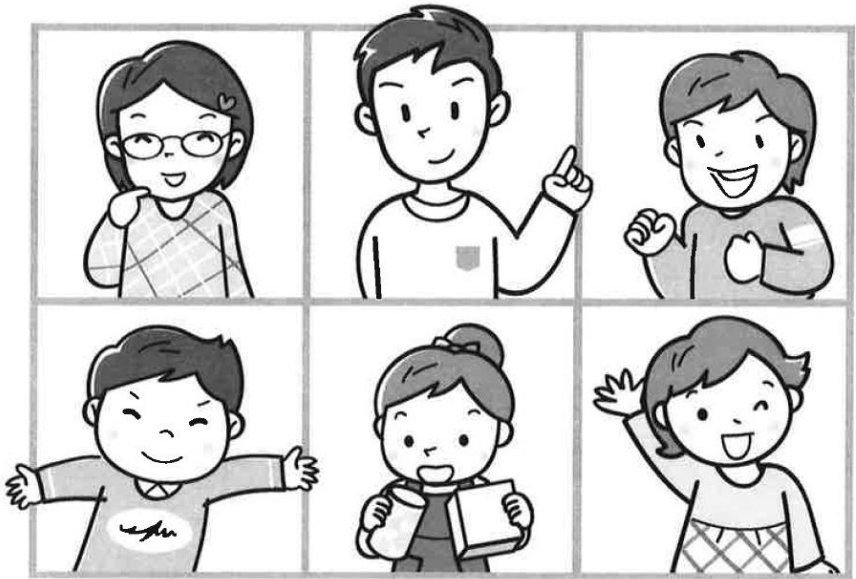


PTA Booklet



Ota City Board of Education

An invitation to join the PTA comes together when a child enters school. Although I understand PTA activities, I can't help thinking, "what will I do if I am in their place?" When it's my turn to be a committee member and in-charge of tasks, first thing comes to my mind is, "I have to do it since my child is in this school. But is it only a burden in my busy body? How many are willing and diligent to do it?" Well, let's think about what activity should be done in our PTA.

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I What is PTA ?

1 Name

PTA stands for Parent Teacher Association. It means that it is the association of parents, teachers and school staffs.

2 Purpose

The purpose of PTA is the promotion of healthy growth of the children. For that reason, parents and faculty members work together to deepen their understanding of education in schools, families and communities, strive for the promotion of education, as well as giving guidance to the children outside the school premises and various activities are done for enrichment and improvement of the educational environment in the community.

In regards to children's education, it is necessary that the school, home and the society share roles and cooperate with one another. This cooperation system creates a better educational environment for the area, and the role of PTA occupies an important position.

3 Member

Parents and guardians of children enrolled in the school and the faculty staffs working at the school can become members. The membership is based on voluntary enrollment, and it is ideal that all parents and faculty members become members with full understanding and agreement on the PTA's purpose.

Also, in regards to the operation of the association, it is important that all members' intentions are respected at all times and democratic action be taken.

4 Group Characteristic

Members with different ways of thinking and beliefs participate in PTA. That is why as we work together, we can understand different situations of the people and broaden our horizons.

PTA must not be biased towards specific political parties or sects, and must not conduct activities intended for profit.

In addition, members need to be fully interested in social

movements concerning education, laws and institutions related to education, etc. In order for the children's happiness to materialize, PTA may conduct activities to improve educational and social environment and request for good deeds in the direction of concern based on the consensus of the members.

In able to improve educational ability of the family and community to the children, the following projects are carried out in Ota City.

1 School Support Regional Headquarters ("School Support")

It is an organization to support school's educational activities and school management. School support coordinator acts as a link between the region and the school. It is a so-called "school supporting group", A bridge to the desires of the school like, "I want to do this, I want to help" and the thoughts of the local people such as, "I want to make use of my experience and wisdom and I want to help children".

