

# METRO TECH

## STUDENT HANDBOOK



2021-2022



Metro Technology Centers  
Preparing for Life

#MT4LIFE

## SUPERINTENDENT'S MESSAGE

### *Welcome to Metro Tech!*



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

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

If there is anything we can do to help you on your journey, please ask.  
It's a great day at Metro Tech!

Aaron Collins  
Superintendent/CEO

...and the Metro Tech Team  
#MT4LIFE

## **INSTRUCTIONAL LEADERSHIP**

David Martin, Assistant Superintendent

Jeremy Cowley, Dean of Instruction

Randa Pirrong, Professional Development & Academic Coaching

Jeremiah Graham - Director, Enrollment & Student Services

### **Aviation Careers Campus**

Michael Branch, Site Director

### **Health Careers Center**

Shawna Blackburn, Site Director

### **Information Technology Centers**

Kayleen Wichert, Site Director

### **South Bryant Campus**

Zac Gleason, Site Director

### **STEM Academy**

Brian Leaver, Site Director

### **Evening Programs**

Joel Rogers, Site Director

### **Guidance Counselors**

Kelly Powers, Guidance Director

# MTC BOARD OF EDUCATION MEMBERS



District 1  
*Mr. Ron Perry*  
Member



District 2  
*Ms. Sarah McKinney*  
Member



District 3  
*Ms. Elizabeth Richards*  
Member



District 4  
*Mr. Matt Latham*  
President



District 5  
*Dr. Linda Ware Toure*  
Vice President

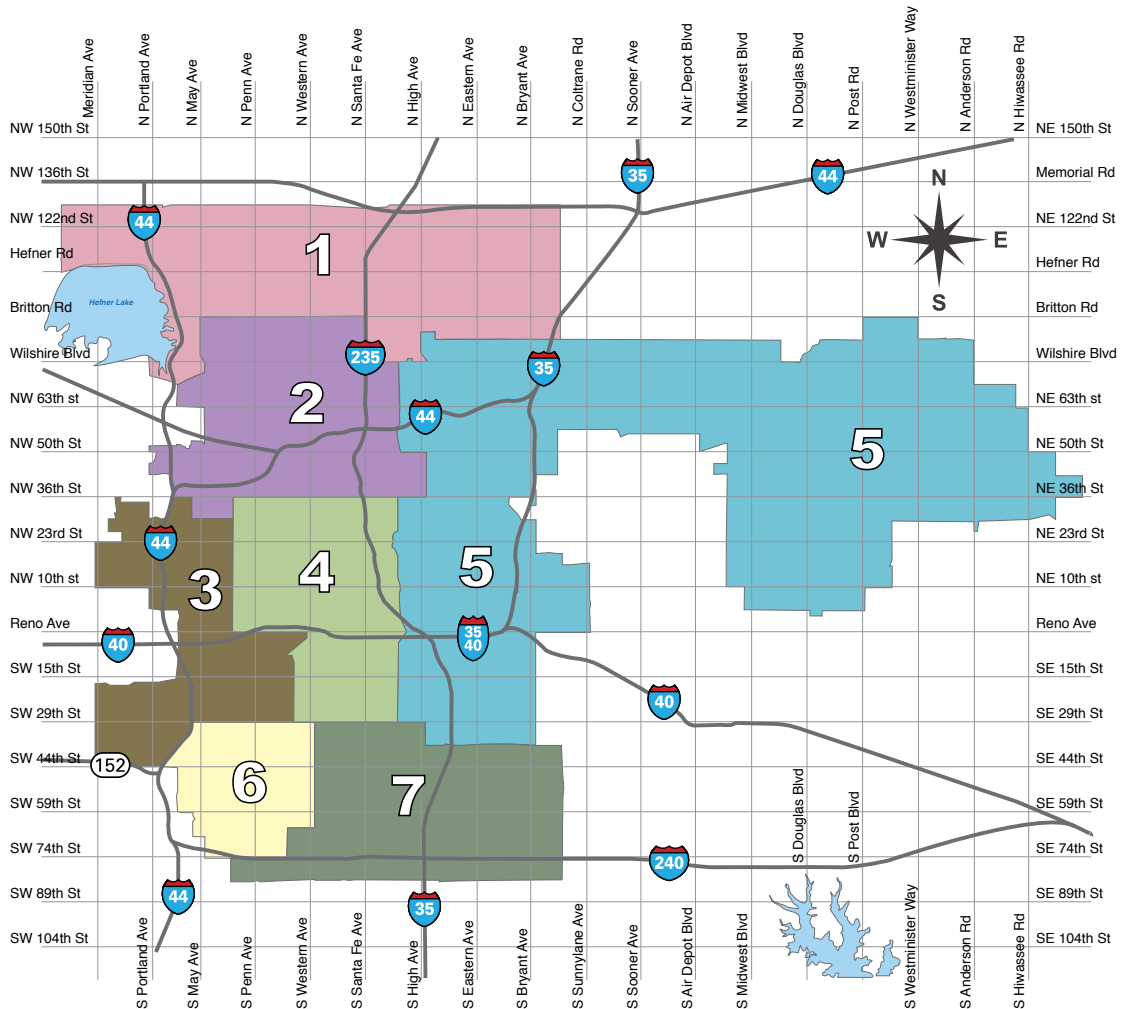


District 6  
*Ms. Miriam Campos*  
Member



District 7  
*Mr. Jimmy McKinney*  
Clerk

## BOARD MEMBER DISTRICT MAP



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# METRO TECH 2021-2022 DISTRICT CALENDAR\*

