

**RELATIVE TO  
THE ADOPTION OF A  
"POLICY GOVERNING PARENTAL  
SCHOOL INVOLVEMENT PROGRAM"**

**RESOLUTION NO. PDSC 99-02**

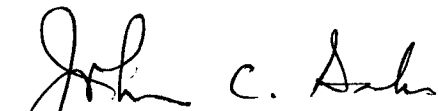
- WHEREAS, On June 4, 1998, Executive Order No. 98-16 was promulgated to allow up to four (4) hours of Administrative Leave every two (2) pay periods for the purpose of increasing and supporting the involvement of parents in their children's education; and
- WHEREAS, Executive Order No. 98-16 was subsequently amended by Executive Order 98-20 to include "parents, guardians, or in loco parentis" in this matter; and
- WHEREAS, The Public Defender Service Corporation recognizes and supports the benefits extended in the above-cited Executive Orders; and
- WHEREAS, The Public Defender Service Corporation has developed a similar policy as stated in the attachments made hereto; and
- WHEREAS, Implementation of the attached policy is in compliance with PDSC Personnel Rules and Regulations; now therefore be it
- RESOLVED, The Board of Trustees of the Public Defender Service Corporation, in its meeting of February 18, 1999, directed the Executive Director to approve and implement the attached "Policy Governing Parental School Involvement Program"; be it further
- RESOLVED, This "Policy Governing Parental School Involvement Program" shall take effect commencing with the pay period beginning February 28, 1999.

DULY AND REGULARLY ADOPTED this 18<sup>th</sup> day of February, 1999.

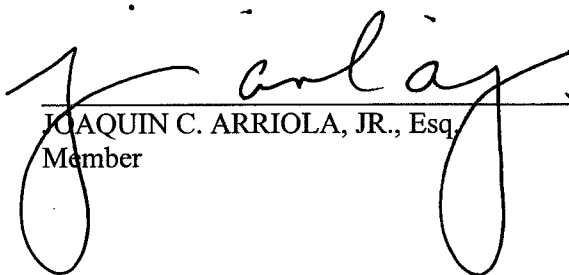


Honorable PETER C. SIGUENZA, JR.  
Chairman

Honorable ALBERTO C. LAMORENA III  
Vice-Chairman



Senator JOHN C. SALAS  
Member



JOAQUIN C. ARRIOLA, JR., Esq.  
Member

## **POLICY GOVERNING PARENTAL SCHOOL INVOLVEMENT PROGRAM**

### **POLICY STATEMENT**

It has been recognized that families today have many economic and social pressures which tend to curtail the amount of time parents can devote to their children and that children adjust and perform better in school where there is parental involvement in the children's school program. The Public Defender Service Corporation, in an effort to extend support to families and children, hereby establishes the Parental School Involvement Program. This program will enable an employee of the Corporation, who is a parent and who is not otherwise prohibited from contact with his or her child by a court order, to use up to Four (4) hours every Two (2) pay periods of Administrative Leave to meet with a teacher or school official concerning the employee's child. This program is intended to benefit children and families, and shall not be abused.

### **ADMINISTRATIVE LEAVE PROVISIONS**

- A. Any employee of the Corporation who is a parent, guardian, or in loco parentis, who is not otherwise prohibited from such contact with his or her child by order of a court, may use up to a maximum of four (4) hours every two (2) pay periods of Administrative Leave to meet with a teacher or other school official concerning the employee's child's performance or behavior or to volunteer parental-involvement time at their child's school.
  
- B. A meeting with a teacher or other school official concerning a child's performance

or behavior or to volunteer parental-involvement at their child's school, including attendance at a graduation, school play, school fair, and so forth, shall be considered attendance at an official meeting/conference under Rule No. 120.17 of the Personnel Rules and Regulations of PDSC for purposes of eligibility for Administrative Leave.

- C. The authorized four (4) hours administrative leave for the Parental-School Involvement Program may be utilized at the arrangement of the employee with the employee's supervisor, and may be split into smaller separate segments over the two (2) pay period time frame, but shall not be carried over to the next two (2) pay periods or thereafter.
  
- D. This program in no way removes the supervisor's responsibility for accountability of subordinate employee's whereabouts during a workday. Employee's must request for the administrative leave from their supervisors, in advance, as with any other planned leave. Employees must submit their regular Leave Form for approval by the supervisor with an attached PDSC Parental School Involvement Administrative Excuse Form. Employees are responsible to insure that the Administrative Excuse Form is completed by a school official. Supervisors shall be prudent and reasonable in their decisions.

**PUBLIC DEFENDER SERVICE CORPORATION  
PARENTAL SCHOOL INVOLVEMENT PROGRAM**

**ADMINISTRATIVE EXCUSE FORM**

<b>Employee's Name:</b>	<b>Date:</b>
<b>Student's Name:</b>	<b>Grade:</b>
<b>School's Name:</b>	
<b>Arrival time at School:</b>	<b>Total Hours:</b>
<b>Departure time from School:</b>	

This is to certify that the above named parent (guardian, in loco parentis) of the student identified has visited the school for a conference with his/her child's teacher or school official, to attend a function involving his/her child, or as a volunteer to assist in the child's school activities:

<b>Name of Teacher or School Official: (Please Print)</b>	<b>Position Title:</b>
<b>Signature:</b>	

**NOTE: This Administrative Excuse Form must be attached to the Leave Form for approval by the supervisor.**

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PARENTAL SCHOOL INVOLVEMENT PROGRAM**

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