Syllabus: Automotive Technology 2025-2026

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Introduction:

Welcome to the Northshore Automotive Technology program. This class is designed prepare students to advance to post-secondary automotive education or transition directly into the field of automobile technology. Students will be working on a variety of real world automotive maintenance and repair procedures. Conformity to industry standards in dress, attendance and punctuality, as well as quality of work will be emphasized. The program follows the National Automobile Technical Education Foundation (NATEF) model and students will have exposure to all eight ASE areas. Safety, Hand Tools, Engine Repair, and Electrical/Electronics will be taught during the first semester. The second semester will focus on reinforcement of the previous learning as well as either Brakes or Steering/Suspension (dependent upon year, alternating each year) and larger shop equipment.

Climate, Culture, and Expectations (Bothell B.L.U.E.): (Will be on Schoology)

Here is an example of what you may wish to include to provide our students with some common language for "Bothell B.L.U.E."

The social and emotional climate of a classroom and a school is a key factor in the extent to which students learn and even more critical when it comes to whether they enjoy themselves in the process. It is hoped that you will look forward to this class every day. Here are some norms that are intended to advance those goals:

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B(Believe): Believe in your ability to grow; Believe in the support system around you

L(Lead): Lead from within by setting high expectations for yourself; Hold your classmates accountable to Bothell Blue; Encourage at least one person every week

U(Unite): *Wear Bothell Blue on Fridays; Attend at least one event per semester you're not involved in; Say "hi" to someone you don't know every week

E(Engage): Be all in by attending class on time, putting away your phone, and giving your best effort; Join a new club, sport, or activity; On campus: clean up after yourself

BHS ATTENDANCE POLICY

BHS Student Expectations: Timeliness & Classroom Attendance

Students at BHS are expected to arrive **on time** to every class period. This means being **inside the classroom before the scheduled start time** (e.g., be in your 1st period class **before 8:15 AM**).

WANIC follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved. Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success. As part of recognizing the importance of this issue, parents and student are responsible for both being aware of student's attendance and correcting any error in a timely manner.

Additionally:

- Students are expected to **remain in class for the entire period**, unless they have permission from a staff member to leave or a pass to be elsewhere.

- **Passes will not be issued during the first or last 10 minutes of class**—this includes for restroom, water fountain, or vending machine use.

- A **tardy** is defined as arriving to class **after the bell rings but within the first 15 minutes** of the class period.

An **absence** is recorded when a student is gone **more than 15 minutes after the bell** has rung.

BHS TARDY POLICY *New This Year*:

A **tardy** is defined as arriving **0–15 minutes late** to class. An **absence** is defined as arriving **16 minutes or more late** to class.

To support a productive learning environment, attendance—including tardies—will be **monitored regularly** across all grade levels through attendance reports reviewed by Administration. For students who begin to accumulate tardies, the following disciplinary actions will be applied based on the total number of tardies across all classes.

Discipline will be issued automatically unless there are extenuating circumstances. In such cases, students are expected to communicate directly with their teacher(s) to address the situation. Communication regarding assigned discipline will be emailed both to the student and parent.

- **5–10 accumulated tardies between ALL classes**: Assigned **after-school detention**

- **11–15 accumulated tardies between ALL classes**:
  - Assigned **2-hour Saturday School**
  - *Continued issues with punctuality may result in additional discipline, loss of privileges (such as parking privileges) and a parent/guardian conference.*

- **15 or more accumulated tardies between ALL classes**:
  - Assigned **4-hour Saturday School**
  - *Continued issues with punctuality may result in additional discipline, loss of privileges (such as parking privileges) and a parent/guardian conference.*

***Tardies will reset each month.**

****The expectation is that students are not to exceed 5 accumulated tardies each month.**
Continued issues with punctuality may result in additional discipline, loss of privileges (such as parking privileges) and a parent/guardian conference.

