

**Kirkwood High School
2025-2026 School Year Syllabus**



**ROB RAINIER
MAINTENANCE AND LIGHT REPAIR III (MLR III)
Grade Level 11 Credit 1**

Dear Parents,

Hello, my name is Rob Rainier. I am the Automotive Shop Teacher, I have been in transportation for over 18 years, and this is my fourth year teaching Maintenance and Light Repair. We will be using Google Classroom and CDX Automotive online resources for textbooks and presentations. The students will need their computer and charger every day along with a set of headphones. I look forward to having your student in my class this semester.

Course Description

Maintenance and Light Repair III (MLR III) course prepares students for entry into Maintenance and Light Repair IV. Students explore career opportunities and requirements of a professional service technician. Content emphasizes beginning transportation service skills and workplace success skills. Students study safety, tools, equipment, shop operations, basic engine fundamentals, and basic technician skills. Upon completing all of the Maintenance and Light Repair courses, students may enter the automotive service industry as an ASE Certified MLR Technician. Hours earned in the Maintenance and Light Report courses may be used toward meeting National Automotive Technicians Education Foundation (NATEF) standards and Tennessee Department of Education standards.

It is the policy of the Clarksville Montgomery County School System to follow the dictates of state statutes in the selection and use of all instructional materials. Parents or legal guardians may request to review any instructional materials used in the classroom of the parent or legal guardian's child following the guideline set forth in Instructional Policy INS-A073 found at:

<https://employees.cmcss.net/misc/ViewISO?filename=INS-A073.pdf>.

CLASSROOM SUPPLIES LIST:

- One dedicated notebook for MLR.
- A bottle of hand soap for our deep sinks.
- A box of chemical resistant gloves if they prefer to wear them when not required.
- A comfortable pair of safety glasses with a Z87 rating!
- Recommended rain jacket or umbrella for the 2-minute walk outside to our building!
- Recommended old jacket or a jumpsuit.
- Must have close-toed closed-back shoes for class on.

I have cubbies in my classroom for each class period students can keep items in.

CONTACT INFORMATION

robert.rainier@cmcss.net

931-919-4761

ROOM #DT203

CLASSROOM EXPECTATIONS AND PROCEDURES:

Be on time to class. Have your laptop ready to login and work.

All assignments are due by Friday at 3:00pm. Due to using equipment in the classroom, homework typically is not assigned; however, you will have flexibility to turn in assignments at a later time.

Respect your peers and those you come in contact with daily. Communication is key to working out any issues that may come up.

Participation and asking questions will key in this class. Do not feel afraid to ask any questions or want to participate in examples.

Safety is the #1 priority in my classroom or shop so each student is required to follow all the safety procedures.

The biggest safety violations are not wearing safety glasses and wearing improper footwear. It is recommended that students wear safety shoes or boots in the shop environment. Slip-on shoes are not permitted. Students must wear lace-up sneakers or boots at all times. This is a safety requirement for participation in class activities. This is for student safety and is not negotiable. HEYDUDE and Crocs specifically violate this policy creating an unsafe environment -they are not permitted. Teacher has full discretion for footwear deemed unsafe. Auto shop class is a "Get Dirty" class, so it is recommended that your student get a pair of coveralls or a shop jacket. Students are required to wear clothing that fits them properly; loose or baggy clothing can get caught in moving parts on a vehicle or impede student movement while working around vehicles. It can also cause injury to the student.

Arriving prepared for work (regardless of the job) is a valuable workplace skill that will improve your student's chance of obtaining and keeping employment. ATTIRE is GRADED.

To ensure their safety, each student will be issued safety glasses at the beginning of shop or lab days. Many students find that the issued glasses are not to their liking; students are [encouraged to find a pair that is comfortable](#) and that they can wear for 1-2 hours at a time. Safety glasses must have clear, yellow, or amber lenses (not mirrored in any way) and must meet or exceed Z87+ safety requirements, If they are safety glasses, it will be stamped on the lens or the arm of the glasses. If the safety glasses get damaged or destroyed, students should not throw them away. The students can exchange them; however, they must bring the old pair to receive a new pair.

If students lose their issued safety glasses, they are required to obtain another pair prior to class the next school day.

Classroom Rules:

- Raise your hand to speak or volunteer.
- Follow the dress code of the school.
- Do not cheat or copy other people's work.
- Complete all assignments.
- Listen to the teacher when being spoken to and answer your question.
- Respect everyone in the class.

CONSEQUENCES:

When necessary, I will follow the steps outlined in the Student Handbook to deal with disciplinary issues.

TARDIES:

Please make every effort to arrive on-time to class. If a student is late, it will be documented in Powerschool. After three tardies, the student will be referred.

DISMISSAL:

Class should be paced to have students come back together to be dismissed from their desk. If I feel we will not be able to come back together I will announce a time to gather before the bell.