2 Home and regional educational ability improvement support project

Ota City has organized and held lectures like learning activities on parenting, how to relate to children and various problems surrounding children, etc. to PTA.

<The topics chosen by PTA in School year 2016 (excerpt) >

- How to engage with children and mind growth
- Take a look at my parenting!~ learning from children at home~
- How to motivate children
- Health and Posture • Knowledge on disaster prevention to protect yourself and your family
- Develop the children's power to decide ~Importance of helping~

3 Home education learning group (Beginner's support program)

For parents whose children are scheduled to enter elementary school for the next school year, learning sessions on how to support children's independence at home take place. Kodomo kyoshitsu (children's class) is also held.

II PTA Activity Details

The following activities are held in aiming for the children's healthy growth.

1 Parents and Teachers Learning

We will exchange information and learn mutually about various problems related to children's education and growth, aiming for better home education, school education, and improvement of regional educational ability. Since the information surrounding children's environment and education is overflowing nowadays, parents themselves should learn and select information for better solutions in solving various problems of their children. Sharing and learning about the child's actual condition and concerns at home and school is necessary in keeping up with raising children.

If necessary we also conduct research activities and hold learning sessions and lectures on selected topics.

(Sample Activities) Class and Session based discussions at PTA
Learning sessions and Lectures
Home and regional educational ability
improvement support project ※(see page 2)

2 Understanding and cooperation on school education

It is important that PTA members understand school education and cooperate in their educational activities. It is necessary to understand the school's educational goals and policies, actual conditions of children, problems of the educational environment, etc. from the perspective of the parents, work on practical activities, and create a cooperative system.

(Sample activities) Cooperation on active learning such as Saturday and summer vacation school (such as "Waku-waku school" and "summer school"), Story telling activities, PR activities, etc.

3 Guidance for children outside school

For children, activities other than school are also important for growth. But is the current local environment a safe, healthy and enjoyable for children? In addition to protecting children from many dangers and adverse effects, we should make environment where children can actively play outside and join group activities.

(Sample Activities) Sports and recreation events, community group (“Han”) activities, traffic safety lectures, off-school patrols, and cooperation to open school ground, etc.

4 Improving the educational environment in the community

We investigate work toward improvement of the actual condition of the educational environment in the area where children live. In doing so, it is necessary to organize overall opinions as PTA, valuing each member’s opinion to lobby concern organizations.

(Sample Activities) Understand the hazards of school districts and school roads, create community safety maps, prepare for children's watch posters and cooperate with stickers on "Children's SOS's home"

5 Aiming for the formation of community solidarity and improvement of educational ability

In order for children to grow healthy and safely in the community, it is essential that not only for the faculty staffs and parents but also those living in the area understand and cooperate. We strive to create an environment where people in the area can watch and protect our children.

(Sample Activities) Participation in meetings and events of community groups such as youth protection district committees, participation and cooperation on local events and cooperation with a variety of activities and organizations of the region.

III After joining PTA

1 As a class and section PTA member

Class PTA is the basic unit of PTA, the basis of activities. In many cases, meetings are held together with the school's class visit and the parents' meeting.

- (1) Learn the state of the children in class. Is there anything we can do to help our children get well at school? The class PTA is a place to have a talk and resolve problems with the cooperation of the homeroom teacher and the guardians.
- (2) This group is a place where parents can share their concerns about family education and living. An opportunity to listen to parents who have children of the same age, other family's way of thinking, make contact to children and listen to them.
- (3) It is a group where you can discuss things that you noticed around you, such as the educational environment of the school and the area. While watching the state of the child, it is important to share issues and problems need to be improved.
- (4) The group cooperates with class, section and school events. As per the cooperation system the committee members ("Sewayaku" facilitators) facilitate the discussion.
- (5) Election of each committee member for the operation of class PTA, bridging to Session and School PTA, and administration for the whole school PTA.

