

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

September 14, 2016 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
  - GCBD & R – Sabbatical Leave – Sabbatical Proposal
  - GBCD – Background Investigation and Criminal Records Check
  - IJOC & R, R1 – School Volunteers
  - IHBH & R, R1, R2 – Extended Learning Opportunities
- III. Questions/Discussion

**Next Meeting:** October 12, 2016

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCBD
Date of Adoption: February 12, 1987 Policy Committee Review – No Changes – February 20, 2013 <a href="#">Policy Committee Review – June 8, 2016</a> <a href="#">School Board First Read: June 15, 2016</a> <a href="#">School Board Second Read/Adoption: July 13, 2016</a> <a href="#">Policy Committee: September 14, 2016</a>	Page 1 of 1

## SABBATICAL LEAVE

### Purpose:

Sabbatical Leaves will be granted at the sole discretion of the Board for the purpose of full-time graduate study at an accredited college or university or other approved educational activities of benefit to the school children, of enabling staff members to develop professionally in a manner consistent with the Individuals job assignment or Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District.

### Selection Committee:

Applicants will be selected by a selection committee consisting of: the superintendent (or assistant superintendent), a principal (or his/her representative) from each school, a School Board member, and one teacher from each school. Teachers will serve for three-year terms, staggered so that at least one term expires each year. Any teachers on the committee who submit an application for sabbatical leave must resign from the committee and a replacement will be chosen. Teachers will be eligible to serve on the committee after serving three years in the District. Teacher representatives to the committee will be elected by peers from their own school.

At the end of the sabbatical a written report and evaluation of the work for which the sabbatical is granted should be submitted to the committee for approval. Once approved, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee and School Board will occur within 45 days of returning to school.

### Cross Reference:

GCBD-R – Sabbatical Proposal



## SABBATICAL PROPOSAL

(This sheet must be the cover to your sabbatical proposal)

NAME: \_\_\_\_\_

SABBATICAL TITLE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

YEARS TAUGHT IN DISTRICT: \_\_\_\_\_ GRADE LEVEL/SUBJECT \_\_\_\_\_  
(Minimum 6 years)

HAVE YOU RECEIVED SABBATICAL BEFORE? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

Discuss your proposal with your principal and obtain their signature:

\_\_\_\_\_  
 Principal's Signature

Length of sabbatical: \_\_\_\_ FULL YEAR \_\_\_\_ HALF YEAR

According to Board policy, "Sabbatical leaves will be granted at the sole discretion of the Board for the purpose of enabling staff members to develop professionally in a manner consistent with Individual, Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District."

To that end, applicants for sabbatical leave must answer the following questions and submit their responses to the questions along with this cover document to the Superintendent's Office by the contractual date. The sabbatical questions are:

1. What essential question is guiding this sabbatical proposal?
2. Provide a detailed summary of the project to be undertaken.
3. Why do you believe this proposal will be of value to the Oyster River School District?
4. What evidence do you have that supports the need for this work?
5. How is this proposal aligned with Individual, Building and/or District goals?
6. What is the expected impact on students and/or school community?
7. How will you evaluate the success of your work?
8. How is this proposal unique and beyond the normal scope of your school role?
9. Describe how you intend to share the results of your work during the sabbatical leave with the professional staff.

**Note:** Board policy states that at the end of the sabbatical a written report and evaluation of the work for which the sabbatical was granted should be submitted to the committee for approval. Once approved the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee will occur within 45 days of returning to school.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u> <u>Category: Priority</u>
<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014 &amp; June 8, 2016</u> <u>Attorney review and revisions to Policy 9/14/16</u>	<u>Page 1 of 3</u>

## Background Investigation and Criminal Records Check

### **Background Investigation**

The Oyster River Cooperative School District Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime **that has not been annulled by a court** and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions **that have not been annulled by a court** or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check, the District shall pay with the exception of substitutes all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

### **Criminal Records Check**

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

“Persons regularly in contact with students” means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

### **Volunteers**

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. “Designated Volunteers” are defined and so designated pursuant to Policy IJOC. Volunteers not categorized as “Designated Volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.

### **Conditional Employment**

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u> <u>Category: Priority</u>
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<b>Attorney review and revision to policy 9/14/16</b>	

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

### **Contract Services**

**Any person performing contracted services and employees of the contractor whose duties require regular contact with students (e.g., bus drivers, service providers, cafeteria workers) or are designated by the Superintendent or School Board shall be subject to the State and FBI Criminal Records Check.**

### **Final Offer of Employment**

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: murder; child pornography; aggravated felonious sexual assault; felonious sexual assault; **sexual assault**; kidnapping; manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property; or sexual misconduct within an education setting; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any **felony crime** such determination will be made by the Board, on a case by case basis.

~~The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.~~

**When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.**

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

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<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014</u> <b>Attorney review and revision to policy 9/14/16</b>	<u>Page 3 of 3</u>

### **Hiring Contracted Service Providers/Accepting Volunteers**

**The School District will not hire contracted service providers or accept the services of volunteers who would be disqualified from employment under this Policy.**

### **Additional Criminal Records Checks**

The Superintendent and/or the Board may require a Criminal Records Check of any employee at any time.

