

板橋区地域学校協働本部事業事務処理要領

(令和 6 年 3 月 1 日地域教育力担当部長決定)

(目的)

第 1 条 この事務処理要領は、板橋区地域学校協働本部事業実施要綱（以下「要綱」という。）第 10 条の規定について、必要な事項を定めることを目的とする。

(地域学校協働活動推進員について)

第 2 条 地域学校協働本部実施校の校長は、当該校の地域学校協働活動推進員について、要綱付則の呼称に基づく「学校支援地域本部地域コーディネーター推薦書兼推薦者一覧」（様式第 1 号）により、教育長に推薦する。

2 教育委員会は、要綱第 7 条第 3 項の内容を確認し、地域学校協働活動推進員に委嘱する。

3 教育委員会は、「委嘱状」（様式第 2 号）及び「学校支援地域本部地域コーディネーター証」（様式第 3 号）を本人に交付する。

4 地域学校協働活動推進員は、「地域コーディネーター活動日誌」（様式第 4 号）により、活動の実績を実施校の校長へ報告する。

5 校長は、活動内容を確認し、地域コーディネーター活動日誌を地域教育力推進課へ提出する。

6 地域教育力推進課は、地域コーディネーター活動日誌の内容を確認し、「支払金口座振替依頼書」（様式第 5 号）記載の口座へ、活動謝礼の支払いを行う。

(統括的な地域学校協働活動推進員について)

第 3 条 統括的な地域学校協働活動推進員は、要綱付則の呼称に基づく「統括コーディネーター承諾書」（様式第 6 号）を教育委員会に提出する。

2 教育委員会は、要綱第 7 条の 2 第 3 項の内容を確認し委嘱する。

3 教育委員会は、「委嘱状」（様式第 7 号）及び「学校支援地域本部統括コーディネーター証」（様式第 8 号）を本人に交付する。

4 統括的な地域学校協働活動推進員は、「統括コーディネーター活動日誌」（様式第 9 号）により、活動日誌を教育委員会へ報告する。

5 教育委員会は、統括コーディネーター活動日誌の内容を確認し、「支払金口座振替依頼書」（様式第 10 号）記載の口座へ、活動謝礼の支払いを行う。

付 則

この要領は、令和6年4月1日から施行する。

年 月 日

____年度

学校支援地域本部地域コーディネーター推薦書兼推薦者一覧

(宛先) 板橋区教育委員会教育長

板橋区立

校 長

学校支援地域本部地域コーディネーター（任期：委嘱日から 年 月 日まで）として
下記の者（____名）を推薦します。

記

No	氏 名	住 所	電 話 番 号
		属 性 (※)	メールアドレス
1			
2			
3			
4			
5			
6			

※属性欄（記入例）

元 PTA 会長、町会自治会役員、青少年委員、青少年健全育成地区委員会委員、民生児童委員
主任児童委員、スポーツ推進委員、学校開放協力会関係者、元教員、元保護者、保護者

委 嘱 状

様

あなたを、学校支援地域本部地域コーディネーターとして、次のとおり委嘱します。

- | | | | | |
|---|-------|---|---|-----|
| 1 | 委嘱期間 | 年 | 月 | 日から |
| | | 年 | 月 | 日まで |
| 2 | 学 校 名 | 板橋区立 | | 学校 |
| 3 | 謝 礼 | 1時間当たり1,000円
(謝礼支払い時に所得税等を控除する。) | | |
| 4 | 遵守事項 | <p>①地域コーディネーターの活動の範囲を逸脱する行為をしてはならない。</p> <p>②学校、児童生徒、保護者等の信用を傷つけるようなことをしてはならない。</p> <p>③活動中に知りえた個人情報又は守秘事項を、他に漏らしてはならない。地域コーディネーターを辞した後も同様とする。</p> <p>④前各号に掲げるもののほか、教育委員会又は学校が求める事項に反してはならない。</p> | | |

年 月 日

板橋区教育委員会

【様式第3号】

(表)

		第	号
学校支援地域本部			
地域コーディネーター証			
所属学校名：			
氏	名：		
上記の者は、本区の学校支援地域本部地域コーディネーターであることを証明する。			
任 期		年 月 日から	
		年 月 日まで	
年 月 日	板 橋 区 教 育 委 員 会		⑩

(裏)

(規格 縦5.5センチメートル、横9センチメートル)

【様式第 4 号】

年度 学校支援地域本部
 地域コーディネーター活動日誌（ 月分）

学校名		コーディネーター氏名	
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活動日	活動内容	活動時間 (24時間表記)		本人印 または サイン	学校確認印 または サイン
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
活動時間（小計・合計）		時間			