2 Let us participate in PTA activities(events)

Although PTA conducts various activities, it is not intended to be carried out only by directors nor committee members. Let's participate and be active. In doing so, you can see the situation of the children and create interactions with parents, faculty staffs. As children grow up interacting with other people, adults also interact with many people, work together, and learn from each other and discover each other.

Also, if you have questions and ideas you want to be heard, don't

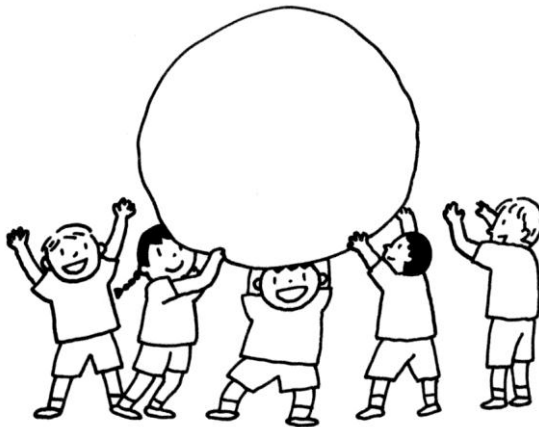
hesitate to voice it out. Take advantage of the Class PTA and let the members and committee members hear you.

In addition, you can send them e-mail as there are PTA's who have website.

3 Be a part of committee members and directors

Voices of members who have experienced being a PTA member or director are, "I got good friends and grew personally" , "I got a chance to know the situation of the school and the community well", or "I realized that things can be seen from different points of view and that one-sided judgement is not advisable" and many others. Gaining friends and experiences through PTA activities is valuable.

On the other hand, there are committee members and directors who are having a hard time assigning people. Even in such circumstances, we still need to deal with children's educational problems. It is necessary to consider easy to apply systems, encourage one another, collaborate and spare some of your time as a member or a director to create a strong PTA.



IV As a member of PTA

Each School PTA operates based on "PTA kaisoku (group rules)" and "Kiyaku (regulations)" and here are some typical examples.

※ Each School PTA names the committee and organization differently and assign work depending on the circumstances.

The following activities are not to be assigned for just the committee members only. Members' cooperation is essential in various ways. Even if you don't become a committee member, do participate and cooperate as best as you can. Parents working together for the activities of children, will be the first step in creating a rich community where children grow up.

1 Class and section based Activities

- (1) Class PTA management where the above mentioned matters can be discussed. When deciding themes, thoroughly discuss it with the classroom teachers. In addition, we will try to create a better atmosphere for the members to comfortably communicate with each other.
- (2) We acknowledge opinions and proposals discussed at Class PTA that can be reflected on PTA activities.
- (3) We encourage members to participate in meetings and events and participate in PTA activities.

2 Cultural Activities

Along with education for children and local issues, we will focus on specific issues reflecting the needs of our members, and will hold a study group.

- (1) Home learning, health, social situation surrounding children, understanding school education and educational system, PTA activity on the themes of home education, movies, tours etc. Family and community learning ability activities are also implemented for support project.
- (2) As PTA members' culture and sports activity, you can create

group circles for continuous activities and interacting opportunities.

3 Activities outside school

We will work in cooperation with schools and regions so that children can live humanely safe, healthy, both mentally and physically.

- (1) Activities to protect children's safety, such as regional patrols, inspection of school roads, holding of traffic safety classes, joining disaster prevention drills and assistance to children in going home from school.
- (2) Securing playground for children and group activities such as opening school grounds, community group activities.
- (3) Holding recreational events such as rice cake pounding, summer festival, Rajio taiso (radio gymnastics) etc.

4 PR Activities

Plays a role of revitalizing PTA through newspaper publication and posting on the website. As for the publication contents, it is necessary to know the thoughts and wishes of parents and faculty staff. Clarify the situation of current PTA activities, talk about the members and provide useful things for learning and activities.

