



# Radiologic Technology

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Student Guidebook

# Welcome

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The faculty of the Metro Technology Centers Radiologic Technology program would like to welcome you to one of the most challenging and rewarding educational opportunities of your life. We look forward to helping you grow from fledgling students to Registered Technologists (R.T.) in Radiography (R).

This book is designed to be a resource for you, containing information regarding policies and procedures to follow.

It is our mission that you become competent practitioners, as you embody the art and science of radiography, utilizing both skill and caring compassion as you assist your patients in meeting their needs.

We are here to guide and assist you toward that goal. Welcome to Metro Tech!

## Faculty Members

Alison Beckner, M.Ed., R.T.(R), Program Coordinator/Instructor

April Davison, B.G.S., R.T.(R), Clinical Coordinator/Instructor

Megan Shrock, B.A., R.T.(R)(CT), Instructor

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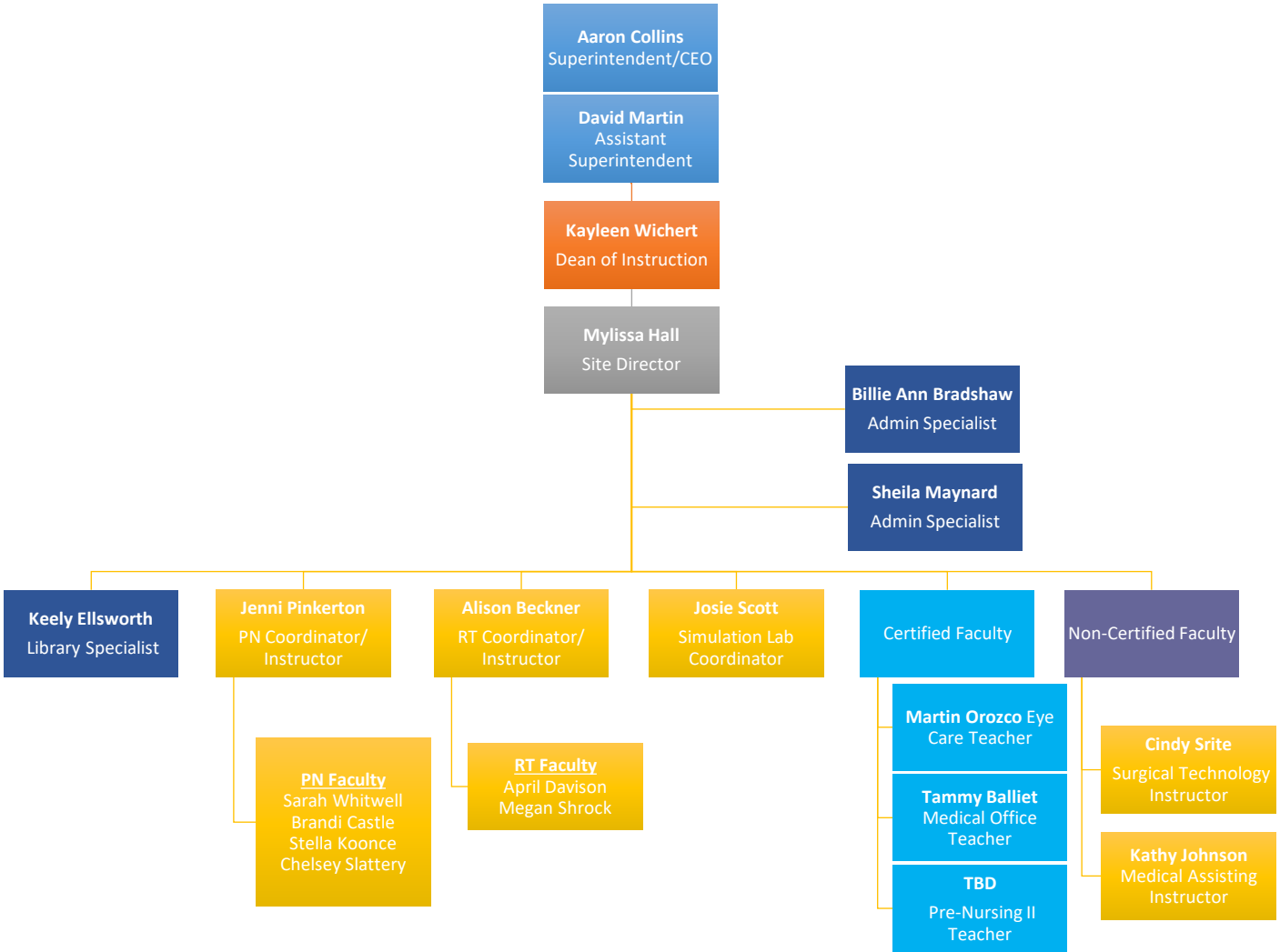
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# Health Careers Center Organizational Chart



# Radiologic Technology Faculty

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# History

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## **History of Metro Tech**

The Metro Technology Centers Springlake Campus is located at the site of what used to be an Oklahoma City landmark - Springlake Amusement Park. This historic fun park was opened in 1922 and for more than 60 years generations of Oklahomans looked to Springlake as the ideal spot for entertainment, dancing and breathtaking rides, such as the legendary “Big Dipper” roller coaster.

The amusement park was plagued with numerous fires over its many years of operation. In 1981, after yet another devastating fire, Springlake Amusement Park was closed. But, one bright note still remains in the final chapter of Springlake’s history. The passing of the old park has made it possible for future generations to build the skills that will bring more lasting happiness and security than all the cotton candy, thrilling rides and concerts the world could hope to hold.

The Springlake property (95 acres) was purchased in June 1982 for \$1.1 million by the Metro Technology Centers Board of Education. It is now known as the Springlake Campus. Metro Technology Centers is now a career and technology education district with five campuses serving the greater Oklahoma City metropolitan area. We offer a variety of training and career programs to high school students, adults and business and industry. Over 80 full-time programs and hundreds of short-term and online classes are available, as well as customized training for business and industry.

Metro Technology Centers has received 22 consecutive Gold Star School Awards as of fiscal year 22-23. The Gold Star School Award recognizes technology centers that have met rigid and demanding criteria, demonstrating a high level of excellence. Metro Technology Centers was also voted best Oklahoma Career Tech Center by Tradeschool.org.

## **History of Radiologic Technology**

Metro Technology Centers Radiologic Technology Career Major was first established as a hospital-based program at Oklahoma City’s Wesley Hospital. It is unclear when the program was originally begun but student records date back continuously to 1967. Wesley Hospital’s name eventually changed to Presbyterian Hospital (and in 2001, became OU Medical Center Presbyterian Tower). In December 1974 the hospital moved to the current location at 13<sup>th</sup> and Lincoln Boulevard at which time the program name became Presbyterian Hospital School of Radiologic Technology. The program was nationally accredited and has maintained JRCERT accreditation since that time.

In 1994, due to economic reasons, Presbyterian Hospital’s corporate owner decided to phase out the program and July 1, 1995, ownership was transferred to Metro Technology Centers. Metro Tech provided funds for the development of the lab and through the years more funds were allocated to purchase additional and up to date equipment including a computerized radiography system.

# Mission, Vision and Core Values

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## **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 provides the highest quality programs and services enabling students to succeed in their chosen career field. (Board Policy 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



# **Radiologic Technology Mission and Goals**

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## **PROGRAM MISSION**

The Metro Technology Centers Radiologic Technology program utilizes an accredited plan of study to provide an educational journey by instilling students with knowledge and skills to become an entry level technologist who will serve the communities healthcare needs.

## **GOALS**

Achievement of the program's mission is assessed by the degree to which the following goals have been met:

1. Students will be clinically competent.
2. Students will demonstrate communication skills.
3. Students will develop critical thinking skills.
4. Students will model professionalism.
5. The program will graduate entry-level technologists.

## **OUTCOMES**

Achievement of the program's mission is also assessed by the following outcomes:

- Program Completion Rate
- ARRT Exam Pass Rate
- Employment Rate
- Graduate Satisfaction
- Employer Satisfaction

# Radiologic Technology Profession

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**Radiologic Technology** is the technical science that deals with the use of x-rays or radioactive substances for diagnostic or therapeutic purposes in medicine. There are five distinct primary disciplines. Patient care and contact with people is inherent in each specialty area. Technologists work independently or as team members, exercising critical thinking, judgment, and initiative in performing imaging exams or treatments ordered by a physician. The disciplines are **radiography, radiation therapy, nuclear medicine, sonography, and magnetic resonance imaging.**

**Radiography is the Radiologic Technology discipline** in which highly skilled professionals, qualified by education, perform imaging procedures using ionizing radiation. These procedures may result in two-dimensional static radiographic film or digital images of various areas of the body. They may be dynamic studies of the body in motion utilizing fluoroscopy, or they may be complex sectional images of the human body. These images are then used by the radiologist to diagnose and treat disease. Individuals who are qualified by education and certification are called **Radiographers or Radiologic Technologists.**

**Radiation therapy is the Radiologic Technology discipline** in which radiation is applied to various areas of the body in the treatment of life-threatening diseases such as cancer. **Radiation Therapists** provide physical and psychological care to the patient during the course of therapy. They also assist the oncologist in the treatment planning and dose calculations of patients.

