



# Black Horse Pike Regional School District

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## District Regulation

### 5460 - HIGH SCHOOL GRADUATION

Section: Students  
Date Created: November, 2009  
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#### R 5460 HIGH SCHOOL GRADUATION

In order to graduate from a Black Horse Pike Regional School District High School, and receive a State-endorsed Board of Education diploma, a pupil must:

1. Meet both State and district proficiency standards in the Core Curriculum Content areas; achieve proficiency on the required state assessments or the approved substitute assessments (Refer to Policy and Regulation 2622);
2. Complete successfully any course requirements stated in the Administrative Code, unless those of the district are greater, in which case the district's standard must be met. The proficiencies required must include the Core Curriculum Content Standards approved by the State Board of Education; and
3. Select and complete successfully enough elective credits to meet the district minimum of one hundred twenty credits (130 credits beginning with the class of 2018).

Successful completion means that the pupil has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

Transfer pupils must meet all State and local requirements in order to receive a high school diploma.

The Superintendent shall put into effect the procedures necessary to assess each pupil upon entry into the system, and, annually thereafter, to identify those pupils not meeting the State or district proficiency requirements. He/she shall develop the programs necessary to remedy these deficiencies at the lowest possible grade level.

#### Basic Skills

Students who have satisfied all other graduation requirements, and have not yet achieved proficiency on the required state assessments, must either meet a concordant cut-score on an approved equivalency assessment, or meet the criteria of the New Jersey Department of Education portfolio appeal.

#### Students with Limited English Proficiency

Students with limited English proficiency must be provided with the program opportunities required by law, and must fulfill the regular State and district

requirements for graduation.

#### Students with Disabilities

A student with disabilities must meet all State and local high school graduation requirements in order to receive a State-endorsed high school diploma unless exempted in his/her IEP with the written approval of the Director of Special Services,

A student with disabilities who qualifies may take the Dynamic Learning Map (DLM), if alternate requirements for graduation have been specified in his/her IEP.

By June 30 of a student with disabilities' last year in the elementary program, the student's case manager, parent(s) or legal guardian(s) and teacher(s) shall meet to review the instructional guide and basic plan of the student's IEP in view of the transition to the secondary program. Input from appropriate staff from the secondary school shall be part of the review.

The basic plan of the IEP for the student exiting the elementary program will address all the elements required in the administrative code. The description of the educational program will include exemptions, if any, from regular education program options or State and local graduation requirements along with the rationale for the exemptions. The exemptions must be approved in writing by Director of Special Services.

Required reviews of the IEP shall continue to address graduation requirements and shall explain why the proficiencies required for graduation are not part of the IEP.

#### Proficiency

The subject matter and standards of proficiency shall be articulated with the sending elementary districts.

In accordance with law, the Board of Education shall have copies of this policy distributed to all ninth-grade (or otherwise entering) pupils and their parent(s) or legal guardian(s).

They shall also be informed as to the examinations, demonstrated proficiencies, course and credit hour requirements, attendance policies, and any other State and local requirements.

#### Early Graduation (Also see Policy 5465)

Pupils who have clearly demonstrated a scholastic aptitude, an unusual readiness for the world of work, a financial need, or a serious health or family concern may be considered for early graduation. Minimal graduation requirements must be completed early. Approval must be obtained from the parent(s) or legal guardian(s) and the administration.

#### Pupil Enrollment in College Courses

The Board shall make reasonable efforts to develop articulation agreements with New Jersey colleges and universities to facilitate the delivery of college credit

courses to qualified pupils. The Board shall determine eligibility requirements for these pupils and monitor the quality of the courses offered and college faculty who teach the courses.

### Reporting and Monitoring

The Superintendent shall include in the annual report to the Commissioner:

1. The total number of pupils graduated in the aggregate and disaggregated according to subgroups described in Federal law;
2. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternate requirements for graduation as specified in their IEP's;
3. The total number of pupils denied graduation from the twelfth grade class; and
4. The number of pupils denied graduation from the twelfth grade class solely because of failure to pass the state approved assessment or its approved substitute assessment concordant cut-score, based on the provisions of administrative code.

This information shall be reported to the Board at a public meeting prior to the date prescribed by law.

It is the policy of the Board to provide learning opportunities and programs that are appropriate to the abilities, needs, and interests of the pupils in order that they may successfully complete an appropriate course of studies leading to graduation.

