



**Metro Technology Centers**  
Preparing for Life



**2011-2012**  
**STUDENT EMPLOYEE**  
**HANDBOOK AND PLANNER**

## MESSAGE FROM THE SUPERINTENDENT

Welcome to Metro Technology Centers, one of the premier Career Tech Centers in Oklahoma.

Metro Technology Centers is committed to lifelong learning and continuous improvement. We view learning as essential for all employees, and we consider you a valuable student employee. We want to work with you to create an educational environment that maximizes your skills and potential.

In the classroom, you will use many quality learning tools. This Student Employee Handbook and Planner is one tool created just for you. It describes the expectations Metro Tech has of its student employees, and it outlines the benefits and services available to you.

We are so pleased that you have joined us at Metro Technology Centers. We hope you take pride in being a member of our team, and the skills and experiences you gain here will guide you through a successful career.

Sincerely,  
James D. Branscum, Ed.D.  
Superintendent

... and the faculty and staff of Metro Technology Centers

## MISSION STATEMENT

Metro Technology Centers prepares people for successful employment and life in a global society.

## OUR COMMITMENT

To be the very best we can be at serving our students and stakeholders and to find joy in doing so.

## OUR CORE VALUES

- Customer focused
- Learning centered
- Ethical in practice
- Innovative in delivery
- Dedicated to continuous quality improvement
- Willing to do whatever it takes

## OUR CORE COMPETENCIES (WHAT WE DO BEST)

- Technical training
- Agility and flexibility
- Commitment to continuous quality improvement, including cascading quality to the classroom level

# STUDENT EMPLOYEE HANDBOOK & PLANNER 2011-12

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Career Major: \_\_\_\_\_

## EQUAL EDUCATION OPPORTUNITY

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student and community citizen 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 qualified disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay. For special accommodations, call: 405-595-4418 or email: denise.north@metrotech.edu.

## BOARD OF EDUCATION

Donna Neal Thomas, R.N., Ph.D., *President* - District 5

Elizabeth A. Richards, J.D., *Vice-President* - District 3

Ron Perry, *Clerk* - District 1

Sarah McKinney, *Board Member* - District 2

E. Elaine Schuster, J.D., *Board Member* - District 4

Patricia Means, *Board Member* - District 6

James Huff, *Board Member* - District 7

Donald R. Wright, *Board Member Emeritus*

## EXECUTIVE TEAM

James D. Branscum, Ed.D., *Superintendent*

Danene Vincent, Ed.D., *Associate Superintendent, Chief of Staff*

Elaine Stith, Ed.D., *Associate Superintendent, Student & Instructional Services*

Bob Parrish, *Associate Superintendent, Business & Operational Services*

Sid Carter, Ed.D., *Assistant to the Superintendent, Human Resources*

Ruth Giddens, *Assistant to the Superintendent, Curriculum & Instructional Support*

Bertha Robinson, *Assistant to the Superintendent, Quality Services*

Brian Ruttman, *Chief Officer, Communications*

Camilla Riley, *Chief Officer, Guidance & Academic Services*

Denise Kennemer, *Chief Officer, Institutional Learning*

Dennis Portis, *Chief Officer, Instruction*

Cynthia Friedemann, *Chief Officer, Strategy & Market Development*

Matt Campbell, *Director, Information Technology Services*

## ACADEMIC CALENDAR 2011–2012

Independence Day (No School & Offices Closed) . . . . .	July 4
First Day of Secondary Classes . . . . .	August 4
Parent Conference Day (No Students*) . . . . .	September 2
Labor Day (No School & Offices Closed) . . . . .	September 5
Fall Break (No School) . . . . .	October 17-21
Thanksgiving Break (No School & Offices Closed) . . . . .	November 23–25
Winter Break (No Students*) . . . . .	December 12–January 3
Winter Break (No School & Offices Closed) . . . . .	December 22-January 2
Classes Resume . . . . .	January 4
Martin Luther King, Jr. Day (No School & Offices Closed) . . . . .	January 16
Parent Conference Day (No Students*) . . . . .	February 3
Professional Development Day (No Students*) . . . . .	February 20
Professional Development Day (No Students*) . . . . .	March 12
Snow Days . . . . .	March 13-16
Spring Break (No Students*) . . . . .	March 19–23
Spring Break (No School & Offices Closed) . . . . .	March 22-23
Memorial Day (No School & Offices Closed) . . . . .	May 28
Last Day of Secondary Classes . . . . .	May 29
Record Day (No Students*) . . . . .	June 1

(Offices Closed are observed as Holidays)

\*No Students / Faculty Report

## SCHOOL CLOSINGS

In the event that full-time classes are cancelled due to inclement weather or other unforeseen conditions, students and staff are to contact Metro Tech’s webside at [www.metrotech.edu](http://www.metrotech.edu), the schools automated telephone system (405-424-8324) or the Metro Technology Centers Information Hotline (405-595-4534) for the most accurate and timely information. Announcements of the cancellation will also be available on TV channels: KFOR (4), KOCO (5), and KWTW (9). Every attempt will be made to make the decision to cancel full-time classes meeting during the day by 11:00 p.m. the day before classes are cancelled and evening classes by 2:00 p.m. the day of the class meeting. Cancellations will also be posted on Metro Tech’s Facebook page at [facebook.com/Metro Technology Centers](http://facebook.com/Metro Technology Centers).

# 2011

<b>JUL</b>	S	M	T	W	T	F	S
						1	2
	3	INDEPENDENCE DAY	4	5	6	7	8
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	31	25	26	27	28	29

<b>AUG</b>	S	M	T	W	T	F	S
		1	2	PD	3	FIRST DAY OF SECONDARY CLASSES	4
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

<b>SEP</b>	S	M	T	W	T	F	S
					1	PARENT CONFERENCE DAY	2
	4	LABOR DAY	5	6	7	8	9
	11	12	13	14	15	16	17
	18	19	20	21	22	END OF FIRST QUARTER	23
	25	26	27	28	29	30	

<b>OCT</b>	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	FALL BREAK	FALL BREAK	FALL BREAK	FALL BREAK	FALL BREAK	21
	23	24	17	18	19	20	22

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

<b>DEC</b>	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	END OF SECOND QUARTER	9
	11	PD	12	13	14	15	16
	18	WINTER BREAK	19	WINTER BREAK	20	WINTER BREAK	21
	25	26	27	28	29	30	31

Offices closed
  No school
  No students; faculty report

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

<b>FEB</b>	S	M	T	W	T	F	S	
				1	2	PARENT CONFERENCE DAY	3	4
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	PD	20	21	22	23	24	25
	26		27	28	29			

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

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

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

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

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2



Snow day if needed

PD=Professional development

2011 *july*

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

## *Superintendent's Outstanding Students of the Year*



### ***Maria Bouziden***

Accounting and Finance - High School  
Information Technology Center

*"Metro Tech prepared me with the skills, knowledge and character traits needed in the banking industry. While at Metro Tech I became president of the student organization Business Professionals of America. I received a scholarship for placing second in the student competition. I have a scholarship to Oklahoma State University-OKC and have earned college credit."*



### ***Kareem Huff***

Legal Office Assistant - Adult  
Information Technology Center

*"Metro Tech is a great place to learn a career. They teach great job skills, professionalism and the value of hard work. I have already earned 35 college credits that apply toward an associate's degree at Oklahoma State University-OKC. I was a gold medal winner at the national SkillsUSA competition."*

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# thriftiness

*Allowing myself and others to spend only what is necessary..*

FRIDAY 1

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SATURDAY 2

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SUNDAY 3

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NOTES / GOALS

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# july

2011

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

## 4 MONDAY

INDEPENDENCE DAY OBSERVED  
NO SCHOOL /OFFICES CLOSED

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## 5 TUESDAY

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## 6 WEDNESDAY

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## 7 THURSDAY

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# *thriftiness*

*Allowing myself and others to spend only what is necessary.*

FRIDAY 8

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SATURDAY 9

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SUNDAY 10

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NOTES / GOALS

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*july*

2011

**11** MONDAY

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

**12** TUESDAY

**13** WEDNESDAY

**14** THURSDAY

# thriftiness

*Allowing myself and others to spend only what is necessary..*

FRIDAY 15

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SATURDAY 16

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SUNDAY 17

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NOTES / GOALS

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2011  
*july*  
18 MONDAY

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

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19 TUESDAY

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20 WEDNESDAY

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21 THURSDAY

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# thriftiness

*Allowing myself and others to spend only what is necessary..*

FRIDAY 22

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SATURDAY 23

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SUNDAY 24

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NOTES / GOALS

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2011  
*july*  
25 MONDAY

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

26 TUESDAY

27 WEDNESDAY

FACULTY REPORT

28 THURSDAY

FACULTY REPORT

# thriftiness

*Allowing myself and others to spend only what is necessary.*

FACULTY REPORT

FRIDAY 29

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SATURDAY 30

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SUNDAY 31

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NOTES / GOALS

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# 2011 *august*

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

**1** MONDAY

FACULTY REPORT

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**2** TUESDAY

FACULTY REPORT

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**3** WEDNESDAY

FACULTY REPORT

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**4** THURSDAY

SECONDARY CLASSES BEGIN

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**Nicholas Gurry** - Director's Student of the Year

Law Enforcement Officer Prep - High School  
Public Safety Academy/Metro Career Academy

*"I like being a part of the wonderful environment at Metro Tech. I can go to high school and learn a trade. I am on the SWAGG team and a member of the Macroe Club. I hope to join the military and become an MP (military policeman)."*

