



**Extended Learning Opportunity (ELO)
Pre-Approval Form**

Student Name: _____

Today's Date: _____

ELO Proposal (Describe the ELO in the space provided.)
Attach additional page if necessary.

Faculty Sponsor: _____

This is a WHS faculty member who will help support and monitor your progress.

Business Site:	
Contact Person:	
Phone Number/Email:	

Elective credits may be awarded based on the successful completion of an ELO, where the obligations for both competencies and assessments have been met (this includes meeting with the faculty sponsor on a weekly basis), project management, practice, performance, or empirical exposure have been documented and verified. Extended Learning Opportunities are electives; a maximum of 4 elective credits may be earned through ELO experiences. Students are required to commit to a minimum of 3 hours a week. Grade will reflect a Pass or Fail; comments will be placed on quarterly reports although final grade will not be indicated on the report card until completion of student ELO. Pre-Approval form must be completed and returned by the deadline date, December 15th (2nd semester) or May 15th (1st semester and full year).

Academic Credit Requested: _____

Will your ELO require you to leave school grounds? _____

Do you have transportation to and from the business site? _____

Day (s) Time of ELO: _____

Time you will need to leave school: _____

Time you will return (if applicable): _____

Competencies:

What content, concepts, and skills will you master during this ELO?

Assessment:(Presentation required at the completion of an ELO)

How will you demonstrate that you have met the mastery objectives stated above?
(i.e. journal reflections, final paper, portfolio etc.)

I understand that all Windham High School procedures and regulations, as well as Windham School District policies, will apply and ultimately the awarding of academic elective credit is at the prerogative of Administration. Moreover, I understand that I (student) am responsible for all expenses incurred for this ELO, and, where necessary, transportation and costs associated will be coordinated on my own. I will also provide the ELO Coordinator with a minimum two-week notice to coordinate paperwork and site approval, prior to active participation in an ELO. Any credit (s) earned will not be calculated into the student G.P.A., and efforts made toward any ELO will not be credited until pre-approvals have been satisfied.

Students are responsible for informing the ELO Coordinator if a problem or uncomfortable situation while at the internship site should occur. Parent permission by virtue of the parent/guardian signature below, releases the school, its administrators and faculty, the District, and all agents, contractors or assigns from liabilities arising from the participation or coordination of this ELO.

Signatures:

Student: _____ **Date:** _____

ELO Coordinator: _____ **Date:** _____

Faculty Sponsor: _____ **Date:** _____

Director: _____ **Date:** _____

Guidance Counselor: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Windham High School
Extended Learning Opportunity Agreement

Thank you for your willingness to participate in our Extended Learning Opportunity program. The expectations and responsibilities of those involved in the program are listed below.

School/ELO Coordinator Responsibilities:

1. ELO Coordinator will provide relevant information about the student to supervisors of the work-based site.
2. Liability for the student and school personnel (if applicable) working with the student will be assumed by the school district.
3. ELO Coordinator will be the liaison responsible for communicating any concerns or information between the school, student and site location.
4. ELO Coordinator will assure that the student will have transportation prior to the start of the project.
5. ELO Coordinator will have business site approved in accordance to the State of New Hampshire Department of Labor, prior to the student's start date.
6. Every attempt will be made to provide at least a two-week notice to the site supervisor, should the student no longer participate in the work-based program.

Student Responsibilities:

1. Student is responsible for contacting the site supervisor if he/she will be out or sick or is aware of upcoming dates they are not available. Unexcused absences can lead to detention time.
2. The student will make the best of the learning opportunity to obtain new skills and knowledge.
3. The student will participate in any orientation or meetings if necessary while at the site.
4. Student will follow all rules and regulations of the business site, which includes any safety or training measures.
5. The student will communicate any concerns while at the site, to the ELO Coordinator.
6. The student will work to fulfill their goals and competencies they've established towards completion of their ELO project.

