

Automotive Services – Classroom Rules and Procedures

Mr. Colavito

A. Assigned Seating

- Sit in your assigned seat daily to help with attendance and classroom management.
- Seat changes may be made by the instructor if behavior requires it.

B. Entering the Classroom and Shop

- Enter quickly and sit down. Attendance is taken immediately.
- Be alert: benches, lifts, and work areas may contain hot metals, wet paint, loose parts, or tools.
- Do not touch shop parts or equipment unless instructed. A misplaced or damaged part can disrupt a repair.

C. Attendance

- Daily attendance is required. Excess absences will result in loss of credit, per student handbook.
- If your name is called and you do not respond, you will be marked absent.
- Permission from the instructor is required before staying with another teacher.
- Field trip forms must be completed and signed at least one day in advance.

D. Lateness

- Lateness is treated like it would be in the workplace. Two unexcused lates = one unexcused absence.
- Repeated lateness shows poor reliability and will not be tolerated in this class or in the automotive industry.

E. Cell Phones, AirPods, and Music Players

- Phones are not permitted during class or shop time.
- 1st offense: phone given to instructor, returned at end of class.
- 2nd offense: phone to office, referral issued.
- Refusal to comply = insubordination and referral.
- AirPods or headphones are not permitted. Listening to music in the shop is a major safety hazard.

F. Required Materials

- Tool #1: Pen, required daily. Instructor will not supply writing tools.
- A dedicated notebook and folder are required for handouts and notes.
- Bring shop-appropriate clothing and boots. Lockers are available for storage. Getting dirty is part of this class.

G. Soft Skills – Classroom, Shop, and Workplace Readiness

- Success in the automotive field depends on more than technical skill. Soft skills are required in this class and in your future career.
- 1. Professionalism – Arrive on time, prepared, and with the right attitude. Dress appropriately for the shop environment.

- 2. Communication – Listen actively. Ask questions clearly and respectfully. Speak professionally with classmates, teachers, and future customers.
- 3. Teamwork – Collaborate respectfully with peers during shop projects. Share tools, space, and responsibilities fairly.
- 4. Work Ethic – Stay focused. Do not wander, waste time, or distract others. Complete assignments and shop tasks with care and accuracy.
- 5. Problem-Solving and Critical Thinking – Approach diagnostic tasks methodically. Use resources before giving up—just like in a real shop.
- 6. Customer Service Mindset – Treat classmates, staff, and visitors as you would paying customers. Show respect, patience, and courtesy at all times.

Student Name: _____	Date: _____
Parent/Guardian Signature: _____	Date: _____