METROTECH

STUDENT HANDBOOK

2024-2025

INNOVATE PIONEER
LEARN CONNECT
INVEST ENDURE
ACCOMPLISH
INVENT BELIEVE
CONQUER DREAM
GROW HELP
EMPOWER BELIEVE
HELP EMPOWER
IMPROVE

SUPERINTENDENT'S MESSAGE

WELCOME TO METRO TECH!

You are joining an outstanding career training program! It will be an exciting year filled with new experiences and many opportunities to grow professionally and personally. I encourage you to embrace this opportunity to learn new skills and prepare for your career. Our faculty and staff are some of the best in the state, and we care for each and every student in a holistic manner. That means we develop the whole student by developing your personal growth, your technical abilities, and your character, as each of those are elements that have a strong impact on your lifelong success. Our Metro Tech Team is here for one reason: your success! We are here for you!

This student handbook answers many questions and covers resources that are available to you. It also outlines our expectations to build a foundation that helps every student complete their program successfully. It is my sincere hope that over the next year you develop your passion. At Metro Tech, the quote, "If you love what you do for a living, you will never work another day in your life" is shared often. We love what we do and our passion is to prepare people by providing "Quality Career Training".

Aaron Collins
Superintendent/CEO
and the Metro Tech Team

#MT4LIFE

CAMPUS LOCATIONS

AVIATION CAMPUS (AC) · 405.595.5501
Will Rogers World Airport | 5600 S MacArthur Blvd | Oklahoma City, OK 73179

DOWNTOWN BUSINESS CAMPUS (DBC) · 405.595.4090
Corporate Tower | 101 N Robinson Ave, Suite 300 | Oklahoma City, OK 73102

SOUTH BRYANT CAMPUS (SBC) · 405.595.2202
4901 S Bryant Ave | Oklahoma City, OK 73129
Early Education Center South (EEC) · 5201 S Bryant Ave
Law Enforcement Training Center (LETC) · 4820 Madera Blvd

SPRINGLAKE CAMPUS (SPL)
1900 Springlake Drive | Oklahoma City, OK 73111
Business & Technology Center (BTC) · 1800 Springlake Drive · 405.595.4701
Cosmetology Center (COS) · 1700 Staton Drive
District Center (DC) · 1900 Springlake Drive
Early Education Center North (EECN) · 3901 Martin Luther King Avenue · 405.595.4406
Economic Development Center (EDC) · 1700 Springlake Drive
Health Careers Center (HPC) · 1720 Springlake Drive · 405.595.4601
STEM Center (STEM) · 1901 Springlake Drive · 405.595.4661
Wellness Center (HWC) · 1600 Springlake Drive

DISTRICT LEADERSHIP

Superintendent – Aaron Collins
Deputy Superintendent – David Martin
Senior Director, Instructional Quality & Workforce Engagement – Dr. Kayleen Wichert
Dean of Instruction, Dr. Michele Sanders
Director, Counseling, Special Populations, Enrollment & Student Services – Kelly Powers
Director, Curriculum & Instructional Support – Brittany Culbreth

SITE LEADERSHIP

Site Director, Aviation Center – Michael Branch
Site Director, Business & Technology Center – Zac Gleason
Site Director, Evening Programs – Ty Goldsmith
Site Director, Extension Programs & Early Education Center North – Karen Upton
Site Director, Health Careers Center – Jeremiah Graham
Site Director, South Bryant Campus – Joel Rogers
Site Director, STEM Center – Brian Leaver
Assistant Site Director, Business & Technology Center & Extension Programs, Jason Lankford
Assistant Site Director, Health Careers Center & STEM Center – Jake Thomas
Assistant Site Director, South Bryant Campus – Ryan Whitlock
Supervisor, Evening – Florela Nicholson