Business Site Responsibilities:

1. To ensure a safe environment for the student. Students should be provided the same safety, health and general conditions as all employees on the site.
2. To mentor and guide the student to help establish his/her goals and objectives of the ELO.
3. The business site will report any questions or concerns regarding the student, to the ELO Coordinator.

4. The student will be allowed to participate in trainings and meetings if applicable to their role while on the site.
5. The business will be asked to complete mid and final term progress evaluations regarding the student's time at the site.
6. Work-Based opportunities for the student will be considered paid or unpaid internships. This will be determined prior to the start date.

Faculty Sponsor Responsibilities:

1. The faculty sponsor will meet with the student on a weekly basis throughout the course of the ELO.
2. The faculty sponsor will listen to student experiences, discuss project assessment progress and provide feedback and guidance when needed.
3. The faculty sponsor will report any concerns regarding the student or intern site to the ELO Coordinator.
4. The faculty sponsor will place comments regarding student progress in Power School.
5. The faculty sponsor will be in attendance for the student's final ELO presentation and complete the rubric grading process.

ELO Coordinator _____ Date: _____

Student _____ Date: _____

Parent _____ Date: _____

Faculty Sponsor _____ Date: _____

Thank you for your support!

Extended Learning Opportunities (ELO's) are available to all students at the high school. Extended Learning Opportunities promote student engagement, provide structure and authentic participation in real world learning and career experiences. ELO's can assist students with decision making regarding post-secondary plans in conjunction with their career interests.

ELO's are NOT:	ELO's ARE:
Intended to be an easy way for students to achieve credit.	Structured; students must follow specific guidelines and expectations at school and business site to obtain credit.
To supplement regular academic classes.	Career experiences in addition to the required academic classes.
Always school-based.	Opportunities coordinated throughout the business community.
Factored into a student's GPA.	Pass/Fail for elective credit only.
Mandatory to graduate.	Student driven based on career interests.
Always held within school hours.	Before, during, after school and on the weekends depending on the business site.
Ongoing enrollment, students must meet paperwork deadlines of December 15 th and May 15 th to participate.	Available to students for a semester or full year.
Always guaranteed.	Available, although depending on the profession, the business may not be able to accommodate high school students.
Structured to guarantee employment following an internship.	Wonderful ways to gain experience, network with professionals and determine if this is the right career path for you!

Students who wish to find out more about ELO's, are encouraged to follow up with Mrs. Londo in C303.

EXTENDED LEARNING OPPORTUNITIES

It is the policy of the Windham School Board to allow extended learning opportunities at the high school level as a means of meeting the diverse instructional needs of students with different talents, interests, and development. The Board's intent is to allow opportunities for extensions beyond those addressed in the regular classroom.

All such opportunities must be aligned with the school's educational goals and objectives. Such opportunities may provide high school credit (under provisions of Policy IMBC) or supplement regular academic courses. Credits can be granted for extended learning activities, including, but not limited to, independent study, private instruction, team sports, performing groups, internships, non-required community service, and work study.

Where credit is not granted, such experiences may be used to fulfill prerequisite requirements for advanced courses. The granting of credit shall be based on a student's demonstration of mastery of core competencies, as approved by a certified District educator designated by the principal.

Credit earned will not be figured into the student's grade point average (GPA).

The Superintendent directs the Principal to establish regulations and procedures for the application, approval, and evaluation of Extended Learning Opportunities in accordance with Alternative Credit Options Policy, IMBC.

Unless otherwise recommended by the Superintendent and approved by the School Board, under ordinary circumstances students or their parents/guardians shall be responsible for all related expenses including tuition, transportation, and textbooks.

Legal References:

NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Policy Development

NH Code of Administrative Rules, Section Ed. 306.26(f), Kindergarten-Grade 8 School Curriculum

NH Code of Administrative Rules, Section Ed. 306.27(b) (4), High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program

See Also: Policy IMBC, Alternative & Interdisciplinary Credit Option

Adopted by the Windham School Board on June 7, 2011