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INTRODUCTION
Gordon Cooper Technology Center’s first Aviation Maintenance Training Program was started in 1970. The school first gained its approved Federal Aviation Administration (FAA) Certification rating in Airframe in 1985 and received reissued Certificate #BG9T033R for Airframe on August 13, 1990.

The district’s board of education made a decision to build a new facility in 1988. The facility was completed and accepted by the board of education on June 26, 1990. The school applied for program relocation and received a new certificate on August 13, 1990. On August 13, 2001 the Aviation Maintenance Technician School (AMTS) was expanded to include an AMT Powerplant Program and a Powerplant Rating was added. The AMTS facility was again expanded in August, 2008, to include a High School only area.

Gordon Cooper Technology Center (GCTC) is under the control of a five (5)-member board of education. Gordon Cooper Technology Center’s Aviation Maintenance Training Program operates in compliance with the FAA Operations Handbook. The board delegates the responsibility of managing the day-to-day operations of the Aviation division to the Lead Instructor of Aviation Maintenance Technology. The Lead Instructor, Mr. Ron A. Davis, will be accountable for any violations of standards with the FAA. The Assistant Superintendent, Mr. Bob Perry, will be responsible for the evaluation of staff, student discipline issues, and adherence to Gordon Cooper polices.

GOAL
The goal of GCTC Aviation Maintenance Technology (AMT) program is to provide students with theory, shop practice, and practical experience necessary to become professional Airframe and Powerplant mechanics. Upon satisfactory completion of the AMT program, students are eligible to take the FAA examinations for Airframe & Powerplant certification. It is the desire of the school staff to instill in the students the professional attitudes and skills, which are the hallmark and heritage of the aerospace industry.

The Aviation Maintenance industry is extremely healthy today in Oklahoma. Students completing this curriculum will be well prepared to find gainful employment with the aviation industry. Aviation Maintenance Technician School (AMTS) meets or exceeds the FAA standards. The AMTS curriculum is taught in a modern facility with equipment that is modern and addresses the technology in the work place. Our graduates will be capable of meeting the demands of the industry as quality Airframe and Powerplant Maintenance Technicians.

STAFF
Ron Davis – Aviation Maintenance Technology Lead Instructor/Airframe Instructor
Tim Fox – Aviation Maintenance Technology/General Instructor
Tony Helmel – Aviation Maintenance Technology/Powerplant Instructor
Aimee Harden – Aviation Maintenance Technology/HS General Instructor
Courtney Howser – Math Instructor
Jeana Shrum – Aviation Records Custodian/Registrar
Teresa Reich – Aviation Secretary
**AVIATION DAILY SCHEDULE**
The AMTS consists of 2 daily blocks of instruction, AM and PM. Full time students attend both daytime classes Monday thru Friday and finish the program in approximately 18 months. The school uses a 50 minute instructional hour and during a 3 hour block, the students receive one 15 minute break.

High School students attend either AM or PM session during their Junior and Senior year. HS General/FAA days are Mon, Wed & Fri. Non FAA days are Tue & Thurs. The school uses a 50 minute instructional hour and during a 3 hour block, the students receive one 15 minute break on FAA days, High School students will have a 10 minute break on Tuesdays and Thursdays (Non FAA days).

After High School graduation and completion of HS General/GAPE, students must attend full-time for 1 additional year. High School students finish the program in approximately 3 years.

### HS General AM Schedule /FAA days - Mon, Wed, & Fri

<table>
<thead>
<tr>
<th>Class Start Time</th>
<th>08:20 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS General Break</td>
<td>09:30 AM – 09:45 AM</td>
</tr>
<tr>
<td>AM Classes Dismiss</td>
<td>11:05 AM</td>
</tr>
</tbody>
</table>

### HS General AM Schedule /Non FAA days – Tue & Thurs

<table>
<thead>
<tr>
<th>Alg II/RC Plane</th>
<th>08:20 AM – 09:50 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Time</td>
<td>09:50 AM – 10:00 AM</td>
</tr>
<tr>
<td>Trig/Aviation History</td>
<td>10:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>AM Classes Dismiss</td>
<td>11:05 AM</td>
</tr>
</tbody>
</table>

### HS General PM Schedule /FAA days - Mon, Wed, & Fri

<table>
<thead>
<tr>
<th>Class Start Time</th>
<th>01:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS General Break</td>
<td>02:15 PM – 02:30 PM</td>
</tr>
<tr>
<td>PM Classes Dismiss</td>
<td>03:45 PM</td>
</tr>
</tbody>
</table>

### HS General PM Schedule /Non FAA days – Tue & Thurs

<table>
<thead>
<tr>
<th>Alg II/RC Plane</th>
<th>01:00 PM – 02:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Time</td>
<td>02:30 PM – 02:40 PM</td>
</tr>
<tr>
<td>Trig/Aviation History</td>
<td>02:40 PM – 03:40 PM</td>
</tr>
</tbody>
</table>

### ADULT SCHEDULE - AM

<table>
<thead>
<tr>
<th>Class Start Time</th>
<th>08:20 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAK TIMES</td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>09:30 AM</td>
</tr>
<tr>
<td>Powerplant</td>
<td>09:45 AM</td>
</tr>
<tr>
<td>Airframe</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Class Dismiss</td>
<td>11:05 AM</td>
</tr>
</tbody>
</table>

### ADULT SCHEDULE – PM

<table>
<thead>
<tr>
<th>Class Start Time</th>
<th>01:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAK TIMES</td>
<td></td>
</tr>
<tr>
<td>Airframe</td>
<td>02:15 PM</td>
</tr>
<tr>
<td>General</td>
<td>02:30 PM</td>
</tr>
<tr>
<td>Powerplant</td>
<td>02:45 PM</td>
</tr>
<tr>
<td>Class Dismiss</td>
<td>03:45 PM</td>
</tr>
</tbody>
</table>
The goal of the GCTC/AMTS attendance policy is to provide a framework for student accountability and success by demonstrating the importance of attending class on a regular basis.