FRIDAY 5

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SATURDAY 6

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SUNDAY 7

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NOTES / GOALS

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# august

2011

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

8 MONDAY

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9 TUESDAY

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10 WEDNESDAY

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11 THURSDAY

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# flexibility

*Willingness to change plans or ideas without getting upset.*

FRIDAY 12

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SATURDAY 13

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SUNDAY 14

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NOTES / GOALS

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

2011 *august*

15 MONDAY

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16 TUESDAY

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17 WEDNESDAY

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18 THURSDAY

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# flexibility

*Willingness to change plans or ideas without getting upset.*

FRIDAY 19

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SATURDAY 20

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SUNDAY 21

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NOTES / GOALS

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2011

22 MONDAY

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

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

# flexibility

*Willingness to change plans or ideas without getting upset.*

FRIDAY 26

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SATURDAY 27

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SUNDAY 28

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NOTES / GOALS

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

2011  
*august*  
 29

30 TUESDAY

31 WEDNESDAY

1 THURSDAY *september*



**Brandice Edwards** - Director's Student of the Year

Medical Office Assistant - Adult  
Metro Career Academy

*"The best thing about attending Metro Tech is the one-on-one assistance from my instructor. I feel that she is teaching only to me. It was not like that when I attended a two-year college before coming to Metro Tech. My teacher helped me with my portfolio and resumé to make me a better candidate for a job at a hospital/doctor's office."*

PARENT CONFERENCE DAY  
NO STUDENTS / FACULTY REPORT

FRIDAY 2

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SATURDAY 3

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SUNDAY 4

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NOTES / GOALS

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# 2011 *september*

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

**5 MONDAY**

LABOR DAY / NO SCHOOL / OFFICES CLOSED

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**6 TUESDAY**

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**7 WEDNESDAY**

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**8 THURSDAY**

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# thoroughness

*Knowing what factors will diminish the effectiveness of my work or words, if neglected.*

FRIDAY 9

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SATURDAY 10

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SUNDAY 11

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NOTES / GOALS

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

2011 *september*

**12** MONDAY

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**13** TUESDAY

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**14** WEDNESDAY

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**15** THURSDAY

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# thoroughness

*Knowing what factors will diminish the effectiveness of my work or words, if neglected.*

FRIDAY 16

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SATURDAY 17

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SUNDAY 18

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NOTES / GOALS

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

# 2011 *september*

**19** MONDAY

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**20** TUESDAY

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**21** WEDNESDAY

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**22** THURSDAY

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# thoroughness

*Knowing what factors will diminish the effectiveness of my work or words, if neglected.*

SKILLSUSA DISTRICT LEADERSHIP CONFERENCE  
END OF FIRST QUARTER

FRIDAY 23

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SATURDAY 24

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SUNDAY 25

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NOTES / GOALS

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

2011 *september*

26 MONDAY

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27 TUESDAY

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28 WEDNESDAY

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29 THURSDAY

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**Kevin Cabe** - *Director's Student of the Year*

Biomedical Sciences Academy - High School  
Health Careers Center

*"I chose to attend Metro Tech because I didn't feel challenged enough at my high school. Metro Tech prepared me for college and I have been offered a scholarship to Southwestern Oklahoma State University. I believe to succeed in life you need to make goals for yourself and work hard to achieve those goals."*

FRIDAY 30

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october SATURDAY 1

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SUNDAY 2

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NOTES / GOALS

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# october

2011

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

**3** MONDAY

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**4** TUESDAY

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**5** WEDNESDAY

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**6** THURSDAY

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# dependability

*Fulfilling what I consented to do, even if it means unexpected sacrifice.*

FRIDAY 7

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SATURDAY 8

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SUNDAY 9

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NOTES / GOALS

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# 2011 *october*

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

**10** MONDAY

**11** TUESDAY

**12** WEDNESDAY

**13** THURSDAY

# dependability

*Fulfilling what I consented to do, even if it means unexpected sacrifice.*

FRIDAY 14

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SATURDAY 15

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SUNDAY 16

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NOTES / GOALS

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# 2011 *october*

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

**17** MONDAY

FALL BREAK / NO SCHOOL

**18** TUESDAY

BPA FALL LEADERSHIP CONFERENCE  
HOSA FALL LEADERSHIP CONFERENCE  
FALL BREAK / NO SCHOOL

**19** WEDNESDAY

FALL BREAK / NO SCHOOL

**20** THURSDAY

FALL BREAK / NO SCHOOL

# dependability

*Fulfilling what I consented to do, even if it means unexpected sacrifice.*

FALL BREAK / NO SCHOOL

FRIDAY 21

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SATURDAY 22

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SUNDAY 23

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NOTES / GOALS

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# october

2011

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

24 MONDAY

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25 TUESDAY

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26 WEDNESDAY

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27 THURSDAY

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# dependability

*Fulfilling what I consented to do, even if it means unexpected sacrifice.*

FRIDAY 28

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SATURDAY 29

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SUNDAY 30

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NOTES / GOALS

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

2011 *november*  
**31** MONDAY

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**1** TUESDAY

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**2** WEDNESDAY

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**3** THURSDAY

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**Edmund Ehlenfeldt** - Director's Student of the Year

Automotive Collision Repair - Adult  
South Bryant Campus

*"I have worked at grocery stores and fast food restaurants for 13 years. My wife encouraged me to go to Metro Tech. I have learned the skills, hands-on, to do what I love and how to do it right. In the future I may open my own shop or open a shop with a friend."*

FRIDAY 4

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SATURDAY 5

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DAYLIGHT SAVINGS TIME ENDS

SUNDAY 6

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NOTES / GOALS

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	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
<i>november</i>	13	14	15	16	17	18	19
2011	20	21	22	23	24	25	26
	27	28	29	30			

## 7 MONDAY

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## 8 TUESDAY

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## 9 WEDNESDAY

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## 10 THURSDAY

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# contentment

*Realizing that true happiness does not depend on material conditions.*

FRIDAY 11

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SATURDAY 12

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SUNDAY 13

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NOTES / GOALS

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

*november*

2011

**14** MONDAY

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**15** TUESDAY

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**16** WEDNESDAY

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**17** THURSDAY

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---

# contentment

*Realizing that true happiness does not depend on material conditions.*

FRIDAY 18

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SATURDAY 19

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SUNDAY 20

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NOTES / GOALS

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	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
2011	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

# 21 MONDAY

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# 22 TUESDAY

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# 23 WEDNESDAY

NO SCHOOL / OFFICES CLOSED

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# 24 THURSDAY

THANKSGIVING / NO SCHOOL / OFFICES CLOSED

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# contentment

*Realizing that true happiness does not depend on material conditions.*

NO SCHOOL / OFFICES CLOSED

FRIDAY 25

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SATURDAY 26

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SUNDAY 27

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NOTES / GOALS

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	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
<i>november</i>	13	14	15	16	17	18	19
2011	20	21	22	23	24	25	26
	27	28	29	30			

**28** MONDAY

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**29** TUESDAY

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**30** WEDNESDAY

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**1** THURSDAY *december*

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***Ashley Davenport*** - Director's Student of the Year

Early Childhood Development - High School  
Child Care Center/Metro Career Academy

*"Attending Metro Tech helped me understand what it is like to work in a child care center. I like learning at my own pace here. Metro Tech helped me get a job as a teacher assistant at the First Christian Church. I plan to go to college and become a counselor."*

FRIDAY 2

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SATURDAY 3

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SUNDAY 4

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NOTES / GOALS

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	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
2011	25	26	27	28	29	30	31

**5** MONDAY

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**6** TUESDAY

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**7** WEDNESDAY

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**8** THURSDAY

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# benevolence

*Giving to others' basic needs without having as my motive personal reward.*

END OF SECOND QUARTER

FRIDAY 9

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SATURDAY 10

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SUNDAY 11

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NOTES / GOALS

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	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
2011	25	26	27	28	29	30	31

**12** MONDAY

NO STUDENTS / FACULTY REPORT

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**13** TUESDAY

NO STUDENTS / FACULTY REPORT

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**14** WEDNESDAY

NO STUDENTS / FACULTY REPORT

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**15** THURSDAY

NO STUDENTS / FACULTY REPORT

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---

# benevolence

*Giving to others' basic needs without having as my motive personal reward.*

NO STUDENTS / FACULTY REPORT

FRIDAY 16

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SATURDAY 17

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SUNDAY 18

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NOTES / GOALS

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	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
2011	25	26	27	28	29	30	31

**19** MONDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**20** TUESDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**21** WEDNESDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**22** THURSDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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# benevolence

*Giving to others' basic needs without having as my motive personal reward.*

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 23

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SATURDAY 24

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SUNDAY 25

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NOTES / GOALS

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	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
2011	25	26	27	28	29	30	31

**26** MONDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**27** TUESDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**28** WEDNESDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**29** THURSDAY

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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## Samantha Elledge - Director's Student of the Year

Nursing Prep - Adult  
Health Careers Center

*"At Metro Tech I achieved many successes. My teachers were absolutely instrumental in my success. I can't thank them enough! I am a member of the National Technical Honor Society, placed second in the HOSA state competition for medical terminology and earned the high level of gold certification from WorkKeys."*

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 30

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SATURDAY 31

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january SUNDAY 1

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NOTES / GOALS

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# 2012 *january*

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

**2 MONDAY**

WINTER BREAK / NO SCHOOL / OFFICES CLOSED

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**3 TUESDAY**

NO STUDENTS / FACULTY REPORT

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**4 WEDNESDAY**

CLASSES RESUME

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**5 THURSDAY**

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# availability

*Making my schedule and priorities secondary to the wishes  
of those I serve.*

FRIDAY 6

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SATURDAY 7

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SUNDAY 8

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NOTES / GOALS

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

*january*

2012

**9** MONDAY

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**10** TUESDAY

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**11** WEDNESDAY

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**12** THURSDAY

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# availability

*Making my schedule and priorities secondary to the wishes  
of those I serve.*

FRIDAY 13

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SATURDAY 14

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SUNDAY 15

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NOTES / GOALS

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

# 2012 *january*

**16** MONDAY

M.L. KING, JR. DAY / NO SCHOOL / OFFICES CLOSED

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**17** TUESDAY

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**18** WEDNESDAY

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**19** THURSDAY

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# availability

*Making my schedule and priorities secondary to the wishes  
of those I serve.*

FRIDAY 20

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SATURDAY 21

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SUNDAY 22

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NOTES / GOALS

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# january

2012

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

23 MONDAY

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24 TUESDAY

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25 WEDNESDAY

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26 THURSDAY

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# availability

*Making my schedule and priorities secondary to the wishes  
of those I serve.*

FRIDAY 27

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SATURDAY 28

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SUNDAY 29

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NOTES / GOALS

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

# january

2012

30 MONDAY

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31 TUESDAY

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1 WEDNESDAY *february*

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2 THURSDAY

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## **Jonathan Gallegos** - Director's Student of the Year

