

# Putnam City and ACE Graduation Requirements

## Grade Classifications

10th grade:	earn 7 credits out of a possible 8 credits or 11 credits by the beginning of the spring term.
11th grade:	earn 14 credits out of a possible 16 credits or 18 credits by the beginning of the spring term.
12th grade:	earn 21 credits out of a possible 24 credits or 25 credits by the beginning of the spring term. (with 8 completed credits during the senior year, the student will graduate with the required 29 credits)
In addition:	
9th grade:	English I (1 credit) and Social Studies (1 credit), must be successfully completed prior to attaining 10th grade status.
10th grade:	English I (1 credit), English II (1 credit), Oklahoma History (1/2 credit), appropriate Social Studies (1 1/2 credit), must be successfully completed prior to attaining 11th grade status.
11th grade:	English I (1 credit), English II (1 credit), English III (1 credit), Oklahoma History (1/2 credit), and appropriate Social Studies (2 1/2 credits), must be successfully completed prior to attaining 12th grade status.

Note: Adjustments may be considered for students entering from another district where history courses are taken in a different sequence or for students who did not have the opportunity to earn the number of credits required by Putnam City Schools.

Correspondence or on-line course(s) must be taken through an accredited institution recognized by the Oklahoma State Department of Education and may not be counted toward daily attendance. Any course taken for credit must be pre-approved by the high school principal prior to enrollment.

## Course Planning Process

Please review the high school graduation requirements. Meeting these requirements is the responsibility of the student and parent. The school's staff can and will give advice about the courses that are offered, but ultimately success in high school rests upon the shoulders of each student. High school counselors and teachers are your greatest source of information when making course selections for the coming year.

We recommend that students and parents work with the faculty and staff to plan the courses to be taken for the entire four years of high school, not simply those to be taken during the coming year. Things to consider when completing a four-year plan of study are high school graduation requirements, prior successes and failures, special interests and aptitudes, college entrance requirements, and other career plans.



## Valedictorian

Eligibility for valedictorian requires completion of the College Prep curriculum requirements. Only students who have made A's in all of their course work and have 14 advanced placement or pre-AP classes will be considered. In addition, valedictorian candidates must have completed at least one advanced placement course in each of the four core curriculum areas of mathematics, science, English, and social studies. Cumulative GPA from 9th grade through the 3rd quarter of a student's senior year determines valedictorian and honor graduate status.

Beginning with the Graduating Class of 2013, cumulative GPA from 9th grade through the 3rd quarter of a student's senior year will determine valedictorian and honor graduates. The top 1% of graduating seniors with the highest weighted GPA will earn valedictorian status.

## Law Requires that Students Pass ACE Exams or an Alternative to Get Diploma

In 2005, Oklahoma legislators passed a new state law, Achieving Classroom Excellence (ACE), that launched many new programs and requirements aimed at strengthening Oklahoma schools and insuring that high school graduates master skills to succeed in college and the workplace. The law says that students planning to graduate in **2012 and thereafter** must additionally take and pass four “end-of-instruction” tests *or perform at a specified level on any one of a number of alternative tests as determined by the Oklahoma State Department of Education.*

### Tests Students Must Pass

Beginning with students entering the ninth grade in the 2008-2009 school year, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma:

1. Algebra I;
2. English II; and
3. Two of the following five:
  - a. Algebra II,
  - b. Biology I,
  - c. English III,
  - d. Geometry, and
  - e. United States History.

To demonstrate mastery, students must attain at least a proficient score on the end-of-instruction criterion-referenced tests administered. All students must take the End-of-Instruction (EOI) exams for any course they complete and for which an EOI exists. Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry, and Algebra II at the secondary level shall complete an end-of-instruction test. Alternative tests may not be given in lieu of End-of-Instruction (EOI) exams but may be used by students who did not score at least at the proficient level on one of the required EOI exams in order to meet the ACE Testing Requirements for graduation. Oklahoma Statutes provide procedures whereby alternate tests may be used by Oklahoma students to meet the ACE graduation testing requirements. A flowchart, the requirements, and answers to frequently asked questions may be found in the ACE Implementation Guide on the State Department of Education Web site, <http://www.sde.state.ok.us>

### What Can Parents Do?

- Make sure your child is in school every day.

- Stress the importance of doing well in class.
- Talk to your child each day about his or her class work and homework.
- Use e-mail, phone calls, conferences and Putnam City’s online service, ParentPortal, to keep up with your child’s performance in school and stay in touch with his or her teachers.
- Emphasize that school and graduating from school are the highest priorities.
- Reinforce with your child the importance of passing end-of-instruction exams.
- If your child needs additional help to pass exams, make sure they take advantage of assistance offered by your child’s school.

