

Automotive Policies and Procedures

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1. Grading policy

This automotive program at CDO High School will consist of two components: technical instruction and hands-on laboratory activities.

Test and Major Assessments

1. Quizzes: Quizzes can and will be given at any time. These quizzes may be hands on quizzes, or they may be standard questions to be answered in a note book. They may be announced or unannounced, open or closed book. Some quizzes may be open note or group quizzes.
2. Tests: a unit test will be given at the end of each instructional unit.
3. Projects and Assignments: Each student may be required to complete any number of projects or assignments.
4. Skill assessment: Students will be evaluated on skills learned throughout the semester.

Daily Work

This will include bell work, in-class worksheets, class participation and hands on lab assessments. **If a student is absent, it is the students responsibility to arrange to make up daily work. Power points and assignments will be posted on the website weekly.**

Website: <https://www.gilamonstergarage.com>

Final Assessment

Semester grades will be based on class work from the entire semester. Depending on the class there may be a written final, a practical final, both, or no final exam. The final will be worth no more than 20% of the semester grade.

Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	< 60%

2. Supplies

Students in the automotive program will need to provide the following:

- a. One separate 3 ring binder for classwork
- b. Dividers (bellwork, classwork, quizzes, etc.)
- c. Paper
- d. Pencils and Pens

3. Behavior

Students are expected to come to class prepared and will behave in a friendly and respectable manner towards others. Our classroom will follow the CDO High School discipline plan. Personal electronic devices used in class without permission will be confiscated and turned in to the office. **NO CELL PHONES OR ELECTRONICS DURING CLASS OR IN THE WORK AREA.**

4. Classroom Rules

All rules contained in the CDO High School Student Handbook will be adhered to. In addition to those rules, there are four more that will help you succeed in the classroom:

1. **Respect others** – Disrespecting other individuals or their property will not be tolerated.
2. **Respect the learning environment** – Actions that impede our ability to teach or other students' ability to learn will not be tolerated.
3. **Respect yourself** – You can do anything you set your mind to. Do not settle for less than your best each and every day in class.
4. **Have fun!** – Learning is an integral part of everyday life. It will be an enjoyable experience if done in the correct manner and with the correct mindset.

5. Computer Usage

In the Automotive classes, the students use a web-based curriculum. This curriculum is far superior for teaching compared to the textbooks that are made available to us. The web-based curriculum uses text, videos, knowledge checks and quizzes. The students will also have access to the curriculum from any computer that has an internet connection. This curriculum is very expensive, and we are lucky to have access to it here at CDO.

Any misuse of the laptops will cause a student to lose computer privileges. Any playing of games or changing of any settings on the computers is a violation and privileges will be revoked.

-If a student loses computer privileges, they will not be able to use the same curriculum as the rest of the class due to its web-based emphasis. If is too late in the semester to change to another class, the only option for the students are the use of the textbooks. They will be asked to complete written assignments and in-class activities. They will be responsible for completing these assignments on their own and adhere to the completion dates given.

6. Safety

Safety is our number one concern; no student will be allowed to work/participate in lab/shop activities until they have passed the safety exam with the score of 100%. The Automotive shop is one of the only areas at school where at times, the students work independently out of the instructor's line of sight. Therefore, we require a high level of maturity and responsibility from our students. Due to the nature of an educational facility we must have and enforce a strict conduct policy. Any students that violate these rules and policies will be subject to discipline up to and including dismissal from the class.

Infractions include but are not limited to improper use of tools and machines, abuse of any

district or personal property, horseplay, theft, performing unauthorized work or any actions deemed inappropriate or unsafe by the instructor. Minor infractions, will result in documenting and counseling by the instructor and an administrator. Repeat infractions or serious infractions will require a parent conference before the students can return to class. Thank you for your efforts to insure your students' success in this program. Please feel free to contact me if you have any questions or comments.

The following is a portion of the Arizona State Law relating to the use of safety glasses in the lab/shop: 15-151. Eye protective devices; definition

A. Every student, teacher and visitor in public and private schools, community colleges, colleges and universities shall wear appropriate eye protective ware while participating in or when observing vocational, technical, industrial arts, art or laboratory science activities.

B. The governing board of every school district, the governing board of every community college district, the Arizona board of regents and every person maintaining a private or parochial school in this state shall equip schools within their jurisdiction with eye protective ware for use as required in this article.