MT BOARD OF EDUCATION MEMBERS

District 1
Mr. Ron Perry
Clerk

District 2
Ms. Sarah McKinney
Member

District 3
Ms. Elizabeth Richards
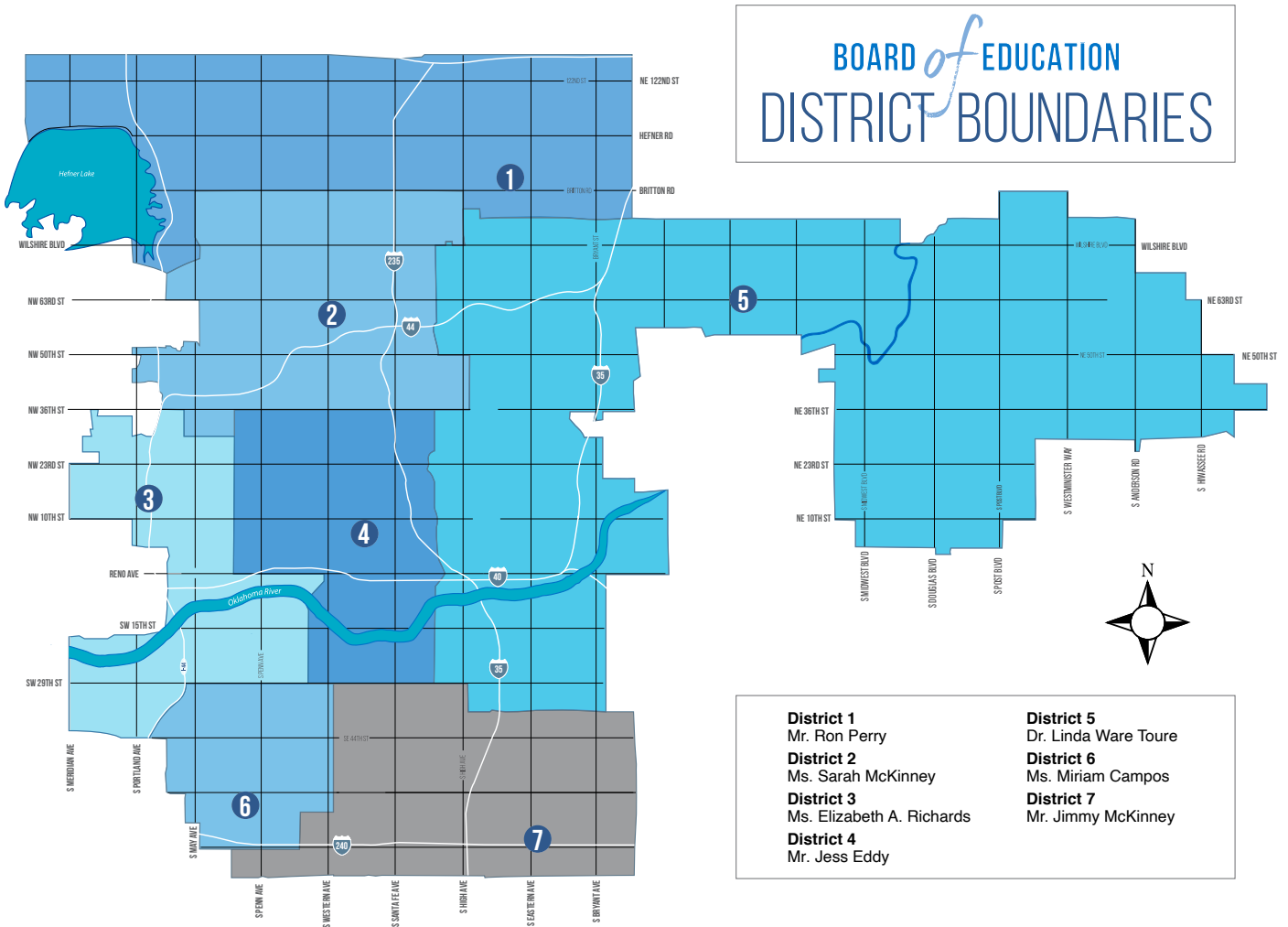Member

District 4
Mr. Jess Eddy
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Dr. Linda Ware Toure
President

District 6
Ms. Miriam Campos
Vice President

District 7
Mr. Jimmy McKinney
Member

BOARD *of* EDUCATION
DISTRICT BOUNDARIES

District 1	District 5
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District 2	**District 6**
Ms. Sarah McKinney	Ms. Miriam Campos
District 3	**District 7**
Ms. Elizabeth A. Richards	Mr. Jimmy McKinney
District 4	
Mr. Jess Eddy	

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2024-2025 METRO TECH ACADEMIC CALENDAR*

JUL

S	M	T	W	T	F	S
	1	2	3	4 INDEPENDENCE DAY	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 ALL DISTRICT PD TEACHERS & INSTRUCTORS REPORT	26 ALL DISTRICT PD	27
28	29 SITE PD	30	31			

AUG

S	M	T	W	T	F	S
				1 SUMMER CONFERENCE	2 SUMMER CONFERENCE	3
4	5 FIRST DAY OF CLASSES	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEP

S	M	T	W	T	F	S
1	2 LABOR DAY	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 FACULTY PD	28
29	30					

OCT

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 FALL BREAK	15 FALL BREAK	16 FALL BREAK	17 FALL BREAK	18 FALL BREAK	19
20	21 CLASSES RESUME	22	23	24	25	26
27	28	29	30	31		

NOV

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 THANKSGIVING BREAK	26 THANKSGIVING BREAK	27 THANKSGIVING BREAK	28 THANKSGIVING BREAK	29 THANKSGIVING BREAK	30

DEC

S	M	T	W	T	F	S
1	2 CLASSES RESUME	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 WINTER BREAK	24 WINTER BREAK	25 WINTER BREAK	26 WINTER BREAK	27 WINTER BREAK	28
29	30 WINTER BREAK	31 WINTER BREAK				

JAN

S	M	T	W	T	F	S
			1 WINTER BREAK	2 WINTER BREAK	3 WINTER BREAK	4
5	6 CLASSES RESUME	7	8	9	10	11
12	13	14	15	16	17	18
19	20 MLK JR DAY	21	22	23	24	25
26	27	28	29	30	31	

FEB

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 FACULTY PD	22
23	24 FACULTY WORK DAY	25	26	27	28	

MAR

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 SPRING BREAK	18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22
23 / 30	24 / 31	25	26	27	28	29

APR

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 FACULTY WORK DAY	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 LAST DAY OF CLASSES	23 FACULTY WORK DAY	24
25	26 MEMORIAL DAY	27	28	29	30	31

JUN

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 JUNETEENTH	20	21
22	23	24	25	26	27	28
29	30					

Legend:
- NO STUDENTS FACULTY WORK DAY
- NO STUDENTS NO FACULTY
- NO STUDENTS HOLIDAY/OFFICES CLOSED

*Adult Only Programs at HCC & AC and Evening Programs have Separate Calendars

GETTING STARTED

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. Badges are required to ride MT buses and to take tests in the assessment center. The first ID badge is free, but a replacement is $3.

