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 strategic 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
Agile and flexible

OUR CORE COMPETENCIES
Holistic approach to education
Career and technical training
Student Handbook & Planner 2016-17

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Name: ______________________________________________________________________________________
Phone: ______________________________________________________________________________________
Address: _____________________________________________________________________________________
Career Major: ________________________________________________________________________________

Like us on facebook and Instagram
Look for postings and photos at facebook.com/metrotechokc
instagram.com/metrotechokc
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:

Jade Carter, Compliance Officer, ADA, IDEA, Section 504, Title VI, Title VII, Title IX and Age Discrimination (High School & Adult Students)  Phone: 405-595-4418

Mary Craft, 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: jade.carter@metrotech.edu.

BOARD OF EDUCATION
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Stephanie Bills., Associate Superintendent, Instruction/Human Resources
Bertha Robinson, Executive Officer, Grants & Special Projects
Brian Ruttman, Executive Officer, Student & Stakeholder Services
Cynthia Friedemann, Executive Officer, District Strategy & Development
Matt Campbell, Executive Officer, Information Technology Services
ACADEMIC CALENDAR 2016–2017
Independence Day (No School & Offices Closed) ................. July 4
First Day of Secondary Classes ......................... August 1
Parent Conference Day (No Students) ............... September 2
Labor Day (No School & Offices Closed) .......... September 5
Professional Development (No Students) .......... October 10-11
Fall Break (No School) ................................. October 10-21
Thanksgiving Break (No School & Offices Closed) . . November 23–25
Faculty Report (No School) .......................... December 14-16
Winter Break (No School & Offices Closed) .... December 19 -January 2
Classes Resume ........................................... January 3
Martin Luther King, Jr. Day (No School & Offices Closed) . January 16
Parent Conference Day (No Students) .............. February 10
Professional Development (No School) ............ February 13
Snow Days (If Needed) ................................ March 6-10
Spring Break (No School) ............................... March 13–17
Spring Break (Offices Closed) ....................... March 16-17
Memorial Day (No School & Offices Closed) .... May 29
Last Day of Secondary Classes ................. 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 schools 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.
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

LICENSES & CERTIFICATIONS

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, metrotech.edu/collegebound.
FINANCIAL AID

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/financial-aid. 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.

TUITION WAIVER

High school graduates under age 21 in Metro Tech’s district from sending schools: Oklahoma City Public Schools, Milwood Public School, Crooked Oak Public School & Private or Home School may qualify for a tuition waiver on a full-time program.

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)
- 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 Espanol: 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:

Title IX Coordinator 405-595-4418
Email: jade.carter@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, 595-4735 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.
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 10-21
Thanksgiving Break: November 23-25
Winter Break: December 1-January 2
Spring Break: March 13-17

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.
BULLYING, HARASSMENT AND INTIMIDATION OF STUDENTS

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 Jade Carter, Compliance Officer for ADA, IDEA, Titles VI, VII, IX, Section 504 and Title 1, 405-595-4418. Mr. Carter 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 Evidentiary 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.
TUITION

HIGH SCHOOL STUDENTS:
Students from Oklahoma City School District, Crooked Oak School District, Millwood 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.

Tuition 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 sus-
pended until the end of the next succeeding semester by the site direc-
tor. 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/](http://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 “Stu-
dent Handbook and Planner.”
Alertness
Being aware of what is taking place around me so I can respond appropriately

Attentiveness
Concentrating on the person or task before me

Availability
Willingness to change my schedule and priorities to meet a need

Cautiousness
Taking time to ensure the right decision is made or action is taken

Compassion
Helping those in need

Cooperation
Understanding others so I can effectively work with them

Courage
Overcoming fear by saying and doing what is right

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

Decisiveness
Processing information and finalizing difficult decisions

Dependability
Fulfilling commitments even in the face of difficulty

Determination
Overcoming obstacles in order to reach my goal

Diligence
Focusing my effort on the work at hand

Discipline
Choosing behaviors to help me reach my goals

Endurance
The inner strength to withstand stress and do my best

Enthusiasm
Expressing interest and excitement in what I do

Flexibility
Adjusting to change with a good attitude

Forgiveness
Releasing feelings of resentment

Generosity
Managing resources to freely give

Gratefulness
Demonstrating appreciation to others for what I have and how they have helped me

