

## Howard Driving School Policies And Procedures

### Teen Driver Education 30 Hours Classroom, age 17 and younger

1. 30 hours of classroom is a 4, 5 or 15 week course.
2. Classroom attendance is the responsibility of each student.
3. No one will be allowed to enter the classroom 10 minutes after the start time, and it will count as a missed day.
4. If this is a virtual class, cameras must be on at all times and you must be always fully visible, if not you will be kicked out of the room and it will count as a missed day.
5. Students are only allowed to miss 4 days which has to be made up to complete the 30 hours of classroom.
6. As of 01/01/2011 all students must complete the 30 hours of classroom, all missed days and behind the wheel with observation if any within 9 months of the classroom start date or you will have to retake what is not completed. (Secretary of State rules, there are no hardship cases).
7. If you fail the classroom, don't complete your make up days or don't finish your driving for any reasons before the 9 months are finished, you must pay to enroll in the next classroom or BTW.
8. Students must also wait 9 months from issue of Permit before they can get their driver's license.
9. All students must have a signed driver's education approval form and proof of passing 8 classes in the last 2 semesters or a signed home school form or enrolled in a G.E.D. class before we can give a permit application.
10. All students are required to participate in classroom discussions when called upon.
11. There will be a quiz on chapter 4,5,6,7,8,9,10,11,12 and 13.
12. Quizzes will be taken at the end of each class on the date that chapter is covered.
13. Not only should you have read the assigned chapter before class but you need to bring a cell phone or computer to take the quiz.
14. Any incomplete quiz will count as 0%. A 75% overall average is passing.
15. It is a \$10 fee to retake a failed quiz.
16. Please talk to your child about being on their best behavior before every class. If your child is put out of class there is no refund.

### Adult And Teen Behind The Wheel

1. Students must have a valid learner's permit in hand when driving (not a copy). If the permit is not in hand, the drive will be treated as a no-

show and the student will forfeit that drive time. Please use your student portal or send text to 630-697-1326 to cancel a drive time.

2. A notice is required to cancel an assigned practice drive no later than 1 hour before your appointed drive time. Failure to cancel will result in a forfeiture of that driving time. (Except when there is bad weather)
3. Face coverings must be worn by instructors and students, in accordance with IDPH safety guidance.
4. Only the instructor and the student may be present in the training vehicle (no other students are allowed).
5. Observation hours, as set forth in Section 1060.181(c)(2), are waived until the Region in which the driver training school is located reaches Phase 5.
6. The commercial driver training school must have your written consent on the space below, both the student and parent or guardian (if the student is under the age of 18) to allow for the behind-the-wheel instruction with only the instructor being present in the vehicle.

#### Refund Policy

Refunds are given without any reasons for up to 72 hours after purchase. There are no refunds for any reason after 73 hours of purchase .

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_