LOCKERS

- Student lockers are provided in required areas. Students shall have no expectation of privacy in school lockers. Lockers are subject to search by school administrators, teachers or campus security.
- Student lockers may be inspected and/or searched at any time with or without reasonable suspicion of a violation of a school rule, prior notice, the student's presence or the student's consent to such a search. By acceptance of the assignment of a school locker or by using any locker, the student consents to any and all inspections and searches, and acknowledges that he/she has no expectation of privacy in such locker.
- A student shall use only the locker specifically assigned to him/her. Student lockers should be kept locked. The student assigned the locker shall be presumed to be the owner of any legal or illegal items in his/her assigned locker. A student who feels, for any reason, that he/she cannot abide by these rules should decline to accept assignment of a school locker. Refer to Oklahoma Search and Seizure law.
- Do not share lockers or lock combinations.

DRESS CODE

The goal for all students is to represent Metro Tech in the best possible light at all times. As a student, you are an example to the community, yourself, Metro Tech, and peers. A professional style of dress does not interfere with work or create a distraction in the learning environment. Students are expected to present themselves in a professional manner at Metro Tech. Some programs may require the purchase of uniforms. See instructor for details.

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.

BACKGROUND SCREENING

Students enrolled in certain career majors may be required to undergo a criminal background screening. The background screening will be completed by the Oklahoma State Bureau of Investigation (OSBI) or GroupOne and must include a sex offender 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.

COMMUNICATION

Students are required to utilize their Metro Tech email to correspond with anyone associated with Metro Tech. Information and updates will be sent to students via their school email. Also, students can review their grades and attendance by checking PowerSchool. Each student will be provided a login for the PowerSchool Student Portal.

HEPATITIS "B" VACCINATION

Due to the potential exposure to bloodborne pathogens or infectious bodily fluids, students enrolled in health programs that require a clinical experience are required to have started the series of three (3) Hepatitis "B" vaccinations or sign a declination form acknowledging the student's decision to refuse to be vaccinated. Instructors will inform students of additional requirements, if any.

INSURANCE

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

TRANSPORTATION

Metro Tech provides free bus service for students who live in the Oklahoma City, Millwood 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. Students must wear and scan ID badge upon entering and exiting the bus.
- 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 five-day drop policy. Students who do not ride the bus for 5 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) 595-4856, 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 Transportation Supervisor at (405) 595-4844 or (405) 595-4856.

PARKING

Metro Tech provides designated parking at all campuses for students who 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 enter your building.

SCHOOL CLOSINGS

In the event of campus or District closure due to inclement weather
or other unforeseen conditions, students and
staff can find the most accurate and timely information through:

- Metro Tech's website www.metrotech.edu
- Facebook page (facebook.com/MetroTechOKC)
- Local news stations: KFOR (4), KOCO (5), KWTV (9) and KOKH (25).

In addition, Metro Tech utilizes SchoolMessenger, an emergency notification system, to deliver text messages, straight to your mobile device with important information about events, school closings, and safety alerts. **You can participate in this service by sending a text message of "Y" or "Yes" to our school's short code number, 67587**. Once enrolled, you will receive direct communications from Metro Tech to the cell phone number and personal email address on file.

STUDENT LIFE

MT SOCIAL MEDIA

Stay connected with us through social media:

f @MetroTechOKC   📷 @metrotechokc   ▶ www.youtube.com/metrotechokc

𝕏 @MetroTechOK   in www.linkedin.com/school/metro-technology-centers
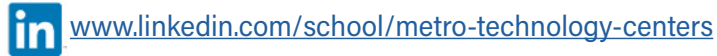
STUDENT AMBASSADORS

The Metro Tech Student Ambassador program was established in 2016 to offer leadership opportunities to exceptional students and create our own brand ambassadors. The program is open to high school and adult students interested in volunteerism, community engagement, public speaking and marketing.

Requirements:
- Remain in compliance with Metro Tech Attendance Policy
- Must participate

in school recruitment events, weekly wrap-ups, and Ambassador Leadership Trainings.
- Ability to attend a minimum of three district events during the school year
- Metro Tech teacher recommendation
- An outgoing, engaging personality that enjoys meeting new people!

How to apply:
- Program sponsors will visit classrooms in early Fall Semester to solicit applications.

CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSOS)

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. All students are encouraged to join a student organization.

The CTSOs include:
- Business Professionals of America (BPA)
- Distributive Education Clubs of America (DECA)
- Family, Career and Community Leaders of America (FCCLA)
- Future Health Professionals formerly known as Health Occupations Students of America (HOSA)
- SkillsUSA
- Technology Student Association (TSA)

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society (NTHS) is an organization that promotes honesty, service, leadership, career development and skilled workmanship. Students are selected based on an application of scholastic excellence, skill development, honesty, service, leadership, good citizenship and individual responsibility.

NTHS MEMBERSHIP CRITERIA

- Must be enrolled in a career and technical education program major and have completed a minimum of one semester
- Attain an overall GPA of 3.5 (88%) or better
- Have 5 absences or less per semester, no make-up time included
- Receive a teacher recommendation

For more information about NTHS and scholarships, please visit nths.org/scholarships

METRO TECH STUDENT OF THE YEAR

The Metro Tech Student Advisory Committee is comprised of high school and adult students from each campus who provide input to the superintendent.

Each school year, high school and adult students are named Metro Tech' Student of the Year during Metro Tech's Completion Ceremony in May. Winners receive up to $1,500 in cash.

Requirements:
- Be nominated as a Site Student of the Year
- A student that sets the example for his/her peers by displaying an array of positive character traits, soft skills, and work ethic.
- HS – a second year student that has made exceptional progress and/or is certain to complete the program by the end of the school year.
- Adult – a student that is certain to complete the program or a certification by the end of current school year.

2023-24 METRO TECH STUDENTS OF THE YEAR

HIGH SCHOOL
Juana Guerrero Martinez
Business Office Administration

ADULT
Deondre Cooper
HVAC

METRO TECH GRADUATION

The date and location for Metro Tech's Completion Ceremony is pending and will be announced. For more information, please visit www.metrotech.edu/graduation

METRO TECH FOUNDATION

All requests must be made in advance. The foundation will not reimburse any fees. All payments issued by the Metro Tech Foundation will be made directly to the school or vendor. No payment will be made to the student or other individual not affiliated with the vendor. The Metro Tech Foundation and its representatives reserve the right to deny requests and/or make exceptions for requests at any time.

Requirements for Requesting Assistance:

- Must be enrolled in and actively attending Metro Tech program a minimum of 30 days before making a request.
- Must be in good standing with Metro Tech.
- Must demonstrate an adequate financial need for assistance based on the requirements listed in table below.

Process for Requesting Assistance:

- Must request Informational Sheet through Site Counselor.
- Must return Information Sheet to Site Director IN PERSON to be considered.
- All payments issued by the Metro Tech Foundation will be made directly to the school or vendor via business check ONLY. No payment will be made to the student or other individual not affiliated with the vendor.
- The Metro Tech Foundation and its representatives reserve the right to deny requests and/or make exceptions for requests at any time due to fluctuations in funding.
- CURRENT PROCESSING TIME IS 1-2 WEEKS. PLEASE PLAN ACCORDINGLY.

TYPES OF ASSISTANCE AVAILABLE:

General Student Assistance/Emergency Assistance - ($500 max/Only one-time during program) **Any and all bills MUST provide past due, eviction, or cut off notice. Without these The Foundation reserves the right to automatically decline assistance.**	Utilities and Mortgage/Rental assistance Car repairs, payment, or insurance (please encourage use of Metro Tech AMT program for repairs) Medical expenses - (not including prescription medication) Childcare costs Groceries up to $100 (use Grocery Form) Other expenses as approved by the foundation.
Driver's Education/Licensing Assistance - (Through Precision Driving School)	All classes and testing will be done through Precision Driving School
$25 Gas Card or 30-day Bus Pass Assistance - (Only one time per year)	$25 gas-only card from Love's 30-day bus pass from Embark
Non-tuition Uniform/Supply Assistance – ($100 max/Only one-time during program)	All items requested must NOT be included in tuition. MT Foundation does not provide technology equipment. All items must be chosen from approved item list or be approved in advance before form is submitted.
Certification/Testing Fee Assistance – ($300 max/Only one time)	Applying students must show income-based need for assistance through financial aid office or other documented evidence. All requests must be made in advance and the foundation will not reimburse any fees to the student.

VOTER REGISTRATION

Metro Tech provides the paper copy of voter registration applications at each site's administrative office. These applications are also available at the County Election Board. Applications may be downloaded at www.elections.ok.gov.

CONSTITUTION DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens. Metro Tech will recognize this day with an educational program on the United States Constitution in observation of Constitution Day and Citizenship Day.

STUDENT EXPECTATIONS

ATTENDANCE GUIDELINES

Regular class attendance for adult and secondary students is an essential component of academic success and is required for all MT students. Furthermore, financial aid attendance policy is 90% per pay period. Students not maintaining 90% per pay period will lose financial aid eligibility. Violation of the attendance policy will result in the student receiving no academic credit and will result in withdrawal from school. Students who violate the attendance policy will not be allowed to enroll for the following regular semester, including summer school if the violation occurs during the spring semester.

No student may miss more than ten (10) days per semester, except as noted below under Activity Absences. For additional information about the FA attendance criteria, please the FA webpage on Metro Tech's website or contact the Metro Tech's FA Department.

Absences
A day is defined as the class period a student is enrolled each day.
Students who miss over one hour per class will be counted absent for the class.
- A new student who has never attended MT and misses three (3) consecutive days with no contact may be withdrawn.
- Students starting after the first day of classes will have less than the ten (10) days of allowed absences.
- Students who miss 5 consecutive days during the school year without contacting the school may be withdrawn.
- Accredited programs shall meet the attendance requirements established by the accrediting agency, and such requirements will supersede this ten (10) day rule.

Tardies
Students who arrive up to one (1) hour late or depart up to one (1) hour early per class will be considered tardy for that class.
- Three tardies equal one (1) absence.

Activity Absences
- Student activity absences must be fewer than ten (10) per school year, except for:
- School-wide activities such as assemblies, student testing, and enrollment.
- District, state, and national contests or activities which the student has earned the right to attend.
- Educational program field trips within the program's daily time schedule.

In order to be excused from classes for an activity absence, students must be eligible according to their home high school eligibility policy. They must also have a passing grade (certified by the involved teacher) and be within the attendance policy in all classes affected by the activity at the time of the request for an excused absence. For more information, please refer to BP-10003.

STUDENT EXPECTATIONS

Notifying School When Absent

It is the responsibility of adult students, or the parent/guardian of high school students, to notify the school when a student will be absent from class.