**Nuclear medicine is the Radiologic Technology discipline** in which radioactive pharmaceuticals are administered to patients. Images are made of body organs, or tests are performed on blood or body fluids to determine the concentration of radiation within them. This information is then used by physicians in the diagnosis and treatment of disease. Individuals who perform these studies are **Nuclear Medicine Technologists.**

**Sonography is the Radiologic Technology discipline** in which highly skilled professionals perform medical imaging procedures using ultrasound. These images are interpreted by a physician to diagnose and/or treat medical conditions. Individuals who are qualified by certification are called **Sonographers.**

**Magnetic Resonance Imaging is the Radiologic Technology discipline** in which radio waves are applied within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis and treatment of disease. Individuals who are qualified by certification are called **Magnetic Resonance Technologists.**

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The **American Registry of Radiologic Technologists (ARRT)** is the world's largest credentialing organization that seeks to ensure high quality patient care in Radiologic Technology. The ARRT tests and certifies technologists. The ARRT also specifies continuing education and ethics requirements for the annual registration of certified technologists.

Each Radiologic Technology discipline has an accompanying certification exam offered by the ARRT. Passing one of these registry exams gives the individual the right to use the initials, R.T. and (R), (T), (N), (CT), (S), or (MR) following their name.

In addition, the ARRT administers **post primary** exams in Bone Densitometry, Cardiac-Interventional Radiography, Computed Tomography, Magnetic Resonance Imaging, Mammography, Quality Management, Sonography, Vascular Sonography, Vascular-Interventional Radiography, and Radiologist Assistant. Post primary exams have initially qualifying requirements.

Additional information regarding the ARRT may be found at [www.arrt.org](http://www.arrt.org).

# Radiologic Technology Program

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## Program Description

Metro Tech's Radiologic Technology program is a twenty-two month full time certificate program for adult students who desire to learn imaging procedures with radiation. Students are instructed in theory and application in the classroom and laboratory located at Metro Tech. They receive extensive clinical experience at several sites in the greater Oklahoma City and outlying areas. Graduates are prepared for entry-level employment in the imaging areas of routine diagnostic procedures, fluoroscopy, surgery, portables, and trauma. They have observed or participated in the post-primary areas of computed tomography, magnetic resonance imaging, cardiac-interventional and vascular-interventional procedures.

The program is competency-based and follows the American Society of Radiologic Technologists curriculum guide and, that established by the Oklahoma Department of Career and Technology Education. Graduates are eligible to take the Radiography certification exam offered by the American Registry of Radiologic Technologists (A.R.R.T.). A.R.R.T. certification is the standard for entry-level employment in most hospitals and medical facilities throughout the United States.

Metro Tech's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, the national accrediting agency for radiography programs. The accreditation process has been developed to ensure radiography programs follow education standards that promote academic excellence. A copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" is available for review in the classroom or on-line at [www.jrcert.org](http://www.jrcert.org).

Questions regarding accreditation matters may be directed to the:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
(312) 704-5304 (fax)  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

In the event there are allegations of non-compliance with the JRCERT **STANDARDS** students should follow the school's conflict resolution procedure detailed in the Student Handbook. A record of complaints and ultimate resolutions will be maintained in a locked file in the program coordinator's office.

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## **Program Philosophy**

The Radiologic Technology program functions within the Metro Technology Centers and reflects the mission, vision, commitment, core values, core competencies and organization strategies of Metro Tech and of career and technology education.

The program focuses on the preparation of individuals in the delivery of appropriate patient care and the use of ionizing radiation to produce medical images for diagnoses. This preparation encompasses all the skills of an entry-level practitioner certified by the American Registry of Radiologic Technologists. The practice of those skills according to the A.S.R.T.'s code of ethics is stressed as a necessary part of the education.

The strength of a technology education lies in the clinical component that enhances what is taught in the classroom and practiced in the laboratory. The program promotes the belief that students will be prepared for a variety of job opportunities. Clinical experiences are provided in all areas of general diagnostic radiography as well as the specialty areas of computed tomography, magnetic resonance imaging, and cardiac and vascular interventional studies. Students complete clinical assignments at a variety of health care sites during daytime as well as evening hours.

The program maintains a strong relationship with those in industry and representatives from industry are encouraged to serve on the program's advisory committee.

The program promotes the belief that flexibility is a key factor in achieving success in the world of work. With resources becoming more limited and the delivery of health care being redesigned, we believe a proactive approach to preparing students for successful careers in radiography is essential.

The Radiologic Technology program faculty also promotes the development of a strong work ethic by encouraging regular attendance, promptness, dependability, critical thinking, problem solving and initiative, as well as promoting caring, ethical, and professional behaviors.

# ASRT Code of Ethics and Rules of Ethics

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The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

## **RULES OF ETHICS**

The Rules of Ethics form the second part of the *Standards of Ethics*. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients.

The Rules of Ethics are enforceable. R.T.s are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described on their website. Please see the website [ASRT.org](http://ASRT.org) for a more detailed description of the rules.

# Professional and Student Organizations

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Professional organizations perform a vital function in offering continuing education opportunities mandated by the A.R.R.T. They also provide a collective voice for our profession at the national, state and local levels. Students are encouraged to actively participate in their professional organizations.

The **American Society of Radiologic Technologists (ASRT)** is the national professional organization for professionals in the imaging sciences. Several times a year the ASRT publishes its journal, *Radiologic Technology*, and their official newsletter, *The Scanner*. The ASRT's website is [www.asrt.org](http://www.asrt.org).

## **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)
- Family, Career and Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA)
- SkillsUSA
- Technology Student Association (TSA)

**Health Occupations Students of America (HOSA)** is the recognized career and technology education organization for Health Occupations Education students. HOSA's mission is to enhance the delivery of compassionate, quality health care to all people.

Faculty members serve as advisors for the HOSA student organization. They work closely with student members in planning the chapter's program of work, which includes a balance of community/civic projects, fund raising projects, professional activities, and social functions.

Through participation in HOSA, students develop leadership skills that enhance technical skills and prepare them for participation in professional organizations. HOSA's website is [www.HOSA.org](http://www.HOSA.org).

## **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.



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### **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

Honor Society membership develops individual self-esteem and pride. All candidates for membership must be approved by the local administration and must meet local and national membership standards.

A member is provided a membership card, official NTHS certificate, and a membership pin. In addition, the national office will, upon request, send a letter of recommendation to three business, industries, or post-secondary at the time of graduation.

For more information about NTHS and scholarships, please visit <https://nth.s.org/scholarships/>

# Curriculum Plan

COURSE #	CURRICULUM	FIRST YEAR	SECOND YEAR
RAD 1005	Academic Life Skills	15	
RAD 1000	Introduction to Radiologic Science & Health Care	48	
RAD 1015	Ethics and Law in the Radiologic Sciences	32	
RAD 1010	Patient Care in Radiologic Sciences	64	
RAD 1060	Pharmacology and Venipuncture	32	
RAD 1180	Radiographic Procedures I	76	
RAD 1220	Radiographic Procedures II	74	
RAD 1280	Image Analysis I	48	
RAD 1250	Principles of Imaging	60	
RAD 1050	Digital Image Acquisition and Display	64	
RAD 1100	Radiation Production and Characteristics	48	
RAD 1300	Radiographic Procedures III	30	20
RAD 1310	Radiographic Procedures IV		100
RAD 1290	Image Analysis II	6	42
RAD 1260	Imaging Equipment	44	28
RAD 1170	Clinical Practice I	208	
RAD 1210	Clinical Practice II	368	
RAD 1090	Radiation Biology		48
RAD 1110	Radiation Protection		48
RAD 1230	Advanced Imaging		48
RAD 1240	Clinical Practice III	120	288
RAD 1120	Radiographic Pathology	22	10
RAD 1320	Clinical Practice IV		505
RAD 1190	Career Preparation for Radiography		16
RAD 1140	Comprehensive Program Review for Radiography, Senior Orientation & Exit Interview		64
	<b>TOTALS</b>	<b>1353</b>	<b>1223</b>
	<b>Programmatic Total Hours</b>		<b>2576</b>

# Expectations

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## **STUDENT EXPECTATIONS**

Students need to practice good employability skills in the classroom, lab, and at clinical sites. Employability skills include but are not limited to the following:

1. Be on time and prepared for class and at clinicals.
2. Clock-in to Trajecsys at the time of arrival. (Don't clock-in for anyone else.)
3. Follow the established attendance policy/ procedures of Metro Tech and the Rad Tech Program.
4. Dress appropriately for the classroom and at clinicals.
5. Assume responsibility for your learning by: asking questions, participating in discussions, demonstrating a positive attitude, and completing assignments by the due date.
6. Respect school property and equipment.
7. Clean your work area. Return all supplies to their proper location.
8. Keep cell phones and other communication devices on mute & out of sight during class/lab-time and during clinical rotations.
9. Use school computers and other equipment appropriately.
10. Obey all safety rules and report all accidents to the Instructor.
11. Wait until break time to use the restroom or use cell phone.

## **FACULTY EXPECTATIONS**

Students can expect the following:

1. Class will begin on time.
2. Classes will be planned and instruction provided that will prepare students for success as a Radiologist Technologist.
3. Rules will be applied to all students in a fair manner.
4. Assignments and tests will be graded objectively and fairly.
5. Individual assistance is available, if needed but should be scheduled with the instructor.
6. Instructors maintain an "open door" policy.

# Grading Policy

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The following grading policy will be enforced:

Letter Grade	Percentage
A	90 – 100
B	80 – 89
C	70 – 79
F	0– 69
I	Incomplete

Program completion: **70% or higher**

Grades are earned based on satisfactory completion of course objectives demonstrated through assignments/exams/laboratory competencies during each course. Clinical grades are based on the student's achievement of objectives while in the clinical assignment.

## General Information

1. Progress reports will be issued to students periodically. At any point the instructor deems necessary, he/she will request a conference with a student who is having difficulty with his/her grades. Students shall be responsible for tracking their own progress.
2. Any fraction of a grade point will be rounded off as follows (**excluding mock exams**):
  - .5 or above will be rounded up to the next whole number.  
Example: 69.5 = 70%
  - .4 or below will be rounded down to the next whole number:  
Example: 69.4 = 69%
3. Students who do not take an exam at the scheduled time due for **any reason** will need to schedule a make-up exam. Make-up exams are scheduled **after** class hours and must be taken upon the student's return to class/clinical, unless other arrangements have been approved by the Instructor. Failure to make up an exam in the allotted time frame may result in a zero. **It is the student's responsibility to contact the Instructor to schedule the make-up exam.**
4. Students failing to maintain course averages at 70% or higher may be placed on academic and/or clinical probation, and required to develop and implement a plan for improvement.
5. Anyone found cheating in the classroom or involving any clinical assignment will receive a written warning and no credit for the first offense. A second offense will result in dismissal from the program.

# Program Hours

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**CLASS DAYS:** 7:45 a.m. – 2:45 p.m. (1 hour lunch)

**CLINICAL DAYS:** 7:00 a.m. – 3:00 p.m. (30 minute lunch break) - Hospitals

8:00 a.m. – 4:00 p.m. (30 minute lunch break) - Clinics

3:00 p.m. – 11:00 p.m. (30 minute dinner break) – Evenings

Students will be assigned to a **minimum** of one 4-week evening assignments.

Students will be assigned to a **minimum** of one out-of-town clinical assignments throughout the program.

Clinical hours are **7 AM to 3 PM** and **3 PM to 11 PM** at most hospital sites and **8 AM to 4 PM** at clinic sites. These hours are **not** to be changed without arrangement with the program faculty and clinical staff. **If you are going to be late, absent or leave early**, you must notify the MetroTech program clinical coordinator as well as call your clinical site. Students who miss over one hour per clinic day will be counted absent for that day unless previously scheduled with the site and clinical coordinator. Emergency situations will be addressed on a case by case basis.

**IMPORTANT:** Any time a student is going to be late, leave early, or be absent for the day, that student must email the appropriate faculty members **before that action occurs**.

**If the above-mentioned action occurs on a clinical day, that student must also notify the clinical site, in advance as well as notify the program clinical coordinator.**

*For clinical site phone numbers, refer to your clinical handbook.*

# Attendance Procedures

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ATTENDANCE GUIDELINES: Regular class attendance for adult and secondary students is an essential component of academic success and is required for all MTC students. 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.

Absences a day are 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 MTC and misses three (3) consecutive days with no contact will 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 will 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 can accrue a tardy by either arriving late to class or leaving class early.
- Three tardies will equal one (1) absence.
- Students who miss over one (1) hour per class will be counted absent for the class.
- Prior to being absent or tardy or leaving early, students are required to notify the Program Coordinator. Failure to comply will result in attendance counseling and the possibility of dismissal from the program.
- Students may apply for a "Leave of Absence" for five (5) or more days. Arrangements for a leave of absence must be recommended by the Instructor, and approved by the Site Director. Upon their return, students will be allowed an appropriate amount of time to make up their work
- Any exception to the attendance policy will be dealt with on an individual basis.
- Students are expected to make up academic work missed while they are absent. It is the responsibility of the students to contact the Instructor and arrange to complete the work missed in the required time frame. The normal time frame is one (1) school day for each day absent.

Please be aware this policy does not preclude being dismissed from the program due to course grades below the benchmark as a result of absences.

## ATTENDANCE NOTIFICATION LETTER

Date  
Student  
Student Address  
Student City, State and Zip  
Sending School

### RE: ATTENDANCE COUNSELING NOTIFICATION - Excessive Absences

This letter is notification of your attendance counseling for Excessive Absences. Records indicate you have a total of \_\_\_\_\_ days of absences as of \_\_\_\_\_. You are allowed 10 days of absences per semester/ pay period.

- ☐ **3 Absences** – Instructor: When a student has accumulated 3 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, when applicable. Parents or guardians will be notified if the student is under 18 years of age.
- ☐ **6 Absences** – Instructor/Counselor: When a student has accumulated 6 absences of his or her allowed absences, the student will meet with the counselor. Notification will be made as described above.
- ☐ **9 Absences** – Instructor/Counselor/Director: When a student has accumulated 9 absences, the student will receive written notice that he or she is approaching maximum allowable absences. Notification will be made as described above.

**Possible actions for exceeding Metro Tech’s attendance policy include, but are not limited to, attendance probation or immediate termination of the student from the career major. When a 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.**

**If you have any questions about this attendance letter of notification, please feel free to contact me at 405-595-4600.**

Conference Comments/Plan of Improvement:\_\_\_\_\_.

Student Signature: \_\_\_\_\_ Date:\_\_\_\_\_

Choose One Signature:

\_\_\_\_\_ Date:\_\_\_\_\_

INST-F-0287  
28-Aug-19, Rev. C

Any exception to the attendance procedure will be dealt with on an individual basis. The Site Administrator may consider extenuating circumstances and emergencies.

# Appearance Expectations

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An appropriate standard of dress for persons in the health care profession is required. Students in the Radiologic Technology program are being prepared for the workplace; therefore, they are expected to dress and behave in a professional manner. Each clinical site's dress code must be followed if it is stricter than that of the program.

## **Class Days:**

Follow Metro Tech Dress Code to include the following:

- Metro Tech ID badge with scrub top/bottoms or appropriate shirt/t-shirt is required
- No halter tops, strapless tops, or spaghetti straps.
- No midriffs showing.
- No T-shirts with references to alcohol, drugs, sexual inferences, or generally crude statements, slogans or phrases.
- Close-toed shoes **MUST** be worn in the lab or student will not be able to enter and be marked absent for lab time.

## **Clinical Days:**

The student uniform is designed to provide a neat, comfortable attire appropriate for wearing while involved with patient care and which identifies you with the Metro Tech Radiologic Technology program. Students are required to wear the uniform to all their clinical assignments. The uniform must be clean and free from stains, wrinkles, tears and worn with appropriate undergarments.

Uniforms consist of:

- scrub shirt and pants in program color (with program patch affixed to shirt sleeve)
- all tattoos must be covered
- no visible piercings including tongue rings except for earrings (maximum of 2 per ear and no plugs, tapers, or long, dangling earrings)
- soft-soled, comfortable, low-top shoes with enclosed toes
- visible Metro Tech student name tag hanging at the collar or breast pocket level
- radiation monitoring badge worn at collar level (must pay for replacement if lost/see clinical guidebook for replacement cost).
- protective apparel as appropriate

In the clinical facility, the student should have in their pocket:

- R & L markers
- small notebook
- pen



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The student is expected to maintain an appearance that is clean, neat, and professionally appropriate at all times. Please adhere to the following guidelines in class and at the clinical site:

- bathe regularly, wash hair, and use deodorant/antiperspirant.
- maintain good oral hygiene
- **wear conservative hair styles appropriate for a health care setting** (hair pulled back from eyes/face and of a natural hue)
- **wear conservative jewelry – (no long dangling, multiple or gauged earrings)**
- **no visible body piercing or tattoos – including face or tongue rings**
- no more than two (2) ear rings in each ear
- keep fingernails short (no longer than the tip of the finger) and clean. Long fingernails can be unsanitary and harmful to the patient and to you
- no artificial or gel nails
- keep beards neatly trimmed
- conservative use of cosmetics and perfumes
- no head coverings of any kind

*Any student who is **not** in proper school attire and/or prepared for his/her clinical assignment will be sent home and marked absent for the day.*

# Energized Lab Rules

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Students will be expected to adhere to the following rules/guidelines when utilizing the program's energized lab facility:

