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Learning Objectives

Participants will...

- Examine policies and practices that support ELOs
- Learn the critical components of a successful ELO program
- Explore strategies to develop an infrastructure to support ELOs within their schools
- Experience an ELO
Outcomes

Participants will experience an ELO by completing…

• Research
• Reflection
• Product and
• Presentation

…on

“How to Develop an ELO Program”
Program Implementation

1. EXPLORATION
   - Decision of what to do
   - Gather information and assess readiness
   - Organize and generate buy in

2. INSTALLATION
   - Develop action plans and set up supports
     - Pilot a high quality ELO
     - Offer information sessions
     - Establish an ELO Team

3. INITIAL IMPLEMENTATION
   - Implement action plans
   - Identify & address challenges
   - Scale up ELOs
   - Integrate family-school partnership strategies

4. FULL IMPLEMENTATION
   - Processes & procedures in place
   - System recalibrated to accommodate & support new initiatives

SUSTAINABILITY
   - Improvement & Innovation
   - Make it easier & more efficient
   - Business as usual!

(Based on Dean Fixen et al & SWIFT)
Activity 1: Research & Reflection

Program Development Component:

Written Policy and Support for ELOs
NH State Standards

- Minimum State Standards for Public Education provides the foundation for ELOs
- It states we *can* do them, not *how* to do them
- Requires local school boards to adopt ELO policy
Local Control

• NH DOE provides guidance on the creation & implementation of ELOs.

• Local schools and school boards define policies.

• High School Redesign and SB 18 created the flexibility to expand educational opportunities.
Insurance

- Contact your district insurance provider
  - Local Government Center (LGC)?
  - PRIMEX?
  - National Union?

- Is there insurance in place to cover students at their ELO sites?
ELO Supporters

- Is the school board supportive?
- Are the district and building administrators on board?
- Is the faculty familiar with and knowledgeable about ELOs?
- Is professional development necessary?

Resources:
- Beyond Classroom
- Reaching Higher NH
- NH DOE
Research for Action

A 2-year Study on Impact of ELOs found:

- **Academic commitment.** Students doing at least one ELO were more likely than non-ELO takers to accumulate credits and be on track to graduate.

- **Postsecondary aspirations.** Students doing ELOs were more likely to take the PSAT, and both were more likely to take the SAT compared to non-ELO taking students.
More Findings from RFA

**Academic commitment.**
- Economically disadvantaged students doing an ELO were more likely than their peers to be on-track to graduate high school, and
- Academically low-performing students doing an ELO accumulated more credits than their non-ELO taking peers.

**Postsecondary aspirations.**
- Economically disadvantaged students doing ELOs were more likely to take the SAT compared to their non-ELO taking peers
Activity 2: Research & Reflection

Program Development Component:

Process for Developing ELOs
Financial Support for ELOs

Is there a budget to support the program?

- Possible support needs:
  - Promotional materials and supplies
  - Student transportation and staff travel
  - Background checks
  - Teacher stipends
Big Picture Planning

- Create ELO promotional material
- Establish a Referral Process
- Develop forms and procedure for planning and implementing an ELO for staff, students, families, and community mentors
- Consider an approval checklist
- Inform educators and reference competencies
- Identify Community Partners
Referral Process

Where does a student go to request an ELO?
• Do ELOs show up on the school website?
• What does your application form include?
• What communication channels exist?
• How are ELOs documented?
  • Individual ELOs
  • On transcripts
Process and Procedures

Review the ELO Program Toolkit

- Application/ intake
- Contract
- Code of Conduct and Ethics
- Parent letter and approval form
- Transportation expectations
- Confidentiality/ HIPAA form
- Ride-a-long form
- Emergency contact form
- Media release form
Detail Planning

✓ Start and Finish
  • In alignment with school quarters or semesters?
  • Or anytime?

✓ When the ELO Occurs
  • During school or after school

✓ Transportation

✓ Financial Responsibility

✓ Course Credit
Activity 3: Research & Reflection

Program Development Component:

ELO Plan Development and Monitoring
Personalized Planning

How does this ELO fit into a student's educational plan?

