

Elmwood Park School District

Memorial Sr. High School

Guidelines for the Utilization of Option II

N.J.A.C. 6A: 8-5.1(a) 2

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. To this end, the Elmwood Park School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Core Curriculum Content Standards. This is commonly referred to as, "Option II." Option II allows for the design and implementation of programs to meet the needs of **all** students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: interdisciplinary or theme-based programs, independent study, early college credit, magnet programs, student exchange programs, distance learning, on-line learning, work-based programs, internships, service 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 objects that meet or exceed Core Curriculum Content Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. 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.

Memorial Sr. High School Graduation Requirements

Students of Elmwood Park Memorial Sr. will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 120 credit program requirements (Option I):

Content Area	Entering 2018 – Class of 2022
Language Arts Literacy	At least 20 credits
Social Studies	At least 15 credits including two years (10 credits) of American History and one year (5 credits) of World Civilizations
Science	At least 15 credits including 5 credits in laboratory Biology and one additional laboratory/inquiry based course in chemistry, physics or environmental science
Mathematics	At least 15 credits including Algebra I & Geometry (Beginning 2012-13: a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21 st century careers
World Language	At least 5 credits or student demonstration of proficiency
Visual & Performing Arts	At least 5 credits
21 st Century Life & Careers or Career Technical Education	At least 5 credits
Financial, Business, and Entrepreneurial Literacy	At least 2.5 credits
Physical Education, Health and Safety	Each year of enrollment
Technological Literacy	Integrated throughout the curriculum
Electives	Varies

Option II Credit Attainment

Students planning to pursue course work for credit external to the traditional offerings of Memorial Sr. High School curriculum are required to submit a completed application to the Guidance Department's Option II Credit Review Committee. This committee will be comprised of the Director of Pupil Personnel Services and the High School Guidance Counselors. Guidance Department's Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The High School Principal will review all decisions of the committee.

Grades for approved Option II course work will be reflected on a student's transcript. Option II course work will not be included in the calculation of a student's overall Grade Point Average (GPA). Official transcripts generated by course work taken outside of Memorial Sr. High School may be attached to a student's High School transcript. Such requests must be made through the student's assigned Guidance Counselor. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent Memorial Sr. High School course.

Procedure for Policy #5460 High School Graduation (Pertaining to Option II):

Credit Recovery

Students receiving a failing final grade a high school course do not receive credit. Students who fail to meet course requirements and/or meet attendance requirements receive a failing grade. In each case, credits towards graduation are not earned. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Guidance Department's Option II Credit Review Committee. Completed applications must be submitted by June 30th for enrollment in a summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.

Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on student transcripts. Credit recovery courses are not included in the calculation of a student's overall GPA. The original course and final grade **will be** retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework.

Advanced Credit; Additional Credit; Acceleration

Students may opt to enroll in Option II courses to include on his/her transcript and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advance credit, additional credit, or acceleration can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications must be submitted by June 30th for enrollment in a summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.
2. The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional professional accrediting organization. Advanced Credit courses must meet the 120 hour enrollment requirement for complete course advancement.
3. The course must be approved by the Guidance Department's Option II Credit Review Committee.
4. An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional Credit courses will be reflected on student's transcripts. Advanced/Additional Credit courses are not included in the calculation of a student's overall GPA.
5. Permission to advance a course level is dependent on the student's proficiency and ability to succeed in the next level. If deemed not to meet proficiency standards, credit earned will be applied as elective credit, and the student will be required to enroll in the next, Memorial Sr. High School level course.

6. Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I, Spanish I and Italian I if taken at the middle school. For example, a student who takes at least two years of Spanish in middle school can opt to take Spanish 2 in the high school and receive 5 credits for Spanish 1 as long as the student demonstrates proficiency at the Spanish 1 level.

College Credit

Students may opt to enroll in college level courses and apply credits earned toward high school graduation requirements. Students enrolling in college level courses must meet eligibility requirements as established by Board of Education Policy **and** those established by the college or university. College credit can be achieved through in-person or on-line coursework. The Guidance Department will maintain a list of approved accredited colleges or universities and Option 2 partnerships. The following guidelines must be followed:

1. Completed applications must be received by the Guidance Department's Option II Credit Review Committee by June 30th for enrollment in a summer; August 31st for Fall Semester course; January 1st for a Spring Semester course.
2. The course must be taken from a regionally accredited two or four year college/university.
3. The course must be approved by the Guidance Department's Option II Credit Review Committee.
4. An official transcript from the college/university must be submitted promptly following the completion of the course. Grades for completed College Credit courses will be reflected on transcripts. College Credit courses are not included in the calculation of a student's overall GPA.

Independent Study

The Independent Study program at Memorial Sr. High School is intended for students to gain intense study in an academic area not currently offered by the Memorial Sr. High School curriculum. Independent studies may not replace a course listed in the Memorial Sr. High School Program of Studies. Independent Study credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Must be approved by the Guidance Department's Option II Credit Review Committee.
2. A Memorial Sr. High School certified faculty member must serve as an advisor and be secured prior to the submission of required paperwork. Advisors are voluntary participants working collaboratively with the student to develop independent study goals.
3. The Independent Study advisor is responsible for the final evaluation of the study and must submit verification that instructional objectives have been met. Grades for Independent Study courses will be reflected on transcripts.

Criteria for acceptance of Elmwood Park High School District Credit for Work/Internship opportunities under Option 2 (Grade 12):

This is not designed to replace or work in conjunction with our cooperative education program curriculum. The cooperative education programs (CEE/CTE/SLE) have a required work components and provide supervision and on-site visits.

High School credit will be awarded for programs under the following conditions:

1. Programs will only be approved for students in grade 12.
2. It is the responsibility of the student and parent/guardian to find a work/ internship placement which suits the interest and career goals of the student.
3. The duration of the internship may begin from July 1 and must be completed by June 15th the following school year.
4. The application must be submitted to the school counselor. The counselor and the principal/principal's designee will approve or reject the application. Any change in the work/internship must be approved.
5. A shortened school day might not be possible after schedules have been finalized in late August.
6. A student must intern for at least 180 hours to earn 5 credits or 360 hours to earn 10 credits. No partial credit will be given. Pass or fail grade will be issued. Grade will not affect GPA or class rank.
7. Hours will begin to be counted from the time of application approval and must be completed within the school year.

8. The attached weekly log must be filled in by the student and signed by the site supervisor. The log is to be signed by the student's guidance counselor in September and at the end of 1st, 2nd, and 3rd marking periods. The entire log will be turned in by June 15 of the year the program is completed to the counselor.
9. At the discretion of the school administration and/or site supervisor the student may be ineligible to receive credit under this program (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
10. If the student has early release or late arrival due to the work/internship (and the work/internship is not on school grounds), the student cannot be on school property during such times.
11. Working papers, if needed, may be obtained through the school office.
12. The safety, cost and transportation, to and from, any Option Two program and any and all costs for programs, fees, books, supplies, support, tutoring, etc. are the responsibility of the student's parent/guardian. By completing the Option Two request the parent/guardian(s) agree to indemnify and hold harmless the Elmwood Park High School District, its agents or employees from any and all claims of any type, action, complaint, judgment, costs or personal injury, arising out of, or related to, the student's participation in the Option Two program.

Date Range	Hours	Description of Duties	Supervisor Signature