

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS</b> <b>F.A.A. FEDERAL AVIATION</b> <b>REGULATION</b> <b>(BP-3006)</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

It is the policy of the Board of Education that Metro Technology Centers School District No. 22, d/b/a Metro Tech, be in compliance with F.A.A. Federal Aviation Regulations at all times in all phases of the certified maintenance technician curriculum. Where F.A.A. Aviation Regulations and Board Policy conflict, the superintendent shall be notified and bring the situation to the Board Policy Committee for resolution. If necessary, the superintendent is empowered to issue interim regulations to prevent certification problems.

This regulation is a separate manual kept on file at the Aviation Career Center and in the superintendent's office.

**Operational Procedure Manual**  
**General**  
**Aviation Career Campus**

The Aviation Career Campus staff will adhere to Metro Tech policies and procedures as outlined in the published Board Policy. Any staff member who notes a discrepancy between Board Policy and this Operational Procedure Manual should immediately notify the ACC director and/or administration as soon as possible after noting the discrepancy. Board Policies that conflict with this Operational Procedure Manual will take precedence.

Board Policy takes precedence for all policies and procedures unless it conflicts with the Federal Aviation Regulations. Where a conflict occurs, the Federal Aviation Regulation shall take precedence.

Most of the Aviation Career Campus policies and procedures are contained in the Student Handbook, which is a supplement to this Operational Procedure Manual. If there is a conflict between the student handbook and this procedure manual, the student handbook will take precedence. The following information is to clarify student handbook procedures. Some of the information contained in this section is for staff and administration access only. The statement "For ACC Staff Only" prefaces those areas. A statement "End of ACC Staff Only" will mark the end of staff sensitive policies and procedures.

**Safety**

Safety is the most important facet of any occupation or enterprise. Safety of ACC staff, students, and clients are paramount. Prior to beginning any work in a shop or hangar area, students will complete the district safety learning packets and obtain a score of 100% on all safety quizzes and tests contained in the learning activity packets.

Any person noting an unsafe act or condition should call out and immediately stop or prevent the unsafe condition. The parties should then discuss the action or condition, and how to prevent a repeat of the action, or secure the condition to a more safe state.

Any student taking medication, whether it is prescription or over the counter medication, will inform their instructor that they are doing so. The student will inform the instructor of any

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warnings or cautions of sleepiness or cautions against operating machinery or equipment while taking the medication. Any student taking such medication will not be permitted to operate any power tools or aircraft.

### **Shop, Restricted Areas and Hangar Policies**

The labs and hangars are considered to be “shop areas,” and aircraft are considered to be “shop equipment.” Therefore, labs, hangars, and aircraft mandate extra attention to safety policies and procedures.

Students working in a shop or hangar area or on aircraft must be properly attired. This means footwear that covers the foot (no sandals). Safety glasses are required at all times in the shop and hangar areas, and hearing protection as appropriate. Shop aprons and gloves must be worn when appropriate.

#### **Shop Restricted Areas and Hangar Policies**

Under no circumstances will any student perform any work or operate any aircraft unless specifically directed by an ACC instructor. No cockpit or external switches and levers shall be moved unless directed and approved by an ACC instructor. Any approval by the ACC instructor must contain explicit directions about the nature and intent of the action. The ACC instructor approving student access is responsible to ensure that work is properly tagged and documented. All switches must be in the appropriate checklist shut down position.

All students must have a project sheet signed by the instructor that details what work is being accomplished on an aircraft. Working on an aircraft without instructor approval shall be construed as tampering and is grounds for dismissal.

All ACC staff and students are to be alert to unsafe conditions. Upon recognizing an unsafe condition, that individual must take immediate and timely steps to warn of the condition and, if possible, take action to prevent a safety incident. Report all such occurrences to the site director as soon as possible.

#### **Areas restricted from student access**

- The Airframe Tool Room
- The Powerplant Tool Room
- Room CC14 (staff administrative support area)
- All staff and instructor offices
- The Boeing 727

No students shall be in either tool room or Room CC14 or staff offices unless accompanied by an ACC staff member. Students who do not adhere to this policy may be dismissed.

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The district-owned Boeing 727 is off limits to all students unless they are under the direct supervision of an ACC instructor. The instructor must be present while students are on the aircraft or performing maintenance on the aircraft. Instructors will physically accompany students on board the aircraft if it is necessary for the students to be on the aircraft. Instructors may leave students unattended for a short period of time for administrative reasons. Any positioning of aircraft switches must be accomplished in accordance with published checklists. Any maintenance performed on the aircraft must have prior permission from the ACC director or a person designated by the director.

Students violating the above policy are subject to suspension or dismissal.

### **Aircraft Tugs**

Students may operate aircraft tugs as part of the AMT curriculum. Any and all operation will be under the direct supervision of an ACC instructor. At no time will an ACC instructor allow a student to operate a tug and move aircraft with a tug unless that instructor is in line of sight and verbal communication with the student.

Any instructor willfully violating policy detailed on this page shall be subject to disciplinary actions.

### **Make-up Time**

Make-up time sheets will be accomplished by individual students. Students shall fill in the top portion of the make-up time sheet and submit the make-up time sheet to the instructor. An ACC staff member must fill in "Time In" and "Time Out." The ACC staff member (if not the instructor) shall initial below the time in and out blocks. The instructor of record shall sign the appropriate block. The instructor's signature affirms the make-up time and that the assignment has been accomplished. The assignment block must contain sufficient detail so that an audit will explain what was accomplished. General statements are not acceptable and will void the make-up time sheet. Once a subject has been "made-up", the white copy shall be attached to the grade card. Date and make-up time data must be consistent with the information contained on the grade card.