1. Do not use the x-ray equipment in a way that is unintended by the manufacturer.
2. Students are not allowed to make a radiation exposure unless an instructor is present.
3. Students must verify that the room is all clear and all persons involved are safely behind the leaded wall at the console before making an exposure.
4. Metro Tech radiation equipment is NEVER to be used to x-ray a person.
5. Dress appropriately for the lab. You will be a patient for your classmates to practice positioning.
6. Closed toe shoes must be worn in the lab at all times. Flip flops are not allowed.
7. Assume responsibility for your learning by: asking questions, participating in discussions, demonstrating a positive attitude, and using the time designated for lab efficiently.
8. It is your responsibility to observe the instructor during demonstrations in the lab. The instructor will not redo the demonstration due to an absence or the inability to see from where you are sitting or standing.
9. Respect school property and equipment.
10. Clean your work area. Return all supplies to their proper location.
11. Keep cell phones and other communication devices out of the lab. iPads are allowed in the lab for educational purposes only.
12. Food and drinks are not permitted in the lab.
13. Obey all safety rules and report all accidents to the instructor.
14. Do not mark on the phantom with pen or leave printed materials contacted on its surface. Ink marks on phantom will be irremovable.
15. Do not take off the plastic protector attached to the hands of the phantom. The protector prevents breakage in the phantom fingers.
16. Do not allow the phantom to be in a position unintended by the manufacturer. It may cause the phantom to break if the joints are forced to bend or rotate to the directions or degrees of angles outside of the designated movable range.
17. The phantom is very heavy and could cause damage not only to itself but to people or other objects. When you need to handle the assembled phantom, always do it by two or more people with utmost care.
18. Do not carry the phantom while it is assembled. Have one of the instructors detach the joints before moving to avoid the excessive force on joints.
19. Do not fasten the phantom screws too tight.

# Student Expectations and Procedures

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## Requirements for Progress Through the Program

1. All didactic classes must be completed with a 70% or higher average.
2. Per the ARRT as part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures; (One of the 15 elective imaging procedures must be selected from the head section; and two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.)

One patient may be used to document more than one competency.

However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

3. The following clinical requirements must also be documented for program specific requirements:

- Complete each clinical assignment with a minimum score of 70%.
- Completion of 3 CT competencies.
- Documentation of a minimum of 2000 exams participated in or performed by the student.

3. All program requirements must be completed before August 1st of the second year to avoid additional tuition assessment or being dropped from the program.
4. Complete the exit interview and check out procedures.

## Completion Ceremony

**All students are expected to participate in Metro Tech's completion ceremony.**

Students with incomplete grades may participate if the student will meet completion requirements within a designated period of time. The completion ceremony is traditionally held in May. Following the completion ceremony students will continue with courses and/or clinical assignments as scheduled.

## Certification Procedure

Upon completion of the program, and after all school obligations are met, the student will receive a completion certificate. If the graduate has maintained the 70% overall course averages, then they also have met the educational component required by the American Registry of Radiologic Technologists (A.R.R.T.) to take the Radiography certification exam. **All school obligations, e.g. tuition/fees, library fees, etc., must be paid before a student can receive a completion certificate or be reported as complete to the ARRT.**

Submitting an application for the A.R.R.T. certification exam and paying the required fee is the responsibility of the graduate.

**Late Completer**

Any student who has not completed the didactic and/or clinical requirements may continue in the program providing he/she is making satisfactory progress toward completion. The program completion certificate will be retained and the student will not be reported as complete to the ARRT until all didactic and clinical competencies have been satisfied and all financial obligations have been met.

All requirements for program completion must be finished prior to August 1st of the second year to avoid the assessment of additional tuition.

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### **Voluntary Withdrawal**

A student withdrawing from school shall state in writing his/her intent to withdraw, the reason he/she is withdrawing, and include the date the withdrawal becomes effective. An exit interview with the Health Careers Center Director and/or Coordinator of the Radiologic Technology program will be conducted. The student will return his/her name tag, radiation monitoring badge, and any other property of Metro Tech or of the clinical site(s) which may be in the student's possession. The Coordinator of the Radiologic Technology program shall notify the Counselor and Attendance Clerk of the student's withdrawal.

The student will be counseled regarding his/her options for returning at a later date.

A final progress report will be completed up to the last day of attendance and will be kept in the student's file. The student may receive a copy of the progress report upon request.

### **Dismissal from the Program**

In the event a student is being dismissed from the program he/she will be notified during a counseling session/exit interview with the Coordinator, an administrative representative of the Health Careers Center, and any other involved Instructor, if necessary.

The student will receive written documentation of the school's decision to dismiss him/her from the program.

The student's name tags, radiation badge, parking permit, library books, and any other property of Metro Tech or the clinical site(s) which may be in the student's possession must be returned when a student is dismissed from the program.

A final progress report will be completed up to the last day of attendance and will be kept in the student's file. The student may receive a copy of the progress report upon request.

### **Student Tech Positions**

Clinical facilities offer student technologist positions to students. The decision to employ students is strictly that of the clinical facility. Student accountability during paid time is to the clinical facility and paid time is entirely separate from school obligations.

**Students will not be scheduled at clinical sites where they are employed.**

**Students may not apply any paid work experiences to the required clinical hours, competencies, or to the record of procedures performed.**

Violation of any of the above will result in the student being terminated from the program.

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## **Student Records/Files**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

**Eligible student** - a student who has reached 18 years of age attending Metro Tech as a postsecondary student.

**FERPA** affords parents and eligible students certain rights with respect to the student's education records. They are:

1. Inspect and review information contained in the student's education records;
2. Request the correction of records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights;
3. Have a hearing if the outcome of the request for correction is unsatisfactory;
4. Submit an explanatory statement for inclusion in the education records if the outcome of the hearing is unsatisfactory;
5. Prevent disclosure, with certain exceptions, of personally identifiable information from their education records;
6. Secure a copy of the Metro Tech policy, which includes the location of education records; and,
7. File complaints with the U.S. Department of Education alleging failure of Metro Tech to comply with the requirements of FERPA.

A copy of Metro Tech Board Policy 10.6.7, Student Records, can be obtained from the Site Director at each campus. (See BP-10014).

## **Discipline Procedure**

Disciplinary action may be initiated for failure to adjust to the student role, unsafe practice, or unprofessional conduct. The first time a student's behavior warrants disciplinary action, a conference will be held with the student and a warning issued. The student will be given adequate time to correct the behavior. If the behavior is not corrected or another offense occurs, the student will be issued a second warning and placed on probation with a specific corrective action plan. If the behavior continues or additional offenses occur, the student may be suspended\* with a specific corrective action plan upon his/her return, or terminated from the program.

Examples of such conduct include, but are not limited to:

1. failure to turn in assigned work on time.
2. excessive absences or tardies.
3. sleeping in class.
4. failure to be in complete appropriate attire as described in the policy.
5. being improperly groomed and/or careless in appearance.
6. abuse of lunch or break period (overstaying break or lunch period).

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7. unnecessary talking or using disruptive behavior during class.
  8. displaying improper attitude such that the team concept of patient care suffers.
  9. failure to adapt to clinical policies and procedures.

The following examples are more serious actions and, therefore, warrant stricter action. Violation of any of the following will result in a documented counseling session with the student being placed on probation with possible suspension\*. A second violation of any of the following will result in termination from the program.

Examples include, but are not limited to:

1. deliberate destruction, tampering or defacing Metro Tech property or the property of others (i.e., institutions or individuals).
2. falsification of any medical, business or personal record, whether written or verbal.
3. reporting to school/clinical in an unfit condition due to drugs, alcohol, lack of sleep or any other reason that reflects an unfit condition.
4. stealing or defrauding (whether actual or attempted) from Metro Tech, the hospital, clinical areas, fellow students, employees or patients.
5. possession of any illegal weapon or drugs while at school, clinical assignment, or participating in any school-related activity.
6. abusive and/or threatening language to anyone during school/clinical time or when working on school assignments.
7. carelessness and/or negligence in job performance (i.e., that which threatens the well-being of patients, visitors, co-workers, professional staff and/or hospital or clinic property).
8. fighting or provoking a fight, or threatening professional staff, patients, fellow students, or visitors.
9. showing disrespect toward instructors, administrative staff or staff, visitors, and other students at Metro Tech and in the clinical areas.
10. failure to adhere to the Code of Ethics for Radiologic Technologists.
11. failure to text in absences/tardies, before schedule start time, to faculty and/or clinical site.
12. taking x-rays on another person without a physician's order.
13. using the energized lab at Metro Tech to x-ray another person with or without a physician's order.
14. using vulgar or inappropriate language in class or in the clinical areas.
15. failure to observe appropriate radiation protection practices.
16. changing clinical hours/schedules without prior arrangement.
17. leaving a clinical assignment without notifying the proper individual(s).
18. confronting clinical staff or an Instructor regarding evaluations or behavioral reports.
19. confronting an Instructor regarding classroom or academic issues.
20. cheating in any form or manner whether class or clinical assignment. This also includes cyber cheating.\*\*

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### **\*SUSPENSION**

A student can be suspended from clinicals only or from classes and clinicals together. Suspensions will occur for an appropriate period of time to be determined by the program faculty. Suspensions will likely result in a delay of program completion and registry eligibility for the student.

### **\*\*CHEATING**

Cheating in any form or manner will result in a written warning and a zero for the first offense. A second cheating offense of any kind will result in dismissal from the program.

