



Autobody & collision Repair Syllabus

COURSE INFORMATION

- **AM Session-7:55-10:25, PM Session-11:10-1:40, Monday-Friday**
- This is *preparatory* program! ***Hobbyists/do-it-yourselfers are highly discouraged*** from enrolling due to the program's technical content and use of specialized tools and equipment. Sno-Isle's Autobody program is a 1 or 2-year preparatory program for high school juniors and seniors who wish to pursue a career in the transportation repair industry. 1.5 elective credits are earned per semester. Individuals will have the opportunity to learn the *fundamentals* of automotive systems and repair which can prepare them for post-secondary training or entry-level jobs. In addition to learning automotive technology, students will also learn work ethics and professionalism standards that will help support their success in any career. Is this a hands-on class? YES! However, this does not mean it is appropriate for everyone. Students must understand that classroom time is also part of the learning process. Individuals will need to learn about safety and the theory of how automotive systems function before being able to work on them. If you believe that the transportation repair industry is strictly hands-on, then this may not be the program for you! An open mind and desire to always be learning new systems, technologies, and procedures is a *necessity* in this industry.
- *Students must meet all the required credits at their sending high school or be on track to graduate prior to applying and enrolling at Sno-Isle. Interested students must consult with their counselor and discuss whether Sno-Isle will help meet their graduation requirements. Students who are not on track to graduate risk being dropped from the class!*
- There are no prerequisites for this program. However, any previous shop classes, effective communication skills, good interpersonal skills, good reading skills, and effective critical thinking skills, are all important for success in this class.

INSTRUCTOR INFORMATION

Instructor Name: Shawn Fitzpatrick

Office Hours: 7:30am-2:30pm (or by appointment)

Office Location: Building 3

Phone: 425-348-2243

Email: fitzpatricksh@mukilteo.wednet.edu



The preferred method of communication is email since I am rarely in my office. If you call and leave a voicemail, I will not be able to respond in a timely fashion.

MAIN OFFICE INFORMATION

Office Location & Hours: Building 1, 7:00am-3:00pm

Main office: 425-348-2220

Attendance Line: 425-348-2222, press 1

Sno-Isle Director: Wes Allen

Email: AllenWR@mukilteo.wednet.edu

Phone: 425-348-2220

Assistant Director: Kim Brown

Email: BrownKS@mukilteo.wednet.edu

Phone: 425-348-2220

Contact info for other staff can be found at: snoisletech.com

COURSE CALENDAR

September -June

Calendar will be adjusted if there are snow make-up days. A detailed Sno-Isle calendar is available from the office or can be downloaded from our website. www.snoisletech.com

CLASS HOURS

AM Session: 7:55am-10:25am **PM Session:** 11:10am-1:40pm = Monday-Friday, except holidays breaks, and teacher professional development days.

The schedules of Sno-Isle and sending high schools do not always align. It is the responsibility of the student to know those schedules. School breaks, early dismissals, half-days, testing, and assemblies should all be taken into consideration. Sno-Isle serves 44 different high schools and is unable to keep up with all schedules and activities of all the sending high schools.

SOCIAL MEDIA/SITES

Web Page <https://snoisletech.com/classes/auto-body/>

Social Media

Facebook: <https://m.facebook.com/snoisleautobody/>

COURSE EXPECTATIONS

Professionalism is the core of this program! Individuals are expected to model a list of professional standards created by industry partners. Students are also expected to be responsible for their education and actions while enrolled in this program. The goal is to learn the fundamental employability skills required for success after high school. All students are encouraged to continue to post-secondary education or apprenticeship program related to the automotive industry to further support their goals.

Students are also expected to consistently work on their online lessons and competencies along with all other classroom assignments, tasks, and responsibilities. Daily target records and daily points are the bulk of a student's grade and an important expectation of this program. Students must complete the assigned SP/2 Safety lessons as soon as possible so that they are able to progress into other areas. Students who would like the opportunity to work on special shop projects must demonstrate that they can maintain their grade, stay on task, manage their time wisely, and are dependable.

