

## **IHBH – EXTENDED LEARNING OPPORTUNITIES**

### **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 traditional classroom methodology. Extended learning opportunities may include, but are not limited to independent study, private instruction, performing groups, internships, student aides, community service, apprenticeships, work study, online courses, team sports, 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 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. If the extended learning opportunity is taken for credit, the provisions of Policy IK, Earning of High School Credit, will apply. The granting of credit shall be based on a student's mastery of course competencies. Extended learning opportunities are to be supervised by certified school personnel. The certified "teacher of record" 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 for approval. The name and contact information for the school's ELO coordinator will be found in the Student/Parent Handbook or by contacting the Principal's Office or the Guidance Department. The ELO coordinator will assist students in preparing the application form and other necessary paperwork.

The School Principal will have primary responsibility and authority for ensuring the implementation of extended learning opportunities and all aspects of such programs. The School 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 School Principal will review and determine credits that will be awarded for extended learning opportunities toward the attainment of a high school diploma. The School Principal may use a team review process to evaluate the progress, completion, and/or grading of an

extended learning opportunity. Parents and/or students may appeal decisions rendered by the School Principal using the Appeal Process.

Students approved for an extended learning opportunity must have parental permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Extended Learning Opportunity signed by the parent and returned to the District before 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. Students electing 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. However, the District may provide transportation if feasible.

Students, who have a financial or transportation need that would prevent such participation, may request school assistance through their ELO coordinator. Such requests may be granted if District resources are available and at the discretion of the Superintendent. The School Principal or ELO coordinator 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 between the school, the student, and community partner. The agreement should specify the roles and responsibilities of each party.

### **Application Process**

1. The application is to be completed by the student and parent 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 School 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 must be attached to the application and submitted to the student's ELO coordinator.
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.
4. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program may jeopardize the student's ability to earn credit for the course. The student and parent recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course/opportunity.
5. The District reserves the right to determine the number of credits to be awarded. Any credits earned may be calculated towards the overall Grade Point Average. The course name and actual grade earned will be noted on the student's official transcript.

## **Evaluation Criteria**

The School Principal 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
- Requires 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.

## **Appeal Process**

A student whose application has been denied may request a meeting with the School Principal. The School 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 School Principal rejects the resubmitted proposal, the student may appeal to the Superintendent. All decisions made by the Superintendent 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 Principal 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 Principal, School Principal's designee, or assigned certified "teacher of record" 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 Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of extended learning opportunities, the school will develop appropriate mechanisms to document student progress and program completion on student academic 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 the Guidance Counselor and School Principal. It shall be incumbent upon the students or his/her parent to request that copies of the student's official transcript be sent from the former school.

## **Statutory/Regulatory/Policy/Handbook Cross References**

Policy IK (Earning of High School Credit)

Ed 306.04(a)(13), Alternative Means Of Earning Credit Toward A High School Diploma

Ed 306.04(a)(14), Alternative Means Of Demonstrating Achievement of Competencies

Ed 306.261(f), Extended Learning Opportunities in Middle School  
Ed 306.27(c)(16), Extended Learning Opportunities in High School  
Handbook (Program of Studies)

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