

# Anthony's Driving Academy

## Policy and Procedure

### **Our Mission Statement**

The mission of our DE program is to provide the opportunity for all students to develop the knowledge, perceptions, attitudes, and motor skills necessary to achieve low risk driving behaviors that will serve them for a lifetime of crash-free driving.

### **Curriculum Foundation and Framework**

On the following pages you will find the foundation, framework and structure of our traffic safety education program. Our curriculum is based on the minimum program standards as set forth by The National Institute for Driver Behavior, a nationally recognized leader in traffic safety education. Some of the concepts and principles will be familiar, others will be curiously new. This program far surpasses the traditional DE program you may be familiar with. As stated above, our goal is to help the driver to embrace those low-risk skills and behaviors that will last them a lifetime. Together we can prepare students to be a competent and responsible driver, passenger and pedestrian.

### **General Information**

**Course Fee:** The cost of the course is indicated in the driver education informational packet. We require an initial payment of \$150.00 be included with your registration packet and the remainder paid in full at the time of the mandatory student/parent meeting. Make checks payable to Anthony's Driving Academy. For your convenience we also accept debit, MasterCard and Visa for an additional 3% fee

**Refund Policy:** Students may receive a refund of the \$100.00 of the deposit if they withdraw at least 10 days before the start of the course. The balance of the tuition will not be refunded for \*dropping\* the class after the initial 2 hours, suspension, expulsion, or failing the class for any reason. The student must pay the entire fee again in order to re-enroll into the next available driver education session. Health Provider documented medical cases and special circumstances may lead to a refund.

**Registration:** Students may obtain an application packet by emailing [Anthony@anthonydrivingacademy.com](mailto:Anthony@anthonydrivingacademy.com) under the registration tab or calling (603) 965-3850 and one will be mailed to you. The student must be fifteen years and nine months of age by the first day of class.

**Special Needs:** If a student has a learning problem, physical handicap, health issues or other concerns that might affect his/her progress, this information needs to be communicated to the teacher immediately. Health/Medical forms are provided at the time of enrollment to note specific situation to inform the instructor. Parents should contact the instructor before the course starts to note special situations that may or may not be adaptable.

**Student/Parent Meeting:** This is a mandatory class session for all registered students and one or both parents/guardians. During this time, you will be introduced to the program and instructor. Your student will receive course materials and textbooks

**Integrated Classroom and In-car Instruction:** This DE course is a 3-phase program; Classroom, In-car and Home-practice in the family vehicle. Our course is designed and structured with student mastery in mind. The New Hampshire Driver Risk Prevention Curriculum contains 11 modules/units to cover within the 36-hour classroom phase. In most instances, three to four days are scheduled for each module with one day is set aside for testing that module. The modules are as follows:

\* \*Module 1: Uniting Driver & Vehicle

\*\*Module 2: Knowing Where You Are

\*\*Module 3: You Are in Control

\*\*Module 4: Searching For LOS-POT's

\*\*Module 5: You Control the Intersection

\*\*Module 6: Space Management

\*\*Module 6-D: The Deadly D's Drinking, Drugs and Drowsy Driving

\*\*Module 7: Interacting with Others

\*\*Module 8: Practicing Your Skills

\*\*Module 9: Managing Driver Vehicle and Environmental Risks

\*\*Module 10: Putting It All Together

Module concepts are first introduced and practiced in the classroom, then applied to an in-car lesson and finally put into practice in the family vehicle. As students progress through the module's concepts become more complex, building on and adding to previously learned concepts. Attendance is crucial to student success.

**Attendance:** Attendance is mandatory for the entire 30 hours. Failure to attend each classroom session may result in failure of the course.

**Excused Absence:** While attendance is mandatory, it is recognized that illness or other necessary absences may arise. Excused absences are defined as a personal illness or family emergency. Absence for jobs, vacations, sports camps, and other personal activities are not considered excused absences. Upon the first day of returning from an absence, it is the responsibility of the student to confer with the

teacher to determine the work that need to be made up. In addition to making up the daily work an extra DE project must be completed for each missed class.

