

ARTHUR P. SCHALICK HIGH SCHOOL

Option II Guidelines & Application



Growing all learners to thrive since 1976.

Introduction

Arthur P. Schalick High School (APSHS) aims to investigate any alternative programs to meet the needs of our students and expand curricular offerings to ensure students are college and career ready. Option II was created to provide a degree of flexibility for students who want to challenge themselves with educational experiences that fall outside the regular program offered in a school or to pursue higher levels of coursework than they would otherwise be able to take.

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve the New Jersey Student Learning Standards in the same manner and/or with the same level of success (N.J.A.C. 6A: 8-5.1(a) 2). While APSHS believes that the best educational experience possible for our students is participating in courses offered at our school, we acknowledge that students may also choose to make individualized decisions about their course selections that will allow them to take additional courses, or more advanced courses, during their high school years. To this end, APSHS allows for students to engage in individualized learning opportunities outside of the traditional classroom. These opportunities are stimulating and challenging and enable students to meet or exceed the New Jersey Student Learning Standards. This is commonly referred to as "Option II."

Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: early college credit, online learning, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objectives that meet or exceed the New Jersey Student Learning Standards. Option II procedures have been created to review and approve these requests while maintaining the integrity of the Pittsgrove Township School District - Arthur P. Schalick High School diploma. (Option II does not apply to courses taken for credit recovery due to previous course failure or loss of credit due to excessive absenteeism.) The safety, cost, and transportation to and from any Option II Program, and any and all costs for programs, fees, books, supplies, support, tutoring, etc. are the responsibility of the student, parent, or guardian.

Participation in Option II is predicated on the application process through which students seek approval. The process for application is detailed in the information following. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the New Jersey Student Learning Standards at the high school level. Please carefully read the following for more information. School Counselors are available to answer questions and guide students through the process.

Important General Information/Guidelines

1. APSHS will allow a total of twenty (20) accredited college credits during a student's high school career or a high school course for graduation credits. A three (3) credit college course will be awarded five (5) high school credits; hence, a student is restricted to taking four (4) three (3) credit college courses. **In addition, high school credits accrued under Option II cannot exceed 10 in a given year.**
2. The student and parent/guardian must research and seek the course of interest.
 - a. If the course is being used for a graduation requirement, it must meet the criteria of the New Jersey Student Learning Standards.
 - b. A student will be approved to take a course if it is not offered at our high school or does not fit in his/her schedule.
 - c. Any failure to complete an approved course may jeopardize the student's ability to meet New Jersey graduation requirements.
 - d. Courses related to participation in athletics or co-curricular activities beyond the scope of the school day will not be considered.
 - e. The student's attendance in the college course should not conflict with the regular hours of APSHS. If the student is in his/her senior year, is in good academic standing and on track to meet all district/state graduation requirements, APSHS may grant a partial day schedule. The senior must take two (2) block classes for required attendance in NJ. At that time, the senior will be granted release from APSHS.
3. The student and parent/guardian must pay for any tuition/fees associated with the course and provide transportation.
4. It is the student's responsibility to maintain good academic standing and enrollment in an approved Option II program. Any failure to complete an approved program may jeopardize the student's ability to meet graduation requirements. In the event of a student withdrawing from an approved Option II program, APSHS cannot guarantee placement in an equivalent APSHS course.
5. The student may not begin the course unless they have been granted approval by high school officials in writing.
6. On the student's APSHS transcript will be the name of the course, number grade, and number of credits of the Option II course:
 - a. The designated course(s) will be indicated as Option II.
 - b. Option II course credits will be calculated in the student's overall credits earned. APSHS reserves the right to determine the number of credits to be awarded per course. Option II credits only count for eligibility to participate in athletics when the course is completed. Please check with your counselor for eligibility requirements.
 - c. **Credits earned via this Option II program will not be calculated toward the overall Grade Point Average; therefore, having no effect on a student's GPA or academic standing.** Option II courses do not fulfill requirements to admission to National Honor Societies.
 - d. If a student participates in an Independent Study, it may be considered a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript.
7. Incoming freshman students are ineligible for Option II credit, unless permission is granted from the Principal, due to extenuating circumstances.
8. The student and parent/guardian must submit proof of course completion within thirty (30) days of course completion.

When considering awarding credit under Option II, APSHS is most concerned with the following:

- Does the content of the course/program satisfy the standards of the APSHS course for which you are requesting credit? The standards may be found on the NJ Department of Education website at the following: <http://www.state.nj.us/education/cccs/>
- Is the program taught/organized by a certified professional/person?
- What are the goals, objectives, activities, and assessment methods of this course or program?
- What is the total number of hours associated? Are there any issues involving student safety?
- Does this course/program align with the student's goals for the future and in what ways?

After the student application has been reviewed, the student will receive a copy of the completed application along with the status (which notifies of approval/disapproval). Once the Option II program is complete, and the student has provided documentation of completion and/or the final grade report, the grade will be submitted for representation on the APSHS transcript. This will include the name of the course, the credits earned, and the grade (either a number grade or Pass/Fail grade). In some cases, a student's schedule may also be revised to ensure proper scheduling of courses.