Honesty
Being truthful in what I say and do

Humility
Recognizing the people and factors that have shaped my life

Initiative
Recognizing and doing what needs to be done before I am asked to do it
QUALITIES
© Strata Leadership (Character Core)

Loyalty
Demonstrating commitment to others

Orderliness
Organizing my thoughts and surroundings for greater achievement

Patience
Taking the time necessary to work through a difficult situation

Persuasiveness vs. Contentiousness
Effectively communicating with others so they can better understand

Positivity
Maintaining a good attitude, even when faced with difficulty

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

Resilience
Recovering from adversity

Respect
Treating others with honor and dignity

Responsibility
Knowing and doing what is expected of me

Sincerity
Doing what is right with transparent motives

Thoroughness
Taking care of necessary details

Tolerance
Demonstrating respect for others who do not share my perspective

Trustworthiness
Gaining the confidence of others by demonstrating reliability

Wisdom
Making practical application of what is learned
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.
Affinity Diagram Example:

**IDEAS FOR OUR DATA CENTER**

A medical office would keep us focused on our goal.
- Hospital name tags
- Silver and black
- Medical office
- Pictures of equipment

A beach theme would represent us: bright and fun.
- Waterworld
- Blue and white
- Sand and sea
- A beach—

“Our sky (class) is full of stars (students).”
- Rainbow border
- Blue sky and
- Stars to mark success
- A star for each student’s name

4 seasons
- Jungle theme

**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/DELTA (+/▲ )**

**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>
<thead>
<tr>
<th>+</th>
<th>▲</th>
</tr>
</thead>
</table>

- 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
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 The Late Show.

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:**

```
<table>
<thead>
<tr>
<th>Scores</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>
```
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.”
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 COMMITMENT

Metro Technology Centers provides the highest quality programs and services enabling students to succeed in their chosen career field. (BP-1007).
MONTHLY PLANNER
responsibility

Knowing and doing what is expected of me.

FACULTY REPORT

FRIDAY 22

SATURDAY 23

SUNDAY 24

NOTES / GOALS
FACULTY REPORT

PROFESSIONAL DEVELOPMENT

FACULTY REPORT-INSTRUCTIONAL
-PROFESSIONAL DEVELOPMENT

FACULTY REPORT

FACULTY REPORT
FACULTY REPORT

FRIDAY 29

SATURDAY 30

SUNDAY 31

NOTES / GOALS

responsibility

Knowing and doing what is expected of me.
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**August 2016**

1 **Monday**

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2 **Tuesday**

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3 **Wednesday**

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4 **Thursday**

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**Secondary Classes Begin**
“Metro Tech has helped me to know myself better and to become a better person.”

Kanesha Tate - Health Careers Center
Biomedical Sciences Academy - High School

SUPERINTENDENT’S STUDENT OF THE YEAR - HIGH SCHOOL
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**August 2016**

8 **Monday**

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9 **Tuesday**

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10 **Wednesday**

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11 **Thursday**

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cautiousness

Taking time to ensure the right decision is made or action is taken.

FRIDAY 12

SATURDAY 13

SUNDAY 14

NOTES / GOALS
cautiousness

Taking time to ensure the right decision is made or action is taken.

FRIDAY  19

SATURDAY  20

SUNDAY  21

NOTES / GOALS
cautiousness

Taking time to ensure the right decision is made or action is taken.
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**August 2016**

29 **Monday**

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30 **Tuesday**

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31 **Wednesday**

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1 **Thursday**

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PARENT CONFERENCE DAY
NO STUDENTS / FACULTY REPORT

FRIDAY 2

SATURDAY 3

SUNDAY 4

NOTES / GOALS
september

5 MONDAY

LABOR DAY / NO SCHOOL / OFFICES CLOSED

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

2016
orderliness

Organizing my thoughts and surroundings for greater achievement.
orderliness

Organizing my thoughts and surroundings for greater achievement.

FRIDAY 16

SATURDAY 17

SUNDAY 18

NOTES / GOALS
orderliness

Organizing my thoughts and surroundings for greater achievement.