Each student must maintain a detailed daily target record that documents their activities for each day of the week. Students also earn daily points based on the professional expectations they are to model each day. Students are responsible for managing their online lessons and shop tasks in order to meet class requirements. Students who are unable to complete lessons during the week should consider them as homework in order to meet the expectations.

Juniors who wish to return for a second year must consistently model the professional standards and maintain a "B" average in order to be considered. Invitations are determined by the instructor based on a student's overall performance. Returning students are expected to take on leadership roles and mentor the first-year students by modeling the professional standards plus teaching various tasks and procedures in the shop. ***Invitations are earned and at the discretion of the instructor. An invitation can be revoked if students get off track or consistently fail to meet the program expectations.***

INDUSTRY CERTIFICATES

Sno-Isle auto tech students have the opportunity to earn over 20 industry recognized certificates which vary from year to year. On occasion, there are opportunities to attend after-school training sessions that can earn student's additional certificates. Certificates are earned by those who pass the relevant tests. The following are examples of tests that students will have an opportunity to take: Multiple SP2.org tests, Entry-Level I-CAR tests and other various tests which provides an opportunity to earn industry and/or state recognized certificates. **NOTE: A portion of the \$60 lab fee covers the cost of this of the I-CAR tests.**

Students are responsible for safely storing their certificates since many of them cannot be reprinted. Additionally, once a student graduates, certificates may no longer be available for reprint or redistribution.

At the beginning of each year, students are expected to complete safety modules on SP2.org which are required. These are necessary to properly train students on the various expectations of an active repair shop. This is not optional as it counts towards the safety portion of the curriculum. Students who cannot complete these cannot be allowed into the shop and will be dropped from the class.

COURSE MATERIALS

I-CAR PDP-EE Classes

Class Curriculum Site: <https://pdp-ee.i-car.com/>

I-car is a web-based, curriculum that students will access throughout the school year using their assigned username/password. Lessons, quizzes, and tests are all online. Tasks (hands-on portions) will also be documented and completed electronically and submitted to the instructor for review.

Sp/2 classes

SP/2 Class Curriculum site: <https://sp2.org/>

SP/2 classes include multiple areas. The first and most important at the beginning of the year is safety. Students can earn 12 industry certificates.

I-CAR textbook

I-CAR professional Automotive Collision Repair 2nd Edition

STUDENT SUPPLIED MATERIALS

Required Materials

The following are necessary for the school year:

- *\$60 lab fee, payable within the first few weeks (I-CAR tests, field trip admissions: Seattle International Auto Show, LeMay Museum, safety glasses, online repair information, misc. consumables). **There are resources available for individuals who cannot meet this financial obligation.*
- Coveralls (professional attire for this program)
- Shop appropriate footwear
- 3-ringed binder
- Pen/pencil, and paper

LEARNING OBJECTIVES

Course Topics and Objectives

- Students will have the opportunity to learn the following:
 - Occupational human relations.
 - Handling hazardous materials, personal safety and refinishing safety.
 - Identifying and using proper tools for general and specialized repair of automotive paneling.
 - Proper welding techniques with GMA (MIG) welders.
 - Identifying non-structural steel parts associated with automotive bodies.
 - Identifying structural steel parts associated with automotive frames.
 - Identifying multiple types of automotive finishes, as well as how to apply them within environmental safety and VOC guidelines.

- Determining the type of plastic used on an automobile and the proper method of repairing it.
- Identifying and using the proper procedures and tools in point measurements for frame and seam alignment on an automobile.
- How to complete a damage analysis and/or repair estimate for business and insurance purposes.

POST-SECONDARY TRAINING OPTIONS

Students will have the opportunity to observe presentations from non-profit and **for-profit*, automotive training programs. These programs include but are not limited to:

- Bellingham Technical College
- Renton Technical College
- *Universal Technical Institute
- *WyoTech

Students and parents are highly encouraged to do their research before enrolling with any of the schools. Each school offers something unique and should match the goals of the student. Your instructor is available to help guide students in the right direction and provide additional information not gathered from the presentations. It is advised that students interested in any of the schools visit their campus prior to deciding. Beware of the marketing strategies of some schools! Always focus on the type of instruction being offered, the curriculum, training aids, and facilities. Student support should also be a consideration when making a final decision.

