

Guidelines for the Utilization of Option II 2019-20 - Delran School District

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 all the required NJDOE approved learning standards in the same manner and/or with the same level of success. To this end, the Delran Township Public 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 NJDOE approved standards. This is commonly referred to as, "Option II." Participation in Option II is predicated on the application process through which students seek approval.

Pursuant to N.J.A.C. 6A: 8-5.1 adopted in June 2009, district boards of education shall establish a process to approve individualized student learning opportunities that meet or exceed the Student Learning Standards. This regulation requires a set of policies and procedures that permit a student or group of students to meet or exceed the standards in any subject area through alternative activities. Documentation of the student's achievement of the curricular objectives is required.

Courses may be taken for credit through Option II only under one of the following scenarios:

- 1. The student failed the course and must remediate.** Students who fail a course, or lose credit for any reason, can choose to remediate, or "make-up" the course during the summer instead of taking it during the following school year. Please see [credit recovery guidance](#) for required hours.
- 2. The course/experience is not offered at Delran Township Public Schools.** Students may choose to take courses related to an area of interest, elective courses, and/or courses that are not offered at Delran High School, for example Marine Biology, AP Psychology, etc. An application must be completed prior to enrollment in the course. No credit will be given without prior approval. With the exception of Personal Financial Literacy, all academic courses that will count toward graduation, including Health and Driver's Education, must be taken at Delran High School. Option II is not intended to replace offered courses rather it is to enhance the existing curriculum.
- 3. Further their study.** Students may choose to take courses to move ahead in a subject either online or an accredited summer program.
- 4. The student may opt to enroll in college level courses.**

Click [HERE](#) for Independent Study Option

**Graduation Requirements of the
Delran Township Public School District**

To graduate from Delran High School, it is necessary to complete 130 credits (these may be a combination of full-year or semester courses.) These requirements include the successful completion of the following:

- a. Four full-year English courses
- b. Three full-year Mathematics courses (or the equivalent)
- c. Three full-year Science courses (or the equivalent)
- d. One full-year course each in World History, US History I and US History II
- e. One full-year course in World Languages
- f. One year of Health and Physical Education (including Driver Education) for each year in attendance
- g. One half-year course in personal financial literacy (covered by Freshman Seminar)
- h. One year of Visual or Performing Arts (or the equivalent)
- i. One year of 21st Century Life and Careers or Career-Technical Education (Business, Technology or Culinary Arts)
- j. 15 hours of community service to be completed during US History II

Note: In addition to the above requirements, each student must meet the required standardized testing requirement as outlined by the NJDOE

Each student shall pursue a minimum of 7 academic courses per year with the exception of Cooperative Business Education (CBE) students who must be enrolled in five (5) academic classes or Senior Option students who must be enrolled in six (6) academic courses.

Delran Township School District
Instructions for the Application for Option II Credit
N.J.A.C. 6A:8-5.1(a) 2

1. Eligibility
 - a. Option II Credit is available to students in grades 9-12
 - b. Receipt of completed Option II Credit Application by the Assistant Principal
 - c. Acknowledgement of student, parent, and advisor/mentor (if applicable) responsibilities expectations and means through which the credits will be reported in the student's permanent record
 - d. Student may only use Option II Credit for one (1) course per academic area of study over the course of four years without Principal approval.
2. Complete Application
 - a. Obtain an application from assigned school counselor or download forms online at www.dhs.delranschools.org
 - b. Complete Sections 1, 2, 3, and 4 of the Application for Option II Credit form. Submit application to your High School Guidance Counselor for completion of the remainder of the application. Independent Study requires the completion of additional application forms.
 - c. Secure an advisor/mentor, if applicable.
 - d. Obtain all signatures required in Section 5 of the Application for Option II Credit.
 - e. Optional – include additional information that will assist the Assistant Principal in evaluating the request.
 - f. Submit completed application to the Assistant Principal.
3. Application Review/Approval
 - a. The Assistant Principal will review completed applications and a determination will be made.
 - b. Notification of the Assistant Principal's decision to approve or disapprove will be sent to the student and parent.
4. Certification of Option II Credit
 - a. If approved, the student shall participate in the Option II Credit experience and submit necessary documents to verify completion. These documents shall include any or all of the following and deemed necessary by the Assistant Principal: official transcript; evaluation report; attendance report; completed project; and any other elements agreed to in the Option II application agreement.
 - b. Following the final review of the Option II Credit experience by the Assistant Principal, notice will be sent to the student, parent, and school counselor regarding the decision to award credit. The student's transcript will be amended as necessary.
 - c. Appeals – students and parents have the right to appeal the decision of the Assistant Principal to the Principal. Such appeals must be submitted within 3 days of the decision. The appeal should address the specific reason(s) cited by the Assistant Principal in reaching his/her decision. Appeals can be made regarding eligibility and/or regarding the awarding of credit.

