



Frank C. Ortis, Mayor
Thomas Good Jr., Vice-Mayor
Charles F. Dodge, City Manager
Peter L. Bayer, Principal



Angelo Castillo, Commissioner
Jay D. Schwartz, Commissioner
Iris A. Siple, Commissioner

PEMBROKE PINES CHARTER HIGH SCHOOL **Parent Service/Volunteer Hours Policy** **2018 – 2019**

1. All families are to fill out and submit a Parent Service/Volunteer form. 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 24th, 2019 (parents of 12th grade students should have their hours in prior to May 10th, 2019).**