E. For purposes of this article, "eye protective wear" means devices meeting the standards of the American national standards institute's standards for occupational and education eye protection, Z87.1-1989.

Following the correct safety procedures in the classroom and lab is our number one priority. In the beginning classes we will spend up to two weeks learning proper safety procedures. We will also be reviewing safety procedures with the returning students in the advanced classes.

The following will be the discipline procedure for students who choose not to follow proper safety procedures:

1. **First violation** – Student will be removed from the lab for the day, an incident report will be written, and a written assignment will be given to complete before the student will be allowed back in the lab. Any work missed will have to be made up. Parents will be contacted.
2. **Second violation** – Student will be removed from the lab for a week, given a written referral, and a written assignment to complete. Any work missed will have to be made up. Parents will be contacted.
3. **Third violation or gross negligence that could cause major damage or injury**- Conference with student, parents or guardians, instructor, and an administrator. We will decide on the necessary disciplinary actions that will take place. One of the possibilities may be removal from the automotive program.

7. Communication

Communication may come in many forms throughout the school year. Students who participate in the auto club or participate in one of our many field trips may be given my personal cell number as an emergency contact. Although some students may receive my cell phone number during the year, my primary form of communication is by email, phone, or the remind app. The use of social media to contact me is frowned upon and may not get a response in a timely manner.

8. Pima Community College - Auto 3 and 4 only

This class is eligible for Pima Credit for juniors and seniors that participate in Auto 3 or year 4 internship students. They will be eligible for Pima credit if they are enrolled at Pima and have taken the entrance placement exam as well as performed all the following activities over the three year sequence. This is FREE of charge and mandatory for $\frac{3}{4}$ auto classes.

Pima Auto 100 Small Engine Troubleshooting and Repair

Description: Small Engine Troubleshooting and Repair Principles and procedures for overhauling, troubleshooting and repairing small engines. Includes safety and hazardous materials handling, engine types and identification, engine operation and maintenance, disassembly and inspection, engine reconditioning and assembly, fuel and ignition system assembly, mechanical operation and testing, multi-cylinder engines, and overhead valve (OHV) engines.

Performance Objectives:

Upon completion of the course, the student will be able to do the following:

1. Demonstrate safe working habits and the handling of hazardous materials.
2. Discuss engine types and identification procedures.
3. Discuss two and four stroke engine operating principles.
4. Disassemble a small engine, identify failed parts, and write up a parts order.
5. Recondition cylinder pistons, connecting rods, and crank and cam shaft assemblies and bearings.
6. Assemble a small engine.
7. Demonstrate assembly and installation of a small engine carburetor.
8. Demonstrate assembly and installation of a small engine ignition system.
9. Demonstrate troubleshooting, tuning, and adjusting procedures on a small engine.
10. Discuss knowledge of the general aspects of small multi-cylinder engines.
Perform valve adjustments to an overhead valve small engine.

Pima Auto 101 Automotive Maintenance Performance Objectives (3 credit):

Description: Techniques of routine vehicle maintenance includes customer vehicle identification and handling, new vehicle pre-delivery inspection and preparation, safety inspection, lubrication tasks, light line tasks, and fluid flushing.

Upon completion of the course, the student will be able to do the following:

1. Demonstrate safe working habits and the handling of hazardous materials.
2. Discuss work orders, identification of customer vehicles and keys and utilization of protective covers.
3. Discuss pre-delivery inspection procedures and the related forms.
4. Demonstrate safety inspections on vehicles.
5. Demonstrate lubrication and change of fluids on vehicle.
6. Demonstrate the routine light line maintenance tasks on vehicles.
Demonstrate the ability to utilize flushing equipment

Pima Auto 105 Automotive Light Line Maintenance (3 credit):

Description: Principles and procedures for light line service. Includes safety, tires and wheels, driveline systems, cooling systems, engine mechanical/electrical/performance, tools and equipment.