The AMTS requires 100% attendance for FAA certified hours of instruction in order for a student to obtain credit within a course. If situations occur which make it necessary to miss a class, the student must make up the time missed as soon as arrangements can be made with the instructor in order to meet the attendance requirements. Attendance is recorded daily on individual student attendance cards, and in the instructor's grade book. Attendance is recorded in 10-minute intervals. Any time missed within an instructional hour will have to be made up in order for the student to receive credit.

If absences occur frequently, the instructor and/or a GCTC Administrator will counsel the student. Any student, who falls below an attendance rate of 90% during any course of instruction, may be required to re-take that course of instruction in its entirety. Any student, who falls below an attendance rate of 70% during any course of instruction, will be required to re-take that course of instruction in its entirety. The percentage of attendance is computed by dividing the number of days in attendance by the number of days in a course of instruction. Students will not be eligible for A&P Certification testing until all time missed, course tests, and all course projects are made up to the satisfaction of the instructor.

Adult students:
- Will be allowed 11 absences per semester (6 months)
- 3 tardies equal 1 day absence
- At 6 tardies the student will be referred to an Administrator
- At 5, 7, 9, and 11 absences the student will be referred to an Administrator
- At 12 absences the student will be dropped
- Dropped students will not be allowed to re-enroll for at least 1 semester
- 5 consecutive absences, with no contact made to the instructor/registrar the student will be dropped

High school students:
- Will be allowed 9 absences per semester (5 months)
- 3 tardies equal 1 day absence
- At 6 tardies the student will be referred to an Administrator
- At 5, 7, and 9 absences the student will be referred to an Administrator
- At 10 absences the student will be dropped at the end of the current semester (December/May) if the student is passing, if the student is failing he/she will be dropped immediately
- Student will be dropped immediately if 10 absences occur during the first four weeks of the semester
- Are expected to attend GCTC even if the sending school is not in session
- When a student must be absent, the parent/guardian of a high school student is expected to contact GCTC/AMTS at 273-7493, Ext. 2715 before 9:30 a.m. on the day of the absence.
LEAVING CAMPUS
Students should always check with the instructor before leaving the classroom/shop. Due to safety considerations, under no conditions will adult or high school students leave campus without permission from his/her instructor and a Permit to Leave Campus form completed. Students needing to leave early must obtain a Permit to Leave Campus form. After completing the form (follow the directions on the form) it must be Date/Time stamped, the yellow copy placed in the box by the time clock and the white copy given to the teacher before leaving campus. If a student leaves without a permit, he/she will be (but not limited to) counted absent or tardy for the day and suspended for 1 day upon the first offense. Second offense will result in a 3-day suspension, third offense the student will be dropped from the program.

Leaving class early (checking out no more than 60 minutes before the end of class) will be considered a tardy.

MAKE-UP TIME
AMTS will post throughout the Aviation Campus, including in classrooms and bulletin board specified Make-Up Time deadlines at the end of each 159 hour block of instruction. Any student failing to have their time, test and/or projects completed by the audit deadline will be given a written notice of the time, test and/or projects owed and the final deadline for completion. No student will be able to start a new class without full completion of previous class.

Each student will be assigned a clock number to use for the purpose of make-up time. The minimum clock-in time counted must be at least 30 minutes and the time cannot be banked, so make-up time must be after the period of time missed. All time missed in a course must be made up and accounted for. Time made up must not be during the class instruction period or without instructor knowledge or presence.

For safety reasons, students may not be left unsupervised when completing make-up time.

TARDIES
Tardies are incurred when a student is not in their seat at the designated class start time according to the classroom clock. Tardies are recorded in 10-minute intervals. Students arriving to class less than 10 minutes late will be marked 10 minutes late. More than 10 minutes late and less than 20 minutes will be marked 20 minutes late, etc... Any time missed within an instructional hour will have to be made up in order for the student to receive credit. Students who miss more than 1 hr. of class will be counted absent.

Students reporting late must complete a Tardy Slip with Date/Time stamp, full name, and instructor’s name. The yellow copy is placed in the box beside the time clock and the white copy is presented to the instructor upon entering class. If a student reporting late does not turn in completed white copy of the Tardy slip upon arrival to class, they will be counted absent for the entire period of instruction. Reporting to class late from break will also require a Tardy Slip to be completed.
BOOKS, TUITION AND TESTING FEES

Post-secondary (Adult) students are defined as any student past the age of compulsory school attendance who is not enrolled in a high school, alternative school, or is not home-schooled. Secondary (high school) students are defined as students who attend a high school or alternative school in pursuit of a high school diploma or are home-schooled. For purposes of this policy, residency for adult students shall be determined by the student’s primary place of residence at the time application for admission is made. However, if an adult student or their parent or guardian owns property within the District, the student shall be considered to be a resident of the District. Residency for high school students is determined by the primary place of residence of the student’s parents or legal guardian.

