

# OPTION II FORMS

2024 - 2025



Jeff Hallenbeck  
Superintendent of Schools

Matt Robinson  
Ass't Superintendent of Schools

Stephanie Martinez  
Principal

## **Hopatcong Board of Education**

Mr. Jeff Hallenbeck, Superintendent  
Mr. Matt Robinson, Ass't Superintendent  
Mrs. Nicole Falconi-Shubert, President  
Mrs. Jennifer Polowchena, Vice President

### **Members**

Dr. Natalia Cappello  
Mr. James Chaffee  
Mr. Jayson Cittrich  
Mr. Philip DiStefano  
Mr. Joseph Falconi  
Mrs. Jayna Gulan  
Mr. Scott Francis

### **Option II Committee**

Mrs. Stephanie Martinez, Principal of Hopatcong High School  
Mrs. Tammy Miller, Director of Special Services  
Mr. Peter Oesen, Coordinator of Student Activities  
Mr. Kurt Zimmermann, Coordinator of Student Discipline  
Ms. Amanda Michko, Social Worker  
Mrs. Michelle Iannuzzi, School Counselor  
Mrs. Susan Pallotta, Social Worker  
Ms. Melissa Stein, School Counselor  
Mr. James Valentine, School Counselor



## TABLE OF CONTENTS

I. OPTION II OVERVIEW	3-5
II. OPTION II REQUEST	6-7
III. BENCHMARK ASSESSMENT CREDIT	8
IV. APPROVAL ROUTING FORM	9-10
V. COMPLETION APPROVAL	11



The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Core Curriculum Content Standards (CCCS) in the same manner and/or with the same level of success. To this end, the Hopatcong Borough School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Core Curriculum Content Standards. This is commonly referred to as, “**Option II.**” Option II allows for the design and implementation of programs to meet the needs of **all** students.

Students are permitted to earn credit toward graduation through Option II learning experiences. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation, and assessment is detailed below.

### **Option II Credit Attainment**

Students planning to pursue course work for credit external to the traditional offerings of the Hopatcong Borough Schools’ curriculum are required to submit a completed application to the Hopatcong High School’s Principal’s Option II Credit Review Committee. This committee will be composed of the *High School Principal, Director of Special Services, HS Coordinators, and HS Counselors, CST*. Deadlines for submission are June 1st for Summer and Fall Semester course work; and January 1st for Spring Semester course work. The Principal’s Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student’s application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The Superintendent will review all decisions of the committee. Grades for approved Option II course work will be reflected on a student’s transcript with the designation of “P” (Pass) or “U” (Fail). Upon approval, policies regarding the dropping of said coursework will follow those procedures as outlined by the institution providing the course work **and** the procedures as outlined by the Hopatcong Borough Schools. Option II coursework will not be included in the calculation of a student’s overall Grade Point Average (GPA). Official transcripts generated by course work taken outside of the Hopatcong Borough Schools may be attached to a student’s Hopatcong High School transcript. Such requests must be made through the student’s assigned school counselor. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent Hopatcong course unless that course is designated as a course that can be repeated (e.g. Band).



## Credit Recovery

Students receiving a final grade of “NP” in a Hopatcong course do not receive credit. Students who fail to meet course requirements and/or meet attendance requirements and receive a final grade of “NC” (no credit). In each case, credits towards graduation are not earned. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Hopatcong High School Option II Committee.

Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on transcripts with the designation of “P”(Pass) or “NP” (Not Pass). Approved courses dropped after the drop/add period will be recorded on Hopatcong High School transcripts as “WP” (Withdraw/Pass) or “WF” (Withdraw/Fail). Credit recovery courses are not included in the calculation of a student’s overall GPA. The original course and final grade **will be** retained on the student’s transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework. Some Credit Recovery courses may require a fee paid for by the student (e.g. Educere).

## Advanced Credit; Additional Credit; Acceleration

Students may opt to enroll in Option II courses to include on their transcript and/or to advance a course level.

