistency between the Chinese and English version due to the differences between Chinese and English expressions, the Chinese version shall prevail.

OCAC Suzhou Parent School Community Group Articles of Association (4th Version)

Revision History

Version	Revised Content	Reviewed	Approved	Release Date	Signed and issued by PSCG & School
V1.0	<ul style="list-style-type: none"> First edition 	PSCG (2018-2019)	PSCG (2018-2019)	2018.11.20	
V2.0	<ul style="list-style-type: none"> Partly revised 	PSCG (2018-2019)	PSCG (2018-2019)	2019.10.25	
V3.0	<ul style="list-style-type: none"> Partly revised 	PSCG (2019-2020)	PSCG (2019-2020)	2020.10.30	
V4.0	<ul style="list-style-type: none"> Text format and chapter adjustment of the Articles of Association Updated the organizational structure of the PSCG committee The term of office and election of the committee were updated Update of special affairs team 	PSCG (2020-2021) PSCG (2021-2022)	PSCG (2021-2022)	2021.11.02	

OCAC Suzhou Parent School Community Group Articles of Association

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Annex I: Organizational Structure of PSCG

Chapter 1 Naming

The Parent School Community Group (PSCG) of OCAC Suzhou is the only parents-students-school tri-party organization recognized by the school. Hereinafter referred to as PSCG.

Chapter 2 Purpose and Working Principles of PSCG

2.1 Purpose

In OCAC, PSCG plays a significant role in the operation and development of schools. The parents/guardians of each school student are members of PSCG, and their representatives elected in accordance with the Articles of Association to represent and lead all parents school community members to help the parents school community achieve healthy operation and sustainable growth.

The work purpose of PSCG is including but not limited to the following aspects:

1. Promote community communication, enhance exchanges among parents, students and schools, and help schools, parents and students establish mutual trust and mutual assistance;
2. Provide international and diversified vision, culture and ideas, and build a common lifelong learner community to realize the common aspirations of students, families, teachers and school;
3. Organize to provide voluntary services and expand educational resources, so that the members can play an active role in various academic and non-academic activities of students, and form a strong bond between family and school;
4. Provide diversified participation opportunities for community members, establish and maintain strong contacts with school management team, teachers and students, and help parents constantly understand students' education and extracurricular activities;
5. Promote member groups to play a more effective role as partners in student education, training and school development, and play a role as a part of their own mutual aid network.

2.2 PSCG Working Principles

1. All PSCG activities are beyond religion, faction, culture and region;
2. The name of PSCG and the functions and powers of its members shall be used only in the manner specified in the Articles of Association;
3. PSCG is voluntary and non-profit, and no member shall conduct any relevant activities detrimental to the non-profit and voluntary nature of the community.
4. The daily operation of PSCG shall not affect the normal teaching order of the school.

Chapter 3 Organizational Structure and responsibilities of PSCG

3.1 Composition of PSCG

PSCG members include: class-level parent representatives, grade-level parent representatives, members of the special affairs group, members of the Executive Committee and members of the Standing Committee. Parents of graduates can participate in PSCG activities in other forms.

3.2 Qualification of PSCG Representatives

Participating in OCAC parents school community as a parent representative is a job that requires a lot of time, responsibility and meaning. In order to be able to perform the duties as a parent representative, the candidate for the representative of OCAC PSCG should have the following qualifications or conditions:

1. Agree with the vision and mission of OCAC and the mission statement of IB education;
2. Learn and practice IB learner profile with children;
3. Willing to participate in OCAC community work, willing to contribute and work together to promote the good operation and development of parents school community;
4. Available to participate in relevant parents school community meetings, opinions collection and sorting, information transmission and interpretation, and participate in voluntary activities;
5. Able to provide services and fulfill responsibilities for parents school community;
6. Have a positive, objective and fair attitude, and be able to think and understand others;
7. Fully aware that the responsibility of parent representatives is to represent parent groups and provide services, not to represent individuals for personal interests;
8. Without the authorization of the Executive Committee, representatives shall not carry out

any activities in the name of PSCG or use any logo of it;

9. Based on the principle of conflict of interest, the representative of PSCG serving in the school shall not serve as the chairperson of the Executive Committee or various affairs groups.

