MESSAGE FROM THE SUPERINTENDENT

Welcome to Metro Technology Centers, one of the premier Career Tech Centers in Oklahoma. Metro Technology Centers is committed to lifelong learning and continuous improvement. We work to create an educational environment that maximizes your skills and prepares you for successful employment and life in a global society.

In the classroom, you will use many quality learning tools. This Student Handbook and Planner is one tool created for you. It describes the expectations Metro Tech has of its students, and it outlines the benefits and services available to you.

We are so pleased that you have selected Metro Technology Centers as your school of choice and we hope you take pride in being a member of our team. We are confident the skills and experiences you gain at Metro Technology Centers will serve you well for the rest of your professional and personal life.

Sincerely,
Elaine Stith, Ed.D.
Superintendent

… and the faculty and staff of Metro Technology Centers

OUR MISSION
Metro Technology Centers prepares people for successful employment and life in a global society.

OUR VISION
Metro Technology Centers will be recognized as a critical partner in economic development by preparing a high-quality workforce.

OUR COMMITMENT
Metro Technology Centers seeks to provide the highest quality programs and services enabling students to succeed in their chosen career field (BP-1007).

OUR CORE VALUES
Customer-focused
Learning-centered
Accountable and ethical
Innovative
Nurturing, sensitive and supportive
Dedicated to continuous quality improvement

OUR CORE COMPETENCIES
Holistic approach to education
Technical training
Customized business and industry training
Agility and flexibility
Equal Education Opportunity, Board of Education, and Executive Team .................................................. 4
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Address:  ______________________________________________________
Career Major:  __________________________________________________

Like us on facebook and Google+
Look for postings and photos at facebook.com/MetroTechOKC plus.google.com/+MetrotechEduokc/
EQUAL EDUCATION OPPORTUNITY
Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy or genetic information, or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay. Inquiries concerning application of this policy may be referred to:

Paul Howard, Compliance Officer for Title VI, ADA, IDEA, Section 504, Title VII, Title IX and Age Discrimination (High School & Adult Students) Phone: 405-595-4740

Stephanie Bills, Civil Rights Compliance Officer for Title VI, Title IX and Section 504 (Employees) Phone: 405-595-4483

For special accommodations, call: 405-595-4418 or email: denise.north@metrotech.edu.

BOARD OF EDUCATION
Ron Perry, President - District 1
Patricia Means, Vice President - District 6
Elizabeth A. Richards, J.D., Clerk - District 3
Jimmy McKinney, Member - District 7
Sarah McKinney, Member - District 2
E. Elaine Schuster, J.D., Member - District 4
Donna Neal Thomas, R.N., Ph.D., Member - District 5

EXECUTIVE TEAM
Elaine Stith, Ed.D., Superintendent/CEO
Dennis Portis, Ph.D., Associate Superintendent, Instruction
Bob Parrish, Associate Superintendent, Business & Operational Services
Stephanie Bills, Executive Officer, Human Resources
Matt Campbell, Executive Officer, Information Technology Services
Cynthia Friedemann, Executive Officer, District Strategy & Development
Bertha Robinson, Executive Officer, Grants & Special Projects
Brian Ruttman, Executive Officer, Student & Stakeholder Services
ACADEMIC CALENDAR 2015–2016

Independence Day (No School & Offices Closed) ............... July 3
First Day of Secondary Classes ................................. August 3
Parent Conference Day (No Students) ......................... September 4
Labor Day (No School & Offices Closed) ..................... September 7
Professional Development (No Students) ................. October 12-14
Fall Break (No School) ........................................... October 15-23
Thanksgiving Break (No School & Offices Closed) ........ November 25–27
Faculty Report (No School) ................................. December 16
Winter Break (No School) ......................... December 17–January 1
Winter Break (Offices Closed) ........................... December 21 -January 1
Classes Resume ................................................ January 4
Martin Luther King, Jr. Day (No School & Offices Closed) .... January 18
Parent Conference Day (No Students) .................. February 5
Faculty Report (No School) ................................. February 15
Snow Days (If Needed) ......................................... March 7-11
Spring Break (No School) ................................. March 14–18
Spring Break (Offices Closed) .......................... March 16-18
Last Day of Secondary Classes ......................... May 27
Memorial Day (Offices Closed) ........................... May 30

SCHOOL CLOSINGS

In the event that full-time classes are cancelled due to inclement weather or other unforeseen conditions, students and staff are to contact Metro Tech’s website at www.metrotech.edu, the school’s automated telephone system (405-424-8324) or the Metro Technology Centers’ Information Hotline (405-595-4534) for the most accurate and timely information. Cancellations will also be posted on Metro Tech’s Facebook page at facebook.com/MetroTechOKC. Announcements of the cancellation will also be available on TV channels: KFOR (4), KOCO (5), and KWTV (9). Every attempt will be made to make the decision to cancel classes meeting during the day by 11:00 p.m. the day before classes are cancelled and evening classes by 2:00 p.m the day of the class meeting.
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*Professional Development (PD)*

Snow day if needed

2016
At Metro Technology Centers, we view you as a valuable student. Your job is to work with us to create a learning environment that maximizes your potential and skills development.

This Student Handbook is designed to acquaint you with information about your job as a student. It contains benefits, services and policies that affect you.

Read the handbook carefully.

No handbook can anticipate every situation or question about policies. Therefore, Metro Tech reserves the right to revise, supplement or rescind any policies or portions of this handbook as needed.

STUDENT LEARNING EXPECTATIONS

- Consistent and punctual attendance
- Expressed willingness/enthusiasm for learning
- Courteous, respectful and non-judgmental communication with others
- Confidentiality
- Collegiality and cooperation
- Flexibility and adaptability
- Personal accountability and responsibility for actions
- Dependability and reliability
- Effective use of time and resources
- Critical thinking and problem solving

STUDENT BENEFITS

COLLEGE CREDIT

Some certifications and/or licenses obtained at Metro Technology Centers may be applicable towards an associate’s degree from a community college in Oklahoma.

For more information please visit Metro Tech’s website, http://www.metrotech.edu/individuals/everyone/college-credit.
Financial aid, scholarships and tuition waiver programs are available for qualified students enrolled in most full-time career majors. Metro Tech is approved for the Pell Grant, Federal Direct Stafford Loans (subsidized and unsubsidized) programs, Oklahoma Tuition Aid Grant and Direct PLUS Loans for Undergraduate Students. Other assistance includes Veterans Benefits, VA-Vocational Rehabilitation, American Indian Education Training Employment Center, Bureau of Indian Affairs, Vocational Rehabilitation, Otha Grimes and Francis Tuttle Memorial Scholarships. For a consumer guide, please visit metrotech.edu/financialaid. For more information, call 405-595-4446, 405-595-4457, or 405-595-4436.

HIGH SCHOOL CREDIT

Upon successful completion of coursework, students who attend high school will receive credit each semester toward high school graduation. Specific amounts of credit are established by sending school districts.

THIRTEEN YEAR SCHOLARSHIP

High school students who begin the first year of a two-year career major during their senior year may attend the second year at Metro Tech with a tuition-free scholarship for up to 600 additional hours if criteria related to attendance, grades and teacher approval are met. Contact your Metro Tech site counselor for more information.

ID BADGES

ID badges are issued to all Metro Tech students and staff. You should keep your badge available at all times when you are on campus. Site directors or instructors will ask students to wear ID badges whenever attending off-campus activities and any time on Metro Tech property.

STUDENT ORGANIZATIONS

All students are encouraged to join a student organization. Opportunities are shown below.

- The **Superintendent’s Student Advisory Committee** is comprised of high school and adult students from each campus who provide input to the superintendent.
- The **Director’s Student Advisory Committee** is a group of students who provide a voice in school affairs at their site.
• Career and Technology Student Organizations (CTSO) help students develop leadership skills and challenge them to participate in community service projects. Students also have the opportunity to compete at district, state and national skills competitions. The CTSOs include:
  • Business Professionals of America (BPA)
  • Distributive Education Clubs of America (DECA)
  • Family, Career and Community Leaders of America (FCCLA)
  • Health Occupations Students of America (HOSA)
  • SkillsUSA
• National Technical Honor Society (NTHS) is a group that promotes honesty, service, leadership, career development and skilled workmanship. Students are nominated by instructors based on grades, attendance, student organization membership and character.