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Safety:

Student safety is of paramount importance and will be maintained above all other goals of the class. A safety sheet is included in the student hand book to be reviewed by student and parent. Safety rules are not inclusive and proper personal judgment and actions are required at all times. Safety rules may be added by instructor at any time. Infractions to written safety rules or blatant disregard for safety of self or others will result in point deduction from "pink sheet".

Required Materials/Fees

Student will receive 2 uniform shirts for the class at no charge, but must return shirts in good condition at the end of the year or receive fine of $30/per shirt. Students can chose to purchase a work jacket with their first and last name(or school appropriate/parent approved nick name) Price is TBD. Returning students can use their shirts from previous years, they just have to bring in both shirts and show them to the instructor at the beginning of the year.

Grading:

Grading will be done by the student and submitted to the instructor prior to each grading period. This grading process will be done as a class during the school day. If a student does not participate in grading or is absent on the day of grading, he/she will receive an F until such time that they can arrange with the instructor to complete the grading

Grades will be calculated by the students with the class every five (10) weeks and will be posted to parent vue/student vue. DO NOT USE SCHOOLOGY TO VIEW GRADES AS THAT WEBSITE DOES NOT CALCULATE GRADES CORRECTLY. Students and parents can expect only slight variance from this grade at quarter/semester reporting. (Every student's Employability grade will be

reported at each 5 week period as a 70%, and will be carefully evaluated and adjusted by teacher at each reporting period.)

The following is the grading rubric and the weighting of each category.
Assessments – 25% Homework and Course Finals
Task Points – 25% Hands on work in the shop
Safety and Cleanliness – 10% Following Pink Sheet Rules
Employability – 15% Are you worth Hiring
Leadership – 15% Weekly Goal Sheets and Skills USA
Participation – 10% Participation
* A copy of the student grade sheet that will be filled out by each student at each required grading period is included in this hand book.

Discipline:

I believe that students should be treated like the young adults they are. I will make every effort to discuss and deal with discipline issues directly with students. If we are unable to come to a resolution, I will call home to discuss any issues directly with parent/guardian.

There are Six rules that will result in immediate escalation to the administrative team, they are:
Fighting/Weapons
Cellphone Policy
Attendance/Truancy
Stealing/Vandalism
Drug and Alcohol
Cheating (following the NSD plagiarism policy)

Curriculum:

We use the CDX online automotive curriculum to teach the 8 ASE course throughout a 2 year program. Students will normally have approximately one to two hours of internet based homework each week. Audio book versions are available from CDX for those that need them.
Assignments will be written on the board each week for students.

CDX assignments must be completed by the time the Course final is completed for full credit.
Worksheets will also be assigned based off the current topic being taught.

Cell Phones and Electronic Devices: (Will be on Schoology)

The use of cell phones & earbuds is strictly prohibited during instructional time and school assemblies.

Classroom Procedures

- At the beginning of each class period, all students are required to place their cell phones/personal technology devices in the designated phone storage space (i.e. the Phone Zone) provided by the teacher.

- Phones must remain in the Phone Zone (**not** in pockets or backpacks) for the duration of the class. (Exceptions made for health-monitoring devices.)

Violation of Policy

If a student is found in possession of or using a cell phone during prohibited times, the following steps will be taken:

1. Staff member will call the Main Office to report the violation
2. Students' cell phone/device will be confiscated and delivered to the Main Office where it will be secured for the remainder of the day.
3. The student will be assigned 2-hour Saturday School as a disciplinary consequence.

Air Pods & Smart watches will NOT be allowed in the classroom and in the shop while working or even observing.
Laptops will be required occasionally in the classroom for taking tests as a whole class.

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There are times when cell phones can/should be used in the classroom/shop.
Examples are:
After asking permission to take pictures of a part or component before disassembly and for reference while reassembling.
After asking permission to use as a calculator for auto shop related business.
If parents need to contact their students they should call the main office at 425-408-7000. Or My classroom Number (425)-408-7177 if needing to contact directly during my class.

Parent Signature:_____
Date:_____

Student Signature:_____
Date:_____

Syllabus Changes:
The instructor reserves the right to change the syllabus after notifying the students in the course.