PATHWAYS

The following are examples of potential pathways that individuals can pursue. The knowledge obtained from the program crosses over into many positions and industries. They include but are not limited to:

- Automotive/Truck/RV collision technician
- Automotive/Truck/RV refinish technician
- Automotive/Truck/RV welding technician
- Automotive/Truck/RV glass technician
- Automotive/Truck/RV detailer
- Automotive/Truck/RV service writer
- Automotive/Truck/RV repair business manager
- Automotive/Truck/RV paint/parts/supply's sales



ASSIGNMENTS AND GRADING

Grading

- Students will be graded on overall points. Points are earned by maintaining professional standards, completing online lessons and quizzes, and completing daily target records. Points will also be earned from other assignments/projects. Students who stay engaged and follow the program expectations will be successful. Attendance is also part of a student's grade. Students who do not acquire an admit slip after coming back from an absence or those with unexcused absences (or suspension) will earn zero points for those days. It is the responsibility of each student to monitor and keep track of their attendance and grades. ***See ATTENDANCE SECTION.**

- Extra credit can be earned by attending after school training opportunities (when available) and certificates can be earned from some of those classes (*these certificates not provided by Sno-Isle and are unavailable for reprint*). Progress with internet-based curriculum will be monitored and assessed. Additional extra credit opportunities may be available and vary throughout the year.
- Students can access curriculum on *any electronic device that connects to the internet*. They have the ability to complete the curriculum at their own pace but must be completed within the specified timeline. Students are expected to access and work on the curriculum as previously described.
- Parents who track their student's progress can access grades online or request progress reports at any time. Please email the instructor and a report will be provided.
- Make-up or late work is typically not accepted. The only late assignments that are accepted are daily target record worksheets. Students earn ½ credit for this.
- **Grading communication:** Parents can access grades online. Please contact Sno-Isle for access or have your student ask the main office for information.

Grading Scale:

• 95-100% A

• 90-94% A-

• 87-89% B+

• 84-86% B

• 80-83% B-

Industry Standard

Meets Return Criteria

• 77-79% C+

• 74-76% C

• 70-73% C-

• 67-69% D+

• 60-66% D

• 0-59% F

Below Industry Standard

Does Not Meet Return Criteria

Name: _____ **DAILY JOURNAL** Date Range: ____/____/____ - ____/____/____ WEEK #: _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Learning Target:					
Today I Will...					
Today I...					
I learned...					

Score: ____/50 pts **WEEK #, DATE RANGE, AND EACH BOX IS WORTH 2 PTS EACH. EMPTY BOXES & NO NAME= ZERO SCORE**

This is an *example* of the Daily Journal and Daily Points worksheet that students complete. This is a bulk of their grade and encompasses how they perform each day.

Professional Level of Expectation

- I arrive on time
- I am prepared for the day
- I am on task
- I conduct myself in a professional manner
- I manage my time
- I read and understand before I begin
- I research and plan
- I communicate my needs to my instructor
- I request instruction when I don't understand
- I do not guess when I don't understand
- I keep myself and my area organized
- I always wear my PPE
- I respect others
- I respect myself
- I respect my working environment
- I clean up each day
- I leave when I am scheduled
- I act and dress professionally
- I do not leave my program without permission
- I check in with Instructors when visiting other programs
- I use electronic devices appropriately
- I model integrity

Do not make any marks in this section...Instructor only!!!

Daily Points
You will be assessed daily for the following:

Attendance/Badge (100) = 20 pts: Clock in/out, attendance sign-in, wear ID badge
PPE (150) = 30 pts: Wear appropriate Personal Protective Equipment at all times
Professionalism (250) = 50 pts: Model the Professional Expectations, Electude lessons
ELECTUDE lessons (500) = 100 pts: Minimum of 3 days per week, 30 minute session minimum.
1000 pts/week
(4,000 pts/month = 9,000 pts/quarter = 18,000 pts/semester)

	Attendance/ Badge	PPE	Professionalism Points	ELECTUDE Lessons
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total:				
Total for Week:	/1000 Possible Points			

ELECTUDE
You logged in last: ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Weekend
Your progress: ____ Exceeds Expectation ____ Meets the minimum expectation ____ Meets the minimum expectation but requires improvement ____ Is below expectation ____ Is unacceptable and/or non-existent
Feedback to student: _____

Time Clock

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

This worksheet is due at the end of each week. It is considered past due the first school day of the following week, after the attendance bell. This assignment can be turned in late for half credit of the points earned.

