

## Montcalm Area Career Center Automotive Classroom/Lab Policies

### General Procedures

The automotive repair facility at the career center is set up very similar to professional automotive repair facilities. Our school owns vehicles for you to perform required repair tasks on in the service lab. We will also be working on customer vehicles just as you would be on the job at a professional repair facility. This will be a learning experience that you may not have been introduced to before. Our goal at the career center is to teach you the necessary knowledge and skills for you to be qualified to enter the automotive repair field as an entry level repair technician upon graduation. The following procedures and rules will be very much like what you will find at any business in the automotive industry. Following is a list of how your day is expected to begin.

### **MUST WEAR MASKS AT ALL TIMES PURSUANT TO STATE OF MICHIGAN GOVERNOR'S EXECUTIVE ORDER**

At the start of the class period you will:

1. Enter the class/lab through the c-wing hallway door, this is school policy.
2. Go to your locker and place your personal items there, change your clothes as necessary, and enter the classroom with your handouts, paper/notebook, and pencil/pen. Keep all personal items locked up at all times, the school or staff are not responsible for any missing or damaged items.
3. Be on time! Students who drive are expected to be in the classroom at 8:00 a.m. for the morning session and 12:00 p.m. (Montabella 11:30) for the afternoon session. Students who ride the bus provided by their home school are expected to be in the classroom after getting the necessary items from their locker. **If you are tardy you will need to get a tardy slip from the office!**
4. On the whiteboard are the daily vocabulary words we will discuss, you will write them in your notebooks.
5. We will then cover the daily schedule – lecture, lab tasks, customer work, etc.
6. Respect others and their property.

If you do not have time to change your clothes before class, you can change them after class before you start in the lab.

Preparations for lab are as follow:

1. You will wear safety glasses at **ALL TIMES** while in the lab.
2. Open-toed shoes, sandals, and shorts are not permitted in the shop. Tennis shoes are not recommended.
3. Loose fitting clothes, sweaters, gloves, jewelry, or hoodies should not be worn in the shop. Long hair should be tied up or stuffed inside a hat.
4. You may work individually or in teams of no more than three.
5. You will check out a tool cart.
6. You will then go to your assigned work station.

Breaks:

1. You will ask permission for bathroom breaks, you will sign out, then sign back in when you return.
2. Visiting the pop and snack machines will be done one student at a time, with permission, during lab. You will get your selections and then come back to the lab or classroom. You will not loiter in the lobby or hallways.

Classroom:

1. Be on time, be prepared to work, and be prepared to listen.
2. No personal electronics in the classroom unless previously authorized by the instructor.
3. When the instructor is leading instruction, the instructor will be the only one talking.
4. It is the student's responsibility to obtain all missed work from the instructor.
5. It is school policy that late work is not accepted, you will receive a 0% if assignments are not turned in on time unless arrangements have been made with your instructor.
6. No food or drink trash will be left in the classroom, clean up after yourselves.
7. Do not leave anything on the desks when you leave
8. Respect school property and the property of others.
9. Report any damaged, broken, or unsafe equipment to the instructor immediately.
10. Attend class regularly, keep in mind that regular attendance directly relates to future employability.

Lab/Shop:

1. Safety glasses will be worn **AT ALL TIMES** and the student will turn in a signed safety glasses/safety rules information form provided prior to working in the lab.
2. No personal electronic devices in the lab without prior approval.
3. You will not leave the lab without permission.
4. Working in the lab will be done **only** when the instructor is present in the shop.
5. You will not take tools from someone else's tool box, you are responsible for all tools checked out to you.

6. All tools will be turned back into the tool crib after you have cleaned them.
7. The tool room door will be shut at all times and only the student assigned to work in the tool room each day is allowed to be in the tool room without prior approval from the instructor.
8. All students will be involved in tool room duty on a rotation basis.
9. Goggles or face shields are to be worn when using any type of grinder, high speed cutters, and air chisels.
10. Do not put sharp or pointed tools in your pockets.
11. Machines will only be used AFTER proper use has been demonstrated by the instructor.
12. Any spills will be cleaned up immediately. Put oil dry on oil spills.
13. Know where the fire extinguishers are and know how to use them.
14. Approved jack-stands must be used under all vehicles raised with a floor jack.
15. Wear proper eye protection when using welding and cutting equipment.
16. You will respect all vehicles you work on, do not sit tools on any vehicle, fender covers must be used when applicable.
17. You will not disturb anything inside of customer vehicles. If something needs to be moved to perform a repair you will need authorization from the instructor.
18. Only students assigned to a customer vehicle will be allowed to work on the vehicle.
19. You will complete the weekly required amount of tasks before you will be allowed to work on anything else unless authorized by the instructor.
20. Everyone will participate during lab clean-up at the end of each class period.
21. Safety is everyone's responsibility, notify the instructor of anything you feel could lead to injury or an accident.
22. THE INSTRUCTOR MUST BE NOTIFIED IMMEDIATELY OF ANY ACCIDENT OR INJURY, NO MATTER HOW SMALL THE INJURY MAY BE.
23. Do not drive any vehicle into or out of the shop without instructor permission.