### **Wireless Communication Devices**

(cell phones, iPads, personal computers, etc.)

In order to maintain an environment conducive to learning, Metro Tech requests that students turn “off” all cell phones during class. No cell phones or ear pieces are to be used during class time. **Students with cell phones or ear pieces accessible during testing will receive zero on exams unless they are permitted access to a calculator or other exceptions as deemed appropriate by the Instructor.** Students are not to be texting, emailing, or answer phones during class. Wait until breaks to check phone messages or missed calls.

If you must have a wireless device for emergency purposes, visit your Site Director and complete a Permission and Agreement on Wireless Communication Device Usage form. This allows for you to carry the phone but not to answer or use during class.

### **Grievance Procedure/ Conflict Resolution**

In any organization with a variety of jobs and many people, different points of view will develop and potential conflicts may arise. Discuss the complaint regarding the conflict 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 simply miscommunications.

If you are not able to come to a resolution, a student or witness may file a written complaint using the official Complaint/Compliance Form (HR-F-0030). This form may be submitted to a counselor, site administrator, campus compliance officer or complaint investigator for students. The compliance officer will arrange a district-approved mediator and schedule a mediation session between the students to resolve the conflict in an orderly and fair manner.



## **STUDENT HARASSMENT POLICIES**

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### **STUDENT COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

Metro Technology Centers 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 Technology Centers does not condone and 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

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 the:

Gerald Scott

Nondiscrimination / Title IX Coordinator:

Metro Technology Centers

1900 Springlake Dr. OKC, OK 73111

(405)-595-4418

[TitleIXcompliance@metrotech.edu](mailto:TitleIXcompliance@metrotech.edu)

### **Submitting, Receiving, & Investigating a Complaint**

A student or any witness of discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation may make a verbal report or may file a written complaint using the official Complaint/Compliance Form (HR-F-0030) available at the site or found on the Metro Technology Centers website under the Contact Us link. Complainant rights and options during the investigation and appeal process are provided on the website at the complaint link.

Complaint/Compliance Form is submitted to the Site Director or the Campus Liaison to be forwarded to the Title IX Coordinator. If the complaint is against the Site Director or the Campus Liaison, the complaint may be submitted directly to the Associate Superintendent, Dean of Instruction, or Title IX Coordinator.

If the complaint is based upon potential harm to any person or sexual misconduct, security should be notified immediately. Complaints of potential harm, sexual misconduct or discrimination should be referred to the site administrator, parents (if student is a minor), and Title IX Coordinator within 24 hours and the investigation shall begin immediately.

Complaint investigations at all District levels will be conducted in a thorough and impartial manner within ten (10) school days of receiving the complaint, to the extent reasonably possible. The complainant and respondent will be provided opportunity to provide witnesses and other evidence.

During the investigation process, the center may take interim measures as deemed necessary to meet the immediate needs of parties to the complaint investigation, such as, but not limited to, scheduling/academic adjustments, no contact orders, transportation adjustments, counseling services and outside referrals.

### **Investigation Findings**

For all findings and decisions, the investigator shall notify all parties in writing of the decision and their right to appeal within 5 days of completing the investigation, to the extent reasonably possible. The Site Administrator shall monitor and provide any needed support to involved parties.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation has occurred, then the respondent will be disciplined following school procedures up to and including suspension and/or dismissal in accordance to District policy for non-academic misconduct. It may also be recommended and required that the respondent be placed in training and/or counseling that correlates with the found misconduct before 1) returning to school or 2) concurrently while attending school. On-site counseling and/or academic support will be offered to the complainant.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation did not occur, then written notice to the parties of the outcome of the investigation will be provided to the extent permitted by law.

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including suspension or dismissal. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

### **Appeal Process**

All parties have the right to appeal investigation decisions. The appeal must be made in writing to the Associate Superintendent within 10 days of written notice of the outcome of the investigation.

Upon receiving an appeal request, the District will provide the appellant a written explanation of the appellant rights and options within two days.

Within five days of receipt of an appeal request the Associate Superintendent shall appoint an impartial panel for a hearing of the appeal. Such panel will consist of five persons with a minimum of one member of District leadership, one professional level staff member and one faculty member. No person will serve on the panel who was a witness or has such close ties to the parties to the complaint that the individual could not be impartial.

The hearing will take place within ten days of receipt of the appeals request, to the extent reasonably possible. The appellant has the right to bring witnesses and other evidence. The hearing will be conducted in an impartial manner.

In the event the recommendations arising from the investigation are overturned by the hearing panel, appropriate measures will be taken in compliance with Metro Tech Board Policy.

The decision of the hearing panel is final.

**Retaliation**

Retaliation is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination or participation in any investigation of such harassment or discrimination complaint. At no point will retaliation of any type be permitted.

*Reference: Metro Tech School Board Policy, BP-5026 and Metro Tech School Board Policy, BP-10015*

All complaint information will be kept in a separate file in the Radiologic Technology Coordinator's office.

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### **Complaints Involving an Accreditation Issue**

The decision of the Assistant Superintendent is final unless the complaint involves an accreditation issue, in which case, the student may file a complaint with the Joint Review Commission on Education in Radiologic Technology.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
(312) 704-5304 (fax)  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

### **Emergency Preparedness Plan**

Metro Technology Centers has an emergency preparedness plan in place. Information is available to you as an enrolled student via the eLearn website – under the “Student Information” section. In addition, posters are displayed throughout the school (including the classroom) indicating protocols to follow in emergency situations. Students will be notified via e-mail, text and phone calls should an emergency arise. Announcement banners are placed on the external website, there is a public address system in each building for general communication as well as a dedicated crisis communication system. VOIP phones are available that have a broadcast function for communication during crisis situations. Regular drills are conducted. The school follows NIMS guidelines for responding and communicating in emergency situations.



**Metro Technology Centers**  
Preparing for Life

## OFFICIAL COMPLAINT/COMPLIANCE FORM

The information on this form and any documentation regarding your compliance concern/ complaint is **confidential**. If you need assistance completing this form, please call 405-595-4483.

**\*Name:**

(Last Name)

(First Name)

(MI)

**Address:**

(Street)

(City)

(State)

(Zip Code)

**\*Day Telephone**(including area code):

**Alternate Phone:**

**Mailing Address (if different):**

(Street)

(City)

(State)

(Zip Code)

**\*COMPLAINANT: (PLEASE CHECK ONE)**

☐ High School Student  
☐ Stakeholder

☐ Full Time Adult Student  
☐ Parent/Guardian  
☐

☐ BIS/ACD Client  
☐ Employee  
☐

**\*TYPE OF COMPLAINT:**

☐ Race, Color  
☐ Sexual Harassment  
☐ Religion  
☐ Age Discrimination  
☐ Parental Rights  
☐ Sex/ Gender

☐ Harassment / Bullying  
☐ Retaliation  
☐ Veteran Status  
☐ National Origin  
☐ Disability  
☐ Harassment / General

☐ Pregnancy  
☐ Demeaning/Intimidation  
☐ Conflict/Disagreement  
☐ Genetic  
☐ Other:

**\*NAME OF ALLEGED HARASSER**

**\*DATE VIOLATION OCCURRED:**

**\*WITNESSES**

**PROVISION OF BOARD POLICY VIOLATED**

☐ (BP-5020) Harassment, Intimidation, Bullying, Retaliation and/or Threatening Behavior  
☐ (BP-2031) Equal Opportunity/Diversity/Civility and Respect/Non-Discrimination

**\*DETAILS BASIS OF COMPLAINT** (to include nature, context and extent of prohibited activity)

(If needed, use the back of this sheet for additional explanation or detail.)

COMPLAINANT (Name of person filing complaint)

(Date)

CAMPUS/COMPLIANCE OFFICER

(Date Received)

- Required

HR-F-0030

# Student Health Procedures

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The following student health procedures will be enforced:

1. The District does not provide medical care for students. The District employs a safety officer, and there is a designated first responder at each site.
2. Students are encouraged to seek health counseling or medical care when indicated. Students should make medical and dental appointments after school hours if possible.
3. Students are expected to practice principles of personal health as learned during the course of the program.
4. Students are not to discuss health problems about themselves or their families with physicians and/or employees in the clinical areas.
5. All cases of illness or infection must be reported to the Instructor or the Program Coordinator. Depending on the nature of the illness, students may be required to submit written statements from physicians to be able to return to school or the clinical area.
6. If students become ill while in the clinical area, they should report to the Instructor and/or the Clinical Supervisor. Students may be asked to leave the clinical area.
7. **Students are responsible for their own medical expenses for illnesses or injuries.** Students are encouraged to carry health and hospitalization insurance. The school does not have a physician assigned to the care of students. In case of illness or emergency, students must be able to call upon their own physicians.
8. The District does not accept any liability in the clinical area, in the event that students are injured while participating in clinical activities. If at school, students should report to the first responder. In the clinical area, students should report to the Instructor and/or the Clinical Supervisor, and follow the policies of the clinical facility. **Students will be responsible for any costs incurred.**
9. If students exhibit symptoms of illness or inappropriate behavior that would affect their own safety or the safety of others, they may be asked to leave the clinical area. Students may be asked to bring “return to work” statements from their physicians.
10. Due to the nature of clinical experience, **students returning to school following surgery, communicable disease or health problems that limit skill performance, will be required to provide “return to work” statements from physicians describing any limitations.**
11. Students requiring classroom or clinical accommodations must submit written documentation to the Instructor/Coordinator promptly upon entering the program.