Adult students are required to pay tuition (unless awarded a tuition waiver) and required GCTC fees, tests fees, alliance agreement college fees, and CTSO (Skills USA) dues. Resident high school students do not pay tuition or required GCTC fees, but are required to pay for CTSO dues. If a high school student elects to receive college credit from Seminole State College or Rose State College through our Alliance Agreement, the student will be responsible for paying for the credit (at $8.00 per credit hour) directly to the college. The tuition and fees charged for a resident and non-resident shall be determined annually by the Board.

Adult students are required to purchase books each semester. Once a student has purchased a textbook, it is nonrefundable if it has been written in. GCTC does not buy back used books. No refunds will be given for books after two (2) weeks from entry date into the class. Books and supplies are provided for high school students. Students are responsible for the care of all school-owned property, which has been assigned to them. Normal wear, tear, and damage are understandable in the education process. However, if items are lost, destroyed, or stolen through irresponsible action, students will be charged the purchase price for replacement, which must be paid before a student is cleared from GCTC. The student must assume the full responsibility for the care and safe storage of personal items brought to the program for his/her use. These should be very limited in nature. Prior to any reenrollment, students must clear any outstanding accounts.

BOOKS/DUES

$238.00 (textbook, test guide, General, Airframe & Powerplant, Handbook, Dictionary)
$10.00 each August (Skills USA)
$248.00

TUITION

$5400.00 (General, Airframe & Powerplant/$1800.00 per semester, Out of District $10,800/$3600 per semester)
College Credit may be available, applicable fees will apply
$5648.00

TESTING

$285.00 (written tests (3): General, Airframe & Powerplant, $95.00 each if taken at GCTC Aviation)
$800.00 (Oral and Practical exam given after written tests, two tests @ $400.00 each to be paid to your examiner)
$1085.00*Fee is based on the initial passing of each test. Additional fee will be charged to re-test.
PAYMENT PROCEDURE

1. Tuition is due the first day of class unless the student is eligible for a Federal Pell Grant or the student has provided the school with an authorization or statement from an agency, which will pay the student’s tuition and fees. All payments should be made at Finance on the Main Campus. GCTC accepts personal checks, MasterCard, and VISA for payment. Personal checks must include the name, address, phone number, and driver’s license number of the person writing the check. There is a service charge of $25 on returned checks.

2. A student may arrange with the finance office to pay his/her tuition by making payments. A student’s tuition and fees must be paid in full or a payment plan must be in place before the student will be allowed to enter an internship, receive a completion certificate, and before he/she may enroll in any future Career Majors or courses at GCTC.

3. Students who withdraw prior to paying tuition and fees or before financial aid is arranged will be invoiced for the tuition and fees owed according to the refund policy. Prior to any re-enrollment, said student must clear any outstanding accounts.

4. Tuition and fees will be charged at the beginning of each semester. Career Major tuition and fees must be paid in full before being allowed to enroll in a second or subsequent Career Major. Out-of-district tuition for post-secondary students is double the amount of in-district tuition.

5. Books and instructional supplies can be purchased at the school bookstore on the Main Campus.

6. All payments for FAA written testing should be made at Finance located on the Main Campus. Students should present the receipt for testing to the Aviation campus.

REFUND POLICY

 Applies to students who are NOT eligible to receive Title IV federal financial aid (Federal Pell Grant):

<table>
<thead>
<tr>
<th>Period of Withdrawal (from entry date)</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>From enrollment date through the first week of enrollment</td>
<td>100%</td>
</tr>
<tr>
<td>From the 2nd week through the 4th week of enrollment</td>
<td>50%</td>
</tr>
<tr>
<td>After the 4th week of enrollment</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>
CLASS REQUIREMENTS AND GUIDELINES

The Student Will:

1. Be prompt; be on time for the start of class.

2. Return from breaks on time. (Students returning late will be counted tardy using the 10 minute scale.)

3. Use time wisely.

4. Dress appropriately for the classroom and shop.

5. Complete all assignments accurately and on time.

6. Work safely in the shop at all times. Be concerned with your safety and the safety of others. Students that violate safety rules will have to retake safety instruction. Time spent retaking safety instruction will not be counted as certified time.

7. Horseplay will not be tolerated.

8. Control your temper at all times. Do what is asked of you without talking back.

9. Assume responsibility for your learning, ask questions if you have a problem or need clarification.

10. Bring all learning materials to class each day, (books, pencil, and paper).

11. Keep all learning material updated and current.

12. Use of tobacco is not permitted on campus.

13. Profanity will not be tolerated.

14. Keep all four chair legs on the floor at all times.

15. Good personal grooming must be maintained by each student.
COURSE SCOPE & DESCRIPTIONS
The AMT program consists of 4 areas for a combined total of 1917 hours: General & GAPE (General, Airframe, & Powerplant Electrical), Airframe, and Powerplant. Final exams are given on the last day of each section of coursework. Students will have 9 hours of Orientation and Safety before beginning class. The High School General program is a 2 yr. rotation which covers General 1 and 2 one year and GAPE 1 and 2 the following year. High School students are required to take Math courses as an imbedded part of their program.