AC: 405.595.5505
BTC: 405.595.4704
EECN: 405.595.4316
HCC: 405.595.4601
SBC: 405.595.2202
STEM: 405.595.4661

LEAVE OF ABSENCE (LOA)

Students may apply for a LOA for a minimum of 5 consecutive days of leave or a maximum of 15 consecutive days of leave. The student is required to apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. If it is an after-the-fact LOA, documentation related to a medical condition or an emergency must be attached. If appropriate documentation cannot be provided, the days will be counted as absences.

All arrangements for a LOA must be recommended by the teacher/instructor or counselor and approved by the director/campus administrator.

When the student returns from the LOA, he or she will be allowed the same amount of time absent to make up work missed. A LOA may be taken once per academic year (July-June), if needed. Any students receiving financial aid benefits need to contact the FA Department for additional information on make up time.

Directors Exempt (DE)

Directors may request Directors Exempt (DE) days for extenuating circumstances for students. These requests must have prior approval from the Dean of Instruction.

GRADES

PowerSchool is the student information system that is used to store and report student outcomes and information. Students can utilize PowerSchool to monitor their grades and attendance. Grades are based on formative and summative assessments as well as work-based learning or clinicals.

Grading Scale

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

For student or parent login usernames and passwords, please contact instructor for information.

STUDENT EXPECTATIONS

BEHAVIOR AND DISCIPLINE

MT serves both adult and secondary students. Standards of conduct are provided for all students to inform them of the expected behaviors, and of the consequences that follow misconduct. Educational opportunities may be cut short or terminated in instances where the student's conduct violates the approved standards or when a student, for other reasons, cannot fulfill program requirements essential to successful course competition.

In instances involving a student's dismissal or removal from a course or program, MT will utilize procedures that are fair and reasonable. For information, please refer to BP-10006.

STUDENT PRINCIPLES, RIGHTS, AND RESPONSIBILITIES

I. INTRODUCTION

It is the intent of Metro Tech 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 should endeavor 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 should 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 should endeavor 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 should enjoy free inquiry and expression. They should be 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 contents of any career major for which they are enrolled.

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

3. Evaluation of students and the award of credit should be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, age, sex, religion, national origin, 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.

STUDENT EXPECTATIONS

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 should 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 should maintain a sense of responsibility when progressing through their career majors. It is their responsibility to become informed of requirements for completion and to meet those requirements satisfactorily. 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 complete all career major requirements satisfactorily.

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 the appropriate penalties. This policy may be strengthened by the instructor.

III. STANDARDS OF CONDUCT

Standards of Conduct at Metro Tech 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:

STUDENT EXPECTATIONS

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 Tech.
- Possessing, using or storing firearms, explosives, weapons, or dangerous chemicals on district property or in the course of any district activity.
- False reporting of a bomb, fire or other emergency.
- Misuse of 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 uses, possession, cultivation, manufacture, sale or distribution of any state or federally controlled drug or substance. Consumption, possession, sale and 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.

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 policy and procedures.

DISMISSAL/SUSPENSION OF STUDENTS

The Superintendent or designee, 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. For more information, please refer to BP-10006 and BP-5024.

SCHOOL SAFETY AND BULLYING PREVENTION ACT

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it. To report bullying, please go to our website to fill out the official complaint form. For more information, please refer to BP-5029.

DRUG FREE AND ALCOHOL FREE SCHOOL

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. MT adheres to all federal, state, and local laws in reporting the use and/or possession of a controlled substance by students. Drug screening procedures may differ depending on the career major. For more information, please refer to BP-10007.

TOBACCO USE PROHIBITION

The use of tobacco in any form is prohibited at Metro Tech. 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. For more information, please refer to BP-5021.

WIRELESS COMMUNICATION DEVICES

Students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access their personal devices during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch. For more information, please refer to BP-10017.

STUDENT EXPECTATIONS

ACCEPTABLE USE OF INTERNET, ELECTRONIC AND DIGITAL

Communications Devices

As a part of the resources available to students and employees, Metro Tech provides internet access at each site and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has agreed to comply with the acceptable use policy, and access may be revoked at any time. Students are expected to use good judgment in all their electronic or digital communications – whether such activities occur on-or-off campus, or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the technology center – regardless of whether the activity uses technology center equipment or occurs during school hours – is strictly forbidden. Students face the possibility of penalties, including student suspension or dismissal, for failing to abide by technology center policies when accessing and using electronic or digital communications. All internet activity received or sent through the technology centers internet access should not be considered private and is available for IT personnel to see and log. Although the technology center's IT services department has taken appropriate steps to block (filter) offensive and inappropriate material (as required by the Children's Internet Protection Act), users may unwittingly encounter offensive material. All users of the technology center's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor or site director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment. For more information, please refer to BP-5018.

EDUCATION OF STUDENTS REGARDING APPROPRIATE ONLINE BEHAVIOR

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the technology center provides education to minors about the appropriate use of the technology center's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and Internet safety for students are made available to students.

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 and disciplinary actions will occur for unauthorized use or copy of copyrighted materials or acts of plagiarism. www.copyright.gov/

STUDENT SERVICES

STUDENT ADVISEMENT SERVICES

The mission of the Metro Tech Student Services Department is to provide exceptional service with accuracy, compassion, and integrity by elevating the expectations for each other, our students, and our community.

LOCATION & HOURS

District Center
1900 Springlake Drive
Oklahoma City, OK 73111

Mondays - Fridays | 8:00 a.m. – 4:30 p.m.

STUDENT SERVICES CENTER

Student Services offers many services, including:
- Bursar - Students can make payments in person or over the phone.
- Financial Aid, Financial Waivers, and Discounts
- Student Records - Students can request transcripts from the registrar. Also, students can access grades 24/7 by logging into the PowerSchool.
- Testing Center
- Students can access grades 24/7 by logging in to the Student Portal via PowerSchool.