STUDENT SERVICES

ACADEMIC CENTERS
The Academic Centers (ACs) provide assistance in basic and advanced academic skills to support training programs. Student needs are met by planned activities designed cooperatively between the technology instructor and the AC staff. Services include evaluation, math, reading, language, computer literacy, employability skills and study skills.

COUNSELING
Site counselors are available to assist students to find their career and technical aptitudes and interests, as well as to discuss other student concerns. Students are encouraged to use the counseling services available at each campus. Phone numbers are listed on the back cover of this handbook.

ENGLISH AS A SECOND LANGUAGE
English as a Second Language (ESL) is available at the South Bryant Campus for adult students of varying levels of education and understanding. Classes are taught in the classroom and computer lab. Students can attend up to three hours of study per day. Focus is placed on English grammar comprehension, reading and writing skills, and conversational English. GED in Spanish is also available.
The ESL classroom is open:
Monday–Thursday 8:00 a.m.–9:00 p.m.

For more information call 405-595-2300.

**INTERPRETER SERVICES**

Interpreter services are available for students who have been evaluated for this service. For more information call 405-595-4418.

**JOB PLACEMENT**

Metro Tech’s Job Placement office supports teachers/instructors, students, alumni and employers in finding rewarding and successful training-related careers for our graduates. Job Placement services include: career readiness and advancement workshops, job search resources, access to Metro Tech’s College Central Network (CCN) data bank, job referrals and assistance with job shadowing and internship placement. For more information contact Transition Services at 405-595-4804 or visit www.collegecentral.com/metrotech.

**PARENTS/GUARDIANS SCHOOL VISITATION**

Metro Tech encourages students to invite parents and guardians to visit the school. To make an appointment with a certain instructor or individual, call the respective campus. Phone numbers are listed on the back cover of this handbook.

**PARKING**

Metro Tech provides designated parking at all campuses for students who choose to drive their own vehicles. Be sure to secure your belongings and lock your vehicles. Metro Tech cannot assume responsibility for theft of personal articles or property damage.

When driving on campus, students should observe the following regulations:
- Speed limit is 15 miles per hour on all campuses.
- Parking is not permitted in fire lanes.
- Handicapped parking is reserved for those who have a current permit issued by the Oklahoma Department of Public Safety. Call 405-425-2424 for obtaining a permit.
- Selling merchandise from vehicles is strictly prohibited.

Security guards monitor the parking lots frequently for safety. If you arrive at school a few minutes early, feel free to go into your building.
ENROLLMENT CENTER

The Enrollment Center offers many services, including:

- Testing and assessment of aptitude and skills
- College Connection
- Career services
- Employment services
- Financial aid information
- Bursar
- Registrar for transcripts

The center is located at:
Springlake Campus
1900 Springlake Drive
Oklahoma City, OK 73111

405-595-4678                                 En Español: 405-595-4426

Hours are: Monday–Thursday, 7:30 a.m.–6:30 p.m.
and Friday, 7:30 a.m. - 4:00 p.m. or by appointment.

STUDENTS WITH DISABILITIES

Metro Tech provides reasonable accommodations and support
for students with disabilities and special education needs covered
by the Americans with Disabilities Act (ADA), Section 504 of the
Rehabilitation Act of 1973, and Individuals with Disabilities Education
Act (IDEA). If you have questions, need accommodations, or to obtain
a copy of the complete Notice of Rights: Section 504/ADA, contact:

Director of Disability Services     405-595-4418
Email: denise.north@metrotech.edu

TELEPHONES

Courtesy telephones may be available for students’ use on a limited basis
(local calls only) during breaks and lunch. Ask your site administration.

Students will not be called out of class for phone calls unless there is an
emergency.

TESTING AND ASSESSMENT

The assessment staff administers achievement tests, state and national
competency tests, WorkKeys tests, aptitude assessments, and interest
inventories. The staff also provide guidance and counseling to assist
students in career choices. For more information, call 405-595-4441 or
405-595-4678.
TRANSPORTATION

Metro Tech provides free bus service for students who live in the Oklahoma City and Crooked Oak School Districts. For all students to benefit from this service, everyone who rides the bus should abide by the following guidelines:

• Arrive five minutes before the scheduled arrival time of the bus in case of a time difference. Every transportation employee operates by the time reported on the time and temperature number, 405-599-1234.
• Observe all rules published on the bus by the Metro Tech Transportation Department.
• All Metro Tech buses are equipped with video and audio recording devices.
• The Metro Tech Transportation Department has a three-day drop policy. Students who do not ride the bus for 3 days in a row will be dropped from the route unless they call to say that they are not riding for a period of time. In the event that you are dropped from your route, you will need to contact the Metro Tech Transportation Department at 405-595-4844 or 405-595-4852, in order to start riding the bus again.
• Student transportation cannot be provided outside of the Metro Tech School District.
• Metro Tech reserves the right to suspend or revoke the privilege of anyone receiving bus transportation in the event that the student should choose to disregard the bus rider rules.

For transportation questions or concerns, call the Fleet and Transportation Director at 405-595-4844 or 405-595-4852.

METRO TECH POLICIES

ASBESTOS

Metro Technology Centers maintains an Asbestos Management Plan (AMP) for our campus locations where asbestos is present. The AMP is available for review in the office of the Chief Officer of Environmental, Safety and Regulatory Affairs. All asbestos-containing building materials are encapsulated or contained. No abatement projects or other response actions are planned. Surveillance and inspection of the campuses where asbestos is present are conducted every six months by an Oklahoma Department of Labor (ODOL) authorized firm.
ATTENDANCE

The ability of Metro Tech to operate efficiently and meet educational objectives depends on your regular and punctual attendance. Your attendance is also an important measure of your job performance and might be a factor in future pay increases, promotions or disciplinary actions.

We realize there will be days when you cannot report to school due to illness or other unavoidable causes. Therefore, you will be allowed 14% of your total class hours to be used for leave as needed. For example, if you are attending a class that is 90 hours in length, 14% of that class would be 12.6 hours (90 hours multiplied by 14% or .14). This would be the maximum amount of time you could miss for that class.

Be sure to keep track of your leave.

If you know you will be late, absent, or need to leave early, notify your instructor in advance. If you need to use leave in the event of an emergency, notify your instructor as soon as possible. If your instructor is not available, contact your site administrator’s office. A phone number for each site is listed on the back cover of this handbook.

When absences are necessary, please make arrangements with your instructor to complete your assignments and/or schedule make-up time.

Attendance Counseling Procedures—To assist students in achieving success within their chosen career majors, Metro Tech has established an attendance counseling procedure.

Level 1: Faculty Conference

When a student has accumulated 33 percent of his or her allowed absences, the student will meet with the instructor and will be notified in writing. A copy of the letter will be sent to the home school and the sponsoring agency. Parents or guardians will be notified if the student is under 18 years of age.

Level 2: Counselor Conference

When a student has accumulated 66 percent of his or her allowed absences, the student will meet with the counselor and a Plan of Improvement will be developed. Notification will be made as described in Level 1.

Level 3: Final Written Notification

When a student has accumulated 90 percent of his or her allowed absences, the student will receive written notification that he or she is approaching maximum allowable leave. Notification will be made as described in Level 1.
Level 4: Administrator Conference
When a student has accumulated 100 percent of his or her allowable absences, a conference will be held with the student and site administrator. The meeting may also include a counselor and the student’s parent(s) or guardian(s) if the student is less than 18 years of age and any other person deemed appropriate by the site administrator. Possible actions include, but are not limited to, attendance probation or immediate termination of the student from the career major.

When a high school student exceeds the allowable absences, he or she may receive no credit for the Metro Tech career major and may forfeit the opportunity to attend the following semester. A student dismissed for attendance reasons may seek reinstatement through the site administrator.

Any exception to the attendance policy will be dealt with on an individual basis. The site administrator may consider extenuating circumstances and emergencies.

Activities/Professional Development
Students involved in professional development activities, including authorized high school activities, will not be counted absent. However, students attending high school must have written permission from a guardian before leaving Metro Tech.

