

Glen Ridge High School



Option II Program Application 2024-2025

Leadership, Service, Real-World Experience

TABLE OF CONTENTS

- **Option II Guidelines**

- Page 3 Option II Paths
- Page 3 Non-GRHS Courses Courses
- Page 4 Career Exploration (Non Paid)
- Page 4 Teacher's Assistant
- Page 4 Physical Education Exemptions

- **General Information**

- Page 6 Criteria for Application Approval
- Page 6 Stakeholders & Responsibilities

- **Application**

- Page 8 Non-GRHS Courses Application
- Page 9-10 Career Exploration Application
- Page 11 Teacher's Assistant Application

OPTION II GUIDELINES

The New Jersey Department of Education allows local school districts to develop programs for students to earn credits outside the traditional classroom setting. Option II is expanding existing programs at GRHS including *Senior Service* and *Peer Leadership* providing Seniors with the scheduling flexibility to leave campus for an internship or take on a mentoring role in the building. Option II is comprised of three components: **Career Exploration Internship**, **Teacher's Assistant**, and the **College Experience**.

According to the New Jersey Department of Education, "Option II (N.J.A.C. 6A:8-5.1(a)1ii) allows students to obtain credit for learning experiences outside of the traditional classroom environment. Some of these experiences may provide real-world connections not available in the school setting. Other learning experiences may go beyond what the traditional high school can provide, allowing students to participate in research, international study, or college-level work."

OPTION II PATHS

1. **Non-GRHS Course Credit**
2. **Non-Paid Career Exploration Internship**
3. **Teacher Assistants**
4. **Physical Education Exemption**

All pathways require Administrative approval and completion of an application.

BEFORE SUBMITTING AN APPLICATION PLEASE READ THE FOLLOWING
IMPORTANT INFORMATION AND ADDITIONAL INFORMATION

1. Non-GRSH COURSES(GRADED)

Students may enroll as non-matriculated students in accredited college or university courses for both high school and college credits in lieu of a full GRHS schedule. Most programs allow up to 2 college courses per semester. Each 3 credit college course will correspond to one 5 credit course at Glen Ridge High School.

Please visit the university websites for more information about registration and their program of studies.

2. CAREER EXPLORATION INTERNSHIP (NON-PAID) (PASS/FAIL)

Students who have an interest in exploring a possible future career path may apply for Option II credit in lieu of a full GRHS schedule. Students will have the opportunity to shadow a career of choice during the school day. *EXAMPLES: interning at a business, volunteering at an animal shelter, working at an early childhood learning center.* **Please note:** Students cannot use this career exploration to shadow family members.

This will be graded on an P/F scale and will adhere to syllabus of requirements including but not limited to: *minimum weekly hours *excluding weekends, timesheets, reflections, site supervisor evaluations, Google Classroom communication, quarterly essays, questionnaires, photo documentation, etc.* *A student can earn a maximum of **10- 21st Century Credit hours** or the equivalent of 2 instructional periods for successfully completing minimum weekly hours. Each instructional period missed will equal 5 weekly hours of career exploration.

3. TEACHER'S ASSISTANT (PASS/FAIL)

Students who are interested in supporting a GRHS staff member may apply for Option II credit in lieu of one period of their GRHS schedule. TA application does not guarantee a placement. GRHS staff have the right to approve or not approve student requests. Teacher's Assistants will be assigned to Middle School classes. *There will be no more than one TA assigned per instructional period per teacher.*

This will be graded on an P/F scale and will adhere to the syllabus of requirements by the cooperating teacher, including but not limited to: *daily tasks, activity set up, student teaching, etc.* Teacher's Assistants will not have access to cooperating teacher's Skyward account, or be responsible for grading students. *A student can earn a maximum of **5- 21st Century Credit hours** Each instructional period missed will equal 5 weekly hours of a TA placement.

4. PHYSICAL EDUCATION EXEMPTIONS (PASS/FAIL)

Students who are part of a Glen Ridge High School Athletics Team, Marching Band, Color Guard, or who participate in an approved program outside of school, may be eligible to obtain Physical Education (PE) credits in lieu of a PE class period. Each completed season will count as a marking period. Students can only be exempt from two marking periods. Health will not be excused.

- Students playing a fall sport or in Marching Band will be excused MP 1 (*depending on health class placement*).
- Students in a winter sport will be excused **either** MP 2 or 3 (*depending on health class placement*).
- Students in a spring sport will be excused **MP 4** (*depending on health class placement*).

Students will inquire/apply through their guidance counselors and be confirmed through the Director of Student Activities and Athletics. If at any moment a student quits or is unable to finish a season on a GRHS team they will be immediately returned into a PE class and must complete that marking period in the PE class. This does not impact their ability to be excused for another marking period during another season.