学校は翌月5日までに活動日誌を地域教育力推進課へ提出してください。

支 払 金 口 座 振 替 依 頼 書

振 込 先 金 融 機 関		銀 行	
		信用金庫	支店
		信用組合	
振 込 口 座	預金種別	普 通 ・ 当 座 ・ 貯 蓄	
	口座番号		
	フリガナ		
	氏 名		

板橋区から私に支給される学校支援地域本部地域コーディネーターの活動謝礼は、上記の口座に口座振替の方法をもって振り込んでください。

板 橋 区 長 様

年 月 日

住 所	 _____
氏 名	
電 話	()

(注 意)

- (1) 金融機関・預金種別は該当のものを○で囲んでください。
- (2) 口座番号、氏名はご本人のものを記載してください。
- (3) 上記の記載事項に変更が生じた場合は、速やかに届け出てください。

学校支援地域本部統括コーディネーター承諾書

私は、下記事項を了承し、学校支援地域本部統括コーディネーターとなることを承諾します。

記

1 期 間 年 月 日から 年 月 日まで

2 謝 礼 1時間当たり2,200円
(謝礼支払い時に所得税等を控除する。)

3 遵 守 事 項

- ① 統括コーディネーターの活動の範囲を逸脱する行為をしてはならない。
- ② 学校、地域コーディネーター等の信用を傷つけるようなことをしてはならない。
- ③ 活動中に知りえた個人情報又は守秘事項を、他に漏らしてはならない。統括コーディネーターを辞した後も同様とする。
- ④ 前各号に掲げるもののほか、教育委員会又は学校が求める事項に反してはならない。

年 月 日

(宛先) 板橋区教育委員会

住 所

氏 名

委 嘱 状

様

あなたを、学校支援地域本部統括コーディネーターとして、次のとおり委嘱します。

- | | |
|--------|--|
| 1 委嘱期間 | 年 月 日から
年 月 日まで |
| 2 謝 礼 | 1 時間当たり 2, 2 0 0 円
(謝礼支払い時に所得税等を控除する。) |
| 3 遵守事項 | ①統括コーディネーターの活動の範囲を逸脱する行為をしては
ならない。
②学校、地域コーディネーター等の信用を傷つけるようなこと
をしてはならない。
③活動中に知りえた個人情報又は守秘事項を、他に漏らしては
ならない。統括コーディネーターを辞した後も同様とする。
④前各号に掲げるもののほか、教育委員会又は学校が求める事
項に反してはならない。 |

年 月 日

板橋区教育委員会

	第		号	
学校支援地域本部 統括コーディネーター証				
氏 名：				
上記の者は、本区の学校支援地域本部統括コーディネーターであることを証明する。				
任 期 年 月 日から 年 月 日まで				
年 月 日				
板 橋 区 教 育 委 員 会				

Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Notes	Case Attachments
1	John Doe	Medical	Open	2023-01-01	New York	John Doe, 35 years old, male, reported a sudden onset of chest pain and shortness of breath on 01/01/2023. He was taken to the ER and diagnosed with a heart attack. He is currently in the hospital and receiving treatment.	John Doe has a history of high blood pressure and cholesterol. He was last seen by a doctor on 12/15/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	John Doe's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that John Doe was seen by a doctor on 12/15/2022 and was diagnosed with high blood pressure and cholesterol.
2	Jane Smith	Medical	Open	2023-01-02	California	Jane Smith, 42 years old, female, reported a sudden onset of dizziness and lightheadedness on 01/02/2023. She was taken to the ER and diagnosed with a stroke. She is currently in the hospital and receiving treatment.	Jane Smith has a history of diabetes and high blood pressure. She was last seen by a doctor on 12/10/2022. She was prescribed medication for her diabetes and blood pressure. She was also advised to eat a healthy diet and exercise regularly.	Jane Smith's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Jane Smith was seen by a doctor on 12/10/2022 and was diagnosed with diabetes and high blood pressure.
3	Michael Brown	Medical	Open	2023-01-03	Florida	Michael Brown, 58 years old, male, reported a sudden onset of weakness and numbness in his right arm and leg on 01/03/2023. He was taken to the ER and diagnosed with a stroke. He is currently in the hospital and receiving treatment.	Michael Brown has a history of high blood pressure and cholesterol. He was last seen by a doctor on 12/05/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Michael Brown's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Michael Brown was seen by a doctor on 12/05/2022 and was diagnosed with high blood pressure and cholesterol.
4	Sarah Johnson	Medical	Open	2023-01-04	Texas	Sarah Johnson, 31 years old, female, reported a sudden onset of abdominal pain and nausea on 01/04/2023. She was taken to the ER and diagnosed with a gallbladder infection. She is currently in the hospital and receiving treatment.	Sarah Johnson has a history of gallstones and high cholesterol. She was last seen by a doctor on 12/01/2022. She was prescribed medication for her gallstones and cholesterol. She was also advised to eat a healthy diet and exercise regularly.	Sarah Johnson's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Sarah Johnson was seen by a doctor on 12/01/2022 and was diagnosed with gallstones and high cholesterol.
5	David Wilson	Medical	Open	2023-01-05	Illinois	David Wilson, 65 years old, male, reported a sudden onset of chest pain and shortness of breath on 01/05/2023. He was taken to the ER and diagnosed with a heart attack. He is currently in the hospital and receiving treatment.	David Wilson has a history of high blood pressure and cholesterol. He was last seen by a doctor on 11/25/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	David Wilson's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that David Wilson was seen by a doctor on 11/25/2022 and was diagnosed with high blood pressure and cholesterol.
6	Emily Davis	Medical	Open	2023-01-06	Georgia	Emily Davis, 28 years old, female, reported a sudden onset of dizziness and lightheadedness on 01/06/2023. She was taken to the ER and diagnosed with a stroke. She is currently in the hospital and receiving treatment.	Emily Davis has a history of diabetes and high blood pressure. She was last seen by a doctor on 11/20/2022. She was prescribed medication for her diabetes and blood pressure. She was also advised to eat a healthy diet and exercise regularly.	Emily Davis's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Emily Davis was seen by a doctor on 11/20/2022 and was diagnosed with diabetes and high blood pressure.
7	Robert Miller	Medical	Open	2023-01-07	Arizona	Robert Miller, 52 years old, male, reported a sudden onset of weakness and numbness in his left arm and leg on 01/07/2023. He was taken to the ER and diagnosed with a stroke. He is currently in the hospital and receiving treatment.	Robert Miller has a history of high blood pressure and cholesterol. He was last seen by a doctor on 11/15/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Robert Miller's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Robert Miller was seen by a doctor on 11/15/2022 and was diagnosed with high blood pressure and cholesterol.
8	Lisa Anderson	Medical	Open	2023-01-08	Colorado	Lisa Anderson, 45 years old, female, reported a sudden onset of abdominal pain and nausea on 01/08/2023. She was taken to the ER and diagnosed with a gallbladder infection. She is currently in the hospital and receiving treatment.	Lisa Anderson has a history of gallstones and high cholesterol. She was last seen by a doctor on 11/10/2022. She was prescribed medication for her gallstones and cholesterol. She was also advised to eat a healthy diet and exercise regularly.	Lisa Anderson's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Lisa Anderson was seen by a doctor on 11/10/2022 and was diagnosed with gallstones and high cholesterol.
9	Christopher Taylor	Medical	Open	2023-01-09	Washington	Christopher Taylor, 60 years old, male, reported a sudden onset of chest pain and shortness of breath on 01/09/2023. He was taken to the ER and diagnosed with a heart attack. He is currently in the hospital and receiving treatment.	Christopher Taylor has a history of high blood pressure and cholesterol. He was last seen by a doctor on 11/05/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Christopher Taylor's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Christopher Taylor was seen by a doctor on 11/05/2022 and was diagnosed with high blood pressure and cholesterol.