Most likely, the following are considered.

- (1) Activities that PTA is focusing right now.
- (2) School information that the PTA members should know.
(Such as events which PTA cooperates and school news.)
- (3) Details related to family education, proposals related to PTA activities and the likes.

In addition, when distributing it to other areas related organizations, etc., we may also post activities that would like to seek cooperation and collaboration.

5 Recommendation / Selection

We recommend prospective directors for the next fiscal year.

V PTA directors and operation

1 Directors (Yakuin)

The directors is the representatives of PTA elected by the members and is the facilitator of the activity. The work will be shared and divided to the position of chairman(Kaicho), vice chairman(Fukukaicho), secretary(Shoki), accountant(Kaikei), audit(Kansa) etc. Each role, number of directors, authority, etc. is clarified in "Kiyaku (regulations)" and "Kaisoku(group rules)".

2 Budget

The activities of PTA are managed by membership fees paid by members. Budget creation is closely related to the PTA activity plan. In addition to an activity plan that meets the expectations of members, it is necessary to make an appropriate budget plan from the viewpoint of reducing the burden on members. The budget goal should be given a detailed explanation and it is necessary for members to obtain sufficient understanding and be approved at the Sokai(General Assembly). The proper expenditure based on budget also clarify details regarding settlements.

3 Organization

PTA organization is divided into decision-making body and the enforcement body. The former includes Sokai(General Assembly) and Iinsokai(Committee General Meeting), etc. The latter includes the Un'ei iinkai (Management Committee) (or Jikko-iinkai (Executive Committee)), Senmon-iinkai(expert committee), Yakuinkai (Directors Meeting), etc.

4 General Assembly(Sokai)

The General Assembly is the highest decision-making body and is held once or twice a year. Activity report, approval of financial settlements, approval of executive candidates, review / approval of activity policy and budget proposals, etc. will be carried out. Take

note of the following if holding a General Assembly.

- (1) General Assembly schedule is decided early and members will be informed of the date and agenda. It is important that proposals be decided as early as possible.
- (2) Class and Section PTA and committees should discuss and prepare for agenda details, especially the budget and project proposals prior to the General Assembly.
- (3) It is necessary to explain the details of each agenda very well and to recommend proceedings in an understandable way.
- (4) Members should voice out and express their own opinions.

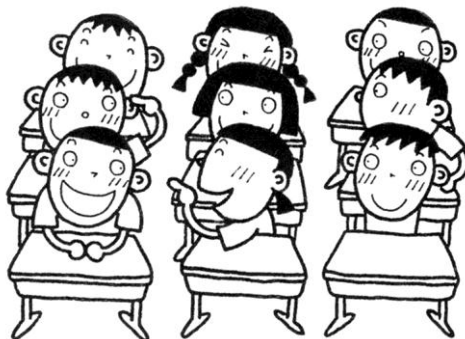
5 Learning about management of the organization

Doubts may arise during long-term activities on the management contents of PTA, the qualification and membership fee, the election of directors and committee members, how to held meetings, direction and details of the committee activities, etc. In that case, it is necessary to consider a better solution method based on the recognition of each member as the subject and to think from the perspective of PTA itself.

For example, taking up the issue as the theme on training, such as “How to be a desirable PTA”. It is important to clarify the current status of the members and implementation of matters, look back to the main issue and discussing it, and proceed to the root of the activities.

For the members to gradually understand the activities through learning is the ideal form of PTA.

In this way, the theme of how to operate the organization is also an important field of PTA training and learning.



VI Relationship with School and Board of education

1 Relationship with School

(1) Principal's position

The principal is in charge of the management and operations of the school and the administrative issues. Therefore, When PTA activities have a deep relationship with the school management, the principal will participate in various meetings concerning the PTA board meetings, planning and management, etc.

