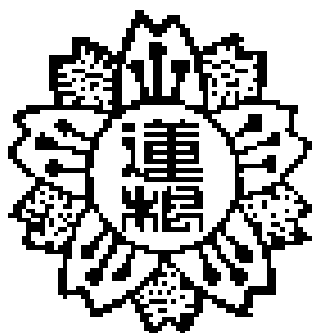


Hasune Elementary School

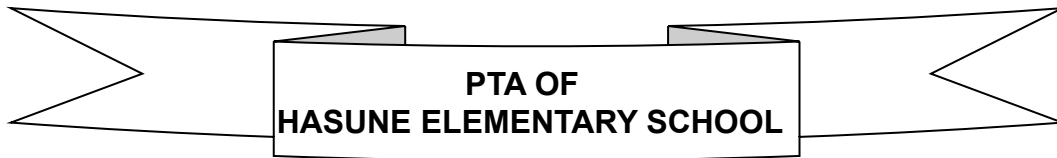
P T A Guide



Itabashi District Hasune Elementary School
Hasune 3-10-1 at Itabashi District in Tokyo City
Tel:03 (3969) 8401

※Please keep this booklet in a safe place while you are enrolled at the school.

Full Name :



PTA is a place where parents of school children, teachers, and staff work together to discuss and learn from each other for the healthy growth and happiness of the children. Members of the Hasune Elementary School PTA are parents of all children attending Hasune Elementary School and teachers and staff enrolled at Hasune Elementary School.

Our activities aim at the healthy growth of children and the deepening of ties among our members.

About PTA Dues

The membership fee is 200 yen per month per child. (If more than one child are enrolled in the same household, the fee will be charged based on the number of children.)

If you agree to collect the fee together with the school lunch fee, the amount will be deducted from the same "Japan Post Bank" as the school lunch fee.

In the case of collection from school lunch fees, a quasi-contract is concluded with the school after obtaining the following consent from the member.

- 1 . Consent to have PTA dues collected by the school

2. Consent to the use of personal information (class, grade, child's name)

4 May	5 May	6 May	7 May	8 May	September
none	400 yen 4 - 5 month of	200 yen	400 yen 7 - 8 month of	none	200 yen
10 May	11 May	12 May	1 January	2 May	3 Tsuki
200 yen	200 yen	200 yen	200 yen	400 yen 2 - 3 Tsuki i minute	none

Please keep the above in mind when making your payment for PTA dues.

PTA Regulation of Hasune Elementary School

Chapter I Title

Article 1 The title of this association shall be Hasune Elementary School PTA of Itabashi District in Tokyo, and its office shall be located at Hasune Elementary School.

Chapter II Purpose

Article 2 The Association shall strive for the ideal of education through the cooperation of its members, and the purpose of the Board of Directors is to promote friendship and to enhance the education.

Chapter III Duties

Article 3 In order to achieve the objectives of the association, the following duties shall be undertaken

1. To promote training and friendship among members.
2. To cooperate in promoting the welfare and well-being of members and children.
3. To make efforts to enrich children's life outside the school and to improve their environment.
4. To cooperate in improving the facilities and equipment of the school.
5. To carry out other activities necessary to achieve the objectives of the association.

Chapter IV Policies

Article 4 The Association shall act as a democratic organization whose main purpose is education, in accordance with the following policies.

1. To work for the education of children and the promotion of their welfare; to cooperate with other organizations and institutions
2. Not to be affiliated with any particular political party or religion, and not act solely for profit.
3. Not to endorse candidates for public or private elections in the name of its officers.
4. Not to interfere with personnel or other administrative matters of the school.

Chapter V Membership and Fees

Article 5. The Association's members shall be the parent(s) of the children of the school and the school's faculty and staff.

Article 6. The Association shall collect membership fees in order to carry out the above-mentioned activities.