	Su	Mo	Tu	We	Th	Fr	Sa
<b>JUL</b>					1	2	3
	4	5 INDEPENDENCE DAY	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29 FACULTY PD	30 FACULTY PD	31

	Su	Mo	Tu	We	Th	Fr	Sa
<b>JAN</b>							NEW YEARS DAY 1
	2	3 CLASSES RESUME	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17 MLK JR. DAY	18	19	20	21	22
	23	24	25	26	27	28	29

	Su	Mo	Tu	We	Th	Fr	Sa
<b>AUG</b>	1	SUMMER CONF.	SUMMER CONF.	4	5	6	7
	8	9 FIRST DAY OF CLASSES	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

	Su	Mo	Tu	We	Th	Fr	Sa
<b>FEB</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18 PARENT/TEACHER CONF.	19
	20	21 FACULTY DATA DAY	22	23	24	25	26
	27	28					

	Su	Mo	Tu	We	Th	Fr	Sa
<b>SEP</b>	5	6 LABOR DAY	7	8	9	10 PARENT/TEACHER CONF.	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

	Su	Mo	Tu	We	Th	Fr	Sa
<b>MAR</b>	6	7	8	9	10	11	12
	13	14 SPRING BREAK BEGINS	15	16	17	18	19
	20	21 CLASSES RESUME	22	23	24	25	26
	27	28	29	30	31		

	Su	Mo	Tu	We	Th	Fr	Sa
<b>OCT</b>	3	4	5	6	7	8	9
	10	11 FALL BREAK BEGINS	12	13	14	15	16
	17	18 FACULTY PD	19 CLASSES RESUME	20	21	22	23
	24	31	25	26	27	28	29

	Su	Mo	Tu	We	Th	Fr	Sa
<b>APR</b>	3	4	5	6	7	8	9
	10	11	12	13	14	15 FACULTY DATA DAY	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

	Su	Mo	Tu	We	Th	Fr	Sa
<b>NOV</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22 THANKSGIVING BREAK BEGINS	23	24	25	26	27
	28	29 CLASSES RESUME	30				

	Su	Mo	Tu	We	Th	Fr	Sa
<b>MAY</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20 LAST DAY OF CLASSES	21
	22	23	24	25	26	27	28
	29	30 MEMORIAL DAY	31				