GENERAL & GAPE
AMT 1005 MATHEMATICS
Extract and raise numbers to a given power. Determine areas and volumes of various geometrical shapes. Solve ratios, proportion, and percentage problems. Perform algebraic operations involving addition, subtraction, multiplication, and division of positive and negative numbers.
AMT 1015 BASIC PHYSICS
Use the principles of simple machines; sound, fluid and heat dynamics.
AMT 1025 AIRCRAFT DRAWINGS
Students are given instruction covering blueprint reading. The interpretation of the abbreviations, lines, symbols, measurements, notes, and other information for the purpose of fabricating, assembling, installing, inspecting, and repairing parts, units, and assemblies.
AMT 1035 WEIGHT AND BALANCE
A study of aircraft weight and balance is given with hands on experience. Weighting procedures, weights, arms, moments, and calculating center of gravity. The necessary math and physics relating to aircraft weight and balance are given.
AMT 1045 CLEANING AND CORROSION CONTROL
Identify and select the different cleaning materials and processes. Perform aircraft cleaning and corrosion control.
AMT 1055 MATERIALS AND PROCESSES
Identify and select appropriate non-destructive testing methods. Perform penetrant, chemical etching, and magnetic particle inspections. Perform basic heat-treating processes. Identify and select aircraft hardware and materials.
AMT 1065 FLUID LINES AND FITTINGS
Aircraft plumbing systems are covered with emphasis on the different types of fluids, fittings, tubing, hose, and structure of each with the purposes in which they are used. Also covered are different tools and their uses and how to fabricate and install lines and fittings.
AMT 1075 GROUND OPERATIONS AND SERVICING
Start, ground operate, tow, service, and secure the different types of aircraft. Identify and select fuels, oils, and hydraulic fluids.
AMT 1085 FEDERAL AVIATION REGULATIONS, PUBLICATIONS, & RECORDS
Exercise mechanic privileges within the limitations prescribed by part 65 of the Federal Aviation Regulations. Select and use FAA and manufacturer's maintenance specifications, data sheets, manuals, and publications, and related Federal Aviation Regulations. Read technical data. Write description of aircraft condition and work performed. Complete the required maintenance forms, records, inspection reports, and log book entries.
AMT 1095 BASIC ELECTRICITY DC
Discuss electricity and electron theory. Identify current, electricity, and Ohm's Law. Determine relationships between voltage, current, and resistance in electrical circuits. Solve problems using these relationships in series and parallel circuits.
AMT 1105 AC ELECTRICAL CIRCUITS
Determine advantages of and differences between alternating current and direct current. Discuss inductance and resistance. Calculate and measure capacitance and electrical power. Discuss alternating current circuits and conversion of alternating current to direct current.
AMT 1115 AIRCRAFT BATTERY SERVICE
Identify types of batteries, their characteristics, and classifications. Discuss battery installation requirements. Inspect and service both lead-acid and nickel-cadmium batteries.
AMT 1125 AIRFRAME WIRING PRACTICES
Identify wire terminals, terminal strips, junction boxes, and connectors. Describe wiring procedures. Identify and define bonding, shielding, circuit protection, switches, and relays. Repair and inspect aircraft electrical system components. Install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices.
AMT 1135 POWERPLANT WIRING PRACTICES
Identify wire type, size and marking. Define powerplant-wiring procedures. Read and interpret powerplant-wiring diagrams. Install, check, and service engine electrical wiring controls, switches, indicators, and protective devices.
AMT 2005 AIRCRAFT ELECTRICAL SYSTEMS
Discuss and identify electrical systems for various aircraft types. Discuss electric motors: AC and DC. Identify aircraft exterior lighting systems. Inspect check, troubleshoot, service, and repair alternating current and direct current electrical systems. Inspect, check, and troubleshoot constant speed and integrated speed drive generators.
AMT 2015 COMMUNICATION AND NAVIGATION SYSTEMS
Discuss fundamentals of electronics, including radio waves and radio transmitters. Identify various aircraft navigation and communication systems. Inspect and repair antenna and electronic equipment installations. Inspect, check, and troubleshoot autopilot, servos, and approach coupling systems.
AMT 2025 ENGINE ELECTRICAL SYSTEMS
Discuss powerplant electrical installations and generator systems. Identify reciprocating and turbine engine starting systems. Repair engine electrical system components. Install, check, and service engine electrical wiring, controls, switches, indicators, and protective devices.
AMT 2035 IGNITION SYSTEMS
Identify battery and magneto ignition systems and their components. Overhaul magneto and ignition harnesses. Inspect, service, troubleshoot, and repair both reciprocating and turbine engine ignition systems and electrical starting systems and their components.
AIRFRAME
AMT 2055 SHEET METAL STRUCTURES
AMT 2065 NON-METALLIC STRUCTURES
Inspect bonded structures. Inspect and repair plastics, honeycomb, and laminated structures. Inspect, check, service, and repair windows, doors, and interior furnishings.