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12. The Metro Technology Centers Board of Education believes that all students have the privilege to receive public education and to take part in activities offered by the school, regardless of marital or parental status.
  13. Because of the exposure of students to various health risks including ionizing radiation, we request that the faculty be informed if a student becomes pregnant so these risks can be minimized. Notification of pregnancy is **voluntary**, but if given, must be in writing, signed, and dated by the student.
  14. Because tuberculosis continues to be a viable disease, Metro Tech has established procedures to protect employees and students in high-risk settings.
  15. Students will not be assigned to perform high-risk procedures on patients who have suspected or confirmed cases of tuberculosis without appropriate precautions.
  16. Students are required to complete the first two Hepatitis B vaccine injections prior to beginning clinical assignments. The third Hepatitis B injection must be taken at the appropriate time to complete the series. Students may decline the HBV series by signing declination forms. This could result in the student(s) being denied clinical experience at some clinical facilities.
  17. The COVID-19 vaccine is not currently required; however, this may change during the duration of the program. If a facility requests student to provide this documentation, students will need to abide by this policy or this could result in a loss of clinical rotation options which could lead to inability to complete course/program requirements and possible dismissal from the program.
  18. Students **must** provide documentation of required immunizations before beginning any clinical assignment.

# Miscellaneous Policies and Procedures

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## **Drug-free Schools: Student Responsibilities**

Each student has the following responsibilities to the District and the public:

- a. Students are expected to arrive at school in a physical/mental state that is conducive to learning. Arrival at school with substances in their system or in their possession which may impair their performance or that of others is prohibited.
- b. Students taking prescription medication that may affect class or clinical performance must report this information to their instructor before beginning their school day.
- c. It is mandatory that students perform their job training activities in a safe physical and mental state. Use or possession of a controlled dangerous substance, including intoxicants that would interfere with personal learning, or required shop activities or that of others is prohibited\*.
- d. Students are expected to conduct themselves in a legal and lawful manner while on District property or on District activities. The unlawful manufacture, distribution, dispensation, consumption, possession or use of a controlled dangerous substance, including intoxicants, is prohibited in the District's schools and on the District's property.

\* See Drug Screening Procedures.

## **Tobacco Use**

Metro Tech is a tobacco free campus.

In the clinical facilities, tobacco use is regulated by institutional policy. Students who choose to use tobacco must be cognizant of other's rights to freedom from that exposure.

## **Search of a Student, Student Property, and Lockers**

The Board recognizes its responsibility for the safety and welfare of the students of the District. Guidelines for the search for dangerous weapons or controlled dangerous substances on any student shall be developed, and such guidelines will include notification of the local law enforcement agency if the search reveals items suggestive of criminal conduct.

A search of a student, student property, or lockers may be conducted to safeguard the educational process, preserve discipline and good order, and promote the safety and



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security of persons and their property. A student and student property may be searched when he/she is reasonably suspected of having violated a school regulation or State Criminal Statute.

School property, including desks and lockers, may be searched at any time by school officials. Because students do not have privacy rights in school property, lockers and desks may be searched without reasonable suspicion of any violation of state law or school regulation. Items which violate state law or school regulations should not be stored in lockers or desks. At least one witness must be present during the search of student property or a locker.

If a personal search is required, the student will be detained and law enforcement officials will be called in to conduct such search.

In any type of search conducted, each student's constitutional rights will be protected. Except that: A personal search by school personnel shall be authorized if there is reasonable suspicion to believe a student has a weapon. If such weapon search is done, a witness should be present, the searcher should be of the same sex, and an incident report shall be forwarded immediately to the assistant superintendent for instruction, which report shall include the facts giving rise to the reasonable suspicion.

Adopted: 10/8/84

Revisited: 10/23/89

Legal Reference: 70 O.S.A. 24-102

Metro Tech

### **Law Enforcement Contact with Students**

The Board agrees that District officials should cooperate with law enforcement officers who come to the school for purposes of questioning, taking into custody students who are enrolled in Metro Tech. This cooperative relationship will be governed by procedures to protect the legal rights of the students.

### **Communication**

The bulletin board is an important means of communication in the classroom. Students will be held responsible for all new information that is posted on the board. Students are responsible for maintaining their classroom Data Center.

### **Library**

The library is intended for the use of all students and faculty members. Students are asked to cooperate in keeping the library orderly. To provide full utilization of library resources, any materials that are marked or defaced in any manner will be charged to the last person using them. Students will be charged the replacement value for damaged, defaced, or lost materials. Students will be assessed a penalty for any materials that are overdue. The current assessment is \$0.10 (ten cents) per day, per item.

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Library hours are 7:30 a.m. – 4:00 p.m. Monday -Friday.

Use of the computers in the library is limited to currently enrolled students for school-related purposes only.

### **Telephone Calls**

Phone calls are permitted during breaks only. Cell phone use during class is prohibited. Cell phones must be kept out of sight and turned off, or on mute. A phone that “vibrates” during class-time is disruptive and therefore, not allowed. Students are not permitted to use school phones for personal calls except for an emergency. Students are not allowed to make or receive telephone calls in the clinical facility except in case of emergencies.

### **Transportation – Parking and Grounds**

Since some of the classes are held at the Health Careers Center and others in various health agencies, the student is responsible for furnishing his/her own transportation to the clinical facilities and/or on field trips. Students are encouraged to form car pools. However, student assignment in the clinical area cannot be scheduled on the basis of car pools.

Students are expected to drive with care and caution in the parking lot and on the Springlake campus. The campus speed limit is fifteen (15) miles per hour. Students who exceed the speed limit or drive recklessly on campus will lose campus driving privileges. Students should park in the student parking lot. Parking is not permitted in handicapped or visitor parking spaces.

### **School Buildings, Grounds, and Equipment**

Students should take pride in maintaining the pleasing appearance of the Health Careers Center and school grounds. School equipment should be handled carefully to prevent damage. Students should report any broken or malfunctioning equipment to the instructor immediately.

Board policy states that students shall be responsible for the proper use and care of District property. Adult students and/or parents or legal guardians of secondary students will be responsible for the payment of damages to District property when it is determined that the damage was of a deliberate nature.

### **Hazing**

The Board does not approve of hazing in any manner or form, while students are under the supervision of school authorities.

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## **Weapons**

A firearm is any instrument which issues a projectile by using force, whether gunpowder, air or tension, which could injure another person. Any student employee or staff member found in possession of a firearm shall be suspended permanently.

A lethal weapon is any instrument that is commonly thought of as a method of injuring others, including, but no limited to, knives, crossbows, ninja gear, other martial arts gear, metal knuckles, etc. Any student employee or staff member found in possession of a lethal weapon shall be suspended until the end of the next succeeding semester.

*References: Titles 70 O.S. 24-101, 70 O.S. 24-101.1, 70 O.S. 24-101.2.*

# Declared Pregnancy Procedures

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## **DECLARED PREGNANCY PROCEDURES** **INVOLVING AN OCCUPATIONALLY EXPOSED STUDENT**

Special consideration is important when a student is exposed to ionizing radiation during pregnancy. A developing fetus is more sensitive to the effects of radiation than is a fully developed adult. Therefore, the National Council on Radiation Protection and Measurements (NCRP) recommends that the effective dose equivalent limit to the fetus from occupational exposure to the mother should not exceed 0.5 rem (500mrem) for the entire gestational period. (Exposure should not exceed 0.05 rem (50mrem) per month during the 10 lunar months of the gestational period.) The Metro Tech Radiologic Technology program advises the highest level of caution possible and recommends that a student who becomes pregnant notify the program coordinator.

**A declaration of pregnancy by the student is VOLUNTARY and may be WITHDRAWN at any time. However, declaration of, or withdrawal of declaration of pregnancy must be in writing. The following procedures will go into effect only after a signed declaration is received by the program coordinator.**

1. The Coordinator will review the student's previous radiation monitoring records with her.
2. The student will be informed of the potential risks of radiation exposure and the NCRP recommendations. She will be given options for continuing her education with or without accommodations, taking a leave until after the baby is born, or withdrawing from the program.

### **FOR THE STUDENT WHO DECIDES TO CONTINUE HER EDUCATION**

1. The student will document that she has been informed of the potential risks of ionizing radiation and has chosen to continue her education in the radiography program.
2. An additional radiation badge, to be worn at waist level, will be ordered for the student. This dosimetry badge should be exchanged monthly and closely monitored for exposure levels.
3. The student may opt to continue in the program without changes in her clinical assignments.
- or-
4. A special clinical schedule may be devised to accommodate the pregnancy; however, all clinical assignments must be completed before the student receives a completion certificate.
5. The student may change her initial decision to continue the program without any clinical schedule adjustments, to taking a leave of absence, or to withdrawing from the program.
6. All didactic and clinical requirements must be completed to receive a completion certificate.

