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PEMBROKE PINES CHARTER HIGH SCHOOL **Parent Service/Volunteer Hours Policy** **2016 - 2017**

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; however, 10 hours of that can be given by some form of donation in lieu of fulfilling these hours in increments of ½ hour **per donation, not per item**. All donations must be authorized by the principal in advance. Effective as of the 2008-2009 school year, parents and guardians of students in the City's Charter School system shall be able to satisfy a portion of their thirty (30) parent service/volunteer hour requirement by purchasing up to twenty (20) of these hours as follows:
 - The first ten (10) hours may be purchased for \$10.00 per hour.
 - The second ten (10) hours may be purchased for \$20.00 per hour.No parent or guardian shall be permitted to purchase more than twenty (20) parent service/volunteer hours for a total of \$300.00. The remaining ten (10) hours of the parent service/volunteer requirement shall be satisfied in a manner consistent with the Charter Schools' previously established rules and regulations.
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.
7. If donating supplies, food, etc., for classrooms in exchange for parent service/volunteer hours, you may receive **no more than ½ hour credit** towards your parent service/volunteer hours **for all items donated at that time**. Prior approval from the principal must be received before any items may be donated and credit received.
8. 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.
9. A parent service/volunteer record form should be filled out for every parent service activity attended.
10. 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.
11. 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.
12. 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.
13. **All parent service hours must be fulfilled prior to May 26th, 2017 (parents of 12th grade students should have their hours in prior to May 12th, 2017).**