

IMPORTANT CLASSROOM INFORMATION

Please read the information below to avoid any additional fees.

Student Behavior Policy:

- Students must act responsibly. Inappropriate behavior may result in dismissal from the program without a refund.

Absentee Policy:

- Per MVA regulations, if a student cannot attend the entire first unit/lesson, the student will be dropped from all ten units/lessons of the class. Please notify the Driver's Education office (410-287-1096) within 24 hours of the start date in order to re-enroll the student or to request a refund. If the student misses the first class without giving the office at least 24 hours' notice, a fee may be incurred in order to re-enroll the student or issue a refund.
- The student must attend the entire class in order to be marked "present".
- If a student misses a subsequent unit/lesson, please call or email the Driver's Education office ASAP to schedule a make-up unit/lesson. The student must make up any missed units/lessons and cannot take the final exam until all units/lessons are complete. When a class is missed, you increase the time it will take you to complete the course.
 - o Due to class size limitations it could take up to 90 days to reschedule a missed unit/lesson.
 - o If you miss more than four (4) units/lessons you will be withdrawn from the program.
 - o Please contact us to reschedule any missed units/lessons. drive@cecil.edu or 410-287-1096.

Class Instruction/Grading Policy:

- If a student has an IEP and would benefit from extra time or instruction when taking daily tests and final, notify the office so that we can inform the instructor.
- The student must score at least 80% on the final in order to pass the classroom portion of the course. If a score of 80% is not met, please call the office to reschedule the final exam.
- Make the driving school aware of any medical condition that the student has which could impair driving performance and safety, or affect classroom instruction, including, but not limited to; diabetes, epilepsy, asthma, heart condition, deafness, etc.

Inclement Weather Policy:

- In the event of inclement weather, please follow the closure policy of the location in which the class is held. (Classes held at Cecil College should refer to cecil.edu. Classes held at CCPS locations should refer to ccps.org)