For more information, please call (405) 424-TECH or (405) 595-4426 (en Español) to visit with a customer service representative or visit our website at www.metrotech.edu/admission-cost/student-services

BURSAR

Full-Time Students' Payment for Tuition, Books, and Supplies
- Tuition costs for career majors are listed on the description pages of each career major. See the programs page for the specific costs of tuition, books and supplies for the major you are interested in.
- National, State or Industry Certification and/or Licensure fees are additional costs unless noted.
- Tuition, books and supply costs are subject to change to facilitate the instructional process.
- Student can access their balance due 24/7 by logging into the Student Portal via PowerSchool
- Contact the Bursar to establish this payment plan:

FULL-TIME STUDENT PAYMENT SCHEDULE	
For Career Majors:	Fees for tuition, books and supplies will be collected:
Up to 1,650 hours	In two installments equal to one-half of the total cost of the tuition, books and supplies. • First installment due within first 30 days of career major • Second installment due at beginning of the second half of the career major
1,651 hours and up (AMT, Radiological Technologist)	In four installments equal to one-fourth of the total cost of the tuition, books and supplies • First installment due within first 30 days of career major • Second through fourth installments due at beginning of each of those quarters of the career major

Late fees may be charged in the absence of a tuition payment agreement. Financial Aid and agency sponsored students are exempt from late fees. Tuition collection for these students will follow federal regulations or the sponsoring agency's policy.

FULL-TIME STUDENTS' TUITION REFUND POLICY

Students who withdraw or complete a program and have a tuition credit, will have that tuition credit mailed to them at the address on file in the bursar's office. If a student is on Financial Aid the bursar will contact Financial Aid to determine if the tuition credit should go to the student and/or Department of Education.

If a student drops a career major before completion, tuition refunds will apply as follows:
- No refunds will be given for books, supplies, fees, or any other non-tuition costs.
- If a full-time student's tuition is paid through financial aid or agency assistance, refunds will be handled according to the rules and policies of the tuition source.
- A full tuition refund will be given to students who withdraw within the first five (5) days of class.
- After the first five (5) days of class, a tuition refund will be given based on the percentage of the scheduled career major hours the student has completed. Absences, infractions, and hours in attendance will be calculated into the completion percentage.
- Non-attendance does not constitute a withdrawal from a career major.
- Full-time students will be entitled to the following refunds:

If student has	Refund will be
Withdrawn from career major within the first 5 consecutive scheduled class days	100%
Completed from 6 days up to 25% of scheduled hours for career major	75%
Completed between 25% and 50% of scheduled hours for career major	50%
Completed between 50% and 75% of scheduled hours for career major	25%
Completed 75% or more of scheduled hours for career major	0%

Secondary students who live outside the Metro Tech district and who are not covered by our reciprocity agreement may be subject to out-of-district tuition.

FINANCIAL ASSISTANCE

Financial Aid and Veterans benefits may be accessed at www.metrotech.edu/financial-aid
The Financial Aid office is located on the Springlake Campus in the District Center.
For information call (405) 424-TECH or email FinancialAid@metrotech.edu

It is the mission of Metro Tech to prepare people for successful employment and life in a global society. We are committed to providing the highest quality programs and services enabling students to succeed in their chosen career field.

Scholarships and discounts have been established in an effort to support students in this endeavor. For more information, please visit our website at
www.metrotech.edu/admission-cost/scholarships-discounts

If you do not want Metro Tech 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.

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 Tech 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. MT 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 Tech 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.

STUDENT RECORDS REQUEST(S)

Students may contact the registrar in Student Services to request official copies of a student's record. Student records can be requested by visiting our website at www.metrotech.edu/admission-cost/student-services/student-records

Please allow five (5) business days for processing. Students must show photo identification.

TESTING CENTER

Ready to take that Next Step into your future? Metro Technology Testing Center is here to help you prepare.

We are open Monday through Friday from 8:00 AM to 4:00 PM. Testing is done in-person at one of our two testing locations- schedule your appointment today and start on the road to your new career!

For more information, please call (405) 424-TECH or (405) 595-4426 (en Español) to visit with a student service representative or visit our website at www.metrotech.edu/admission-cost/testing-center

CAMPUS HEALTH & SAFETY

EQUAL EDUCATION OPPORTUNITY

Metro Tech does not discriminate on the basis of race, color, national origin, sex, gender, gender expression or identity, sexual orientation, age, veteran status, religion, pregnancy, or genetic information or disability in its programs, services, activities and employment. Metro Tech will provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries concerning application of this policy (BP-2031) may be referred to:

(High School & Adult Students) Phone: (405) 595-4418

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).

All questions regarding special services for students with disabilities should be directed to Tim Lankford, Special Populations Liaison, (405) 595-2213, tim.lankford@metrotech.edu.

DIABETES MEDICAL MANAGEMENT PLAN

In accordance with Section 1210.196.3 of Title 70 of the Oklahoma statues, Metro Tech will have on file a "Diabetes Medical Management Plan" (DMMP) for all high school students who have been identified with diabetes and allow these students to self-manage their diabetes on school property. A copy of the student's DMMP will be provided from the student's home school or physician and a copy will be kept in the student's records. Appropriate school personnel will be informed of individual student needs via an electronic version of the DMMP in the Metro Tech SIS. Metro Tech's point of contact for DMMPs is Tim Lankford (405) 595-2213, tim.lankford@metrotech.edu.

