**Haddonfield Memorial High School**

**Option II Program Application and Guidelines**

**2018 - 2019**

Option II serves as an alternative to traditional high school courses and involves in-depth experiences that may be provided by school district personnel or instructors not employed by the school district. Option II may include, but is not limited to, one or more of the following: interdisciplinary or theme-based programs, independent study, magnet programs, student exchange programs, distance learning, internships, community service, co-curricular or extra-curricular programs, and/or other structured learning experiences.

It is the responsibility of the student to obtain permission **PRIOR** to beginning an Option II Course. Approval to take an Option II course may be granted up to **1 year** prior to taking the course. All Option II applications must be submitted at least **4 weeks prior** to the start date. Option II applications are overseen by the Assistant Principal for Student Achievement and the HMHS counselors.

**Students seeking an Option II opportunity MUST take the following steps:**

1. **Read this document**
2. Complete the Application Form **and turn in Page 2 and 3, with required documentation,**  to Mrs. Mele
3. Applications for courses that **replace** HMHS required courses must be submitted four (4) weeks prior to the start of the marking period for the course that the Option II is replacing.
4. Students presenting an application **that replaces an HMHS course** after the deadline must speak with Mrs. Mele to discuss the Option II application. Students should make an appointment with Mrs. Mele through email at kmele@haddonfield.k12.nj.us
5. **Students applying for Option II through a non-credit granting organization, e.g., yoga studio, fitness facility, etc., must do the following:**
	1. Keep a log of activities using the attached form, or prepare an electronic log based on the model attached to this document
	2. Have the log signed by the instructor and notarized, OR provide a written and signed evaluation from the instructor, on letterhead, that attests to participation as noted in activities log. Instructor also must sign the log
	3. To complete the course, turn in your notarized log, or your log plus signed letter to Mrs. Mele
6. If applying for Option II through a credit-bearing institution, please present your transcript to your counselor after the course has been completed.

**Application Form for Option II**

1. Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Year of Graduation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Student’s Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Title of Program/Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Length of Program/Course: Total weeks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Total Credits Requested \_\_\_\_\_\_\_\_\_\_\_ (25 hrs per credit) For which MP(s)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. When will the student be participating in this program? (Please attach a description or schedule of dates and times when the program will take place):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Teacher/Professor/Facilitator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Certification(s) and Qualification(s) of Teacher/Professor/Facilitator (Attach all

Documentation necessary, i.e. resume): **Note: This is a requirement of all students applying for PE or independent credit. We must have evidence of qualifications. This is not necessary for credits from Rowan or Educere.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name and telephone number of contact person and participating institution

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1. Please attach course syllabus or detailed description of the course or program. This documentation **must** accompany this application.
2. Please indicate the reason(s) you would like to take this course instead of taking a course at HMHS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If the proposed coursework is intended to replace an HMHS course, please indicate which course:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Course grading (Please circle one): Graded Course Pass/Fail Course

If a student receives a grade from an 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 or alternate PE Program, it will be a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript.

**If the Option II course is satisfying a required graduation credit, we will ensure that the Option II course meets the state required Core Content Curriculum Standards.**

 **\*\*\*Please note the following\*\*\***

* All costs including transportation and tuition are the responsibility of the student and his/her parent(s)/guardian(s).
* Option II courses do not fulfill requirements to admission to National Honor Societies.
* HMHS staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program.
* Option II credits only count for eligibility to participate in athletics when the course is completed. Please check with your counselor and/or athletic director for eligibility requirements.
* It is the responsibility of the student/parent to submit proof of course completion.