The following guidelines must be followed:

1. Completed applications must be received by the Hopatcong High School Option II Credit Review Committee by June 1st for enrollment in a Summer or Fall Semester course; January 1st for a Spring Semester course.
2. The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional professional accrediting organization. Advanced/Additional/Acceleration Credit courses must meet the 120-hour enrollment requirement for complete course advancement.
3. The course must be approved by the Hopatcong High School Option II Credit Review Committee.
4. An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional/Acceleration Credit courses will be reflected on transcripts with the designation of “P” (Pass) or “F” (Fail). Approved courses dropped after the drop/add period will be recorded on Hopatcong High School transcripts as “W” (Withdrawn). Advanced/Additional/Acceleration Credit courses are not included in the calculation of a student’s overall GPA. Failure to submit an official transcript will result in the designation of “I” (Incomplete) on the student’s Hopatcong transcript.



The following scenarios allow for Option II credit:

**1. Courses Not Offered in School**

- If a student has a particular interest in a subject area and the course is not offered at Hopatcong High School (e.g. Marine Biology), a student may apply and seek the opportunity to take the course outside of Hopatcong High School (e.g. online or at a college) and receive Option II H.S. credit for that course.

**2. Athletic Exemption**

- If a student participates in athletics outside of the school day (e.g. Varsity athlete, competitive gymnast) a student may qualify to earn Physical Education credits for this experience through Option II.

**3. Fine/Performing/Practical Art Exemption**

- If a student participates in a relevant experience outside of the school day (e.g. Hopatcong High School Marching Band, All-State Honors Band) a student may qualify to earn applicable Fine/Performing/Practical Arts credits through Option II.

**4. Student Employment**

- For some students, the job they hold outside of the student's school day and/or on weekends may qualify them for Hopatcong High School credits through Option II.

**5. Financial Literacy Exemption**

- Students may opt to earn their Financial Literacy credits through an approved college course or relevant work experience.

**6. Concurrent Credits**

- Hopatcong High School holds concurrent agreements with Seton Hall, Sussex County Community College, and Fairleigh Dickinson University. Through these arrangements, students can earn college credits (for a fee to the student) while taking a high school course. This is through Option II. These forms of Option II, do NOT require approval via the Option II process and are automatically granted.

**7. Jump Start Credits**

- SCCC offers "Jump Start" classes, held on the SCCC campus. This allows HS students to take college credits and are not part of the "Concurrent Credits" listed above.

**8. 8<sup>th</sup> Grade Classes for HS Credit**

- The following 8th-grade courses may hold HS credit potential: Algebra 1, Advanced Biology with lab, Band, and Spanish 1. These forms of Option II, do NOT require approval via the Option II process and are automatically granted.

**9. Alternate Education Program**

- Hopatcong High School recognizes traditional educational/academic plans may not work for all students and has implemented "The HOIST" program. Students may complete their school work in this program utilizing the following formats: teacher directed learning, independent learning, community service, field trips/conferences/assemblies, and work-based learning.



## Request for Approval of Course Work or Other Experiences (OPTION II)

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

Current Grade: \_\_\_\_\_

Student Name \_\_\_\_\_

Course/Program to be Taken \_\_\_\_\_

Institution Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of Coursework (start date to finish date):: \_\_\_\_\_

Reason for Request (Check):

Earn credit acceleration

Recover credit in a previous course in which credit was not received

This experience will satisfy the Hopatcong Requirement for \_\_\_\_\_ class

The Option II Experience will be satisfied through:

College Course Work (e.g. concurrent course or JumpStart course)

Online Course Work (e.g. Acellus)

Participation in an after school, school-sponsored activity (e.g. sport, marching band)

Participation in an activity outside of school (e.g. traveling team, honors band)

Employment outside of school

Structured Learning Experience/Internship/Apprenticeship

If the experience is approved, \_\_\_\_\_ credits will be awarded upon proof of successful completion. Option II experiences do not count towards grade point average (GPA)



