

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

Option II Programs and Guidelines

(N.J.A.C. 6A:8-5.1(a)1ii)

Option II extends flexibility at the local level by allowing schools to choose from an array of models for developing activities or programs linked to the Core Curriculum Content Standards, such as: interdisciplinary and theme-based programs; independent study; co-curricular and extracurricular activities; magnet programs; student exchange programs; distance learning opportunities; internships; community service; or other structured learning experiences.

Teachers and instructors must be certified and properly licensed by the appropriate state agencies. Teachers and instructors must present certification upon request and be approved by the Board of Education.

Any costs incurred as a result of an Option II program will be the responsibility of the parent/guardian. The Board of Education will not assume any responsibility for any fees associated with this program.

Guidelines

The Option II alternative program of study must receive prior approval of the Option II Committee, meet or exceed the standards set forth in the New Jersey Core Curriculum Content Standards, and students must demonstrate satisfactory performance in order for credit to be awarded.

Procedures:

- 1.) The Option II application is to be completed by the student/parent/guardian seeking approval for the earning of credit outside the traditional Cranford High School courses offered as described in the Cranford High School Course of Study booklet.
- 2.) This application must be completed and submitted at least sixty (60) days prior to the beginning of the proposed program. All required information must be attached to the application and submitted to the student's school counselor. Waivers from this submission timeline are at the discretion of the Cranford High School principal.
- 3.) The application will be reviewed by appropriate Cranford High School staff and administration and a decision will be made thirty (30) days of receipt of the application. The applicant will be notified in writing of the status of the application by the guidance department. If additional information is requested, the information must be submitted within one week of receipt of the request.
- 4.) It is the student's responsibility to maintain academic standing and enrollment in the approved Option II program. Any failure to complete an approved program may jeopardize the student's ability to earn credit for the course. In the event of a student withdrawing from an approved Option II program, Cranford High School cannot guarantee placement in an equivalent Cranford High School course.
- 5.) Cranford High School reserves the right to determine the number of credits to be awarded. Any credits earned outside of Cranford High School via the Option II process, will not be calculated towards the overall Grade Point Average; therefore having no effect on the student's class rank. However, the course name and actual grade earned will be noted on the student's official transcript. Courses taken through Option II will be Pass/Fail unless otherwise noted at the discretion of the Principal.

- 6.) When considering the awarding of credit under Option II, Cranford High School considers the following points:
- a. Does the content of the course/program directly relate to the Core Curriculum Content Standards? The CCCS may be found at the NJ Department of Education website at www.state.nj.us/education.
 - b. Is the program taught/organized by a qualified professional/person?
 - c. What are the goals, objectives, activities, and assessment methods of the program?
 - d. What is the total number of hours associated with the program?
 - e. Are there any issues involving student safety?
- 7.) The following requirements should be considered when applying for credit through Option II:
- The student/parent/guardian is/are responsible for:
- i. Completing the application and providing all requested information in the stated time frame.
 - ii. Any tuition or other costs related to the program, including transportation requirements.
 - iii. Maintaining attendance and academic records for the approved Option II program.
 - iv. Providing Cranford High School with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, links to CCCS, and proof of attendance student log/journal and/or any other documentation as deemed appropriate and necessary by the committee. Approval signatures will be obtained from the Assistant Principal for Academic Affairs and Department Supervisor. Students exercising Option II must enroll in an academic course at Cranford High School. Study halls may not be utilized as a substitute unless deemed appropriate at the discretion of the principal.
 - v. Submitting an official final grade report from an approved Option II program that must be received no later than two-weeks after the conclusion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by Cranford High School no later than June 1st.
- 8.) If the Cranford High School Option II Committee declines the application, the student has the ability to appeal the decision. The following must occur:
- a. The student shall notify the Option II committee in writing within three school days of receipt and written notification by the student and/or parent. This appeal should include the reason(s) why the student feels that he/she should be granted permission for the Option II program.
 - b. The committee will gather information and notify the student within three school days of receipt of the appeal.
 - c. Students or their parents may appeal a decision of the Option II committee, after they have met, directly to the Principal.
 - d. The decision of the Principal may be appealed to the Superintendent of Schools, whose decision will be final.

Utilize these guidelines when completing the attached Option II Application. Please be sure to include and attach all required information to expedite the processing of the application.

PLEASE NOTE: Option II is not intended for the substitution of interscholastic athletics for physical education requirements.

Adopted: April 4, 2011

**Cranford High School
Option 2**

Planning Form

Please attach any additional documents to this form to completely explain the proposed project.

STUDENT

Student Name: _____
Last First

Grade level: _____

Street Address: _____

City: _____ Zip: _____

Home phone: _____ Students e-mail address: _____

PARENT

Parent Name: _____
Last First

Street Address: _____

City: _____ Zip: _____

Home phone: _____ Parent e-mail address: _____

INSTRUCTOR

Instructor Name: _____
Last First

Street Address: _____

City: _____ Zip: _____

Home phone: _____

Instructor e-mail address: _____

Instructor degrees/certification/credentials/associations, etc.:

Brief Description of the Option 2 activity:

Core Curriculum Content Standards:

Please review the NJ Core Content Standards that you will have to meet with your Option 2 activity. Students applying for Option II will need to align requests with the State standards available at:

- New Jersey Department of Education/Core Curriculum Content Standards 2009
www.state.nj.us/njded/cccs

Submit your “proof of experience” materials by the due date that applies to your time frame (year, semester). Credits will be awarded upon proof of successful completion of the course by the established due date.

Requirements to attain course credit:

- 1. Activity Time Sheets:** must be signed by instructor and submitted to the guidance counselor by the end of each marking period.
- 2. A journal is required as the Option 2 activity outcome that includes, but is not limited to, the following:** An explanation of how you have met your goals. Describe your Option 2 activity and explain how you can demonstrate mastery of the New Jersey Core Content Standards from this experience. Due to guidance counselor by end of the activity (year, semester).

Parent/Guardian/Student Consent/Acknowledgement:

I acknowledge that I am the parent or legal guardian of and agree to all of the conditions set for by the Cranford Public Schools regarding Option 2.

I/We have read through the N.J. Core Curriculum Content Standards and are confident we can meet or exceed these requirements.

As the parent/guardian, I must comply with any requests for information about external programs, in order to ensure that the student participates in activities that are safe, rigorous, and aligned with the NJ Core Curriculum Content Standards.

Student’s signature: _____ **Date:** _____

Parent/Guardian signature: _____ **Date:** _____

As the instructor, I acknowledge that the learning experience described meets or exceeds the requirements of the N.J. Core Curriculum Content Standards.

Instructor signature: _____ **Date:** _____

Date Received: _____ (for office use only)

**Cranford High School
Option 2**

Statement of Assurance

INSTRUCTOR

Instructor Name: _____
Last First

Street Address _____

City: _____ Zip: _____

Home phone: _____ Instructor e-mail address: _____

STUDENT

Student Name: _____
Last First

Grade level: _____

Street Address: _____

City: _____ Zip: _____

Home phone: _____

Students e-mail address: _____

Brief Description of the Option 2 activity:

*As the instructor, I acknowledge that the learning experience described and submitted by above named student meets or exceeds the requirements of the N.J. Core Curriculum Content Standards **AND** the above named student was actively involved and has successfully completed all of the requirements in accordance with the N.J. Core Curriculum Content Standards.*

Instructor signature: _____ **Date:** _____

Date Received: _____ (for office use only)