Article 7. In the case of collecting membership fees together with school lunch fees, a quasi-mandatory agreement shall be made with the school after obtaining the following consent from the members.

1. Consent to have PTA membership dues collected by the school.
2. Consent to the use of personal information (class, grade, and child's name)

Chapter VI Directors and Committee Members

Article 8 The Association shall have the following directors

- 1 President (parent/guardian)
- 3-6 Vice-presidents (2-5 parents, 1 vice principal)
- 3-5 Secretaries (2-4 parents, 1 faculty member)
- 3-5 Accountants (2-4 parents, 1 faculty member)
- 1-2 ICT Specialists (parents)

Article 9 The duties of the directors shall be as follows

1. The President shall represent the Association and supervise the affairs of the Association.
 - (1) The President shall convene the General Assembly, the Steering Committee, and the Board of Directors.
2. The Vice-President shall assist the President, and act for the President in the event the latter is unable to perform his/her duties.

3. The Secretaries shall perform the following duties

- (1) To record the proceedings of the General Assembly, the Board of Directors' Meetings and the Steering Committee Meetings, as well as important matters related to the activities of the Association
- (2) To keep records, correspondence and other documents
- (3) To perform general affairs of the Association as directed by the President

4. The accountants shall have the following duties

- (1) To handle all accounting work in accordance with the budget decided by the General Assembly
- (2) To present a financial report at the General Assembly in May, which shall be audited by the accounting audit committee members.
- (3) To manage the assets of the association
- (4) To cooperate in the planning of the budget

5. The ICT specialists shall have the following duties

- (1) To assist in the organization of the General Assembly, the Board of Directors' Meetings, the Steering Committee Meetings, and the online meetings related to the activities of the association.
- (2) To play a professional role in the management of the Society's equipment, including equipment selection, online activities, etc.
- (3) To manage the Society's website and other public relations.

Article 10 The election of directors and committee members shall be conducted in the following manner

1. Election of directors

- (1) To organize a nominating committee to select a fixed number of candidates for directors and accountants and auditors.
- (2) In principle, the Nominating Committee shall consist of the grade level committee members, two directors, and two faculty members.
(However, additional members may be added as necessary at the discretion of the president.)
- (3) The Nominating Committee shall publicly announce the candidates for directors and accountants/auditors to all members with their consent. (In principle, directors shall not be elected from the Nominating Committee.)
- (4) The directors and auditors shall be approved at the General Assembly in March.
- (5) Regarding the election of directors, in addition to the election of one person per director, a joint name of parents may also be a candidate of a director.

2. Election of Committee Members

- (1) The leader and vice-leader of committee members in all grades shall be elected by the committee members from the same grades
- (2) The leader and vice-leader of committee members of the special committees shall be elected by the committee members of the special committees.

Article 11. In principle, the term of office of officers shall be two (2) years, (to prevent all directors from retiring at the same time and to promote smooth activities) and the term of office of alternates shall be the remaining term.

Reappointment of director shall not be precluded for a period of two (2) years for the same position.

Article 12 The Association shall have advisers and counselors.

- (1) The advisers shall be successive PTA presidents. The president shall become an adviser after his/her term of office ends, and shall serve as an adviser to the PTA in order to achieve the objectives of PTA activities. The committee shall cooperate with the president and the board of directors
- (2) The counselors shall be past PTA vice presidents (since 1998). The vice presidents shall become counselors at the end of their terms of office, and shall cooperate with the PTA in the following ways The PTA shall cooperate in achieving the objectives of PTA activities.
- (3) The advisers and counselors shall be appointed at the end of their term of office as PTA officers, and shall be appointed upon approval of the General Assembly.

Chapter VII Audit of Accounting

Article 13 There shall be three to four accountants (2~3 parents and 1 faculty member), whose terms of office shall be the same as those of the directors.

(1) In principle, at least one person with board experience shall be included.

Article 14 The accounting auditor shall audit the accounts of the association twice a year.

