

## **Enrichment Syllabus 19-20**

At Pritzker, we believe that students who are involved form a connection with their school and community. We also know that the more students are involved, the more they excel academically. Enrichment credits provide students with the opportunity for students to develop passions and get involved in Pritzker's community. As students begin to cultivate new interests they are also forming new connections within our community. While enrichment certainly benefits the student experience while they are at Pritzker, it is important to note that many colleges look for students who are well rounded in both academics and extracurricular activities for acceptance (i.e. enrichment).

**Students at Pritzker must accumulate a total of 2.0 or 200 hours of enrichment credits (i.e. community service, clubs, sports, etc.) in order to graduate. Students will be held accountable to the following benchmarks.**

<b>Grade</b>	<b>S2</b>
<b>9<sup>th</sup></b>	<b>0.25</b>
<b>10<sup>th</sup></b>	<b>0.75</b>
<b>11<sup>th</sup></b>	<b>1.50</b>
<b>12<sup>th</sup></b>	

**Students can receive enrichment credit from activity hours or community service**

### **Activity Hours**

- This includes sports, clubs, office hours, summer programs
- Students MUST earn these enrichment credits in 0.25 increments and enrichment hours must be completed within that school year. They can complete the hours within a semester or over the course of a year.
- Students must meet the attendance and participation requirements of each individual activity in order to receive credit.

## **Community Service**

- Community service is defined as an event in which you serve the community. It must be supervised by an approved nonprofit or government agency. The act or event must have a direct, positive impact on the community.

### ***The following are guidelines and procedures for earning community service hours:***

**Pre-Approval:** Pritzker College Prep has a list of sites that are approved for all students to complete community service hours. Lists of these approved sites are posted on the Pritzker website. The list can also be found in a binder in the main office. Throughout the school year, the community service department will communicate to students and advisors about upcoming events and any changes made to the list.

To have a site approved, you must complete an approval form and turn it in to the main office. This form can be found with Ms. Allen in room 207. Forms must be submitted **at least two weeks** prior to the start of service. Without at least two weeks of notice, we cannot guarantee that we will be able to make contact with the supervisors. Students will be notified in advisory if a site has been approved or denied. Sites will remain approved for the student each year as long as the supervisor and type of service completed remains the same.

**Students cannot receive school credit until they are informed by the community service department that the site was approved.**

**Deadlines:** The 2019-2020 deadlines are as follows:

- 1<sup>st</sup> Semester: Wednesday, January 8th, 2020 BEFORE 5:00 pm  
\*\* Failure to meet deadline results hours not counting for S1
- 2<sup>nd</sup> Semester: May 27th, 2020 BEFORE 5:00 pm for 12
- 2<sup>nd</sup> Semester: June 3rd, 2020 BEFORE 5:00 pm for 9-11  
\*\* Failure to meet deadline results in hours not counting for S2

### **Procedure:**

- 1) You must call the site you choose at least 24 hours in advance to schedule a time to volunteer.
- 2) Once the site and time is confirmed, you are to take a community service documentation form (found in the main office) with you to the site at the time of your service.
- 3) Fill out the documentation form completely and correctly, following the guidelines outlined on the form itself. The person supervising you at your site must confirm your service by signing the documentation form. (**NOTE:**

**IT IS YOUR RESPONSIBILITY TO MAKE SURE THE FORM IS FILLED OUT CORRECTLY AND COMPLETELY)**

- 4) Documentation forms are due to the main office by the **WEDNESDAY FOLLOWING THE COMPLETION OF YOUR SERVICE**. Therefore, if you complete your service on a Friday, the documentation form is due at the latest five (5) days later on Wednesday. But if you complete your service on a Tuesday, the form is due **THE NEXT DAY**.
- 5) The community service department will then process your hours and will post them to PowerSchool every week.
- 6) If your hours are rejected, you will receive notification via email and **may** be able to resubmit the copied form for credit.

**No-Show Policy:** It is very important that students show up for any event that they sign up for. People are counting on us to provide them with volunteers. If a student is unable to make it to a project or event, he/she should:

- Find a replacement
- No fewer than 24 hours in advance, inform the coordinator of the project of the need to cancel

Any student that fails to follow this procedure will be deducted the amount of hours they were to perform at that site from his/her total hours for the first offense. If the student is a no-show for a second event/project, the student will have the amount of hours they were to perform at that site deducted from his/her total hours, and will be prohibited from volunteering at Pritzker organized projects and events for the remainder of the school year. It will then be the student's responsibility to go to sites on his/her own.

**Absences:** If suspended or absent for any reason from school, any hours turned in that were performed during our normal school hours will not be honored. Students serving suspension from school will be required to perform additional community service hours.

If you have any questions, please contact Ms. Pool at [apool@pritzkercollegeprep.org](mailto:apool@pritzkercollegeprep.org)

# ENRICHMENT SYLLABUS RECOGNITION

**I have read and agree to the following requirements for enrichment at Pritzker**

**Recognition:** I have read and understand the enrichment syllabus and its terms.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**He leído y acepto los siguientes requisitos de enriquecimiento en Pritzker**

**Reconocimiento:** He leído y entiendo la sílaba de enriquecimiento y sus términos.

Nombre de Estudiante: \_\_\_\_\_

Firma de Estudiante: \_\_\_\_\_

Firma de Padre/Tutor: \_\_\_\_\_