

**MODEL EXTENDED LEARNING OPPORTUNITIES POLICY<sup>1</sup>**

**7.17 Extended Learning Opportunities**

An Extended Learning Opportunity (ELO) is an out-of classroom learning experience, approved by the State Board of Education or Madison City Schools where an eligible entity provides a student with enrichment opportunities; career readiness or employability skills opportunities, including internships, pre-apprenticeships, and apprenticeships; or any other approved educational opportunity.

7.17.1 Application Process for Accepting and Approving ELOs Offered for Credit by Outside Eligible Entities –Extended Learning Opportunities (ELOs) shall involve partnerships between ~~local education agencies~~ Madison City Schools, parents or guardians, students, and ~~outside eligible~~ entities who will be providing or assisting with high-quality instruction. Such partnerships shall be approved by Madison City Schools based on an application process and other documents and plans that clearly delineate the responsibilities of each ~~partner~~ participating party and provide ~~structures~~ structure to guide development and implementation of the ELO.

7.17.2 Entities That Are Eligible to Submit Applications to Offer ELOs – According to Alabama Code section 16-46C-5, eligible entities shall include, but not be limited to, all of the following:

1. Nonprofit organizations.
2. Businesses with established locations in the state.
3. Trade associations.
4. Any of the Armed Forces of the United States, subject to applicable age requirements.

~~Partnership agreements with eligible entities shall comply with all federal and state labor laws and must include provisions for ensuring that students are supervised by approved individuals who meet and agree to guidelines set forth by the school system.~~

7.17.3 Process for students to follow for requesting credit –

- a. The ELO application is to be completed by the student, a certified educator, parent/guardian, ELO partner (supervising member of the eligible entity), superintendent or designee. At the time of
- a. Upon approval of the application, the responsible entities LEA Madison City Schools will select the amount of elective credit to be awarded and will set the guidelines for awarding such credit.

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e.b. ~~No~~ However, no student shall receive more than one (1) credit for any given ELO. ~~The, and the~~ same ELO cannot be repeated in subsequent years after 1.0 credit has been earned for the ELO.

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e.c. Grading, calculation of GPA, and inclusion of ELO credit on the student transcript will be completed in accordance with the school board policies and procedures governing courses provided by the school system. ELOs will be placed on the 4.0 GPA scale.

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e.d. The student, the ELO Partner, and/or the Parent/Guardian ~~and the certified educator~~ will ~~research~~ have the primary responsibility for (1) researching the competencies/skills that can be met through the ELO to establish general expectations and goals for the project; and (2) working together to develop an overview of the project.

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<sup>†</sup>School boards that previously participated in the AASB Policy Project may already have an "Extended Learning Opportunities" policy in Section VII of their policy manuals. The numbering provided is an estimate of where the policy falls in those school board's policy manuals and should be updated accordingly.

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~~expectations and goals for the project. The student, the ELO Partner, and/or the Parent/Guardian and the certified educator will work together to develop an overview of the project.~~

- ~~e. The student, Parent/Guardian, ELO Partner, a certified school personnel, family member/ adult advocate, and/or community member/non school based mentor, will work as a team to provide a detailed plan that includes standards and assessment strategies and clearly defined grading criteria.~~

- f.e. Matriculation through the ELO requires benchmarks that may include, but are not limited to, small projects, rehearsals, practices, drafts, artifacts, or other work that allows the student to move towards competency mastery.

- f. The student, Parent/Guardian, ELO Partner, and/or community member/non-school based mentor, will work as a team to develop a detailed plan that includes standards and assessment strategies and clearly defined grading criteria for the ELO, which is subject to approval by Madison City Schools.

- g. Students with IEPs and 504 Plans shall be given the appropriate accommodations so that they can construct meaning from their ELO experience.

- h. The Parent/Guardian must agree that they (1) are responsible for securing transportation to and from the ELO; (2) assume all liability associated with the ELO; and (3) are responsible for all costs associated with the ELO.

7.17.4 Criteria to determine whether a proposed ELO shall be approved to count toward credit – ELO experiences may not duplicate or replace courses, programs, or work-based learning experiences that are a part of the school district's current offerings for students. It is the responsibility of eligible entities providing an ELO to comply with all federal and state labor laws. ELOs shall, at a minimum, meet the following criteria:

- a. *Program and Activities*
  1. Includes a written learning plan.
  2. Activities are aligned to national, state and/or local standards.
  3. Offers engaging activities and promotes leadership skills.
  4. Provides student opportunity to demonstrate evidence of learning/mastery of skills through research, reflection and product/application of skills.

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5. Includes a space that provides clear evidence of student input into the decision-making process. (Essential Question, Specific Learning Objectives, Personal Learning Goals, choice in activities, product)
6. Includes a space that provides clear evidence of the partnership between the school, family representative, community, and student.
7. Includes a space for activity assessment information.

b. *Equitable Access*

1. Accessible to all students, including students who have attendance issues, are failing classes, have diverse learning needs, are non-responsive to traditional teaching methods, and/or receiving additional services (i.e., IEP, Gifted, 504, EL).

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- 2. Employs culturally competent and responsive practices.
- 3. Students with IEPs and 504 plans are given support and accommodations in order to effectively present their work.

c. Stakeholder Involvement

- 1. Promotes working partnerships with students, families, schools and communities.
- 2. Utilizes trained/skilled staff.

d. Safety and Wellness

- 1. Promotes a safe learning environment and sets guidelines for supervision of student(s).
- 2. Nurtures positive relationships among staff and participants.
- 3. Program activities address physical, cognitive, social, creative, and emotional development.

e. Program Supervision

- 1. ~~The ELO School Liaison will receive regular updates on the student's progress from the ELO Partner~~ Clearly identifies the certified faculty member who will oversee and assess student's progress in the ELO and to help ensure that the student completes the ELO and receives appropriate elective credit which is recorded on the student transcript. ~~the student and/or ELO Partner will provide regular updates on the student's progress to the ELO School Liaison.~~ If the student does not successfully complete the ELO, then elective credit will not be awarded.
- 2. The ELO plan/template is assessed, revisited and updated on ~~a regular basis~~ as needed.
- 3. Timeline of student progress checks is included in the plan.

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7.17.5 Criteria to award a student a certificate of completion and credit for completing an approved ELO – A student is only eligible to receive credit for an ELO if the ELO application and/or ELO plan has been approved by Madison City Schools.

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- 1. ~~Assessments of ELOs shall be based upon~~ It is the process responsibility of the ELO Partner and ~~work product~~ the student to provide Madison

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City Schools with documentation or other proof evidencing the student's successful completion of the ELO as described in the approved application and learning plan.

2. Once the final determination as to whether a student satisfactorily completed the ELO and should be awarded a certificate of completion or credit for completing an approved ELO will be made by Madison City Schools.

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2.3. If the student does not satisfactorily complete the ELO, then elective credit will not be awarded. If the student satisfactorily completes the ELO, a signed copy of the ELO application shall be placed in the student cumulative record to document the standards by which the credit was awarded and transcribed.

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~~Somewhere in the policy can we include the following information?~~

~~Parent/Guardian will secure transportation for the ELO. Parent/Guardian assumes all liability associated with the ELO in addition to all costs associated with the ELO.~~

~~Do we need to include something about 504s and IEPs in the application?~~

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