Chapter VIII Administration

Article 15 The following organizations shall be established to administer the Association.

General Assembly, Occasional General Assembly, General Assembly of Committee Members, Committee of Directors, Steering Committee, Grade Committee, Class Committee, and Special Committee

- (1) General Assembly meetings are held in March and May. The March general meeting approves the new year's directors and financial audit, and determines the amount of membership fees. The May general meeting approves the report of activities and the settlement of accounts for the previous year, and deliberates and decides on the activity plan and budget for the current year. The General Assembly may appoint or dismiss directors during the year. The quorum of the General Assembly shall be not less than one-fifth of all members, and proxies shall be accepted. Decisions are made by a majority of those present members.
- (2) An occasional general Assembly shall be held when deemed necessary by the Steering Committee or when requested by one-third or more of the members.
- (3) The general Assembly of committee members shall consist of directors, grade committee members, and special committee members, and shall discuss general PTA management.
- (4) Committee of Directors consists of the President, Vice President, Secretaries, and Accountants, and is responsible for the overall planning and administration of the affairs of the Association.
- (5) The Steering Committee shall consist of the directors, grade committee members, and leader and vice leader of special committees, and shall meet once a month to plan and manage affairs. (However, it may not be held once a month depending on the year.)
- (6) Grade committee and class committee meetings shall be held as necessary to discuss matters among grades and classes.
- (7) One member from each class will be assigned to the Special Committee, which will be responsible for the management of the committee. However, the term of membership of the Event Committee is from 1 to 5 years. The following activities shall be carried out by the Special Committee.

- Education and Health Committee: To improve the education and well-being of children and their parents/guardians
- Safety Committee: To ensure the safety and accident prevention of children through off-campus and on-campus activities.
- Grade Committee: To promote friendship, communication, and understanding among the grades. Also to serve as a nominating committee member.
- Event Committee: To promotes communication and understanding among members and the community through event activities.

*Faculty members will be assigned to one of the various special committees.

Article 16 The principal may attend any of the meetings mentioned in the preceding article and express his/her opinion.

Chapter IX Accounting and Financing

Artical 17 The expenses of the Association shall be allocated from membership fees and other revenue.

Artical 18 The fiscal year of the Association shall begin on April 1 and end on March 31 of the following year.

Chapter X Amendments

Article 19 The regulation may be amended at a general meeting with the consent of two-thirds or more of those present.

Supplementary Provisions

- (1) The detailed regulations necessary for the operation of the Association shall be prescribed separately.
- (2) The regulation shall come into effect on March 1, 2023.

Establishment

Revised on March 1, 1972 • Revised on March 4, 1982 • Revised on March 4, 2000 • Revised on March 2, 2002 •
Revised on March 13, 2006 • Revised on January 14, 2011 • Revised on March 11, 2015 • Revised March 14, 2008
Revised on March 13, 2019 • Revised on August 25, 2020 • Revised March 11, 2022 • Revised April 28, 2022 •
Revised March 1, 2023

Hasune Elementary school PTA Accounting Regulations

(General rules)

Article 1 This regulation stipulates accounting affairs based on the PTA Regulation of Hasune Elementary School, Supplementary Provision 1.

Article 2 For special projects of the PTA, a special account shall be established with the approval of the General Assembly or the Steering Committee. The Board of Directors may establish a committee to handle the affairs of the association.

(Forms)

Article 3 Accounting must be equipped with the following forms.

1. Cash book
2. Deposit books
3. Other documentary evidence

Article 4 The forms and documents mentioned in the preceding article must be made available to members upon request, unless there are special circumstances.

(Cash Keeping)

Article 5 Cash must be deposited in a secure financial institution, except for the minimum necessary.

(Income/Expenses)

Article 6 Expenses shall be disbursed upon request, after examining the use of the funds and determining the budgeted items to be disbursed. Expenditures shall be made upon receipt.