N.J.A.C. 6A:8-5.1(a)1ii, commonly known as "Option Two." Option Two, or program completion, permits district boards of education to determine and establish curricular activities or programs aimed at achieving the Core Curriculum Content Standards for promotion and graduation purposes. Option Two 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. In addition, N.J.A.C. 6A:8-5.1(a)1ii(3) permits district boards of education to recognize successful completion of an accredited college course that assures achievement of the knowledge and skills delineated in the Core Curriculum Content Standards or includes learning that builds on and goes beyond the standards.

### Background Information

Students may apply to receive high school credits for alternative learning experiences that enable them to fulfill or exceed the expectations set forth in the New Jersey 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 New Jersey Core Curriculum Content Standards. Option Two allows schools to provide enhanced educational opportunities for all the students through the use of multiple and diverse pathways. See Policy and

## Regulation #5460.

Important Information

- 1) There is an application included as part of these regulations that is to be completed by the student/parent/guardian seeking approval for earning credit outside the traditional Black Horse Regional School District courses offered as described in the *Program of Studies Handbook*.
- 2) The application must be completed and submitted at least ninety 90 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 counselor. The counselor will submit the application to the Director of School Counseling for consideration. Ultimate approval will be considered by the Principal.
- 3) Option Two is available to students in grades 9 through 12.
- 4) This application will be submitted and reviewed by the School Principal and a decision will be made within twenty-one (21) days. The applicant will be notified in writing. If additional information is requested by the Principal and/or the Director of School Counseling, this information must be submitted within one week.
- 5) 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. The Black Horse Regional School District cannot guarantee placement in an equivalent Black Horse Pike Regional School District course in the case of a student withdrawing from an approved Option Two Program.
- 6) Black Horse Pike Regional School District reserves the right to determine the number of credits to be awarded. Any credits earned via this Option Two procedure will be calculated toward the overall grade point average.
- 7) When considering awarding credit under Option Two, the Black Horse Pike Regional School District is most concerned with:
  - a. Does the content of the course/program directly relate to the Core Curriculum
 

Content Standards (CCCS) of the school course for which the student is requesting credit?

    1. (The CCCS may be found on the **NJ** Department of Education website at [www.state.nj.us/education/](http://www.state.nj.us/education/))

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  - b. Is the program taught/organized by a qualified professional?
  - 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?

8) When applying for credit through Option Two, the student/parent/guardian should understand they are responsible for:

- a. Successfully completing the application and providing all requested information in the stated time frame;
- b. Any tuition or other costs related to the program, including transportation arrangements;
- c. Maintaining attendance and academic records for the approved Option Two Program;
- d. Securing professional credentials of instructors/coordinators/personnel and ensuring that the program is safe and in compliance with child safety and/or labor laws (Note: Under **NJ** law, all employees of the Black Horse Pike Regional School District are fingerprinted for purposes of background checks. The Option Two instructor, if not directly employed by the Black Horse Pike Regional School District, may not have been required to submit to such background checks. It is the student/parent/guardian's responsibility to check into this background information.)
- e. Providing the Black Horse Pike Regional School District 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;
- f. Understanding that the student's attendance is only required when the student is participating in a Black Horse Regional School District-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 school unless they have a regularly scheduled class at in the district);
- g. Providing a student summary report on how the identified course objectives have been met (signed off by the instructor);
- h. Providing final grade reports from an approved Option Two program 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 the Black Horse Pike Regional School District no later than June 1st. Also, programs that are not finished by the end of the stated time frame will receive a failing grade notation except in cases beyond the student's control).

- 9) If the Principal/School Counseling Director declines the application, the student has the ability to appeal this decision. The following must occur:
- a. The student shall notify the principal within five days of notification by written appeal to the principal. The written appeal must state the reason(s) why the student feels he/she 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 five days.
  - c. If the decision is upheld and the student still wishes to appeal he/she must submit a written appeal to the Superintendent of Schools within five school days of receipt of the principal's notification. The superintendent's decision will be communicated to the student.

#### Performance or Competency Assessment

Performance or competency assessments are not offered for the awarding of credit in place of completing actual courses/programs.

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

#### Credit for College Courses

Credits may be earned for college courses taken while in high school under the following conditions:

1. Students must have administrative approval 60 days prior to enrolling in the course. Approval must be granted by the Director of School Counseling and High School Principal. Unless the courses are offered under a specific agreement between the college and the district, adult pupils/parent(s) or legal guardian(s) must obtain written approval prior to taking college course(s).
2. If the college course is a substitute for a course offered at the high school, the college course must meet the requirements of the high school course for which it is substituted. A course syllabus must be submitted to the Principal to make that determination.
3. A three-credit college course (semester) shall be equal to 5 high school credits.
4. Approved college course(s) will be counted toward meeting graduation requirements but will not be counted in class ranking.
5. Approved college course(s) replacing leveled courses, will be counted as an Accelerated ("A") level. If the course being replaced isn't leveled, then the Accelerated designation won't be used.

