



## CLASSROOM 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 should arrive at least 10 minutes early for each class.

Green Light Driving Academy realizes that students and parents have busy schedules and are involved in many activities, thus we allow one full year for completion of 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.

**A maximum of Five (5) absences are allowed during the scheduled classroom period to maintain attendance in the class. If a student has Six (6) or more absences, they will be transferred to a future class, as space is available, to complete the classroom instruction. (\$50 transfer fee will be assessed)**

**PLEASE NOTE: Although a student can miss 5 days of classroom without having any consequences other than having to make those classes up, STUDENTS MUST ATTEND AT LEAST 2 of the first 3 classroom days.**

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

### **Special Attendance Requirements for the first 6 Hours of Instruction:**

***According to Texas state law, one of the requirements of getting an instruction (learner's) permit is that a student must attend the first six (6) hours of the driver education course. If an absence occurs during the first 6 hours of instruction (i.e. the first 3 days), GLDA will not issue the DE-964 certificate which is required by the Texas Department of Public Safety (along with other documents) to issue the permit.***

***If a student misses Day 1, 2 or 3, GLDA will provide take-home make-up work for the student to complete and return. This work will need to be given to the instructor and graded before the DE-964 can be issued to the student. We provide this take-home work so that the issuance of the permit is not delayed.***

**NOTE: Absences in Days 1-3 count toward total classroom absences.**

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

- Students will make up any classroom work missed by attending the same class during a future classroom session.
  - Please be advised, if the day that the student missed fell on a Thursday, it will more than likely fall on a Thursday again depending on whether or not the session they have chosen for make-up class is during our Non-Summer or Summer Schedule.
- The dates of future class sessions will be posted on the school's website.
- ***Space is limited in the classroom, please RSVP by calling or emailing ([info@greenlightdrivingacademy.com](mailto: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.***



- A student can make-up a class while they are currently attending their own session, but they cannot attend more than 4 hours of classroom sessions total in one day.
- A student may make-up more than one class per day, again, as long as they do not attend more than 4 hours of classroom sessions total in one day.
- Students must miss the class before the student is eligible to make-up the class. Students may not attend the same class, same day at a different time.
- 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.
- 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.
- Students will not be allowed to switch school locations to complete make-up classes. They must attend the school location (Grapevine or Coppell) that they attended for their regular class session.
- All normal classroom rules apply.
- A student with 5 days or fewer classes to make-up CAN begin their driving instruction after the regular classroom session is finished as long as all course fees are paid.
- The student has 365 days (one year) from the original classroom start date to complete this make-up work.

#### **For absences of Six (6) days or more:**

Green Light Driving Academy is required by state law to 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.

- On the 6<sup>th</sup> day of absence, the student will be dropped from their current class and will need to "re-enroll" in a future class.
- The student will make up the classes missed in the new class and then continue on with the rest of the classroom sessions until it is finished
  - 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 re-enroll the student in a future classroom session (as space allows) and pay the \$50.00 transfer fee.
  - The student will begin re-attending that session and take classes 5, 6, 7, 11, 12 and 13 and continue days 14 – 16 to complete the class.
- If a student misses any of THESE days of class, they will be removed from that class as well and will have to start the driving instruction program over as if they were never enrolled. They can retain their permit; however they will need to begin classroom instruction all over again. There will be no refunds given if this situation occurs.
- A student that is in this situation cannot take any drive times until all class work is completed.



**IMPORTANT INFORMATION REGARDING THE STUDENT CONTRACT DATES AND CLASSROOM INSTRUCTION:** *Students should complete their classroom instruction (whether it is making up missed classes or attending classes) within 365 days (one year) of their original contract date (the first day of classroom instruction). According to the Texas Education Agency (TEA) rules, an extension of the contract can be approved by the school. The reasons for granting such an extension can only be for reasons beyond the student's control (i.e. student's hospitalization, student's extended illness or injury, or an extended absence (6 months or longer) from the state of Texas and/or the United States during the contract period.) A student's extra-curricular activities such as participation in sports, performing arts, band, or other school related activities **CAN NOT** be used to request an extension of the student contract. If additional time is needed, under special conditions the parent can apply for an extension. Please contact the Green Light Driving Academy office about applying for an extension of the student's contract.*

If makeup work is not completed or rescheduled classes are not taken within 365 days (one year) of the original classroom start date, Green Light Driving Academy will terminate the contract at the end of the contract's original effective date (the first day of classroom instruction) and refund any unused course fee according to the refund policy on the contract