Industry Standards



“3 R’s” of Professional Level of Expectations

Responsible

- I arrive on time
- I am prepared for the day
- I am on task
- I manage my time efficiently
- I use electronic devices appropriately as defined for my workspace/classroom
- I inform my supervisor/instructor when I will be late or absent
- I take responsibility for missed work/assignments when late or absent
- I always dress appropriately, professionally, and wear my uniform and PPE
- I leave at my scheduled departure time
- I do more than is asked of me. The minimum is not enough.

Reliable

- I learn and grow from my mistakes
- I read for understanding before I begin
- I seek to understand rather than guess
- I request instruction when I do not understand
- I research, plan, and assess
- I seek to contribute to my work-team/peers
- I communicate my needs to my supervisor/instructor
- I value my safety and the safety of those around me
- I clean-up each day
- I keep myself and my area organized and safe
- I strive to be a person of integrity in all that I do

Respectful

- I respect myself
- I treat others with respect
- I conduct myself in a professional manner
- I see beyond my individual needs
- I respect my co-worker's/peer's time
- I respect my coworker's/peer's tools/equipment and space

ATTENDANCE

Students are expected to maintain good attendance at Sno-Isle and their sending high school. This is an educational and professional expectation. Students who have unexcused absences or tardies will have professionalism points deducted from their daily score. Students are obligated to attend school each day just like adults are expected to show up for work. You do not get paid unless you show up to do the work.

Sno-Isle provides required forms in the event students need to miss class for school-related or personal absences. Students are responsible for making sure these are filled out, signed, and turned in. This will be explained at the beginning of the school year.

Students who have been absent or are tardy must stop by the office for an “Admit Slip” prior to reporting to their classroom. Excuse notes are required if a phone call was not made to Sno-Isle’s attendance line. Sno-Isle does not communicate absences with the sending high schools and therefore, separate excuse notes are necessary for Sno-Isle and the sending high school. Students who do not acquire an admit slip or have an unexcused absence(s) will earn zero points for that day(s). This will be discussed at the beginning of the year, and it is not the responsibility of the instructor to remind them of this. It is also the responsibility of each student to monitor and keep track of their attendance and grades. Suspension from school will also result in a zero score for each day a student is suspended.

Mukilteo School District has a new policy regarding vacation days taken during school days.

*If a family vacation occurs while school is in session, it must be prearranged prior to the absence and approved by the principal (or designee). The principal (or designee) **may excuse up to five (5) school days** for a prearranged absence per student each school year, if requested at least one week prior to the first absence.*

An absence may not be approved if it causes a serious adverse effect on the student’s educational progress. The student may not be able to achieve the objectives of the unit of instruction as a result of the absence from class. In such a case, a parent/guardian approved absence would have an adverse effect on the student’s educational progress, including the grade for the course.

ILLNESSES

Due to Covid-19 and its effect on society, the perspective of illnesses has changed tremendously. Students and staff are required to ***stay home if they are sick or do not feel well***. This is the most effective way of limiting illnesses and protecting the rest of the people on school busses and campuses. If a student shows up to Sno-Isle and is suspected of being sick, they will be sent to the office and possibly quarantined and/or sent home. This is necessary to maintain everyone’s health and safety.

COMMUNICATION

The Auto Body program uses email, Schoology, and “REMIND” to communicate with students. Students will be given the necessary contact information at the beginning of the school year. Parents who wish to communicate with the instructor should do so via email. You will receive a response in a timely manner

if it is during the normal school hours. This is the preferred method since the instructor is rarely in their office to answer or use the phone.