However, this shall not apply in cases where it is difficult to collect invoices and receipts.

(Budget and settlement of accounts)

Article 7 All revenues and expenses shall be organized into a budget, except in special cases. The proposed budget shall be prepared by the Board of Directors and approved by the General Assembly. However, if there is no time to consult the General Assembly regarding the supplementary budget, a resolution by the Management Committee may be substituted.

Article 8 The proposed budget shall be divided into subjects and shall be accompanied by an explanation for the consideration of the General Assembly.

Article 9 The treasurer shall complete the annual settlement of accounts within one month after the end of the fiscal year, have the accounts audited, and then the report must be submitted to the General Assembly for approval.

(Accounting Audit)

Article 10 The audit shall include the following matters.

1. Cash, deposits, and securities
2. Keeping of equipment, supplies, and other property
3. Other accounting procedures

Article 11 Regular audits shall be conducted twice a year, once in the first semester and once in the second semester.

Article 12 An extraordinary audit may be conducted in the following cases.

1. When the accounting audit deems it necessary
2. When more than one-third of members request an audit

Article 13 When the accounting audit is completed, it must be reported to the accounting and the general meeting in writing.

(Amendment or Abolition of Rules and Regulations)

Article 14 Amendments and abolition of these regulations must be approved by the general meeting.

Supplementary provisions

1. This regulation will come into effect on April 1, 1996.

Special Accounting Regulations of Equipment Purchase

(General rules)

Article 1 Regarding the purchase of equipment for Hasune Elementary School PTA, it is subject to the provisions of this regulation.

Article 2 These rules are based on Article 2 of the Hasune Elementary School PTA Accounting Rules and Regulations. The account shall be referred to as the Special Account.

(Income)

Article 3 The income method is to pay out and accumulate the amount approved at the regular general meeting every year from the general account.

(Expenditure)

Article 4

1. Purchases of equipment and supplies in accordance with Article 1 of these Rules and Regulations shall be made by a resolution of the Steering Committee or the General Assembly. The Board of Directors shall determine the amount of funds to be used for the activities of the association.
2. Out of the reserve amount, a certain amount of money is left over for the purchase of equipment. The funds may be transferred to the special account for anniversary events.

(Amendments and Abolition of Regulations)

Article 5 Amendments and abolition of these regulations must be approved by the general meeting.

Supplementary provisions

1. This regulation will come into effect on April 1, 1996.
2. Fixtures under this rule are those with an estimated purchase price of 10,000 yen or more.

Enactment

Revised on March 13, 2006

Special Accounting Regulations of Anniversary Event

(General rules)

Article 1 The purpose of the Spatial Accounting is to establish finances and make expenditures to promote the commemorative events of the Hasune Elementary School PTA's anniversary.

Article 2 These rules are based on Article 2 of the Hasune Elementary School PTA Accounting Rules and Regulations. The account shall be referred to as the Special Account.

(Income)

Article 3 As for the income method, a certain amount of money shall be paid out and accumulated every year from the general account.

However, the fixed amount shall be the amount approved at the annual general meeting.

In addition, if there is bazaar income and other income, this shall also be accumulated.

(Expenditure)

Article 4 In order to conduct commemorative activities in accordance with Article 1 of these Rules and Regulations, it is required be approved by the Steering Committee or the General Assembly.

(Amendment and Abolition of Regulations)

Article 5 Any amendment or abolition of these regulations must be approved by the General Assembly.

