

Extended Learning Opportunities:

COMMUNITY PARTNER HANDBOOK

Coordinator: Christine Thompson

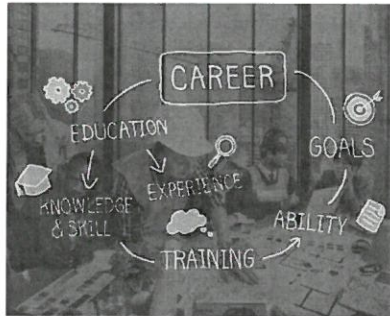
Room B 108

356-4370

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Thank you for your willingness to participate in our Extended Learning Opportunity program. Below is a little more information about what an ELO is (and is not) and what the roles and responsibilities are for all involved. Please feel free to reach out with any other questions or concerns.

What is an Extended Learning Opportunity (ELO)?



The ELO Program in SAU #9 is an opportunity for students to explore and receive credit for extended learning activities outside the traditional classroom. These opportunities include, but are not limited to:

- Internships
- Work co-ops
- Job shadows
- Community service
- Independent study
- VLACs courses
- Running Start courses
- College courses

The granting of credit is based on students' successfully demonstrating mastery of the identified competencies as approved by certified personnel. ELOs have **four** general components:

- Research
- Reflection
- Product
- Presentation

ELO Procedures

Step 1: Student makes an appointment with ELO Coordinator to brainstorm ideas and form learning goals

Step 2: Student fills out ELO Application and Plan. The ELO Coordinator goes over the requirements of the ELO (Research, Reflection, Product, Presentation) at this time.

Step 3: If applicable, Student, ELO Coordinator and partnering teacher meet to go over which competencies the ELO will address.

Step 4: ELO Coordinator and Student identify possible business/community partners.

Step 5: ELO Coordinator and/or student reaches out to the business. If the business isn't pre-approved by the **Department of Labor**, the ELO Coordinator submits the relevant paperwork for approval.

Step 6: Student fills out and gets signatures for permissions paperwork: parent permissions, teacher recommendation, Mutual Expectations Form

Step 7: If this is an ELO for a core class, a meeting is set up with appropriate classroom teacher

Step 8: If student will be leaving school during the school day, ELO Coordinator alerts appropriate school staff.

Step 9: The student begins the ELO

ELO's ARE:

- Student driven based on student interests
- Rigorous
- Career experiences in addition to the required academic classes
- Structured; students must follow specific guidelines and expectations at school and business site to obtain credit
- Available to students throughout the year

ELO's ARE NOT:

- Intended to be an easy way for students to achieve credit
- Always held within school hours

Extended Learning Opportunity

Mutual Expectations Agreement

The expectations and responsibilities of those involved in the program are listed below. All involved parties will be invited to the students' final presentation.

Parties to the Agreement

Student: _____ School: Kennett High School

Parent/Guardian: _____ Phone: _____

ELO Coordinator: Christine Thompson Phone: 603-356-4370 Email: c_thompson@sau9.org

Partnering Organization: _____ Contact Person: _____

Mailing Address: _____ Phone _____

Email: _____

The School ELO Coordinator will:

1. Provide relevant information about the student to the community partner
2. Ensure that liability for the student and school personnel (if applicable) working with the student will be assumed by the school district.
3. Be the liaison responsible for communication any relevant information between the school, student and community partners.
4. Help student create their ELO goals and the plan to reach those goals.
5. Have partnering organization approved in accordance to the State of New Hampshire Department of Labor, prior to the student's start date.

The student will:

1. Contact the partnering organization if he/she will be out sick or is aware of upcoming dates that they aren't available.
2. Participate in any orientation or training meetings if necessary while on the site.
3. Follow all rules and regulations of the partnering organization, which includes safety or training.
4. Work to fulfill their goals, competencies and ELO requirements in order to complete their project

The Community Partner will:

1. Ensure a safe environment for the student and adhere to all state and federal regulations with regards to employment.

2. Allow students to participate in work place meetings/training when appropriate.
3. Designate a Mentor who will guide the student to help him/her reach his/her goals.
4. Communicate any questions or concerns to the ELO Coordinator
5. Rate the student midway through the experience using the Work Ethic Rubric (attached)

Parent/Guardian will:

1. Help student complete the requirements of the plan
2. Support the students' effort
3. Allow student to participate in specified activities related to the ELO

Please sign below

ELO Coordinator_____

Student_____

Parent_____

Community Partner_____

Thank you for your support!

Work Ethic Rubric

Continually developing a strong work ethic is vital for individuals to achieve success.

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Professionalism

Conducting oneself with responsibility, integrity, accountability, and excellence.

- Present
- Prompt
- Prepared
- Productive
- Polite
- Safe and Responsible
- Demonstrate Integrity and ethics
- Take responsibility for your decisions and actions

Rarely	1
Occasionally	2
Consistently	3
Always	4

Ambition

Desire and determination to achieve success.

- Advocate for oneself in an appropriate manner
- Take initiative through ownership and responsibility for your own education
- Aspire to continuously improve

Rarely	1
Occasionally	2
Consistently	3
Always	4

Perseverance

Steadfast in doing something despite the possibility of difficulty or delay in achieving success.

- Troubleshoot and problem solve
- Reflect on performance and set goals
- Remain optimistic and embrace setbacks
- Research and use alternative methods to complete a task
- Complete all tasks if even unpleasant

Rarely	1
Occasionally	2
Consistently	3
Always	4

Collaboration

Work well with others to reach a common goal.

- Bring positive energy to your work team
- Demonstrate the ability to facilitate, lead and support your teams work
- Accept and Provide feedback
- Contribute equally
- Encourage and acknowledge peers talents
- Demonstrate effective communication skills

Rarely	1
Occasionally	2
Consistently	3
Always	4