Commitment to Success Awards
Each year full-time students are recognized for commitment to success through excellent attendance records. The following are awarded each year:

• Gold Seal Award
  100% commitment & attendance (of the total career major hours)

• Silver Seal Award
  98%–99% commitment & attendance (of the total career major hours)

• Bronze Seal Award
  96–97% commitment & attendance (of the total career major hours)

Students may appeal decisions as provided for by Board Policy (BP-10015), Student Complaints, Appeals Procedure.

Holidays
Metro Tech students receive time off for all official holidays, including Labor Day, Thanksgiving, Christmas, New Year’s Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day. For exact dates, see the Academic Calendar on page 3-5.
School Breaks
All students enjoy four school breaks during each school year. Fall Break: October 14-23 Thanksgiving Break: November 25-27 Winter Break: December 16-January 1 Spring Break: March 14-18

Leave of Absence
Students may apply for a Leave of Absence for a minimum of 5 days or a maximum of 15 days. All arrangements for a Leave of Absence must be recommended by the teacher/instructor or counselor and approved by the director/campus administrator. When the student returns from the Leave of Absence, he or she will be allowed the same amount of time absent to make up work missed. A Leave of Absence may be taken once per year if needed.

Leaving School
Students are asked to report to the attendance office before leaving the school grounds at any time while classes are in session, including break time. Additionally, high school students under the age of 18 need permission from a parent or guardian to leave school. If a student leaves without permission, the student will be considered absent. If a high school student needs to leave for a reason other than illness, the student should have his or her parent call the attendance office prior to checking out and explain the necessity for leaving and the time the student should be dismissed. Students should always sign out in the attendance office.

BACKGROUND CHECK
Students enrolled in certain career majors that involve working with children or at a medical facility will be required to undergo a criminal background check. The background check will be completed by the Oklahoma State Bureau of Investigation (OSBI) or GroupOne and must include a sex offender check. Each program has the right to accept or reject any student based on information obtained from this background check. Students who are already enrolled in a career major and are subsequently found to have violations precluding their participation in the training may be administratively dropped from the program. Background check procedures may differ depending on the career major.
Metro Technology Centers prohibits harassment, intimidation, bullying and threatening behavior. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, bullying and threatening behavior in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

Bullying, harassment, and intimidation encompasses, but is not limited to, unwanted harm toward a student based on the following: race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. Bullying, harassment, and intimidation includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting bullying, harassment, and intimidation. Additionally, bullying, harassment, and intimidation also includes “cyberbullying”, or the harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, texting, blogs, social websites (e.g., Facebook), and instant messaging. The Board directs the superintendent or designee to take appropriate action when complaints are received and to establish procedures to ensure maintaining an environment free from bullying, harassment and/or intimidation. Any student who is a victim of bullying, harassment and/or intimidation or witnesses another person experiencing bullying, harassment and/or intimidation should report it immediately to Paul Howard, Compliance Officer for ADA, IDEA, Titles VI, VII, IX, Section 504 and Title 1, 405-595-4740. Mr. Howard provides hearing and appeal rights. Students may also report incidents to individuals at their campuses. Please see your Site Director for the compliance officer at your campus. (BP-5020)

COPYRIGHT AND PLAGIARISM

Metro Tech requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person’s ideas or creative work without giving credit to that person).

The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.
**DAILY BREAKS**

Full-time students receive a lunch break and two 10-15 minute breaks each day. Break areas and guidelines for use are provided at each campus. Students may bring refreshments or buy them in the break areas.

**DISTRICT PROPERTY—EQUIPMENT, DESKS, LOCKERS, ETC.**

School officials may open and examine any property belonging to the District, including school lockers, desks and other areas of school facilities, at any time with or without reason. Students should expect no privacy in regards to District property. This also applies to personal property, such as book bags, purses and cars.

*Reference: Title 70 O.S.A. 24-102*

**DRESS CODE**

The goal for all students is to represent Metro Tech in the best possible light at all times. You are an example to the community and your peers. A professional style of dress does not interfere with work or create a distraction in the learning environment. You are expected to present yourself in a professional manner at Metro Tech.

Site directors may make additional clothing recommendations or restrictions at their discretion. Students in some career majors will need to wear protective clothing as designated by the instructor. Failure to wear such protective clothing will limit your ability to participate in the career major.

**DRUG-FREE SCHOOL POLICY**

Metro Tech is responsible for providing a safe educational environment and must maintain the trust of the public. Any student who is impaired by a controlled substance or alcohol is a serious risk to others. Metro Tech adheres to all federal, state, and local laws in reporting the use and/or possession of controlled substances by students. Drug screening procedures may differ depending on the career major.

*References: Metro Tech School Board Policy, BP-10007*

*Title 70 O.S. 1210.229-2*
ETHICAL CONDUCT & DISCIPLINARY ACTION

Students are expected to behave in an acceptable manner, same as in the workplace. To ensure a positive and safe learning environment, all students will maintain the highest level of ethical conduct. We will support each other’s professional and personal growth and remain accountable to each other at all times.

Our code of ethics calls us to:
• Be courteous and considerate of other students, staff, and visitors.
• Communicate honestly and openly.
• Respect each other and information given to us in confidence.
• Be punctual.
• Perform our best work at all times.
• Obey school and societal rules.
• Be an example to our community and peers.

Unfortunately, people sometimes conduct themselves in ways which could result in suspension or dismissal from the workplace or school. Some examples of this might be:
1. Showing disrespect or disobedience to staff.
2. Harming, defacing or destroying private or school property.
3. Using school equipment to listen to electronic media, such as a CD or flash drive.
4. Indulging in, directly or indirectly, any harassment of others including, but not limited to, sexual harassment.
5. Using profanity or vulgar language, expressions or signs.
6. Assaulting and/or battering another person.
7. Possessing or consuming any alcoholic beverage, narcotic drug, stimulant, barbiturate, inhalant, hallucinogen, designer drug or any controlled dangerous substance.
8. Inciting, encouraging, promoting or participating in attempts to interfere with the normal educational process.
10. Theft of any properties or possession of stolen property while on campus.
11. Gambling or possession of gambling paraphernalia of any kind on campus.
12. Violating the dress code/personal appearance policy of Metro Tech.
13. Showing public displays of affection.
14. Please refer to Bullying procedure on page 15.
GRIEVANCE PROCEDURE

In any organization with a variety of jobs and many people, different points of view will develop. Recognizing this fact, Metro Tech has developed a procedure for resolving conflicts in an orderly and fair manner. If the student has a disagreement or dispute with another person, these steps will be followed:

1. Discuss the issue informally with the person involved and try to resolve the problem. Be sure to explain how you perceived the situation and try not to blame the other person. Often disagreements are simple miscommunications.

2. If you cannot solve the problem with the person involved, invite your site counselor to serve as a liaison between the two of you.

3. If these methods do not work, submit your complaint in writing to your site director and request a meeting about the issue. The site director will issue a written statement.

4. If the issue is not resolved to your satisfaction, you may appeal in writing to the Associate Superintendent of Instruction. The Associate Superintendent will call a meeting of the parties involved and issue a final, written decision.

Students may appeal decisions as provided by Board Policy (BP-10015), Student Complaints, Appeals Procedure.

INSURANCE

Students are responsible for their own accident and health insurance. Metro Tech does not carry insurance on students. Secondary students may get information about school accident insurance at their home high schools. (BP-10024)

INTERNET/INFORMATION POLICY

The District provides a system of information technology resources to its students, including access to the Internet. The system has a limited educational purpose. This means that the system may be used for learning activities, professional or career development, social networking for career development, research and communication related to District business.

NOTE: Contents of files and records of activity on District systems may be monitored on a regular basis. Privacy should not be expected (e.g., eLearning, instant messaging).

Guidelines for students:
- Students must successfully complete provided Internet safety training before having access to all approved web resources.
• You may access the system as needed for instructional purposes related to your enrollment at Metro Tech.
• You must follow all District rules and policies regarding Internet and technology use.
• Protect your passwords and account numbers so that others may not access your work.
• If you receive inappropriate or threatening messages from any source, tell your instructor immediately.
• Check your email and files frequently and delete or archive messages when they are no longer needed.
• Do not use the District system to engage in any illegal act (including hacking, virus dispersion, solicitation, cyberbullying, etc.) or for accessing inappropriate material.
• Do not conduct personal business for profit using the District system. Personal business must be conducted from your personal computer.
• Use respectful language in all online communications.