**I hereby acknowledge that all information contained in this application is truthful. I also acknowledge that I have read and understand all the information contained in the Option II Guidelines.**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Option II application proposal has been reviewed. Your request is:**

**\_\_\_\_\_Approved Subject Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Area Credits to be Awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of credits to be awarded \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Please provide written proof of completion within 2 weeks of**

**course completion.**

**\_\_\_\_\_Not Approved If you wish to appeal this decision, see the program guidelines. The deadline for any appeal is three school days after receiving notification.**

Kathryn M. Mele\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option II Guidelines**

1. ***Background Information***

***N.J.A.C. 6A:8-5.1(a)1ii,***commonly known as Option II, serves as an alternative to traditional high school courses and involves in-depth experiences that may be provided by school district personnel or instructors not employed by the school district. Option II may include, but is not limited to, one or more of the following: interdisciplinary or theme-based programs, independent study, magnet programs, student exchange programs, distance learning, internships, community service, co-curricular or extra-curricular programs, and/or other structured learning experiences.

It is the responsibility of the student to obtain permission **PRIOR** to beginning an Option II Course. Approval to take an Option II course may be granted up to **1 year** prior to taking the course. All Option II applications must be submitted at least **4 weeks prior** to the start date. Option II applications are overseen by the Assistant Principal for Student Achievement and the HMHS counselors.

1. ***Important General Information***

It is the student’s responsibility to maintain 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, HMHS cannot guarantee placement in an equivalent HMHS course.

HMHS 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 class rank. 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 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 or alternate PE Program, it will be a Pass/Fail course. The name of the course, P or F, and number of credits will appear on his or her transcript.

***III: Criteria for Program Approval***

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

* Does the content of the course/program satisfy the Core Curriculum Content Standards (CCCS) of the HMHS course for which you are requesting credit? The CCCS may be found on the NJ Department of Education website at: [www.state.nj.us/education/](http://www.state.nj.us/education/)
* Is the program taught/organized by a qualified professional/person?
* What are the goals, objectives, activities, and assessment methods of this course or program?
* What is the total number of hours associated with this program?
* Are there any issues involving student safety?

After your application has been reviewed, you will receive a letter documenting your Option II application status.

Once your Option II program is complete and you have provided documentation of completion and/or your final grade report, you will receive a letter documenting your successful completion. This will include the name of the course, the credits, earned, and the grade (either a number grade or Pass/Fail grade). This information will then appear on your transcript.

***IV: Program Requirements for Students and 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:**

* Completing the attached application and any supplemental forms by the due date
* Paying tuition and other costs relating to the program, including transportation, books, and lab fees
* Providing HMHS 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
* Providing final grade information to HMHS. 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 HMHS no later than June 1st of the graduating year.

***V: Process for an 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 day 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.**

 **Haddonfield Memorial High School**

**Option II Application-PE Supplement—PLEASE GIVE THIS DOCUMENT TO FITNESS INSTRUCTOR**

Dear Fitness Professional:

Thank you for working with our student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as **he/she** completes **his/her** physical education requirement under your direction. This packet contains the Guidelines for Option II, the guidelines under which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will receive school credit. Also included is an outline of the NJ Department of Education Core Content Curriculum Standards for physical education, which must be met as part of these activities.

The Haddonfield School District requires 25 hours of activity to be documented for the one-credit class our student is completing with you. These hours must be logged on the attached form, notarized by you, and provided to the school by the student as proof of completion. The notarized log is submitted and documents completion of both the hours and NJ Department of Education Core Content Curriculum Standards.

In the course of your planned activities, the attached standards must be met. The content statements provide general descriptions of the standards, while the cumulative progress indicators (CPIs) give more specific ways of thinking about the standards. If you need assistance understanding the standards or determining whether a planned activity will meet a standard, please contact Kathryn M. Mele at 856-429-3960.

Thanks again for working with our student to complete the Option II physical education requirements.

