

M.A. DRIVING SCHOOL
Parent/Student Policies and Guidelines
Revised For All Classes After August 19, 2009

Thank you for choosing M.A. Driving School for quality traffic safety education. We appreciate the opportunity to provide a positive experience to you and your teen. We ensure the most up-to-date safe and comprehensive instruction. These policies are designed to help the student and their parent/guardians understand their responsibilities during this course. **We strongly recommend both student and parent read this information thoroughly, copy it** and contact us if you have any questions or comments prior, during, or after course completion. **Students must be at least 15 years old to enroll in a Drivers Ed course.**

- **Learner's Permit** - Instruction permit application waivers are available from M.A. Instructors/Staff upon receipt of payment and registration forms 10 days prior to the start date of a class. These allow 15+ year-old students to get their permit prior to taking the written DOL test.
- **Intermediate Drivers License Law- Students must have their permit by the second week of class. Carry it on your person; it is your official identification**
- **Student Drop off and Pick-Up** - Students are responsible to be at the school or prearranged pick-up points on time. Parents are responsible and expected to pick up students on time. M.A. does not accept responsibility for students not picked up on time.
- **Materials** - All students are required to bring their own pencil, pen, three ring paper and folders to each class. Drive Right Textbooks may be checked out for an additional reference and study. All textbooks must be returned undamaged at the end of the course or a fee of \$50 will be charged and course completion certificates will be withheld until receipt of payment.
- **Lessons Test/Final Exam** - Students must pass with an 80%. Talking during the Final Exam will be an automatic zero. Cheating during the exams or tests will be an automatic expulsion.
- **Classes** – 30 hours of classroom instruction will be provided. Please note that classes #3-#14 will be held from 6-8:20 p.m. Class #15 (Final Class Night) – completion certificates will be issued to students who have completed all lessons/drives and have no outstanding fees. Students will also have 4 hours AAA Driver Zed Traffic Safety Simulation Events.
- **Parent / Teen Orientation** – Washington State now requires a, 1hour Parent/Teen orientation on the first night of class. This will be held promptly @ 6 - 7pm. Teens will stay 6 - 8pm. Due to space constraints, please have only 1 parent in attendance w/ your teen.
- **Behind the Wheel Instruction** - Students will be provided 5 -one hour BTW drives as required by the DOL- **students must have their permit with them in order to complete the drive.** Students/Parents are responsible for scheduling/canceling drives for their own BTW drive appointments. A 48-Hour notice is required to cancel a scheduled drive, by calling 253-569-0021. If a student does not show up (NO SHOW) or forgets their permit a \$50 fee will be billed. A second No Show/No Permit will cost \$50 and a third \$100. These fees must be paid before the student can schedule or keep future drive appointments. M.A. Owners' pay instructors to be available for your teens scheduled drive appointments. Instructors may require students in need of "Parent Guided Practice" 2-4 hours practice BTW with Parent/Guardians before scheduling their next drive. Instructors will file a "Progress Report" which rates the students skills that are in need of improving thru Practice, Practice, Practice. Parents/Teens, use the progress report as your reference guide. **Parents are required to provide as much driving practice for their student as possible to reinforce the objectives learned in class and for maximum benefit of the students.**
- **Behind the Wheel (BTW) Final Exam** - Students will review four required maneuvers and then perform a mock DOL BTW exam. Students will start with 100 points and must score 75 or better to pass. If a student scores below 75, Parents may pay \$50 for an additional one-hour BTW drive. Parents/Students can review the Final BTW Exam Form, for skills in need of improvement to ensure passing the Final BTW Exam.
- **Additional Behind the Wheel Instruction** - Parents or students (with parent permission) can request additional BTW instruction. Additional instruction will cost \$50 per one-hour drive. The Department of Licensing is requiring two more hours as of fall 2007, for all classes after Sept. 1
- **Attendance** - Students who are more than 10 minutes late may be considered absent. Students are required to make up all tests and classes.
- **Make-up Tests** - Make-up tests can be made up Monday- Thursday a half hour prior to classes daily starting time. We will also be able assist with scheduling BTW appointments, payment arrangements, and any questions.