ADDITIONAL INFORMATION AND RESOURCES

VEHICLES IN THE AUTO SHOP/REPAIRS

Sno-Isle provides the necessary vehicles required for students to practice the prescribed hands-on tasks. In some instances, students are allowed to work on personal vehicles if appropriate and if there is space in the shop. The student must seek permission from the instructor first and if it is granted, a waiver, permission to drive, and signatures must be obtained by the student prior to scheduling a time for the vehicle to be brought onto the campus. Personal projects may not leave the shop until the instructor has conducted a quality inspection and given the OK for the project to leave the premises. Unsafe vehicles/projects may not leave the campus and must be towed at the expense of the student/owner. All parts required for personal projects are the sole responsibility of the student and/or owner of the project.

Students *are not entitled* to work on personal projects and must always seek permission prior to doing so. Students who are off-track and/or behind in class will not be allowed to work on personal projects. Unauthorized projects may result in disciplinary action.

Sno-Isle does not currently offer repairs to public vehicles (this does not include student/parent vehicles). Students lack the prerequisite knowledge to work effectively and efficiently on the complex vehicles of today. We are a training facility and not a professional repair shop. As such, Sno-Isle is unable to handle or assume liability for repairs during the course of one's training.

TEXT AND TECHNICAL INFORMATION

Students who enroll in the auto body program will be required to read and participate in using interactive online curriculum on a consistent basis. Researching and understanding technical information and terms are also a norm of this program. Individuals who struggle with reading and comprehension should consult with the instructor. Sno-Isle is unable to provide all the necessary aids/resources for individuals who require it. Para educators are to be provided by the sending high school for those who qualify for this one-on-one support.

TOOLS

The required tools necessary for training will be provided by Sno-Isle. Students who are working towards becoming employed in this industry are encouraged to start building their personal tool sets. Various discounts are available to students from Sears, Napa, Snap On Tools, Matco Tools, MAC Tools, and others. Students who choose to continue onto post-secondary training may also be required to provide their own personal tool set to be used at that college-level program. Please consult with the college you are considering, and they will inform you of the required tool list.

Sno-Isle does not provide storage for personal tools/equipment and cannot be held responsible for any personal tools or equipment that students bring from home.

ACCOMMODATIONS

Students who require any individualized or health accommodations must communicate those needs to the instructor and Sno-Isle Administrators. In some instances, sending high schools are unable to provide documentation in a timely fashion so we ask students and/or parents to advocate for themselves and make sure that Sno-Isle receives such documentation. This plays a big part in a student's success and helps both parties understand the appropriate measures that may be required. Students with accommodations should have a high school and beyond plan so that they are given realistic and appropriate opportunities to prepare for life after high school. Accommodations that have been provided during a student's K-12 career do not transfer into the workplace. Employers seek individuals who are independent, model good work ethics, and can perform all duties within their job description without assistance. Students who are unable to meet the expectations of the automotive technology program may struggle in industry or during their post-secondary training.

ACADEMIC EXPECTATIONS

Students must understand that the text they will be exposed to in the autobody program and industry are rated at high school and/or college level. Repair manuals and lessons are considered technical reading and comprehension and ability to follow written language are extremely important. All students will be exposed to various levels of math. Students will be expected to solve various math calculations and participate in precision measuring. Interpersonal communication at Sno-Isle is crucial. Students must be able to effectively communicate with fellow peers, staff members, and any potential "customers". In many careers, customer service, effectively communicating with co-workers, and managers is a required skill. Students who struggle with behavior and interpersonal skills will need to learn to overcome their challenges or their success will be extremely limited. All these are key pieces and required for success in the automotive industry. Individuals who feel they cannot overcome these challenges should seek other alternatives.

KEYS TO SUCCESS

Students must be able to demonstrate the following:

- Model professional standards
- Model good work ethics
- Be able to follow written and verbal instructions
- Have good communication and interpersonal skills
- Follow safety rules at ALL TIMES
- Make appropriate choices
- Take responsibility for their education and actions
- Understand technical reading
- Understand basic math, algebra, and geometry
- Able to write legibly

EQUALITY

Sno-Isle provides equal opportunities to all individuals regardless of sex, race, religion, or other personal beliefs. Bullying of any kind, harassment, and intimidation will not be tolerated and are subject to discipline or removal from Sno-Isle. The disruption to anyone's learning and safety will not be tolerated.