**Unexcused Absence:** Parents and students must be aware that an unexcused absence may result in immediate course failure. An unexcused absence is an absence from any phase of DE where the student has not presented a valid excuse as noted in the above section. Students may take the DE course during the next available session.

**Tardiness:** Tardiness is arriving five (5) minute or more past the scheduled start time. Three (3) tardies will be counted as an absence and the student will be required to complete a DE project to make up the absence.

**Student Text Books:** Students are required to use the Responsible Driving by Glencoe text book and New Hampshire Driver Manual. Books will be supplied to each student on the first class. Students may not outline, highlight, or write in their textbook. If the book is returned with pages missing, visibly damaged, marked up or written in by the student, a \$50.00 fee will be assessed to replace the book. The New Hampshire Driver Manual is theirs to keep. This manual is distributed to student during the first class session. It is a summary of the laws and rules that apply to all persons who drive a vehicle in New Hampshire State. Throughout the course, students will be required to read specific sections to parallel other course work. Students are expected to read, comprehend and indicate gained knowledge from the manual on tests, discussions, and in their driving performance.

**Course Syllabus:** Each student will receive a course syllabus on the first day of class. While recognizing individual differences, students are required to complete 100 percent of all course work. Students are expected to complete all home assignments and assigned readings read and reread until new terms/concepts are understood. All homework must be submitted by the due date indicated. Late homework will only be accepted on the next class and will be lowered by 50%.

**Exit Exams:** At the conclusion of each module a competency test is given to assess student achievement over specific concepts from the texts, class discussions and activities. This test is a combination of multiple choice and short answer essay questions. Students must achieve an 80% minimum competency to pass. Students receiving less than 80% on any one test will need to reread, restudy and retake the exam. All competency tests must be passed in order to complete this course. Pop quizzes may be used throughout the course to determine student achievement.

**Projects:** Students will complete at least one project that deals with drivers education issues if they miss a class due to an excused absence. The project must relate to the subject material covered during the missed class. The project must be an oral presentation, a pre-approved poster or typed essay. Due dates for the projects are indicated by the instructor.

**Instruction Permit:** No driving permit is required by the state of New Hampshire at this time. A student must be 15 years six months of age while learning to drive a vehicle on any public roadways. They must be accompanied by a parent/guardian or someone who is at least 25 years of age who has a valid driver's license. The student cannot operate a motor vehicle beyond the NH borders.

**Behind-The-Wheel Instruction:** This phase of the course is designed to provide the student with actual driving experience for those skills he/she mastered in the classroom phase. Students must have their birth certificate with them during each drive lesson and will be required to show the permit to their instructor before they are allowed in the driver's seat. At no time will a student be allowed to drive without having the instruction permit with them. The amount of time spent in the instruction vehicle is determined by the needs of the student and his/her level of performance. However, our course requires they spend a minimum of 10 hours behind-the-wheel. In some instances more driving time may be required in order for the student to attain an acceptable level of driving performance. In-car lesson requires students to participate as a driver (behind-the-wheel) and as an active observer/passenger. Driving lessons for two students will be planned according to any one of the following minimum schedules:

Six (6) 1-hour lessons 60-minutes' drive time

Two (2) 2-hour lessons 120-minutes' drive time

Six (6) hours observation time

Students must complete the required classroom assignments prior to each driving lesson. The student will be expected to attend the scheduled lesson or notify their DE instructor 24 hours in advance and reschedule a new drive time. We reserve the right to not schedule a future drive if the student is not progressing due to lack of at home practice.

**Assigned Home Practice:** At the conclusion of each driving lesson the DE instructor will provide the student with what skills have been performed during that lesson, the level of performance as well as suggestions for student practice. Providing opportunities for your student driver to practice these specific behaviors on this predetermined driving route will improve student performance and increase to likelihood that he/she will habituate these skills.

Every effort will be made to complete the BTW portion during the current classroom enrollment session. However, due to large enrollment, car availability, and scheduling conflicts, some students may need to complete this phase after the next classroom session has begun.