	Su	Mo	Tu	We	Th	Fr	Sa
<b>DEC</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20 WINTER BREAK BEGINS	21	22	23	24	25
	26	27	28	29	30	31	

	Su	Mo	Tu	We	Th	Fr	Sa
<b>JUN</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20 JUNETEENTH	21	22	23	24	25
	26	27	28	29	30		

NO STUDENTS FACULTY DATA DAY
NO STUDENTS NO FACULTY
NO STUDENTS HOLIDAY/OFFICES CLOSED
NO STUDENTS PARENT/TEACHER CONFERENCE
**Metro Technology Centers**  
 Preparing for Life

\* Adult-only programs at HCC, ACC and night programs have separate calendars      • RESERVED AS MAKE-UP SNOW DAYS

# GETTING STARTED

## ID BADGES

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

## LOCKERS

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

## DRESS CODE

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

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

## BACKGROUND SCREENING

Students enrolled in certain career majors, that involve working with children or at a medical facility, will be required to undergo a criminal background screening. The background screening will be completed by the Oklahoma State Bureau of Investigation (OSBI) or GroupOne and must include a sex offender check. Each program has the right to accept or reject any student, based on information obtained from this background check. Students who are already enrolled in a career major and are subsequently found to have violations precluding their participation in the training may be administratively dropped from the program. Background check procedures may differ depending on the career major.

# GETTING STARTED

## HEPATITIS “B” VACCINATION

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

## INSURANCE

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

## TRANSPORTATION

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

- Arrive five minutes before the scheduled arrival time of the bus in case of a time difference.
- Observe all rules published on the bus by the Metro Tech Transportation Department.
- All Metro Tech buses are equipped with video and audio recording devices.
- The Metro Tech Transportation Department has a five-day drop policy. Students who do not ride the bus for 5 days in a row will be dropped from the route unless they call to say that they are not riding for a period of time. In the event that you are dropped from your route, you will need to contact the Metro Tech Transportation Department at (405) 595-4844 or (405) 595-4856, in order to start riding the bus again.
- Student transportation cannot be provided outside of the Metro Tech School District.
- Metro Tech reserves the right to suspend or revoke the privilege of anyone receiving bus transportation, in the event that the student should choose to disregard the bus rider rules. For transportation questions or concerns, call the Transportation Supervisor at (405) 595-4844 or (405) 595-4856.

## PARKING

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

When driving on campus, students should observe the following regulations:

- Speed limit is 15 miles per hour on all campuses.
- Parking is not permitted in fire lanes.
- Handicapped parking is reserved for those who have a current permit issued by the Oklahoma Department of Public Safety. Call (405) 425-2424 for obtaining a permit.
- Selling merchandise from vehicles is strictly prohibited.

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



# GETTING STARTED

## **SCHOOL CLOSINGS**

In the event of campus closure due to inclement weather or other unforeseen conditions, students and staff can find the most accurate and timely information by visiting Metro Tech's website ([www.metrotech.edu](http://www.metrotech.edu)) or Facebook page ([facebook.com/MetroTechOKC](https://facebook.com/MetroTechOKC)) or by calling (405) 424-TECH (8324).

Cancellations will also be announced on our local television news channels: KFOR (4), KOCO (5), KWTW (9) and KOKH (25). Metro Tech also utilizes a Robocall system to contact current students.

To ensure our records are correct, please log into the Student Portal ([portal.metrotech.edu](http://portal.metrotech.edu)) and check your current telephone number listed. If it is incorrect, please go to the "Personal Information" tab and select "Request Update."

# STUDENT LIFE

## MTC SOCIAL MEDIA

Follow us on social media @Metrotechokc



## STUDENT AMBASSADORS

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



### Requirements:

- Remain in compliance with Metro Tech attendance Policy
- Ability to attend a minimum of three district events during the school year
- Metro Tech teacher recommendation
- An outgoing, engaging personality that enjoys meeting new people!

### How to apply:

- Program sponsors will visit classrooms in early August 2021 to solicit applications.

## CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSOs)

Career and Technology Student Organizations (CTSO) help students develop leadership skills and challenge them to participate in community service projects. Students also have the opportunity to compete at district, state and national skills competitions. All students are encouraged to join a student organization.

The CTOS include:

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

# STUDENT LIFE

## NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

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

### NTHS Membership Criteria

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



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

## METRO TECHNOLOGY CENTERS' STUDENT OF THE YEAR

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

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

### Requirements:

- Be nominated as a Site Director Student of the Year

## 2020-21 METRO TECHNOLOGY CENTERS' STUDENTS OF THE YEAR



HIGH SCHOOL

*Adonnay Arredondo*  
Eye Care Technology



ADULT

*Perla Hernandez*  
Accounting & Banking Services

## METRO TECHNOLOGY CENTERS GRADUATION

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

## **METRO TECH FOUNDATION**

Student Assistance is for an unmet need for school **OR** an emergency situation that could place the student's completion of the program at risk. We ask that students request assistance one time and the request be \$500 or less.

**\*\*Please note that assistance to students for Certifications or Transportation are given separately and do not count toward the one-time assistance request.**

Assistance requests may be for purposes such as the following:

- Utilities or rental assistance
- Mortgage or rental assistance
- Uniforms
- Equipment, including but not limited to: kits and tools
- Car repair or payment
- Medical expenses (not including prescription medication)
- Necessities including but not limited to: clothing/shoes, hygiene items or groceries
- Childcare costs
- Other expenses as approved by the foundation

Assistance payments will be made directly to the school or vendor. No payment will be made to the student or other individual not affiliated with the vendor.

Please contact your instructor or site counselor to complete an assistance request through our online form. Students may not complete a form on their own.

# STUDENT EXPECTATIONS

## ATTENDANCE GUIDELINES

Regular class attendance for adult and secondary students is an essential component of academic success and is required for all MTC students. No student may miss more than ten (10) days per semester/ pay period, except as noted below under Activity Absences or Financial Aid requirements. 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 is defined as the class period a student is enrolled each day. Students who miss over one hour per class will be counted absent for the class.

- A new student who has never attended 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 who arrive up to one (1) hour late or depart up to one (1) hour early per class will be considered tardy for that class.

- Three tardies will equal one (1) absence.

### Activity Absences

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

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

### Notifying School When Absent

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

**ACC: 405.595.5505**

**HCC: 405.595.4601**

**ITC: 405.595.4704**

**SBC: 405.595.2202**

**STEM: 405.595.4661**

# STUDENT EXPECTATIONS

## LEAVE OF ABSENCE (LOA)

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

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

When the student returns from the LOA, he or she will be allowed the same amount of time absent to make up work missed. A LOA may be taken once per academic year (August-July), if needed.

## Directors Exempt (DE)

Directors may request Directors Exempt (DE) days for extenuating circumstances for students. These requests must have prior approval from the Assistant Superintendent of Instructional Sites.

## BEHAVIOR AND DISCIPLINE

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

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

## Standards of Conduct

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

- **Academic Dishonesty:** Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved academic credit, either for oneself or for another person.
- **Academic Misconduct:** Academic misconduct differs from academic dishonesty in that there is no intent to deliberately obtain undeserved academic credit by fraudulent means. Even unknowingly allowing other students to see test answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.
- **Nonacademic Misconduct:** Misconduct that is not of an academic nature, usually involving violations of law, district policies or accepted societal norms.

# STUDENT EXPECTATIONS

## **Dismissal/Suspension of Students**

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

## **SCHOOL SAFETY AND BULLYING PREVENTION ACT**

The Oklahoma Legislature established the School Safety and Bullying Prevention Act with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it. For more information, please refer to [BP-5029](#).

## **DRUG FREE AND ALCOHOL FREE SCHOOL**

Metro Tech is responsible for providing a safe educational environment and must maintain the trust of the public. Any student who is impaired by a controlled substance or alcohol is a serious risk to others. MTC adheres to all federal, state, and local laws in reporting the use and/or possession of a controlled substance by students. Drug screening procedures may differ depending on the career major. For more information, please refer to [BP-10007](#).