College courses will not be counted as Honors or Advanced Placement.

#### Advanced Credit Via On-line Applications

Credits may be earned for on-line course work taken while in high school under the following conditions:

1. Students must have administrative approval 60 days prior to enrolling in the course. Approval must be granted by the Director of School Counseling and High School Principal. The High School Principal, in partnership with the Director of School Counseling and content area Supervisor will determine if the course will be approved for credit. A course syllabus must be submitted to the Principal to make that determination by the November 15<sup>th</sup> deadline.
2. On-line courses cannot substitute for a course not yet taken at the high school. Therefore, if the course is in our Program of Studies guide, students may not take an on-line replacement course if they have not yet taken the course with the High School, unless specifically authorized to do so by the high school administration, and Director of Curriculum and Instruction.
3. Students are only permitted one on-line advanced credit course per semester (maximum 5 credits per semester). For the summer months, students will only be permitted one on-line course (maximum 5 credits). It is the student's responsibility to furnish the high school with an official transcript listing the course and grade at the conclusion of the course in order to get credit.
4. Approved on-line course(s) will be counted toward meeting graduation requirements, and will be counted in class ranking.
5. For on-line courses to be considered for credit, all written requests have to be submitted at least 60 days prior to the start of the on-line course of the same year in which the credits are to count.

#### Early Graduation (Also see Policy 5465)

Occasionally, pupils may wish to complete their high school experience early and graduate in three years. Pupils will be considered for early graduation under the following conditions:

1. Prior approval for early graduation must be obtained from the High School Principal. A written request must be submitted by the parent(s) or legal guardian(s) no later than March 1 of the tenth grade year.

2. Pupils must have a cumulative Grade Point Average of at least a 2.5 and must have earned at least seventy credits by the end of tenth grade(80 credits beginning with the class of 2019).
  
3. Pupils must meet all graduation requirements as outlined in this procedure including Basic Skills, Attendance, Credit Hours, and Curriculum. In addition to earning credits through the successful completion of courses shown in the Program of Studies Booklets at Triton, Highland and/or Timber Creek, pupils may satisfy the requirements of Credit Hours and Curriculum by taking advanced credit courses from another accredited high school and/or taking courses from an accredited college or university.
  - a. Prior approval must be obtained for courses taken at other accredited high schools. The Director of School Counseling may grant such approval based upon course descriptions submitted.
  
  - b. Prior approval must also be obtained for courses taken at an accredited college or university.
    - (1) A syllabus from each college course to be taken for high school credit must be submitted for prior approval. The Director of School Counseling shall submit such syllabi to the appropriate high school subject matter supervisors for determinations of their equivalency and/or if the courses meet New Jersey graduation requirements.
  
    - (2) When approved, the college course(s) will count toward meeting graduation requirements and will be counted in class ranking.
  
    - (3) A three-credit college course (semester) shall be equal to 5 high school credits.
  
    - (4) Pupils must earn a grade of "C" or above (or its



equivalent) in order for credit to be earned.

- (5) Approved college course(s) replacing leveled courses, will be counted as an Accelerated (“A”) level. If the course being replaced isn’t leveled, then the Accelerated designation won’t be used. College courses will not be counted as Honors or Advanced Placement.

#### Early Admission to College

A number of colleges and universities over the years have offered early admission to grade twelve pupils. New Jersey Statute and Code permit school districts to honor credits earned in such programs on a case-by-case basis. The Black Horse Pike Regional School District will honor such credits only under the following conditions:

1. To be considered for an early admission program which will lead to a diploma from a district high school, by the end of grade eleven, a pupil must have earned at least ninety-five credits, among which are included five credits in Health and Physical Education for each year of attendance at a New Jersey high school, twenty credits in English or Language Arts, fifteen credits in Mathematics, fifteen credits in Science (ten credits for pupils who entered ninth grade prior to September 2000), five credits in Fine or Practical Arts, 2.5 credits in Career Exploration or Development, and fifteen credits in Social Studies, including ten credits in U.S. History. If any of these requirements have not been met, the pupil must take credits at the college, which will enable the pupil to complete these requirements.
  - a. A maximum of fifteen credits may be earned at the college to be transferred back to the high school to meet graduation requirements.
  - b. A three-credit college course (semester) shall be equal to 5 high school credits.
  - c. A syllabus from each college course to be taken for high school credit must be submitted for prior approval. The Director of School Counseling shall submit such syllabi to the appropriate high school subject matter supervisors for determinations of their equivalency and/or if the courses meet New Jersey graduation requirements. Adult pupils/parent(s) or legal guardian(s) will be informed promptly of the supervisors' determinations.