AMT 2075 ASSEMBLY AND RIGGING
Instruction will be given on rotary-wing rigging, fixed wing aircraft rigging. Check structure alignment. Assemble aircraft. Balance and rig movable and fixed surfaces. Jack aircraft.
AMT 2085 AIRCRAFT WELDING
Instruction will be given regarding oxyacetylene equipment and butt, lap, and tee joints in flat position using mild steel.
AMT 2095 AIRCRAFT FINISHES AND FABRIC COVERING
AMT 2105 HYDRAULICS AND PNEUMATICS
Repair hydraulic and pneumatic power system components. Identify and select hydraulic fluids. Inspect, check service, troubleshoot, and repair hydraulic and pneumatic power systems.
AMT 2115 POSITION AND WARNING SYSTEMS
Inspect, check, and service speed and takeoff warning systems, electrical brake controls, and anti-skid systems. Inspect, check, troubleshoot, service, and repair landing gear position indicating and warning systems.
AMT 2125 LANDING GEAR SYSTEMS
Inspect, check, service, and repair landing gear, retraction systems, shock struts, brakes, wheels, tires, and steering systems.
AMT 2135 CABIN ATMOSPHERE CONTROL SYSTEMS
Repair heating, cooling, air-conditioning, pressurization, and oxygen system components.
AMT 2145 AIRCRAFT INSTRUMENT SYSTEMS
Inspect, check, troubleshoot, service, and repair heading, altitude, speed, time, attitude, temperature, pressure and position indicating systems.
AMT 2155 ICE, RAIN, AND FIRE PROTECTION SYSTEMS
Inspect, check, troubleshoot, service, and repair airframe ice and rain control systems. Inspect, check, and service smoke and carbon monoxide detection systems. Inspect, check, service, troubleshoot and repair aircraft fire detection and extinguishing systems.
AMT 2165 FUEL SYSTEMS
Check and service fuel dump systems. Perform fuel management, transfer, and defueling. Inspect, check, and repair pressure fueling systems. Repair aircraft fuel system components. Inspect and repair fluid quantity indicating systems. Troubleshoot, service, and repair fluid pressure and temperature warning systems. Inspect, check, service, troubleshoot, and repair aircraft fuel systems.
AMT 2175 AIRFRAME INSPECTIONS
Perform airframe conformity, airworthiness and 100 hour inspections.
POWERPLANT
AMT 3005 RECIPROCATING ENGINE FUNDAMENTALS AND INDUCTION & EXHAUST SYSTEMS
Identify characteristics of reciprocating engines and their components. Inspect and check valves perform a valve timing check. Repair carburetor intake and induction manifolds. Inspect and troubleshoot engine ice and rain control systems. Repair exhaust system leaks.
AMT 3010 RECIPROCATING ENGINE COOLING & LUBRICATION SYSTEMS
Identify and select engine lubricants. Adjust engine oil pressure. Clean and pressure-test an oil tank. Inspect, check, troubleshoot, service, and repair an engine cooling system and its components.
AMT 3015 RECIPROCATING ENGINE FUEL AND FUEL METERING SYSTEMS
Inspect and repair engine fuel system components. Set idle speed and mixture controls. Service a fuel-metering system.
AMT 3020 POWERPLANT FIRE PROTECTION SYSTEMS
Identify fire extinguishing systems. Inspect, check, service, troubleshoot, and repair engine fire-detection and extinguishing systems.
AMT 3025 RECIPROCATING ENGINE REMOVAL, OVERHAUL, & INSTALLATION
AMT 3030 RECIPROCATING ENGINE OPERATION, INSTRUMENTATION, INSPECTIONS, AND MAINTENANCE
Perform oil-pressure adjustments and troubleshooting engine. Inspect, troubleshoot, and repair engine pressure, indicating, and control systems.
AMT 3035 PROPELLERS AND PROPELLER GOVERNING SYSTEMS
Inspect, check, service, and adjust propeller-governing systems according to manufacturer’s data. Disassemble, inspect, and reassemble a governor. Remove, repair, and balance a propeller. Install and troubleshoot a propeller.
AMT 3040 TURBINE ENGINE FUNDAMENTALS AND EXHAUST & INDUCTION SYSTEMS
Identify characteristics of turbine engines and their components. Discuss jet propulsion. Troubleshoot and repair engine thrust reverser systems and related components.
AMT 3045 TURBINE ENGINE COOLING AND LUBRICATION SYSTEMS
Inspect turbine engine oil pressure. Repair turbine engine cooling system components.
AMT 3050 TURBINE ENGINE FUEL & FUEL METERING SYSTEMS
Troubleshoot and adjust turbine engine fuel metering systems and electronic engine fuel controllers. Disassemble, clean, inspect, and reassemble and engine-driven fuel pump.
AMT 3055 TURBINE ENGINE REMOVAL, OVERHAUL, & INSTALLATION
Remove engine from aircraft and disassemble sections according to manufacturer’s specifications. Clean, inspect, and repair turbine engine sections. Perform final engine assembly, including exterior lines, components, and attaching hardware. Install and rig engine.
AMT 3060 TURBINE ENGINE OPERATION, INSTRUMENTATION, INSPECTIONS, AND MAINTENANCE
Inspect, check, service, troubleshoot, and repair engine-indicating systems. Perform preflight inspection. Complete turbine engine run-up and systems check. Perform powerplant conformity and airworthiness inspections.
FAA GRADES
Grades will be earned as wages are earned on a regular job. You do not receive wages when you are absent from work. Thus, you receive no grade when you are absent from class. Attendance is a must. A course grade will not be given until all requirements have been fulfilled. A class curve will not be used and grades will be based on a percentage of 100.

