



**DIESEL TECHNOLOGY  
HANDBOOK  
2023-2024**

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<b>Program Handbook: Diesel Technology</b>	<b>2023-2024 School Year</b>
<b>Instructor: Mr. Merola/Mr. Roberts</b>	<b>Revision Date: April 2023</b>

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## **1 Welcome/Introduction/Program Overview**

The Diesel Technology Program is certified by the National Automotive Technician's Education Foundation (NATEF).

Students will learn basic vehicle maintenance, repair and replacement of drivetrains, brake systems, chassis components, and fuel and electrical systems. The program also focuses on shop basics such as safety, proper tool and equipment usage, and shop operating principals.

The program also will prepare students to take the Pennsylvania State Inspection License examination. Special emphasis is placed on troubleshooting and engine performance via the use of state-of-the-art electronic diagnostic equipment.

Students get practical experience in the school's repair shop, and, if qualified, apprenticeship experience working under a mentor technical.

## **2 Regulatory Agencies**

NATEF (National Automotive Technician's Education Foundation)

## **3 Student Requirements**

Students who are eligible to attend the Parkway West CTC Diesel Technology must be in the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades from one of our sending districts.

## **4 Dress Code**

ALL Diesel Technology students will be required to order uniforms from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at [www.parkwaywest.org](http://www.parkwaywest.org). Once logged onto our website, please access the Parkway West uniform store by clicking on the web store icon under links and portals. After accessing the web store, select the Diesel Technology Program to begin your order. ALL students are also **REQUIRED** to wear their uniforms, steel-toed boots, and safety glasses while in the Diesel shop.

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## 5 Required Supplies/Shop Equipment

Students are required to obtain the following items within the first week of school:

1. A Parkway West combination lock purchased at the school Business Office.
2. Black work pants and Parkway uniform shirt purchased through the Parkway West CTC uniform web store.
3. Leather work boots- Steel Toe or Safety Toe\*\*
4. Safety Glasses – One pair clear, one pair #5 shade\*\*\*
5. 1 one-subject notebook per quarter (4 total)
6. One Pair of Mechanics' Gloves
7. #2 Pencils

\*\*Safety Boots can be purchased locally at stores such as Franks Shoes, Redwing, or Dicks Sporting Goods.

\*\*\*Safety glasses can be either purchased at Parkway West CTC, welding supply companies (such as Vince's), or at local retail stores such as Harbor Freight.

## 6 Classroom Rules, Rewards and Consequences

### Classroom Rules:

1. Follow teacher's directions first time given.
2. Remain in class and on task unless excused by teacher.
3. Use appropriate language and vocal level at all times.
4. Come to class on time everyday prepared to work with a pencil or pen, notebook, three-ring binder, uniform, safety shoes, and safety glasses.

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5. Do not enter the teacher's office or use the teacher's phone unless specifically instructed to do so by the teacher.
6. No sitting in the shop or the customer's vehicles unless assigned to do so by the teacher.
7. No cell phone use in class.
8. NO horseplay on shop floor at any time.

Classroom Consequences:

1. Loss of Points on Daily Grade.
2. Loss of Break Room Privilege.
3. Assignment of Additional Shop Maintenance Required.
4. Referral to Administration.

Classroom Rewards:

1. Five (5) points on the Daily Grade.
2. Weekly Vending Machine Break.
3. Weekly Food Store Operations Purchase.

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## **7 Grading Procedures and Policies**

### School-Wide Grading Scale

A 90% or higher

B 80%-89%

C 70%-79%

D 60%-69%

The Diesel Technology Program provides the students with a diverse learning experience through the use of shop activities, homework assignments, quizzes, and daily grade. Grades are weighted as follows:

Knowledge/Skills – 80%

Work Ethic – 20%

### Makeup Assignment Procedure

In order for a student to makeup missed assignments due to absence, they must provide the instructor with a parental/guardian written excuse within three (3) days of returning to school. Failure to do so will result in zeroes for the missed assignments.

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## Work Ethics Evaluation Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (A)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools/Prepared for Class (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

**Meets Expectations (2)** All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

**Needs Improvement (1)** Some work ethics standards were not met.

Additional training in employability skills is recommended.

**Unacceptable (0)** Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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## **8 Safety**

### Safety Data Sheets (SDS)

SDS information for all chemicals used in the Diesel Technology Program can be found in a three-ring notebook located at the entrance to the Diesel Technology Shop.

### Fire Drills

Fire drills are conducted by the school on a regular basis. Exit from the shop or classroom should be orderly and quiet. One student will turn off all of the lights and the students will exit the program through the exterior man-door located at the back left corner of the shop.

## **9 Cleanup**

Shop clean-up consists of eight (8) jobs that are performed daily by students under the direction of a shop foreman; a student selected by the instructor. The shop clean up assignments for each student are posed on the shop bulletin board. They are:

1. Sweep the shop floors.
2. Check and clean all workbenches.
3. Clean air hoses and hang properly.
4. Clean the locker room and turn out the lights at the end of class.
5. Check all equipment for placement and cleanliness; clean if necessary and return to its proper place.
6. Clean drop lights and hand properly.
7. Return all tools to the Tool Room.

One student is selected to act as the "tool person." They open all tool cabinets, inventory the hand tools at the beginning of class and then, again, inventory the tools, and close the cabinets at the end of the class session.



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## Criteria For Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

### CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAM OF STUDY (POS)	Student has <b>not</b> completed at least 74% or program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

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## **10 Electronic Documents and Parental/Guardian Electronic Signature Policy**

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

### Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

## **11 Miscellaneous Information**

### Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.