Make-up time cannot be accomplished in advance. It is accomplished after the fact.

Make-up time may consist of workbook and shop projects consistent with the subject area.

The maximum make-up time allowable is thirty (30) hours per eleven (11) week session. Any time remaining after make-up time will cause that subject area to revert from an "incomplete" to a "failing grade," in which case the subject will need to be retaken in its entirety. Make-up time will be accomplished only during scheduled make-up days. No make-up time will normally be accomplished prior to or after class. No make-up time will be accomplished during lunch breaks. Students can make a written appeal to the director for exceptions to the thirty (30) hour limit. Appeals may be made due to extended illness (documented), employer demands

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(documented), or other similar circumstances. Appeals must be made prior to scheduled make-up time and will not be considered after the designated make-up time period.

### **Grade Card and Test Procedures**

Grade cards are FAA documents and therefore must be precise, correct and timely.

Grade cards will be turned in to the Registrar no later than seven (7) workdays after a subject area has been taught. The grade cards will contain one of three entries:

- a. A passing grade for the subject area, the instructor's signature and date of signature
- b. A failing grade for the subject area, in the signature block the word "Void"
- c. An incomplete for the subject area due to missed time or missed assignments, in the signature block the word "Void"

Once a class has been retaken or the subject "incomplete" issues have been resolved, the grade card shall be re-accomplished and the new grade card will be attached to the original. Do not discard the original grade card.

All signatures and date entries shall be in some color other than "black." The purpose is to minimize any attempt to copy and alter the grade card to reflect something other than the actual condition.

#### **For ACC Staff Only**

Instructors shall submit by e-mail a notice to the director and copy the registrar that the grade cards have been submitted. The e-mail will contain the class code number, class title, and class dates. If the grade cards are submitted after the required seven (7) days, an explanation for the late delivery will be provided in the e-mail.

Once the ACC class schedule is published, a separate schedule available only to the ACC staff and Metro Tech administration shall be published. This schedule will contain the planned dates for instructors submitting grade cards to the Registrar. Failure to properly record grades shall be considered willful neglect of duty.

Instructors may apply in writing (via e-mail) to the Director for an extension to submitting the grades, which shall be granted if it is in the best interest of the students, or the delay is unavoidable. The Director will respond within 2 workdays to either grant or deny the request for an extension. The first extension shall be for no more than 10 working days (17 days after the completion of the class). A request for an extension for a second subject area will be for 5 additional workdays. A request for an extension in a third subject area will be for three (3) additional workdays. No extensions will be granted for a fourth subject area. Under no circumstances will leave or time off be granted if an extension is in effect. Ten (10) month employees will not be "signed out" unless all applicable grade cards have been submitted to the

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registrar.

If an instructor is on annual leave (or sick leave), grade cards must be submitted within seven (7) days of return to duty. There shall be no limit to the number of extension requests if illness is the rationale for the extension request. During those periods of time when either vacation or illness span more than one course, the FAA approved substitute shall be responsible for submitting the grade cards.

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Instructors shall retain all master tests and those completed by students in their respective office files. Within ten (10) working days of the completion of a 660-hour block of instruction (General, Airframe, or Powerplant) the instructor shall box the tests and move the contents to the vault for storage. The box shall then be moved from the vault to the district warehouse two years after contents have been moved into the storage area. Contents shall be retained in the ACC warehouse until they can be legally discarded. The storage box shall have a document outside the box indicating the students, subject tests, and date of the tests marked. The storage box shall not be sealed while in the vault. It shall be sealed with tape prior to transfer from the vault to the warehouse.

**End of “ACC Staff Only” information**

**Tests and Quizzes**

There is no requirement to administer quizzes. However, each subject area shall have a written final test. An instructor may administer an oral exam (in fact, are encouraged to include oral exam questions), but the oral exam will only count as a quiz and in no way will be a part of the final exam. Oral exams must have documented questions. Oral exams if administered to one student in a class, must be administered to all students within that class.

Students must have a minimum score of 70% in both the Shop and Theory area before they are eligible to take the final test for the subject area. Details are contained in the student handbook.

The number of quizzes and retake of quizzes is at the discretion of each individual instructor. However, quizzes must be retained in the same manner as subject tests. As a point of clarification, two different instructors may be teaching the same subject area (for example day airframe, and night airframe). Instructor A may elect to administer 4 quizzes with 2 retakes allowed. Instructor B may elect to administer 3 quizzes with no retakes. This is permissible as long as the same criteria are applied to each student in that particular class. Instructors must inform each class prior to a unit of study (General, Airframe, or Powerplant) of their individual policies. The subject final test must be the same for both instructor A and B.

The subject final test may not consist of more than 50% of publicly published FAA test bank questions. The other 50% must be original and developed by the individual instructor(s).

Theory grades must consist of quizzes or oral exams administered prior to the subject test.

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Final tests cannot count double (once for theory and once for the subject test).

Bonus points may be awarded for subject material or shop projects. The only other points allowable, at the teacher's discretion, would be for extra projects related to the course content.

Students not participating in a field trip will be counted absent.

(NOTE: Revisions to the Admissions section of this manual were submitted for review Monday, October 11, 1993. The Board of Education adopted the revisions on November 8, 1993.)

**2.0 LEGAL REFERENCE:** 70 O.S. §§ 5-117.A.2, 5-117.A.3

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
June 27, 1988	A	Adopted
November 8, 1993	B	Revised
December 19, 1994	C	Revised
September 24, 2001	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary
June 15, 2004	G	Scrivener's error noted and corrected: "air regulation" changed to "aviation regulation."

**5.0 PCF FRAMEWORK #:** 10.1 Manage federal, state, and local regulatory requirements

**\*\*\* End of Policy \*\*\***