

Automotive Technology

2018/2019



Warren County Technical School
Automotive Program
Students need

- Leather boots, oil resistant soles preferred (They don't have to be steel toe).
- Grey/Black work pants and belt if needed (Dickies/Sears/Walmart, no Jeans).
- Safety glasses with a Z87 rating - This will be imprinted on the glasses "Clear only- no tinted safety glasses accepted for everyday shop use"!
- \$5.00 per Automotive T-shirt 2 or 3 shirts are recommended.
- Sweatshirts are not mandatory however, can be purchased for \$15.00 (orders won't be in until late October)
- A three-ring binder with five subject tabs with 150 sheet lined paper.
- Pens, pencils and highlighter
- Combination lock, the lock combo # will be recorded by instructors in case of emergency. Keyed locks are not permitted.

If you have any questions, do not hesitate to contact:

Mr. Tim Longacre
longacret@wctech.org

or

Mr. Raymond Danner
dannerr@wctech.org

WARREN COUNTY TECHNICAL SCHOOL
AUTOMOTIVE PROGRAM
Student Contract

- Students are required to maintain a three-ring binder with 5 subject tab dividers to use as study guide. Notebooks will be checked once per marking period at the instructor's discretion and grades recorded.
- Students are required to perform all repairs and/or assignments including homework and maintaining progress charts for required proficiencies. This may be live or practice work.
- Students are required to participate in the learning process at all times. Students will not participate in social activities that will take them off of the task assigned, and if temporarily unassigned or waiting for parts, students are to behave as employees and make use of their time consistent with behavior to enhance employability.
- Gum chewing is not allowed in the shop or classroom setting.
- Students are required to follow safety rules and maintain a clean work environment.
- Safety glasses and approved uniform will be worn at all times.
- Students are required to bring uniforms home each week to have them cleaned.
- Use of electronic devices are not permitted in the shop or classroom. This includes cell phones, external speakers and/or radios. Cell phones may be used for pictures for shop purposes upon permission from an instructor.
- Students are required to work in groups as team members. Team work is expected at all times. Failure to do so will result in poor shop grades.
- Students will not miss more than three days per marking period (due to industry standards). After three days per term the student will be required to make up any book work missed, also after the third day they will receive zeros for that shop day; this includes excused or unexcused absences. There is no way to make up for shop time.
- Students are required to complete all online content as either homework or class work on time. If you do not have internet access, students will be required to stay after school and use the school internet access. WCTS provides late bussing if needed.
- Students are required to maintain the shops organization and cleanliness as part of their shop grades, e.g. repair vehicles, organizing, cleaning, inventory, mopping floors, looking up parts and ordering, typing repair orders, painting or general repairs.
- Student will not use the internet for personal use at all. Students will not change any settings or backgrounds on any computer. Anyone caught will receive immediate discipline action.

Student Signature _____ Parent Signature _____

Shop T-shirt Order Form

Name _____

Grade _____

T-shirt Size _____ *Quantity* _____

Sweatshirt- Size _____ *Quantity* _____

Payment- Cash _____ *Check* _____

T-shirts and sweatshirts are all printed and designed by the Graphic Arts Career Major. T-shirts will be printed as soon as possible. Sweatshirts may not be done until the end of October at the earliest. However, all payments are due by September 14th, 2018.