

Automotive Basic Course Syllabus

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Conference Period and Location:
Tutorial Times: Monday 4-4:25pm, Tuesday and Friday 7:40-8:10am
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The Automotive Basic course is designed to develop basic cognitive and performance skills for the automotive repair industry and helps prepare students to enter an associate's degree program in automotive and/or gain entry-level employment.

CLASS OBJECTIVES:

Each student will achieve a working knowledge of the terminology and theory of operation for the following Automotive Systems:

Chassis and Body, Engine, Transmission, Suspension and Steering, Electrical, Brake, Wheel and Tire, and HVAC

Other skills and knowledge: Shop Safety, Service information and Parts sourcing.

GRADING METHODOLOGY:

ALL Safety related tests must be passed with 100%.

40% Minor Grades

The Minor Grade is comprised of: Being on time, participation, completion of assignments

60% Major Grades

The Major Grade is comprised of: quizzes, tests and assignments

Late work will be -10 points per day late up to 5 days late, after 5 days student will receive a zero.

Make up Work Policy: Student that has an excused absence will get days missed plus one day to submit make up work.

Electronic Device/Cell Phone Policy and Procedures

Electronic Device Procedures

The Student Code of Conduct, in accordance with **House Bill 1481**, prohibits the use of electronic communication devices, including cell phones, smartwatches, wireless/Bluetooth earbuds and headphones, paging devices, tablets, or gaming devices while on campus during the school day.

Procedures:

Any adult on campus who sees a student using a device on campus during the school day will:

1. Confiscate the device
2. Lock it in a designated location
3. Write a referral
4. Turn in the device to the Administrator's office

Using - defined as out and visible

School Day - defined as the time from the first bell to the last bell of the day (including passing periods and lunch).

On Campus - defined as the campus property

Consequences:

First Offense:

1. Parent must come to sign the device out of the office
2. Parent signs stating they understand further consequences if the student has another infraction.
3. The student receives a verbal warning.

Second Offense:

1. The device is confiscated for three days.
2. Parent must come to sign the device out of the office.

Third Offense:

1. The device is confiscated for 10 days.
2. Parent must come to sign the device out of the office

Any additional offenses:

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1. Device is confiscated for 90 days.
2. Parent must come to sign the device out of the office

Refusal to turn over the device to school staff:

If a student refuses to turn in their device, it will be considered defiance and a failure to comply with an administrative directive.

- Consequences will result in an out-of-school suspension.

What devices are prohibited during the school day?

The policy prohibits the use of the following devices during the school day:

- Cell phones
- Smartwatches
- Wireless/Bluetooth Earbuds and headphones
- Paging devices
- Tablets
- Gaming devices

What does "use" mean under this policy?

"Use" is defined as out and visible—even if the device is not actively being used.

When does the policy apply?

The policy is in effect **from the first bell to the last bell** of the school day on school property, including:

- Passing periods
- Lunch
- Any time students are on campus during the instructional day

Where does the policy apply?

The policy applies to **all campus property**, including:

- Classrooms
- Hallways
- Cafeterias
- Restrooms
- Outdoor areas within the campus

What happens if a student is found using a device?

Any adult on campus who sees a student using a device will:

- Confiscate the device
- Secure it in a designated location
- Write a referral
- Turn the device into the Administrator's office

What if a student refuses to hand over their device?

Refusing to give a device to a staff member is considered defiance and failure to comply with an administrative directive.

The student will receive an out-of-school suspension.

Why is this policy being enforced?

This policy is part of House Bill 1481, which requires schools to limit distractions and prioritize instruction during the school day. Keeping devices out of sight ensures students are:

- More focused
- Less distracted
- Engaged in meaningful learning

Can students use devices for medical reasons or emergencies?

If a student requires a device for medical purposes, please contact the campus administrator to discuss accommodations.

In case of an emergency, students will always have access to the front office if they need to contact a parent or guardian. Staff will assist in making those calls when needed.

What can I do as a parent to help?

You can support the policy by:

- Talking with your student about the importance of staying focused at school
- Setting expectations at home about responsible device use
- Reminding them to leave devices in their backpack and on silent during the school day

Who can I contact if I have questions or concerns?

Please contact your campus principal or assistant principal. They can answer questions about the policy, your student's behavior record, or how accommodation is handled.