## **TOBACCO USE PROHIBITION**

The use of tobacco in any form is prohibited at Metro Technology Centers. This prohibition extends to all campuses, facilities, vehicles, and environs. In addition, this prohibition extends to district-sponsored events and activities such as, but not limited to, Career Technical Student Organization (CTSO) activities and National Technical Honor Society (NTHS) events. This policy will be enforced. For more information, please refer to [BP-5021](#).

## **WIRELESS COMMUNICATION DEVICES**

It is MTC's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal device during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch. For more information, please refer to [BP-10017](#).

## **ACCEPTABLE USE OF INTERNET, ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES**

As a part of the resources available to students and employees, Metro Tech provides internet access at each site and at its administrative offices. The technology center intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has agreed to comply with the acceptable use policy, and access may be revoked at any time. Students

## STUDENT EXPECTATIONS

are expected to use good judgment in all their electronic or digital communications – whether such activities occur on-or-off campus, or whether the activity uses personal or school technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening, or bullying to an employee or student of the technology center – regardless of whether the activity uses technology center equipment or occurs during school hours – is strictly forbidden. Students face the possibility of penalties, including student suspension or dismissal, for failing to abide by technology center policies when accessing and using electronic or digital communications. All internet activity received or sent through the technology centers internet access should not be considered private and is available for IT personnel to see and log. Although the technology center’s IT services department has taken appropriate steps to block (filter) offensive and inappropriate material (as required by the Children’s Internet Protection Act), users may unwittingly encounter offensive material. All users of the technology center’s electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned instructor or site director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

### **EDUCATION OF STUDENTS REGARDING APPROPRIATE ONLINE BEHAVIOR**

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

### **COPYRIGHT AND PLAGIARISM**

Metro Tech requires that all students adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person’s ideas or creative work without giving credit to that person). The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties and disciplinary actions will occur for unauthorized use or copy of copyrighted materials or acts of plagiarism. [www.copyright.gov/fls/fl1102.html](http://www.copyright.gov/fls/fl1102.html)



# STUDENT SERVICES

## COUNSELING AND STUDENT ADVISEMENT SERVICES

The mission of the Metro Technology Centers Counseling Department is to advocate for all learners through a student-centered, comprehensive, developmentally appropriate program that helps all students to achieve their highest academic and career goals in addition to supporting their personal and social needs. This is accomplished through collaboration with parents/guardians, staff, industry partners, sending schools, and community resources to enable all students to become successful, productive, contributing students and lifelong learners in a global society.

## STUDENT SERVICES CENTER

Student Services offers many services, including:

- College Connection
- Interpreter Services
- Assessment Center
- Financial Assistance
- Bursar
- Student Records
- Transition Services

For more information, please call (405) 595-4678 or (405) 595-4426 (en Español) to visit with a customer service representative.

## INTERPRETER SERVICES

Interpreter services are available for students who have been evaluated for this service. For more information call (405) 595-2213.

## FINANCIAL ASSISTANCE

Financial Aid and Veterans benefits may be accessed at [metrotech.edu/financial-aid](http://metrotech.edu/financial-aid).

The Financial Aid office is located on the Springlake Campus in the Business Conference Center. For information call (405) 595-4446 or email [FinancialAid@metrotech.edu](mailto:FinancialAid@metrotech.edu).

## TUITION REFUND POLICY

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

- No tuition refund will be given for courses that the student has completed.
- A tuition refund will be given based upon the percentage of attendance in the career major. Attendance includes class hours, absences, and infractions.
- No refunds will be given for books, supplies, fees or any other non-tuition costs.
- If a student's tuition is paid through financial aid assistance or an agency, refunds will be handled according to the rules and policies of the tuition source.
- Non-attendance does not constitute withdrawal from a career major.

