

## **Raymond High School Extended Learning Opportunity Agreement**

Thank you for your willingness to participate in our Extended Learning Opportunity program. The expectations and responsibilities of those involved in the program are listed below.

### **School/ELO Coordinator Responsibilities:**

1. ELO Coordinator (Mrs. Londo) will provide relevant information about the student to supervisors of the work-based site.
2. Liability for the student and school personnel (if applicable) working with the student will be assumed by the school district.
3. ELO Coordinator will be the liaison responsible for communicating any concerns or information between the school, student and site location.
4. ELO Coordinator will assure that the student will have transportation prior to the start of the project.
5. ELO Coordinator will have a business site approved in accordance with the State of New Hampshire Department of Labor, prior to the student's start date.
6. Every attempt will be made to provide at least a two-week notice to the site supervisor, should the student no longer participate in the work- based program.

### **Student Responsibilities:**

1. Students are responsible for contacting the site supervisor if he/she will be out or sick or is aware of upcoming dates they are not available. Unexcused absences can lead to detention time.
2. The student will make the best of the learning opportunity to obtain new skills and knowledge.
3. The student will participate in any orientation or meetings if necessary while at the site.
4. Students will follow all rules and regulations of the business site, which includes any safety or training measures.
5. The student will communicate any concerns while at the site, to the ELO Coordinator.
6. The student will work to fulfill their goals, competencies and assessments they've established towards completion of their ELO project.

### **Business Site/Teacher Responsibilities:**

1. To ensure a safe environment for the student. Students should be provided the same safety, health and general conditions as all employees on the site.
2. To mentor and guide the student to help establish his/her goals and objectives of the ELO.
3. The business site will report any questions or concerns regarding the student, to the ELO

Coordinator.

4. The student will be allowed to participate in training and meetings if applicable to their role while on the site.
5. The business will be asked to complete mid and final term progress evaluations regarding the student's time at the site.
6. Work-Based opportunities for the student will be considered paid or unpaid internships. This will be determined prior to the start date.
7. Classroom teacher will update the ELO Coordinator with student progress or any concerns that may arise.

**Please sign if you understand the terms of the ELO agreement.**

Student \_\_\_\_\_ Date: \_\_\_\_\_

ELO  
Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

Parent \_\_\_\_\_ Date: \_\_\_\_\_

Business Partner \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your support!