

ATTENDANCE POLICY

New York State Education Department requires that each student taking Driver Education **must** complete the required hours designated. Our program at Catholic Central High School is structured for only **48 hours**, therefore it is mandatory that you attend **EVERY** class in order to obtain the required time necessary to qualify for the "Student Certificate of Completion" (MV-285). Any student who fails to meet this requirement will **NOT** receive a "Student Certificate of Completion".

We realize, however, that extraordinary circumstances may arise which may cause a student to miss class. Such a circumstance would be an illness, death in the family or SAT tests. Vacation, work, parties, appointments, "too lazy to get up", etc. are **NOT** considered legitimate reasons for missing and will not be tolerated. Also, extra-curricular activities such as sporting events **DO NOT** constitute a legitimate absence.

This program is an elective course (one which you do not have to take) and disciplinary problems will not be tolerated in any way. If a disciplinary problem does occur, the following action will be taken:

1. We will call the parent(s).
2. If the problem re-occurs, the student will be dropped from the program without a refund.

If a situation occurs where a student must miss a class (for a legitimate reason) the procedures below **MUST** be followed:

1. If you know you will be unable to attend a driving session, consult with your driving instructor and try to switch with someone who drives at a different time. If you are unable to attend a classroom session, arrange to go to another class.
2. If you are unable to switch with another driver or attend another class, you are required to make up the driving or classroom session before the end of the course (scheduled at the discretion of the instructor).

**** If an additional driving time must be scheduled to make-up for an approved student absence – the student will be charged an additional \$50.00 fee. ****

REMEMBER: IF YOU DO NOT FOLLOW THE PROCEDURES OUTLINED ABOVE, AND FAIL TO GET 48 HOURS, YOU WILL NOT RECEIVE THE STUDENT CERTIFICATE OF COMPLETION AND ANY MONIES PAID WILL NOT BE REFUNDED.

I, _____, understand the Attendance Policy as it is outlined above and agree to abide by it and be held responsible.

Student's Signature _____

Parent's Signature _____