This is a summary of the policy. Refer to the online handbook at www.metrotech.edu/majors/handbook for all Internet and social media policies.

MEDICAL EMERGENCIES

If a student has an injury or sudden illness while at Metro Tech, he or she should notify the instructor immediately for further direction. Students who are ill must sign out in the attendance office before leaving the campus. Staff will contact a parent/guardian before secondary students are allowed to leave the campus. Metro Tech staff will not issue medication or perform medical treatments on any student, minor or adult. Students will be permitted to self-administer prescribed asthma and/or anaphylaxis medications, including but not limited to, an epinephrine injector.

References: Metro Tech School Board Policy, BP-10019 and BP-10024S

STUDENT RECORDS: NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law established in 1974 that gives parents and students who are 18 years of age or older (eligible students) specific rights to access educational records and to protect the privacy of these records. These rights include: the right to inspect and review education records; the right to request the amendment of education records that the student believes are inaccurate, misleading, or otherwise in violation of student’s
privacy rights under FERPA; the right to provide written consent before the school discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Metro Technology Centers to comply with FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520. Prior consent is not required when the information is shared with school officials who have a legitimate educational interest in the student.

MTC may disclose information on a student without violating FERPA through what is known as “directory information.” This information is generally not considered harmful or an invasion of privacy if released and can also be disclosed to outside organizations without a student’s prior written consent.

DIRECTORY INFORMATION INCLUDES THE FOLLOWING:

- Name
- Career major/courses of study
- Dates of attendance
- Participation in officially recognized District activities
- Certifications/licensures
- Certificates and awards
- Most recent school attended

If you do not want Metro Technology Centers to disclose directory information from your education records without prior written consent, you must notify the registrar’s office by the last day of September each school year. Upon receipt of this request, information will be released to the designated person(s) unless rescinded by the student, or parent/guardian if the student is under the age of 18 years, in writing.

A copy of Metro Tech’s Board Policy on Student Records (BP-10001 Student Information) can be obtained on the website: www.metrotech.edu under About Metro Tech >Board Policies.

**STUDENTS PRINCIPLES, RIGHTS AND RESPONSIBILITIES**

I. Introduction

It is the intent of Metro Technology Centers to ensure that students understand their rights and their responsibilities as students. Student Rights and Responsibilities clarify the rights and responsibilities for student members of this academic community.
II. Principles, Rights and Responsibilities

A. General Statement

As members of the academic community, students have both rights and responsibilities. The most essential student right is the right to competent instruction under conditions conducive to learning. The most important responsibilities are to respect the rights of other members of the academic community and to conform to standards essential to the purposes and processes of the district.

The district endeavors to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statement outlines those academic rights and responsibilities of students essential in helping the academic community fulfill this responsibility. The principles identified are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the academic community. Such principles protect and promote conditions conducive to learning and will serve as a guide for students, faculty, and administrators involved in programs of instruction and classroom activities.

B. Student/Faculty Relations and Classroom Activities

The district endeavors to provide a learning environment where honest, academic conduct is encouraged and where the instructor-student relationship is valued. The following principles will facilitate such an environment:

1. Students enjoy free inquiry and expression. They are free to take reasoned exception to the data and views offered in a course and to reserve judgment about matters of opinion. However, students are still responsible for maintaining standards of academic performance and learning the content of any career major for which they are enrolled.

2. Subject matter presented to students in a career major is generally consistent with the description, purpose, and scope announced for the career major.

3. Evaluation of students and the award of credit is based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, age, sex, religion, national origin, genetic information, disability, degree of political activism, or personal beliefs. Course grades should reflect the standards of academic integrity and performance established by the faculty member and the district.
4. Students and faculty are expected to help maintain the quality and integrity of the educational process by conducting themselves in an honest and ethical manner. Any form of academic misconduct represents an erosion of academic standards and will not be tolerated by either the instructor or the student. Knowledge of any dishonest act should be reported and dealt with through orderly procedures as established by the district.

5. Students maintain a sense of responsibility when progressing through their career majors. It is their responsibility to become informed of requirements for completion and to satisfactorily meet those requirements. Likewise, the district should provide timely, accurate information related to the respective career majors.

6. Students should enroll in career majors with the intention of devoting the effort both inside and outside the classroom necessary to satisfactorily complete all career major requirements.

7. It is the responsibility of the student to act in a manner conducive to learning by being prepared, prompt, attentive, and courteous in the classroom and abiding by policies set by the instructor to maintain an academic decorum.

8. Cell phones and other electronic devices are disruptive to the class. If a student’s work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by the instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to appropriate penalties. This policy may be strengthened by the instructor. No recording or taking pictures unless instructor approval is granted.

III. Standards of Conduct

Standards of Conduct at Metro Technology Centers are set forth in writing in order to give students general notice of prohibited conduct. These policies should be read and interpreted broadly. They are not designed to identify or define all possible types of prohibited conduct in exhaustive terms.

A. Definitions of Inappropriate Behavior

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories:
1. Academic Dishonesty: Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved academic credit, either for oneself or for another person.

2. Academic Misconduct: Academic misconduct differs from academic dishonesty in that there is no intent to deliberately obtain undeserved academic credit by fraudulent means. Even unknowingly allowing other students to see test answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.

3. Nonacademic Misconduct: Misconduct that is not of an academic nature, usually involving violations of law, district policies or accepted societal norms.

B. Acts of Academic Dishonesty, Academic Misconduct, and Nonacademic Misconduct

1. Examples of Academic Dishonesty:
   - Plagiarism: The representation of previously written, published, or created work as one’s own. Wherever the wording, arguments, data, design, etc. belonging to someone else are used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references or sources. The reference wording must fully indicate the extent to which any part or parts of the project are attributed to others. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.
   - Unauthorized Collaboration on Projects: The representation of work as solely one’s own when, in fact, it is the result of an unauthorized joint effort.
   - Cheating on Examinations: The covert gathering of information before or during an examination from other students or use of unauthorized notes or other unapproved aids. It is the responsibility of the instructor to indicate what testing aids, if any, are authorized for use during an examination.
   - Unauthorized Advance Access to Exams: The submission of materials prepared at leisure, as a result of unauthorized advance access to an examination or examination materials, as if the materials were prepared under the rigors of the exam setting.
   - Fraudulent Alteration of Academic Materials: The alteration of graded papers, research data, computer materials/records, course withdrawal slips and trial schedules, or the falsification of any academic documents in order to receive undeserved credit or advantage. This includes forging instructors’ or advisors’ signatures and altering transcripts.
Knowing Cooperation with Another Person in an Academically Dishonest Undertaking: Failure by a student to prevent misuse of his/her work by others. A student must actively protect his/her own work. Reasonable care must be taken that exam answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. Even passive cooperation in such an act is unacceptable.

2. Examples of Academic Misconduct:
   • Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. Failure to stop when time is called at the end of an examination.

3. Examples of Nonacademic Misconduct
   • Disruption or obstruction of normal district or district sponsored or hosted activities including, but not limited to, studying, teaching, research, district administration; or fire, police or emergency services on district premises; or at officially arranged district activities off-campus.
   • Fighting or physical abuse of any person. Physical abuse is not limited to those actions causing personal injury. It may also include physically restraining someone against his/her will, holding or transporting an individual against his/her will, or similar actions.
   • Intentionally, recklessly, or negligently engaging in verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.
   • Theft, attempted theft or unauthorized use or possession of district property or property belonging to others.
   • Individual or group activities that result in defacement, damage or destruction of district or personal property.
   • Sexual misconduct includes, but is not limited to, unwelcome sexual contact or acts which involve intimidation, coercion, the implied use or threatened use of force, use of intoxicants to substantially impair the victim’s ability to give effective consent, engaging in such acts when there is reasonable cause to believe the other person is in a mental state which renders him/her incapable of understanding the nature of the contact, or where the victim is a minor; indecent exposure; and voyeurism.
   • Stalking is defined as willfully, maliciously, and repeatedly
following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, harassed, or molested.

