



## Classroom Instruction Policy

### Purpose:

This policy outlines the requirements and expectations for students enrolled in both the traditional and online classroom driver education programs at Ahead of the Curb Driving Academy LLC.

### Scope:

This policy applies to all students enrolled in the classroom driver education program (traditional and online) at Ahead of the Curb Driving Academy LLC.

### Policy:

#### Traditional Classroom Instruction:

1. Attendance and Time Requirement:
  - a. Students enrolled in the traditional classroom driver education program must attend all ten (10) three-hour class sessions, totaling thirty (30) hours of in-class instruction.
  - b. Consistent attendance is crucial for successful completion of the program.
2. Make-Up Policy:
  - a. If a student misses a class session, they must make up the missed material in the next scheduled class session.
  - b. If a student misses the third class session, they will be required to attend the third class session of the next available driver education program.
3. Academic Requirements:
  - a. Students must complete all assigned assignments, tests, and projects.
  - b. Students must achieve a minimum grade of B- (80%) in the classroom portion of the program to successfully complete it.
4. Cell Phone Policy:
  - a. The use of cell phones is strictly prohibited during classroom instruction unless explicitly instructed by the instructor for educational purposes.
  - b. Cell phones must be silenced or turned off during class.
5. Breaks:
6. Students will receive a ten (10) minute break for every hour of classroom instruction.
  - a. Breaks cannot be combined or accumulated.

#### Online Classroom Instruction:

1. Course Completion:
  - a. Students enrolled in the online classroom driver education program must complete the entire online course curriculum.
2. Time Requirement:
  - a. Students must spend a minimum of thirty (30) hours actively engaged in the online course material.
3. Academic Requirements:
  - a. Students must complete all assigned assignments, tests, and quizzes within the online course.
  - b. Students must achieve a minimum grade of B- (80%) in the classroom portion of the program to successfully complete it.

#### General CDE Issuance (Traditional and Online):

1. Certificate of Driver Education (CDE) Issuance:

- a. The Certificate of Driver Education (CDE) will be issued upon successful completion of the classroom portion of the program.
  - b. To receive the CDE, students must have:
    - i. Successfully completed all classroom requirements (attendance/online completion, assignments, tests, quizzes, projects, and minimum grade).
    - ii. Paid all tuition and fees owed to Ahead of the Curb Driving Academy LLC.
2. Classroom Conduct (Traditional):
- a. Students are expected to maintain respectful and courteous behavior during class.
  - b. Disruptive behavior will not be tolerated and may result in disciplinary action, including removal from the program.
3. Instructor Authority (Traditional):
- a. The instructor has the authority to enforce this policy and maintain a productive learning environment.
  - b. The instructor's decisions regarding classroom conduct and academic performance are final, subject to review by the Ahead of the Curb Driving Academy LLC administration.

**Ahead of the Curb Driving Academy LLC**