

Maple Shade High School

Option 2

PURPOSE

The purpose of Option 2 is to provide educational experiences that are meaningful and relevant, and that provide students 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 students. The regulations support student participation in deep and meaningful learning experiences that advance student learning and focus on student interest and abilities. Option Two allows students 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 students to participate in research, international study, or college-level work.

BACKGROUND

N.J.A.C. 6A:8-5.1 directs district boards of education to develop, adopt, and implement requirements for a State-endorsed diploma. Traditionally, this has consisted of a series of credits in required content areas, with the State dictating a minimal number of credits needed for graduation from high school. Local school districts are permitted to establish additional course or credit requirements. Credits are based on seat time; that is, if a class meets five times per week for 40 minutes or more, the student is awarded five credits for successful completion of the class. Recently, states have begun to encourage variations in traditional seat time programs, such as block scheduling or a redesigned senior year experience.

The State Board of Education adopted regulations in 2001 that more clearly connected the high school graduation requirements to the Core Curriculum Content Standards. The new regulations clarified an existing alternative practice, then in *N.J.A.C.6:3-4A.1(c)ii*. In January 2004, the State Board adopted revised high school graduation regulations that provide clarification about how Option Two might be used in local school districts.

OPTION 2 PROGRAMS AT MAPLE SHADE HIGH SCHOOL

1. College Courses (on college campus or internet based)
2. Work/Internship
3. Community Service
4. Summer School for Original Credit
5. Student Aide/independent Study

CRITERIA FOR OPTION 2 PROGRAMS

College/Online Courses

Maple Shade High School will issue high school credit for college courses under Option 2 under the following conditions:

1. Courses may be taken after September 1 of the student's 9th grade year.
2. Student and parent make the request to the School Counselor.
3. Course must be approved by Director of School Counseling.
4. Online courses must be taken through an accredited institution, taught at a high school level or higher.
5. Student must be approved by the College to take a course as a high school student.
6. Number of high school credits will be determined by Director of School Counseling. As a rule of thumb, a 3 credit college course would convert to a 5 credit high school course.
7. College/Online courses will be factored into the student's GPA and class rank. The Director of School Counseling will determine if the course carries additional weighting.
8. Students may not take courses directly related to any subject for which there is standardized testing (i.e. HSPA Language Arts, Math, Biology, etc.)
9. Students arrange for an official copy of the college transcript to be sent to the Counseling Office. This must be received by August 25 for the course to be utilized to determine grade level.
10. A maximum of 5 credits from an online course and 10 credits from a College Course will be accepted per year.
11. The student/parent is responsible for all aspects of the college/internet course including, but not limited to tuition, fees, and transportation.
12. Maple Shade High School will not be held responsible for payment, nor we provide a mentor, site administrator, or tutor of any kind.

Work/Internship

Maple Shade High School will issue high school credit for work/internship experiences under Option 2 under the following conditions:

1. Student is in grade 11 or 12.
2. Student and parent make the request to the School Counselor by June 1.
3. Work/internship experience must be approved by Director of School Counseling.
4. It is the responsibility of the student and parent/guardian to find a job or internship placement which suits the interest and career goals of the student.

5. Transportation is the sole responsibility of the student and/or parent/guardian.
6. The job/internship must begin on or before September 1 and all requirements must be met completed by June 1 of the following year.
7. Students must complete 240 hours in order to earn 5 credits. No partial credit will be given for students who complete partial hours.
8. A pass or fail grade will be issued. This will not count toward GPA and class rank.
9. Student must be compensated for the job/internship according to NJ Department of Labor standards.
10. A weekly log, using the sheet provided, must be filled in by the student and signed by the site supervisor. The log is to be signed by the student's counselor in September and at the end of 1st, 2nd, and 3rd marking periods. The entire log will be turned in to the Director of School Counseling by June 1 of the year the program is completed.
11. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the internship for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
12. Working papers must be obtained through the Counseling Office.

Community Service

Maple Shade High School will issue high school credit for community service experiences under Option 2 under the following conditions:

1. Community Service may begin after September 1 of the student's 9th grade year.
2. Student and parent make the request to the School Counselor.
3. Community Service experience must be approved by Director of School Counseling.
4. It is the responsibility of the student and parent/guardian to choose a community service project.
5. Transportation is the sole responsibility of the student and/or parent/guardian.
6. The community service project must begin on or before September 1 and all requirements must be met completed by June 1 of the following year.
7. Students must complete 120 hours in order to earn 5 credits. No partial credit will be given for students who complete partial hours.
8. A pass or fail grade will be issued. This will not count toward GPA and class rank.
9. A weekly reflection log/journal, using the sheet provided, must be filled in by the student and signed by the site supervisor. This reflective journal must have at least one full page written entry per week. The reflection log/journal is to be signed by the student's counselor in September and at the end of 1st, 2nd, and 3rd marking

periods. The entire log will be turned in to the Director of School Counseling by June 1 of the year the program is completed.