### **Legal Reference:**

RSA 189:13-a, School Employee and Designated Volunteer Criminal History Records Check  
**RSA 651:5,X(f) Questioning an applicant for employment**

### **Cross Reference:**

IJOC - Volunteers

EXISTING POLICY

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: IJOC</b>
<b>Date of Adoption: January 3, 2007</b>	<b>Page 1 of 1</b>

VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through volunteer assistance of parents and other citizens. In working with volunteers, a district staff member shall clearly explain the volunteer's responsibility. Volunteers will only function under supervision of a school employee.

The Superintendent or designee shall be responsible for developing and implementing procedures for the utilization of volunteers.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision of volunteers.

**Legal Reference:**

RSA 189:13-a, School Employee Volunteer Background Investigations

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## SCHOOL VOLUNTEERS

The [Oyster River Cooperative School](#) Board supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

1. Assist teachers in providing more individualized instruction and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. Reference checks will be performed for all prospective volunteers. Designated volunteers will also be required to undergo a criminal records check as per Policy GBCD. "Designated volunteers" include any volunteers who work with students on a one-to-one basis, come in direct contact with students on a daily basis or meets regularly with students, volunteers who supervise students on school trips and any other volunteers as deemed appropriate by the school principal.

Applications will be screened and approved by the school principal. The school principal is authorized to use their discretion to decline an application or terminate the services of a volunteer if they determine it is in the best interests of the school department for any reason.

The school principal must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school district.
2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member. Any concerns about students should be referred to appropriate school staff.
4. Volunteers must keep all student and staff information strictly confidential. Volunteers may not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. This requirement applies even after a volunteer stops performing services for the schools.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

[Cross Reference: IJOC-R, R1 – Volunteer Application Form, Confidentiality Form  
GBCD – Background Investigation and Criminal Records Check](#)

[Legal Reference: RSA 189:13-a -School Employee and Designated Volunteer Criminal History  
Records Check](#)



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

**VOLUNTEER APPLICATION FORM**

THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE  
VOLUNTEER SERVICES AND TO ENSURE STUDENT SAFETY.

Full Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth (required for background check): \_\_\_\_\_

Area(s) of interest for volunteering: \_\_\_\_\_

Children in **Oyster River schools** (names and grades):

\_\_\_\_\_  
List any education, training, or experiences you have had which would help us in meeting the  
needs of our students:  
\_\_\_\_\_  
\_\_\_\_\_

References: List three persons who can comment on your character and abilities whom we may  
contact.

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BACKGROUND:**

The following information is asked of all individuals who volunteer to work with our children to  
help insure the safety of our students.

Have you ever been charged with or investigated for sexual abuse or harassment of  
another person? Yes\_\_\_ No\_\_\_

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes\_\_\_ No\_\_\_

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any  
crime (other than a minor traffic offense)? Yes\_\_\_ No\_\_\_

Has any court ever deferred, filed or dismissed proceedings without a finding of  
guilty and required that you pay a fine, penalty or court costs and/or imposed a  
requirement as to your behavior or conduct for a period of time in connection with  
any crime (other than a minor traffic offense)? Yes\_\_\_ No\_\_\_

If you answered YES to any of the previous questions, provide full details below, including with  
respect to court actions, the date, offense in question, and the address of the court involved  
(attach additional page(s) if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have lived outside of New Hampshire, please identify the states and dates:

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Refusal to provide authorization for reference and/or criminal records checks (if required) and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the Oyster River Cooperative Schools.

I understand that the Oyster River Cooperative Schools performs reference checks on all volunteers and conducts criminal records checks on designated volunteers (and that I will have to complete additional paperwork if a criminal records check is required). I authorize persons and entities contacted by the School District in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school department, its agents and officials or against any provider of such information. I further understand that if I am approved as a volunteer, that I will be required to sign a Volunteer Confidentiality Agreement and attend a Volunteer Orientation.

\_\_\_\_\_  
Applicant Signature

Date: \_\_\_\_\_

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**OFFICE USE ONLY**

\_\_\_\_\_ Application reviewed for completeness  
\_\_\_\_\_ References checked (attach documentation)  
\_\_\_\_\_ Criminal record checked (attach documentation) OR \_\_\_\_\_ Criminal record check not required for volunteer position.

Application approved: \_\_\_\_\_  
Application denied: \_\_\_\_\_  
Date: \_\_\_\_\_

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

I understand that as a volunteer in the Oyster River Cooperative School District that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school principal at any time if they determine it is in the best interest of the Oyster River Cooperative School District.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of District designee

\_\_\_\_\_  
Date

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Revised Draft to Policy Committee: March 9, 2016, 9/14/16	Page 1 of 3

## 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, contingent upon available support and resources. 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 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 engage in Extended Learning Opportunities that are engaging and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies, and incorporate ORHS 21<sup>st</sup> Century Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, Alternative Credit Options, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, Assessment of Educational Programs and ILBAA, High School Graduation Competency. Highly Qualified Teachers 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 an Extended Learning Opportunity under these guidelines must first present their proposal to the school's ELO coordinator for approval. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork. All ELOs must have parent/guardian approval.