- Sexual harassment, a form of gender discrimination, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:
  a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any district activity; or
  b. submission to, or rejection of, such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or
  c. such conduct has the purpose or effect of unreasonably interfering with the other individual’s performance or creating an intimidating, hostile, or offensive education and district environment.

- Hazing which is any action or activity which causes or intends to cause physical or mental discomfort or distress, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

- Gambling for money or other things of value on campus or at district-sponsored activities except as permitted by law.

- Failure to comply with the lawful directions of any district employee acting within the scope of their official duties and/or failure to identify oneself to such a person when requested to do so.

- Intentionally or recklessly interfering with normal district or district-sponsored activities.

- Forgery or unauthorized use of district documents, financial aid documents, records, computers, electronic mail, telephones, identification or property. This includes providing false representations to the district in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation in, Metro Technology Centers.

- Possessing, using or storing firearms, explosives or dangerous chemicals on district property or in the course of any district activity. Handguns are allowed in locked vehicles only with a concealed carry permit as authorized by law.

- False reporting of a bomb, fire or other emergency.

- Misuse or unauthorized use of fire fighting, fire sprinkler systems, and other safety equipment or warning devices.
• Unauthorized entry into or use of any district building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of district keys, computers, lock combinations or other special access codes, including telephone codes.
• Illegal use, possession, cultivation, manufacture, sale or distribution of any state or federally controlled drug or substance. Consumption, possession, sale or serving of alcoholic beverages on campus and in any of its buildings or at district functions. Students are expected to know and abide by all applicable laws regarding alcoholic beverages.
• Use of tobacco and tobacco products while on school premises.
• Violation of district Information Technology policies including, but not limited to, the electronic mail policy, the computer use policy, and the network security policy.
• Attempting, or encouraging others, to commit prohibited acts may be sanctioned to the same extent as if one had committed the prohibited act.
• Classroom disruption is behavior or activity that interferes with the instructor’s ability to teach the class or students’ ability to benefit from the educational process.
• Interfering with disciplinary procedures or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of a hearing panel, witness(es), or district personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing committee.

The Superintendent or anyone designated by the Superintendent, the Board of Education and faculty members have the authority to set reasonable standards in their classes within the definitions provided. Clearly communicated and consistently enforced standards regarding academic dishonesty and misconduct will be upheld by the Educational Hearing process and explained in detail in the Dismissal/Interim Suspension of Students board policy and procedures. (BP-10006 and BP-5024)

Tobacco Use Prohibited

The use of tobacco in any form is prohibited at Metro Technology Centers. This prohibition extends to all campuses, facilities, vehicles, and environs. In addition, this prohibition extends to district-sponsored events and activities such as, but not limited to, Career Technical Student Organization (CTSO) activities and National Technical Honor Society (NTHS) events. This policy will be enforced.

Reference: Title 63 O.S. 1-1521 and BP-5021
TUITION

HIGH SCHOOL STUDENTS:
Students from Oklahoma City School District, Crooked Oak School District, Private, Home, Alternative or Charter Schools may attend classes with no tuition expense.

ADULT STUDENTS:
Adult students will be charged tuition. Other costs for books, supplies, tools, uniforms and certification exams are extra. Costs vary depending on the career major selected. Staff at the Enrollment Center can provide specific career major cost information. All costs are subject to change.

Students must meet all tuition and fee obligations before a transcript or certificate of completion is issued.

Tuitions are to be paid at the Bursar’s Office at 1900 Springlake Drive, Oklahoma City, OK 73111-5238

REFUNDS
If a student drops a career major before completion, tuition refunds will apply as follows:

• No tuition refund will be given for courses that the student has completed.
• A full tuition refund will be given for courses that the student has enrolled in but has not yet begun.
• A partial tuition refund may be given for courses that the student has begun but not yet completed, depending upon how far the student has progressed into the course.
• No refunds will be given for books, supplies, fees or any other non-tuition costs.
• If a student’s tuition is paid through financial aid assistance or an agency, refunds will be handled according to the rules and policies of the tuition source.

Non-attendance does not constitute withdrawal from a career major.

LETHAL WEAPONS POLICY
No person will carry a firearm or dangerous weapon, either concealed or openly, onto any Metro Technology Centers property or Metro Technology sponsored or supported event except as otherwise permitted by state law. Any student found in possession of a dangerous weapon will be suspended until the end of the next succeeding semester by the site director. Any student found in possession of a firearm will be suspended for the remainder of the current semester.
This policy will not apply to a person in possession of a valid concealed handgun license issued pursuant to the Oklahoma Self-Defense Act and who has stored their handgun in a concealed area in their vehicle that is parked in a district-approved parking area and the handgun is not removed from the vehicle without the prior written permission of the superintendent, as required by Oklahoma law.

References: Titles 70 O.S. 24-102, 70 O.S. 24-102.1, 70 O.S. 24-102.2, 21 O.S. 1272, BP-5019

**WIRELESS COMMUNICATION DEVICES (CELL PHONES, PERSONAL DIGITAL ASSISTANT (PDA’S), PERSONAL COMPUTERS)**

In order to maintain an environment conducive to learning, Metro Tech requests that students leave all wireless communication devices (cell phones, iPods, PDA’s, etc.) turned to a silent mode or vibrate to respect the educational environment. The sound and operation of these devices disrupts school activities and limits concentration.

**WITHDRAWAL FROM SCHOOL**

Metro Tech requests that any student withdrawing from school during the semester go through an exit interview with a counselor and complete all required forms.

**STUDENT CONFIRMATION AND CONSENT FORM**

Students must complete the Student Confirmation and Consent Form each year enrolled at Metro Technology Centers. Forms can be found on eLearn, Metro Tech’s website: www.metrotech.edu/majors/handbook/ or through your instructor. Please sign, date and submit this form to your instructor within three school days of receiving and reading the “Student Handbook and Planner.”
Alertness vs. Carelessness
Being aware of what is taking place around me so I can have the right responses

Attentiveness vs. Distraction
Showing the worth of a person or task by giving my undivided concentration

Availability vs. Self-Centeredness
Making my own schedule and priorities secondary to the wishes of those I serve

Benevolence vs. Selfishness
Giving to others’ basic needs without having as my motive personal reward

Cautiousness vs. Rashness
Knowing how important right timing is in accomplishing right actions

Compassion vs. Indifference
Investing whatever is necessary to heal the hurts of others

Contentment vs. Covetousness
Realizing that true happiness does not depend on material conditions

Courage vs. Fearfulness
Confidence that what I have to say or do is true, right, and just

Creativity vs. Underachievement
Approaching a need, a task, or an idea from a new perspective

Decisiveness vs. Procrastination
The ability to recognize key factors and finalize difficult decisions

Deference vs. Rudeness
Limiting my freedom so I do not offend the tastes of those around me

Dependability vs. Inconsistency
Fulfilling what I consented to do, even if it means unexpected sacrifice

Determination vs. Faintheartedness
Purposing to accomplish right goals at the right time, regardless of the opposition

Diligence vs. Slothfulness
Investing my time and energy to complete each task assigned to me

Discernment vs. Shortsightedness
Understanding the deeper reasons why things happen

Discretion vs. Simplemindedness
Recognizing and avoiding words, actions and attitudes that could bring undesirable consequences

Endurance vs. Discouragement
The inward strength to withstand stress and do my best

Enthusiasm vs. Apathy
Expressing joy in each task as I give it my best effort

Faith vs. Presumption
Confidence that actions rooted in good character will yield the best outcome, even when I cannot see how

Flexibility vs. Resistance
Willingness to change plans or ideas without getting upset

Forgiveness vs. Rejection
Clearing the record of those who have wronged me and not holding a grudge

Generosity vs. Stinginess
Carefully managing my resources so I can freely give to those in need

Gentleness vs. Harshness
Showing consideration and personal concern for others
Gratefulness vs. Unthankfulness
  Letting others know by my word and actions how they have benefited my life

Honor vs. Disrespect
  Respecting others because of their worth as human beings

Hospitality vs. Loneliness
  Cheerfully sharing food, shelter, or conversation to benefit others

