



School Counseling Department
 184 Hancock Road • Peterborough, NH 03458
 Tel: 603-924-4120 Fax: 603-924-2325

ELO – EXTENDED LEARNING OPPORTUNITY APPLICATION

Terms and Instructions:

1. Complete and submit to School Counseling Office FOR APPROVAL PRIOR to beginning. Proposals will NOT be accepted after the seventh day of school in any quarter when the Independent Study begins.
2. Completing an ELO for 012 credit will require the permission of the department leader and the monitoring of a certified ConVal teacher in the primary field being studied. These highly qualified teachers (HQT) will receive a copy of the ELO Application and may require that additional activities take place that would cause the experience to be in compliance with competencies established for the course being replaced (if this is the case).
3. In addition to any requirements that the highly qualified teacher might require, Extended Learning Opportunities shall require the inclusion of a weekly journal or portfolio of work and a public presentation of the result of the ELO to a panel, which, at a minimum will include the ConVal HQT, the ELO mentor, a department leader or administrator, and a minimum of 3 students. These individuals shall rate the final presentation (in math, this might involve the application of a concept or lesson to a real life problem).
4. Fill out the information below complete and accurately.
5. Please wait for approval prior to engaging in any of the activities of your ELO.

Name: _____	ID: _____	YOG: _____	Date: _____
Name of EXTENDED LEARNING OPPORTUNITY: _____		Subject Area: _____	
Name of Advising CHVS Teacher (HQT): _____		School Counselor: _____	
Name of Teacher/Mentor (if other than a CVHS teacher): _____		Phone: _____	
Address: _____			
Beginning Date: _____		End Date: _____	
Credits: _____		Level: 012 (for 010, see explanation below)	

CHECK ONE: **Will be done in Block** with Advising Teacher OR **Will be done outside of daily schedule**

Method of Assessment: (check all that apply) _____ journal entries _____ public presentation _____ daily observing			
_____ assessment by advisor _____ test quizzes _____ paper/project			
Contact time: With Teacher/Mentor: _____ hours + _____ Independent Hours = _____ Total hours			
(65 total hours= ½ credit; 130 total hours = 1 credit)			
Brief Description of Proposed EXTENDED LEARNING OPPORTUNITY:			
Content to be covered:			
Agreements:			
_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date
_____	_____	_____	_____
ConVal teacher/Mentor signature	Date	Director Approved Proposal	Date
**ADDITIONAL MANDATORY INFORMATION FOR ELO INVOLVING		_____	_____
NON-CONVAL STAFF NEEDED AT END OF THIS FORM		Received by Registrar	Date

UPON SUCCESSFUL COMPLETION:		
_____	_____	_____
(Advisor/Mentor Signature)	Grade Earned	Credit earned

*See guideline for approval of 010 credit



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**ELO Memo of Understanding for Educational Services
For Teachers, Students and Parents
(Students/Parents must read and sign below)**

The following are guidelines for completion of an **EXTENDED LEARNING OPPORTUNITY** by students:

- Extended Learning Opportunities** will not be accepted beyond the first 7 days of the quarter in which it begins. Also, retroactive ELOs will not be awarded credit. If we do not have the paperwork on time, we will not issue credit.
- Please keep in mind the only one **Extended Learning Opportunity** can be worked on at any time (no more than 1 credit per semester allowed, 6 credits total).
- Once approved, students are expected to complete their ELO. Failure to comply with the terms of the ELO will result in a WD or WF on the transcript.** Contact time with students is considered an essential component of an Extended Learning Opportunity. It is expected that each student who requests an ELO with a teacher and/or mentor will require at least one hour of contact time every two weeks, perhaps more. While teacher willingness to allow students to engage in independent activity is appreciated, teachers/mentors need to be realistic about how much time can be provided to students in order to provide them with a learning experience that is equal or greater than that which they would receive in the classroom.
- Simply following the outline of an existing book should not be sufficient for a student to receive credit. Accompanying projects, quizzes, papers and assignments appropriate to the level of the ELO should be required. **A weekly journal and public presentation are required elements of an ELO. The public presentation must include the ConVal HQT teacher, the ELO mentor (if there is one involved, a department leader or administrator and at least 3 students.**
- Students who are using an ELO as a qualifying class to participate in sports **must** inform the Athletic Director of this and receive approval. Failure to do so could result in being disqualified from a team sport. In addition, an ELO failure shall be factored into a student's qualifications for athletic participation, as well as honor and/or high honor roll.
- A course outline and a statement as to the competencies to be covered by the ELO are required. The provision of a teacher-generated outline is not acceptable.
- Administration reserves the right to deny a request for an ELO when it is determined that there is a lack of rigor or academic benefit.
- ELO's will not appear on the student's schedule and therefore grades will not be entered until the end of the ELO at which point they will be entered directly on the transcript, not the student's report card. **It is strongly recommended that teachers/mentors provide students with mid-quarter progress updates so that students are clear about expectations.**
- The acquisition of 010 (Honors Level) credit for ELO's shall be given only at the recommendation of the teacher advisor and approval of the Director at the conclusion of the ELO for 012 credit. Honors level credit for ELO's require a considerable amount of independent work by the student that includes a culminating paper, research project and/or public demonstration of all competencies at an advanced level. In the case of completion of 010 courses already offered in the Program of Studies, **all** requirements must be fulfilled including passing all exams, including the final for that class.

I have read and agree to the Guidelines indicated above and will follow those that refer to the level of Extended Learning Opportunity I hope to receive credit for:

Student Signature

Date

Parent/Guardian Signature

Date

****INFORMATION FOR NON-CONVAL STAFF MENTOR:**

Name: _____ Phone(s) _____

Address: _____

Please attach a resume and/or credentials (certifications, licenses, training) qualifying this individual to supervise and/or teach this ELO AND

Attach an outline of the ELO that you are proposing.