

**Class Rules and Procedures**

1. Progress standards must meet the requirements of the current rules adopted by the commissioner of education.
2. Mastery is a prerequisite to awarding a grade of 70 or above for all assignments.
3. Evidence of mastery shall be determined by one or more of the following: 1.) unit tests, 2.) written assignments, 3.) skills performance checklists, and 4.) comprehensive examinations of knowledge and skills.
4. All assignments will be recorded for the completion of the course for each student.
5. An individual class project is required to be completed on the scheduled date set by the instructor.
6. You are given 12 months from the date your in-classroom instruction begins to complete any make-up and/or scheduled drives.
7. A full hour of absence is charged when the student does not attend the full 55 minutes of instruction during a 60-minute period.
8. If a student is absent in excess of 10 classroom hours (5 days), the student enrollment will be terminated, without a refund.
9. A student may be terminated from the school for tardiness, drunkenness, obvious signs of drug use, rudeness, vulgar or disruptive behavior, using tobacco products, using a cell phone during class or in car, being inattentive (sleeping, texting, reading, etc.)
10. Dress code will be enforced: no flip-flops/ sandals during in-car instruction, no strapless tops, no short shorts, no mini-skirts, and no sagging of pants.
11. All refunds are subject to an administrative fee of $50 and the student will not be refunded for the time used for in-class or in-car instruction.
12. A full refund will be made to any student who cancels the enrollment contract before midnight of the third day the enrollment contract is signed, excluding Saturdays, Sundays and legal holidays.
	1. Unless the student has completed the course and accepted a certificate of completion during that period.
	2. A refund will be based on uncompleted hours.
13. A no-show fee of $20 will be charged if the school is not notified of a cancellation at least 24 hours prior to a scheduled in-car lesson.
14. A fee of $40 will be charged if a student defaces or damages any school property (desks, tables, textbooks, etc.)
15. The 20 hr parent-drives are the responsibility of the student to complete before the application of a license.
16. Students are expected to listen, learn, interact and behave in a respectful manner to all occupants of the school.
17. Students are expected to pay attention, ask questions, give input, make appropriate comments and suggestions, share concerns, and experiences in an appropriate manner.
18. Rules and regulations are subject to change as needed by the director of school.
19. Any rules, procedures, and regulations violated, may result in termination of contract.
20. Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

I understand all these rules and the expectations of Sun City Driving School and I agree to follow by these standards.

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 Student Name (Print) Student Signature Class Date

 Include Middle Name if any