Kathryn M. Mele

Haddonfield Memorial High School

Assistant Principal for Student Achievement

NJ World-Class Standards

**Content Area: Comprehensive Health and Physical Education**

**Standard 2.5**

**Motor Skill Development:** **All students will utilize safe, efficient, and effective movement to develop and maintain a healthy, active lifestyle.**

|  |  |
| --- | --- |
| **Strand A** | ***Movement Skills & Concepts*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **By the End of Grade** | **Content Statement** | **CPI #** | **Cumulative Progress Indicator (CPI)*****Students will be able to:*** |
| 12 | Movement skill performance is primarily impacted by the quality of instruction, practice, assessment, feedback, and effort | 2.5.12.A.1 | Explain and demonstrate ways to transfer [movement skills](http://www.state.nj.us/education/cccs/def/2/HEALTH_PE_movskills.html) from one game, sport, dance, or recreational activity to another (e.g., striking skills from/to tennis, badminton, ping pong, racquetball). |
| 2.5.12.A.2 | Analyze application of force and motion (weight transfer, power, speed, agility, range of motion) and modify movement to impact performance. |
| 2.5.12.A.3 | Design and lead a rhythmic activity that includes variations in time, space, force, flow, and relationships (creative, cultural, social, and fitness dance). |
| 2.5.12.A.4 | Critique a movement skill/performance and discuss how each part can be made more interesting, creative, efficient, and effective.   |

**Standard 2.5**

**Motor Skill Development:** **All students will utilize safe, efficient, and effective movement to develop and maintain a healthy, active lifestyle.**

|  |  |
| --- | --- |
| **Strand B** | ***Strategy*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **By the End of Grade** | **Content Statement** | **CPI #** | **Cumulative Progress Indicator (CPI)*****Students will be able to:*** |
| 12 | Individual and team execution in games, sports, and other activity situations is based on the interaction of tactical use of strategies, positive mental attitudes, competent skill levels, and teamwork. | 2.5.12.B.1 | Demonstrate and assess tactical understanding by using appropriate and effective offensive, defensive, and cooperative strategies. |
| 2.5.12.B.2 | Apply a variety of mental strategies to improve performance.                                 |
| 2.5.12.B.3 | Analyze factors that influence intrinsic and extrinsic motivation and employ techniques to enhance individual and team effectiveness.   |

**Standard 2.5**

**Motor Skill Development:** **All students will utilize safe, efficient, and effective movement to develop and maintain a healthy, active lifestyle.**

|  |  |
| --- | --- |
| **Strand C** | ***Sportsmanship, Rules, and Safety*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **By the End of Grade** | **Content Statement** | **CPI #** | **Cumulative Progress Indicator (CPI)*****Students will be able to:*** |
| 12 | Self-initiated behaviors that promote personal and group success include safety practices, adherence to rules, etiquette, cooperation, teamwork, ethical behavior, and positive social interaction. | 2.5.12.C.1 | Analyze the role, responsibilities, and preparation of players, officials, trainers, and other participants and recommend strategies to improve their performance and behavior. |
| 2.5.12.C.2 | Develop rule changes to existing games, sports, and activities that enhance safety and enjoyment.   |
| 12 | Cultural practices regarding physical activity, sports, and games reflect a microcosm of society. | 2.5.12.C.3 | Determine the current impact of globalization and technology on the development of, participation in, and viewing of games, sports, dance, and other movement activities, and predict future impact.   |

**Haddonfield Memorial High School**

**Option II Application additional Supplement Log**

(This form can be copied if additional space is needed**) Students may keep log electronically using this document format, but final needs to be printed and the paper copy delivered to Mrs. Mele**

**Student Name: Date :**

|  |  |  |
| --- | --- | --- |
| **Date**  | **Hours** | **Activity Description** |
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| **TOTAL=>** |  |  |

**(you must write in total hours)**

**Instructor: Please sign the following:**

I have supervised the above activities with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student at HMHS, and I have and read the attached letter, application, and guidelines. He/she has completed at least 25 hours (1 credit=1marking period) and has met the NJ Department of Education Core Content Curriculum Standards included in this application.

Name of Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Notary Public\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal**

**If not notarized, this document must be accompanied by a written and signed evaluation of instructor on the letterhead of the organization. Please include phone number.**