- **Absences - 3 MAXIMUM, more than 3 absences will result in student being transferred to another block session, per mandatory Department of Licensing policy for WA State Driving Schools.**
- **More Than 3 Absences/Course Withdrawal** - If student needs to withdrawal from the course for unexpected reasons, the refund of their tuition will be prorated depending on the number of sessions attended. Students may transfer their remaining tuition (within 90 days) to another block session by paying a \$100 transfer fee. Payment due 7 days prior to assigned block session.
- **Make up classes \$25 fee per Lesson** - Payment needed prior to reserving your space for the make-up date. Call 253-569-0021 Monday-Friday 10am-3pm for assistance. Make-up tests can be made up Monday-Thursday a half hour prior to classes daily starting time. We will also be able to assist with scheduling BTW appointments, payment arrangements, and any questions.
- **Student Conduct** - Students are not allowed to do homework or read books other than those used by M.A. Driving School. No electronic devices are allowed at all. Cell phones must be turned off, or they will be confiscated. No smoking or alcohol is allowed on or near school property. Cheating, misconduct, vandalism, ie; no writing on desks, chairs, walls, interior/exterior of M.A. Driving School, disrupting, or disrespecting instructors, or other students are grounds for expulsion without refund.
- **M.A. Driving School must be informed if any medical conditions or medications, which may impair the students in anyway.**
- **Course Completion-** Students need to complete 30 hours of classroom instruction, 4 hours AAA Driver ZED Traffic Simulation, all lessons, make-up sessions, 1 hour BTW observation, and 5-one hour BTW drives within 3 months of the class start date Completion Certificates will be issued to students after these requirements have been met, textbooks have been returned, all fees have been paid. If a certificate is lost, there will be a \$50 certificate replacement fee (required 5 days notice).
- **Returned Checks** – MA Driving School will assess a \$50 fee on all returned checks and will request cash or money order for unpaid balance.
- **Payment** – Partial payments are not accepted, however you may pay 50% before class starts with the balance paid on the first day of class.
- **Refund Policy** - M.A. Driving School agrees to refund any student tuition payment 5 days prior to the starting date of the registered class session. Payment may be applied towards a future session. Any refunds requested during the five days prior to class are subject to a \$100 cancellation fee. **No refunds will be given after the registered session begins, or for the student's failure to complete the course.**
- **Failure to Comply** - Failure to comply with the policies or guidelines as stated above may result in student's expulsion without refund and/or extra fees as stated throughout M.A. Policies.
- **Extra fees summary list; see attached**

We have read the policies stated herein and agree to abide by them. Upon enrollment, we acknowledge receipt of The WA Parent Guide to Teen Driving which states the restrictions for the Intermediate License Law.

Student Signature _____ Date _____

Parent/Guided BTW Practice is mandatory for ensuring your teens accomplishment during/after the Drivers Ed Course

Parent Signature _____ Date _____

Dear Parent/Guardian

The Department of Licensing in conjunction with the Living Legacy Foundation is providing each Driving School curriculum on organ and tissue donation awareness. The requirement for distribution to all Driving Training Schools is a result of the passing of Substitute Senate Bill 6241.

If you have any questions regarding this material please contact 253-569-0021

Sincerely,

Beverly Martinez

M.A. Driving School
STUDENT RECORD CARD

NAME - Last, First, Middle	Birth Date	Amount/Date Paid	Starting Date
Street Address/PO Box	Permit #	Amount Refunded	Ending Date
City, State, Zip	Parents Work #	Home/Cell Phone	Session Time

Medical problems instructors need to be aware of?

Is the Student taking any medications? Yes _____ No _____ If yes, please list.

Does the Student need Eyeglasses to Drive? Yes _____ No _____

I agree to all the terms and conditions as provide in the Student/Parent Policy Sheet. I understand my Student must compete this course with a passing grade of 80% on all course Work. I certify all information provided above is accurate.

Parent/Guardian _____ Date _____