Students who witness any of these behaviors must report it to their instructor or a Sno-Isle staff member. Every effort to maintain confidentiality will be made.

LOCKERS AND PERSONAL BELONGINGS

Students will be assigned lockers during their time in the Autobody program. Students are encouraged to lock up any personal items of value. Sno-Isle is not responsible for any theft or missing items.

FIELD TRIP(S)

The autobody program typically participates in at least one field trip per year. All students are required to participate and should make the necessary arrangements with their sending high school and/or employer. Students are informed of field trips long enough in advance to plan. A great deal of paperwork and organizing goes into preparing educational enrichment trips, so it is important for each student to follow timelines for turning in the necessary forms. More information will be provided once the details are finalized. Permission slips, info, and an itinerary will be provided.

PROGRAM ADVISORY COMMITTEE (PAC)

Each program at Sno-Isle is required to have Program Advisory Committees that consist of industry partners, former students, instructors, parents, and community members. These committees are vital to the success of each program and hold a minimum of 3 meetings per school year. Committees provide the valuable feedback required to maintain safety and relevance. Their input and participation help to enrich the student experience.

Individuals who are interested or know someone who may be interested are encouraged to contact the instructor of that program.

VOLUNTEERS/CHAPERONES

The auto body program welcomes individuals who are interested in volunteering. Volunteers are typically sought for our annual field trip and any field trips that occur during summer school. Having 3-4 volunteers available per year helps tremendously and meets the 1 chaperone per 10 student requirements. If you are interested, please contact the instructor. Passing a background check is the only requirement for becoming a volunteer. Paperwork will be provided upon request.

****DONATIONS****

The Autobody program depends on donated vehicles for training aids. If you or someone you know has a vehicle that has outlived its usefulness, please consider donating it to Sno-Isle. Vehicles do not need to be in running condition but must be transported by the individual who is donating the vehicle. A clear vehicle title must be provided when donating. We accept a variety of vehicles (ATV's, motorcycles, golf carts, boats, or anything with an engine) as well as tools and equipment. Please contact the instructor for additional information.

****PLEASE NOTE THAT THIS IS CURRENTLY ON HOLD****

USE OF ELECTRONICS

Students MAY NOT use their cellular phones in class *except* in the rare occasion as they are instructed to do so. Classroom laptops are provided to access the web-based curriculum or repair information.

Inappropriate use of cell phones/electronic devices will result in deduction of professionalism points and/or being sent to the office for disciplinary action depending on severity of the violation.

Confiscation of cell phones/electronic devices may also occur, and the student may retrieve their device at the end of the period. In a worst-case scenario, a parent/teacher conference may be requested at which time the electronic device will be released to a parent/guardian. *The misuse of phones is unacceptable in the workplace and this expectation is modeled at Sno-Isle.* Parent/Guardian support of this policy is important and greatly appreciated.

Students should refrain from taking video or photos of other students especially when permission has not been granted. Some families ask that students be placed on a “no photo” list and their privacy must be respected. Uploading videos or photos to social media, chat groups, or for malicious intent without permission may lead to disciplinary issues, especially if cyber bullying has been identified. In some cases, criminal charges could be made against the offending individual(s). *All individuals, including Sno-Isle staff, have an expectation and are entitled to their right of privacy.*

Sno-Isle is not responsible for stolen or lost electronic devices or personal items.

STUDENT RIGHTS & RESPONSIBILITIES

All students will be provided with a Student Rights & Responsibilities handbook and quiz at the beginning of each school year. It is each student’s responsibility to read and understand their rights as a student. While school rules are generally universal, students are still encouraged to review and understand their rights while at Sno-Isle. Students are expected to act professionally and follow the rules at all times.

