

# Plymouth Regional High School

## Extended Learning Opportunities

### Purpose

The Pemi-Baker Regional School Board allows students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. Extended learning opportunities may include, but are not limited to, independent study, private instruction, internships, community service, apprenticeships, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities not otherwise available to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ extended learning opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

Extended learning opportunities may be taken for credit or may be taken to supplement regular academic courses. Extended learning opportunities may also be used to fulfill prerequisite requirements for advanced classes. The granting of credit shall be based on a student's mastery of course competencies. The principal's designee, a certified teacher, in conjunction with the administration must authorize the granting of credit for learning accomplished through extended learning opportunities.

### Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All extended learning opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO coordinator(s) for approval. The principal shall designate the person or persons responsible for acting as the ELO coordinator(s). The name and contact information for the school's ELO coordinator(s) can be obtained by contacting the Principal's Office. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork. To earn ELO credit a student must obtain **prior approval** from the ELO coordinator(s) and do some careful planning with the student's advisor, counselor, or teacher in the subject area to document his/her learning experience and present a portfolio of work to the coordinator for review. To earn ELO credit a student must demonstrate mastery of

the competencies required in the course work studied. Prior to pursuing the ELO, the student will investigate the competencies needed and submit a curriculum outline to the ELO coordinator. Periodic review and revision will be scheduled and periodic assessment will provide feedback and guide the student's experience to maximize its fullest potential.

The principal will have primary responsibility for ensuring the implementation of extended learning opportunities and all aspects of such programs. The principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

The principal will review and determine credits that will be awarded for extended learning opportunities toward the attainment of a high school diploma. Parents/Guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see Appeal Process).

Students under 18 years of age, approved for extended learning opportunities must have parental/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian if needed and returned to the designated ELO coordinator prior to beginning the program.

All extended learning opportunities not initiated and designed by the district shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other extended learning opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

A Student approved for an off-campus extended learning opportunity is responsible for his/her own personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and an authorized agent of the third-party host. The agreement shall specify the roles and responsibilities of each party.

Students may take courses for credit through an approved ELO. The school will count only one credit toward the minimum number of credits required to be carried each year. The grade earned for the course(s) shall not be included in the student's GPA.

Students, who take an on-line course through an approved ELO, will have that course noted on the official school transcript; whether or not the course is completed. Students taking a course through an approved ELO will be responsible for any expenses incurred due to a course drop.

## **Application Process**

1. The application is to be completed by the student/parent/guardian seeking approval for the extended learning opportunity.
2. The application should be completed and submitted at least thirty (30) days prior to the beginning of the proposed program. However, the Board recognizes that short-term notice opportunities may present themselves to students from time to time. As such, the Principal may grant waivers to the thirty (30) day submission requirement at his/her discretion, provided all other application criteria are satisfied. Such waivers will be granted on a case-by-case basis. All required information (including course competencies to be mastered and a curriculum outline) must be attached to the application and submitted to the ELO Coordinator.
3. After approval of the ELO, the student will participate in the ELO. The student will maintain a portfolio that will include evidence of how the student is mastering the agreed upon competencies.
4. Periodic review and revision to the ELO will be scheduled to monitor student progress and garner feedback from the ELO mentor.
5. After completion of the ELO the student will submit a completed portfolio and complete a self-reflection summarizing the experience and explaining the outcome(s) of the ELO.
6. The principal's certified designee in conjunction with the ELO coordinator will review the portfolio and assess student mastery of the ELO's competencies if credit is to be awarded or if being used to meet prerequisites for higher level courses.

## **Evaluation Criteria for Applications**

The principal in conjunction with the ELO coordinator will evaluate all applications. At a minimum, all applications must meet the following criteria:

- Provides for administration and supervision of the program
- Provides that certified school personnel oversee and monitor the program
- Requirements that each extended learning opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards.
- Provides that each extended learning opportunity meets course competencies as developed by Plymouth Regional High School.

## **Appeal Process**

A student whose application has been denied may request a meeting with the principal. The principal will provide the student with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are made within the timelines established by this policy. If the principal rejects the resubmitted proposal, the student may appeal to the superintendent. All decisions made by the superintendent shall be final.

### **Evaluation Criteria for Completed ELO's**

The ELO experience will be evaluated on a timely basis. The evaluation process will include the following:

1. A reflection by the student summarizing the experience and explaining the outcome(s) of the ELO. This reflection, in narrative form, will also address how each competency has been mastered by the student.
2. An evaluation statement by the mentor.
3. If the extended learning opportunity is being used for credit or to meet pre-requisites for other courses, the portfolio shall be reviewed by a certified teacher and presented to the ELO coordinator to assess student mastery of the ELO's competencies.

*Policy updated June 19, 2012 per Pemi-Baker Cooperative School Board*

**EXTENDED LEARNING OPPORTUNITY – APPLICATION**

**Request for Approval of Extended Learning Opportunity**

Student: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Application Date: \_\_\_\_\_

Course/Program to be taken and course number (if applicable): \_\_\_\_\_

Semester/Year ELO is to be taken: \_\_\_\_\_

School/Location: \_\_\_\_\_

**Description of ELO: (Please attach)**

**Reason for request (check all appropriate boxes):**

- Review for credit/summer school (make-up course work for previously failed course)  
Failed course: \_\_\_\_\_
- Advanced course level in a given sequence for upcoming school year  
Name of (Plymouth Regional High School) equivalent course:  
\_\_\_\_\_
- Earn additional high school credit (check all appropriate options)  
\_\_\_\_ College course work for high school credit  
\_\_\_\_ College course work for college credit  
\_\_\_\_ Independent study  
\_\_\_\_ Distance Learning course work (online or virtual high school)  
\_\_\_\_ Request for credit to be utilized for early graduation
- Other (please specify): \_\_\_\_\_

**Rationale for request:** (attach pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If course is approved, \_\_\_\_\_ credits will be awarded upon proof of successful completion including review of student mastery of competencies.

**Attach course competencies and curriculum outline.**

Student Signature: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____
Certified Teacher Signature: _____	Date: _____
ELO Coordinator Signature: _____	Date: _____
Principal Signature: _____	Date: _____

Copy to:       Student       Parent       Student's Cumulative File       Guidance Counselor