Aviation Maintenance Technology - High School  
Aviation Career Campus

*"I learned about Metro Tech while attending ASTEC high school. Metro Tech is different than any other school. I really enjoy the actual hands-on experience. My future goals are to obtain a bachelor's degree in Aviation Management and join the U.S. Air Force as a fighter pilot."*

NO STUDENTS / FACULTY REPORT  
PARENT CONFERENCE DAY

FRIDAY 3

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SATURDAY 4

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SUNDAY 5

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NOTES / GOALS

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

# february

2012

**6** MONDAY

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**7** TUESDAY

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**8** WEDNESDAY

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**9** THURSDAY

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# deference

*Limiting my freedom so I do not offend the tastes of those around me.*

FRIDAY 10

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SATURDAY 11

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SUNDAY 12

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NOTES / GOALS

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

# february

2012

**13** MONDAY

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**14** TUESDAY

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**15** WEDNESDAY

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**16** THURSDAY

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# deference

*Limiting my freedom so I do not offend the tastes of those around me.*

FRIDAY 17

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SATURDAY 18

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SUNDAY 19

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NOTES / GOALS

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# february

2012

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

**20** MONDAY

NO STUDENTS / FACULTY REPORT

**21** TUESDAY

**22** WEDNESDAY

**23** THURSDAY

# deference

*Limiting my freedom so I do not offend the tastes of those around me.*

SKILLSUSA DISTRICT LEADERSHIP CONTEST

FRIDAY 24

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SATURDAY 25

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SUNDAY 26

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NOTES / GOALS

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

*februray*

2012

**27** MONDAY

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**28** TUESDAY

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**29** WEDNESDAY

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**1** THURSDAY *march*

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**Donald Ragan** - Director's Student of the Year

Aviation Maintenance Technology - Adult  
Aviation Career Campus

*"I have a history in music, arts and working for the Oklahoma City Philharmonic, but I'm ready to change careers. My future goals are to become an aviation maintenance technician and an authorized inspector. I feel the curriculum at Metro Tech's Aviation Career Campus is well planned. It has been a very positive experience."*

FRIDAY 2

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SATURDAY 3

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SUNDAY 4

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NOTES / GOALS

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# 2012 *march*

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

## 5 MONDAY

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## 6 TUESDAY

BPA STATE LEADERSHIP CONFERENCE

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## 7 WEDNESDAY

BPA STATE LEADERSHIP CONFERENCE

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## 8 THURSDAY

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# compassion

*Investing whatever is necessary to heal the hurts of others.*

END OF THIRD QUARTER

FRIDAY 9

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SATURDAY 10

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DAYLIGHT SAVINGS TIME BEGINS

SUNDAY 11

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NOTES / GOALS

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# 2012 *march*

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

**12** MONDAY

NO STUDENTS/ FACULTY REPORT

**13** TUESDAY

NO SCHOOL / SNOW DAY

**14** WEDNESDAY

NO SCHOOL / SNOW DAY

**15** THURSDAY

NO SCHOOL / SNOW DAY

# compassion

*Investing whatever is necessary to heal the hurts of others.*

NO SCHOOL / SNOW DAY

FRIDAY 16

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SATURDAY 17

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SUNDAY 18

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NOTES / GOALS

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# 2012 *march*

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

**19** MONDAY

SPRING BREAK / NO SCHOOL

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**20** TUESDAY

SPRING BREAK / NO SCHOOL

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**21** WEDNESDAY

SPRING BREAK / NO SCHOOL

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**22** THURSDAY

SPRING BREAK / NO SCHOOL / OFFICES CLOSED

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# compassion

*Investing whatever is necessary to heal the hurts of others.*

SPRING BREAK / NO SCHOOL / OFFICES CLOSED

FRIDAY 23

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SATURDAY 24

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SUNDAY 25

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NOTES / GOALS

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# 2012 *march*

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

**26** MONDAY

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**27** TUESDAY

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**28** WEDNESDAY

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**29** THURSDAY

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**Michael Gonzales** - Director's Student of the Year  
Welding - High School  
South Bryant Campus

*"I have a great instructor who goes above and beyond to ensure that students receive a quality education of the trade. He pushes you to capitalize in each of the skills and talents within the field. Metro Tech helped me earn college credits and to become SkillsUSA Vice President in welding. I hope to earn a bachelor's and master's degree in Welding Engineering."*

FCCLA STATE COMPETITIVE EVENTS

FRIDAY 30

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FCCLA STATE COMPETITIVE EVENTS

SATURDAY 31

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april SUNDAY 1

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NOTES / GOALS

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2012 *april*

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

**2 MONDAY** NATIONAL TECHNICAL HONOR SOCIETY INDUCTION CEREMONY

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**3 TUESDAY**

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**4 WEDNESDAY**

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**5 THURSDAY**

FCCLA STATE CONVENTION

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# determination

*Purposing to accomplish right goals at the right time,  
regardless of the opposition.*

FRIDAY 6

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SATURDAY 7

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SUNDAY 8

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NOTES / GOALS

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2012 *april*

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

**9** MONDAY

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**10** TUESDAY

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**11** WEDNESDAY

HOSA STATE LEADERSHIP CONFERENCE

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**12** THURSDAY

HOSA STATE LEADERSHIP CONFERENCE

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# determination

*Purposing to accomplish right goals at the right time,  
regardless of the opposition.*

HOSA STATE LEADERSHIP CONFERENCE

FRIDAY 13

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SATURDAY 14

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SKILLSUSA STATE CONTEST

SUNDAY 15

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NOTES / GOALS

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2012 *april*

16 MONDAY

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

SKILLSUSA STATE CONTEST

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17 TUESDAY

SKILLSUSA STATE CONTEST

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18 WEDNESDAY

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19 THURSDAY

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# determination

*Purposing to accomplish right goals at the right time,  
regardless of the opposition.*

JOB FAIR

FRIDAY 20

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SATURDAY 21

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SUNDAY 22

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NOTES / GOALS

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2012 *april*

**23** MONDAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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29	30					

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**24** TUESDAY

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**25** WEDNESDAY

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**26** THURSDAY

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# determination

*Purposing to accomplish right goals at the right time,  
regardless of the opposition.*

FRIDAY 27

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SATURDAY 28

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SUNDAY 29

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NOTES / GOALS

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2012 *may*

**30** MONDAY

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

STATE SKILLSUSA CONFERENCE

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**1** TUESDAY

STATE SKILLSUSA CONFERENCE

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**2** WEDNESDAY

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**3** THURSDAY

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**Ann Johnson** - Director's Student of the Year

Early Childhood Director - Adult  
Child Care Center

*"I have enjoyed my experience at Metro Tech. They make me feel at home with lots of support. I like being able to work at my own pace. I am currently an intern at Special Care working with special needs children. I like implementing new and creative ideas for teaching students."*

FRIDAY 4

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SATURDAY 5

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SUNDAY 6

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NOTES / GOALS

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2012 *may*

7 MONDAY

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8 TUESDAY

COMPLETION CEREMONY

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9 WEDNESDAY

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10 THURSDAY

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S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# wisdom

*Making practical applications of truth in daily decisions.*

FRIDAY 11

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SATURDAY 12

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SUNDAY 13

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NOTES / GOALS

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2012 *may*

14 MONDAY

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15 TUESDAY

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16 WEDNESDAY

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17 THURSDAY

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S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# wisdom

*Making practical applications of truth in daily decisions.*

FRIDAY 18

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SATURDAY 19

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SUNDAY 20

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NOTES / GOALS

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2012 *may*

21 MONDAY

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22 TUESDAY

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23 WEDNESDAY

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24 THURSDAY

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

# wisdom

*Making practical applications of truth in daily decisions.*

FRIDAY 25

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SATURDAY 26

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SUNDAY 27

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NOTES / GOALS

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2012 *may*

28 MONDAY

MEMORIAL DAY / NO SCHOOL / OFFICES CLOSED

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

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29 TUESDAY

LAST DAY OF SECONDARY CLASS

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30 WEDNESDAY

FACULTY REPORT

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31 THURSDAY

FACULTY REPORT

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# honor

*Respects others because of their worth as human beings*

FACULTY REPORT/RECORD DAY

june FRIDAY 1

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SATURDAY 2

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SUNDAY 3

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NOTES / GOALS

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2012 *june*

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

**4** MONDAY

FACULTY REPORT

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**5** TUESDAY

FACULTY REPORT

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**6** WEDNESDAY

FACULTY REPORT

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**7** THURSDAY

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# honor

*Respecting others because of their worth as human beings.*

FRIDAY 8

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SATURDAY 9

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SUNDAY 10

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NOTES / GOALS

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2012  
*june*  
**11** MONDAY

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

**12** TUESDAY

**13** WEDNESDAY

**14** THURSDAY

# honor

*Respecting others because of their worth as human beings.*

FRIDAY 15

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SATURDAY 16

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SUNDAY 17

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NOTES / GOALS

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2012 *june*

18 MONDAY

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

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

# honor

*Respecting others because of their worth as human beings.*

FRIDAY 22

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SATURDAY 23

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SUNDAY 24

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NOTES / GOALS

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2012 *june*

25 MONDAY

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

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

# honor

*Respecting others because of their worth as human beings.*

FRIDAY 29

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SATURDAY 30

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NOTES / GOALS

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# CHARACTER FIRST! QUALITIES

www.characterfirst.com

© Character Training Institute

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## Alertness vs. Carelessness

