# 2025/2026 Automotive / Diesel
# Policies and Procedures

Mr. Kevin Harding, Instructor

(520) 696-5431 Room 900

kharding@amphi.com

1. **Grading policy**

The auto/diesel program at Amphitheater High School will consist of two components: Online/in-class technical instruction and hands-on laboratory activities.

Class grading will break down like this:

**Tests and Major Assessments (35% of grade)**

1. Quizzes: Quizzes can and will be given at any time. They may be announced or unannounced, open or closed book. Most quizzes are open book to encourage accurate note taking.
2. Tests: A unit test will be given at the end of each instructional unit.
3. Projects and assignments: Each student may be required to complete any number of projects or assignments.
4. Skill assessment: Students will be evaluated on skills learned throughout the semester.
5. Notebooks: In Mr. Harding's classes, each student will keep a notebook in class to hold all lessons, handouts, and tests. Notebooks can be evaluated at any time and will be evaluated at least twice a semester.

**Daily Work (50% of grade)**

This will include bell work, in-class worksheets, class participation, and hands-on lab assessments. **If a student is absent, it is up to the student to make arrangements to make up work and assignments.**

**Extra Credit**

There will be occasional opportunities for students to earn extra credit by completing additional projects and assignments.

**Final Assessment (15% of grade)**

Semester grades, at a minimum, are based on class work from the entire semester. There will be a written, practical, or both for the final.

**Grading Scale**

| | |
|---|---|
| 4 | A |
| 3 | B |
| 2 | C |
| 1 | D |
| 0 | F |
| 0 | M(issing) |
| 0 | I(ncomplete) |
| No value | E(xempt) |

2. **Supplies**

Students in the auto program will need to provide the following:

a. Pens, pencils, paper, etc. Mr. Harding will provide notebooks in his class. These will be turned in at the end of the semester.

**Do not write or mark on them. If a student marks in their notebook, the student will be required to purchase a new one.**

**3. Behavior**

Students will be required to come to class prepared and to behave in a friendly and respectful manner towards others. My classroom follows the Amphitheater High School discipline plan. Personal electronic devices used in class WITHOUT PERMISSION will be confiscated and turned in to the office. **NO CELL PHONES OR ELECTRONICS DURING CLASSROOM ACTIVITIES OR IN THE WORK AREA.**

**4. Classroom Rules**

Students will adhere to all rules contained in the Amphitheater High School Student Handbook. In addition to those rules, there are 4 more which will ensure success in Mr. Harding's classroom.

1. **Respect others –** Respect your classmates and their property
2. **Respect the learning environment** – Actions that impede the learning process will not be tolerated
3. **Respect yourself –** You can do anything you set your mind to do. Don't settle for less than your best each and every day in class!
4. **Have fun –** Learning is an integral part of everyday life. It will also be an enjoyable experience if done in the correct manner and with the correct mindset.

**5. Computer Usage**

In the auto/diesel classes, the students use a web-based curriculum (Electude). This curriculum is far superior for teaching compared to the textbooks available to us. The web-based curriculum uses text, videos, animations, knowledge checks, simulations, and quizzes. In addition, Electude aligns with the National Institute for Automotive Service Excellence (ASE) certification exam. The student will be able to access the curriculum from any computer with internet access to include Chromebooks issued by Amphitheater High School. While utilizing classroom Chromebooks, students are responsible for the upkeep and care of these laptops. Any discrepancies with classroom laptops will be noted and appropriate disciplinary action will be taken if neglect is suspected.

**6. Safety**

Safety is the number one concern in the auto/diesel shop. No student will be permitted to work or participate in lab/shop activities until they have passed the safety exam with a score of 100%. The auto/diesel shop is one of the only areas at school where, at times, the students work independently out of the instructor's line of sight. Therefore, we require a high level of maturity and responsibility from our students. Due to the nature of our educational facility, we must have and enforce a strict conduct policy. Any students that violate these rules and policies will be subject to discipline up to and including dismissal from the class. Infractions include but are not limited to improper use of tools and machines, abuse of any district or personal property, horseplay, theft, performing unauthorized work, or any actions deemed inappropriate or unsafe by the instructor. Minor infractions will result in documenting and counseling by the instructor and an administrator. Repeat and serious infractions will require a parent

conference before the student can return to class. Thank you for your efforts to ensure your student's success in this program. Please don't hesitate to contact me if you have any questions or comments.

The following is a portion of the Arizona State Law relating to the use of safety glasses in the lab/shop:

15-151 eye protective devices: definition

A. Every student, teacher and visitor in public and private schools, community college, colleges and universities, shall wear appropriate eye protective wear while participating in or when observing vocational, technical, industrial arts, arts or laboratory science activities.

B. The governing board of every school district, the governing board of every community college district, the Arizona Board of Regents and every person maintaining a private or parochial school in this state shall equip schools within their jurisdiction with eye protective wear for use as required in this article.

E. For purposes of this article, "eye protective wear" means devices meeting the standard of the American national standards institute's standards or occupational and education eye protection, Z87.1-1989

Following the correct safety procedures in the classroom and lab is our number one priority. In the beginning classes, we will spend up to two weeks learning proper safety procedures. We will also be reviewing safety procedures with the returning students in the advanced classes.

The following will be the discipline procedure for students who choose not to follow proper safety procedures:

1. **First violation** – student will be removed from the lab for the day, an incident report will be written, and a written assignment will be given to complete before the student will be allowed back in the lab. Any work missed will have to be made up. Parents will be contacted

2. **Second violation** – student will be removed from the lab for a week, given a written referral, and a written assignment to complete. Any work missed will have to be made up. Parents will be contacted

3. **Third violation or gross negligence that could cause major damage or injury** – conference with student, parents or guardians, instructor, and an administrator. We will decide on the necessary disciplinary actions that will take place. One of the possibilities may be removal from the auto/diesel program

My goal is to provide all of my students a safe and exciting learning environment. Please take time to review the safety rules and policies with your student and acknowledge your acceptance by attached acknowledgment letter.

**7. Curriculum**

**The following objectives are covered during Auto/Diesel 1:**

Perform automotive shop and safety tasks, select and use proper tools, perform engine services, perform brake system services, perform electrical/electronic system services, perform tire related tasks

**The following objectives are covered during Auto/Diesel 2:**

Perform automotive shop and safety tasks, perform suspension and steering system services, perform heating, ventilation and air conditioning (HVAC) system services, perform engine performance services perform automatic transmission and transaxle services, perform manual drivetrain and axle services—drive shaft, half shafts, universal joints and constant velocity (CV) joints (front, rear, all wheel and 4-wheel drive)

**The following objectives are covered during Auto/Diesel 3/4:**

Perform automotive shop and safety tasks, perform pre-trip inspection, perform lubrication system pm, perform cooling system pm, perform air induction and exhaust system pm, perform fuel system pm, perform drive train pm, perform air brake system pm, perform hydraulic brake system pm, perform suspension and steering systems pm, perform tire and wheel pm, perform frame and fifth wheel pm, perform general electrical/electronic system diagnosis and repair, perform battery diagnosis and repair, perform starting system diagnosis and repair, perform charging system diagnosis and repair, perform lighting system diagnosis and repair

**8. Administrative**

Mr. Harding will be available during the office hours of 8:00 – 9:00 on Tuesday and Thursday. Students are welcome to make an appointment 24 hours prior.