

Frank C. Ortis, Mayor
Iris A. Siple, Vice-Mayor
Charles F. Dodge, City Manager
Peter Bayer, Principal



Larissa Chanzas, Commissioner
Thomas Good, Jr. Commissioner
Jay D. Schwartz, Commissioner

PEMBROKE PINES CHARTER HIGH SCHOOL **Parent Service/Volunteer Hours Policy** **2020 – 2021**

1. All families are to fill out and submit a Parent Service/Volunteer form provided on the next page. On the form, parents must list all children who attend our charter school system.
2. Each family must complete 30 or more hours per school year.
3. Parent service/volunteer hours obtained from all campuses may be combined (Central, East, West, FSU and Academic Village Campuses).
4. Attending informational meetings/functions such as PTA/PTSA, Advisory Board and Open House, count towards parent service/volunteer hours, however, recreational functions including, but not limited to, sports events, school plays/performances, and Awards Ceremony do not constitute as time that may be utilized towards parent service/volunteer hours; unless otherwise specified by school.
5. All volunteers must sign in at the front office to receive a volunteer badge before going to the classroom.
6. All volunteers during the school day must wear their volunteer badges at all times while at the school or with the students. All volunteers are required to dress in attire that is consistent with dress code.
7. During the 2nd and 3rd grading periods, all parent service/volunteer hours will be tabulated and parents will be notified of the hours they have accumulated. However, it is ultimately the parent's **responsibility to keep track** of their own hours.
8. A parent service/volunteer record form should be filled out for every parent service activity attended.
9. Any hardship related deviation from this policy must be put in writing fully explaining the extenuating circumstances for such request and submitted to the principal.
10. Parent service/volunteer hours may only be performed by **parents, grandparents, foster parents, adoptive parents, and legal guardians by court** at the discretion and review of the principals.
11. Pursuant to Chapter 2004-81, Florida Laws (2004), all volunteers at the school shall be subject to a limited background check. Principals have the sole discretion and authority to refuse an individual to perform parent service/volunteer hours at the school as a result of this required background check.
12. **All parent service hours must be fulfilled prior to May 25th, 2021 (parents of 12th grade students should have their hours in prior to May 7th, 2021).**

City of Pembroke Pines Charter Schools

SERVICE RECORD

PARENT NAME _____

STUDENT NAME _____
LAST FIRST

GRADE _____ TEACHER _____

NAMES OF SIBLINGS ATTENDING PPCS:

	GRADE	TEACHER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

VOLUNTEER TASK:

HOURS COMPLETED DATE COMPLETED

TEACHER/ADMIN APPROVAL

PRINTED NAME

VOLUNTEER TASK:	HOURS COMPLETED	DATE COMPLETED	TEACHER/ADMIN APPROVAL	PRINTED NAME

TOTAL HOURS

HOURS COMPLETED AT:

- | | |
|---|---|
| <input type="checkbox"/> ELEMENTARY EAST | <input type="checkbox"/> MIDDLE CENTRAL |
| <input type="checkbox"/> ELEMENTARY CENTRAL | <input type="checkbox"/> MIDDLE WEST |
| <input type="checkbox"/> ELEMENTARY WEST | <input type="checkbox"/> HIGH SCHOOL |
| <input type="checkbox"/> PP/FSU ELEMENTARY | |

PARENT SIGNATURE

ADMIN/COMMITTEE CHAIR/PTA

DATE

* Each family must complete a total of 30 hours per school year.
All volunteer must be completed by the deadline date.

WHITE: SCHOOL

YELLOW: PARENT