Being aware of what is taking place around me so I can have the right responses

## Attentiveness vs. Distraction

Showing the worth of a person or task by giving my undivided concentration

## Availability vs. Self-Centeredness

Making my own schedule and priorities secondary to the wishes of those I serve

## Benevolence vs. Selfishness

Giving to others' basic needs without having as my motive personal reward

## Cautiousness vs. Rashness

Knowing how important right timing is in accomplishing right actions

## Compassion vs. Indifference

Investing whatever is necessary to heal the hurts of others

## Contentment vs. Covetousness

Realizing that true happiness does not depend on material conditions

## Courage vs. Fearfulness

Confidence that what I have to say or do is true, right, and just

## Creativity vs. Underachievement

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

## Decisiveness vs. Procrastination

The ability to recognize key factors and finalize difficult decisions

## Deference vs. Rudeness

Limiting my freedom so I do not offend the tastes of those around me

## Dependability vs. Inconsistency

Fulfilling what I consented to do, even if it means unexpected sacrifice

## Determination vs. Faintheartedness

Purposing to accomplish right goals at the right time, regardless of the opposition

## Diligence vs. Slothfulness

Investing my time and energy to complete each task assigned to me

## Discernment vs. Shortsightedness

Understanding the deeper reasons why things happen

## Discretion vs. Simplemindedness

Recognizing and avoiding words, actions and attitudes that could bring undesirable consequences

## Endurance vs. Discouragement

The inward strength to withstand stress and do my best

## Enthusiasm vs. Apathy

Expressing joy in each task as I give it my best effort

## Faith vs. Presumption

Confidence that actions rooted in good character will yield the best outcome, even when I cannot see how

## Flexibility vs. Resistance

Willingness to change plans or ideas without getting upset

## Forgiveness vs. Rejection

Clearing the record of those who have wronged me and not holding a grudge

## Generosity vs. Stinginess

Carefully managing my resources so I can freely give to those in need

## Gentleness vs. Harshness

Showing consideration and personal concern for others

**Gratefulness vs. Unthankfulness**

Letting others know by my word and actions how they have benefited my life

**Honor vs. Disrespect**

Respecting others because of their worth as human beings

**Hospitality vs. Loneliness**

Cheerfully sharing food, shelter, or conversation to benefit others

**Humility vs. Pride**

Acknowledging that my achievement results from the investment of others in my life

**Initiative vs. Idleness**

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

**Joyfulness vs. Self-pity**

Maintaining a good attitude, even when faced with unpleasant conditions

**Justice vs. Corruption**

Taking personal responsibility to uphold what is pure, right, and true

**Loyalty vs. Unfaithfulness**

Using difficult times to demonstrate my commitment to those I serve

**Meekness vs. Anger**

Yielding my personal rights and expectations with desire to serve

**Obedience vs. Willfulness**

Quickly and cheerfully carrying out the directions of those who are responsible for me

**Orderliness vs. Confusion**

Arranging myself and my surroundings to achieve greater efficiency

**Patience vs. Restlessness**

Accepting a difficult situation without giving a deadline to remove it

**Persuasiveness vs. Contentiousness**

Guiding vital truths around another's mental roadblocks

**Punctuality vs. Tardiness**

Showing esteem for others by doing the right thing at the right time

**Resourcefulness vs. Wastefulness**

Finding practical uses for that which others would overlook or discard

**Responsibility vs. Unreliability**

Knowing and doing what is expected of me

**Security vs. Anxiety**

Structuring my life around that which cannot be destroyed or taken away

**Self-Control vs. Self-Indulgence**

Rejecting wrong desires and doing what is right

**Sensitivity vs. Callousness**

Perceiving the true attitudes and emotions of those around me

**Sincerity vs. Hypocrisy**

Eagerness to do what is right with transparent motives

**Thoroughness vs. Incompleteness**

Knowing what factors will diminish the effectiveness of my work or words if neglected

**Thriftiness vs. Extravagance**

Allowing myself and others to spend only what is necessary

**Tolerance vs. Prejudice**

Realizing that everyone is at varying levels of character development

**Truthfulness vs. Deception**

Earning future trust by accurately reporting past facts

**Virtue vs. Impurity**

The moral excellence evident in my life as I consistently do what is right

**Wisdom vs. Foolishness**

Making practical applications of truth in daily decisions

# Quality Tools

**Quality tools are things that you can use in the classroom or on the job to help you be more successful.**

## PDSA

PDSA stands for Plan—Do—Study—Act. The PDSA cycle is a model for continuous improvement that you can use in every area of your life.

**PLAN:** In order to accomplish anything, you have to first make a plan. If you want to learn a new profession, buy a home, get married, or take a trip, you have to make a plan.

**DO:** After you make a plan, you do the first step. Basically, you take action. If your goal is to learn a new profession, this step means that you begin taking classes or go to training.

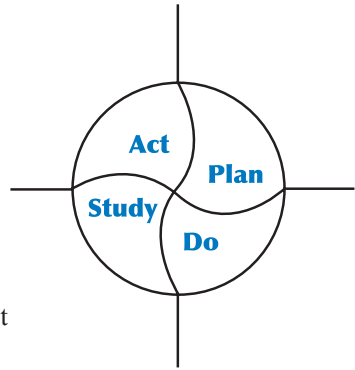
**STUDY:** Once you've taken action toward your goal, you study or review the action. Are the classes teaching you what you need to know? Once you complete the course of study will you be prepared for the job you want?

If the study step shows that what you did didn't work for some reason, go back to the plan step and start the process again. If the study step reveals that you are on the right path, continue to the act step.

**ACT:** The final step is act. Continue to act on the plan until you reach your goal.

The PDSA cycle can be used in your professional life and your personal life. If you want to improve what you do, PDSA can help you.

If you train yourself to use the PDSA cycle throughout your life, constant improvement will become second nature.



## BRAINSTORMING

### What is it?

Brainstorming is a way to come up with a variety of creative ideas in a short amount of time.

### When should you use it?

- Use it when you need to obtain several creative ideas or possible solutions from a group of people.

- It is best to use with groups no larger than 8-10 people. If you have a bigger group, split it into small groups.

### **How do you use it?**

- Ask the group a question or pose a situation that needs to be changed.
- Ask for ideas from the group.
- Record all of the ideas on a flip chart, white board, or sticky notes that can be stuck on a large surface where everyone can see them.
- Use the speaker's words.

### **Guidelines to tell the group:**

- There is no such thing as a bad idea.
- The more ideas generated the better.
- No one may criticize another person's idea.
- Everyone is expected to participate.
- You may build on another person's idea.
- Thinking "out of the box" is good.
- Do it quickly; 5–15 minutes works well.

## **AFFINITY DIAGRAM**

### **What is it?**

An affinity diagram is a way to organize a list of brainstormed ideas.

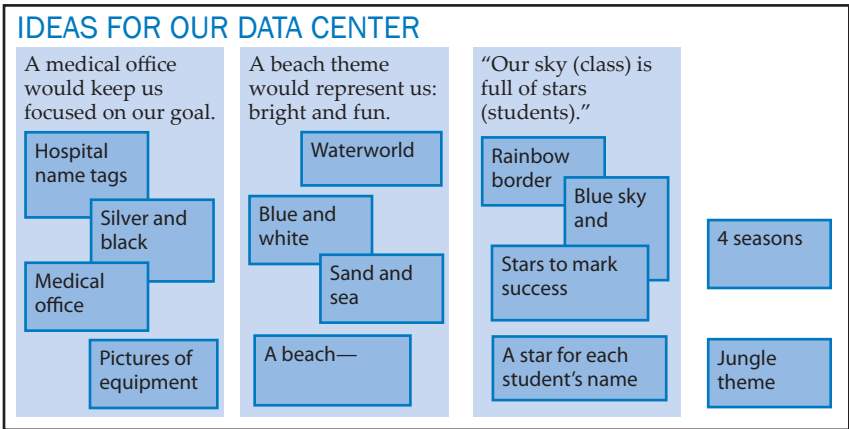
### **When should you use it?**

Use it when you need to involve a group of people in organizing many different ideas.

### **How do you use it?**

- When doing the initial brainstorming, have everyone write their ideas in simple statements on sticky notes.
- After brainstorming, ask everyone to post their notes in one central place, such as on a flip chart page.
- Direct the participants to silently move the sticky notes around into groups of similar ideas. It is important that they do not discuss the ideas at this time. If an idea doesn't seem to fit with any others, move it to the side.
- Once the ideas are placed into general groups or categories, everyone can discuss the categories and make additional changes.
- Ask participants to write one central theme statement for each category that embodies the ideas in that category.

## Affinity Diagram Example:



### Guidelines:

- Groups of 5–6 people work best.
- Stress that this is a great opportunity for people who don't like to talk in large groups.
- Notice that the random placement of ideas followed by categorizing allows ideas to emerge that might not normally be considered.

## PLUS/DELTA (+/▲)

### What is it?

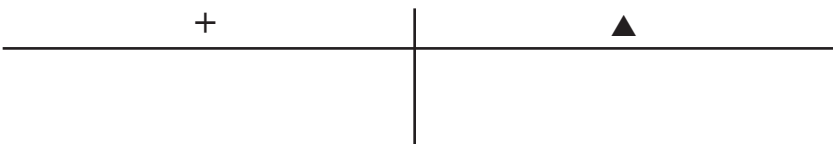
Plus/Delta is a tool to determine the strengths and opportunities for improvement of a group activity or lesson.

### When should you use it?

- Use it when you want to determine what worked well and what needs to be improved in a certain activity or lesson.
- This works well for groups of 5 to 50 people.

### How do you use it?

- Draw one line down the center of a flip board chart. Draw a line across the top and label the two columns "+" (or Plus) and "▲" (or Delta). See chart below.



- Ask the group to identify plus and delta items.
- Plus items are things they liked or thought were effective in the activity or lesson.

