



# City of Pembroke Pines Charter Schools

## Academic Village Campus



Cambridge International School

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



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

### 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 25, 2021 (parents of 12<sup>th</sup> grade students should have their hours in prior to May 7, 2021).**

# City of Pembroke Pines Charter Schools

## SERVICE RECORD

PARENT NAME \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_  
LAST FIRST

NAMES OF SIBLINGS ATTENDING PPCS:

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

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