Upon completion of the course, the student will be able to do the following:

1. Examine tire wear.
2. Inspect a tire, perform a patch repair, and adjust air pressure.
3. Balance a tire on a computerized Wheel Balancer.
4. Correctly check and diagnose problems in Starting/Charging/and Lighting systems.
5. R&R a timing belt
6. Correctly perform basic engine performance and exhaust system (tune-up) procedures
7. Correctly R&R Rear Drive Axle
8. Correctly remove and replace U-Joints and overhaul a C/V Joint
9. R&R of a drive axle on the front wheel drive
10. Safely and correctly use air tools and various types of torque wrenches.
Includes automatic transmission pan/gasket replacement and wheel lug nut torque to specifications.
11. Correctly remove and replace a timing chain, adjust valves, and remove and replace a fuel filter
12. R&R an alternator / check charging voltage and correctly R&R a water pump / thermostat. Includes cooling system drain / refill and pressure test

Required Materials

Must be brought to class on (TBD) for class credit

- *3 ring binder
- *College Rule Paper
- *4 Dividers
- *Signed syllabus
- Calculator
- Pens
- Pencils (Scantron Tests)

*denotes what is needed for credit

Students will be responsible to keep all work handed back to them. If the student does not have the grade in the grade book, it is their responsibility to show me the completed work out of their binders. There will also be periodically notebook checks for classroom credit.

DON'T FORGET THE TAX CREDIT!!!

Parents, Grandparents, Family Members, or Friends can donate to the automotive program!

Your Contributions to the AUTOMOTIVE PROGRAM is very much appreciated. The money you provided as part of your Arizona School Tax Credit contribution goes a long way toward helping our students succeed!

Your contribution helps purchase needed equipment to support the auto shop and its events and competitions. Extra-curricular activities help children develop qualities such as leadership, cooperation, and personal growth. They also provide safe, supervised activities for students.

Remember, the Arizona School Tax Credit is a Genuine "Two-fer." If you contribute to the Arizona School Tax Credit, that money might also be a "Tax Deduction" on your Federal Income Tax form. See your tax advisor or refer to Arizona Law ([A.R.S. 43-1089.01](#)) for additional details.

TO DONATE FOLLOW THE INSTRUCTIONS BELOW:

1. Go to the following website to donate online or print out the downloadable form
<https://taxcredit.amphi.com/taxcrediddonation/>
2. Select Canyon Del Oro under the school drop down
3. Select Skills Usa-Autos under the activity drop down
4. Pick the amount you want to donate! Any amount is accepted, but the max is \$200 for single or \$400 for a family
5. Put in your personal information and billing information
6. Hit submit and you are done!

Syllabus Quiz

(Return it for class credit!)

- 1. Daily work consists of what type of assignments?**
- 2. What is the automotive classroom website?**
- 3. Are cell phones allowed in the work areas?**
- 4. What will happen if a student loses laptop privileges?**
- 5. What priority is safety in the automotive classroom?**
- 6. What portion of Arizona state law recites safety statues?**
- 7. Pima credit is offered in what automotive level?**
- 8. What are the three classes offered from Pima CC?**
- 9. What supplies are necessary for the class?**
- 10. What is the benefit of having someone donate a tax credit to the CDO auto program?**

****PLEASE READ AND SIGN BOTH SHEETS!****

Return it for class credit!

I understand and agree to abide by the above policies and procedures in the automotive program:

Student Name (print)

Student Signature

Parent/Guardian Name (print)

Parent/Guardian Signature

Parent contact information:

Home phone number _____

Home phone number _____

Cell phone number _____

Cell phone number _____

Email address _____

Email Address _____

****PLEASE READ AND SIGN!****

AMPHITHEATER PUBLIC SCHOOLS EQUIPMENT CHECKOUT NOTICE AND AGREEMENT

- I understand that part of producing projects for this class involves the use of video cameras, digital cameras, microphones and other equipment.
- I understand that it is my responsibility to care for any equipment in my possession and that I am responsible for any damage or loss that occurs due to my negligence.
- I understand that the equipment may be checked out for specific assignments.
- I understand that I must check out the equipment using either the Daily Equipment Checkout Sheet or the Equipment Checkout Agreement for checkouts that will last longer than a day.
- I understand that I am responsible for any damage to or loss of equipment checked out to me.
- I understand that the minimum cost to repair a computer, video or digital camera is \$150. The equipment itself costs \$400 - \$4000 to replace. I understand that if I damage or lose equipment, it is my obligation to pay for repairs or replacement.
- I understand that failure to return equipment after one warning will result in a referral to the assistant principal, along with a bill for the cost of the equipment. The bill will be marked "cancelled" when the equipment is returned in good condition.

Name of Student _____

Signature of student _____

Class Enrolled _____ Period _____

Signature of Parent or Guardian _____

Date _____