## NEXT STEP SCHOLARSHIP

High school graduates under age 21 in Metro Tech's district from sending schools: Oklahoma City Public Schools, Millwood Public School, Crooked Oak Public School, ASTEC School & private or home schools may qualify for the Next Step Scholarship on a full-time program.

## STUDENT RECORDS

### NOTICE OF RIGHTS UNDER FERPA

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

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

Directory information includes the following:

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

If you do not want Metro Technology Centers to disclose directory information from your education records without prior written consent, you must notify the registrar's office by the last day of September each school year.

# STUDENT SERVICES

## **High School Credit**

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

## **Program Certification and Records**

To request student records, transcripts or certificates go to <https://www.metrotech.edu/individuals/everyone/student-services/transcript>.

## **TRANSITION SERVICES**

Office of Transition Services provides support and assistance to our students, teachers, alumni, and community partners. We create seamless pathways to career opportunities, colleges, and military careers.

**The Career and College Connection Service Center** manages the robust HireMTGrads job bank in partnership with a third party vendor, College Central Network. HireMTGrads is the primary resource for Metro Tech students and alumni to do job search and career exploration. The center's staff provides work readiness skills training, resume review and writing, mock interviews and more. It also works with employers across Oklahoma to provide our student with internships and other work base learning opportunities.

**College Connections** works with Metro Tech students seeking to matriculate from career tech to college. College Connection builds partnership with colleges and universities across the United States by assisting students to earn college credit through prior learning at Career Tech classes. It also provide technical training in ACT, SAT, and scholarship training.

**Military and Veterans Resource Center (MVRC)** provides a unique space for students to gather information or meet with military recruiters on career opportunities in our United States Armed Services. The MVRC also offers services to our veterans by providing one-on-one guidance on training, retraining, and work readiness training.

For more information on the office of Transition Services; Career and College Connection Service Center, College Connections, or the Military and Veterans Resource Center, please call 405-595-4804 or email [HireMTGrads@metrotech.edu](mailto:HireMTGrads@metrotech.edu).

# CAMPUS HEALTH & SAFETY

## **CORONAVIRUS (COVID19) PANDEMIC**

In response to the Coronavirus 2019 Pandemic, Metro Tech bases all decisions on the protection of our students and staff. Metro Tech follows the guidelines established by the Center for Disease Control (CDC), OSHA, and State and Local Health Officials. Students are asked to follow published guidelines and recommendation to keep themselves, their families and Metro Tech employees safe.

COVID-19 is a virus and thought to spread mainly through close contact from person-to-person, through respiratory droplets produced when an infected person coughs, sneezes or talks. Some people without symptoms may be able to spread the virus.

The best way to prevent illness from COVID19 is to avoid being exposed to the virus.

### **Avoid Close Contact**

- **Avoid close contact with people who are sick, even inside your home.**  
If possible, maintain 6 feet between the person who is sick.
- **Put distance between yourself and other people outside of your home.**
  - o Remember that some people without symptoms may be able to spread virus.
  - o Stay at least 6 feet (about 2 arms' length) from other people.
  - o Do not gather in groups.
  - o Stay out of crowded places and avoid mass gatherings.
  - o Keeping distance from others is especially important for people who are at higher risk of getting very sick.

### **Wash Your Hands Often**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Cover Your Mouth and Nose When Around Others**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store, to pick up other necessities, or go to school.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

# CAMPUS HEALTH & SAFETY

## CORONAVIRUS (COVID19) PANDEMIC (cont.)

### Cover Your Coughs and Sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and Disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Most common EPA-registered household disinfectants external icon will work.

### Monitor Your Health

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- **Do Not come to school if you are showing COVID19 symptoms or have been exposed to someone with COVID19.**
- Follow CDC guidance if symptoms develop.

If you have been exposed to someone with COVID19 or you contract COVID19, **you must** complete the Metro Tech COVID19 Exposure Report found at this link and notify your teacher by email:

[www.metrotech.edu/covid-exposure-form](http://www.metrotech.edu/covid-exposure-form).