Humility vs. Pride
  Acknowledging that my achievement results from the investment of others in my life

Initiative vs. Idleness
  Recognizing and doing what needs to be done before I am asked to do it

Joyfulness vs. Self-pity
  Maintaining a good attitude, even when faced with unpleasant conditions

Justice vs. Corruption
  Taking personal responsibility to uphold what is pure, right, and true

Loyalty vs. Unfaithfulness
  Using difficult times to demonstrate my commitment to those I serve

Meekness vs. Anger
  Yielding my personal rights and expectations with desire to serve

Obedience vs. Willfulness
  Quickly and cheerfully carrying out the directions of those who are responsible for me

Orderliness vs. Confusion
  Arranging myself and my surroundings to achieve greater efficiency

Patience vs. Restlessness
  Accepting a difficult situation without giving a deadline to remove it

Persuasiveness vs. Contentiousness
  Guiding vital truths around another’s mental roadblocks

Punctuality vs. Tardiness
  Showing esteem for others by doing the right thing at the right time

Resourcefulness vs. Wastefulness
  Finding practical uses for that which others would overlook or discard

Responsibility vs. Unreliability
  Knowing and doing what is expected of me

Security vs. Anxiety
  Structuring my life around that which cannot be destroyed or taken away

Self-Control vs. Self-Indulgence
  Rejecting wrong desires and doing what is right

Sensitivity vs. Callousness
  Perceiving the true attitudes and emotions of those around me

Sincerity vs. Hypocrisy
  Eagerness to do what is right with transparent motives

Thoroughness vs. Incompleteness
  Knowing what factors will diminish the effectiveness of my work or words if neglected

Thriftiness vs. Extravagance
  Allowing myself and others to spend only what is necessary

Tolerance vs. Prejudice
  Realizing that everyone is at varying levels of character development

Truthfulness vs. Deception
  Earning future trust by accurately reporting past facts

Virtue vs. Impurity
  The moral excellence evident in my life as I consistently do what is right

Wisdom vs. Foolishness
  Making practical applications of truth in daily decisions
Quality Tools

Quality tools are things that you can use in the classroom or on the job to help you be more successful.

**PDSA**

PDSA stands for Plan—Do—Study—Act. The PDSA cycle is a model for continuous improvement that you can use in every area of your life.

PLAN: In order to accomplish anything, you have to first make a plan. If you want to learn a new profession, buy a home, get married, or take a trip, you have to make a plan.

DO: After you make a plan, you do the first step. Basically, you take action. If your goal is to learn a new profession, this step means that you begin taking classes or go to training.

STUDY: Once you’ve taken action toward your goal, you study or review the action. Are the classes teaching you what you need to know? Once you complete the course of study will you be prepared for the job you want?

If the study step shows that what you did didn’t not work for some reason, go back to the plan step and start the process again. If the study step reveals that you are on the right path, continue to the act step.

ACT: The final step is act. Continue to act on the plan until you reach your goal.

The PDSA cycle can be used in your professional life and your personal life. If you want to improve what you do, PDSA can help you.

If you train yourself to use the PDSA cycle throughout your life, constant improvement will become second nature.

**BRAINSTORMING**

**What is it?**

Brainstorming is a way to come up with a variety of creative ideas in a short amount of time.

**When should you use it?**

- Use it when you need to obtain several creative ideas or possible solutions from a group of people.
• It is best to use with groups no larger than 8-10 people. If you have a bigger group, split it into small groups.

How do you use it?
• Ask the group a question or pose a situation that needs to be changed.
• Ask for ideas from the group.
• Record all of the ideas on a flip chart, white board, or sticky notes that can be stuck on a large surface where everyone can see them.
• Use the speaker’s words.

Guidelines to tell the group:
• There is no such thing as a bad idea.
• The more ideas generated the better.
• No one may criticize another person’s idea.
• Everyone is expected to participate.
• You may build on another person’s idea.
• Thinking “out of the box” is good.
• Do it quickly; 5–15 minutes works well.

AFFINITY DIAGRAM

What is it?
An affinity diagram is a way to organize a list of brainstormed ideas.

When should you use it?
Use it when you need to involve a group of people in organizing many different ideas.

How do you use it?
• When doing the initial brainstorming, have everyone write their ideas in simple statements on sticky notes.
• After brainstorming, ask everyone to post their notes in one central place, such as on a flip chart page.
• Direct the participants to silently move the sticky notes around into groups of similar ideas. It is important that they do not discuss the ideas at this time. If an idea does not seem to fit with any others, move it to the side.
• Once the ideas are placed into general groups or categories, everyone can discuss the categories and make additional changes.
• Ask participants to write one central theme statement for each category that embodies the ideas in that category.
### Guidelines:
- Groups of five to six people work best.
- Stress that this is a great opportunity for people who do not like to talk in large groups.
- Notice that the random placement of ideas followed by categorizing allows ideas to emerge that might not normally be considered.

### PLUS/DELT (+/ ▲ )

**What is it?**
Plus/Delta is a tool to determine the strengths and opportunities for improvement of a group activity or lesson.

**When should you use it?**
- Use it when you want to determine what worked well and what needs to be improved in a certain activity or lesson.
- This works well for groups of 5 to 50 people.

**How do you use it?**
- Draw one line down the center of a flip board chart. Draw a line across the top and label the two columns “+” (or Plus) and “▲” (or Delta). See chart below.

<table>
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- Ask the group to identify plus and delta items.
- Plus items are things they liked or thought were effective in the activity or lesson.
• Delta items are things they thought did not work well or needed to be changed.
• List the group ideas in the appropriate columns.
• Use the ideas to improve the activity or lesson the next time it is offered.

Guidelines:
• Feel free to state anything you did or did not like.
• This list may include items that can be changed, as well as things that cannot.
• This is a quick and simple tool that can greatly improve future activities and lessons.

FLOWCHART

What is it?
A flowchart is a high-level picture of a process or plan of action. It contains basic steps without a lot of details.

When should you use it?
Use this when you want to establish the steps of a process or plan. This can be very helpful in solving a problem or developing a new process.

How do you use it?
• Decide where a process or plan begins and ends. Write down the first step and last step.
• Brainstorm the major steps that must happen between beginning and end.
• Sort the steps in time order; then number them including the first and last steps.
• Draw a simple chart of boxes and arrows to show the process flow. Write each step in its appropriate box. See example below.

Example: Flowchart for Group Presentation

1. Select current health issue
2. Research issue individually
3. Analyze and combine findings
4. Determine parts of presentation/make assignments
5. Create support materials
6. Practice presentation
7. Present to class
**Guidelines:**

- Before you begin, agree on the level of detail you will include in each step. Remember you can always add detail to the steps after the basic process is outlined.
- To make an easy-to-use flowchart, try to limit the number of steps to ten or less.
- Make sure each step includes the *action* that will take place. For example: “**Select** current health issue” instead of “current health issue.”

## FISHBONE DIAGRAM (CAUSE AND EFFECT DIAGRAM)

**What is it?**
The fishbone diagram (also called the cause and effect diagram) is used to determine the cause or causes of a problem.

It can also be used as a tool for note-taking.

**When should you use it?**
Use the fishbone diagram to identify and analyze the root cause or causes of a problem. It can be used in conjunction with the 5 Why’s. (see page 111)

**How do you use it?**
- Write a simple, concise problem statement. This goes in the “head” of the fishbone diagram.
- Identify several possible causes for the problem. Write these on the ends of the main extensions (bones).
- Select one cause and ask why five times (or as many times as needed). Write these ideas on branches from the extension.
- Select the next cause and ask why. Continue until you have addressed all the causes and identified reasons or sources.
- Examine the diagram to determine recurring issues or the most heavily branched extensions.

**Guidelines:**
- Main extension categories should be broad causes.
- The branches, or smaller bones, should be factors that contribute to the causes.
- Focus on problems with the process, not people.
5 WHY’S ANALYSIS

What is it?
The 5 Why’s is a method to help you discover the root cause of a problem.

When should you use it?
• Use the 5 Why’s when you are having trouble determining the true cause of a problem.