- Student needs and interests are key considerations
- Student chooses and directs ELO plan with appropriate supports
- Student Centered Planning
- RENEW
Individual Education Plan

- Information on ELOs for students with disabilities
- Case Manager
  - Facilitates alignment of ELO to an IEP
  - Knows the student, their support needs & learning style
- Disclosure
  - Accommodations
- Beyond Classroom
Promoting ELOs with Faculty

Within the School

- Create a presentation to support the faculty’s professional learning
- Administrative support is vital to the success of an ELO Program
- Tap into faculty interests and passions
Promoting ELOs with Students and Families

- Information sessions on the program and benefits
  - Orientation
  - Advisories
  - Career classes
  - Student led conferences
  - New student registration

- Program of Study
- Website
- Newsletters
- Announcements
Promoting ELOs

Outside the School

- Community outreach
  - Rotary
  - Women of Rotary
  - Chamber of Commerce

- Provide printed material

- Present so business leaders gain a basic understanding of ELOs and program
Employers & Community Partners
Business Partners and Mentors

- Know what you are looking for from them
- Be prepared to address concerns/questions
  - Know your school’s insurance
  - Supervision
  - Time commitment
- Have a contract that outlines expectations
- Communication plan
  - Contact information
  - How are you getting information on the student’s progress?
- Evaluation plan
Mitigating Risk

- Keeping students safe
- Clearly defining roles & responsibilities
- Documentation
Capacity & Supports

- Establishment of an ELO Team
- Clear process for ELO development
- Coordinators oversight of ELOs
  - How many is too many?
There are different rules for unpaid and paid internships.

DOL approval is needed for internships that are unpaid or pay a sub-minimum wage – these are identified as *training* experiences.

DOL approval is required for job shadows.

DOL approval is not needed for internships that pay at least minimum wage.
NH DOL Requirements

There are 2 forms that MUST be completed:

1. Format for Submitting Business Partner Names for Pre-Screening by DOL

2. Approval form for non-paid work-based activities under RSA279:22-aa
Insurance

- Request an insurance binder from your provider for the ELO work site. Insurance provider needs to know:
  - Main contact at ELO site
  - Physical & mailing address, phone number & email
- ELO Coordinator can keep a copy for their records

Academics

✓ Course Competencies
  • Competency Validation Rubric: NH DOE Link

✓ Ensuring Academic Rigor

✓ Assessment of depth of understanding

✓ Demonstration of mastery and grading
Approval Process

- ELO proposal approval
  - Clear understanding of the ELO by all parties
  - Agreed upon competencies
  - Certified Educator identified
  - Family agrees
  - Clear process for required signatures

- Dept. of Labor compliance
- Insurance binder
ELO Completion

- Student completes all work outlined in the ELO expectations
- Student completes the final presentation
- All assessments are completed
- Grade and credit are awarded for the ELO
- ELO is documented on the transcript
Transcript Documentation

How will an ELO be identified on the transcript?

- English 12 Independent Study - American Sign Language
- ELO: Law Enforcement Job Shadow
- ELO: Independent Study - Terrorism Around the World
- Veterinary Science Internship
Activity 4: Research & Reflection

Program Development Component:

ELO Program Evaluation
ELO Program Monitoring

• Planning Team Development & Facilitation
  • Creating a team to support ELO implementation in the school

• Inclusion of Parents and Families
  • Inviting family members to support a student’s plan and ELO
  • Tapping into the network of families to support ELOs in the school and community

• Evaluation tools
Program Goals

• What does our school hope to accomplish by implementing ELOs?

• What outcomes do you hope for your students participating in ELOs?
Program Quality

- How will you gauge rigor, depth of knowledge... and collect data on these outcomes?
- Are participants able to provide satisfaction feedback to inform future practice?
- Who is monitoring the overall achievements of the ELO program?
- How is ELO data managed?
Activity 5: Product

ACTION PLAN
Activity 6: Presentation

Final ELO Exhibit
Wrap-up

• Please complete the post-evaluation!
• There are a wide-variety of policies and practices that schools need to examine as they develop ELO programs.
• Successful ELO programs have clear processes and procedures.
• Strong ELO programs incorporate students, families and community partners.