

GRADES:

A passing grade is 70%. A student that makes less than 70% on a test can retake the test. A student that fails to receive 70% on the quarter grade can make up tests and homework. All module tests and quarter grades must be at least a 70% for the student to receive a Certificate of Completion for the year.

Grades and Attendance will be sent to the employer each quarter.

ATTENDANCE:

There are **NO** excused absences. **EVERY** absence must be made up. Students are informed how to make up a class.

Students may **ONLY** have 3 absences per Semester (half year). An absence is anytime a student misses their assigned class no matter the reason/excuse. These all must be made up within 10 weeks.

More than 3 absences per Semester will result in the student **NOT** receiving a Certificate of Completion for that year.

Absences due to work are still absences. Students that have absences due to work and miss more than 3 classes per Semester will **NOT** receive a Certificate of Completion for the year.

Electrical students must have **ALL** 4 Certificates of Completion to Graduate.

Plumbing students must have **BOTH** Certificates of Completion for CIB hours.

Students may make up classes on Mondays, Tuesdays or Wednesdays (make sure you sign in to get credit) and **must be made up within 10 CLASS WEEKS of your absense.**

USE OF CLASSROOMS AND SHOP:

Safety first! Absolutely no horse-play in the shop.

Leave the classroom and shop in the condition in which you found it. Beverages will be allowed in the classrooms and shop as long as empty containers are properly disposed of and students clean up any spills. This privilege will be suspended if abused.

STUDENT CONDUCT:

- * All students are considered adults and adult behavior is expected at all times.
- * Improper conduct while instruction is in progress will not be permitted.
- * Any student reporting for class under the influence or impaired will be immediately dismissed.
- * Tobacco use is prohibited except in designated areas. This includes dipping and chewing.
- * The use of abusive or profane language is prohibited.
- * Cheating, in any manner, will result in dismissal. The student's employer will be notified.

INCLEMENT WEATHER:

ABC will email notices to **YOUR** email address on file when ABC is out **FOR WEATHER**. School may be dismissed early due to weather.

CIB Hours:

Electrical students accumulate actual classroom hours towards their hours of experience requirement towards the journeyman test. This equals up to 160 hours per year or 640 hours over the 4-year program.

Plumbing students accumulate two-thirds (2/3) of a year, or eight months of experience over the 2-year program.

ABC of Oklahoma

Becky Taylor, Vice President

Education & Safety / NCCER Master Trainer

1915 N. Yellowood Ave., Broken Arrow, OK 74012

Phone: (918) 254-8707 / btaylor@abcokla.org