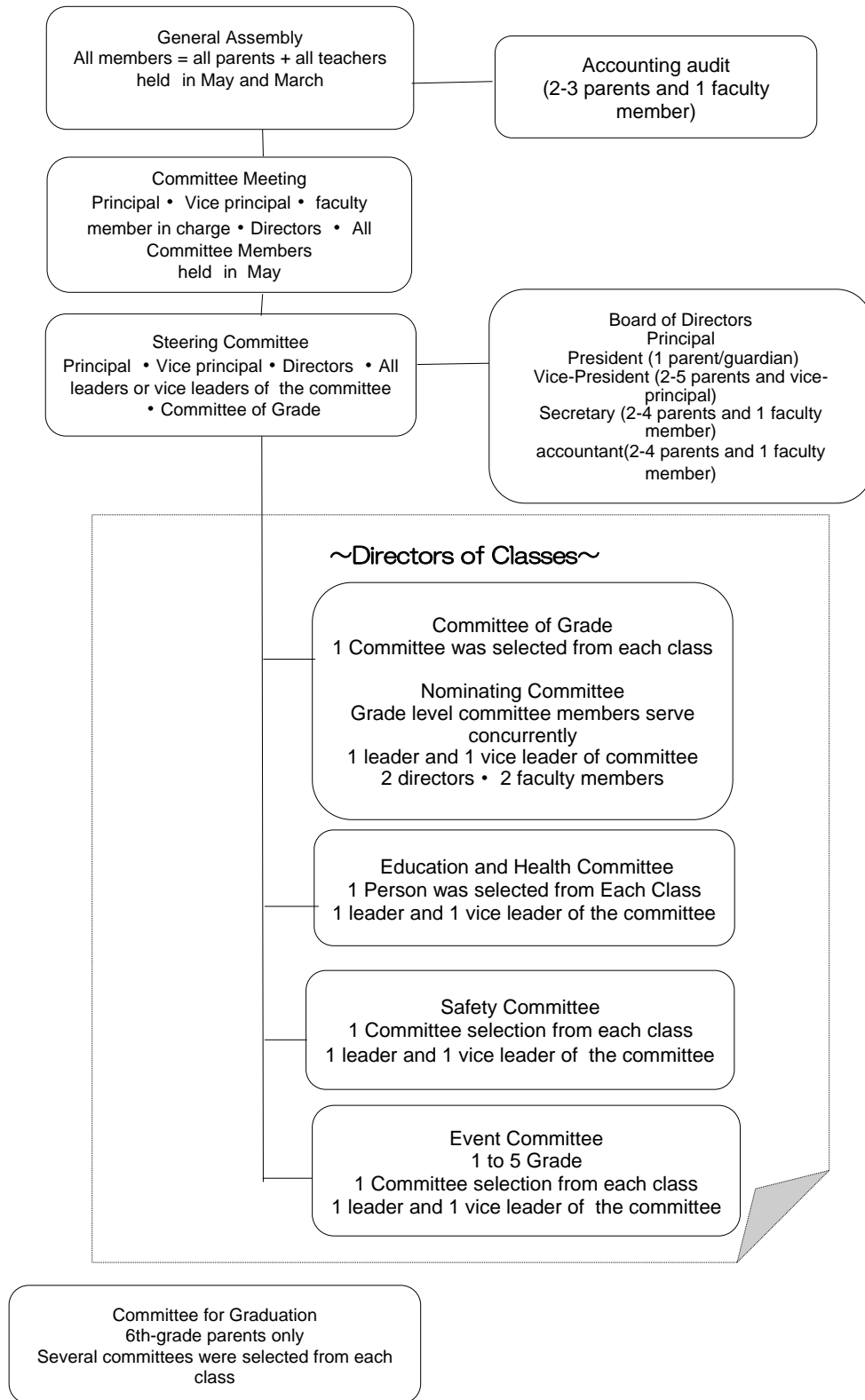
Supplementary provisions

1. This regulation will come into effect on April 1, 2000.

Enactment

Revised on March 13, 2006

PTA Organization Chart of Hasune Elementary School



※One faculty member is assigned to each special committee for education, health, and safety.

