

KINGSWAY REGIONAL SCHOOL DISTRICT

Option II Guidelines & Application



Committed to Excellence

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Option II Guidelines

Introduction

As delineated in our strategic plan, Kingsway Regional School District ensures we investigate 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 Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success (N.J.A.C. 6A: 8-5.1(a) 2). While the Kingsway Regional School District believes that the best educational experience possible for our students is participating in courses offered at Kingsway, 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, the Kingsway Regional School District 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 Core Curriculum Content 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, on-line learning, or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Core Curriculum Content Standards. Option II procedures have been created to review and approve these requests while maintaining the integrity of the Kingsway Regional School District's 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.)

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 Core Curriculum Content 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

It is the student's responsibility to maintain 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, KRSD cannot guarantee placement in an equivalent KRSD course.

The district reserves the right to determine the number of credits to be awarded. 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. If a student participates in an Independent Study 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. In addition, credits accrued under Option II cannot exceed 2 in a given year.

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

- Does the content of the course/program satisfy the standards of the KRSD course for which you are requesting credit? The standards may be found on the NJ Department of Education website at:

<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 with this program? Are there any issues involving student safety?

After your application has been reviewed, you will receive a letter documenting your Option II application status. Once your Option II program is complete and you have provided documentation of completion and/or your final grade report, you will receive a letter documenting your successful completion. This will include the name of the course, the credits, earned, and the grade (either a number grade or Pass/Fail grade). This information will then appear on your transcript.

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:

- Completing the attached application and any supplemental forms by the due date.
- Paying tuition and other costs relating to the program, including transportation, books, and lab fees.
- Providing KRSD 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.
- Providing final grade information to KRSD. Final grade reports from an approved Option II program must be received as soon as available, but no later than two weeks after completion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by KRSD no later than June 1st of the graduating year.

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 Chief Academic Officer in writing within three school day of notification from the committee.
- This appeal to the Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer is final.**



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. Approval to take an Option II course may be granted up to 1 year prior to taking the course. All Option II applications must be submitted at least 4 weeks prior to the start date. Option II applications are overseen by the Option II Committee that is comprised of a school counselor, supervisor of pupil personnel, academic department supervisor, and building principal. **Credits accrued under Option II cannot exceed 10 in a given year.**

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 participation 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 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 instead of taking a course at KRHS.

11. If the proposed coursework is intended to replace a course, please indicate which course.

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

If a student receives a grade from an 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. The grade will not factor into his or her GPA.

If the Option II course is satisfying a required graduation credit, KRSD will ensure that the Option II course meets the state required Core Content Curriculum Standards.

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

- All costs including transportation and tuition are the responsibility of the student and his/her parent(s)/guardian(s).
- KRSD staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program.
- Option II credits only count for eligibility to participate in athletics when the course is completed. Please check with your counselor and/or athletic director for eligibility requirements.
- It is the responsibility of the student/parent to submit proof of course completion to his or her school counselor.
- 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 the 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: _____

Supervisor of Pupil Personnel'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 2 weeks of course completion.

____ Not approved If you wish to appeal this decision, see the program guidelines. The deadline for any appeal is 3 school days after receiving notification.

Academic Supervisor's Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____