(2) Relationship with the guardians and faculty members

Guardians and faculty members have their own positions and responsibilities regarding children's education. However, as far as PTA activities are concerned, and as a member wishing for the well-being of the children, we will also discuss and cooperate not as guardians and faculty staffs but as PTA members.

(3) Relationship with the school administration

- ① Although PTA can give advice on the school's educational plan, educational guidance, facility management, etc., PTA and PTA directors must not interfere nor pressure with personnel affairs and administrative management etc. So as the school side. It is necessary to mutually respect their independence without interfering.
- ② It is important to clarify the difference between the school's Hogoshakai (parent/guardian meeting) and PTA meetings. The PTA meetings are managed by the PTA members, while the school-hosted guardians' meeting is managed by the faculty staffs.

2 Relationship with Board of Education

The Board of Education cooperates for the healthy development of PTA, but it does not control or interfere with this.

The Education General Affairs Division, in addition to "advice according to request" to PTA and its federation, hold training sessions, create and distribute "PTA's booklet" etc. in accordance with the social education law etc.

3 PTA Allied Organization

Each PTA in Ota City is a member of an allied organization in order to exchange information each other and find comprehensive countermeasures under common understanding.

The allied organization needs to build mutual cooperative relationships and develop them while respecting the independence of each school's PTA (hereinafter referred to as "Tan'i PTA(unit PTA)"). Then, the allied organization will take up the problems and tasks that Tan'i PTA is difficult to solve by themselves, draw out wisdom for resolving, and orient them.

4 Community and PTA

PTA is a social education affiliated organization that has schools as a base, unlike group supporters that depends on school. Therefore, PTA not only promotes school education, but also connects schools and families, promotes home education, and has the task of further promoting education in the region.

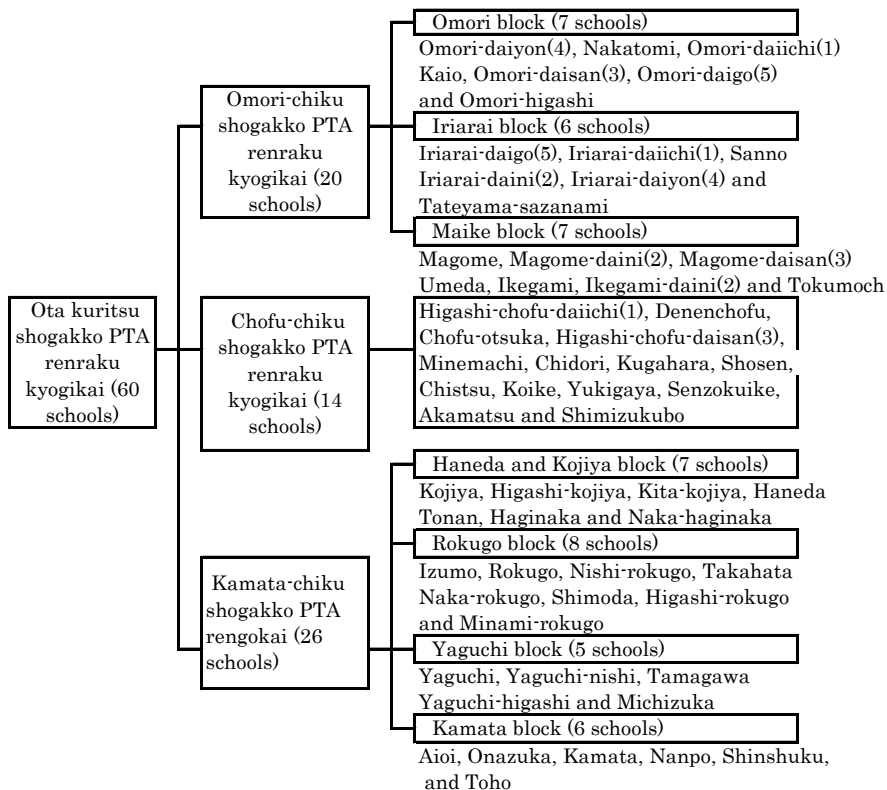
To that, in order to improve and enhance the local educational environment, we need a cooperative system of multiple PTAs in the area, not just as a unitary PTA. In addition, by collaborating with the School Support Regional Headquarters (School Support Ota) (see P2) and the youth anti-district committees and other regional organizations, richer activities can be developed