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## **FOR THE STUDENT WHO DECIDES TO TAKE A LEAVE OF ABSENCE**

The student will document that she has been informed of the potential risks of continuing in the program during the pregnancy; and, she has chosen to take a leave of absence with re-entry possible under the following conditions.

1. The student will have up to one year to return to the program.
2. **Re-entry will be based upon the clinical competencies and cognitive abilities of the student at the time she wants to re-enter.**
3. All didactic class work must be made up.
4. Re-entry may have to be with the next incoming class for remediation purposes.
5. The student demonstrates continued competency in previously completed clinical work.
6. All missed clinical assignments must be made up.
7. After one year's time, the former student would follow the normal application and acceptance procedures for the next class.

## **FOR THE STUDENT WHO DECIDES TO WITHDRAW FROM THE PROGRAM**

The student will document that she has been informed of the potential risks of continuing her training during the pregnancy and has chosen to completely withdraw from the program. She understands that re-entry would only be possible if she followed the normal application and acceptance procedures for the next class.



## **RADIOLOGIC TECHNOLOGY PROGRAM**

### **HEALTH CAREERS CENTER**

**1720 SPRINGLAKE DRIVE • Oklahoma City, OK 73111 • (405) 595-4634**

### **DECLARED PREGNANT STUDENT FORM**

I verify by my signature below that:

1. I **voluntarily** notified the Metro Tech Radiologic Technology Coordinator of my pregnancy.
2. I have been advised by the Program Coordinator regarding protective measures and the risks associated with radiation exposure to the fetus. I have also been advised to read, or already have read the U.S. Nuclear Regulatory Commission Guide 8.13.
3. I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert). I also understand that meeting the lower dose limit may require a change in clinical responsibilities during my pregnancy, and that my completion of the program may be delayed.
4. I will wear a fetal radiation monitor at all times during clinical rotations.
5. It has been explained to me that wearing a 0.5 mm lead apron can reduce radiation exposure to the abdominal/pelvic area by more than 88% at 75 kVp.
6. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I may again consult with her.
7. I understand the importance of to myself and the fetus regarding pregnancy-related radiation safety.

\_\_\_\_\_ I elect to remain in the Program with the following changes:

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\_\_\_\_\_ I elect to take a leave of absence with the knowledge that I have up to one year to return to the program and that placement will be based upon my knowledge and skills at the time of re-entry.

\_\_\_\_\_ I elect to withdraw from the program. I understand that re-entry is possible by following the normal application and acceptance procedures of a new student.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature



## **RADIOLOGIC TECHNOLOGY PROGRAM**

### **HEALTH CAREERS CENTER**

**1720 SPRINGLAKE DRIVE • Oklahoma City, OK 73111 • (405) 595-4634**

## **VOLUNTARY DECLARATION OF PREGNANCY**

To my Instructor:

In accordance with the Nuclear Regulatory Commission's (NRC) regulations, 10CFR 20.1208, "Dose to an Embryo/Fetus", I am voluntarily declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (month, year) and my estimated date of confinement (EDC) is \_\_\_\_\_ (month, day, year).

I understand the accumulative radiation dose to my embryo/fetus from this day forward during the pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert) as a result of exposure in the lab or at the clinical sites.

I also understand that this voluntary declaration can be revoked in writing by me at any time. If I choose to do so, it will eliminate any and all accommodations that may be in place prior to the revocation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (printed)

## **WITHDRAWAL OF DECLARATION OF PREGNANCY**

I have decided to withdrawal my Declaration of Pregnancy effective today's date as written below. I understand all my program requirements and/or assignments will revert to a "non-pregnant" status.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# HCC Background Check Procedure

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Many of our clinical sites require Metro Technology Centers Radiologic Technology Program to have level 1 background check results on file for all students assigned to their facilities.

**Several sites require a copy of the background check itself.**

A level 1 background check includes:

- ✓ Social Security Number validation and verification
- ✓ Criminal Search (last 7 years or up to 5 criminal searches)
- ✓ Violent Sexual Offender and Predatory Registry Search
- ✓ HHS/OIG List of Excluded Individuals
- ✓ GSA List of Parties Excluded from Federal Programs
- ✓ Treasury Departments Terrorist List
- ✓ Education Verification
- ✓ Professional License/Certifications Verification
- ✓ List of specially designated nationals (SDN)
- ✓ Applicable state exclusion list
- ✓ Professional Disciplinary Action Search

Background information is required after individuals have completed the application process and have been accepted into the program. Adverse information on the background check is used to advise students regarding the potential that they may not be allowed at the clinical site(s).

Students with a misdemeanor, a felony record, or previous ethical violations are advised to contact the American Registry of Radiologic Technologists.



# Drug Screening

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## DRUG FREE POLICY/DRUG SCREENING PROCEDURE

The mission of Metro Technology Centers is to prepare people for successful employment and life in a global society. We accomplish this by providing a caring, engaging environment for the empowerment of student learning potential. Therefore, in order to uphold the highest standards for student success, Metro Technology Centers has adopted a drug-free policy (*Metro Tech School Board Policy, BP-10007: refer to student handbook*). As a condition of enrollment in applicable programs, students may be required to submit to a drug screen. Students in ALL applicable programs will sign a statement of understanding to be kept on file throughout the length of the program.

**Oklahoma Medical Marijuana and Patient Protection Act Paragraph H(2)(c) of Section 427.8** states:

**H (2)** No employer may refuse to hire, discipline, discharge or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites, unless:

(c) the position is one involving safety-sensitive job duties, as such term is defined in subsection K of this section.

**K (1)** “Safety-Sensitive” means any job that includes task or duties that the employer reasonable believes could affect the safety and health of the employee performing the task or others including but not limited to, any of the following:

(g)(i) Dispensing pharmaceuticals, direct patient care

Therefore, students who come up positive on the drug screen for marijuana will not be able to attend healthcare clinicals. A student not able to attend clinical will not meet the clinical requirements and/or objectives of their program, therefore will not be able to continue in the program.

## NOTIFICATION

Initial notification of drug screening will be included in application and in the acceptance letters sent to those enrolling in applicable programs. Specific details of the procedure will be announced during the first day of class.

## PROCEDURE

Drug screenings will be conducted on-site by an independent testing agency responsible for the testing, as well as notifying individual students and faculty of results. Students may be selected for testing any time on a random basis throughout the program. If a student is absent on the day of screening, upon return to class, they will immediately report to the assigned clinic for screening.

- A “negative” report will allow the student to continue enrollment.
- A “positive” report will result in dismissal from the program.

If at any time, there is reasonable suspicion of a student being under the influence of drugs or alcohol the student will be directed to submit to a drug screening within 24 hours at the student’s expense.

Reasonable suspicion is defined as the belief that a student is using or is under the influence of alcohol or drugs based on observable phenomena including but not necessarily limited to:

1. Physical signs/manifestations of substance use and/or the direct observation of such use
2. Evidence that a student has tampered with a drug screening test
3. Evidence that a student is involved in the possession, use, sale, solicitation or transfer of alcohol or drugs while on Metro Technology Centers premises or while participating in any activity associated with or sponsored by Metro Technology Centers

Students who are dismissed from the program for positive drug screen test may reapply to the program during the following enrollment/application period. Students who reapply and receive a second positive drug screen test will not be considered for enrollment into health programs.

Students may request an evidentiary hearing within 10 school days of the initial day of the interim suspension/dismissal by submitting Student Hearing Rights Appeal/Waiver (INST-F-0332).

# METRO TECHNOLOGY CENTERS

## Drug Screening Statement of Understanding

I understand that as a requirement for enrollment in applicable programs, I must submit to a drug screen. I further understand that I may be subject to additional random drug screening while enrolled at Metro Technology Centers. In addition, refusing to submit to a required drug screen will result in dismissal from the program. The result of the test will be provided to the assigned site director and shared with required clinical sites. I understand that if the test result is positive, I will be dismissed from the program.

**BY SIGNING THIS DOCUMENT, I INDICATE THAT I HAVE READ, UNDERSTAND, AND AGREE TO METRO TECHNOLOGY CENTERS' DRUG POLICY AND PROCEDURE. I UNDERSTAND THAT A NEGATIVE DRUG TEST IS REQUIRED FOR CONTINUED ENROLLMENT. THIS SIGNED DOCUMENT CONSTITUTES MY CONSENT FOR DRUG SCREENING BY A METRO TECHNOLOGY CENTERS DESIGNATED LABORATORY. IT ALSO CONSTITUTES CONSENT FOR THE LABORATORY TO RELEASE THE RESULT OF MY DRUG SCREEN TO THE ASSIGNED SITE DIRECTOR AND CLINICAL SITES.**

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Student's Signature

Date

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Student's Printed Name

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Faculty Signature

Date

FORM(S): Drug Screening Statement of Understanding; Faculty Procedure for Reasonable Suspicion of Drug/Alcohol Use by Students; Faculty Report of Reasonable Suspicion of Drug/Alcohol Use (see Instructor)

# Tuition and Fees

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## TUITION PAYMENT INFORMATION

Payment schedule is found online at [www.metrotech.edu](http://www.metrotech.edu).

