

ELO Program Development Process Chart

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Initial Process Step		Follow-up Process Steps	Comments	Considerations
Does the District's School Board support the development of an ELO Program?	No	Attend school board meetings with <u>NHDOE</u> materials supporting ELOs. Suggested agenda: <ul style="list-style-type: none"> • Benefits to students, school, and community. • ELOs are for ALL students with ALL abilities. • ELO are any time, place, pace learning opportunities 	A new study is being conducted on ELOs in NH by Research for Action. It is a two-year pilot and the report is expected sometime at the end of 2017.	All aspects of an ELO program must be carefully planned. Research, visits to already established programs, and conversations with those already familiar with ELOs will provide understanding and insights. No steps in this process should be rushed if at all possible.
Yes				
Is there an ELO policy in place that will allow the District to offer an ELO program?	No	Create a policy based on NH minimum standards wording. Examples of NH School Board ELO policies can be located at <u>NH ELO Collaboration ring</u>	See Chapter 2 of this handbook.	Once a policy is drafted, it will need to be brought to the District's School Board for approval.
Yes				
Does current policy meet the new minimum standards?	No	Revise policy based on newest <u>NH Minimum Standards</u> wording.	Latest version is 2014	If a policy needs to be revised, it will need to be brought to the District's School Board for approval.
Yes				
Determine how faculty can be compensated for their ELO work.		Develop a range of stipends if ELOs are over and above classroom duties. Reduce classroom duties in order to add ELO duties. Make ELOs voluntary to teachers who have the desire to participate.	Celebrate the teachers who oversee ELOs. This might take the form of newspaper articles, dinners, or gift certificates. Students are also encouraged to show their gratitude by writing letters of appreciation.	
		<ul style="list-style-type: none"> • Create system for establishing expectations and 		

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		<p>stipend amounts.</p> <ul style="list-style-type: none"> • Create a process for what happens when ELOs are not completed. • Work with the business office for timely payment of stipends. 		
Is there a budget for the ELO Program	No	<p>Work with administration to develop a budget. Budget suggestions include:</p> <ul style="list-style-type: none"> • Supplies (projects, portfolios, refreshments for ELO Presentation of Learning event, etc.) • Technology (digital camera, iPad, apps, video camera, etc) • Travel reimbursement • Background check for community partners/ mentors • Student transportation (bus, taxi, reimb for parents, shared cost with Spc. Ed. or local Career and Technical Education (CTE) Center etc.) 		
Yes				
Do informational ELO Program materials exist?	No	<p>Initial program materials should include:</p> <ul style="list-style-type: none"> • Program flyers/handouts (student and 	<p>Recommendations for ELO Program documents will be located in the Appendices. Additional examples</p>	

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		<p>community partner/mentor)</p> <ul style="list-style-type: none"> • Student, community partner/mentor, faculty handbooks • Information on ELOs for students with disabilities • Letter of student interest for parents 	<p>of program documents may be located at NHELO ring, Beyond the Classroom, Institute on Disabilities, Next Steps NH</p>	
Yes				
Is there insurance in place to cover students at their ELO sites?	No	<p>Contact your District insurance provider to inquire about adding a rider that would cover students for ELOs.</p>		
Yes				
Do process and procedural ELO Program materials exist?	No	<p>Process and procedural materials include:</p> <ul style="list-style-type: none"> • Application/intake • Contract • Code of Conduct and Ethics • Parent approval form • Transportation expectations • Confidentiality/HIPAA form • Ride-a-long form • Emergency form • Media release form 	<p>Recommendations for ELO Program documents will be located in the ELO Program Toolkit. Additional examples of program documents may be located at NH ELO ring, Beyond the Classroom, Institute on Disabilities, Next Steps NH</p>	
Yes				
Is the faculty aware of ELOs?	No	<p>Create a presentation to support the faculty's professional learning.</p>	<p>It is vital to the success of an ELO Program that administration be visibly supportive of the program.</p> <p>Professional Learning</p>	

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			Opportunities should be planned.	
Yes				
Is the community aware of the school's desire to create an ELO program?		Community Outreach might begin by attending local business meetings such as Rotary, Women of Rotary, Chamber of Commerce (CoC), CoC Networking meetings, Business Networking International (BNI) organization meetings, etc. Be prepared with an ELO Presentation if invited.	The presentation should provide information to business leaders so that they gain a basic understanding and have a program overview. Careful attention must be paid to the message delivery.	
Making students aware of the ELO Program		As with faculty and community partners/mentors, students will need to become aware of the program and its benefits. This should be done through informational presentations, announcements, newsletters, websites, and/or email.	Presentations can take place at/during: <ul style="list-style-type: none"> ● Orientation ● Advisories ● Career classes ● New student registration 	
Making families and the community aware of the ELO Program		As with faculty, community partners/mentors, and students, families and the general community need to become aware of the program its benefits. This should be done through informational presentations, press release. and/or email.	Presentations can take place at/during: <ul style="list-style-type: none"> ● Orientation ● Information Sessions ● Student Led Conferences ● New student registration 	

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