STUDENT HARASSMENT POLICIES

Metro Tech is committed to maintaining an environment free from discrimination, harassment, retaliation, intimidation and/or threatening behavior, and free of unnecessary disruption for students, employees and stakeholders. Metro Tech has policies (BP-5020) and procedures in place to safeguard employees and students from:
1. Discrimination (Refer to BP 2031)
2. Harassment
3. Disability Harassment
4. Sexual Harassment
5. Retaliation
6. Threatening Behavior

CAMPUS HEALTH & SAFETY

STUDENT HARASSMENT POLICIES (CONT.)

Information outlining Student Complaints of Discrimination, Harassment and/or Retaliation can be found in ([BP-5026](#)). Students, employees or stakeholders who experience or witness discrimination, harassment, retaliation, intimidation, and/or threatening behaviors must report to administration, or the Campus Liaison posted at each site or to:

Gerald Scott, Nondiscrimination/Title IX Coordinator
Metro Tech, 1900 Springlake Dr. OKC, OK 73111
405-424-4418 TitleIXCompliance@metrotech.edu

CAMPUS SECURITY ACT - NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and herein identified as the "Clery Act" requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed to all current students and employees, as well as to all prospective students and employees on www.metrotech.edu.

The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by the Metro Tech, Director, Environmental Safety and Regulatory Affairs, David Hall.

Copies of this report may be obtained by visiting www.metrotech.edu.

CAMPUS SECURITY

Metro Tech takes pride in providing a secure, accessible and welcoming environment. In an effort to protect students, staff and visitors to Metro Tech all campuses are patrolled by CLEET-licensed, uniformed private security guards during hours of operation. The Campus Security Dispatch Center is located at the Springlake Campus, Economic Development Center Building, 1700 Springlake Drive. Satellite security guard desks are located at the South Bryant Campus, 4901 South Bryant Avenue and at the Aviation Campus, 5600 South MacArthur. Campus security personnel are available to assist students, staff and visitors in a number of ways including assisting during a campus emergency, providing first aid, and assisting with traffic control during student loading or unloading from school buses.

To reach Campus Security, while on a Metro Tech campus, dial (405) 595-4044.

CRIMES IN PROGRESS

Students are encouraged to promptly report all observed criminal activity, or suspected criminal activity, on campus to Campus Security, the instructor or a campus administrator. Students are empowered to report crimes in progress to the Oklahoma City Police Department by dialing 911. Prompt reporting of criminal activity to Campus Security or 911 enables a quick response, a timely warning and a safer campus for everyone. In the event of a crime in progress, these steps should be followed:

- **Call for help:** Call 911 or contact Campus Security by dialing (405) 595-4044.

- **Give a description:** Provide details what is happening, location, Number of person(s) and description of what they are wearing, driving with license plate number if possible, and or direction they are heading, when it happened or if it's currently happening

- **Preserve the crime scene:** Do not touch or remove any items involved in the incident unless directed to do so by the police.

PERSONAL SAFETY/SECURITY ESCORT

Metro Tech encourages all students, staff and visitors to remain aware of their surroundings while on campus and report suspicious activity to campus security personnel or an administrator immediately. Campus security personnel at all campuses are available, upon request, to escort students, staff and visitors to their car, parked on campus property, should the need arise.

VOLUNTARY CONFIDENTIAL CRIME REPORTING

Metro Tech does not have a means for receiving confidential reports of crimes. Students who wish to make a confidential report of a crime to law enforcement may do so by calling the Oklahoma City Police Department's Crime Stoppers Hotline at 405-235-7300.

See Something, Say Something, Do Something!

Any individual may report threats to students or school staff directly to the Oklahoma School Security Institute (OSSI) Tipline by calling 1-855-337-8300 (toll free), email at www.Tipline.ok.gov or text "OKSThreat" to 226787.

The Tipline is monitored 24/7 by the OSSI. Tipline.ok.gov posters are prominently displayed in buildings at all Metro Tech campuses.

HEALTH & SAFETY

Metro Tech has established policies for the protection of student health and safety. These policies are under constant review throughout the year and are updated as necessary. The following health and safety related policies, as well as others, may be referenced at
www.metrotech.edu/about/board-education/policies.

BP-5001	Safety
BP-5008	Crisis Management Plan
BP-5030	Use of Security Cameras
BP-10016	Student Safety
BP-10024	Student Injury or Illness

ASBESTOS NOTIFICATION

In compliance with the Asbestos Hazard and Emergency Response Act (AHERA), Metro Tech maintains an Asbestos Management Plan (AMP) for our campus locations where asbestos is present. The AMP is available for review, within 5 working days of request, in the office of the Environmental, Safety and Regulatory Affairs Director. All asbestos-containing building materials are encapsulated or contained. Surveillance and inspections of the buildings where asbestos containing material is present are conducted every six months by an Oklahoma Department of Labor (ODOL) authorized firm.

ILLNESS OR INJURY WHILE AT SCHOOL

Report all illnesses and injuries to the instructor and/or Metro Tech site administrator.

Students should notify an instructor, site administrator or campus security personnel in the event of an injury requiring first aid.

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.

Metro Tech has established BP-10024, Student Injury or Illness and BP-10013, Student Release from a Center during Class Time policies concerning these matters.