Program Requirements for Students & Parents

The following requirements should be considered when applying for credit through Option II. The student(s)/parent(s)/guardian(s) is/are responsible for the following:

- Meeting with the school counselor prior to applying for Option II. A student must also obtain an Option II application from his/her counselor.
- Completing the attached application and any supplemental forms by the due date provided by the counselor.
- Paying tuition and other costs relating to the program, including transportation, books, and lab fees (only after obtaining approval for the course).
- Providing APSHS with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, links to the academic standards, and proof of attendance (if applicable).
- Providing final grade information to APSHS. Final grade reports from an approved Option II program must be received as soon as available, but no later than 30 days after completion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by APSHS no later than June 1st of the graduating year. APSHS reserves the right to administer a locally created assessment to ensure mastery of the subject matter was obtained before awarding credit.

Process for Appeal

If the proposed Option II application is declined, the student has the ability to appeal this decision. The following must occur:

- The student shall notify the Principal in writing within three school days of notification from the committee.
- This appeal to the Principal should include the reason(s) the student feels he/she should be granted permission for the Option II Program.
- It should particularly address the criteria for program approval detailed above.
- The Principal will gather information and notify the student of his/her decision, in writing, within three days of receipt of the appeal.
- **The decision of the Principal is final.**

The student must meet with his/her counselor in order to obtain an Option II application and for additional support.

Arthur P. Schalick High School – Home of the Cougars
Growing all learners to thrive since 1976



Application for Option II Credit
N.J.A.C. 6A: 8-5.1(a)2

Option II serves as an alternative to traditional high school courses and involves in-depth experiences that may be provided by school district personnel or instructors not employed by the school district. It is the responsibility of the student to obtain permission PRIOR to beginning an Option II course. All Option II applications for courses and/or non-traditional learning experiences to begin in Semester One of the school year must be submitted to a student's School Counselor by March 31st of the prior school year. All Option II applications for courses and/or non-traditional learning experiences to begin in Semester Two of the school year must be submitted to a student's School Counselor by October 31st of the current school year. Option II applications are overseen by the Building-level Option II Review Committee, which is formed and chaired by the building Principal. The committee shall consist of the building Principal, the Director of School Counseling, a School Counselor, and the Instructional Supervisor who oversees the relevant academic department.

1. Student's Name: _____
2. Year of Graduation: _____
3. Title of Program/Course: _____
4. Length of Program/Course: Total weeks: _____ Total Hours: _____
5. When will the student be participating in this program? (Please attach a schedule of dates and times when the program will take place.) _____

6. Name of Teacher/Professor/Facilitator: _____
7. Certification(s) and Qualification(s) of Teacher/Professor/Facilitator (Attach all documentation necessary, i.e. resume, copy of certification, etc.): _____

8. Name and telephone number of contact person and participating institution: _____

9. Please attach the course syllabus or detailed description of the course. This documentation must accompany this application.
10. Please indicate the reason(s) you would like to take this course and/or participate in this learning experience instead of taking a course at APSHS: _____

11. If the proposed coursework is intended to replace an APSHS course, please indicate which course: _____

12. Course grading (Please circle one): **Graded Course** **Pass/Fail Course**

If a student receives a grade from an accredited institution such as a college, it will be a graded course. The name of the course, number grade, and number of credits will appear on his or her transcript. If a student participates in an Independent Study/non-traditional learning experience or Alternate PE Program, it will be a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript. Credits earned via this Option II program will not be calculated toward the overall Grade Point Average; therefore, having no effect on a student's GPA or academic standing. Option II courses do not fulfill requirements to admission to National Honor Societies.

A student applying for an Alternate PE Program will be required to submit this application and the PE Supplement. **These forms must be notarized before they are submitted.**

If the Option II course is satisfying a required graduation credit, APSHS will ensure that the Option II course meets the state-required New Jersey Student Learning Standards.

**** Please note the following ****

- All costs, including transportation and tuition, are the responsibility of the student and his/her parent(s)/guardian(s).
- APSHS staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program.
- The school district is not responsible for performing background checks on external instructors.

I hereby acknowledge that all information contained in this application is truthful, and that I hold Arthur P. Schalick High School and the Pittsgrove Township School District harmless for liability. I also acknowledge that I have read and understand all the information contained in the Option II Guidelines.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

School Counselor's Signature: _____ Date: _____

Director of School Counseling's Signature: _____ Date: _____

Your Option II application proposal has been reviewed. Your request is:

_____ **Approved** Subject area: _____

Area Credits to be awarded: _____

Number of credits to be awarded: _____

Please provide written proof of completion within two weeks of course completion.

_____ **Not approved** If you wish to appeal this decision, see the program guidelines. The deadline for any appeal is three school days after receiving notification.

Academic Supervisor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____