10	Amanda White	Medical	Open	2023-01-10	Oregon	Amanda White, 38 years old, female, reported a sudden onset of dizziness and lightheadedness on 01/10/2023. She was taken to the ER and diagnosed with a stroke. She is currently in the hospital and receiving treatment.	Amanda White has a history of diabetes and high blood pressure. She was last seen by a doctor on 11/01/2022. She was prescribed medication for her diabetes and blood pressure. She was also advised to eat a healthy diet and exercise regularly.	Amanda White's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Amanda White was seen by a doctor on 11/01/2022 and was diagnosed with diabetes and high blood pressure.
11	Kevin Green	Medical	Open	2023-01-11	Idaho	Kevin Green, 55 years old, male, reported a sudden onset of weakness and numbness in his right arm and leg on 01/11/2023. He was taken to the ER and diagnosed with a stroke. He is currently in the hospital and receiving treatment.	Kevin Green has a history of high blood pressure and cholesterol. He was last seen by a doctor on 10/25/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Kevin Green's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Kevin Green was seen by a doctor on 10/25/2022 and was diagnosed with high blood pressure and cholesterol.
12	Nicole Black	Medical	Open	2023-01-12	Montana	Nicole Black, 40 years old, female, reported a sudden onset of abdominal pain and nausea on 01/12/2023. She was taken to the ER and diagnosed with a gallbladder infection. She is currently in the hospital and receiving treatment.	Nicole Black has a history of gallstones and high cholesterol. She was last seen by a doctor on 10/20/2022. She was prescribed medication for her gallstones and cholesterol. She was also advised to eat a healthy diet and exercise regularly.	Nicole Black's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Nicole Black was seen by a doctor on 10/20/2022 and was diagnosed with gallstones and high cholesterol.
13	Brandon Hall	Medical	Open	2023-01-13	Wyoming	Brandon Hall, 62 years old, male, reported a sudden onset of chest pain and shortness of breath on 01/13/2023. He was taken to the ER and diagnosed with a heart attack. He is currently in the hospital and receiving treatment.	Brandon Hall has a history of high blood pressure and cholesterol. He was last seen by a doctor on 10/15/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Brandon Hall's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Brandon Hall was seen by a doctor on 10/15/2022 and was diagnosed with high blood pressure and cholesterol.
14	Stephanie King	Medical	Open	2023-01-14	Utah	Stephanie King, 33 years old, female, reported a sudden onset of dizziness and lightheadedness on 01/14/2023. She was taken to the ER and diagnosed with a stroke. She is currently in the hospital and receiving treatment.	Stephanie King has a history of diabetes and high blood pressure. She was last seen by a doctor on 10/10/2022. She was prescribed medication for her diabetes and blood pressure. She was also advised to eat a healthy diet and exercise regularly.	Stephanie King's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Stephanie King was seen by a doctor on 10/10/2022 and was diagnosed with diabetes and high blood pressure.
15	Timothy Lee	Medical	Open	2023-01-15	Nebraska	Timothy Lee, 57 years old, male, reported a sudden onset of weakness and numbness in his left arm and leg on 01/15/2023. He was taken to the ER and diagnosed with a stroke. He is currently in the hospital and receiving treatment.	Timothy Lee has a history of high blood pressure and cholesterol. He was last seen by a doctor on 10/05/2022. He was prescribed medication for his blood pressure and cholesterol. He was also advised to eat a healthy diet and exercise regularly.	Timothy Lee's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Timothy Lee was seen by a doctor on 10/05/2022 and was diagnosed with high blood pressure and cholesterol.
16	Michelle Young	Medical	Open	2023-01-16	Delaware	Michelle Young, 47 years old, female, reported a sudden onset of abdominal pain and nausea on 01/16/2023. She was taken to the ER and diagnosed with a gallbladder infection. She is currently in the hospital and receiving treatment.	Michelle Young has a history of gallstones and high cholesterol. She was last seen by a doctor on 09/25/2022. She was prescribed medication for her gallstones and cholesterol. She was also advised to eat a healthy diet and exercise regularly.	Michelle Young's medical records from 2022 are attached. They include a physical exam, blood work, and a prescription for medication. The records also show that Michelle Young was seen by a doctor on 09/25/2022 and was diagnosed with gallstones and high cholesterol.
17	Gregory Scott	Medical	Open	2023-01-17	South Dakota	Gregory Scott, 63 years old, male, reported a sudden onset of chest pain and shortness of breath on 01/17/2023. He was taken to the ER and diagnosed with a heart attack. He is currently in the hospital and receiving treatment.	Gregory Scott has	

(規格 縦5.5センチメートル、横9センチメートル)

年度 学校支援地域本部
統括コーディネーター活動日誌（ 月分）

氏 名	
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活動日	活動内容・活動場所	活動時間 (24時間表記)		本人印 または サイン	事務局確認印 または サイン
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
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		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
日		～			
		時間数	時間		
活動時間（小計・合計）		時間			

翌月5日までに活動日誌を地域教育力推進課へ提出してください。

支 払 金 口 座 振 替 依 頼 書

振 込 先 金 融 機 関		銀 行	
		信用金庫	支店
		信用組合	
振 込 口 座	預金種別	普 通 ・ 当 座 ・ 貯 蓄	
	口座番号		
	フリガナ		
	氏 名		

板橋区から私に支給される学校支援地域本部統括コーディネーターの活動謝礼は、上記の口座に口座振替の方法をもって振り込んでください。

板 橋 区 長 様

年 月 日

住 所	 _____
氏 名	
電 話	()

(注 意)

- (1) 金融機関・預金種別は該当のものを○で囲んでください。
- (2) 口座番号、氏名はご本人のものを記載してください。
- (3) 上記の記載事項に変更が生じた場合は、速やかに届け出てください。