- d. When approved, the college courses will count toward graduation and will be used in the determination of the final grade point average or class rank.
  - e. A grade of "C" or above or its equivalent must be earned to earn high school credit.
  - f. Approved college course(s) replacing leveled courses, will be counted as an Accelerated ("A") level. If the course being replaced isn't leveled, then the Accelerated designation won't be used. College courses will not be counted as Honors or Advanced Placement.
2. Only enrollment in an accredited college or university will be considered under this procedure. Enrollment in a preparatory school or "bridging program" which does not lead to a degree will not be considered for credit toward graduation at a district high school.
  3. Prior approval to participate in an early college admission program must be granted by the Superintendent Designee. Adult pupils/parent(s) or legal guardian(s) must submit a description of the program, course syllabi, and a written request to participate to the Director of School Counseling by May 1 of that pupil's junior year. The Director of School Counseling will seek course equivalence determinations from supervisors and forward a recommendation to the Principal by May 20. The Principal will forward his/her recommendation to the Superintendent Designee by June 1. The Superintendent Designee will notify the applicant of his/her decision by June 10.
  4. If approval is granted, the pupil must withdraw from the district high school for the period of time he/she is attending college and may not participate in high school activities or athletics. The pupil also will not be eligible for honors and school-decided scholarships. The pupil may enroll in the district high school upon completion of the college year and be subject to all rules and regulations thereto.
    - a. Upon enrollment, the pupil will not attend high school classes.
    - b. The returning pupil must attend graduation practice sessions if he/she wishes to participate in the graduation ceremony. The pupil may opt not to participate and receive his/her diploma on the first business day following the graduation ceremony.
    - c. The responsibility for communicating with the high school to arrange purchase of the yearbook, rental of the cap and gown, forwarding of college transcripts, and other purposes is placed upon the adult pupil/parent(s) or legal guardian(s).
  5. A pupil who does not attend a district high school for grade twelve shall not be considered for the valedictorian or salutatorian honors.

#### Make-Up Courses

Pupils may make up failed courses through the successful completion of one of the following:

1. A make-up course at an approved summer school.

Admission requirements for summer school are specified as follows:

Summer school is not an option for all pupils. If a pupil is to benefit from a remedial program, he/she must have demonstrated a certain degree of effort and proficiency during the regular school year. Thus, several factors will be used to determine whether or not a pupil may attend summer school. These include:

- a. Attendance - In order to attend summer school, a pupil may not have been absent in excess of thirty days (including excused and unexcused absences) during the regular school year.
- b. Final Numerical Average - A pupil must attain a final numerical average of at least a fifty percent in order to take a remedial course in summer school.
- c. Appeal Process - All appeals regarding admission to summer school will be heard first by the pupil's Vice Principal. If the appeal is not resolved at the Vice Principal's level, it may be pursued with the Principal, the Superintendent, and, finally, the Board of Education.
- d. Time Limits - A pupil must take a remedial course during the summer immediately following the year during which the course was failed. The only exceptions would be if more than two courses were failed during the same year or if the pupil needs a specific course in order to overcome credit deficiencies for graduation.

The admission requirements described above apply equally to pupils who enroll in any approved summer school program in any school district.

2. Private tutoring

Administrative procedures governing private tutoring as developed by the Assistant Superintendent and the Building Principals.

3. A make-up course at a local college or university

Administrative procedures governing make-up courses at a local college or university as developed by the Assistant Superintendent and the Building Principals.

Grades earned during summer make-up work will be reported to the Counseling Department to become part of the pupil's permanent record along with the failing grade.

The requirements outlined in this procedure shall apply to all classified pupils unless expressly stated otherwise in the pupil's individualized educational program. If an educationally handicapped pupil attends a school other than one of the two district high schools which is empowered to grant a diploma, the pupil shall have a choice of receiving the diploma of the school attended or the diploma of the district high school of the attendance area in which the pupil resides in accordance with New Jersey Administrative Code.

The Board shall award the same high school diploma regardless of the program of studies completed by the pupil.

Pupils who have not met graduation requirements shall not participate in the graduation ceremony.

Upon written recommendation from the Principal, the Superintendent may exclude a youngster from the graduation ceremony as a disciplinary measure when warranted. An earned diploma shall be made available to the excluded pupil on the next business day following the graduation ceremony provided all other graduation requirements have been met.