Make-Up Work Policy: All make-up work will be handled according to CMCSS board policy. The days a student has to complete missing work is equal to the number of days the student is absent. If a student is absent due to a school-based trip, he/she is still responsible for completing any missed work. It is the student's responsibility to communicate with the teacher and get the work missed. If a student misses a test, the student is responsible for making arrangements with the teacher to complete the missed assessment. A grade of zero will be given for any missed work due to absence and will be changed upon the assignment's completion. If work is not completed within the time allowed, a zero may remain as the grade.

Late Work Policy: If you miss a day of school, you will have access to your work on Google Classroom. You will have extra time per day(s) you have missed. It is your responsibility to communicate any issues BEFORE the assignment is due. If nothing is turned in, you will be given an automatic "0". If you turn in any assignments past Friday at 3:00pm, you will lose the ability to get a higher grade as each day passes. Example: If you turn in a late assignment Sunday night, the highest grade you can make is a C.

COMPETENCY REQUIREMENTS: Number of Competencies: 48 in the following areas:

- 1.0 Students will perform safety examinations and maintain safety records.
- 2.0 Students will demonstrate leadership, citizenship, and teamwork skills required for success in the school, community, and workplace.
- 3.0 Students will properly test, diagnose, repair, and service general automotive electrical systems.
- 4.0 Students will service inspect, test, and service vehicle batteries.
- 5.0 Students will inspect, test, service, and repair vehicle starting and charging systems.
- 6.0 Students will inspect, test, service, and repair vehicle lighting and accessory systems.

GRADING PROCEDURES:

Students are graded on classroom work, tests, shop work and exams in Google classroom and CDX. Each assignment will have a point value, and nine-week grades are calculated using total points.

Shop grades are calculated using six criteria:

1. Safety to include safe work habits, wearing all appropriate safety equipment, and wearing proper footwear.
2. Prepared for class (i.e. dressed for the shop, has safety glasses, appropriate shoes, (notebook)
3. Job Performance (i.e. effort, follows instructions/class/shop procedures, use of manuals)
4. Staying on task (i.e. completes work in appropriate time, works on what is assigned)
5. Paperwork (i.e. completes work orders, job sheets)
6. Attitude (i.e. mutual respect, prepared to learn, works with group)

Semester grades are calculated using the following percentages:

N1 40%	N3 40%
N2 40%	N4 40%
E1 20%	E2 20%

WEATHER:

- ❖ Students will be given an additional two minutes to walk to and from the Auto Technology Building, located across the student parking lot outside the main school building.
- ❖ If it is raining it is expected for them to walk over in that weather.
- ❖ An umbrella is strongly recommended along with appropriate foot wear.
- ❖ We will always be outside at our building unless there is active lightning or severe weather.

Kirkwood High School Artificial Intelligence (AI) Policy:

At Kirkwood High, we want your learning to reflect your own thinking, effort, and growth. To make sure everyone has a fair chance to succeed, using AI tools, such as ChatGPT, Grammarly, or any other AI that helps write, research, solve, or analyze, is not allowed for schoolwork.

Here is what that means for you:

- Homework and Assignments: All assignments should be your own original work. You cannot use AI tools to write essays, answer questions, help you research or generate any part of your homework.
- Class Discussions and Presentations: When you speak in class or give a presentation, your ideas should come from you, not from an AI tool. This includes preparing your notes and/or slides.
- Projects and Group Work: Whether you are working solo or in a group, don't use AI to plan, research, or create any part of the project. Everyone in a group is responsible for keeping things "AI-free."
- Academic Integrity: Turning in work made by AI, or using it to get ahead, is considered cheating. It is not fair to your classmates, and it does not help you grow as a learner.
- If an AI tool is ever approved for use on a given assignment, the teacher will communicate and model how to appropriately use the AI tool for the given task. If you are ever unsure about what counts as using AI, ask your teacher first. The faculty at Kirkwood High is here to help you learn how to ethically use these types of tools and resources.

I look forward to having your student in my class this semester.

Rob Rainier

Parents/Guardians, please use the camera on your smartphone to scan the QR Code and fill out my brief form to digitally sign the syllabus. This will be a participation/completion grade for my class.



If you have trouble with the QR Code, please type this short link into a web browser to complete the signing:

<https://forms.gle/2FrngRXbPpSB1x2g7>

Parent Syllabus Acknowledgement & Information

Student Name (printed) _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Parent/Guardian Best Contact Phone # _____

Parent/Guardian E-mail _____

How do you prefer I contact you regarding necessary updates on your child's grade, academic performance, behavior, etc? **(check all that apply)**

_____ Text (please ensure phone number above is correct and includes area code)

_____ E-mail (please ensure email above is correct)

_____ Phone Call

Parent/Guardian Signature _____