

GREEN LIGHT DRIVING ACADEMY – CLASSROOM INSTRUCTION INFORMATION

Website: www.GreenLightDrivingAcademy.com

Email: info@greenlightdrivingacademy.com

Classroom Schedule:

There are 32 hours of classroom instruction required to complete the Texas Driver Education Course for teenagers.

- Maximum of 2 hours of classroom per day (excluding make-up sessions)
- Sixteen (16) days:
 - Schedule: 4 weeks, Monday – Thursday (schedule may change slightly to accommodate for holidays)
 - We also offer special schedules during holiday periods and spring break

Class work:

The classroom course consists of study out of the current Texas Department of Public Safety (DPS) handbook, a state approved driver's education textbook, videos, lectures and class discussion. Students are expected to be alert and pay attention to the instructor during class and participate in discussions as required by the instructor. In some classes a worksheet may be provided to supplement the material covered in class. These worksheets may be in the form of a quiz, crossword puzzle, vocabulary exercise, etc.

Students will be provided paper and pencil to complete any written work required during the classroom.

Days 1 – 3

The first 3 days of class are taught using the current Texas DPS handbook along with instruction permit sample questions and practice tests. On the third day of class, the permit tests will be administered to the students. There are two separate tests that cover Road Rules and Regulations and Traffic Signs. If the student does not pass one or both of the tests, they can take the test again after 24 hours. If they fail again, additional materials may be provided to the student to study before the test can be retaken.

These first 3 days (6 hours of instruction) must be completed and the student must pass the permit tests before they can be given the Texas Driver Education Certificate (form DE-964) that allows them to obtain their Instruction (or learner's) permit.

Days 4 – 16

Days 4 - 16 of the classroom course uses a state approved driver education textbook to cover all of the topics required by the Texas teen-driving program. We also use state approved videos to supplement this information. Many of the quizzes given during the classroom course are open-book; however, the student is required to know where this material can be found. There is also a mid-term exam (Day 9) and final exam (Day 16) given during class. The worksheets, exam grades and grades taken during the course are averaged together to come up with ONE final grade for the course.

NOTE: Days 10 – 12 cover Drug and Alcohol Awareness issues and is referred to as DADAP (Drug and Alcohol Driving Awareness Program). The curriculum for these 3 days of instruction is actually a course program developed to use as a stand-alone class. By taking this program, the student will be given a separate certificate that can be used for an additional insurance discount, in most cases. The cost for this certificate is included with the tuition.

Class Attendance Requirements and Make-Up Policy:

By state law, a student must receive 32 hours of classroom instruction. A student must also attend 55 minutes out of each 60-minute instructional period, so the student must be on time for class. **It is our policy not to allow a student to enter the class if they are 5 minutes late.**

If a student is removed during any classroom session for disciplinary reasons, the student will be counted absent regardless of the time the student is removed from class. The student will be required to make up that day of class in a future classroom session just as if they had missed the entire class.

The DADAP that has been integrated into the teen class curriculum is taught on Days 10, 11, and 12. If a student misses any of those days, they will make them up as normal. The certificate for taking this course (paid for at the time of registration) will be issued to the student when they have completed the complete driver education course (classroom and in-car instruction.)

Green Light Driving Academy realizes that students and parents have busy schedules and are involved in many activities, thus we allow one full year from the day the student starts their classroom session to complete all make-up classroom instruction.

Parents and students need to be aware that Green Light Driving Academy provides no other method for students to make-up a classroom session that has been missed other than what is described below.

Special Attendance Requirements for the first 6 Hours of Instruction:

One of the requirements to obtain an instruction (learner's) permit in the state of Texas is that the student attends 6 hours of classroom instruction (the first 3 days of class.) If a student misses any of the first 3 days of class (or any portion of them); Green Light Driving Academy will not be able to issue the certificate (form DE-964) to the student until the work for these days is made up. This certificate is also required for the issuance of the instruction permit.

Our policy is that a student must be able to attend 2 out of the first 3 days of class in order to be registered for that class.

If Days 1, 2 or 3 are missed, the missed work will be provided to the student to take home and complete and this work must be turned in and graded before we can issue the DE-964 certificate.

- *The work for Day 1 and 2 must be completed and turned in before the student will be allowed to take the permit tests (which are given on Day 3).*
- *If the student misses Day 3, the work for that day must be completed and turned in before the permit tests can be rescheduled with the instructor.*

NOTE: If the student does not feel that they are ready to take the permit tests on Day 3 after missing any of the first 2 days, they can take them at a different day, however, we cannot release the DE-964 form to the student until they have completed the work required for the missed days and has been given and passed the permit tests.

A maximum of Five (5) absences are allowed during the scheduled classroom period (including any of the first 3 days of class) to maintain attendance in the session. If a student reaches a sixth (6th) absence, they will be dropped from their current session and will be transferred to a future class, as space is available, to complete the classroom instruction. A transfer fee of \$50.00 will be charged.

Please see additional information below regarding specifics about the attendance and make-up policy.

o **For absences of Five (5) days or less:**

- o With the exception of Days 1, 2 or 3, students will make up any classroom work missed by attending the same class during another classroom session. In other words, if a student misses Day 5 of their classroom session, they will make-up that class by attending a Day 5 in a different classroom session.

