

## Extended Learning Opportunities Evaluation Process for Organizations

This document will be used when an organization approaches a district administrator to request permission to provide an Extended Learning Opportunity (ELO) to students. The rubric that accompanies this document should be utilized to determine if credit can be granted for the anticipated learning experience. Once the information is filled in below and the rubric is scored, the building principal will confer with the superintendent to determine if the proposed Extended Learning Opportunity will be approved. If it is not approved due to missing information or shortfalls within the rubric, the organization will be allowed to resubmit the proposal to address the deficiencies. Once approved, this Extended Learning Opportunity will be approved for all students. The superintendent shall maintain a list of all approved ELOs and will ensure that the list is posted on the Parent/Student and Community pages of the District website.

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1. How much time does the organization expect the student to spend engaged in the learning experience? \_\_\_\_\_
2. For which course are they requesting credit (i.e. science, elective, math, etc.)? \_\_\_\_\_
3. What Idaho Content Standards will be met if a student participates in this learning experience? \_\_\_\_\_
4. How does participating in this Extended Learning Opportunity benefit the student? \_\_\_\_\_
5. Who will be responsible for supervising the student's learning?  
\_\_\_\_\_

## Extended Learning Opportunities Rubric For Evaluating an Organization's Proposal

1. Idaho requires 60 hours of instruction to receive one high school credit. Anything less than 60 hours must be pre-approved by the Idaho Department of Education. The organization must be able to provide the required 60 hours of instruction to receive the one (1) point for this criterion. If less than 60 hours, zero (0) points will be given.
  - a. Number of Points: \_\_\_\_\_
2. If the request is for a course we don't offer, a course proposal must be presented to the school board for approval so we can create the course code in Skyward.
  - a. Name of Course: \_\_\_\_\_
  - b. Is this a new course? \_\_\_\_\_
    - i. If so, the principal will work with the organization to create the course proposal and submit it to the assistant superintendent to take to the next regular LJSD School Board meeting.
3. To earn credit for this course, the state standards must be met. If the same standards that would be met in our classrooms are met through the ELO, award one (1) point. If not, award zero (0) points.
  - a. Number of Points: \_\_\_\_\_
4. Does the narrative discuss enrichment opportunities, career readiness, or employability skills? If yes, award one (1) point. If not, award zero (0) points.
  - a. Number of Points: \_\_\_\_\_
5. Ensure the person responsible for supervising the student's learning is aware of the date that grades are due for the transcript.
6. If the total number of points is three (3), this request meets the criteria set forth. If the total number of points is less than three (3), this request does not qualify.
  - a. Total Number of Points: \_\_\_\_\_

## Roles and Responsibilities

### Organization

1. It is the responsibility of the organization to ensure that instruction related to the Idaho Content Standards identified in the application is provided and the methods of assessing the student's level of proficiency are administered in a way that captures the student's understanding.
2. It is the responsibility of the organization to ensure the student's safety while he/she is engaged in the learning.
3. It is the responsibility of the organization to sign/initial the student log which will indicate dates and times that the student engaged in the learning.

### Parent/Guardian/Custodian

1. Any ELO shall be the sole financial responsibility of the parent/guardian/custodian.
2. All transportation to and from the ELO location shall be the responsibility of the parent/guardian/custodian.
3. The parent/guardian/custodian will be responsible for monitoring the attendance log and grades earned for the ELO to ensure successful completion of the learning.

### Student

1. It is the responsibility of the student to maintain academic standing and enrollment.
2. It is the responsibility of the student to maintain an attendance log, with dates and times indicated, and have that log signed/initialed by someone within the organization responsible for the ELO.
3. It is the responsibility of the student to store all assessments/projects that are graded and indicate the student's level of proficiency to provide to the building principal at the end of the ELO.
4. It is the responsibility of the student to meet every two weeks with his/her counselor to check-in and ensure that he/she is on track to earn the credit.

## Signature Page

Printed Name of Organization Representative

Name of Organization

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian/Custodian

\_\_\_\_\_  
Signature of Parent/Guardian/Custodian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date