



## Phoenixville Area High School Option II Program Application & Guidelines

**The Option II Review Committee will meet often to review applications for Option II credit.**

**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.**

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1. Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_
  2. Title of Program/Course: \_\_\_\_\_
  3. Length of Program/Course: Total weeks: \_\_\_\_\_ Total hours: \_\_\_\_\_
  4. When will the student be participating in this program? (If during school hours, then please attach a schedule of dates and times when the program will take place.): \_\_\_\_\_  
\_\_\_\_\_
  5. Name of Teacher/Professor/Facilitator: \_\_\_\_\_  
Name and telephone number of contact person and participating institution: \_\_\_\_\_  
\_\_\_\_\_
  6. Certification(s) and Qualifications of Teacher/Professor/Facilitator. (Attach all documentation necessary, i.e. resume): \_\_\_\_\_  
\_\_\_\_\_
  7. Please attach course syllabus or detailed description of the course. This documentation **must** accompany this application.
- \*\*\* Please note that Option II will not be approved if the syllabus is not provided with the Option II paper work.**
8. Please indicate the reason(s) you would like to take this course instead of taking a course at Phoenixville Area High School: \_\_\_\_\_  
\_\_\_\_\_
  9. If the proposed coursework is intended to replace an PAHS course, please indicate which course\*: \_\_\_\_\_  
\_\_\_\_\_

**If the Option II Course is satisfying required graduation credit, the Option II Review Committee will perform and complete analysis to 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 their parent(s)/guardian.
- ❖ Option II courses do not fulfill requirements to admission to National Honor Societies.
- ❖ PAHS staff reserves the right to visit, monitor and/or contact the appropriate people involved in this program to insure credibility.
- ❖ 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 to ensure eligibility.
- ❖ It is the responsibility of the student/parent to submit proof of course completion.

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

Guidance Counselor's Signature: \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

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The Phoenixville Area High School Option II Committee has reviewed your proposal. Your request is:

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Approved     | Please provide written proof of completion as soon as the experience is finished. |
| <input type="checkbox"/> Not Approved | If you wish to appeal this decision, see the program guidelines.                  |

**The deadline for any appeal is three school days after receiving this form.**

## **Guidelines for PAHS Credit via Option II**

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

### ***I: BACKGROUND***

PAHS 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 II 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 II allows schools to provide enhanced education opportunities for all the students through the use of multiple and diverse paths.

### ***II: IMPORTANT GENERAL INFORMATION***

- 1) This application is to be completed by the student/parent/guardian seeking approval for the earning of credit outside the traditional PAHS courses offered as described in the *PAHS Program of Studies*.
- 2) This application must be completed and submitted before beginning Option II work. The Option II Review Committee meets four times a year. An application for Option II credit may be submitted up to one year prior to beginning the course work. Please make sure you submit your application on a timely basis for review. All required information must be attached to this application. **The application should be submitted to the student's counselor.**
- 3) 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, PAHS cannot guarantee placement in an equivalent PAHS course.
- 4) **PAHS reserves the right to determine the number of credits to be awarded. Credits earned via this Option II 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.

### ***III: CRITERIA FOR PROGRAM APPROVAL***

1. When considering awarding credit under Option II, **PAHS is most concerned with:**
  - a. Does the content of the course/program directly relate to the Core Curriculum Content Standards (CCCS) of the PAHS course for which you are requesting credit?
  - 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?
  - f. Consideration of the factors not allowing the student to take the Phoenixville Area High School Course. For example, a scheduling conflict beyond the student's control.

### ***IV: PROGRAM REQUIREMENTS FOR STUDENTS AND PARENTS***

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

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

- a) Completing the attached application and providing all requested information in the stated timeframe
- b) Any tuition or other costs related to the program, including but not limited to transportation arrangements, books, and lab fees
- c) Providing attendance and academic records to Phoenixville Area High School for the approved Option II Program
- d) Providing PAHS with all requested information including, but not limited to, academic progress, course syllabus, final grade report, instructor credentials, assessment methods, and proof of attendance
- e) Giving final grade information to Phoenixville Area High School. Final grade reports from an approved Option II program must be received as soon as available, but 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 PAHS no later than June 1<sup>st</sup> of the graduating year

V: **PROCESS FOR AN APPEAL**

If the PAHS Option II 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 three school days of notification from the committee. **This appeal to the principal should include the reason(s) the student feels she/he should be granted permission for the Option II Program. It should particularly address the criteria for program approval detailed above.**
- 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.**

## APPLICATION FOR NON-STANDARD SCHEDULING

Student	Grade	Homeroom
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Purpose:

1. On occasion, a regular course may be offered to a student using class scheduling different from the existing master schedule. For example, a regular art course might be available 4 of the 5 days and a student needs to schedule the 5<sup>th</sup> day during a study hall. All course requirements must be completed and the teacher must agree in advance to the arrangement. Existing course title and number will be used.
  
2. A student is requesting a position as a teacher, office or library assistant. This is a pass/fail course and the supervisor must agree in advance.

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course	Teacher
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Class period/days	Semester 1	Semester 2	Year
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Credits awarded	Regular Grading	Pass/Fail
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Student's Signature	Teacher's Signature
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Parent's Signature	Guidance Counselor's Signature
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Principal's Approval / Date	Yes	No	Credits Awarded
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