TRANSPORTATION

All sending high schools provide transportation to and from Sno-Isle TECH. Students are not allowed to drive to Sno-Isle without sending school, Sno-Isle, and parent permission. Only extenuating circumstances will be considered since assigned parking spots are extremely limited. Please be aware that most sending high schools have a NO DRIVING policy due to liability and the need for increased safety. Violator’s risk being suspended. No passengers are permitted without written permission from Sno-Isle and their sending high school.

Students who must drive due to temporary circumstances (missed bus, doctor, other appointment, etc.) must check in with the main office and acquire a temporary parking pass for each occurrence. This is for *temporary circumstances only* and must not be abused due to limited parking availability. Please remember that students may not drive if their sending school has a no driving policy. Students who park outside of Sno-Isle TECH’s campus risk being disciplined and/or towed at their own expense.

INCLEMENT WEATHER: SCHOOL CLOSURES AND LATE STARTS

In the event of snow or power outages, please tune in to local radio and TV stations. Sno-Isle TECH is part of the Mukilteo School District.

1. When **Mukilteo School District is closed** due to inclement weather, Sno-Isle TECH will be closed as well.
2. If **Mukilteo School District is 1 or 2 hours late** due to inclement weather, Sno-Isle TECH will be closed for the AM session, but open for the PM session.
3. When **a sending school is closed due to inclement weather**, students from that sending school are not expected to attend Sno-Isle and will not be marked absent.
4. When **a sending school is operating 1 or 2 hours late** due to inclement weather, students from that sending school are not expected to attend the AM Session and will be marked as “excused”. PM Session students should attend as usual.

SAFETY

Safety is the first priority at Sno-Isle. Students will be required to successfully complete a number of safety courses and tasks to demonstrate their knowledge of safety. Students will have ongoing opportunities to learn about safety throughout their time at Sno-Isle.

Students must understand that tools and equipment that they are unfamiliar with shall NEVER be used until proper training and instruction has been provided. It is an educational and professional expectation that this be followed to prevent injury or death to your student and/or others.

Safety must be everyone’s #1 concern and is extremely important in an active shop! Horseplay is not allowed and students who cause an injury due to their negligent actions will be disciplined. This includes suspension or expulsion in severe cases. Students who choose to operate equipment that they have not been trained to use may be disciplined and/or lose all points for the day. Accidents can be avoided if everyone works safely and follows the expectations.

The autobody program focuses on covering as much safety material as possible during the first part of the school year. First-year students must be prepared to spend a combination of classroom and shop time until all safety lesson and topics have been covered. This is not optional!

Driving vehicles: A valid driver’s license is not required for this class but is encouraged. Students who do not have a valid driver’s license *ARE NOT* allowed to drive any vehicle while on campus. Learner’s permits are not acceptable. Unlicensed students who drive will be reported to Administration and risk being disciplined for violating this safety expectation. *NOTE: a valid driver’s license is typically required to work in a shop since employees will need to move customer vehicles.*

****PLEASE REVIEW THE ADDITIONAL SAFETY INFORMATION LOCATED ON THE FOLLOWING PAGES****

SAFETY FIRST



Accident Prevention Program

AUTOBODY & COLLISION PROGRAM

Safety Orientation: Each student will be given a safety orientation by his/her instructor at the start of the school year so that the expectations can be shared with all students. Students are required to complete any safety related curriculum and/or tests that are assigned by their instructor. To prepare for this orientation read the following:

1. Description of the accident prevention program:

Students must read and understand the following:

- Never do anything that is unsafe to get the job done. If a job is unsafe, report it to your instructor. We will find a safer way to do that job.
- Do not tamper with or modify any safety device! Keep safety shields or other related safety devices in place at all times on all equipment/machinery.
- Never operate a piece of equipment unless you have been given a demonstration regarding its safe use.
- Never repair/service shop equipment or power tools! Inform your instructor.
- ALWAYS use your Personal Protective Equipment! (Eye protection, gloves, coveralls, etc.)