How do you use it?
• Write down the problem situation in a simple, direct statement. Make sure you include where and when the problem occurs, who it affects, and what evidence shows that the problem exists. DO NOT add estimated reasons for the problem.
• Ask why the problem occurs. Identify a potential cause and write it down.
• Ask why that cause occurs. Write it down.
• Ask why again and write down the answer.
• Continue until you have asked why five times.

Guidelines:
• 5 Why’s is not a magical number. You may discover the root cause of the problem in 3 Why’s, or it may take 7.
• Continue asking why until you reach the root cause.
• After you determine what you believe the root cause could be, try to verify your discovery with evidence.
• Identify solutions to address the root cause.

Example:
Why 1: Why am I late for class so often?
   I can not get out of bed.
Why 2: Why can’t I get out of bed?
   I’m too tired.
Why 3: Why am I too tired?
   I go to bed too late.
Why 4: Why do I go to bed too late?
   I like to watch David Letterman.

Possible solution:
Record The Late Show and watch it earlier in the evening.

RUN CHART

What is it?
A run chart is a method to graph information in timely order.

When should you use it?
Use a run chart any time you want to monitor performance over a period of time, such as graphing assignment scores or test grades.

How do you use it?
• Choose the information you want to track.
• Draw a graph with an X (horizontal) and Y (vertical) axis.
• Label the X axis with the time frame (days, weeks, etc.).
• Label the Y axis with numbers (scores, percentages, etc.), which go slightly higher than you will need.
• Plot your data on the chart.
• Determine the mid-point and draw a dotted line across the chart. This becomes your median or mid-point.

Guidelines:
• The more points you chart, the more accurate your information will be.
• Make sure you have seven or more points to chart.

Example:
Key Concepts for Success

Key Concepts are simple, powerful ideas that can help you succeed.

**THE THREE A’S**

Attendance + Attitude + Achievement = SUCCESS

**Attendance:** One of the most important aspects of success is attendance. If you attend your class every day, you will have a better opportunity to succeed. If you attend your job every day, you will have a better chance to succeed, make a good impression, or get promoted.

**Attitude:** The key to success in anything is attitude. The way you feel affects how well you perform. If you do not feel like coming to school or doing your work, you probably will not do well. If you become interested in your class or work, you will perform much better.

**Achievement:** If you choose to work hard and do your best every day, you will achieve your goals. Achieving one thing each day will move you closer toward your goals and give you a sense of accomplishment.

**THE STAR METHOD**

STAR stands for Stop, Think, Act, and Review.

The STAR method tells you to stop and think before you act. After you act, the method tells you to review the action you took; evaluate whether the action worked well or not.

This method can help you make good decisions and recognize the consequences to actions before you take them.

*Example:* You can use the STAR method when you are taking a test. First you *stop* and *think* about a question before answering it. Then you answer the question (*act*). After you complete the test, you *review* your answers before turning in the test.

The STAR method is a simple tool that you can use in all kinds of situations throughout your life.
When you enter your classroom on the first day, your classroom alignment will look something like the arrow on the left.

The teacher may have established the aim (mission) of the classroom, and some of the students may have already established goals for themselves, but everyone’s goals are pointing in different directions. Every person has his or her own idea of what he or she wants to do and achieve.

The problem with this scenario, as you can see from the picture below, is that each person is moving in a different direction. This creates random acts of improvement that do not strengthen the classroom or other learners.

When the learners and teacher develop a classroom aim (mission) together, then create classroom goals and measures to monitor those goals, all align their thinking. The arrows start moving in the same direction, supporting the overall aim.

Learners can then create personal goals which support the classroom goals and each other. The whole classroom begins working together to create aligned acts of improvement.

Alignment creates unity, support, and improved ability to succeed.
SMART GOALS

SMART is an acronym for the characteristics of an achievable goal.

S = Specific
M = Measurable
A = Achievable
R = Reasonable
T = Time-bound

The SMART process is a way for you to evaluate your goals to make sure they are achievable.

After you have written your goals for this semester or this year, make sure that they are:

Specific: Goals that are too general, such as “I will finish school,” don’t give you direction. Goals should be as specific as possible so that the target is concrete, not vague. For example, “I will take English and chemistry this year so that I can graduate in May.”

Measurable: In order to track your progress and know when you have reached your goals, the goals must be measurable. For example: “I will practice assembling the engine every day until I can do it without looking at the directions.”

Achievable: Often people set goals that they cannot reach for various reasons. You must make sure your goals are achievable at this time in your life. For example: If you are going to school and only working part-time, “I will buy my own home” might not be an achievable goal for this year.

Reasonable: If you work hard and stay focused, can you reach your goals? If you are not sure, you may want to make them more reasonable. Example of an unreasonable goal: “I will earn $150,000 during my first year of work.” Example of a more reasonable goal: “I will build a base of 15–20 clients during my first year of work.”

Time-bound: Putting a timeline on your goals helps you stay focused on reaching the goals and adds some urgency to your goals. For example: “I will study anatomy four times each week until the final exam in December so that I can score 90% or better.”
EFF SKILLS WHEEL

The Equipped for the Future (EFF) Skills Wheel can help you to see how learning activities develop your skills for the future.

- The wheel gives you a big picture of the basic skills you will need in any job.
- The spokes of the wheel define tasks that help you develop your skills for the future.

Which activities do you do frequently that are helping develop your skills for the future? Which activities do you need to practice more often?

EFF Standards for Adult Literacy and Lifelong Learning

OUR QUALITY POLICY

Metro Technology Centers seeks to provide the highest quality programs and services enabling students to succeed in their chosen careers and higher education. We are committed to continually improving the effectiveness of teaching, learning, and the quality management system, based on customer needs and expectations (BP-1007).
MONTHLY PLANNER
enthusiasm

Expressing joy in each task as I give it my best effort.
27 MONDAY

PROFESSIONAL DEVELOPMENT

28 TUESDAY

PROFESSIONAL DEVELOPMENT

29 WEDNESDAY

FACULTY REPORT

30 THURSDAY

FACULTY REPORT
Daniela Dominguez - Health Careers Center
Health Careers Certification - High School
“Metro Tech has given me the confidence to step up and do more.”
3 MONDAY
SECONDARY CLASSES BEGIN

4 TUESDAY

5 WEDNESDAY

6 THURSDAY
flexibility

Willing to change plans or ideas without getting upset.

FRIDAY 7

SATURDAY 8

SUNDAY 9

NOTES / GOALS

51
10  MONDAY

11  TUESDAY

12  WEDNESDAY

13  THURSDAY
flexibility

Willing to change plans or ideas without getting upset.

FRIDAY 14

SATURDAY 15

SUNDAY 16

NOTES / GOALS
flexibility

Willing to change plans or ideas without getting upset.

FRIDAY 21

SATURDAY 22

SUNDAY 23

NOTES / GOALS
flexibility

Willing to change plans or ideas without getting upset..

FRIDAY 28

SATURDAY 29

SUNDAY 30

NOTES / GOALS
SUPERINTENDENT’S STUDENT OF THE YEAR - ADULT

Lee Marrs - Health Careers Center

Medical Assisting - Adult

“I have gained well-rounded skills that will help me make meaningful contributions to the lives of others.”

PARENT CONFERENCE DAY
NO STUDENTS / FACULTY REPORT

FRIDAY 4

SATURDAY 5

SUNDAY 6

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**2015**

**7** MONDAY

LABOR DAY / NO SCHOOL / OFFICES CLOSED

**8** TUESDAY

**9** WEDNESDAY

**10** THURSDAY
decisiveness

The ability to recognize key factors and finalize difficult decisions.
<table>
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**Calendar for September 2015**

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decisiveness

The ability to recognize key factors and finalize difficult decisions.
decisiveness

The ability to recognize key factors and finalize difficult decisions.
Gissel Ramirez – Metro Career Academy
Student of the Year

Culinary Arts - High School

“Participating in leadership programs at Metro Tech has given me the confidence to continue achieving goals.”
thoroughness

Knowing what factors will diminish the effectiveness of my work or words if neglected.
FALL BREAK / NO SCHOOL

PROFESSIONAL DEVELOPMENT
NO STUDENTS / FACULTY REPORT

PROFESSIONAL DEVELOPMENT
NO STUDENTS / FACULTY REPORT

NO STUDENTS/FACULTY REPORT
thoroughness

Knowing what factors will diminish the effectiveness of my work or words if neglected.