### What Can Students Do?

- Attend school every day.
- Take the most demanding courses you can handle.
- Pay close attention in class.
- Complete your classwork and homework.
- If you need help understanding a concept or an assignment, ask your teacher.
- Work hard all year long.
- Take advantage of extra tutoring opportunities offered in your school.

### What Will Putnam City Do?

As the law requires and has always been the practice, end-of-instruction tests are administered at the end of each course. Now the law requires that students who fail any end-of-instruction test have up to three chances to pass it in a calendar year.

Students who do not attain at least a proficient score on any end-of-instruction test shall be provided the opportunity for remediation and the opportunity to retake the test until at least a proficient score is attained on the tests of Algebra I, English II, and two of the tests required or an approved alternative test. Remediation may be provided by extended time during the school day, a summer academy, tutoring, online coursework, or other supplementary services.

*Students who received a failing grade in a course for which an EOI test is required, and who then score at least “Proficient” or “Advanced” on the related EOI or an associated alternative test approved by the State Board of Education, will be given credit for the class and have a grade of “P” (Pass) recorded on their transcript in addition to the grade of F.*

## Accommodation for English Language Learners

Based on the No Child Left Behind Act of 2001 and the State Department of Education requirements, English language learners are defined as students with an English proficiency level below 4.8 on the WIDA Test.

In an effort to better support our English language learners, the Putnam City school district’s teachers use second language acquisition strategies in their classroom. Furthermore, they grade English language learners on content, not on correct grammar. Instead of using a pass/fail grading system, they use grading modifications commonly used with IEP students to determine a letter grade for ELL students.

# ACE Testing Exceptions and Exemptions

## Students who transfer from out of state

Enter the ninth grade in 2008-2009 or Following School Year in Another State

Complete instruction of Algebra I, English II, or any other course needed to meet ACE graduation testing requirements while in other state

Transfer to an Oklahoma Public High School

Either:

1. Submit documentation of passing a state-administered EOI or similar equivalent assessment in other state; or
2. Take EOI in Oklahoma; or
3. Apply score from previously administered approved Alternate Test; or
4. Take an approved Alternate Test; or
5. Complete an End of Course Project designed and approved by the State Board of Education.

Satisfactory/Proficient or Advanced Score

Limited Knowledge or Unsatisfactory Score

Record performance level on transcript (EOI only); Keep record of progress on completing ACE Testing Requirements – Cumulative Record (if necessary); and Continue through ACE Testing Flowchart

Offer Remediation\*\* and Repeat Options

## Students who transfer from private school or home school

Enter the ninth grade in 2008-2009 or Following School Year in private school or home school

Complete instruction in Algebra I, English II, or any other course needed to meet ACE graduation testing requirements while in private school or home school

Transfer to an Oklahoma Public High School

Either:

1. Take EOI; or
2. Apply score from previously administered approved Alternate Test; or
3. Take an approved Alternate Test; or
4. Complete an End of Course Project designed and approved by the State Board of Education.

Satisfactory/Proficient or Advanced Score

Limited Knowledge or Unsatisfactory Score

Record performance level on transcript (EOI only); Keep record of progress on completing ACE Testing Requirements – Cumulative Record (if necessary); and Continue through ACE Testing Flowchart

Offer Remediation\*\* and Repeat Options

## Students who receive course credit through Proficiency Based Promotion (PBP)

Enter the ninth grade in 2008-2009 or Following School Year

Earn credit for Algebra I, English II, or any other course needed to meet ACE graduation testing requirements through PBP

Either:

1. Take EOI; or
2. Apply score from previously administered approved Alternate Test; or
3. Take an approved Alternate Test; or
4. Complete an End of Course Project designed and approved by the State Board of Education.

Satisfactory/Proficient or Advanced Score

Limited Knowledge or Unsatisfactory Score

Record performance level on transcript (EOI only); Keep record of progress on completing ACE Testing Requirements – Cumulative Record (if necessary); and Continue through ACE Testing Flowchart

Offer Remediation\*\* and Repeat Options

## Students who do not have the opportunity to take a required EOI without extending their date of graduation

Either:

1. Apply score from previously administered approved Alternate Test; or
2. Take an approved Alternate Test; or
3. Complete an End of Course Project designed and approved by the State Board of Education.