**No Show & Late Fees:** Instructors plan on driving with one to three students during a scheduled driving session. Therefore, it is a major inconvenience when students do not arrive for their scheduled drive. When a student fails to show up for a scheduled drive or fails to notify the instructor 24 hours prior to an absence, that student will be charged a \$50.00 cancellation fee for a 1-hour drive and a \$100.00 cancellation fee for a 2 hour drive and will be required to pay that fee before the next scheduled drive.

**Course Completion Certificate:** Upon successful completion of classroom and in-car instruction, the student will receive a certificate of completion from the DE instructor. One hundred percent of all classroom assignments, test, and projects must be completed with an 80% or better prior to the last scheduled day of class. The 9th & 10th hour of BTW instruction is a comprehensive driving exam. If the

student cannot successfully perform the driving skills outlined in the classroom to in-car flow chart, they will not receive a course completion certificate. We will need to schedule a student/parent conference at that time to discuss possible options.

**Course Completion Letter:** Once the student has completed both the classroom and in-car phases of this course, a completion letter and a completion form will be sent home for both student and parent(s) to read. If at the end of the course, a student has not completed all work in order to pass, the student will have 7 days to complete the necessary course work. If the class work has not been completed within the allotted time, the student will receive a failing grade. Students may take the next DE course after paying the regular fee.

**Student Conduct:** Appropriate sets of both attitudes and manners are necessary. (This is probably the most important requirement of the course.) Contained therein should be concern of self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Responsibility plays an important role in this course. Irresponsible people do not belong on our roadways. Each student will be advised orally at the beginning of class about these expectations. Whether a student meets the expectations will be strictly his/her decision. Additionally, each student driver must be prepared to accept the responsibilities and consequences for that choice.

**Alcohol & Other Drugs:** The use of alcohol or other drugs is forbidden by state law. Additionally, students who come to class after consuming alcohol or other drugs are in violation of state law. Any student reporting to a DE session who appears to be under the influence of alcohol or other drugs will be immediately removed from the class and referred to the local law enforcement agencies.

**Removal from the Driver Education Program:** Students will be dropped from our DE program with a Fail grade for any of the following:

- \*1. Excessive tardiness
- \*2. Excessive absences
- \*3. Failure to complete assigned work
- \*4. Cheating (whether sharing or receiving answers)
- \*5. Being under the influence of alcohol or any other illegal drugs during any of the instructional phases
- \*6. Misuse of Driver Education Equipment
- \*7. Repeated and willful violation of traffic laws

**Parents/Guardians Can Help:** Take an early interest in the progress of your son/daughter. Please impress upon your student driver that the illegal use of a vehicle carries severe consequences. When such violations are observed, the student will be removed from the DE course. The New Hampshire State Patrol, the DMV and DE instructors all recognize the importance of practical driving opportunities for the learner. Thus, we suggest that you provide opportunities for your student driver to practice.

Talk with your teen driver about their progress in both the classroom and the in-car phases throughout the course. There are several ways to help your teen driver during and beyond the course:

1. Set a good example when you drive
2. Keep your student accountable for assigned course work and attendance. Ask for, review and sign off on every in-car lesson
3. Provide a vehicle for practice sessions
4. Plan each session based on the suggestions sent home by the teacher
5. Reinforce the skills taught by the Driver Education teacher. If differences come up please contact the instructor for clarification.
6. Make sure the student is familiar with all controls and safety devices in each of the family vehicles
7. Remain calm! A soft, steady voice is most helpful

**After the student has completed the course:**

1. Recognize that your teen has developed beginning level skills
2. Provide a minimum of 50-100 hours of supervised driving practice prior to and/or after securing the New Hampshire State Driver's License.
3. Take your teen to obtain a license only when you feel the time is right
4. Arrange for the teenager's use of the family (or his/her) automobile and the limitation of its use through the use of a contract agreement
5. Set Ground Rules in order to provide the opportunity for students to demonstrate maturity and responsibility.