

## **Purpose**

The Board encourages students to pursue extended learning opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the resources available within the school building. Extended learning opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the CEO 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 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 learning experiences. Extended learning opportunities may also be used to fulfill prerequisite requirements for advanced academic credits. The granting of credit shall be based on a student's attainment of proficiency of course competencies, as defined by *Policies ILBA, Assessment of Educational Programs* and *ILBAA, Competency Assessments*. Certified School Personnel 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 teacher for approval. The teacher will assist students in preparing the application form and other necessary paperwork.

The School Leader will have primary responsibility and authority for ensuring the implementation of extended learning opportunities and all aspects of such programs. The School Leader 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 School Leader 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 School Leader within the provisions below (see Appeal Process).

All extended learning opportunities not initiated and designed by the school 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 school campus will be responsible for providing their own transportation to and from the off-campus site. However, the School may provide transportation if feasible.

Students who have a financial or transportation need that would prevent such participation, may request school assistance through the School Leader or his/her designee. Such requests may be granted if district resources are available and at the discretion of the CEO. The School Leader or Teacher will assist students in seeking alternative means of financial or transportation assistance if so needed.

Students approved for off-campus extended learning opportunities are responsible for their personal safety and well-being. Extended learning opportunities at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

### **Application Process**

1. The application is to be completed by the student 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 extended learning opportunity. However, the Board recognizes that short-term notice opportunities may present themselves to students from time to time. As such, the School Leader 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 must be attached to the application and submitted to the student's Advisor.

3. The application will be reviewed by appropriate school staff and administration and a decision will be made within ten (10) days of receipt of the application. The student will be notified in writing of the status of the application. If additional information is requested, the information must be submitted within one week of receipt of the request.

### **Evaluation Criteria**

The School Leader, or his/her designee, 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
- Requirement that each extended learning opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable MC<sup>2</sup> standards

### **Appeal Process**

A student whose application has been denied may request a meeting with the School Leader. The School Leader 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 School Leader rejects the resubmitted proposal, the student may appeal to the CEO. All decisions made by the CEO shall be final.

### **Program Integrity**

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The School Leader will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the extended learning opportunity for valid reasons, the School Leader or designee, or assigned Certified School Personnel will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the extended learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the School Leader may determine that no credit will be awarded.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by their Advisor and the School Leader.

It shall be incumbent upon the students or his/her parent/legal guardian to request that copies of the student's official transcript be sent from the former school.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed 306.26(f), Extended Learning Opportunities – Middle School*

*NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School*

Appendix Reference:

Date Adopted: February 10, 2014

Revision Dates: