

OBTAINING 50 HOURS

One of the requirements to access A+ incentive funds is to perform fifty (50) hours of tutoring and/or mentoring, community service or job shadowing. The following guidelines must be met:

	Maximum Hours Allowed	Definition	Process for Obtaining Hours
Tutoring	50	<ul style="list-style-type: none"> Unpaid and supervised by a Parkway School District employee. Occurs within the Parkway School District. Academic in nature. Takes place during the school year or during the summer. 2.0 cumulative high school GPA required before beginning tutoring. 	<ul style="list-style-type: none"> Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. See A+ Coordinator or A+ website for current approved tutoring opportunities. Follow all stated A+ tutoring procedures outlined in the handbook. Record hours and submit verified log sheet to A+ coordinator.

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Community Service	25	<ul style="list-style-type: none"> Unpaid and occurs at a non-profit organization. Takes place during the school year or during the summer. All arrangements made by student. 	<ul style="list-style-type: none"> Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. See A+ Coordinator for help locating a service placement if needed. Contact non-profit organization of to arrange the service experience.. Record hours and submit verified log sheet to A+ coordinator.

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	Maximum Hours Allowed	Definition	Process for Obtaining Hours
Job Shadowing <ul style="list-style-type: none"> Purpose is to explore a career within a student's career pathway of interest. 	12.5*	<ul style="list-style-type: none"> Must be unpaid. Can occur in any occupational setting during the school year or during the summer. Hours verified by a non-family member. Arranged by student. 	<ul style="list-style-type: none"> Completed A+ Student Participation Agreement and Citizenship Agreement on file in the A+ Office. Completed A+ required training in person or online. All appropriate documentation must be submitted to the A+ Coordinator. Obtain Job Shadow form from A+ Coordinator, complete top section and contact desired employer to complete the form. Turn in completed Job Shadow form to A+ Coordinator prior to the experience. Record hours and submit verified log sheet to A+ coordinator.

* (Counts toward Community Service Hours)

FOR ALL EXPERIENCES, PLEASE REMEMBER:

- All locations must be approved by the school's A+ Coordinator.
- All hours must be turned in prior to May 1 of graduation year.
- An official time sheet must be kept by the student and turned in to the A+ Coordinator who will record the hours.
- The A+ Coordinator or the sponsoring organization may terminate the experience at any time.
- The A+ student is responsible for being present at the agreed upon day and time for the experience. If absent, A+ student must notify the adult in charge.
- No hours may be earned prior to the first day of the student's freshman year.
- Students must attend a tutor/community service/job shadow training session prior to the beginning of the experience.



ALL LOCATIONS MUST BE APPROVED BY THE SCHOOL'S A+ COORDINATOR.