- Delta items are things they thought didn't work well or needed to be changed.
- List the group ideas in the appropriate columns.
- Use the ideas to improve the activity or lesson the next time it is offered.

**Guidelines:**

- Feel free to state anything you did or didn't like.
- This list may include items that can be changed, as well as things that cannot.
- This is a quick and simple tool that can greatly improve future activities and lessons.

**FLOWCHART**

**What is it?**

A flowchart is a high-level picture of a process or plan of action. It contains basic steps without a lot of details.

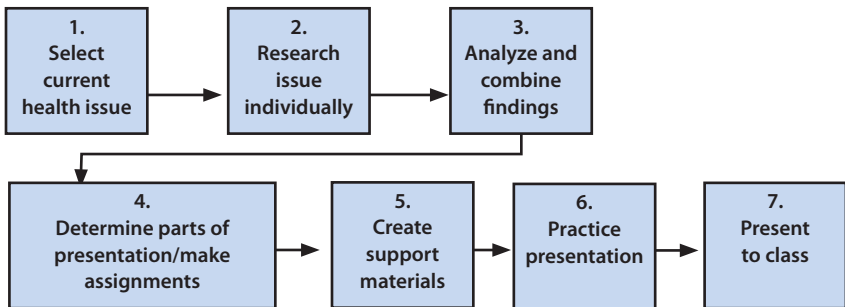
**When should you use it?**

Use this when you want to establish the steps of a process or plan. This can be very helpful in solving a problem or developing a new process.

**How do you use it?**

- Decide where a process or plan begins and ends. Write down the first step and last step.
- Brainstorm the major steps that must happen between beginning and end.
- Sort the steps in time order; then number them including the first and last steps.
- Draw a simple chart of boxes and arrows to show the process flow. Write each step in its appropriate box. See example below.

**Example: Flowchart for Group Presentation**



## Guidelines:

- Before you begin, agree on the level of detail you will include in each step. Remember you can always add detail to the steps after the basic process is outlined.
- To make an easy-to-use flowchart, try to limit the number of steps to ten or less.
- Make sure each step includes the *action* that will take place. For example: “**Select** current health issue” instead of “current health issue.”

## FISHBONE DIAGRAM (CAUSE AND EFFECT DIAGRAM)

### What is it?

The fishbone diagram (also called the cause and effect diagram) is used to determine the cause or causes of a problem.

It can also be used as a tool for note-taking.

### When should you use it?

Use the fishbone diagram to identify and analyze the root cause or causes of a problem. It can be used in conjunction with the 5 Why's. (see page 119)

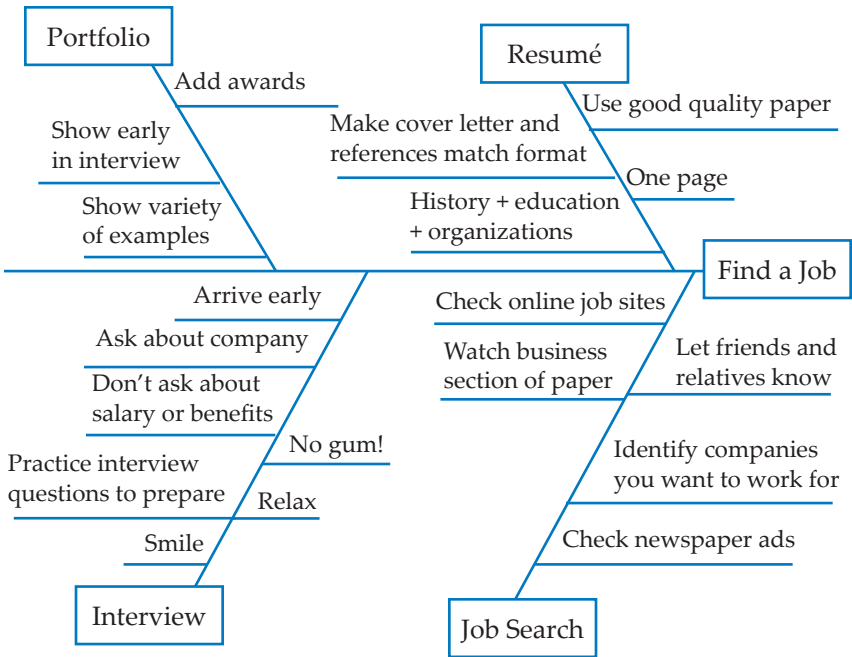
### How do you use it?

- Write a simple, concise problem statement. This goes in the “head” of the fishbone diagram.
- Identify several possible causes for the problem. Write these on the ends of the main extensions (bones).
- Select one cause and ask why 5 times (or as many times as needed). Write these ideas on branches from the extension.
- Select the next cause and ask why. Continue until you have addressed all the causes and identified reasons or sources.
- Examine the diagram to determine recurring issues or the most heavily branched extension.

### Guidelines:

- Main extension categories should be broad causes.
- The branches, or smaller bones, should be factors that contribute to the causes.
- Focus on problems with the process, not people.

## Example: Notes for Job Search



## 5 WHY'S ANALYSIS

### What is it?

The 5 Why's is a method to help you discover the root cause of a problem.

### When should you use it?

- Use the 5 Why's when you are having trouble determining the true cause of a problem.

### How do you use it?

- Write down the problem situation in a simple, direct statement. Make sure you include where and when the problem occurs, who it affects, and what evidence shows that the problem exists. DO NOT add estimated reasons for the problem.
- Ask why the problem occurs. Identify a potential cause and write it down.
- Ask why that cause occurs. Write it down.
- Ask why again and write down the answer.
- Continue until you have asked why five times.

### Guidelines:

- 5 Why's is not a magical number. You may discover the root cause of the problem in 3 Why's, or it may take 7.
- Continue asking why until you reach the root cause.

- After you determine what you believe the root cause could be, try to verify your discovery with evidence.
- Identify solutions to address the root cause.

**Example:**

Why 1: Why am I late for class so often?

*I can't get out of bed.*

Why 2: Why can't you get out of bed?

*I'm too tired.*

Why 3: Why are you too tired?

*I go to bed too late.*

Why 4: Why do you go to bed too late?

*I like to watch David Letterman.*

Possible solution:

Record *The Late Show* and watch it earlier in the evening.

**RUN CHART**

**What is it?**

A run chart is a method to graph information in timely order.

**When should you use it?**

Use a run chart any time you want to monitor performance over a period of time, such as graphing assignment scores or test grades.

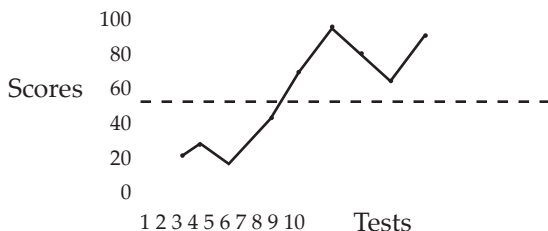
**How do you use it?**

- Choose the information you want to track.
- Draw a graph with an X (horizontal) and Y (vertical) axis.
- Label the X axis with the time frame (days, weeks, etc.)
- Label the Y axis with numbers (scores, percentages, etc.) which go slightly higher than you will need.
- Plot your data on the chart.
- Determine the mid-point and draw a dotted line across the chart. This becomes your median or mid-point.

**Guidelines:**

- The more points you chart, the more accurate your information will be.
- Make sure you have seven or more points to chart.

**Example:**



# Key Concepts for Success

Key Concepts are simple, powerful ideas that can help you succeed.

## THE THREE A'S

Attendance + Attitude + Achievement = SUCCESS

**Attendance:** One of the most important aspects of success is attendance. If you attend your class every day, you will have a better opportunity to succeed. If you attend your job every day, you will have a better chance to succeed, make a good impression, or get promoted.

**Attitude:** The key to success in anything is attitude. The way you feel affects how well you perform. If you don't feel like coming to school or doing your work, you probably won't do well. If you become interested in your class or work, you will perform much better.

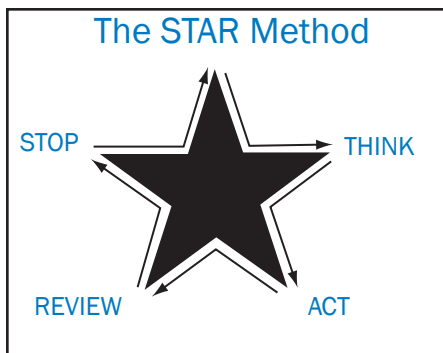
**Achievement:** If you choose to work hard and do your best every day, you will achieve your goals. Achieving one thing each day will move you closer toward your goals and give you something to feel good about.

## THE STAR METHOD

STAR stands for Stop, Think, Act, and Review.

The STAR method tells you to stop and think before you act. After you act, the method tells you to review the action you took; evaluate whether the action worked well or not.

This method can help you make good decisions and recognize the consequences to actions before you take them.



*Example: You can use the STAR method when you are taking a test. First you **stop** and **think** about a question before answering it. Then you answer the question (**act**). After you complete the test, you **review** your answers before turning in the test.*

The STAR method is a simple tool that you can use in all kinds of situations throughout your life.

## ALIGNMENT

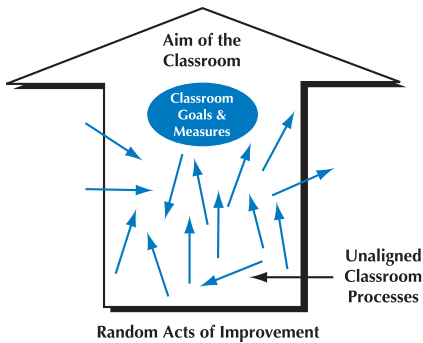
When you enter your classroom on the first day, your classroom alignment will look something like the arrow on the left.

The teacher may have established the aim (mission) of the classroom, and some of the students may have already established goals for themselves, but everyone's goals are pointing in different directions. Every person has his or her own idea of what he or she wants to do and achieve.