## Students who have an Individualized Education Program (IEP)

Mastery in required subject areas may be demonstrated through a modified proficiency score on the state assessment(s) as established by the IEP team. Any deviation from the standard conditions, accommodations, or proficiency score on the state assessment(s) must be established with the student's IEP and denoted on the student's ACE Demonstration of Mastery Cumulative Record.

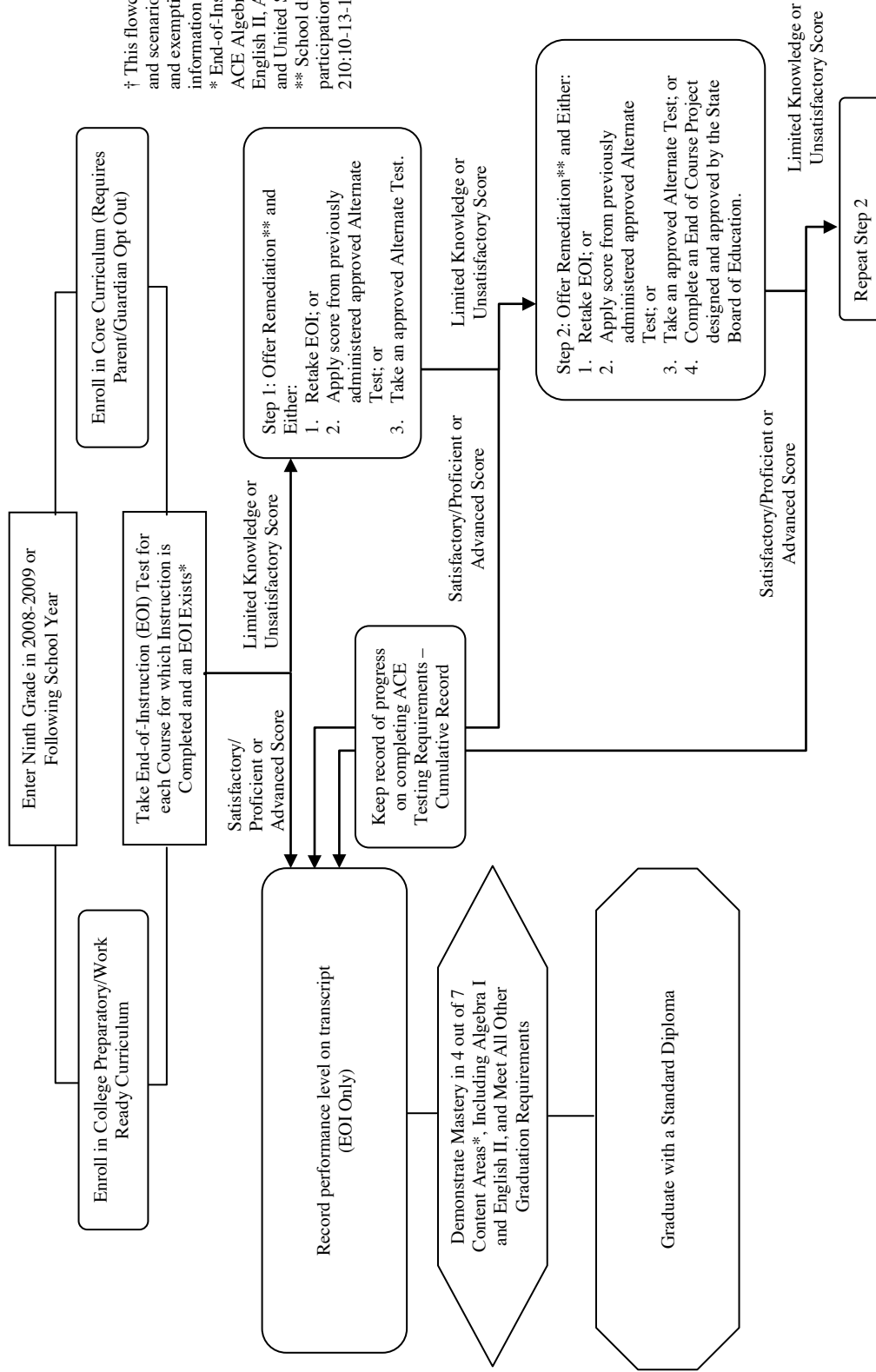
## Students with extenuating circumstances

Students with extenuating circumstances (circumstances which are unexpected, significantly disruptive, beyond a student's control, and which may have reasonably affected his/her academic performance) may appeal for a waiver for an individual EOI of specific steps or requirements from the Oklahoma State Board of Education.



