

WOOD-RIDGE HIGH SCHOOL

OPTION TWO PROGRAM

**** Students and parents are urged to closely read these guidelines and procedures prior to beginning the Option Two Program application. No application should be submitted without a planned program, parental support, or employer/supervisor support. No program shall begin without the final written approval of the principal. ****

The purpose of Option Two (N.J.A.C. 6A:8-5.1(a) 2 i, ii) is to provide educational experiences that are meaningful and relevant, and that provide pupils with opportunities to explore and achieve at high levels. Option Two allows local school districts to design and implement curricular programs that meet the needs of all pupils.

The regulations support pupil participation in deep and meaningful learning experiences that advance pupil learning and focus on pupil interest and abilities. Option Two allows pupils 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 pupils to participate in research, international study, or college-level work.

Option Two Programs available for Wood-Ridge High School students:

- _ Collegiate Academy or other Board of Education approved college, technical or vocational enrollment program;
- _ Online Course Study;
- _ Internship/Externship/Apprenticeship; and
- _ Community Service.

Any New Jersey Department of Education competency assessment deemed a graduation requirement cannot and will not be substituted by any Option Two Program experience.

Option Two Programs Explanations

Collegiate Academy/Program For College Credit – This program allows pupils who have demonstrated college readiness and who meet established criteria to enroll in college level courses at Felician College (Collegiate Academy Program) or any accredited NJ college. Pupils who meet the selection criteria established for the program will be eligible to take courses in these programs and receive college credit and Wood-Ridge High School credits per semester. This program will allow high school pupils to complete college courses under identified Option Two credit allowances.

Internship/Externship/Apprenticeship Programs – These are programs taken by pupils other than those provided by the school district, by an outside provider. These programs must meet the parameters of the New Jersey Student Learning Standards

and school district approval guidelines. Examples: Pupil internship experiences, school-year internships, study-abroad programs, vocational or technical school courses.

Service to Community – Pupils who participate in local community, state, or national service-oriented programs may request that their service be considered as an Option Two experience. These programs must meet the parameters of the New Jersey Student Learning and school district approval guidelines.

Option Two Guidelines

1. Program Application

- Internship/Apprenticeship Program proposals must be submitted at least two weeks prior to the beginning of the proposed program and will be reviewed by the Principal or designee(s) to ensure that the qualifications and experiences of instructors match New Jersey Student Learning Standards and Option Two outcomes.
- Programs are approved only when the principal signs off on the application.
- If the Principal declines the application, the pupil has the ability to appeal this decision. The following must occur:
 - The pupil shall notify the principal in writing within three school days of notification from the principal or a designee. This appeal to the principal should include the reason(s) the pupil feels she/he should be granted permission for the Option Two Program. It should particularly address the criteria for program approval detailed above.
 - The principal will gather information and forward it to the Superintendent of Schools. The Superintendent of Schools will notify the pupil of his/her decision, in writing, within five days of receipt of the appeal materials.

2. Criteria for Program Approval

When considering awarding credit under Option Two, Wood-Ridge High School is most concerned with the following considerations:

- a) Does the content of the course/program directly relate to the New Jersey Student Learning Standards (NJSLS) of the Wood-Ridge High School course for which you are requesting credit?
- b) Is the program taught/organized by a qualified professional/person?
- c) What are the goals, objectives, activities, and assessment methods of this program?
- d) What is the total number of hours associated with this program?
- e) Are there any issues involving pupil safety?
- f) Is there consideration of the factors not allowing the pupil to take the Wood-Ridge High School Course? (ex. scheduling conflicts beyond the pupil's control)

3. Awarding of Credits

- a) Credits awarded will be Pass/Fail and will not count as a part of a pupil's GPA or honor status.