GENERAL INFORMATION

1. Applications for College course credit, Non-paid Career Exploration, and Teacher's Assistants, must be completed in full and submitted to your **guidance counselor** by the following dates.
No late requests will be honored.

MARCH 27th FOR FALL, 2024
NOVEMBER 1ST FOR SPRING, 2023

2. Any credits earned via Pass/Fail options, **will not** be calculated toward the overall grade point average (GPA); therefore having no effect on a student's class rank but can affect graduation credits.
3. It is important to understand that a student's attendance at Glen Ridge High School is required only when the student is participating in a Glen Ridge High School-sponsored program or class. If a student is participating in an outside, approved Option II program and the program is not scheduled to meet, that student is **not to report to Glen Ridge High School** during the time period they participate in the Option II program.
4. If there is a half day or delayed opening, students are to leave during their scheduled class period, not at a certain time unless students in college courses have a class that day. For example: *if a student leaves after Block 6B (1:15pm) to shadow at a law firm then on a delayed opening schedule they will leave after 6th period (1:50pm) **not** at 1:15pm.*
5. If the application is approved, there will be additional paperwork to be completed in order to confirm Option II placement. **No Option II placements shall be considered final without an official letter confirming placement.**
6. If the Glen Ridge High School Option II Committee denies the application, the student has the ability to appeal this decision in writing to the principal within five (5) school days. ***The decision of the principal is final.***
7. Once approved, it is the student's responsibility to maintain academic standing and enrollment in all school courses and in the approved Option II program.
 - Any failure to complete an approved school course or the Option II program, may jeopardize the ability to earn credits and/or meet graduation requirements. ■ In the event a student is removed or withdraws from an approved Option II program, Glen Ridge High School cannot guarantee placement in an equivalent Glen Ridge High School course. ■ Failing to fulfill Option II obligations will result in removal from the program. ■ If a student fails a subject in **marking period 1 & 2**, he/she will be placed back into the regular school schedule and removed from the Option II Program. This will be done regardless of the level of success in Option II.

CRITERIA FOR APPLICATION APPROVAL

GPA	Students must have an overall 3.0 weighted GPA to apply
ATTENDANCE	Students must be in good standing for attendance. (See Attendance Policy in GRHS Student Handbook). Evaluated on a case-by-case basis.
DISCIPLINE	Students may not have excessive referrals or in/out of school suspensions from freshman and sophomore years. Students may not have any in/out of school suspensions during their junior year and no more than 5 referrals. Evaluated on a case-by-case basis.
APPLICATION DEADLINE	No late applications will be accepted. Application deadline for Fall/2024: March 27th Application deadline for Spring/2023: November 1st
COMMITTEE REVIEW	All applications will be reviewed by a committee where final decisions will be made.

STAKEHOLDERS & RESPONSIBILITIES

Option II Coordinator

- Review and approve applications
- Assist with placements
- Supervise and assess field experiences

Guidance Counselor

- Collect applications
- Scheduling

Cooperating Teacher

- Review and approve applications
- Supervise and assess Teacher Assistant

Option II Review Committee

- Determine student eligibility
- Review and approve applications
- Review cases for removal

Committee consists of:

- Option II Coordinator
- HS Vice Principal
- Director of Student Activities and Athletics
- Member of GRHS Staff

GRHS Principal

- Program oversight
- Application/Removal appeals

STUDENTS & PARENTS

The student/parent/guardian is/are responsible for:

- Successfully completing the attached application and providing all requested information in the stated time frame.
- Any tuition or other costs related to the program, including all transportation arrangements and costs.
- Maintaining attendance records in academic courses and for the approved Option II program. ■ Securing professional credentials of instructors/coordinators/personnel (*Note: Under New Jersey law, all employees of Glen Ridge High School are fingerprinted for purposes of background checks. Please be aware that your Option II instructor/mentor, if not directly employed by Glen Ridge High School, may not have been required to submit to such background checks*). ■ Completing all assignments for the Option II program and submitting them to the Option II Coordinator in accordance with the syllabus. This includes but is not limited to reflective journals, field visits, check-in meetings, timesheets, and other materials required by the coordinator. All assignments and communication will be through Google Classroom and school issued email. Students are required to check this **every school day**.
- Final grade reports from an Option II program must be received by Glen Ridge High School **no later than June 1** to be considered for graduation purposes.
- Adherence to the high school attendance, tardiness and code of conduct policies. Habitual offenses will result in removal from the Option II program.