# Achieving Classroom Excellence (ACE) Act of 2005 as Revised in 2006

## ACE Testing Flowchart†



† This flowchart represents typical situations and scenarios. For special cases, exceptions, and exemptions, please refer to the information on the back of this page.  
 \* End-of-Instruction Tests are available for ACE Algebra I, ACE Algebra II, Biology I, English II, ACE English III, ACE Geometry, and United States History.  
 \*\* School districts will document refusal of participation in remediation. (OAC 210:10-13-16)

## College Prep Curriculum is Required by ACE

The ACE law requires students entering the 9th grade in the 2006-2007 school year and thereafter to complete a college preparatory curriculum, unless the student's parent or legal guardian approves the student to "opt out" of the college preparatory curriculum. If the parent or legal guardian chooses to exercise their option to not enroll the student in the college preparatory curriculum, the parent must sign and return the proper form, a sample of which is given below.

Choosing the courses a student takes in high school is an important decision for parents and their student. A college preparatory curriculum is challenging and may help determine a student's future success. Research indicates that students who take a college preparatory curriculum and pursue education and training beyond high school have more career opportunities, and have a higher income and rate of employment.

Parents or guardians are not required to sign this form as the student will automatically be enrolled in the college preparatory curriculum. However, if you do not want your student enrolled in the college preparatory curriculum, you must complete the information below and return it to the school prior to enrollment. The existing curriculum and college preparatory curriculum options are presented elsewhere in this guide. If you have questions, please contact your school principal or school counselor.

**To "opt out" of the college preparatory curriculum, please return this form to your school prior to enrollment.**

As the parent or legal guardian, please do not enroll the following student in the college preparatory curriculum.

Student's Name (print) \_\_\_\_\_ Grade: \_\_\_\_\_

Name of High School: \_\_\_\_\_

Parent/Guardian's Name (print) \_\_\_\_\_ Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Mailing Address \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

### Course Selection

Course selection should be a firm decision, thoughtfully made by the student after careful consultation with parents, teachers and counselors. Considerations should be: 1) Graduation requirements: both total credits and specific courses, 2) Prior successes and failures, 3) Special interests and aptitudes, 4) College entrance requirements and other career plans.

Institutional staffing, scheduling, building use, and budgetary decisions are based upon student pre-enrollment. Therefore, student requests for schedule changes sometimes cannot be granted. From the beginning of the scheduling process in January until the end of May, students are provided ample opportunities to take an active part in the development of their schedules. Any requests for schedule changes after the last day of school will be granted only in unusual situations and with administrative approval. No change will be possible after the last day of school. Schedule change requests may be made during the first week of school for the following reasons only:

- 1) To make up failures
- 2) Computer error
- 3) Outside credit earned
- 4) Misplacement due to lack of recommended courses or inadequate background

All students are required to attend an entire school day. Exceptions are concurrent enrollment, mentorships, and work study. No work permits will be issued for work during the school day.

All students must complete eight (8) terms of high school. Exceptions may be approved by the superintendent of schools.

## Courses That Have Been Approved for Elective Credit in Required Areas

### Fine Arts (1 credit)

Art I-IV	Studio Drawing and Painting
AP Art	Instrumental Music I, II, III
Art 3D	Chorus
Art 3D Construction	AP Music Theory
Art 3D Design	AP Art History
Art 3D Performance	Dance I, II
Art 3D-Mix (1/2)	Stagecrafts I, II
Ceramics (1/2)	Theater I, II
Graphic Design	

### Physical Education (1/2 credit)

Aerobics	Fitness /Wellness Training (Weight Training)
Life Time Recreation	
(physical education requirement waived if student is in competitive athletics, dance, cheer, pom, show choir, step team, or marching band).	

### Computer/Technology

Computer Applications I	Computer Applications II
Fundamentals of Web Design	Newspaper or Yearbook*
Design 3-D CAD	Computer Programming
Electronics*	Desktop Publishing
Career Tech Computer Courses at FTCT	Networking*
Pre-Engineering*	Robotics*
Architectural Engineering*	

\*(will not count for *Oklahoma's Promise* technology credit requirements)

## Advanced Placement/Pre-AP Courses Information

The following honors courses will receive weighted credit based on a 5-point scale (5 pts. for a grade of A, 4 pts. for B, etc.).

