



## **POLICY STATEMENTS**

### **CLASSROOM CONDUCT and PROPERTY POLICY:**

Appropriate, non-disruptive classroom behavior is expected during each session. Any inappropriate, disruptive behavior (This includes swearing and/or any language or action which could be offensive to others.) will receive one warning from the instructor and parent/guardian will be contacted. Upon a second occurrence, the student will be dropped from the program without refund.

Appropriate care and respect is expected of all classroom material and classroom property. Any damage or removal done to materials and/or property will be reimbursed by the student prior to receiving certificate. The instructor has the right to drop a student from the program without refund upon excessive abuse of material or property.

All cell phones will be placed up front with the instructor at the beginning of each class.

Smoking is not allowed at any time while in class or on property.

***NOTE: Students must pass each test at 70% or higher. If the student fails to do this, they will be required to come back during the next session and repeat the classes those chapters are taught. They will also be required to pay half of the class fee per each test they fail. At least two tests are given during each course.***

***Reminder:*** A minimum of 15 students is required in order to hold a class.

### **DRIVING CONDUCT POLICY:**

Appropriate, non-disruptive behavior while driving is expected during each session. Any inappropriate, disruptive behavior (This includes swearing and/or any language or action which could be offensive to others.) will receive one warning from the instructor and parent/guardian will be contacted. Upon a second occurrence, the student will be dropped from the program without refund.

Appropriate respect for the student driving is expected from each passenger. The use of cell phones, electronic devices and general

## POLICY STATEMENTS CONTINUED...

conversation will be used at the discretion of the instructor. Arriving on time to drive sessions is required. The instructor has the right to drop a student from the program without refund upon excessive late arrivals.

Smoking is not allowed at any time while driving or on property.

**NOTE:** *Some Right Way cars are equipped to teach handicap students. Therefore, certain cars will have adaptive equipment installed on the steering wheel, brake, and accelerator. The base equipment does not hinder the use of the steering wheel, brake, or accelerator. However, your son or daughter will notice these items if driving one of these cars.*

### **ABSENCE POLICY:**

Classroom and drive session attendance is required. An absence must be reported at least 4 hours PRIOR to being gone from class or 24 – hours prior to drive session. Upon an unexcused classroom absence, the student will receive a warning and parent/guardian will be contacted. Upon a second unexcused classroom absence, the student will be dropped from class without refund. Any excused classroom absence or the 1 warned absence may be made up during the next session on the night in which the chapter missed is being discussed. Any excused drive session absence will be made up at the discretion of the instructor's schedule. **NOTE:** *For any unexcused drive session absence, the student will be charged a \$35 no-show fee. Fee also applies to students arriving without their permit and subsequently being unable to drive.*

### **CERTIFICATE POLICY:**

All above-mentioned policies and any applicable charges must be met and paid in full prior to student receiving their certificate. If needing to drive with the D.O.T., a note stating such will be documented on their certificate. **NOTE:** *A \$25 fee applies for any duplicate or replacement certificate.*

POLICY STATEMENTS CONTINUED...

**REFUND POLICY:**

Upon becoming unenrolled from a course with no drive time or classroom time being completed, full refund will be issued. If any drive time and/or classroom time has been completed, refund will be prorated and the remaining amount refunded.

**INSURANCE POLICY:**

Any incurring claim, financially or medically, above and beyond Right Way's \$5,000 liability insurance coverage, is the responsibility of the student and/or parent/guardian and such parties do not hold Right Way responsible for anything above and beyond Right Way's insurance coverage.

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I have read and understand the Policy Statements.

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(Parent/Guardian Signature)

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(Student Signature)

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(Date of Signatures)

**Make sure to print a copy for yourself.**