Grades are figured using the following formula:

**Example:**
- Theory Grade = 84%
- Shop Grade = 90%

\[
\text{Course Grade} = \frac{84 + 90}{2} = \frac{174}{2} = 87\%
\]

**THEORY GRADE**
A comprehensive written test is given at the completion of each course. The grade on the comprehensive test is the student’s Theory Grade for the course. If the student fails the examination (Scores below 70%), he/she will be allowed to retake the exam one (1) time, but will be granted a maximum grade of 70%, regardless of the passing score. If the student fails to score 70% on the retake, then he/she will have failed that course.

**SHOP GRADE**
This grade consists of shop projects (competency skills), proper use of tools and equipment, safety procedures, proper use of publications, etc. Class work, worksheets, and quizzes may be included in this grade. A minimum shop average of 70% is required to pass each course.

**FAA GRADING SCALE**
- A - 93 to 100
- B - 86 to 92
- C - 77 to 85
- D - 70 to 76
- F - below 70
- I - Incomplete
- WP - Withdraw Passing
- WF - Withdraw Failing

**AMTS ACHIEVEMENT TESTS**
Achievement tests must be taken when a student has completed all courses within the sections of General/GAPE, Airframe and/or Powerplant. The student must score 90% or better on each achievement test prior to taking any FAA Exams. Students will be allowed an unlimited number of re-take exams if required. These grades will stand-alone and will not become part of any other grade.

**GRADUATION CERTIFICATE**
Each student that graduates from the AMTS program will be presented a certificate authenticated by a school official upon completion of the AMT achievement tests. The certificate contains the name of the AMTS, the school’s certificate number, the school, the program name from which the student has graduated (i.e. Airframe, Powerplant) the date of graduation, and the signature of the superintendent and Lead Instructor. This certificate qualifies the graduate to take the Federal Aviation Administration’s Examinations for the Mechanics Certificate with an Airframe, Powerplant rating, according to the coursework completed. The certificate will only be issued to a student who has
successfully completed the curriculum requirement either by taking and passing the
specified courses or by being properly credited with the courses.

A transcript containing all grades and completion dates for courses completed by the
student will be printed on the reverse side of the graduation certificate along with the
signature of the registrar. The transcript printed on the reverse side of the “Airframe”
certificate shall contain grades and completion dates for all courses included in the AMTS
Airframe and General/GAPE curriculum. Transcripts for the “Powerplant” certificate shall
contain grades and completion dates for all courses included in the AMTS Powerplant
and General/GAPE curriculum.

INCOMPLETE
If a student is not passing or if a student is missing time when course grades are issued,
and if in the judgment of the instructor, it is not the fault of the student, that is, there have
been circumstances over which the student had no control; an “Incomplete” may be given.
The “I” (Incomplete) will be replaced with a grade when all tests, time, and projects have
been made up and completed to the satisfaction of the instructor. It is the instructor’s
responsibility to notify the Aviation FAA Records Custodian, Jeana Shrum in writing of
any grade change. The Lead Instructor must approve any grade changes submitted to
the registrar. No Incomplete grade may be given on an official transcript.

PROGRESS RECORDS
Grades are assigned and recorded in the gradebook and posted on the student’s
transcript by courses. A Tracking Form is used by the instructor to record student grades.
A copy of that form is placed within each individual student’s file folder. Grades marked
on the tracking form are for theory, shop, and the final course grade. Those grades will
correspond with the grades in the instructor’s grade book.

PROGRESS REPORTS
A progress report will be mailed to the parent/guardian of high school students following
the fourth week of each nine-week period. This report will include the student’s progress
toward completion of competencies in the program as well as attendance records and
any statements the instructor adds regarding the student’s performance. Secondary
students’ weekly eligibility will be checked each Friday and a report sent to the Principal
of each high school. Students must be passing each week to remain eligible for extra-
curricular activities. Post-secondary students can receive their progress reports in class.

PROJECT EVALUATIONS
A minimum of 70% is required for all projects. Projects will be evaluated using the Project
Evaluation Form.

TRANSCRIPTS
The AMTS issues a transcript authenticated by the aviation registrar who serves as the
official representative of the aviation program for release of official school records.
The transcript contains a complete record of all courses taken, grades earned, and the
date the student completed or left the training program. Transcripts will be made available
to a student regardless of whether or not the student graduated from the program.
AVIATION CAMPUS GENERAL INFORMATION

CREDITING INSTRUCTIONAL and/or WORK EXPERIENCE
Gordon Cooper Technology Center recognizes that today’s students are mobile and that students may be accepted into the AMTS program that has received instruction or experience elsewhere. The AMTS recognizes the following types of schools and/or experience that will allow students to receive advanced standing credit:

1. An FAA certified AMT school
2. United States Military school
3. Work experience (Military/Civilian)

GCTC’S AMT Program will issue credit in any of the following ways:

1. Entrance exam
2. Authenticated transcripts with course description and grades
3. Documentation of experience including a letter of recommendation and descriptions of work performed

Students requesting advanced standing credit must show proof that he/she has experience in a civilian work place or Military Services. Credit for all work experience must be documented and demonstrated by testing. Tests administered will be the same as those given to all of GCTC’s AMTS students completing the equivalent course. All tests and documentation will be maintained in a file bearing that student’s name.