VII PTA's organization

Ota kuritsu shogakko PTA renraku kyogikai

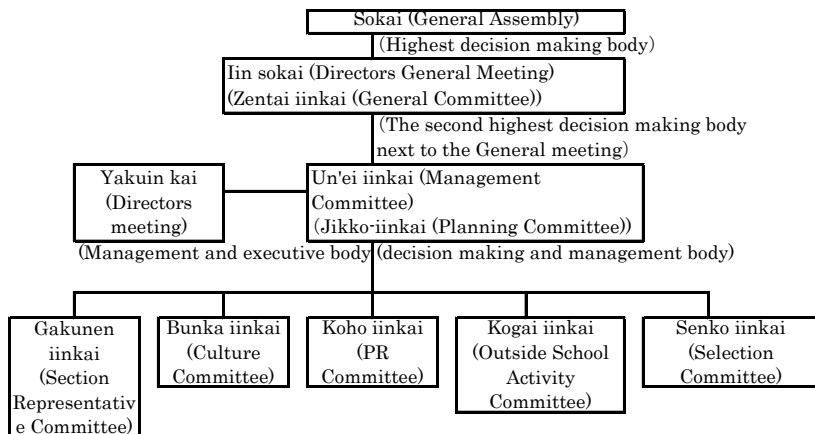
(Network council of PTAs of Ota public elementary schools (Alias "Sho-P-ren"))

- 1 Objective To fulfill the original mission of PTA through establishing frequent communication and a strong tie among PTA of each elementary school.
- 2 Membership The members consist of 60 Tan'i PTA (unit PTAs) (alias "Tan-P") which belong to Ota public elementary schools (including Tateyama Sazanami Gakko) There are 3 "Shogakko PTA renraku kyogikai" (Network council of PTA) or "Rengokai" (Federation) in Omori, Chofu and Kamata elementary schools (alias Chiku-P) and their Omori and Kamata areas have 3 or 4 blocks.



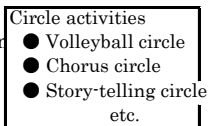
Tan'i PTA (Unit PTA) (Alias "Tan-P") organization (elementary school)(Example)

※The structure, names and etc. of the organization differ depending on the school.



Committee members elected by each class

- ☆Gakunen gakkyu iin (Section Representative Committee members)
- ☆Bunka iin(Culture Committee members)
- ☆Koho iin(PR Committee members)
- ☆Kogai iin (Outside School Activity Committee members)
- ☆Senko iin (Selection Committee members)