Activities of PTA

<Director= President, Vice President, Secretary, Accountant >Selected by nominating committee members

- ◎Planning and operation of all PTA activities (excluding events sponsored by each committee)
- ◎Organizing general assembly, general committee meetings, and steering committee meetings
- ◎Directors' meetings are held as needed
- ◎Participation and cooperation in Elementary School PTA Federation (*Note 1) activities and community events (Seiken (*Note 2), etc.)

*See the Regulation for details on the activities of each position.

<Auditors> (including at least one person with experience as Directors)

- ◎Biannual audits of accounts
- ◎Audits of school lunch and educational material fees

<Grade Level Committee

Planning and organizing grade-level parent-child recreation

Also, serve as a nominating committee member (activities start around October).

◎As a representative of the class

Attend Steering Committee and Health Committee meetings (*Note 5)

◎Committee meetings are held as needed

◎One of the regular vice-chairpersons,.

Attended the Shimura B district information exchange meeting of the Elementary School Pupil Federation

<Literacy and Health Committee

◎Planning and holding home education classes (once a year)

◎Planning and holding school lunch tasting events (once a year)

Sending out Bell Marks (about twice a year)

◎Committee meetings are held as needed

◎Permanent vice-chairpersons attend Steering Committee and Health Committee meetings (*Note 5)

◎One of the leaders or vice leaders of the committee, the Shimura B District of the Small Parents Association

● Safety Committee Members

◎Out-of-school patrols (approximately twice a year, including summer and fall)

◎Prepare and distribute thank-you letters to Peepo 110 (*Note 3), police office, and child watchdog teams (*Note 4)

◎Updating the list of Peepo 110

◎Crime prevention activities and school patrols during school events such as School Public Lesson Day, Sports Meeting and School Arts Festival, etc.

◎Committee meetings are held as needed

◎Presentation of the leader and vice leader of the committee at the Steering Committee and Health Committee meetings (*Note 5)

◎ The leader or vice leader attends the Shimura B district information exchange meeting of the Elementary School PTA Federation

◎Participation and cooperation in all PTA activities

<Event Committee

◎Preparation and operation of the HASUNE Elementary School Festival

◎Committee meetings as needed

◎The leader and vice leader will attend Steering Committee meetings and Health Committee meetings (*Note 5)

◎Participation and cooperation in all PTA activities

<Member of the Committee to Deal With Graduation>

※Only for parents of 6th-graders

◎Several members were elected from each class

◎Planning and preparation for Graduation Album, Graduation Souvenirs, appreciation party, and etc.

※This is different from PTA activities.

※Note 1: What is the Elementary School PTA Federation ⇒ Elementary School PTA Federation of Itabashi District - Belongs to Shimura B district (11 schools in total)

※Note 2: Seiken is => Itabashi Ward Youth Sound Upbringing District Committee Association - belongs to the Hasune District Committee

※Note 3: "Peepo 110" refers to individuals, business owners, etc. who understand and cooperate with the "Metropolitan Police Department's Child 110 Project" , and post a "Child 110 Plate" so that children can call for help at any time.

※Note 4 What is a child watchdog team ⇒ Local residents who watch over the safety of children on their way to and from school and other activities in their daily lives.

※Note 5: Health Committee => Seminars by school doctors <once a year> (substitute attendance by anyone other than the leader and vice leader of the committee is possible)

※Note 6: These activities are those of previous years. They are subject to change from year to year.

PTA Rules for Handling Personal Information of Hasune Elementary School

(Purpose)

Article 1. Hasune Elementary School PTA (hereinafter referred to as "the Association"), in order to ensure the proper handling of personal information held by the PTA (hereinafter simply referred to as the "PTA") and the smooth operation of its activities, the PTA shall establish a list of PTA directors and other personal information databases (hereinafter simply referred to as the "personal information databases") to protect the rights and interests of individuals. The PTA shall stipulate the handling of personal information (hereinafter simply referred to as "personal information databases").

(Responsibilities)

PTA shall comply with laws and regulations concerning the protection of personal information and shall endeavor to protect personal information in its PTA activities.