3.3 Roles and Responsibilities of PSCG Representatives

3.3.1 Role of Representatives of PSCG

1. Pursuant to different division of labor, the roles of PSCG representatives mainly include: class-level parent representatives, grade-level parent representatives, members of the Executive Committee and the Standing Committee.
 2. Class-level parent representatives are elected by the class parents of each administrative class, one for each class;
 3. Grade-level parent representatives, one for each grade, are elected by the class parent representatives of each grade; Each department elects its own Chairperson and alternate chairperson;
 4. Member of the Executive Committee of the school department is composed of parents' representatives of all grades of each school department;
 5. Members of the school level Executive Committee are mainly composed of parents' representatives of all grades of the school; The members of the Standing Committee include: one representative of the school, one chairperson, four vice chairmen (one each for kindergarten, primary school, middle school and high school), and one secretary general. The school representative is sent by the school PSCG center, The chairperson of the Standing Committee shall be elected by the chairpeople of each school department. More than 1 / 2 of the candidates who win the votes shall be elected as the chairperson of the Standing Committee; If the voting results show that more than one candidate has less than 1 / 2 of the votes, the school shall decide the chairperson of the Standing Committee; The alternate vice chairman of the school where the chairperson of the Standing Committee is elected shall serve as the chairperson of the school and the vice chairperson of the Standing Committee. The Secretary General shall be appointed by the chairperson of the Standing Committee from the members of the school level executive committee.
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6. The Standing Committee of the Executive Committee of PSCG is elected by the members of the school level executive committee. The members of the Standing Committee include: one chairperson, four vice chairmen (one each for kindergarten, primary school, junior middle school and senior high school), and one secretary general.
7. Special affairs team: Pursuant to the needs of parents school community construction and operation, a full-time special affairs team shall be established, and its main person in charge shall be jointly appointed by the school level executive committee and the school. At present, there are Environment, Health and Safety group (EHS group), Articles of Association revision working group, General Election working group and other special affairs groups.

3.3.2 Role of Class-level Representatives

1. Support the school's work, mobilize and recruit volunteers to participate in large school events.
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. In the event that parents are uncertain about some issues, confirm with the school first before communicating the information to parents.
3. Collect and listen to parents' opinions and feedback to help give constructive advice.
4. In the event that 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 has the right to supervise the selection process.

3.3.3 Role of Grade-level Representatives

1. Study, understand and focus on the healthy growth and development of students.
 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.
 3. Assist the school in organizing regular parents' meetings and parents' reception day every
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year. Establish parents' school, conduct family education consultation, open family education forum and education salon.

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.

3.3.4 Responsibilities of the PSCG Committee Members

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.
 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.
 3. Actively support student development, school construction and education and teaching development. 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. 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 training 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.
 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.
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6. Respect teachers' work. Care for, encourage and support teachers to perform education management duties Pursuant to law.
7. Promote social education, support and help students' field trips and provide convenience for the school and students to engage in such field trips.
8. Be responsible for collecting other parents' opinions and suggestions to promote mutual understanding and communication between the family and the school. Provide feedback to the school.
9. Be obliged to engage in relevant events organized by the school and support the development of the school and its teaching and education.
10. Be obliged to help other parents better understand the school.
11. By the end of each semester, the PSCG Committee should summarize its work and outcomes achieved during this semester.
12. PSCG members must attend all meetings on time, including the PSCG Committee meetings and committee discussions held outside the school. The attendance rate shall 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.

3.3.5 Responsibilities of Executive Committee Standing Members

3.3.5.1 Chair

1. Communicate the school's information, coordinate the relationship between all parties and call to order and preside over PSCG committee meetings.
2. Actively assist the school to carry out, supervise and implement the PSCG work.
3. Be responsible for deciding the positions of PSCG members.
4. 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.

3.3.5.2 Vice Chair (4)

1. The vice chairman shall be the chairman of the Executive Committee of each division.
 2. Assist the chairman in completing the work of the committee (with the same
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responsibilities as the chairman).

3. Guide PSCG members to accomplish and implement their tasks.
4. Organize and coordinate the work of the committee.
5. 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.
6. Be responsible for the preparations of events.

3.3.5.3 Secretary General

1. Be responsible for family school communications, reservation of meeting venue, meeting invitation, meeting sign-in and meeting minutes. Be responsible for releasing and updating the committee member directory.
2. Coordinate the work of the Executive Committee.
3. Be responsible for recording all events (self-created events, school sports meeting, PSCG Committee meeting, school competition etc.) and make sure to offer help to every event and take photos.