- Always keep your area clean and organized. Grease, oil spills, trip hazards, and other unsafe conditions must be dealt with immediately to prevent slip hazards and accidents.
- Always get out of the way of moving vehicles/equipment, do not put yourself in the path and risk being trapped or struck.
- Read and obey all safety related signs.
- Use all tools and equipment safely and only for the intended use they were designed for.
- Clean up all messes immediately and properly before your departure time.
- All tools and equipment must be returned after use. Be sure they are clean in same condition as before.
- Do not allow trash, used parts, tools/equipment, drain pans, or other to accumulate where it will become a hazard. Good housekeeping helps prevent accidents.

2. How and when to report injuries, where first aid facilities are located.

- If you are injured or become ill on the job, report it to your instructor.
- There is a first aid kit located to the right of the handwashing sink in the auto shop.
- There is an eye wash station to the left of the handwashing sink in the auto shop.
- Instructors and administrators have first aid/CPR training.
- We have posted emergency phone numbers. These are located on the instructor's office window.

3. How to report unsafe conditions and practices.

- If you observe an unsafe condition, see tools and/or equipment that are damaged, or someone working unsafely, immediately report it to your instructor.

4. What to do in an emergency including how to exit the workplace.

- A detailed map for the building and/or campus is posted outside of the classroom. It shows all the exits/evacuation routes, and where to meet outside.

5. Identification of hazardous chemicals used at this location.

- Safe use and emergency actions to take following an accidental exposure are located in the SDS binder located to the right of the automotive instructor's office.
- We use many chemicals, including solvents and cleaners. The information related to these chemicals are located in the SDS binder and all individuals are responsible for researching the hazards of these chemicals before you work with them or work in an area where they are used. Nitrile gloves are provided for individuals that need to use these chemicals. Gloves are located on the door of the auto shop office.

6. On-the-job training about what you need to know to perform the job safely.

- Before you are assigned to tasks that require it, your instructor will show you what to do along with safety instructions and required PPE. You are not to begin without first obtaining a demonstration or specific instruction.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have been trained by your instructor.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of your orientation/lessons.
- If you discover a fire, tell another person immediately and call for an instructor.
- If the fire is small (such as a small oil or fuel fire under the hood of a vehicle) and there is minimal smoke, you should try to put it out with a fire extinguisher.
- If the fire grows out of control or there is thick smoke, do not continue to fight the fire.
- Tell other staff and students in the area to evacuate.
- Pull the fire alarm located at each designated exit.
- Proceed to the designated meeting place outside the building and be prepared so your instructor can do a roll call.

Earthquake Emergency

If you are inside a building:

- Drop under a desk, table, or work bench. Cover and protect your head and hold on. Stay away from windows, heavy cabinets, large pieces of equipment, especially vehicle lifts that have vehicles on them.

- When the shaking stops, instructors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Instructors must account for each student in their class as quickly as possible.
- First aid certified staff members should check for injuries and help evacuate injured individuals. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a staff member so they can turn off the gas at the main. Open windows or doors. Shop instructors are trained in the gas shut off procedure.
- Instructors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.
- If you are outside: stand away from buildings, trees, telephone and electric lines.
- If you are on the road: drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

Safety Meetings

These will be held as necessary.

- All students are required to attend.
-

Please sign the following page after reading and reviewing with your student. This form must be returned as soon as possible and will be kept on file for future reference.

Review and Sign

Every effort has been made to provide students and parents with the information required to help them succeed during their time at Sno-Isle. Please be sure to read this packet and review with your son/daughter. If there are any questions, please contact the instructor for questions or clarification.

I have read the Autobody & Collision Repair Syllabus in its entirety and understand the expectations and policies of the program including all safety related expectations. I understand that Sno-Isle models a professional working environment and that everything a student does is reflected in their grade. I have also reviewed and discussed this syllabus with my parent/guardian and understand that if there are any questions or concerns, I will communicate them with my instructor.

Student Printed Name

Student Signature & Date

Parent Printed Name

Parent Signature & Date

****Due to the dynamic nature of the educational process, adjustments to this syllabus may be made at any time without prior notice. It is the sole responsibility of the student to follow the instructions and expectations of the program. Students will be given as much notice as possible in the event a policy is changed.***

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.