SOUTHERN OKLAHOMA TECHNOLOGY CENTER: DISTRICT POLICY EC

GRADING, COLLEGE CREDIT, ACCREDITATION AND COMPETENCY

I. Grading Policy and Grading Scale: Grades are based upon theory and laboratory grades. Grades will be cumulative by program for all students except those receiving academic or Oklahoma Promise grades/credits. Academic or Oklahoma Promise students will receive semester grades/credits. Grades will be reported as numerical grades to schools. The grading scale shall be as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

A grade of "No Grade" may also be given to students in programs requiring physical attendance. Full time programs have a maximum of 10 absences per semester. Practical Nursing and Dental Hygiene grading scale /requirements will be documented in the student guidelines.

II. Honor Rolls: There will be two Honor Rolls -- a Superintendent's Honor Roll for all students receiving a grade of "A" and a Director of Program's Honor Roll for all students receiving the grade of "B". These Honor Rolls will be recognized during the first nine weeks, the third nine weeks, and each semester.

III. Individual Career and Academic Plan (ICAP): Beginning with students entering the ninth grade in the 2019-2020 school year and for each school year thereafter, every student shall be required to complete the process of an ICAP in order to graduate with a standard diploma. An ICAP is an individualized plan developed by the student and the student's parent/legal guardian, in collaboration with the student's school counselors, school administrators, teachers and other school personnel. The ICAP is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. Each year following a student's ninth grade year, students shall update their ICAP. The ICAP shall include, but not be limited to:

a. career and college interest surveys,
b. written postsecondary workforce goals and information of progress toward these goals,
c. intentional sequence of courses that reflect progress toward the postsecondary goal,
d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
e. experience in-service learning and/or work environment activities.

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IV. High School Credit: Grades earned by secondary students enrolled in courses accredited by the State Department of Education shall be transferred to the student's home high school for application toward graduation requirements.

V. College Credit-Articulation: Articulation and cooperative agreements are a process of linking two or more educational systems within a community to help students make a smooth transition from one level to another without experiencing delays or duplication of courses. This process is used to provide needed growth and an uninterrupted sequence of learning experiences for students progressing from secondary to post secondary at the college level. This process is utilized for communicating and sharing cooperatively to enhance the effective delivery systems in programs and services for the benefit of the student.

VI. Accreditation, Approval, and Licensing of Programs: All courses offered for high school credit are accredited by the Oklahoma Department of Education and approved by the Oklahoma Department of Career and Technology Education. All programs are approved by the Oklahoma State Accrediting Agency for veteran's benefits, and all programs are approved for Federal PELL grants under Title IV programs. Documents related to the accreditation, approval, or licensing of programs may be reviewed in the office of the Assistant Superintendent.

VII Permanent Records: The following information is recorded on a student's Permanent Record for each student: (1) hours enrolled, (2) hours attended, (3) grade earned for career major, (4) grades earned for individual courses, (5) date of program completion and, (6) date of withdrawal. Grade books will be kept for one year and transcripts will be kept for 80 years.

VIII. Progress Reports and Suspension for Grades: Students in full-time programs shall receive progress reports as needed periodically throughout each quarter. A quarterly and semester grade report will occur respectively. Adults with unsatisfactory attendance and/or a failing grade will face possible suspension from the program.

IX. Follow-up of Graduates: The teachers shall annually conduct a follow-up study of graduates of full-time programs to determine the employment status of such graduates.

X. Armed Services Credit: In compliance with SB1863, effective beginning with the 2013-2014 school year, Southern Oklahoma Technology Center will award credit (toward completion of a career major) to students honorably discharged from the Armed Forces of the United States within three years of initial enrollment. This credit will be based on educational experiences, training and/or work experience which replace the learning/competency attainment that would take place in a recognized course offered by the Technology Center. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education will be the guide used for comparing experiences to educational requirements.

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