END OF FIRST QUARTER

FRIDAY 23

SATURDAY 24

SUNDAY 25

NOTES / GOALS
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**26** MONDAY

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**27** TUESDAY

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**28** WEDNESDAY

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**29** THURSDAY

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William Sanders - Metro Career Academy
Student of the Year
Law Enforcement Services - High School

“Metro Tech has given me the applicable skills in speech, common sense and idealism to be successful.”
initiative

Recognizing and doing what needs to be done before I am asked to do it.
10 MONDAY

PROFESSIONAL DEVELOPMENT
NO STUDENTS / FACULTY REPORT

11 TUESDAY

PROFESSIONAL DEVELOPMENT
NO STUDENTS / FACULTY REPORT

12 WEDNESDAY

FALL BREAK / NO SCHOOL

13 THURSDAY

FALL BREAK / NO SCHOOL
initiative

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

FALL BREAK / NO SCHOOL

FRIDAY 14

SATURDAY 15

SUNDAY 16

NOTES / GOALS
initiative

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

FALL BREAK / NO SCHOOL

FRIDAY 21

SATURDAY 22

SUNDAY 23

NOTES / GOALS
October 2016

24 Monday

25 Tuesday
HOSA FALL LEADERSHIP CONFERENCE

26 Wednesday

27 Thursday
SKILLSUSA FALL LEADERSHIP CONFERENCE
initiative

Recognizing and doing what needs to be done before I am asked to do it.
“Metro Tech has offered me advice, knowledge and skills that apply to my job.”

Vicky Vu - Aviation Career Campus
Student of the Year

Aircraft Maintenance - Adult

NOTES / GOALS
gratefulness

Demonstrating appreciation to others for what I have and how they have helped me.

FRIDAY 11

SATURDAY 12

SUNDAY 13

NOTES / GOALS
gratefulness

Demonstrating appreciation to others for what I have and how they have helped me.
21  MONDAY

22  TUESDAY

23  WEDNESDAY  THANKSGIVING BREAK / NO SCHOOL

24  THURSDAY  THANKSGIVING BREAK / NO SCHOOL
gratefulness

Demonstrating appreciation to others for what I have and how they have helped me.

THANKSGIVING BREAK / NO SCHOOL  
OFFICES CLOSED

FRIDAY 25

SATURDAY 26

SUNDAY 27

NOTES / GOALS
Carlos Diaz - Information Technology Center
Student of the Year
Accounting and Banking Services - High School

“Metro Tech has motivated me to be successful in my chosen profession.”
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**December 2016**

5 MONDAY

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6 TUESDAY

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7 WEDNESDAY

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8 THURSDAY

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generosity

Managing resources to freely give.

FRIDAY 19

SUNDAY 11

NOTES / GOALS
12 MONDAY

13 TUESDAY
END OF SECOND QUARTER

14 WEDNESDAY
NO STUDENTS/FACULTY REPORT

15 THURSDAY
NO STUDENTS/FACULTY REPORT
generosity

Managing resources to freely give.

NO STUDENTS/FACULTY REPORT

FRIDAY 16

SATURDAY 17

SUNDAY 18

NOTES / GOALS
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**December 2016**

19 **Monday**  
WINTER BREAK  
NO SCHOOL / OFFICES CLOSED

20 **Tuesday**  
WINTER BREAK  
NO SCHOOL / OFFICES CLOSED

21 **Wednesday**  
WINTER BREAK  
NO SCHOOL / OFFICES CLOSED

22 **Thursday**  
WINTER BREAK  
NO SCHOOL / OFFICES CLOSED
generosity

Managing resources to freely give.

WINTER BREAK
NO SCHOOL / OFFICES CLOSED

FRIDAY 23

SATURDAY 24

SUNDAY 25

NOTES / GOALS
WINTER BREAK
NO SCHOOL / OFFICES CLOSED
Marina Gamboa - South Bryant Campus
Student of the Year

“Metro Tech taught me video skills and helped me find my current business connections.”

Video & Web Design - Adult

NOTES / GOALS
discipline

Choosing behaviors to help me reach my goals.

FRIDAY 13

SUNDAY 15

NOTES / GOALS
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**January 2017**

16 **Monday**  M.L. King, Jr. Holiday / No School / Offices Closed

17 **Tuesday**

18 **Wednesday**

19 **Thursday**
discipline

Choosing behaviors to help me reach my goals.