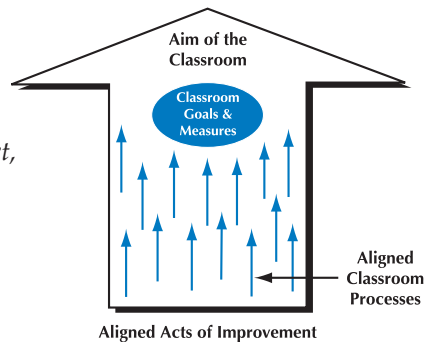
The problem with this scenario, as you can see from the picture, is that each person is moving in a different direction. This creates random acts of improvement that don't strengthen the classroom or other learners.

When the learners and teacher develop a classroom aim (mission) together, then create classroom goals and measures to monitor those goals, all align their thinking. The arrows start moving in the same direction supporting the overall aim.

Learners can then create personal goals which support the classroom goals and each other. The whole classroom begins working together to create aligned acts of improvement.



*Alignment creates unity, support, and improved ability to succeed.*



## SMART GOALS

SMART is an acronym for the characteristics of an achievable goal.

S = Specific

M = Measurable

A = Achievable

R = Reasonable

T = Time-bound

The SMART process is a way for you to evaluate your goals to make sure they are achievable.

After you have written your goals for this semester or this year, make sure that they are:

**Specific:** Goals that are too general, such as “I will finish school,” don’t give you direction. Goals should be as specific as possible so that the target is concrete, not vague. *For example, “I will take English and chemistry this year so that I can graduate in May.”*

**Measurable:** In order to track your progress and know when you have reached your goals, the goals must be measurable. *For example: “I will practice assembling the engine every day until I can do it without looking at the directions.”*

**Achievable:** Often people set goals that they cannot reach for various reasons. You must make sure your goals are achievable at this time in your life. *For example: If you are going to school and only working part-time, “I will buy my own home” might not be an achievable goal for this year.*

**Reasonable:** If you work hard and stay focused, can you reach your goals? If you’re not sure, you may want to make them more reasonable. Example of an unreasonable goal: “I will earn \$150,000 during my first year of work.” *Example of a more reasonable goal: “I will build a base of 15–20 clients during my first year of work.”*

**Time-bound:** Putting a timeline on your goals helps you stay focused on reaching the goals and adds some urgency to your goals. *For example: “I will study anatomy four times each week until the final exam in December so that I can score 90% or better.”*

## EFF SKILLS WHEEL

The Equipped for the Future (EFF) Skills Wheel can help you to see how learning activities develop your skills for the future.

- The wheel gives you a big picture of the basic skills you will need in any job.
- The spokes of the wheel define tasks that help you develop your skills for the future.

Which activities do you do frequently that are helping develop your skills for the future? Which activities do you need to practice more often?



EFF Standards for Adult Literacy and Lifelong Learning

# STUDENT EMPLOYEE HANDBOOK

*At Metro Technology Centers, we view you as a valuable “student employee.” Your job is to work with us to create a learning environment that maximizes your potential and skills development.*

*This Student Employee Handbook is designed to acquaint you with information about your job as a student employee. It contains employee benefits, services and policies that affect you.*

***Read the handbook carefully.***

*No employee handbook can anticipate every situation or question about policies. Therefore, Metro Tech reserves the right to revise, supplement or rescind any policies or portions of this handbook as needed.*

## STUDENT EMPLOYEE LEARNING EXPECTATIONS

- Consistent and punctual attendance
- Expressed willingness/enthusiasm for learning
- Courteous, respectful and non-judgmental communication with others
- Confidentiality
- Collegiality and cooperation
- Flexibility and adaptability
- Personal accountability and responsibility for actions
- Dependability and reliability
- Effective use of time and resources
- Critical thinking and problem solving

## STUDENT EMPLOYEE BENEFITS

### COLLEGE CREDIT

Metro Tech students may earn 3 to 44 hours of college credit from most career majors through cooperative agreements. Specific college credit is listed on Metro Tech’s website, [www.metrotech.edu/college-credit.html](http://www.metrotech.edu/college-credit.html).

## **Metro Tech OSU-OKC Alliance**

Metro Technology Centers and Oklahoma State University – OKC have joined in an Alliance with the approval of the Oklahoma State Regents for Higher Education to better serve adult and high school students. The Alliance allows high school juniors and seniors and adults to earn college credit in approved technology majors.

College credit is also available from:

- Oklahoma City Community College (OCCC)
- Oklahoma State University - Oklahoma City (OSU-OKC)
- Oklahoma State University - IT (Okmulgee)
- Rose State College (RSC)

If you have questions or need more information, contact College Connection at 405-595-2241.

## **FINANCIAL AID**

Financial aid, scholarships and tuition waiver programs are available for qualified student employees enrolled in most full-time career majors. Metro Tech is approved for the Pell Grant, Federal Direct Stafford Loans (subsidized and unsubsidized) Programs, Oklahoma Tuition Aid Grant and Direct PLUS Loans for Undergraduate Students. Other assistance includes Veterans Benefits, VA-Vocational Rehabilitation, American Indian Education, Training Employment Center, Bureau of Indian Affairs, Vocational Rehabilitation, Otha Grimes and Francis Tuttle Memorial Scholarships.

For more information, call 405-595-4446, 405-595-2211, or 405-595-4436.

## **HIGH SCHOOL CREDIT**

Upon successful completion of coursework, student employees who attend high school will receive credit each semester toward high school graduation. Specific amounts of credit are established by sending school districts.

## **WHAT'S NEXT SCHOLARSHIP**

High school student employees who begin the first year of a two-year career major during their senior year may attend the second year at Metro Tech with a tuition-free scholarship for up to 600 additional hours if criteria related to attendance, grades and teacher approval are met. Contact your Metro Tech site counselor for more information.

## ID BADGES

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

## STUDENT ORGANIZATIONS

All student employees are encouraged to join a student organization. Opportunities are shown below.

- The **Superintendent's Student Advisory Committee** is comprised of a high school and adult student employee from each campus who provide input to the superintendent.
- The **Director's Student Advisory Committee** is a group of student employees who provide a voice in school affairs at their site.
- **Career and Technology Student Organizations (CTSO)** help student employees develop leadership skills and challenge them to participate in community service projects. Student employees also have the opportunity to compete at district, state and national skills competitions.

The CTSOs include:

- Business Professionals of America (BPA)
- Family, Career and Community Leaders of America (FCCLA)
- Health Occupations Students of America (HOSA)
- SkillsUSA
- **National Technical Honor Society (NTHS)** is a group that promotes honesty, service, leadership, career development and skilled workmanship. Student employees are nominated by instructors based on grades, attendance, student organization membership and character.

## STUDENT EMPLOYEE SERVICES

### ACADEMIC CENTERS

The Academic Centers (AC's) provide assistance in basic and advanced academic skills to support training programs. Student employee needs are met by planned activities designed cooperatively between the technology instructor and the AC staff. Services include evaluation, math, reading, language, computer literacy, employability skills and study skills.

## **COUNSELING**

Site counselors are available to assist student employees find their career and technical aptitudes and interests, as well as to discuss other student concerns. Student employees are encouraged to use the counseling services available at each campus. Phone numbers are listed on the back cover of this handbook.

## **ENGLISH AS A SECOND LANGUAGE**

English as a Second Language (ESL) is available at the South Bryant Campus for adult students of varying levels of education and understanding. Classes are taught in the classroom and computer lab. Students can attend up to three hours of study per day. Focus is placed on English grammar comprehension, reading and writing skills and conversational English. Preparation classes for the Test of English as a Foreign Language (TOEFL) are also available.

The ESL and TOEFL classroom is open:

Monday–Thursday

Friday

7:30 a.m.–9:30 p.m.

7:30 a.m.–4:30 p.m.

## **INTERPRETER SERVICES**

Interpreter services are available for student employees who have been evaluated for this service. For more information call 405-595-4418.

## **JOB PLACEMENT**

Metro Tech’s Job Placement office supports teachers/instructors, student employees, alumni and employers in finding rewarding and successful training related careers for our graduates. Job Placement services include: career readiness and advancement workshops, job search resources, access to Metro Tech’s College Central Network (CCN) data bank, job referrals and assistance with job shadowing and internship placement. For more information contact Transition Services at 405-595-4804 or visit [www.collegecentral.com/metrotech](http://www.collegecentral.com/metrotech).

## **PARENTS/GUARDIANS SCHOOL VISITATION**

Metro Tech encourages student employees to invite parents and guardians to visit the school. To make an appointment with a certain instructor or individual, call the respective campus. Phone numbers are listed on the back cover of this handbook.

## **PARKING**

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

When driving on campus, student employees should observe the following regulations:

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

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

## **ENROLLMENT CENTERS**

The Enrollment Centers offers many services.

Services include:

- Testing and assessment of aptitude and skills
- College and career services
- Employment services
- Financial aid information
- Bursar

The centers are located at:

Springlake Campus  
1900 Springlake Drive  
Oklahoma City, OK 73111  
**405-595-4678 or 405-595-4432**

South Bryant Campus  
4901 S. Bryant Avenue  
Oklahoma City, OK 73129  
**405-595-2332**

Hours are: Monday–Friday, 7:30 a.m.–4:30 p.m.

## STUDENTS WITH DISABILITIES

Metro Tech provides reasonable accommodations and support for student employees with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA). If you have questions, need accommodations, or to obtain a copy of the complete Notice of Rights: Section 504/ADA, contact:

Director of Disability Services

405-595-4418

Email: [denise.north@metrotech.edu](mailto:denise.north@metrotech.edu)

## TELEPHONES

Courtesy telephones may be available for student employees' use on a limited basis (local calls only) during breaks and lunch. Ask your site administration.

Student employees will not be called out of class for phone calls unless there is an emergency.

## TESTING AND ASSESSMENT

The assessment staff administers achievement tests, state and national competency tests, WorkKeys tests, aptitude assessments, and interest inventories. The staff also provides guidance and counseling to assist student employees in career choices. For more information, call 405-595-2240 or 405-595-4441.