**Attach the course syllabus, description, a statement regarding the NJ Core Curriculum Standards to be addressed, how the experience will be assessed, and any other information that will support this request.**

The rationale for Request (to be filled out by student):

---

---

---

The responsibility for the successful completion of coursework taken rests with the student and parent/guardian. Costs/fees are the responsibility of the student/parent. Option II opportunities are primarily for upperclassmen, but applications for students in grades nine and ten may be submitted for review.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Route this form to the Superintendent for Final Approval

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_





## OPTION II BENCHMARK/ASSESSMENT CERTIFICATION

NJAC 6A: 8-5.1 requires that the Board of Education approve general procedures for the implementation of Option II programs. Those procedures were approved on the date of \_\_\_\_\_ and complement Hopatcong approved Policy [#5460](#).

Option II is designed for learning opportunities for students to earn credit in meaningful and relevant experiences outside of the traditional classes for high school credit. Those experiences are specified in the Policy. Our district must also approve the establishment of assessments for experiences being earned for credit. Performance/competency assessments to determine student completion of such programs are established as follows for each individual experience approved:

1. The selection and implementation of proficiency or competency benchmarks of progress will be established by a certified teacher in the discipline in which the experience is to take place, a school counselor, and a building administrator.
2. These assessments will be based on specific written instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards.
3. Benchmarks of progress must be assessed by a certified teacher in the discipline in which the independent experience is to take place, a school counselor, and a building administrator.
4. Credit for such programs will be applied upon documentation that these proficiencies have been met successfully, as certified by the Principal.
5. **NO OPTION II EXPERIENCES MAY BEGIN UNTIL APPROVAL IS GIVEN IN WRITING BY THE PRINCIPAL AND THE SUPERINTENDENT.**

### Principal Certification of Option II Application Benchmarks

The Option II Credentials Committee has addressed the above items #1 and #2 and attached the necessary documentation to the Option II application.

Student Name \_\_\_\_\_

Option II Experience \_\_\_\_\_

Principal Certifying Signature \_\_\_\_\_ Date \_\_\_\_\_

**The principal submits this certification with the Option II application packet to the Superintendent.**



## OPTION II APPROVAL ROUTING FORM

(Attached to the front of the Option II Application Packet for each student and each separate experience Option II experience)

Option II for Student: \_\_\_\_\_

### Principal Completes:

Name of Experience: \_\_\_\_\_

Type of Experience: \_\_\_\_\_ Location of the Experience: \_\_\_\_\_

Packet Complete \_\_\_\_\_ Incomplete \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

If Incomplete - Reason \_\_\_\_\_.

Returned to School Counselor on \_\_\_\_\_.

The packet was sent to the Superintendent on \_\_\_\_\_.

### Superintendent Completes:

The packet was received by the Superintendent, on the date of \_\_\_\_\_ for review and approval. The Superintendent's return to the principal was on the date of \_\_\_\_\_.

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Reason Not Approved: \_\_\_\_\_

The Course Code Assigned to this Experience by the Superintendent is \_\_\_\_\_

Section Number is: \_\_\_\_\_ High School Credits to be Earned: \_\_\_\_\_ .



**School Counselor Completes:**

On the date of, approved Option II information was received by the school counselor.

The school counselor, \_\_\_\_\_ at the home school, met with the student, counseled the student regarding the requirements of the approvals, and notified the student that the experience could begin on the date of.

The date on which the principal certified the successful completion of the Option II experience and signed the confirmation form.



**OPTION II PRINCIPAL CERTIFICATION OF COMPLETION**

Student Name: \_\_\_\_\_, has met the requirements of the NJDOE and Hopatcong Borough Schools for an Option II award of credits for completion of the Option II experience of: \_\_\_\_\_ and the student has demonstrated proficiency in line with the stated standards, as outlined in the student's approved application.

\_\_\_\_\_ Credits for the Hopatcong approved course of \_\_\_\_\_ have been earned for this experience.

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_