FALL BREAK / NO SCHOOL

FRIDAY 16

SATURDAY 17

SUNDAY 18

NOTES / GOALS
19 MONDAY

FALL BREAK / NO SCHOOL

20 TUESDAY

FALL BREAK / NO SCHOOL

21 WEDNESDAY

FALL BREAK / NO SCHOOL

22 THURSDAY

FALL BREAK / NO SCHOOL
thoroughness

Knowing what factors will diminish the effectiveness of my work or words if neglected.
Michael Johnson - Aviation Career Campus
Student of the Year

Aviation Maintenance Technology - Adult

“Metro Tech has helped me become a more disciplined person that my wife and family are very proud.”

FRIDAY

SATURDAY

DAYLIGHT SAVINGS TIME ENDS

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2 **MONDAY**

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3 **TUESDAY**

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4 **WEDNESDAY**

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5 **THURSDAY**

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wisdom

Making practical applications of truth in daily decisions.
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**November 2015**

9 **Monday**

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10 **Tuesday**

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11 **Wednesday**

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12 **Thursday**

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Making practical applications of truth in daily decisions.
wisdom

Making practical applications of truth in daily decisions.

FRIDAY 20

SATURDAY 21

SUNDAY 22

NOTES / GOALS
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**2015**

**November 2015**

**23 Monday**

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**24 Tuesday**

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**25 Wednesday**

THANKSGIVING BREAK / NO SCHOOL
OFFICES CLOSED

---

**26 Thursday**

THANKSGIVING BREAK / NO SCHOOL
OFFICES CLOSED

---
wisdom

Making practical applications of truth in daily decisions.

THANKSGIVING BREAK / NO SCHOOL
OFFICES CLOSED

FRIDAY 27

SATURDAY 28

SUNDAY 29

NOTES / GOALS
“Metro Tech has given me the opportunity to prepare for certification tests and acquire knowledge to continue my education.”

Raquel Blanco - Information Technology Center
Student of the Year

Accounting and Banking Services - High School
compassion

Investing whatever is necessary to heal the hurts of others.
14 MONDAY

15 TUESDAY END OF SECOND QUARTER

16 WEDNESDAY NO STUDENTS/FACULTY REPORT

17 THURSDAY WINTER BREAK / NO SCHOOL / OFFICES OPEN
compassion

Investing whatever is necessary to heal the hurts of others.
MONDAY

TUESDAY

WEDNESDAY

THURSDAY
compassion

Investing whatever is necessary to heal the hurts of others.

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 25

SATURDAY 26

SUNDAY 27

NOTES / GOALS
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<td>TUESDAY</td>
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<td>31</td>
<td>THURSDAY</td>
<td>WINTER BREAK</td>
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</table>
Guillermo Buenrostro - South Bryant Campus
Student of the Year

Electrical Technology - Adult

“I enjoy the hands-on learning experiences that have helped me to accomplish many goals for myself and family.”

NOTES / GOALS
CLASSES RESUME
Focusing my effort on the work at hand.

diligence
diligence

Focusing my effort on the work at hand.
M.L. KING, JR. HOLIDAY / NO SCHOOL / OFFICES CLOSED
diligence

Focusing my effort on the work at hand.

FRIDAY 22

SATURDAY 23

SUNDAY 24

NOTES / GOALS
“Along with strengthening my video skills at Metro Tech, I have learned to think outside the box, and find the positive in every situation.”
attentiveness

Concentrating on the person or task before me.

PARENT CONFERENCE DAY
NO STUDENTS / FACULTY REPORT

FRIDAY 5

SATURDAY 6

SUNDAY 7

NOTES / GOALS
attentiveness

Concentrating on the person or task before me.

FRIDAY 12

SATURDAY 13

SUNDAY 14

NOTES / GOALS
2016

15 Monday

NO STUDENTS / FACULTY REPORT

16 Tuesday

17 Wednesday

18 Thursday
attentiveness

Concentrating on the person or task before me.

FRIDAY 19

SUNDAY 21

NOTES / GOALS
Remetia Tillis - Information Technology Center
Student of the Year

Legal Office Services - Adult

“I have gained skills that will lead to a promising career. I am grateful for the encouragement of my teacher.”

FRIDAY 26

SATURDAY 27

SUNDAY 28

NOTES / GOALS
patience

Taking the time necessary to work through a difficult situation.
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**SNOW DAY (IF NEEDED)**

**7 MONDAY**

**8 TUESDAY**

**9 WEDNESDAY**

**10 THURSDAY**
patience

Taking the time necessary to work through a difficult situation.

SNOW DAY (IF NEEDED)

FRIDAY 11

SATURDAY 12

DAYLIGHT SAVINGS TIME BEGINS

SUNDAY 13

NOTES / GOALS
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patience

Taking the time necessary to work through a difficult situation.

SPRING BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 18

SATURDAY 19

SUNDAY 20

NOTES / GOALS
21 Monday

22 Tuesday

23 Wednesday

24 Thursday
patience

Taking the time necessary to work through a difficult situation.
NATIONAL TECHNICAL HONOR SOCIETY
INDUCTION CEREMONY
Wyatt Dickson - Aviation Career Campus
Student of the Year

Aircraft Maintenance - High School
“I have learned valuable aircraft skills and how to be a good person.”
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**April 2016**

4 **Monday**

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5 **Tuesday**

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6 **Wednesday**

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7 **Thursday**

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forgiveness

Releasing feelings of resentment.

FRI DAY 8

SATURDAY 9

SUNDAY 10

NOTES / GOALS
11 Monday

12 Tuesday

13 Wednesday

14 Thursday
forgiveness

Releasing feelings of resentment.

FRIDAY 15

SATURDAY 16

SUNDAY 17

NOTES / GOALS
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April 2016

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17 18 19 20 21 22 23
24 25 26 27 28 29 30
forgiveness

Releasing feelings of resentment.

FRIDAY 22


SATURDAY 23


SUNDAY 24


NOTES / GOALS


125
Corley Damuth - Metro Career Academy  
Student of the Year

Medical Assisting - Adult

“Metro Tech has given me a second chance to get things right. I plan to become a registered nurse.”

Corley Damuth - Metro Career Academy  
Student of the Year

“Metro Tech has given me a second chance to get things right. I plan to become a registered nurse.”
sincerity

Doing what is right with transparent motives.
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**May 2015**

**9 Monday**

**10 Tuesday**

Metro Tech Graduation Ceremony

**11 Wednesday**

**12 Thursday**
sincerity

Doing what is right with transparent motives.

FRIDAY 20

SATURDAY 21

SUNDAY 22

NOTES / GOALS
sincerity

Doing what is right with transparent motives.

LAST DAY OF SECONDARY CLASSES

FRIDAY 27

SATURDAY 28

SUNDAY 29

NOTES / GOALS
30 MONDAY
MEMORIAL DAY / NO SCHOOL / OFFICES CLOSED

31 TUESDAY
FACULTY REPORT

1 WEDNESDAY
PROFESSIONAL DEVELOPMENT
FACULTY REPORT

2 THURSDAY
FACULTY REPORT
endurance

The inner strength to withstand stress and do my best.

FACULTY REPORT

FRIDAY 3

SATURDAY 4

SUNDAY 5

NOTES / GOALS
endurance

*The inner strength to withstand stress and do my best.*
endurance

*The inner strength to withstand stress and do my best.*

**FRIDAY 17**

**SATURDAY 18**

**SUNDAY 19**

**NOTES / GOALS**
endurance

The inner strength to withstand stress and do my best.

FRIDAY 24

SUNDAY 25

SATURDAY 26

NOTES / GOALS
### SPRINGLAKE CAMPUS

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<th>Student Services</th>
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<th>Director: 405-595-4700</th>
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<td>3901 Martin Luther King Avenue</td>
<td>Attendance: 405-595-4704</td>
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<th>Chief Officer: 405-595-4775</th>
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<th>Health Careers Center</th>
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### AVIATION CAREER CAMPUS

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### DOWNTOWN BUSINESS CAMPUS

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### SOUTH BRYANT CAMPUS

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