Chapter 4 Term of Office and Election of PSCG Representatives

4.1 Term of Office of PSCG Representatives

The term of office of class parent representatives, grade parent representatives, members of the Executive Committee and members of the Standing Committee is one year. The term of office is from October of each year to October of the next year, and can be re elected. Since the school announces the new class parent representatives, the term of Office of the previous class parent representatives, grade head representatives, members of the Executive Committee and members of the Standing Committee will automatically expire.

1. The main principals of each special affairs group have no fixed term of office, and the
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school level executive committee and the school shall appoint, change or cancel them Pursuant to work needs.

2. Parents of students who leave school due to student transfer and other reasons will automatically cancel their membership of parents school community committee, and parents of graduates can participate in parents school community committee activities in other forms.

4.2 Election of PSCG Representatives

4.2.1 Annual Election

Pursuant to the term of office and responsibilities of PSCG a general PSCG election shall be held every academic year. The general election is generally launched in late September of each academic year. The working group for general election shall be jointly established by the family school community committee and the school shall be implemented in accordance with the following rules:

The voting process should adhere to the principles of democracy, openness, transparency and fairness, and improve the participation of each member of PSCG as much as possible through online or on-site voting. Only when the participation rate of voting members reaches two-thirds, it shall be deemed as valid voting.

In October every year, the class-level parents' representatives are elected after internal recommendation / self-recommendation by the class parents, and one representative is elected for each class. In the process of class parent representative election, the family is a voting unit. The number of votes of each family is determined by the number of their kids in the class, and each student has one vote. The school will mobilize parents to participate in and complete the election of class parent representatives through the homeroom teacher.

The grade-level parent representatives are elected by the class-level parent representatives of the same grade, and one representative is elected for each grade. The school participates in the voting organization of parent Representative elections in all grades. The elected grade-level parent representatives shall win more than a half candidates' votes.

PSCG Executive Committee is composed of all grade parent representatives (1 for each grade).

After the grade parent representatives are elected, the PSCG Executive Committee is automatically established.

The chairperson, vice chairperson and Secretary General of PSCG Standing Committee are elected from the parents' representatives of the grade. Candidates for the chairperson and vice chairperson of the Standing Committee of the Executive Committee must have at least one year of experience as class-level parent representative or grade-level parent representative in OCAC.

4.2.2 By-election

1. The PSCG Executive Committee shall timely organize and carry out corresponding supplement and re-election with the school Pursuant to the vacancy of class-level parent representatives and grade-level parent representatives.
2. In the event that the class-level parent representative or grade-level parent representative is inconvenient to continue to serve as parent representative, he or she shall explain the reasons to PSCG Executive Committee in writing one month in advance.
3. When the class-level parent representative and grade-level parent representative are incompetent or no longer suitable for their representative duties, with the consent of the school, the Executive Committee has the right to organize the re-election of the corresponding class-level parent representative or grade-level parent representative.
4. When 1 / 3 or more families of the class where the class parent representative belongs request the school or the Executive Committee to reelect the class parent representative in writing, the Executive Committee shall meet with the school to analyse the situation together, and start the re-election if necessary.
5. When one third or more of class-level parent representatives of the grade in which The grade-level parent representative belongs request the school or the Executive Committee to reelect the parent representative of the grade in writing, the Executive Committee shall meet with the school to analyse the situation together, and start the re-election if necessary.

Chapter 5 Special Affairs Team

Pursuant to the needs of PSCG construction and operation, the PSCG Executive Committee and the school jointly set up various special affairs groups to improve the focus, professionalism,

sustainability and cooperation efficiency of special affairs.

5.1 Basic Guidelines of Special Affairs Team

1. Be enthusiastic about school related affairs, time, sense of responsibility, strong organizational ability and social influence.
2. Understand and care about education and schools, and be able to give advice and suggestions for school education and teaching.
3. With professional expertise, he/she can open up educational channels and provide guidance and help for the school.
4. The Executive Committee and the school jointly appoint the main principals of all special affairs teams, which will take effect after being discussed and adopted at the executive committee meeting.
5. The members of each special affairs team shall be recruited by the main person in charge of the team as required; The Executive Committee and the school may assist them in recruiting or assigning personnel to participate in the work Pursuant to their work needs.
6. The leader of the special affairs team shall participate in the executive committee meeting related to the affairs.
7. Each special affairs team shall continuously improve the working rules, schemes and processes, and report in accordance with the requirements of the Executive Committee.