Non GRHS Course Request

Student Name: _____ Course Name: _____

Institution Name: _____ Course Start & End Date: _____

Courses for alternative educational settings may be considered to the

following: · A course that is not offered at GRHS

- A student cannot take a course offered at GRHS due to unavoidable and irresolvable scheduling conflicts.
- A course will serve as a supplement to extend instruction to students who are unable to attend classroom instruction.
- In a unique situation where there is consensus among student, parent and administration that, due to the specific needs of a student, whether to accelerate and reinforce learning or for advanced learning opportunities, the student would require additional services.

Students requesting to take a Non GRHS Course must meet the following guidelines:

- Students must complete a Non GRHS Course Request, which includes sign-off by the student's guidance counselor and GRHS principal.
- All costs involved with outside courses will be the responsibility of the student and his/her family.
- The course must be taken from an accredited learning institute.
- Students who take courses to advance in their academic program must demonstrate proficiency in the required course before receiving credit. Proficiency is demonstrated by achieving a grade of "B" or higher on the GRHS course summative exam. There will one day designated towards the end of the summer to take these exams:

Week of August 21st @ 8:15am

- All Course work that fulfills these requirements will receive credits towards graduation, courses will be placed on the student's transcript with a TRANSFER designation, and the final grade will not be calculated into the student's grade point average.

*Please attach the course **syllabus** and return the completed and signed request to your guidance

Student Signature: _____

Parent Signature: _____

Counselor Signature: _____

Principal: _____

Date: _____

Option II Teacher's Assistant Application

Name: _____ D.O.B _____ (mm/dd/yy)
(Last) (FIRST) (MI)

Local Address: _____
(street) (City) (Zip)

Permanent Address: _____
(If different) (street) (City) (Zip)

Home Phone: (_____) _____ Work Phone: (_____) _____

Email Address _____

IN CASE OF EMERGENCY CONTACT

Name _____ Relationship _____

Phone: Cell: _____ Home: _____

I am applying for the Fall / Spring / _____ Semester. (circle one) SE1/ SE2

Teacher Name (List choices in order of preference):

1. _____

2. _____

3. _____

Please list the days, periods/times you will be at your TA placement below.

(Minimum 3 days a week during school hours)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

I've attached a written description on why I want to be a Teacher's Assistant, what qualifications I have to be a Teacher's Assistant, what I want to do after high school, and how the skills learned will help me in the future (minimum 1 page - typed)

I HEREBY ACKNOWLEDGE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUTHFUL, AND I HAVE READ AND UNDERSTOOD ALL THE INFORMATION CONTAINED IN THE OPTION II GUIDELINES.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Coordinator Signature: _____ Date: _____

Option II Career Exploration Application

Name: _____ D.O.B _____ (mm/dd/yy)
(Last) (FIRST) (MI)

Local Address: _____
(street) (City) (Zip)

Permanent Address: _____
(If different) (street) (City) (Zip)

Home Phone: (____) _____ Work Phone: (____) _____

Email Address _____

IN CASE OF EMERGENCY CONTACT

Name _____ Relationship _____

Phone: Cell:

Home:

Business Name: _____

Address: _____

Supervisor: _____ Supervisor Phone # _____

Supervisor email address: _____

Please list the days and times you will be at your internship below.

Monday _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

BY SIGNING BELOW I AGREE TO THE FOLLOWING:

- I assure that I am in no way related to the student
- I permit said student to job shadow at least 3 days a week during school hours next year.
- I will allow for periodic check-ins from Option II coordinator which may include but is not limited to email and/or phone calls
- I will adhere to additional paperwork if the applicant is accepted.

Signature of Supervisor: _____ Date: _____

PLEASE NOTE THE FOLLOWING

- If the job/internship is lost and/or not obtained prior to the start of the school year, placement in the program will be removed.
- All costs including transportation are the responsibility of the student and their parent(s)/guardian(s).
- Glen Ridge High School staff reserve the right to visit, monitor, and/or contact the appropriate people involved in this program to ensure credibility.
- Administration has the final decision on all placements.

BY SIGNING BELOW I HEREBY ACKNOWLEDGE ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUTHFUL, AND I HAVE READ AND UNDERSTOOD ALL THE INFORMATION CONTAINED IN THE **OPTION II**

GUIDELINES

- I agree to use my school-issued email for all communication involving option II
- I've attached a written description of how the internship and/or job pertains to what I want to do after high school and/or how these specific skills will help me in the future. Please refer to the NJ Student Learning Standards with your description (*minimum 2 pages typed*) <https://www.nj.gov/education/standards/>

Signature of Student: _____ *Date:* _____

Signature of Parent/Guardian: _____ *Date:* _____

Option II Coordinator Signature: _____ *Date:* _____