



BORDENTOWN REGIONAL HIGH SCHOOL

A GOVERNOR'S SCHOOL OF EXCELLENCE

Guidelines for BRHS Graduation Credit via Option Two

I. Background Information

As stated in Bordentown Regional School District Policy 6180, students may apply to receive high school credits for alternative learning experiences that enable students to fulfill or exceed the expectations set forth in the Core Curriculum Content Standards. Option Two (N.J.A.C. 6A:8-5.1(a) 1ii) of the high school graduation requirements allows local school districts to design and or approve educational experiences that serve as an alternative to traditional instruction and provide meaningful learning experiences that support student achievement of the Core Curriculum Content Standards. Option Two allows schools to provide enhanced educational opportunities for all the students through the use of multiple and diverse paths.

II. Important Information

- 1.) This application is to be completed by the student/parent/guardian seeking approval for the earning of credit outside the traditional BRHS courses offered as described in the *BRHS Program of Study* guide.
- 2.) This application must be completed and submitted at least **sixty (60) days prior** to the beginning of the proposed program. All required information must be attached to this application. The application should be submitted to the student's guidance counselor.
- 3.) This application will be reviewed by a committee of BRHS staff and administrators and a decision will be made within twenty-one (21) days of receipt of this application. The applicant will be notified in writing of the status of the application. If additional information is requested by the review committee, this information must be submitted within one week of receipt of the committee's request.
- 4.) It is the student's responsibility to maintain academic standing and enrollment in an approved Option Two 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 Two Program, BRHS cannot guarantee placement in an equivalent BRHS course.
- 5.) BRHS reserves the right to determine the number of credits to be awarded. Any credits earned via this Option Two procedure, 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.

Robert S. Walder, Principal
Meredith Morley, Assistant Principal

Jennifer Cicale, Assistant Principal Athletics
Teresa Valentin, Assistant Principal

6.) When considering awarding credit under Option Two, **BRHS is most concerned with:**

- a. Does the content of the course/program directly relate to the Core Curriculum Content Standards (CCCS) of the BRHS course for which you are requesting credit?
The CCCS may be found on the NJ Department of Education website at <http://www.state.nj.us/education/cccs/>
- 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 student safety?

7.) The following requirements should be considered when applying for credit through Option Two:

The student/parent/guardian is/are responsible for:

- i. successfully completing the attached application and providing all requested information in the stated time frame.
- ii. any tuition or other costs related to the program, including transportation arrangements.
- iii. maintaining attendance and academic records for the approved Option Two Program.
- iv. securing professional credentials of instructors/coordinators/personnel (Note: Under NJ law, all employees of BRSD are fingerprinted for purposes of background checks. Your Option Two instructor, if not directly employed by BRSD, may not have been required to submit to such background checks.) It is the applicant's responsibility to check into this background information.
- v. providing BRHS 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.
- vi. final grade reports from an approved Option Two program must be received no later than two weeks after the conclusion of the program. Please note that any final grade report that needs to be considered for graduation purposes must be received by BRHS no later than June 1st.

8.) It is important to understand that a student's attendance at BRHS is required only when the student is participating in a BRHS-sponsored program or class. If a student is participating in an outside, approved Option Two Program and the program is not scheduled to meet, that student is not to report to BRHS.

9.) If the BRHS Option Two Committee declines the application, the student has the ability to appeal this decision. The following must occur:

- a. The student shall notify the principal in writing within one school day of notification from the committee. This appeal to the principal should include the reason(s) why the student feels s/he should be granted permission for the Option Two program.
- b. The principal will gather information and notify the student of his/her decision, in writing, within 48 hours of receipt of the appeal
- c. The decision of the principal is final.

Utilize these guidelines when completing the attached Option Two Application. Please be sure to include and attach all required information to expedite the processing of your application.

Robert S. Walder, Principal
Meredith Morley, Assistant Principal

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Teresa Valentin, Assistant Principal