FRIDAY 20

SATURDAY 21

SUNDAY 22

NOTES / GOALS
january

23 MONDAY

24 TUESDAY

25 WEDNESDAY

26 THURSDAY
discipline

Choosing behaviors to help me reach my goals.

FRIDAY 27

SATURDAY 28

SUNDAY 29

NOTES / GOALS
Leobardo Giron - South Bryant Campus
Student of the Year

Auto Body Repair - High School

“Metro Tech has definitely given me more experiences and knowledge above and beyond high school.”
SKILLSUSA REGIONAL CONTESTS

SKILLSUSA REGIONAL CONTESTS

SKILLSUSA - CTSO DAY AT THE CAPITOL

SKILLSUSA REGIONAL CONTESTS

FCCLA - CTSO DAY AT THE CAPITOL
tolerance

Demonstrating respect for others who do not share my perspective.

SKILLSUSA REGIONAL CONTESTS

PARENT CONFERENCE DAY
NO STUDENTS / FACULTY REPORT

FRIDAY 10

SATURDAY 11

SUNDAY 12

NOTES / GOALS
tolerance

Demonstrating respect for others who do not share my perspective.

FRIDAY 17

SATURDAY 18

SUNDAY 19

NOTES / GOALS
20 MONDAY

SKILLSUSA DISTRICT
LEADERSHIP CONTESTS

---

21 TUESDAY

SKILLSUSA DISTRICT
LEADERSHIP CONTESTS

---

22 WEDNESDAY

SKILLSUSA DISTRICT
LEADERSHIP CONTESTS

---

23 THURSDAY

SKILLSUSA DISTRICT
LEADERSHIP CONTESTS

---
tolerance

Taking the time necessary to work through a difficult situation.

SKILLSUSA DISTRICT LEADERSHIP CONTESTS

FRIDAY 24

SATURDAY 25

SUNDAY 26

NOTES / GOALS
End of Third Quarter

Friday 3

Saturday 4

Sunday 5

Notes / Goals

“Metro Tech gave me the passion for learning about computers.”
enthusiasm

Expressing interest and excitement in what I do.

SNOW DAY (IF NEEDED)

FRIDAY 10

SUNDAY 12

DAYLIGHT SAVINGS TIME BEGINS

SATURDAY 11

NOTES / GOALS
2017

13 MONDAY SPRING BREAK / NO SCHOOL

14 TUESDAY SPRING BREAK / NO SCHOOL

15 WEDNESDAY SPRING BREAK / NO SCHOOL

16 THURSDAY SPRING BREAK / NO SCHOOL / OFFICES CLOSED
enthusiasm

Expressing interest and excitement in what I do.

SPRING BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 17

SUNDAY 19

NOTES / GOALS
enthusiasm

Expressing interest and excitement in what I do.
27 MONDAY

28 TUESDAY NATIONAL TECHNICAL HONOR SOCIETY
INDUCTION CEREMONY

29 WEDNESDAY FCCLA STATE COMPETITION

30 THURSDAY FCCLA STATE COMPETITION
Raysaan Churchill - Aviation Career Campus
Student of the Year

Aircraft Maintenance - High School

“Metro Tech has opened my mind to new possibilities.”
3 MONDAY

HOSA STATE CONFERENCE

4 TUESDAY

HOSA STATE CONFERENCE

5 WEDNESDAY

HOSA STATE CONFERENCE

6 THURSDAY
humility

Recognizing the people and factors that have shaped my life.

FRIDAY 7

SATURDAY 8

SUNDAY 9

NOTES / GOALS
april 2017

10 MONDAY

11 TUESDAY

METRO TECH JOB FAIR

12 WEDNESDAY

13 THURSDAY

SUPERINTENDENT’S STUDENT OF THE YEAR INTERVIEWS
Recognizing the people and factors that have shaped my life.

FRIDAY 14


SATURDAY 15


SUNDAY 16


NOTES / GOALS


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**April 2017**

17 **Monday**

18 **Tuesday**

19 **Wednesday**

20 **Thursday**
humility

Recognizing the people and factors that have shaped my life.