10. Credit will not be given for more than two community service projects for a maximum of 10 credits per high school career. (A student is welcome to do community service each year, however only 10 credits will be applied towards the required 120 credits.)
11. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the community service project for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
12. Students will not receive payment for service hours.

Summer School for Original Credit (Offered by other schools)

Maple Shade High School will issue high school credit for Original Credit Summer School courses under Option 2 under the following conditions:

1. Students must register for summer school classes by the deadline set forward by the school.
2. The summer school must be a NJ Department of Education approved summer school.
3. The student's counselor must approve the course and determine how the credits will be applied.
4. The course must be offered for original credit, with a minimum of 120 instructional hours, and not be a summer remedial program.
5. The grade and credit issued for completing an original credit summer school course will appear on the student's transcript and will be included in GPA and class rank calculations.
6. An official report card or transcript must be mailed to the Counseling Office by August 25.
7. The student/parent is responsible for all aspects of the summer school course including, but not limited to tuition, fees, and transportation.

Student Aide/Independent Study

Maple Shade High School will issue high school credit for Student Aide/Independent Study courses under Option 2 under the following conditions:

1. Student must be a senior.
2. Students must work collaboratively with a teacher in the district to assist in the instructional process and assist the teacher as deemed necessary and/or work independently on a project related to the course of study of the class.
3. Cooperating Teacher and student must complete Student Aide agreement form.
4. Class will be scheduled at a mutually agreed upon period.
5. Course will be listed as "Student Aide" on the high school transcript.
6. Student will earn 5 credits upon successful completion.
7. A pass or fail grade will be issued. This will not count toward GPA and class rank.
8. Student Aide/Independent Study must be approved by Director of School Counseling.

**MAPLE SHADE HIGH SCHOOL
APPLICATION FOR COLLEGE/INTERNET COURSE
OPTION 2 CREDIT**

Application for: (circle one) College course credit Internet course credit

Student's Name _____ Grade _____

College/School Name _____

Course Title _____

Start Date _____ End Date _____

Number of Credits course earned through the Institution _____

Date of meeting with school counselor and student: _____

Counselor Signature: _____

I agree to meet and complete all of the guidelines and requirements of the Maple Shade Option Two program and agree with the Parent/Guardian consent guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Director of School Counseling: _____

This agreement was: *Approved* _____ Rejected _____

Reason:

**MAPLE SHADE HIGH SCHOOL
COLLEGE/INTERNET COURSE FOR OPTION 2 CREDIT
AGREEMENT, WAIVER AND RELEASE**

- I hereby acknowledge that _____ (Student), has my permission to participate in the college/internet course Option 2 for credit program as described in the Application for college/internet course Option 2 credit.
- I hereby agree that _____ (Student) may participate in this off-campus college course/internet course. I hereby agree and understand that the student/parent is responsible for transportation to and from the college course location. I hereby further acknowledge, agree and understand that the Maple Shade School District Board of Education has no obligation to perform background checks on any external participants of the college course/internet course including any external professors or teachers of the college course/internet course.
- I further understand that participation in this activity is voluntary, and that there are risks involved in participating in this activity, and that Maple Shade School District Board of Education is not responsible for the safety of those students participating in the activity.
- I hereby agree to release Maple Shade Board of Education, its employees and/or agents and anyone claiming through it, free and harmless from any and all lawsuits, demands or claims for any losses, damages, or injuries to person or property, including attorney's fees and costs, relating to or as a result of the student's participation in, or travel to and from the college course/internet course graduation credit activities. I further agree to indemnify and defend the Maple Shade School District Board of Education for any lawsuits, demands, or claims by third parties arising out of such activity.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

**MAPLE SHADE HIGH SCHOOL
APPLICATION FOR WORK/INTERNSHIP
OPTION 2 CREDIT**

Student's Name _____ Grade _____

Name & Address of Company/Jobsite where you will be working/interning:

Contact/Supervisor Name: _____

Phone Number: _____

Description of Work Responsibilities:

Start Date _____ End Date _____

Date of meeting with Work/Internship Supervisor: _____

Date of meeting with school counselor and student: _____

Counselor Signature: _____

I agree to meet and complete all of the guidelines and requirements of the Maple Shade Option Two program and agree with the Parent/Guardian consent guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Director of School Counseling: _____

This agreement was: *Approved* _____ Rejected _____

Reason:

**MAPLE SHADE HIGH SCHOOL
WORK/INTERNSHIP FOR OPTION 2 CREDIT
AGREEMENT, WAIVER AND RELEASE**

- I hereby acknowledge that _____ (Student), has my permission to participate in the Work/Internship Option 2 for credit program as described in the Application for Work/Internship Option 2 credit.
- I hereby agree that _____ (Student) may participate in this off-campus Work/Internship activity. I hereby agree and understand that the student/parent is responsible for transportation to and from the jobsite.
- I hereby further acknowledge, agree and understand that the Maple Shade School District Board of Education has no obligation to perform background checks on any external participants of the jobsite. I further understand that participation in this activity is voluntary, and that there are risks involved in participating in this activity, and that Maple Shade School District Board of Education is not responsible for the safety of those students participating in the activity.
- I hereby agree to release Maple Shade Board of Education, its employees and/or agents and anyone claiming through it, free and harmless from any and all lawsuits, demands or claims for any losses, damages, or injuries to person or property, including attorney's fees and costs, relating to, or as a result of the student's participation in, or travel to and from the job/internship experience. I further agree to indemnify and defend the Maple Shade School District Board of Education for any lawsuits, demands, or claims by third parties arising out of such activity.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

**MAPLE SHADE HIGH SCHOOL
APPLICATION FOR COMMUNITY SERVICE
OPTION 2 CREDIT**

Student's Name _____ Grade _____

Name & Address of Community Service Agency/Company where service will be performed _____

Contact/Supervisor Name: _____
Phone Number: _____

Description of Program/Service:

Start Date _____ End Date _____

Date of meeting with Community Service Supervisor: _____

Date of meeting with school counselor and student: _____

Counselor Signature: _____

I agree to meet and complete all of the guidelines and requirements of the Maple Shade Option Two program and agree with the Parent/Guardian consent guidelines.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Site Supervisor Signature _____ Date _____

Director of School Counseling: _____

This agreement was: *Approved* _____ Rejected _____

Reason:

**MAPLE SHADE HIGH SCHOOL
COMMUNITY SERVICE FOR OPTION 2 CREDIT
AGREEMENT, WAIVER AND RELEASE**

- I hereby acknowledge that _____ (Student), has my permission to participate in the Community Service Option 2 for credit program as described in the Application for Community Service Option 2 credit.
- I hereby agree that _____ (Student) may participate in this off-campus Community Service Activity. I hereby agree and understand that the student/parent is responsible for transportation to and from the Community Service location. I hereby further acknowledge, agree and understand that the Maple Shade School District Board of Education has no obligation to perform background checks on any external participants of the Community Service Agency including any external agency members.
- I further understand that participation in this activity is voluntary, and that there are risks involved in participating in this activity, and that Maple Shade School District Board of Education is not responsible for the safety of those students participating in the activity.
- I hereby agree to release Maple Shade Board of Education, its employees and/or agents and anyone claiming through it, free and harmless from any and all lawsuits, demands or claims for any losses, damages, or injuries to person or property, including attorney's fees and costs, relating to or as a result of the student's participation in, or travel to and from the Community Service Activity/Activities. I further agree to indemnify and defend the Maple Shade School District Board of Education for any lawsuits, demands, or claims by third parties arising out of such activity.

Name of Student

Signature of Student

Name of Parent/Guardian

Signature of Parent/Guardian

Date

**MAPLE SHADE HIGH SCHOOL
APPLICATION FOR STUDENT AIDE/INDEPENDENT STUDY
OPTION 2 CREDIT**

Application for: (circle one) **Student Aide** **Independent Study**

Student's Name _____ Grade _____

Supervising Teacher _____

Subject/Class _____

Reason(s) for selecting Student Aide/Independent Study Option 2 _____

Relationship of Student Aide/Independent Study to future career or college plans _____

What do you hope to gain/earn from this Student Aide/Independent Study? _____

To be completed collaboratively with Supervising Teacher

How will the student be assisting you in the classroom? _____

Student Expectations _____

Supervising Teacher Signature _____ Date _____

Date of meeting with school counselor and student: _____

Counselor Signature: _____

I agree to meet and complete all of the guidelines and requirements of the Maple Shade Option Two program and agree with the Parent/Guardian consent guidelines. I further understand that most 4-year colleges expect students to take rigorous courses of study during their senior year. Student Aide/Independent Study is not considered a rigorous academic course; therefore, this taking this in place of a rigorous, academically challenging course could potentially negatively affect my/my child's chances for 4 year college admissions.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Director of School Counseling: _____

This agreement was: *Approved* _____

Rejected _____

Reason:

Period Assigned: _____