(Administrator)

The administrator of the personal information database of the PTA shall be the PTA President.

(Handlers)

The personal information database handlers in the PTA shall be the PTA Headquarters Directors and those appointed by the PTA President. The President shall be the person who appoints the minimum number of people possible due to the nature of the work handled.

(Confidentiality Obligation)

Article 5. Managers and handlers of personal information databases must not disclose personal information that comes to their knowledge in the course of their duties to others or use it for improper purposes. The same shall apply even after they leave their positions.

(Method of collection)

Article 6. When collecting personal information, the association shall determine in advance the purpose for which the personal information is to be used and indicate this purpose clearly to the individual concerned. In addition, when collecting personal information, etc., requiring special consideration, the consent of the individual shall be obtained in advance.

(Use)

Article 7. Personal information obtained shall be used for the following purposes.

(1) PTA activities and communication in these activities

(Restriction by Purpose of Use)

Article 8. The association shall not handle personal information beyond the scope necessary to achieve the purpose of use specified in the preceding article without obtaining the prior consent of the individual.

(Administration)

Article 9. Personal information shall be kept by the administrator or handler and shall be managed appropriately. Unnecessary personal information shall be disposed of properly and promptly in the presence of the administrator.

(Keeping and Bringing Out, etc.)

Article 10. Personal information databases and electronic devices that handle personal data shall be kept under appropriate conditions, such as with anti-virus software installed. If personal information is to be brought out of the association, it shall be done appropriately, including sending the information by e-mail, and a password shall be applied to the file.

(Restriction on provision to third parties)

Article 11. Personal information shall not be provided to a third party without the prior consent of the individual, except in the following cases

- (1) When required by law
- (2) When necessary to protect the life, body, or property of an individual
- (3) When necessary to improve public health or promote the sound growth of children
- (4) When necessary to cooperate with a national agency, a local government, or an individual or entity entrusted by either a national agency or local government to execute affairs prescribed by laws and regulations.

(Confidentiality Obligation)

Article 12. Information obtained from personal information shall not be divulged to outside parties, except in cases falling under items 1 through 4 of the preceding article.

(Preparation of Records Pertaining to Provision to Third Parties, etc.)

Article 13. When personal information is provided to a third party (except in the case of items 1 through 4 of the preceding article, or to the prefectural, city, and district offices), a record of the following items shall be prepared and preserved.

- (1) Name of the third party
- (2) Name of the subject to be provided
- (3) Items of information to be provided
- (4) A statement that the subject's consent has been obtained

(Confirmation, etc. when receiving provision to a third party)

Article 14. When receiving personal information from a third party (excluding the cases of items 1 through 4 of the preceding article and prefectural, city, and district offices), the following items shall be recorded and preserved.

- (1) Name of the third party
- (2) How the third party acquired the personal information
- (3) Name of the person to whom the information is provided

(4) Items of information to be provided

(5) A statement that the subject's consent has been obtained (no need to record this if the information is provided by an individual who is not a business operator)

(Information Disclosure, etc.)

Article 15. Whenever the Association receives a request from an individual for disclosure, suspension of use, addition, or deletion of his/her personal information, the Association shall comply with the request by laws and regulations.

(Response to leakage, etc.)

Article 16. If the PTA becomes aware of possible leakage, etc. (including loss) of the personal information database, it shall immediately report the matter to the PTA President.

(Training)

Article 17. The Association shall periodically provide training to personal information database handlers on attention to keep in mind regarding the handling of personal data.

(Handling of complaints)

Article 18. The Association shall endeavor to handle complaints regarding the handling of personal information in an appropriate and timely manner.

(Amendment)

Article 19. The "Rules for Handling Personal Information of Hasune Elementary School PTA" of the Association shall be amended at the General Assembly.

Supplementary Provisions

These Rules and Regulations shall come into effect on April 1, 2008.