DRESS CODE
Clothing should be appropriate for the aviation trade. Inappropriate clothing, as determined by the program instructor, will not be permitted. Students will be required to check out and go home to change clothes. Students will be counted absent during the time they are away from campus to change clothes.

Articles of clothing or appearance which offend public decency or which suggest or depict violations of law or school regulations will not be permitted. Articles of clothing that will not be allowed and are not limited to include: house shoes, flip-flops, halter-tops, short shorts, miniskirts, (length of shorts, skirts, or dresses will be no shorter than a dollar bill’s length from the top of the knee to the garment), sleeveless shirts of any kind, muscle shirts, tank tops, crop tops, (top and bottom garments must touch at all times), low-cut or plunging necklines on blouses, dresses or shirts, saggers and/or oversized pants, pajamas, and similar garments.

For safety in shop areas protective eyeglasses, protective footwear, and hard hats may be a requirement. Students in shops are encouraged to purchase overalls, industrial aprons, or other appropriate clothing for safety and protection of their school clothes (high school students will be provided). Students must comply with safety standards if they wish to stay in the aviation program. Caps and/or hats may be worn in the classroom and/or lab area at the discretion of the instructor.

EVALUATION OF PREVIOUS SCHOOL’S RECORDS
Students coming to GCTC’s AMTS from another FAA certified school may receive advanced credit after the school’s Lead Instructor of Aviation Maintenance Technology Center has had adequate time to evaluate the student’s records from their previous school. If the sending school’s records reveal that the curriculum is equal to or greater in hours and content, the student will receive credit and not be required to take that portion of the curriculum.
FULL-TIME PROGRAMS HANDBOOK
All students in the Aviation Division fall under the rules specified in the Student Handbook for Full-Time Programs. Exceptions to the Full-Time Handbook are covered in the Aviation handbook. Full-Time Program Handbooks are available at the Main Campus or online at gctech.org.

OFFICE GUIDELINES
The front office and the workroom of the AMTS are considered off-limits for all students. Students who have permission from the Aviation Records Custodian or the Secretary may take an Achievement test (90's) in the workroom. All files kept in this office are regulated by GCTC and the FAA, and are accessible only to GCTC and FAA employees. The copy machine, as well as all other office equipment, is also off-limits to students. Students requiring copies of class related materials should speak to their instructor or office staff at the front window. Any student requiring assistance should go to the front window and speak to the office staff. Any item on the desk top is confidential. Please do not read. If the office staff is not available at the time the student requires assistance, the student should speak to an instructor. Violations of this policy will result in a student referral to a school Administrator for further disciplinary action.

RECORDS
The school recognizes the importance of having adequate records and the records make clear which tests, quizzes, and practical projects are required and which ones are optional. The school's records illustrate that the student's work is successful or unsuccessful. Each instructor is required to keep a grade book and to post grades within the grade book in such a manner to document the progress that each student is making. Grades are recorded within the grade book for each course.

Individual student records are maintained in a locked file cabinet within the instructor's office. Each student has an individual file, and the following types of records are placed within that student's file:

- Attendance records & make-up time sheets
- Grades
- Copies of exams/tests
- Individual student's tracking form
- Project evaluation sheets

GCTC requires the following types of records, but not limited to, be placed within that student's file:

- Counseling reports
- Personal Information Sheet
- Safety Test
- Student Handbook Test
- AMTS Grading System
- Tool Agreement
- Office Guidelines
- Hangar Safety
- MSDS Training Sheet
- Requirements Update
After a student completes the AMTS section (General/GAPE, Airframe, or Powerplant), the student file folder will be transferred to permanent storage. The records will be available for inspection by the FAA Maintenance Inspector. These records will be kept for a time period not to exceed five (5) years.

SAFETY
It is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning the use of the equipment, before being allowed to operate it alone. The student must assume responsibility for following safe practices:

1. Follow all safety rules for the shop
2. Never use a machine without first having permission from the instructor
3. Do not ask permission to use a particular machine unless instructed in its use, and have made 100 percent on the safety test for that machine
4. Report any accident or injury to the teacher immediately

SCHOOL CLOSINGS
Bad weather school closings are broadcast on KGFF and WKY radio or television channels 4, 5, and 9. Gordon Cooper has an automated notification system as well, in order for the student to be properly notified, it is necessary for us to maintain current contact numbers for each student. If the school is open, students are expected to be present.

STUDENT BEHAVIORAL CONTRACT
It is considered a privilege to attend the Aviation Maintenance Technology program at Gordon Cooper Technology Center. For this reason the students are required to follow a set form of conduct and abide by all the rules and procedures of the school and class.