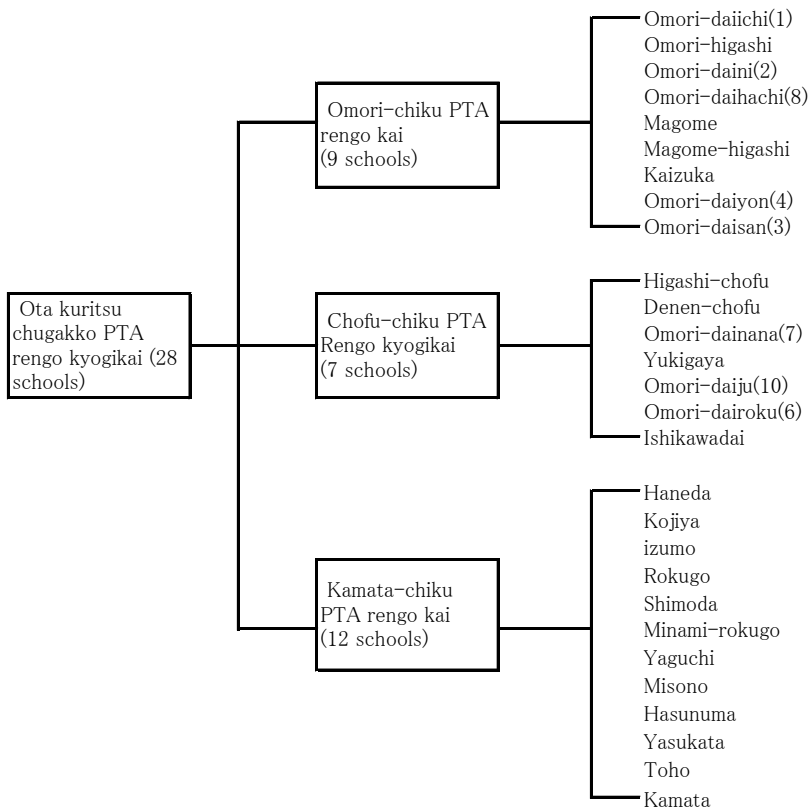


Committee members organized as needed

- ☆Tokubetsu iin (Special Committee Members) (For anniversary event etc.)
- ☆Katei chiiki kyoikuryoku kojo shien jigyo jikko iin (Members of planning committee for support to improve educational ability of households and areas)
- ☆Kotei kaiho iin (Openschool Ground Committee members)

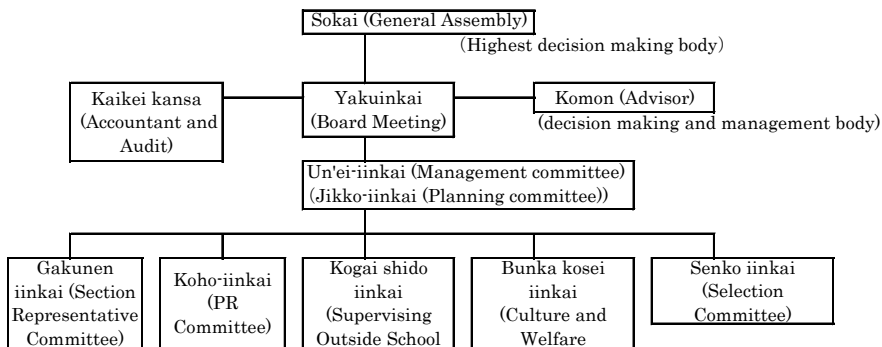
Ota kuritsu chugakko PTA rengo kyogikai
 (United council of PTAs of Ota public junior high schools (Alias "Chu-P-re

- 1 Objective To improve the educational environment of school society and to contribute robust development of PTA.
- 2 Membership The members consist of 28 Tan'i PTA(unit PTAs) (alias "Tan-P") which belong to Ota public junior high schools and their principals' association and the representative manages this organization. It consists of 3 areas namely Omori, Chofu and Kamata areas.



Tan'i PTA (Unit PTA) (Alias "Tan-P") organization (junior high school)(Example)

※The structure, names and etc. of the organization differ depending on the school.



Committee members elected by each class

- ☆Gakkyu daihyo iin (Section Representative Committee members)
- ☆Koho iin (PR Committee members)
- ☆Kogai shido iin (Supervising Outside School Committee members)
- ☆Bunka kosei iin (Culture and Welfare Committee members)

Circle activities ● Volleyball circle ● Chorus circle ● Table tennis circle etc.
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Committee members elected by each school year and specialized division)

- ☆Yakuin koho senko iinkai (Nominees of directors selection committee members)

Committee members organized as needed

- ☆Tokubetsu iin (Special committee members) (For anniversary event etc.)
- ☆Katei chiiki kyoikuryoku kojo shien jigyo jikko iin (Members of planning committee for support to improve educational ability of households and areas)

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