#### Exemption Of Pupils With Educational Disabilities From Graduation Requirements

##### 1. Exemption Rational

Unless exempted by the Child Study Team with the specific approval of the Superintendent or of the Director or Supervisor of Special Services, an educationally disabled pupil enrolled in the Black Horse Pike Regional School District shall fulfill all of the district's requirements for the following:

- a. Attendance;
- b. Credit hours;
- c. Curriculum proficiencies; and
- d. Passing scores on the required state assessment, or approved substitute assessment.

Any exceptions or exemptions and their rationale, must be included in the pupil's IEP. Reasons the Individualized Educational Program

goals and objectives do not include proficiencies measured by the required state assessment, or approved substitute assessment and mastery of curriculum proficiencies also must be incorporated into the IEP in accordance with New Jersey Administrative Code.

An educationally disabled pupil shall be exempted from the required state assessment, or approved substitute assessment and demonstration of mastery of curriculum proficiencies when it can be demonstrated that his/her IEP is characterized by goals and objectives which do not include the range of skills and objectives measured by the required state assessment, or approved substitute assessment and curriculum proficiencies or if the pupil would be adversely affected by taking the required state assessment, or approved substitute assessment. These pupils must participate in the Dynamic Learning Map (DLM).

## 2. Procedures for Determining Exemptions

The Child Study Team shall review carefully the educational records of incoming ninth grade pupils to determine if any exemptions from graduation requirements should be granted. The criteria shall include, but not be limited to:

- a. Instructional level;
- b. Standardized test scores;
- c. Report cards;
- d. Child Study Team reports;
- e. Teacher reports;
- f. Attendance records;
- g. Medical records; and
- h. Behavioral records.

After completion of the reviews, pupils will be placed into one of the following categories:

- a. No exemptions from graduation requirements; or
- b. Exemptions from one or more graduation requirements including state assessment modifications, complete state assessment exemption, exemption from an approved substitute assessment, and an exemption from the New Jersey Department of Education portfolio appeal.

An educationally disabled pupil who has not been exempted from the proficiencies or has performed below the State minimum levels of pupil proficiency on one or more areas of the State mandated, shall participate in an approved substitute assessment or the New Jersey Department of Education portfolio appeal.

The IEP for each exempted pupil shall specify each exemption and the alternative proficiencies to be included as replacements of the regular graduation requirements to qualify for the State-endorsed diploma issued by the district.

3. Approval of Child Study Team Recommendations

The Superintendent shall designate the Director or Supervisor of Special Services as the staff member responsible for reviewing Child Study Team recommendations for exemptions from graduation requirements and for granting written approval of those recommendations for the record

**OPTION TWO PROGRAM APPLICATION**

**(Attach additional pages as needed)**

1. Name of Student  
Grade

2. Title of Program/Course

3. Description of the Program/Course (Course syllabus or detailed description **must** accompany this application)

4. Instructional Objectives of the Program/Course

5. Length of Program/Course: Total weeks Total  
hours

6. Please indicate the BHPRSD course to be replaced:

or

Proposed Content Area to

Receive elective credit  
for:

7. Total number of high school credits desired:

8. Identify the New Jersey Core Course Content Standards addressed by this program/course. (attach)

9. Please state your reason for this request.

10. Will the student be participating in this program during school hours? (If yes, please attach a schedule of dates and times when the program will take place.)

11. Name of Teacher/Professor/Facilitator

Name and telephone number of contact person and participating institution

12. Certification(s) and Qualifications of Teacher/Professor/Facilitator

(Attach all documentation necessary, i.e. resume)

13. Will the student be earning any money as a result of this program? If yes, please explain.

14. Attach or describe the methods of assessment that will be used to demonstrate instructional objectives have been met. If credit is to be granted, BHPRSD must be provided with proof that the applicant has achieved the objectives that correspond to the NJCCCS and/or Common Core Standards.

15. Describe how a formal submission of grades will occur:

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\*Please note the following:

- All costs including transportation and tuition are the responsibility of the student and their parent(s)/guardian.
- Black Horse Pike Regional School District staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program to insure credibility.
- Evidence that the program is safe and in compliance with any child safety and/or labor laws is the ultimate responsibility of the parent/guardian.
- Parents/guardians/students will hold the district harmless for any liability issues that may arise as a result of this Option Two program.
- A log of attendance and assignments must be maintained by the student and available to the Black Horse Pike Regional School District staff.

Date  
Submitted:

Person Submitted  
to:

Date Decision is due by:

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

Student  
Signature

Parent/Guardian  
Signature



N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7;18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Cross reference: Policy Guide Nos. 5200, 5240, 5410, 5465

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1886 Hinds Road, Suite 1, Toms River, NJ 08753  
ph: (732)255-1500 fax: (732)255-1502