Payment are handled through the BURSAR's office in the Business Conference Center  
Bursar's phone number is (405) 595-4490

## REFUND POLICY

Refund policy is found online at [www.metrotech.edu](http://www.metrotech.edu).

## MISCELLANEOUS COSTS NOT INCLUDED IN TUITION

*Prices may vary and are subject to change without notice.*

Replacement Radiation Dosimeter (if lost) .....	\$15.00
Calculator (must include the square root function).....	\$ 5.00 and up
Two-three 3-ring binders, one with 18 dividers.....	\$ 20.00 and up
Additional Scrubs/Lab Coats .....	\$ 50.00 and up
Comfortable (soft-soled) Shoes .....	\$ 60.00 and up
HOSA Activities (per year).....	\$50.00
ARRT examination application fee.....	\$225.00

# Admissions

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## Admission of Persons Who Have Been Arrested and/or Have Previous Convictions

The following information is **not** part of the point system on applications to the program.

Individuals who complete the educational requirements will be required to answer the following questions on the certification exam application:

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS  
1255 Northland Dr., St. Paul MN 55120 - 1155

### APPLICATION

**Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court-martial?    YES    NO**

- You are required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a plea of guilty or no contest (nolo contendere).
- DO NOT report juvenile convictions processed in juvenile court.
- DO NOT report traffic citations unless drugs or alcohol was involved.
- If “Yes” provide an explanation of the events that occurred and all documentation relevant to the matter. Offenses previously reported and formally cleared by the ARRT should be indicated “No”.

**Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than ARRT)?    YES    NO**

- If “Yes” provide an explanation of the events that occurred and all documentation relevant to the matter.

**Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?    YES    NO**

- If “Yes” provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.
- All applicants must read and sign the “Written Consent under FERPA” on the reverse side of this application.

*Further information regarding reporting requirements may be accessed on the ARRT website at [www.arrt.org/handbooklinks](http://www.arrt.org/handbooklinks) or by phoning ARRT at (651) 687-0048, ext. 8580.*

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## **Re-Admission Policy**

**Readmission is always subject to space availability.**

1. The student withdrawing from the program before completion may be reconsidered for admission with a subsequent class provided the student left in “good standing”.
2. Following an absence of 1 year or less, a former student in good standing may be considered for readmission to the beginning of the program.
3. The student seeking reinstatement will be subject to policies, procedures, and program requirements in place at the time of readmission. This includes current tuition and fees.
4. A student dropped from the program for academic reasons may be considered for readmission one time provided the student can provide substantial supporting documentation that the previous problems or obstacles have been resolved. Readmission is based upon space availability and faculty and administrative approval.
5. The student requesting readmission must submit a new application and supportive information, meet current admission requirements, and request an interview with the Program Coordinator and/or HCC Site Director.
6. In all instances, readmission is subject to space availability in the program.

# Student Services

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## **Assessment Center**

The Assessment Center offers insight and direction to individuals as they face career decisions. Whether the need is for additional training in a current career, direction of a career choice, development of a plan of study for educational excellence, or confirmation of a career choice, the Assessment Center provides evaluation and counseling to assist in every phase of career planning.

This service is based primarily on a 'direction-giving,' computerized system, but other tests/assessments are also available. They include achievement, aptitude, learning styles, and personality inventories. The test/assessment fee is determined by the service(s) provided.

*For more information, please call (405) 595-2240*

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## **Child Care**

Enroll your child in the Child Development Center

Located at: 3901 Martin Luther King Ave. in Oklahoma City

Program Features:

- 7:00 am-6:00 pm
- DHS approved, NAEYC guidelines
- Experienced, qualified staff
- Ages 6 weeks through 5 years
- After school program for K-6th grade. Transportation from schools provided in northeast area. (Call 405-427-1034 for more information.)
- Affordable rates, VISA/MasterCard/American Express accepted
- Financial assistance available
- Breakfast, lunch and snack included
- No registration fee
- Priority enrollment given to Metro Technology Centers students and staff

*For more information or to enroll your child in the Child Care Training Center, please call 405-595-4751.*

## **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). For more information, please call (405) 595-8324 or Email:

[gerald.scott@metrotech.edu](mailto:gerald.scott@metrotech.edu).

### **DISABILITY SERVICES - Notice of RIGHTS**

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#### **AMERICANS WITH DISABILITIES ACT**

##### **Introduction and Procedural Safeguards**

Metro Technology Centers, in compliance with Section 504 of the Rehabilitation Act of 1973, insures: “No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.”

- It is the policy of Metro Technology Centers not to discriminate on the basis of disability in its educational programs or activities.
- Accommodation for a disabled student is not about assuring success, but about ensuring equal access to a program.
- A student seeking enrollment in a Metro Technology Centers class, full-time or short-term, can request accommodations if they have a legitimate, documented disability (mental or physical impairment which substantially affects the student’s academic achievement).
- Students must provide documentation of disability such as doctor’s statements, medical records, medical evaluations, Voc-Rehab assessments, etc.
- An adult student served by special education services in high school must provide documentation (copy of IEP, eligibility and psychological assessment) and request accommodations as an adult.
- Students requesting accommodations must meet attendance requirements and participate in the program without being disruptive to the learning environment.
- Documentation and information about accommodation for a particular student is confidential and will be made available on a need-to-know basis only.
- Disabilities include “invisible disabilities” such as learning disabilities, chemical sensitivity, medical conditions, or temporary conditions resulting from accident or health related, etc.
- Illegal drug use, whether recreational or habitual, is not protected under ADA.
- The school will provide accommodations only if:
  1. The student requests accommodations
  2. The student needs accommodation to gain equal access to a program.
  3. Proper and sufficient documentation is presented with the request for accommodation.



4. The team, consisting of, but not limited to, counselor, teacher, administrative representative, and Special Needs representative review documentation and approve requested accommodations.
- Reasonable accommodations are not appropriate for a student under these circumstances:
    1. The student or the student's behavior poses a direct threat to the health and safety of others;
    2. A substantial change to an essential element of the curriculum has been requested for consideration;
    3. A substantial change in the manner in which you provide educational opportunity (separate facilities, home-based instruction, etc.) has been requested for consideration; or
    4. The requested accommodation presents an undue financial or administrative burden.
  - Students disagreeing with the decisions reached by school personnel for accommodations necessary for access to educational programming and/or facilities may request a hearing before an impartial hearing officer.

## **DISABILITY SERVICES ACCOMMODATION REQUEST**

If you have a physical or mental impairment that substantially limits a major life activity you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Attempts will be made to provide reasonable accommodations that will allow you to demonstrate your abilities.

### **Step 1. Contact Information**

Submit your contact information in the form below. The information requested below and any documentation regarding your disability or need for accommodation to attend career objectives in a program or assessment will be considered strictly confidential and will not be furnished to any outside source without your permission to provide reasonable accommodations that will allow you to demonstrate your abilities

### **Step 2. Disability Documentation**

Prior to receiving accommodations all students identified as being disabled must have the proper documentation on file in order to receive accommodations. Your request for accommodation must be certified by an appropriate professional (licensed physician, licensed psychologist, approved agency, etc)

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.

Please submit your documentation by fax, US Mail, E-mail or in person to:

Gerald Scott  
Nondiscrimination / Title IX Coordinator  
Metro Technology Centers  
1900 Springlake Drive  
Oklahoma City, OK 73111  
405-595-4418  
[TitleIXcompliance@metrotech.edu](mailto:TitleIXcompliance@metrotech.edu)

Tim Lankford  
Special Education Liaison  
Metro Technology Centers  
4901 S. Bryant Ave., Rm 201  
Oklahoma City, OK 73129  
405-595-2213  
[tim.lankford@metrotech.edu](mailto:tim.lankford@metrotech.edu)

### **Step 3: Approval and Plan Development**

Once documentation is submitted you will be contacted and a accommodation plan will be developed. Persons included in development of plan can include Director of Disabilities Services, student, instructor and others whom student invites. Plan may be developed face to face or in some cases as a conference call. Plan development should be in place prior to first day of class or ASAP after that date. All documentation is confidential.

To complete form go to:

[https://www.metrotech.edu/student\\_services/disability\\_services/Accommodation\\_Request](https://www.metrotech.edu/student_services/disability_services/Accommodation_Request)

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**Metro Technology Centers**  
Preparing for Life

## Student Confirmation and Consent Form

*You must complete this form and return to your teacher.*

### **POLICIES AND PROCEDURES**

I have been given and I agree to abide by the policies, procedures, and statements presented in the Radiologic Technology student guidebook.

*If you are under the age of 18, your parent or guardian must sign.*

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Student Full Name (please print)

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Parent/Guardian Name (please print)

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Student Signature

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Parent/Guardian Signature

---

Date

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Date

After completing, please return this form to your instructor