## EQUAL EDUCATION OPPORTUNITY

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

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

## STUDENTS WITH DISABILITIES

Metro Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA).

# CAMPUS HEALTH & SAFETY

## DIABETES MEDICAL MANAGEMENT PLAN

In accordance with Section 1210.196.2 of Title 70 of the Oklahoma statutes, Metro Technology Centers will have on file a "Diabetes Medical Management Plan" on all high school students who have been identified with diabetes and allow these students to self-manage their diabetes on school property. A copy of the student's "Diabetes Medical Management Plan" will be provided from the student's home school and a copy will be kept in the student's records. The teacher, administrator and other personnel will be directed in the individual needs.

## STUDENT HARRASSMENT POLICIES

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 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

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

**Gerald Scott**, Nondiscrimination/Title IX Coordinator  
Metro Technology Centers, 1900 Springlake Dr. OKC, OK 73111  
405-424-4418 [TitleIXCompliance@metrotech.edu](mailto:TitleIXCompliance@metrotech.edu)

## CAMPUS SECURITY ACT - NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

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

The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by the Metro Technology Centers, Director, Environmental Safety and Regulatory Affairs, Melanie C. Stinnett.

Copies of this report may be obtained by visiting [www.metrotech.edu](http://www.metrotech.edu). A copy of this report can also be obtained in person by contacting, Melanie C. Stinnett, Economic Development Center, 1700 Springlake Drive, Oklahoma City, OK. 73111 or by email at [melanie.stinnett@metrotech.edu](mailto:melanie.stinnett@metrotech.edu).

## CAMPUS SECURITY

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

To reach Campus Security, while on a Metro Technology Centers campus, simply press the “Security” button on any campus Cisco telephone (found in classrooms, campus offices and labs/shops) or dial x4044 from a campus Cisco telephone. Campus Security at Metro Technology Centers may also be reached by dialing (405) 595-4044.

## CRIMES IN PROGRESS

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

- **Call for help:** Press the “Security” button on any campus Cisco telephone or call 911. Campus Security may also be reached by dialing (405) 595-4044.
- **Give a description:** Provide details of what is happening, describe the clothing or appearance of the person(s) involved, license plate number or vehicles or description of travel, etc.
- **Preserve the crime scene:** Do not touch or remove any items involved in the incident unless directed to do so by the police.

# CAMPUS HEALTH & SAFETY

## PERSONAL SAFETY/SECURITY ESCORT

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

## VOLUNTARY CONFIDENTIAL CRIME REPORTING

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

*See Something, Hear Something, Say Something!*

Any individual may report threats to students or school staff directly to the Oklahoma School Security Institute (OSSI) Tipline by calling 1-855-337-8300 (toll free) or at [www.Tipline.ok.gov](http://www.Tipline.ok.gov). The Tipline is monitored 24/7 by the OSSI. Tipline.ok.gov posters are prominently displayed in buildings at all Metro Technology Centers campuses.

## HEALTH & SAFETY

Metro Technology Centers has established policies for the protection of student health and safety. These policies are under constant review throughout the year and are updated as necessary. The following health and safety related policies, as well as others, may be referenced at <https://www.metro-tech.edu/About-Metro-Tech/Administration/Board-Policies>.

<a href="#">BP-5001</a>	Safety
<a href="#">BP-5008</a>	Crisis Management Plan
<a href="#">BP-10016</a>	Student Safety
<a href="#">BP-10024</a>	Student Injury or Illness

## ASBESTOS

In compliance with the Asbestos Hazard and Emergency Response Act (AHERA), Metro Technology Centers maintains an Asbestos Management Plan (AMP) for our campus locations where asbestos is present. The AMP is available for review, within 5 working days of request, in the office of the Environmental, Safety and Regulatory Affairs Director. All asbestos-containing building materials are encapsulated or contained. Oklahoma Department of Labor- approved asbestos abatement (associated with construction activities) is planned for the South Bryant Campus, Building B, in the 2021-2022 school year. Surveillance and inspections of the buildings where asbestos containing materials is present are conducted every six months by an Oklahoma Department of Labor (ODOL) authorized firm.



