**Automotive Services - Classroom Rules and Procedures**

**MR. Colavito**

**Classroom Rules & Procedures**

A. Appointed seats and please sit in the same seat every day to aid the teacher in getting to know everybody’s name. I RESERVE THE RIGHT TO MOVE YOUR SEAT IF YOUR BEHAVIOR REQUIRES ME TO MOVE YOU.

B. **Come in and SIT DOWN!**

a. Please be alert for attendance; if I do not see you or you do not express that you are here, you will be marked absent.

b. Dangers on the benches and lifts may be present, such as hot metals, wet paint, loose parts, etc.

c. Parts on lift and floors- If lost, it can disrupt the reassembly of the repaired component due to someone kicking or accidentally losing the required part. Please COME IN AND SIT DOWN!

C. **Attendance**

a. Attendance will be taken daily.

b. Excess absences, according to the student handbook, will forfeit credit for the course.

c. NO EXCUSES about being outside the room during role calls or wandering around the shop. You will be marked accordingly if your name is called with no response.

d. You must have prior approval from me to attend class to stay with another teacher, regardless of the note given to you by the other teacher.

e. Field Trip forms must be filled out at least 1 day before the scheduled event. I will not sign slips on the day of the trip.

D. **Lates to Class**

a. Lates are taken very seriously in this class. If you are late to work every day, you will get fired.

b. Employers will not tolerate being late to work: Treat this class like it was your job!

c. Every two unexcused lates to class equals one unexcused absence. This rule is strictly enforced in all auto shops and throughout MCMSNJ.

E. **Cell Phones, Air Pods, and Music Players.**

a. Cell phones are not to be used in class at all. That includes text messaging and checking messages. Failure to comply with this rule will result in the following actions:

1. First offense- Hand the instructor the phone, which will be returned at the end of the period with no referral.

2. Second offense- the phone will be turned into the office WITH a referral after the device has been confiscated.

3. Refusal to hand over the appliance will result in being insubordinate. The result will be a referral to the office, and further actions will be administered.

b. Air Pods may not be presently in your ears while in class. Please come in and put them away, or they will be confiscated. See cell phone offenses for discipline. Under no circumstances may a student listen to a music-playing device while in the auto shop. This is a major safety hazard.

F. **Materials needs for Class**

a. Tool #1 is required every day. A pen is necessary to have and use daily in school. The instructor will not lend writing instruments to students. Please come to class prepared. If you do not have a pen, ask a neighbor.

b. Students must have a specific notebook and folder for use in this class to collect various materials handed out.

c. Students are encouraged to bring an old shirt, pants, and boots to class to avoid getting dirty. This class may make your street clothing filthy; changing clothes is a good idea. Lockers are provided in the shop, so bring a padlock in and store your items securely.

There should be no excuses that you do not want to get dirty; it is part of this class.