CAMPUS HEALTH & SAFETY

PREVENT INJURY TO YOURSELF AND OTHERS

- Think before you act and act in a safe manner
- Stay alert and aware of your surroundings
- Avoid potentially dangerous situations
- Follow all safety rules
- No sleeping, horseplay, running or practical joking
- Use equipment only after receiving safe use instructions from your instructor
- Use equipment according to manufacturer's directions
- Remove jewelry when working with equipment with moving parts
- Keep hands away from all moving parts of machines
- Tie back long hair when using power equipment
- Wear personal protective equipment as required
- Leave all machine guards and safety devices in place
- Make sure the equipment is "off" before plugging it into an outlet
- Report unsafe work equipment and areas to your instructor
- Carry tools with sharp edges pointing down or in a protective case
- Pick up, clean up and put tools in their proper place
- Don't eat or drink in lab areas
- Report spills onto the floor to your instructor
- Wash hands after working with hazardous materials
- Report all accidents to the instructor

Be familiar with:

- Emergency Procedures Poster
- Evacuation Map
- Location of Safety Devices
- AED
- First Aid Cabinet
- Emergency Eyewash
- Emergency Shower
- Fire Blanket
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Electrical Shut Off Button

DISTRICT EMERGENCY OPERATIONS PLAN

The purpose of the plan is to establish uniform procedures for all Metro Tech' campuses concerning crisis preparedness and emergency actions. This plan meets 29 CFR 1910.38, Oklahoma Department of Labor, and the National Incident Management System (NIMS) requirements.

The Metro Tech' Incident Command System assignments include Site Incident Commanders and a District Emergency Operations Center Director. In most cases, the Site Incident Commander is the assigned Site Director or other comparable designee. The Site Incident Commander directs the actions of the Site Emergency Response Team (SERT).

CAMPUS HEALTH & SAFETY

EMERGENCY PREPAREDNESS

Each campus has an alert system to warn students of emergency situations. Emergency Procedures are posted in each instructional area. The posters provide emergency contact information, what to do in case of a fire, severe weather, campus or building intruder and medical emergencies. It also gives specific location information to provide to emergency responders. In compliance with the requirements of the Oklahoma State Department of Education, safety and security drills are conducted within the first 15 days of each semester and periodically throughout the year. All students must participate in all emergency drills. Students will be alerted of emergency situations by their instructor, classroom assistants, site administration, or district administration. Emergency notifications will be sent via text messages. Please send "Y" or "Yes" to 67587 in order to opt into the emergency text messaging system.

STUDENT CONFIRMATION AND CONSENT

Metro Tech is committed to providing a safe and effective environment conducive to student learning. All District policies and procedures are designed to enhance the safety of the students and staff and to maximize the value of the experience for the student. We are confident that you share this dedication to the quality of your education. For this reason, it is important that each and every student and all parents read and understand the rules and agree to abide by them. Please spend the necessary time to review this agreement and access and read all policies, ask for clarifications, and sign acknowledging your understanding and commitment.

Please click on the link below, complete it and return to your teacher.
www.metrotech.edu/student-confirmation-consent-form

EMERGENCY
PROCEDURES

METRO TECH

IMPORTANT NUMBERS

OKC Emergency	911	**Metro Tech Security**	595.4044
Site Incident Commander	595.4483	**Alt. Incident Commander**	595.4472

If there's a fire, leave through the nearest exit. Close doors but don't lock them. Go to the outdoor meeting area and wait for Security and Fire Department directions.

If you hear the tornado siren or severe weather announcement, proceed to the designated Severe Weather Safe Area.

If there is a threat outside the building, the building door are locked. No one can go in or out. Inside, things continue as usual.
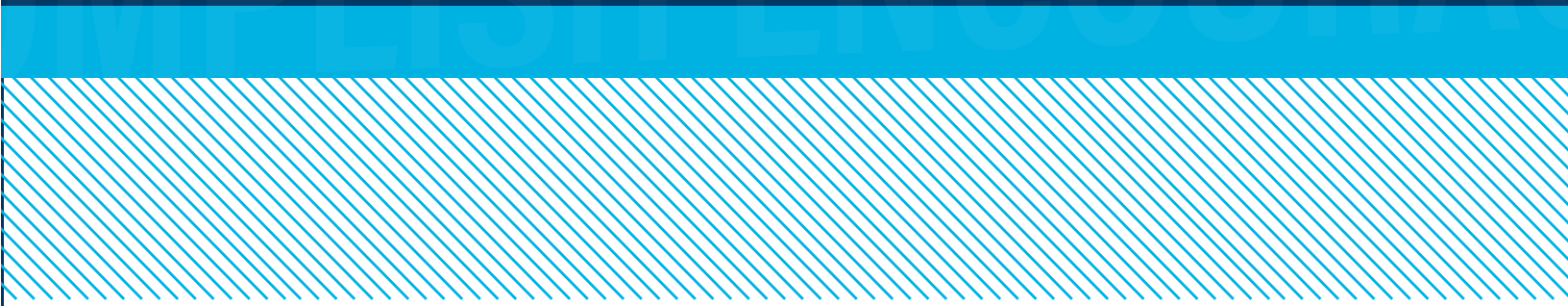
If there's danger inside, find a room, lock the door, turn off lights, and stay quiet. Wait for the Police to say it's safe. Call Security or 911 if directly threatened.

If there's a medical emergency, call 911 right away. Provide:
1.) Building address
2.) Details about the emergency
For Basic First Aid, reach out to Security or a MTC First Responder.

WHAT TO SAY: I am at Metro Tech - Springlake Campus
1900 Springlake Drive - Amphitheater