## TRANSPORTATION

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

- Arrive five minutes before the scheduled arrival time of the bus in case of a time difference. Every transportation employee operates by the time reported on the time and temperature number, 405-599-1234.
- Observe all rules published on the bus by the Metro Tech Transportation Department.
- All Metro Tech buses are equipped with video and audio recording devices.
- The Metro Tech Transportation Department has a five-day drop policy. Student employees who do not ride the bus for five 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 in order to start riding the bus again.

- Student employee transportation cannot be provided outside of the Metro Tech School District.
- Metro Tech reserves the right to suspend or revoke the privilege of receiving bus transportation in the event that the student employee should choose to disregard the bus rider rules.

For transportation questions or concerns, call the Fleet and Transportation Director at 405-595-4844.

## **METRO TECH POLICIES**

### **ASBESTOS**

Metro Technology Centers maintains an Asbestos Management Plan (AMP) for our campus locations where asbestos is present. The AMP is available for review in the office of the Chief Officer of Environmental, Safety and Regulatory Affairs. All asbestos-containing building materials are encapsulated or contained. No abatement projects or other response actions are planned. Surveillance and inspection of the campuses where asbestos is present are conducted every six months by an Oklahoma Department of Labor (ODOL) authorized firm.

### **ATTENDANCE**

The ability of Metro Tech to operate efficiently and meet educational objectives depends on your regular and punctual attendance. Your attendance is also an important measure of your job performance and might be a factor in future pay increases, promotions or disciplinary actions.

We realize there will be days when you cannot report to school due to illness or other unavoidable causes. Therefore, you will be allowed 14% of your total class hours to be used for leave as needed. For example, if you are attending a class that is 90 hours in length, 14% of that class would be 12.6 hours (90 hours multiplied by 14% or .14). This would be the maximum amount of time you could miss for that class.

#### **Be sure to keep track of your leave.**

If you know you will be late, absent, or need to leave early, notify your instructor in advance. If you need to use leave in the event of an emergency, notify your instructor as soon as possible. If your instructor is not available, contact your site administrator's office. A phone number for each site is listed on the back cover of this handbook.

When absences are necessary, please make arrangements with your instructor to complete your assignments and/or schedule make-up time.

Attendance Counseling Procedures—To assist student employees in achieving success within their chosen career majors, Metro Tech has established an attendance counseling procedure.

#### **Level 1: Faculty Conference**

When a student employee has accumulated 33 percent of his or her allowed absences, the student employee will meet with the instructor and will be notified in writing. A copy of the letter will be sent to the home school and the sponsoring agency. Parents or guardians will be notified if the student is under eighteen years of age.

#### **Level 2: Counselor Conference**

When a student employee has accumulated 66 percent of his or her allowed absences, the student employee will meet with the counselor and a Plan of Improvement will be developed. Notification will be made as described in Level 1.

#### **Level 3: Final Written Notification**

When a student employee has accumulated 90 percent of his or her allowed absences, the student employee will receive written notification that he or she is approaching maximum allowable leave. Notification will be made as described in Level 1.

#### **Level 4: Administrator Conference**

When a student employee has accumulated 100 percent of his or her allowable absences, a conference will be held with the student employee and site administrator. The meeting may also include a counselor and the student's parent(s) or guardian(s) if the student is less than 18 years of age and any other person deemed appropriate by the site administrator. Possible actions include, but are not limited to, attendance probation or immediate termination of the student employee from the career major.

When a high school student employee exceeds the allowable absences, he or she may receive no credit for the Metro Tech career major and may forfeit the opportunity to attend the following semester. A student employee dismissed for attendance reasons may seek reinstatement through the site administrator.

Any exception to the attendance policy will be dealt with on an individual basis. The site administrator may consider extenuating circumstances and emergencies.

## **Activities/Professional Development**

Student employees involved in professional development activities, including authorized high school activities, will not be counted absent. However, student employees attending high school must have written permission from a guardian before leaving Metro Tech.

## **Commitment to Success Awards**

Each year full-time student employees are recognized for commitment to success through excellent attendance records. The following are awarded each year:

- **Gold Seal Award**

100% commitment & attendance (of the total career major hours)

- **Silver Seal Award**

98%–99% commitment & attendance (of the total career major hours)

- **Bronze Seal Award**

96–97% commitment & attendance (of the total career major hours)

Student employees may appeal decisions as provided for by Board Policy (BP-10015), Student Complaints, Appeals Procedure.

## **Holidays**

Metro Tech student employees receive time off for all official holidays including Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day. For exact dates, see the Academic Calendar on page 3.

## **School Breaks**

All student employees enjoy four school breaks during each school year.

Fall Break: October 17-21

Thanksgiving Break: November 23-25

Winter Break: December 12 - January 3

Spring Break: March 19-23

## **Leave of Absence**

Student employees may apply for a Leave of Absence for a minimum of 5 days or a maximum of 15 days. All arrangements for a Leave of Absence must be recommended by the teacher/instructor or counselor and approved by the director/campus administrator. When the student employee returns from the Leave of Absence, he or she will be allowed the same amount of time absent to make up work missed. A Leave of Absence may be taken once per year if needed.

## **Leaving School**

Student employees are asked to report to the attendance office before leaving the school grounds at any time while classes are in session, including break time. Additionally, high school student employees

under the age of 18 need permission from a parent or guardian to leave school. If a student employee leaves without permission, the student employee will be considered absent. If a high school student employee needs to leave for a reason other than illness, the student employee should have his or her parent call the attendance office prior to checking out and explain the necessity for leaving and the time the student should be dismissed. Student employees should always sign out in the attendance office.

## **BACKGROUND CHECK**

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

## **BULLYING, HARRASSMENT AND INTIMIDATION OF STUDENTS**

Metro Technology Centers prohibits harassment, intimidation, bullying and threatening behavior. Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, bullying and threatening behavior in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

Bullying, harassment, and intimidation encompasses, but is not limited to, unwanted harm toward a student based on the following: race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. Bullying, harassment, and intimidation includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting bullying, harassment, and intimidation. Additionally, bullying, harassment, and intimidation also includes “cyberbullying”, or the harassment

and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging. The Board directs the superintendent or designee to take appropriate action when complaints are received and to establish procedures to ensure maintaining an environment free from bullying, harassment and/or intimidation. Any student employee who is a victim of bullying, harassment and/or intimidation or witnesses another person experiencing bullying, harassment and/or intimidation should report it immediately to Paul Howard, Compliance Officer for Title VI, ADA, Section 504 and Title 1, 405-595-4740. Mr. Howard provides hearing and appeal rights.

Student employees may also report incidents to individuals at their campuses. Please see your Site Director for the compliance officer at your campus. (BP-5020)

## **COPYRIGHT AND PLAGIARISM**

Metro Tech requires that all student employees adhere to current copyright laws and congressional guidelines and avoid plagiarism (using another person's ideas or creative work without giving credit to that person).

The copyright law of the United States makes it illegal for anyone to duplicate copyrighted materials (the work of another person) without written permission. Serious penalties are provided for unauthorized copy of copyrighted materials or the act of plagiarism.

## **DAILY BREAKS**

Full-time student employees receive a lunch break and two 10-15 minute breaks each day. Break areas and guidelines for use are provided at each campus. Student employees may bring refreshments or buy them in the break areas.

## **DISTRICT PROPERTY—EQUIPMENT, DESKS, LOCKERS, ETC.**

School officials may open and examine any property belonging to the District, including school lockers, desks and other areas of school facilities, at any time with or without reason. Student employees should expect no privacy in regards to District property. This also applies to personal property such as book bags, purses and cars.

*Reference: Title 70 O.S.A. 24-102*

## **DRESS CODE**

The goal for all student employees is to represent Metro Tech in the best possible light at all times. You are an example to the community and your peers. A professional style of dress does not interfere with work or create a distraction in the learning environment. You are expected to present yourself in a professional manner at Metro Tech.

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

## **DRUG-FREE SCHOOL POLICY**

Metro Tech is responsible for providing a safe educational environment and must maintain the trust of the public. Any student employee who is impaired by a controlled substance or alcohol is a serious risk to others. Metro Tech adheres to all federal, state, and local laws in reporting the use and/or possession of controlled substances by student employees. Drug screening procedures may differ depending on the career major.

*References: Metro Tech School Board Policy, BP-10007  
Title 70 O.S. 1210.229-2*

## **ETHICAL CONDUCT & DISCIPLINARY ACTION**

Students are expected to behave in an acceptable manner, same as in the workplace. To ensure a positive and safe learning environment, all student employees will maintain the highest level of ethical conduct. We will support each other's professional and personal growth and remain accountable to each other at all times.

Our code of ethics calls us to:

- Be courteous and considerate of other student employees, staff, and visitors.
- Communicate honestly and openly.
- Respect each other and information given to us in confidence.
- Be punctual.
- Perform our best work at all times.
- Obey school and societal rules.
- Be an example to our community and peers.

Unfortunately, people sometimes conduct themselves in ways which could result in suspension or dismissal from the workplace or school.

Some examples of this might be:

1. Showing disrespect or disobedience to staff.
2. Harming, defacing or destroying private or school property.
3. Using school equipment to listen to electronic media, such as a CD or flash drive.
4. Indulging in, directly or indirectly, any harassment of others including, but not limited to, sexual harassment.
5. Using profanity or vulgar language, expressions or signs.
6. Assaulting and/or battering another person.
7. Possessing or consuming any alcoholic beverage, narcotic drug, stimulant, barbiturate, inhalant, hallucinogen, designer drug or any controlled dangerous substance.
8. Inciting, encouraging, promoting or participating in attempts to interfere with the normal educational process.
9. Engaging in acts of immorality.
10. Theft of any properties or possession of stolen property while on campus.
11. Gambling or possession of gambling paraphernalia of any kind on campus.
12. Violating the dress code/personal appearance policy of Metro Tech.
13. Showing public displays of affection.