The Principal or his/her designee will have primary responsibility and authority for ensuring the implementation of Extended Learning Opportunities and all aspects of such programs. The Principal or his/her designee 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, contingent upon available support and resources.

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The Principal or his/her designee 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 within the provisions below (see Appeal Process).

Students approved for an Extended Learning Opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted in writing, and signed by the parent/legal guardian, and returned to the ELO coordinator before beginning the program.

All Extended Learning Opportunities 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.

Students approved for off-campus Extended Learning Opportunities are responsible for their personal safety and well-being. All community program partners must meet SAU#5 volunteer requirements which include a background check.

#### Application Process

1. The application is to be completed by the student/parent/guardian a minimum of two weeks prior to beginning of an Extended Learning Opportunity.
2. The application will be reviewed by the ELO teacher and administrator. If additional information is requested, the information must be submitted within one week of receipt of the request.
3. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program will jeopardize the student's ability to earn credit for the course. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.
4. The District reserves the right to determine the number of credits to be awarded.
5. Any credits earned will be calculated towards the overall Grade Point Average. This determination will be made prior to the start of an ELO by the principal and/or his/her designee. The course name and grade earned will be noted on the student's official transcript.

#### Evaluation Criteria

The Principal 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 District standards.

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### Extended Learning Opportunity Approval Appeal Process

A student whose application has been denied may request, in writing, a meeting with the Principal to review the status of their proposal. The written request should include the rationale for reconsideration. At the conclusion of the appeal, the principal's decision is final.

### Program Integrity

In order to insure the integrity of the Extended Learning Opportunity approved under this program, the student will be required periodically, or upon demand, to provide evidence of progress and attendance. The Principal and/or his/her designee will be responsible for certifying course completion and the award of credits consistent with the District's policies. If a student is unable to complete the Extended Learning Opportunity for valid reasons, the Principal, Principal's designee, or assigned Certified Teacher will evaluate the experience completed to date and make a determination for the awarding 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 Principal or his/her designee may determine that the student's transcript be adjusted to reflect the experience as a failure.

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 Principal or his/her designee.

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.

### Cross Reference:

- IHBH-R-R1-R2 -ELO Plan/ELO Proposal/VLAC
- IMBC - Alternative Credit Options
- ILBA - Assessment of Educational Programs
- ILBAA - High School Competency Assessments

### Legal References:

- RSA 193:1 – Alternative Learning Plans
- 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

**Extended Learning Opportunity Plan  
Oyster River High School**

<b>Focus</b>	
<b>Focus:</b> What is the broad focus of the study?	
<b>Goal:</b> What is the goal to be met?	
<b>Reason:</b> Why is this study interesting and important?	
<b>Essential question:</b> What broad question will drive your learning?	
<b>Methods</b>	
What resources do you plan to use? Include people, experiences, research materials, equipment, software, etc.	
How will you demonstrate your learning? What tangible evidence will you submit?	
How will you document your reflection?	
How will you communicate your progress to the school?	
How will you communicate with your community partner?	
<b>Standards</b>	
What academic discipline does your study address?	
Which standards will you meet?	
Which competencies	

will you meet?	
What credit will you hope to receive for this ELO?	
<b>Assessment</b>	
How will competencies be assessed during the final presentation?	
Which rubrics and/or other methods will be used to assess reflection, research, product, and presentation?	
If this ELO will receive a grade, what specific criteria will be used to calculate the student's grade?	
<b>Calendar</b>	
Beginning and ending dates	
Specific due dates	
Date of final presentation	
<b>Follow-Up</b>	
What do you need to do to make sure this ELO will appear on your transcript?	
How will you evaluate the ELO process?	
Do you need to thank or recognize anyone?	



### Extended Learning Opportunity Proposal

This form should be completed to propose an Extended Learning Opportunity. Please fill it out completely and return it to the ELO coordinator. Use additional paper as necessary.

Date of ELO Proposal: \_\_\_\_\_ Anticipated Date of ELO Completion: \_\_\_\_\_

**Student's Name:**

**Grade:**

**Email used most frequently:**

1. Describe the Extended Learning Opportunity you plan to complete.

2. Will anyone else be involved (a teacher, community partner, etc.)? Please include contact information.

3. Why is this ELO important to you? Is it needed for graduation?

4. Would you like to receive a grade for this ELO, or would you prefer to receive Pass/Fail?

Graduation Verification:

This ELO proposal **Does / Does not** support the students' 4-year graduation plan for the following reasons:

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School Counselor Signature: \_\_\_\_\_

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. I agree to engage fully in the ELO process and follow all guidelines.

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

Parent Signature: \_\_\_\_\_