### Advanced Placement

English Language & Comp. (III)	Chemistry
English Literature & Comp. (IV)	Biology
Environmental Science	Physics
Computer Programming	Calculus AB
Spanish Language V	Calculus BC
Spanish Literature VI	Latin V
French Language V	Art History
Studio Art	Music Theory
U.S. Government	European History
U.S. History	Psychology

### Pre-AP Classes

English I, II	Biology I
Geometry	Chemistry I
Algebra II	Physics I
Pre-Calculus	French III, IV
Trigonometry	Spanish III, IV
	Chinese III, IV
	Latin III, IV

**Oklahoma and Putnam City Standard Curriculum  
Requirements for Graduation Classes of 2011 and After**

**Standard Curriculum**

**Graduation Requirement Check Sheet**

**4 English:**

- 1 credit of English I
- 1 credit of English II
- 1 credit of English III
- 1 credit of English IV

**Course Required**

**Semester/Term Completed**

- English I
- English II
- English III
- English IV

**3 Mathematics: (taken in H.S.)**

- 1 credit Algebra I, and
- 2 credits selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, and approved contextual mathematics courses taught at the Career Tech.

- Algebra I
- Math \_\_\_\_\_
- Math \_\_\_\_\_

**3 Science:**

- 1 credit Biology I, and
- 2 credits selected from Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Principles of Technology, qualified agriculture education, or other science courses with content and approved contextual science courses taught at the Career Tech

- Biology I
- Science \_\_\_\_\_
- Science \_\_\_\_\_

**3 1/2 Social Studies:**

- 1 1/2 credit United States History
- 1/2 credit Government
- 1/2 credit Oklahoma History
- 1 credit of World History
- 1/2 credit of Ancient World History (2012 exempt)

- United States History
- Government
- Oklahoma History
- World History
- Ancient World History (2012 exempt)

**2 The Arts:**

- 2 credits (includes but is not limited to Visual Arts, and General Music.)

- Fine Arts or Speech
- Fine Arts or Speech

**1/2 Physical Education:**

- 1/2 credit in the area of Physical Education

\* physical education requirement waived if student is in competitive athletics, cheer, pom, dance, show choir, step team, or marching band.

- Physical Education

**1/2 Computer/Technology:**

- 1/2 credit in the area of Technology

- Computer/Technology

Satisfactory or Advanced scores in 4 of the following Oklahoma End of Instruction tests is required:  
Biology I, English II, English III, Algebra I, Algebra II, Geometry, and United States History

Additional elective credits to reach a total of 29.

Additional elective credits to reach a total of 29

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29 Total Credits

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29 Total Credits

**Oklahoma and Putnam City College Prep**  
**Requirements for Graduation Classes of 2011 and After**

**College Prep Curriculum**

**Graduation Requirement Check Sheet**

**4 English:**

- 1 credit of English I
- 1 credit of English II
- 1 credit of English III
- 1 credit of English IV

**Course Required**

**Semester/Term Completed**

- English I
- English II
- English III
- English IV

**3 Mathematics: (taken in H.S.)**

- Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Calculus, Advanced Placement Statistics or any mathematics courses with content and/or rigor above Algebra I and approved for college admission.

- Algebra I
- Math \_\_\_\_\_
- Math \_\_\_\_\_
- Math \_\_\_\_\_

**3 Science:**

- Biology, Chemistry, Physics, or any lab science courses with content and/or rigor equal to or above Biology and approved for college admission

- Biology I
- Science \_\_\_\_\_
- Science \_\_\_\_\_

**3 1/2 Social Studies:**

- 1 1/2 credit United States History
- 1/2 credit Government
- 1/2 credit Oklahoma History
- 1 credit of World History
- 1/2 credit of Ancient World History (2012 exempt)

- United States History
- Government
- Oklahoma History
- World History
- Ancient World History ( 2012 exempt)

**1 The Arts:**

- 1 credit of Fine Arts which may include, but are not limited to, music, art or drama or 1 unit of Speech.

- Fine Arts or Speech

**1/2 Physical Education:**

- 1/2 credit in the area of Physical Education

\* physical education requirement waived if student is in competitive athletics, cheer, pom, dance, show choir, step team, or marching band.

- Physical Education

**2 World Language:**

- 2 credits of the same World Language
- OR
- 2 Computer Technology approved for college admission (1 1/2 ACE requirement plus 1/2 from below)

- World Language \_\_\_\_\_
- World Language \_\_\_\_\_
- OR
- Computer/Technology
- Computer/Technology

**1/2 Computer/Technology: (PC Requirement)**

- 1/2 credit in the area of Technology

- Computer/ Technology

Satisfactory or Advanced scores in 4 of the following Oklahoma End of Instruction tests is required: Biology I, English II, English III, Algebra I, Algebra II, Geometry, and United States History

Additional elective credits to reach a total of 29.

Additional elective credits to reach a total of 29

29 Total Credits

Total Credits

29