

Cumberland County Technical Education Center

Option II Guidelines



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Option II Guidelines

Introduction

Cumberland County Technical Education Center (CCTEC) aims to investigate any alternative programs to meet the needs of our students and expand curricular offerings to ensure students are college and career ready. Option II was created to provide a degree of flexibility for students who want to challenge themselves with educational experiences that fall outside the regular program offered in a school or to pursue higher levels of coursework than they would otherwise be able to take.

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve the New Jersey Student Learning Standards in the same manner and/or with the same level of success (N.J.A.C. 6A: 8-5.1(a) 2). While CCTEC believes that the best educational experience possible for our students is participating in courses offered at our school, we acknowledge that students may also choose to make individualized decisions about their course selections that will allow them to take additional courses or more advanced courses during their high school years. To this end, CCTEC allows for students to engage in individualized learning opportunities outside of the traditional classroom. These opportunities are stimulating and challenging and enable students to meet or exceed the New Jersey Student Learning Standards. This is commonly referred to as, “*Option II.*” For more information related to Option II, please visit <http://www.nj.gov/education/aps/option2.htm>.

Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: early college credit, on-line 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 objectives that meet or exceed the New Jersey Student Learning Standards. Option II procedures have been created to review and approve these requests while maintaining the integrity of the Cumberland County Technical Education Center’ High School diploma. (Option II does not apply to courses taken for credit recovery due to previous course failure or loss of credit due to excessive absenteeism.)

Participation in Option II is predicated on the application process through which students seek approval. The process for application, is detailed in the information following. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the New Jersey Student Learning Standards at the high school level. Please carefully read the following for more information. School Counselors are available to answer questions and guide students through the process.

Important General Information

It is the student’s responsibility to maintain good academic standing and enrollment in an approved Option II program. Any failure to complete an approved program may jeopardize the student’s ability to meet graduation requirements. In the event of a student withdrawing from an approved Option II program, CCTEC cannot guarantee placement in an equivalent CCTEC course.

The district reserves the right to determine the number of credits to be awarded. Credits earned via this Option II program will not be calculated toward the overall Grade Point Average; therefore having no effect on a student’s GPA or academic standing. However, the course name and actual grade earned will be noted on the student’s official transcript. If a student receives a grade from an accredited institution such as a college, it will be a graded course. The name of the course, number grade, and number of credits will appear on his or her transcript. The grade will not factor into his or her GPA. If a student participates in an Independent Study, it may be considered a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript. Incoming freshman students are ineligible

for Option II credit unless permission is granted from the principal due to extenuating circumstances. **In addition, credits accrued under Option II cannot exceed 10 in a given year.**

When considering awarding credit under Option II, CCTEC is most concerned with the following:

- Does the content of the course/program satisfy the standards of the CCTEC course for which you are requesting credit? The standards may be found on the NJ Department of Education website at: <http://www.state.nj.us/education/cccs/>
- Is the program taught/organized by a certified professional/person?
- What are the goals, objectives, activities, and assessment methods of this course or program?
- What are the total number of hours associated? Are there any issues involving student safety?
- Does this course/program align with the student's goals for the future and in what ways?

After your application has been reviewed, you will receive a copy of the completed application along with the status (which notifies you of approval/disapproval). Once your Option II program is complete and you have provided documentation of completion and/or your final grade report, your grade will be submitted for representation on your CCTEC transcript. This will include the name of the course, the credits earned, and the grade (either a number grade or Pass/Fail grade). In some cases, a student's schedule may also be revised to ensure proper scheduling of courses.

Program Requirements for Students & Parents

The following requirements should be considered when applying for credit through Option II.

The student(s)/parent(s)/guardian(s) is/are responsible for:

- Meeting with the guidance counselor prior to applying for Option II. A student must also obtain an Option II application from his/her counselor.
- Completing the attached application and any supplemental forms by the due date provided by the counselor.
- Only after obtaining approval for the course: Paying tuition and other costs relating to the program, including transportation, books, and lab fees.
- Providing CCTEC with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, links to the academic standards, and proof of attendance (if applicable).
- Providing final grade information to CCTEC. Final grade reports from an approved Option II program must be received as soon as available, but no later than two weeks after completion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by CCTEC no later than June 1st of the graduating year. CCTEC reserves the right to administer a locally created assessment to ensure mastery of the subject matter was obtained before awarding credit.

Process for Appeal

If the proposed Option II application is declined, the student has the ability to appeal this decision. The following must occur:

- The student shall notify the Principal in writing within three school days of notification from the committee.
- This appeal to the Principal should include the reason(s) the student feels he/she should be granted permission for the Option II Program.
- It should particularly address the criteria for program approval detailed above.
- The Principal will gather information and notify the student of his/her decision, in writing, within three days of receipt of the appeal.
- **The decision of the Principal is final.**

The student must meet with his/her counselor in order to obtain an Option II application and for additional support.