**Delran Township Public School District
Application for Option II Credit**

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

Section 1

Student Name: _____

Current Grade: _____

School Counselor: _____

Date of Application: _____

Section 2

Name of Course/Program: _____

Section 3:

Reason for Request (Please check one box):

- Credit Recovery: used to recover credit lost due to a failing grade or “no credit” status
- Additional Credit: used to supplement a student’s transcript including independent study courses
- College Credit: courses taken at an accredited two or four-year college/university

Rationale for Request (attach additional sheets as necessary)

Start Date: _____

Credits Requested: _____

****End Date:** _____

**Documents verifying completion of Option II experience must be submitted within two(2) weeks of the end date.

Section 4:

Signatures below acknowledge that you have read and understand the responsibilities and requirements for participation in Option II Credit Attainment:

- Completion and submission of all required documents to the Assistant Principal prior to established deadlines.
- Acknowledgement of an agreement with the terms as established by Board of Education Policy and Regulation, Individual responsibility to meet any additional criteria required by participating Institutions.
- Grades will be designated on DHS transcripts as “P” (Pass) or “F” (Fail) and will not be calculated in a student’s overall Grade Point Average (GPA). Courses dropped after published drop/add dates will be recorded as “withdrawn” on DHS transcripts.
 - For **original credit**, in order to qualify for a Passing Grade “P” the student must achieve a **75%** or higher.
 - For **credit recovery**, in order to qualify for a Passing Grade “P” the student must achieve a **65%** or higher.
- If a student takes an online course, the student is required to take the final exam or second semester final test under the supervision of a Delran Township School District staff member at the high school. This must be completed by **July 31st. To schedule an appointment, call 856-461-6100 x3000.**
- The Delran Township School District reserves the right to administer its own final assessment and achieve a score of 70% to determine student proficient as applied to NJDOE approved learning standards. If required, the test must be completed by August 15th. **To schedule an appointment, call 856-461-6100 x3000.**
- All students approved for Geometry, Algebra I or Algebra II **must** sit for the summer administration of the PARCC Assessment for the course enrolled. The date of the test will be communicated by the school administration before the end of June.
- Algebra I students **must** attain a 750 or above on the PARCC as a graduation requirement. Students who do not meet this requirement will be enrolled in a refresher module and will have to retake the Algebra I PARCC in January.
- The student and/or student’s parent/guardian is responsible for all arrangements related to participation in Option II Credit experiences including, but not limited to, payment of tuition and fees, books and other required materials, transportation, safety, and knowledge of all relevant information pertaining to the experience.
- The student must submit documentation upon completion of Option II Credit including official transcripts, evaluation reports, attendance reports, completed projects, and any other documents as required by the Assistant Principal within two (2) weeks of the end date.
- Student may only use Option II Credit for one (1) course per academic area of study over the course of four years without principal approval.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Advisor/Mentor Signature: _____

Date: _____

School Counselor Signature: _____

Date: _____

Section 5:

**This section must be completed if the course has not already been pre-approved for credit recovery.
All original credit courses must be approved by the area supervisor.**

I have reviewed the request for Option II credit and have determined the following:

- Approved – is sufficiently aligned with Delran Township School District and NJDOE approved learning standards.
- Not approved – does not sufficiently align with Delran Township School District and NJDOE approved learning standards.

Comments: _____

Academic Supervisor Signature: _____

Date: _____

Section 6:

Approved in the following category:

Credit Recovery _____ Credits

Original Credit _____ Credits

College Credit _____ Credits

Comments: _____

Assistant Principal Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____

Section 7:

Final Credit Approval Form

The student has successfully completed the course for either credit recovery or and all testing which may be associated with earning credit at Delran High School.

Counselor Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Assistant Principal Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Entered into Realtime:

Guidance Secretary Signature: _____

Date: _____