SPECIAL NOTE: If there are two classes going on concurrently (i.e. are on the same class "day") and the student cannot make their normal classroom session, the student is NOT allowed to go to the other session on any particular day. This is a Texas state rule and Green Light Driving Academy policy.

- o The dates of future class sessions will be posted on the school's website. If you do not have access to the internet, please contact the office for information about these dates.
- o *Space is limited in the classroom for students to attend a make-up class, so it will be best to call or email ahead (info@greenlightdrivingacademy.com) to reserve a spot in the class that the student needs to make-up. Walk-ins may not be allowed to attend the make-up session due to limited space availability and would need to attend a different class in a future classroom session if there was not room on that particular day.*
- o A student cannot make-up a class before they actually miss the class. For example, if a student knows that they will be missing Day 9 of their class and there is a class currently in session that has their Day 9 occurring before the student's classroom session's Day 9 – they cannot take the earlier class.
- o A student can make-up a class while they are currently attending their own session if they have already missed that class, but they cannot attend more than 6 hours of classroom sessions total in one day.

- A student may make-up more than one class per day, as long as they do not attend more than 6 hours of classroom sessions total in one day.
- If a student has multiple absences, they do not have to make them up consecutively or in the same order as missed or even in the same future classroom session, however, we do recommend that if Day 16 is one of the days to be made up that it be done last.
- The student will participate in the work for that class with the other students – taking quizzes, watching videos, participating in classroom discussion, etc.
- Any written work done as part of the class will be turned in at the end of class to the instructor to be included in the student's folder.
- All normal classroom rules apply.
- The student has 365 days (one year) from the original classroom start date to complete this make-up work.
- Students should arrive on time and check in with the instructor before taking a seat in class.
- **It is the student's responsibility to make sure that the instructor is aware that they are attending the class as make-up and that the instructor has the proper paperwork to mark their attendance.**
- A student with 5 days or fewer classes to make-up CAN begin their driving instruction once they have been activated on Schedule 2 Drive and as long as all tuition course fees are paid.
- **For absences of Six (6) days or more**
 - If a student has missed 6 days (including Days 1, 2, or 3), Green Light Driving Academy is required to drop the student from the current session and transfer the student to a future class, as space is available in that class. There will be a \$50.00 administrative charge to make this transfer. The student will then be made part of that class's roster and attend all of the days missed.
 - On the 6th day of absence, the student will be dropped from their current class and will need to "re-enroll" in a future class, based on space availability.
 - The student will make up all classes missed in the order they were missed in the new class.
 - For example, a student misses Days 5, 6, 7, 11, 12, and 13. After Day 13, they are dropped from their current class.
 - The parent must transfer the student in a future classroom session (as space allows) and pay a \$50.00 transfer fee as well as any other course fees due.
 - The student will begin re-attending that classroom session and take classes 5, 6, 7, 11, 12 and 13 and then continue days 14 – 16 to complete the class.
 - If a student misses any of THESE days of new class, they will be removed from that class and will have to start the driving instruction program over as if they were never enrolled or paid for the course. They can retain their permit; however, they will need to begin classroom instruction all over again. Course tuitions must be paid and there will be no refunds from the original classes given if this situation occurs.
 - A student that is in this situation cannot take any drive lessons with our instructors, until all class work is completed.

TERMINATION OF CONTRACT DUE TO EXPIRATION

All classroom and make-up work must be completed within one year of the contract date, which is the first day of classroom instruction or Green Light Driving Academy will terminate the contract. Refunds, where applicable, will be made according to the refund policy stated on the contract.

According to state law, if all classroom instruction is not completed by the end of the contract period, the instruction permit will be cancelled.

If the student has 5 or less classes to make up – they may begin their in-car instruction if we have a copy of their instruction permit on file and after the 8th day of the classroom session. They do not have to wait until after the missed days are made up, however, if the student misses 6 days or more – they will not be able to start the in-car instruction, since technically, they have not completed the classroom portion of the course.

Fees for the Driver Education Course: Payment of all tuition fees will be due by the end of the classroom session unless special arrangements have been made. A student may not be able to begin the driving portion of the course and may be de-activated on the system until all fees are paid.

ADDITIONAL CLASSROOM RULES

Rules for the Classroom Behavior: Rules for Driver Education Course Behavior (classroom and in-car instruction) will be discussed with the students on the first day of class. If there are any infractions of these rules, Green Light Driving Academy has the right to suspend a student from attending that class. If student continues to misbehave, they will be withdrawn from class and refunds will be paid according to the withdrawal rules (see the student contract).

Highlights of the Rules:

- Tobacco use by teens in, on or in sight of Green Light Driving Academy locations, cars, or employees will result in automatic termination of the student contract. A refund will be given based on the Refund Policy stated in the contract. The student will not be allowed to re-enroll at Green Light Driving Academy.
- Students will be expected to pay attention in class and not to talk excessively. If a student is disruptive, he/she will be asked to leave the class and will be counted as absent for that class and will need to make-up the class according to our make-up policy.
- **CD/MP3 players, cell phones or other electronic devices will NOT be allowed in class (including text messaging).** If found to be in use, the instructor will take the device and will return it **ONLY** to the **parent** at the end of the classroom period. If a parent needs to contact their student while they are in class, please call the school office. If there is continual abuse of this rule – the classroom instructor has the authority to ban electronic devices from the classroom for the remaining class schedule.