End of class/lab:

1. Student drivers are released at 10:30 a.m. and 2:30 p.m (Montabella at 1:20). Students who ride a bus are released at designated times. All students will remain in the classroom or lab until they are released.
2. Fifteen minutes before each students release time, the student will clean the area they have been working in the lab, clean and return all the tools they have checked out, and return applicable items to their locker.

### Assignments:

1. Classroom assignments will be turned in and placed in the basket on the table in front of the classroom.
2. Classroom assignments will be returned if corrections need to be made, otherwise the instructor will place the completed assignment in the students personal file.
3. Classroom daily log books, once filled out completely, will be stacked in an orderly manner on the table in front of the classroom.
4. Lab assignment task sheets will be filled out by the student when completed, approved by the instructor or para pro, then placed in the basket on the table in front of the classroom.

### Student Grades:

1. Students may review their current grade by logging into MACC Powerschool. Students may discuss their grades with the instructor at the end of class time and before the start of lab.
2. Grades will be updated before the start of each new school week.

### Absences:

1. Following a student absence, the student must approach the instructor after class and before lab to obtain make-up work. The student will then make up any missed class work before entering the lab.
2. Lab make up work procedures will be determined after classroom make up work is completed if additional lab time is needed.

### Late/missing/incomplete assignments:

1. If assignments are late/missing/incomplete due to uncontrollable circumstances of the student, additional time will be given. If assignments are late/missing/incomplete due to lack of effort on the students part, no additional time will be given.

### Communication with Parents:

1. Parents may call or email the instructor any time they wish. It is rare to be able to contact the instructor at any given time by calling. The instructors office is separate from the classroom and lab. Leaving a message is encouraged, the instructor will return the call as soon as possible. Contact information is as follows:  
Phone number - 616-225-5744  
Email - [rscheese@maisd.com](mailto:rscheese@maisd.com)
2. Parents can expect a phone call from the instructor if there are any concerns and before parent/teacher night.

### CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS:

1. Reports are filed for violations of policies for the classroom and lab.
2. In addition to reports, students may lose daily professionalism points, this will be covered in greater detail during opening days of class.

### CONSEQUENCES FOR CODE-OF-CONDUCT VIOLATIONS:

Consequences for violations of the student code of conduct or other rules will be handled according to the student handbook (see Behavior Expectations and Continuum of Response charts).

#### Other Policies

1. Vehicles will not be allowed to leave until the bill has been paid.
2. All personal vehicles will be scheduled upon the instructor's discretion.
3. All repair work will be completed according to acceptable industry standards.
4. Do not help yourself to anyone's personal property. Keep your hands off and yourself out of anyone's vehicle unless invited or assigned by the instructor.
5. Do not write graffiti of any kind in the dust or dirt of anyone's vehicle.
6. Do not enter storage rooms or any instructor's office without permission.
7. After clean-up, everyone must remain in the shop or classroom until dismissed from class.
8. Misconduct, stealing, intentional damage of school or individuals property, or intentionally breaking policies or rules may result in disciplinary action.

#### Dangerous Gasses/Paints

1. Properly vent exhaust gasses from running engines.
2. Keep flames and sparks away from batteries and gasoline.
3. Do not pour gasoline or thinners in drains. Do not use these liquids for cleaning.
4. All flammable liquids must be stored in an approved container.
5. Handle torch tanks with care, keep caps on tanks when moving them.
6. Wear dust masks when sanding or sandblasting.
7. Wear approved paint respirator when painting or priming.

### Fires and Burns

1. Keep dirty shop towels in proper containers.
2. Make sure you know where the fire extinguishers are and that you know how to use them.
3. Use caution when removing radiator caps from an engine.
4. Make sure all electrical units are turned off before connecting battery cables.
5. Insulate all wires that have been disconnected.
6. Always disconnect the battery ground cable before doing any electrical component disconnects.
7. Make sure extension cords are not damaged before use. If you find a damaged extension cord or electrical cord on any piece of equipment, report it immediately.
8. Always have a container of water nearby when using the oxy/acetylene torch set.

### Dangerous Pressure

1. High Pressure air hoses can be dangerous, report any damage to them you may find.
2. Do not point air nozzles at your skin or eyes. High pressure air can enter your body through your skin.
3. Do not use compressed air to dust off clothes or your hair.
4. When you need to pry something, use a pry bar. Screwdrivers are NOT PRY BARS.
5. Use extreme caution when working with any springs, especially suspension coil springs.

### Power Tools

1. Do not be under a vehicle when it is being raised or lowered.
2. Always use safety devices when using a hoist.
3. Do not try to stop a rotating machine by hand.
4. Keep hands away from moving machinery and engine accessory drive belts.
5. Make sure the jack head is placed under the vehicle in a proper location to support the vehicle. If in doubt, get the instructor.
6. Always use jack stands.
7. Clean equipment after using it.

### Falls, Falling Objects, and Lifting

1. Do not leave tools or parts on the floor where someone may trip over them.
2. Take precautions so that parts will not roll off of the bench or tables.
3. Use creepers when appropriate and return to the storage area in clean condition.
4. Make sure cables and brackets are properly secured when lifting objects with a hoist.
5. Never place yourself in a location where a chain or cable could come loose and injure you.

Would anyone like to discuss these rules as a class activity?