

STUDENT REGISTRATION AND INFORMATION SHEET

Welcome to the Union County Public Schools Driver Education Program. We sincerely hope that you have an enjoyable learning experience. Please remember that other programs will be conducted in the building at the same time our program is meeting. We expect and appreciate your assistance in keeping our activities in the designated areas! Although the following policies/procedures have some negative overtones, they are not meant to be negative. They are written in an attempt to make you aware of the expectations from the beginning.

Attendance: Students are expected to be in class and ready to work when the class begins. They are to have paper and a writing instrument available. Students that arrive late will not be admitted to class. Absences should be cleared up outside class time. More than 3 absences (6 hours of instruction) will result in the student being dropped from the class. This is mandated by state law--there will be no exceptions.

Classrooms: All furniture, course materials, and equipment should not be abused. All furniture and equipment should be replaced in its original location before leaving the class area. Each student is responsible for his/her own possessions (personal belongings, books, trash, etc.).

Discipline: Each student will follow the "Student Discipline Policy" approved by the Union County Public Schools Board of Education. General class rules are as follows:

1. Enter classroom quietly and report directly to a seat.
2. Be in seat with needed materials at the start of every class. Have paper and writing tool ready.
3. Do not distract instructor and/or other students. (No talking, getting out of seat, etc. without permission).
4. Keep all trash until class is dismissed and deposit in designated receptacles.
5. Any and all school and/or system rules will apply.
6. Driver Education is NOT to be used as an excuse from any type of after school detention or out of school suspensions for problems occurring during the regular school day. These will result in missed course time. Remember that you may only miss 3 days or 6 hours of instruction.

Consequences

1. Warning from instructor
2. Delay in driving schedule.
3. Dismissal from class (a student who is dismissed will not be allowed to take Driver Education within the Union County Public Schools system).

Food/Drinks in Classroom: Snacks are only allowed in the classroom if your instructor gives you permission, as long as the classroom remains neat and trash is disposed of properly.

Leaving Class: Students are not allowed to leave class without permission. Other activities are being held around the building and should not be disturbed.

Telephones: The telephone in the classroom may be used by students in emergencies or severe need. It is to be used only when class is completed. Calls will be limited to 1 minute. Cell phones, pagers, etc. will not be permitted and will be dealt with according to UCPS policy.

Course Hours: School Year - The class is an 18 day-2 hours per day. Class will start at 3:30 p.m. and end at 5:30 p.m. each day unless instructed.

Summer Classes: Summer classes are 9 days-4 hours per day. Class typically will start at 8:00 a.m. and end at 12:00 p.m. each day unless otherwise instructed. Students are reminded of the state mandated attendance guidelines. If the student foresees a conflict, it is in their best interest to notify the instructor ASAP. You are only offered this course one time!!

The behind-the-wheel phase is scheduled on an individual basis with the oldest students having the opportunity to drive first. Before a student drives he/she must have met all classroom requirements and have all documents completed. All materials, books, etc. must be returned or your driving will be delayed. Driving will be completed ASAP; therefore, we request your patience.

Student Signature

Parent Signature

This form must be returned to your instructor, no later than the third day of class.