## **GRIEVANCE PROCEDURE**

In any organization with a variety of jobs and many people, different points of view will develop. Recognizing this fact, Metro Tech has developed a procedure for resolving conflicts in an orderly and fair manner. If the student employee has a disagreement or dispute with another person, these steps will be followed:

1. Discuss the issue informally with the person involved and try to resolve the problem. Be sure to explain how you perceived the situation and try not to blame the other person. Often disagreements are simply miscommunications.
2. If you cannot solve the problem with the person involved, invite your site counselor to serve as a liaison between the two of you.
3. If these methods do not work, submit your complaint in writing to your site director and request a meeting about the issue. The site director will issue a written statement.
4. If the issue is not resolved to your satisfaction, you may appeal in writing to the Associate Superintendent of Student and Instructional Services. The Associate Superintendent will call a meeting of the parties involved and issue a final, written decision.

Student employees may appeal decisions as provided by Board Policy (BP-10015), Student Complaints, Appeals Procedure.

## INSURANCE

Student employees are responsible for their own accident and health insurance. Metro Tech does not carry insurance on student employees. Secondary students may get information about school accident insurance at their home high schools.

## INTERNET/INFORMATION POLICY

The District provides a system of information technology resources to its student employees, including access to the Internet. The system has a limited educational purpose. This means that the system may be used for learning activities, professional or career development, social networking for career development, research and communication related to District business.

**NOTE:** Contents of files and records of activity on District systems may be monitored on a regular basis. Privacy should not be expected (e.g., eLearning, instant messaging).

Guidelines for student employees:

- Students must successfully complete provided internet safety training before having access to all approved web resources.
- You may access the system as needed for instructional purposes related to your enrollment at Metro Tech.
- You must follow all District rules and policies regarding Internet and technology use.
- Protect your passwords and account numbers so that others may not access your work.
- If you receive inappropriate or threatening messages from any source, tell your instructor immediately.
- Check your email and files frequently and delete or archive messages when they are no longer needed.
- Do not use the District system to engage in any illegal act (including hacking, virus dispersion, solicitation, cyberbullying, etc.) or accessing inappropriate material.
- Do not conduct personal business for profit using the District system. Personal business must be conducted from your own personal computer.
- Use respectful language in all online communications.

*This is a summary of the policy. Refer to the online handbook at [www.metrotech.edu/majors/handbook](http://www.metrotech.edu/majors/handbook).*

## MEDICAL EMERGENCIES

If a student employee has an injury or sudden illness while at Metro Tech, he or she should notify the instructor immediately for further direction. Student employees who are ill must sign out in the attendance office before leaving the campus. Staff will contact a parent/guardian before secondary student employees are allowed to leave the campus. Metro Tech staff will not issue medication or perform medical treatments on any student employee, minor or adult. Student employees will be permitted to self-administer prescribed asthma and/or anaphylaxis medications, including but not limited to, an epinephrine injector.

*References: Metro Tech School Board Policy, BP-10019*

## STUDENT RECORDS: NOTICE OF RIGHTS UNDER FERPA

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.

### DEFINITIONS:

**Eligible student** – a student employee who has reached 18 years of age or is attending Metro Tech as a post-secondary student.

**Parent** – a parent of a student employee who is not an eligible student as defined above, including a natural parent, a legal guardian or an individual acting as a court-appointed surrogate parent.

FERPA affords eligible student employees and parents certain rights with respect to the student employee's education records. These rights enable eligible student employees and parents to:

1. Inspect and review information contained in the student employee's education records.
2. Request the correction of records to ensure that they are accurate, not misleading, or otherwise in violation of the student employee'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.

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's Board Policy on Student Records (BP-10001 Student Information) can be obtained on the website: *www.metrotech.edu* under *About Metro Tech >Board Policies*.

### **RELEASE OF STUDENT INFORMATION**

Information maintained by Metro Tech about students and former students is covered under the Family Educational Rights and Privacy Act. FERPA is defined as either directory or confidential. Directory information is not considered harmful or an invasion of privacy if released. While the District fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released in accordance with applicable law.

### **DIRECTORY INFORMATION INCLUDES THE FOLLOWING:**

- Name
- Home and permanent address
- Email address
- Telephone numbers
- Career major
- Class year
- Enrollment status
- Anticipated completion date
- Participation in officially recognized District activities
- Certifications and awards received
- Previous education
- Photographic, video or audio images to promote District services and programs

Students may at any time request that directory information be treated as confidential and released only with their consent. Requests to withhold information must be sent in writing to the Registrar's office. If you choose to do so, any request for such information from other parties, including prospective employers, family members and friends, will be refused, unless you provide specific written consent to release the information in the future. Please consider carefully the consequences of any decision to withhold directory information.

Copies of the FERPA Amendment are available through the Enrollment Center, 1900 Springlake Drive, Oklahoma City, OK 73111-5238.

## **TOBACCO USAGE**

Smoking is not allowed in any campus building. The Oklahoma State Statute requires that adults smoke in areas specifically designated as smoking. Metro Tech has placed ash cans in these areas for your convenience. Smokeless tobacco is not permitted on any campus.

*Reference: Title 63 O.S. 1-1512*

## **TUITION**

### **HIGH SCHOOL STUDENTS:**

Student employees from Oklahoma City and Crooked Oak School Districts may attend classes with no tuition expense.

### **ADULT STUDENTS:**

Adult student employees will be charged tuition. Other costs for books, supplies, tools, uniforms and certification exams are extra. Costs vary depending on the career major selected. Staff at the Enrollment Centers can provide specific career major cost information. All costs are subject to change.

Student employees must meet all tuition and fee obligations before a transcript or certificate of completion is issued.

Tuitions are to be paid at the Bursar's office at 1900 Springlake Drive, Oklahoma City, OK 73111

## **REFUNDS**

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

- No tuition refund will be given for courses that the student employee has completed.
- A full tuition refund will be given for courses that the student employee has enrolled in but has not yet begun.
- A partial tuition refund may be given for courses that the student employee has begun but not yet completed, depending upon how far the student employee has progressed into the course.
- No refunds will be given for books, supplies, fees or any other non-tuition costs.
- If a student employee'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.

## **TUITION DEFERMENT**

- Student employees approved for financial aid, vocational rehabilitation, etc. will be eligible for tuition deferments by the Financial Aid Director/Officer/Assistant only.
- Student employees must be accepted for enrollment in a career major that has been approved for financial aid.
- The Financial Aid Director/Officer/Assistant must recommend deferment of tuition based on knowledge of future financial aid to be received.
- Student employees will sign a deferment form outlining the amount of tuition obligation and deferment expiration.
- Student employees who do not make tuition payments in accordance with District policies will be withdrawn from the career major.
- Financial aid, vocational rehabilitation or other forms of assistance will be handled by the Financial Aid Director/Officer/Assistant officer.

## **WEAPONS POLICY**

A lethal weapon is any instrument that is commonly thought of as a method of injuring others, including but not limited to, firearms, knives, crossbows, ninja gear, other martial arts gear, metal knuckles, etc. Any student employee found in possession of a lethal weapon shall be suspended for the duration of the school year.

*References: Titles 70 O.S. 24-102, 70 O.S. 24-102.1, 70 O.S. 24-102.2.*

## **WIRELESS COMMUNICATION DEVICES (CELL PHONES, PERSONAL DIGITAL ASSISTANT (PDAS), PERSONAL COMPUTERS)**

In order to maintain an environment conducive to learning, Metro Tech requests that student employees leave all wireless communication devices (cell phones, iPods, PDAs, etc.) turned to a silent mode to respect the educational environment. The sound and operation of these devices disrupts school activities and limits concentration.

## **WITHDRAWAL FROM SCHOOL**

Metro Tech requests that any student employee withdrawing from school during the semester go through an exit interview with a counselor and complete all required forms.





# METRO TECHNOLOGY CENTERS (METRO TECH) 405-424-TECH (8324)

## SPRINGLAKE CAMPUS

Business Conference Center      Student      405-595-4678  
1900 Springlake Drive      Services  
Oklahoma City, OK 73111

Child Care Training Center      Director:      405-595-4700  
3901 Martin Luther King Avenue      Attendance:      405-595-4704  
Oklahoma City, OK 73111      Counselor:      405-595-4705

Economic Development Center      Chief Officer:      405-595-4775  
1700 Springlake Drive  
Oklahoma City, OK 73111

Health Careers Center      Director:      405-595-4600  
1720 Springlake Drive      Attendance:      405-595-4602  
Oklahoma City, OK 73111      Counselor:      405-595-4642

Information Technology Center      Director:      405-595-4700  
1800 Springlake Drive      Attendance:      405-595-4704  
Oklahoma City, OK 73111      Counselor:      405-595-4705

Public Safety Academy      Director:      405-595-4600  
1700 Staton Drive      Attendance:      405-595-4602  
Oklahoma City, OK 73111      Counselor:      405-595-4642

## AVIATION CAREER CAMPUS

5600 S. MacArthur Boulevard  
Oklahoma City, OK 73179

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

## METRO CAREER ACADEMY

1901 Springlake Drive  
Oklahoma City, OK 73111

Director:      405-595-4300 or 595-4304  
Attendance:      405-595-4319  
Counselor:      405-595-4302  
BEST Office:      405-595-4315 or 595-4316

## METRO DOWNTOWN

The Montgomery Building  
500 West Main Street  
Oklahoma City, OK 73102

Chief Officer:      405-595-4775

## SOUTH BRYANT CAMPUS

4901 S. Bryant Avenue  
Oklahoma City, OK 73129

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

## WALKER CENTER

Beauty Academy  
309 S.W. 59th Street, #305  
Oklahoma City, OK 73109

Director:      405-595-4200  
Attendance:      405-595-4201  
Counselor:      405-595-4200

Business Development Ctr.-South      Director:      405-595-4221  
309 S.W. 59th Street, #302  
Oklahoma City, OK 73109