FRIDAY 21

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SATURDAY 22

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SKILLSUSA STATE CONFERENCE

SUNDAY 23

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NOTES / GOALS

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Recognizing the people and factors that have shaped my life.
Amy Field - Metro Career Academy
Student of the Year

Dental Assisting - Adult

“Metro Tech has made me evolve as a person and encouraged me to become a leader.”

FRIDAY 5


SATURDAY 6


SUNDAY 7


NOTES / GOALS
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14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

8 MONDAY

9 TUESDAY
METRO TECH GRADUATION CEREMONY

10 WEDNESDAY

11 THURSDAY
alertness

Being aware of what is taking place around me so I can respond appropriately.
alertness

Being aware of what is taking place around me so I can respond appropriately.
alertness

Being aware of what is taking place around me so I can respond appropriately.
MEMORIAL DAY
NO SCHOOL / OFFICES CLOSED

END OF 4TH QUARTER
LAST DAY OF SECONDARY CLASSES

FACULTY REPORT

FACULTY REPORT
flexibility

Adjusting to change with a good attitude.

FACULTY REPORT

FRIDAY 2

SATURDAY 3

SUNDAY 4

NOTES / GOALS
flexibility

Adjusting to change with a good attitude.
flexibility

Adjusting to change with a good attitude.

FRIDAY 16

SATURDAY 17

SUNDAY 18

NOTES / GOALS
june
2017

19 MONDAY
SKILLSUSA NATIONAL CONFERENCE

20 TUESDAY
SKILLSUSA NATIONAL CONFERENCE

21 WEDNESDAY
SKILLSUSA NATIONAL CONFERENCE

22 THURSDAY
SKILLSUSA NATIONAL CONFERENCE
HOSA INTERNATIONAL CONFERENCE
flexibility

Adjusting to change with a good attitude.

SKILLSUSA NATIONAL CONFERENCE

HOSA INTERNATIONAL CONFERENCE

HOSA INTERNATIONAL CONFERENCE

HOSA INTERNATIONAL CONFERENCE

NOTES / GOALS
METRO TECHNOLOGY CENTERS (METRO TECH)
405-424-TECH (8324)

SPRINGLAKE CAMPUS
Business Conference Center
1900 Springlake Drive
Oklahoma City, OK 73111

Student Services

Child Care Center
3901 Martin Luther King Avenue
Oklahoma City, OK 73111

Director: 405-595-4700 or 4702
Attendance: 405-595-4704
Counselor: 405-595-4705

Economic Development Center
1700 Springlake Drive
Oklahoma City, OK 73111

Chief Officer: 405-595-4775

Health Careers Center
1720 Springlake Drive
Oklahoma City, OK 73111

Director: 405-595-4600
Attendance: 405-595-4602
Counselor: 405-595-4642

Information Technology Center
1800 Springlake Drive
Oklahoma City, OK 73111

Director: 405-595-4700 or 595-4702
Attendance: 405-595-4704
Counselor: 405-595-4705

Metro Career Academy
1901 Springlake Drive
Oklahoma City, OK 73111

Director: 405-595-4300 or 595-4301
Attendance: 405-595-4319
Counselor: 405-595-4302
BEST Office: 405-595-4315 or 595-4316

Science, Technology, Engineering and Math Academy
1700 Staton Drive
Oklahoma City, OK 73111

Director: 405-595-4700 or 595-4702
Attendance: 405-595-4704
Counselor: 405-595-4705

AVIATION CAREER CAMPUS
5600 S. MacArthur Boulevard
Oklahoma City, OK 73179

Director: 405-595-5500 or 595-5539
Attendance: 405-595-5505 or 595-5501
Counselor: 405-595-5540 or 595-2206

DOWNTOWN BUSINESS CAMPUS
Chase Tower
100 N. Broadway, 3rd Floor
Oklahoma City, OK 73102

Director: 405-595-4086
Coordinator: 405-595-4092 or 595-4091

SOUTH BRYANT CAMPUS
4901 S. Bryant Avenue
Oklahoma City, OK 73129

Director: 405-595-2200 or 595-2201
Attendance: 405-595-2202 or 595-2210
Counselors: 405-595-2206 or 595-2214