In an attempt to allow a student to correct inappropriate behavior(s), a Behavioral Contract may be initiated. By signing the contract the student understands that the behavioral problems experienced in the class and shop need to immediately stop. The student understands that if three classroom behavioral problems occur during a semester the student will be suspended from the program for 3 days.

STUDENT, STAFF, AND VISITOR IDENTIFICATION BADGES
All students, staff, and visitors are required to display GCTC identification badges in clear sight of all persons at or above waist level. This badge will be required when the student is on GCTC/AMTS campus, participating in a GCTC sponsored field trip, using GCTC equipment and/or facilities (Example: Bus Transportation). All students will be provided the initial badge at no charge. If the student misplaces or destroys the initial badge, the student will be required to pay three dollars for a replacement. All badges will be issued through Student Services. If a student does not wear the badge appropriately or forgets to bring the badge the student may be subject to disciplinary action that includes loss of break and/or suspension.

TOOL AGREEMENT
Students may not provide their own tools. The school will furnish tools for students to use during their training at GCTC/AMTS. The students will be responsible for returning all tools in good condition. If a student loses tools, the missing tools must to be paid for before a transcript of grades will be given.
VACATIONS AND HOLIDAYS
Classes meet five days a week for the full-time program. Check the Aviation Calendar at the back of the Aviation Handbook, not the official school calendar for the dates of regularly scheduled school holidays or vacation times.

VISITORS
All visitors must report to the office before going to any program or office on campus. **Students may not bring visitors on campus to attend a program.** Minor children may not accompany anyone attending an educational or professional class or meeting sponsored by GCTC/AMTS. It is not permissible to leave minor children unattended in a car in any school parking lot. Employees, students, or visitors may not bring an animal, fowl, or reptile into any school building nor leave such unattended in a vehicle in any school parking lot. This provision does not apply to animals trained to assist a disabled individual.

Classroom visitation will be for enrollment information and is initiated by the counselor or instructor. If, in the judgment of the Administrator, the visitation is not in accordance with this procedure, he/she shall ask the visitor or visitors to leave the classroom or building. It is the policy of the Board of Education that the Superintendent strictly enforces the provisions of Title 70 Oklahoma Statutes, Sec. 24-131 pertaining to the removal of persons out of school buildings and off property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. Any person removed under these circumstances will henceforth be considered trespassing if they return to campus without prior permission from the Administration of Gordon Cooper Technology Center. Any person removed from the premises, shall be given written notice of the procedure for requesting a hearing and filing a grievance or appeal (Policy DP-153-A1).

Nondiscrimination Statement
The Gordon Cooper Technology Center, in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, ethnicity, religion, national origin, age, gender, disability or veteran status in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services.
**GRIEVANCE OR RIGHT OF APPEAL**
Any complaint alleging discrimination on the basis of race, color, national origin, sex, age or disability should be reported to an instructor, counselor, or school administrator. A compliance officer assists individuals who wish to file a complaint and renders a written decision after conducting an investigation into the facts. If not satisfied with the outcome, the grievant or respondent may request a hearing to appeal the compliance officer’s decision to the Board of Education. Compliance officers are: Carol Valentine, Director of Adult Education; Donna Stone, Adult Counselor & Mike Matlock, Assistant Superintendent of Instruction.

**SEXUAL HARASSMENT**
According to DOE guidelines, sexual harassment is unwanted sexual conduct that “must be sufficiently severe, persistent, or pervasive that it adversely affects a student’s education, or creates a hostile or abusive educational environment.” Sexual harassment is a form of discrimination. Some examples of this conduct may include touching, verbal comments, name calling, spreading sexual rumors, suggestive gestures, suggestive sounds, clothing with suggestive graphics, pressure for sexual activity, or sexual assault. Sexual harassment is illegal and will not be tolerated at GCTC. Violation of this policy will result in disciplinary action. Victims of alleged sexual harassment are encouraged to report the incident to an instructor, counselor, or school administrator. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of allegations of sexual harassment. Complaints alleging sexual harassment will be handled according to the procedures described in the Civil Rights Policy (DP-117).
HIGH SCHOOL AVIATION MAINTENANCE
ADMISSION INFORMATION

High School Student Admission
High school students will submit a plan of study or a portfolio, which will include high school transcript, achievement test results (such as the Explore, Plan, COP System, and Iowa Test), a copy of their attendance record, and will have a personal interview to receive consideration for admission into the AMT career major. Aviation applicants are required to attend a second panel interview with their parent/guardian. Parents are encouraged to attend this interview. Attendance, past schoolwork, and interest will be strongly considered. High school students spend one-half of their school day (3 hours) in a technology class and the other half at their home high school. Credit will be issued by their home high school.

High school students wishing to continue in the AMT program must meet the following requirements:

1. Grade of “C” or better and maintain satisfactory academic progress
2. Score 70% or better on semester competency math tests. A score of 65 – 70% is left to instructor discretion.
3. Receive a recommendation from their instructor
4. A student who has failed 3 or more courses will not be recommended for continuation in the program
5. One or two failed courses must be retaken with the adult instructor
6. Must have no outstanding debts with the finance office
7. GCTC administrators reserve the right to approve or disapprove returning students

A student not meeting the above requirements may submit to the school administration a written appeal, which will be heard by the Student Services Appeal Committee. Students will apply for readmission in the Student Services Office. Readmission is not guaranteed.