- b) For semester approved course options, credits will be awarded at the end of the semester and requirements must be completed one week prior to mid-term exams.
- c) For year long approved course options, credits will be awarded at the end of each year and requirements must be completed one week prior to final exams.
- d) All Option Two credit accumulation is limited to a maximum of 25 credits in total per pupil over a four-year period.
- e) In the event of a pupil withdrawing from an approved Option Two Program, Wood-Ridge High School will not guarantee placement in an equivalent Wood-Ridge High School course.
- f) In the event that the pupil does not complete the approved program option due to any reason, partial credit will not be awarded.
- g) Internship/Externship/Apprenticeship program supervisors or managers must provide evidence that the program is safe and in compliance with child safety and/or labor laws.
- h) Internship/External/Apprentice Program supervisors or managers must participate in ongoing communication and reporting with high school personnel to ascertain pupil progress and course completion.
- i) Any Option Two program that does not meet the guidelines of the NCAA Clearinghouse may affect the pupil's athletic eligibility in high school or in college.

4. Program Requirements for Pupils and Parents

It is the pupil's responsibility to maintain academic standing and enrollment in an approved Option Two program. Any failure to complete an approved program may jeopardize the pupil's ability to meet graduation requirements. A pupil's parent/guardian is responsible for:

- a) Paying for a college or university coursework or activity, providing transportation, technology, specialized equipment and materials;
- b) Paying for an online course, providing needed technology, specialized equipment, and materials;
- c) Completing the Option Two application and providing all requested information in the stated time frame;
- d) Any tuition or other costs related to the program, including transportation arrangements, books, technology, lab fees, supplies, materials, etc.;
- e) Providing attendance and academic records to Wood-Ridge High School for the approved Option Two Program;
- f) Providing Wood-Ridge High School with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, links to NJSLs, and proof of attendance; and giving final grade information to Wood-Ridge High School. Final grade reports from an approved Option Two program must be received as soon as available, but no later than one week prior to the conclusion of the semester or close of the school year. Please note that any final grade report that needs to be considered for graduation purposes must be received by Wood-Ridge High School no later than June 1 of the graduating year.

- g) The parent/guardian must comply with any requests by the district/school for information about Option Two Programs in regard to safety considerations, rigor and alignment with standards and local curriculum.

Every student enrolled in a Community Service OR Internship/Externship/Apprenticeship program must submit:

- 1) A time sheet from the employer. It must indicate the number of days served and hours served and it must be signed by the employer.
- 2) A brief evaluation of your performance. This must be completed by the employer.
- 3) Media presentation (see requirements below).
- 4) A typed paper (4-5 pages, double spaced, Times New Roman font size 12) that addresses each of the following:
 - a. Describe how this position has led you to develop personal accountability.
 - b. Explain how the structure of the workplace operates and how this structure has influenced you.
 - c. Reflect on your desired learning goals. How has this experience, thus far, furthered you toward your expected learning?
 - d. Discuss any and all career avenues that this experience has led you to investigate or decide against. Explain why.
 - e. As part of your paper, provide a financial overview of the career you are experiencing (i.e. how much does this career field pay in NJ or nationwide? How is this career expected to grow or diminish over the coming years?)

Every student enrolled in a College Course, Online (external) Course or Technical program must submit:

1. A transcript or other official document from the approved program indicating the pupil's grade.
2. Media presentation (see requirements below).
3. A typed paper (4-5 pages, double spaced, Times New Roman font size 12) that addresses each of the following:
 - a. Reflect on your class and the experience. How has this class/independent study, thus far, furthered you toward your expected learning of the subject?
 - b. Explain how this class/independent study has deepened your understanding of the subject. Include any influential books, articles, or special projects that were part of the class or program.
 - c. Discuss how the class/independent study has influenced your thinking about the subject. For example, now that you know what you know, what does it mean to you? Why is it meaningful?

**** If you have a complete and thorough understanding of the guidelines and procedures outlined above, and agree to the guidelines and procedures, please see your guidance counselor to obtain the Option Two Application ****