## **PREVENT INJURY TO YOURSELF AND OTHERS**

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

Be familiar with:

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

# CAMPUS HEALTH & SAFETY

## **ILLNESS OR INJURY WHILE AT SCHOOL**

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

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

Students who are ill must sign out in the attendance office before leaving the campus. Staff will contact a parent/guardian before secondary students are allowed to leave the campus.

Metro Technology Centers' staff will not issue medication or perform medical treatments on any student, minor or adult.

Metro Technology Centers has established [BP-10024](#), Student Injury or Illness and [BP-10013](#), Student Release from a Center during Class Time policies concerning these matters.

## **DISTRICT EMERGENCY OPERATION PLAN**

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

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

# CAMPUS HEALTH & SAFETY



## EMERGENCY PROCEDURES HEALTH CAREERS CENTER



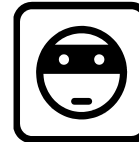
**FIRE**



**MEDICAL**



**TORNADO**



**INTRUDER**

911	OKC Emergency	595-4044	Metro Tech Security
595-4600	Site Incident Commander	595-4770	Evening Emergency Contact

### KNOW WHAT TO DO:

#### **Fire**

In the event of a fire or fire alarm, leave the building through the nearest exit. Close doors behind you, but do not lock them. Proceed to the designated staging area outside. Wait for directions from Security or the Fire Department.

#### **Tornado**

If you hear the tornado siren or severe weather announcement, proceed to the designated Severe Weather Safer Area. Wait for instructions from Security, the Incident Commander or their designee.

#### **Building Lockdown**

**If there is a threat outside the building**, exterior building doors are locked. No one is allowed to enter or leave the building. Normal activities continue inside the building.

#### **Intruder In Building**

**If there is a threat in the building** and you cannot safely escape, get into a room and lock the door. Turn off lights and move away from windows and doors. Stay quiet, remain until the "all clear" is given by Police. If you experience a direct threat, immediately contact Security or 911 to report your situation.

#### **Medical**

In the event of a medical emergency dial 911 immediately. Give the following information, 1) Address of your building 2) Details available regarding the emergency. Notify Security and the Incident Commander.

**NOTE:** For Basic First Aid, contact Security or a MTC First Responder.

### KNOW WHAT TO SAY:

**I am at Metro Technology Centers – Springlake Campus**  
**1720 Springlake Drive – Health Careers Center**  
**Area - B   Entry 10   Room B116**

# CAMPUS HEALTH & SAFETY

## **EMERGENCY PREPAREDNESS**

Each campus has an alert system to warn students of emergency situations. Emergency Procedures are posted in each instructional area. The posters provide emergency contact information, what to do in case of a fire, severe weather, campus or building intruder and medical emergencies. It also gives specific location information to provide to emergency responders. Meeting State DOE requirements, safety and security drills are conducted within the first 15 days of each semester and periodically throughout the year. All students must participate in all emergency drills. Students will be alerted of emergency situations by their instructor, classroom assistants, site administration, or district administration. Notification will be by emergency announcements using the site PA system, through the CISCO phone system or fire alarm system. Follow all instructions given by Metro Tech personnel and/or emergency responders.

## **STUDENT CONFIRMATION AND CONSENT**

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

Please click on the link below, complete it and return to your teacher.

[https://www.metrotech.edu/sites/default/files/docs/individuals/everyone/Student\\_Confirmation\\_and\\_Consent\\_Form.pdf](https://www.metrotech.edu/sites/default/files/docs/individuals/everyone/Student_Confirmation_and_Consent_Form.pdf)



**Metro Technology Centers**

Preparing for Life

#MT4LIFE

405.595.4678

[www.metrotech.edu](http://www.metrotech.edu)