5.2 Working Group on Amendment of Articles of Association

The Articles of Association of PSCG may be amended at the initiative of more than half (excluding half) of the members of the Standing Committee or at the request of the school; All members of the Standing Committee (6 people) and the PSCG center of the University (1 person designated) jointly set up a working group for the revision of the articles of association to be jointly responsible for the revision of the Articles of Association; The working group is led by the chairperson of the Standing Committee. The amendment to the Articles of Association shall be approved by more than two-thirds of the members of the working group, after being publicized to the Executive Committee and voted by more than 2 / 3 of them and then submitted to the SLT (School Leading Team) meeting for deliberation. After it is approved, it shall be issued by the Standing Committee of the Executive Committee.

5.3 Working Group on re-election

In order to orderly promote the work of the general election, at the beginning of each school year, the PSCG and the school respectively designate representatives of all parties to participate in the formation of the general election working group, which is jointly responsible for formulating the general election plan and plan, and jointly promote the work of the general election until the results of the general election are published. The leader of the working group for the general election shall be appointed by the school, and the deputy leader shall be the chairman of the parents school community Executive Committee. The school will complete the publicity and release of the results of the general election.

The working group will be dissolved automatically when the school completes the release of the results of the general election.

5.4 Environment, health and safety team (EHS)

Responsibilities: be responsible for establishing the communication and coordination mechanism of home school EHS and promoting the continuous improvement of EHS in all aspects. It mainly covers parents school communication on catering, school bus, school uniform, accommodation, environmental safety and other matters.

Members: 1 team leader, 5 deputy team leaders, several members of the team and representatives of the school's operation department. The parent representative recommended by the executive committee meeting serve as the team leader.

The team members should come from each school division and represent children of different ages to communicate effectively with the school.

The Executive Committee and the school have the right to appoint a new team leader at the beginning of each academic year. If the Executive Committee and the school have no objection, the team leader can be reelected.

If it is inconvenient for EHS team members to continue to serve, they shall explain the reasons to Executive Committee in writing one month in advance, and Executive Committee shall conduct by election in accordance with the articles of association.

5.5 Other special affairs teams

The parents school community Executive Committee and the school can set up external resource affairs group, academic affairs group, project / activity development and preparation group and various special temporary affairs groups according to specific needs and actual conditions.

Chapter 6 Daily work of PSCG

6.1 Principles of daily communication between home and school

1. In principle, the situation of individual students and parents should be communicated directly between students' parents and teachers or divisions. Parents can discuss with parents' representatives, and parents' representatives and parents school community committee can give suggestions, but in principle, they do not directly participate in home school communication about individual students; If the communication between parents and teachers and divisions is invalid, the class parent representative can intervene in the communication; If the communication between the class parent representative and teachers and divisions is invalid, the grade parent representative can intervene in the communication; If the communication between the parent representative of the grade and the class teacher and the school department is invalid, the Standing Committee of the executive committee can intervene in the communication;
2. General feedback problems from parents and students shall be carefully collected and sorted out by the class and grade parents' representatives, and the school level executive committee shall organize communication with school divisions;
3. If the school level is involved in an issue, the Standing Committee of the Executive Committee shall communicate with the school.

6.2 Frequency of PSCG meetings

1. Meeting of all representatives of all levels: once a semester.
2. School level executive committee meeting: once at the beginning of each semester and once at the end of each semester.
3. Home school communication meetings of each grade and division: each grade or division shall determine the meeting cycle or frequency; In principle, the Executive Committee of

each division shall meet at least once every four weeks.

4. Standing Committee of the Executive Committee: hold working meetings from time to time as required.
5. Meetings of special affairs teams: regular and temporary meetings shall be arranged according to work needs.
6. For the meeting arrangement announced in advance, if you are unable to attend the meeting for some reason, you need to ask for leave from the person in charge of the relevant meeting 24 hours in advance.

6.3 Records

1. All school level executive committee meetings, Division Executive Committee meetings and special affairs teams shall make meeting minutes and record them, and share them with the communities they represent.
2. The meeting minutes of the Executive Committee of the school division and the meeting minutes of each special affairs group shall be reported to the Secretary in time.
3. Meeting minutes and related materials shall be archived and digitized. Audio and video recording is not advocated.

6.4 Information release

1. Before disclosing / sharing any school level executive committee meeting, Division Executive Committee meeting minutes and relevant materials, it shall be reviewed and authorized by the school level executive committee or school division executive committee.
2. The above reviewed and authorized meeting minutes or relevant materials shall be uniformly issued by the school after being confirmed.

Annex I: PSCG Organizational Structure

