



## Driver Education

### Attendance Policy

We believe that full attendance for all aspects of the Driver Education program is an essential part of ensuring that we train students fully so that they will be competent and safe drivers.

Students are required to attend a minimum of 27/30 in class instruction hours and 6/6 in car instruction hours.

### In-Class Instruction

- Students are expected to be present for 30 hours of in-class instruction.
- Students are required to be present for the final exam.
- SGI allows for students to miss a maximum of three (3) hours of in-class instruction in extenuating circumstances.
- Our instructors aim to be flexible and sympathetic to the needs of students and their families.

In exceptional circumstances, accommodation may be made for:

- serious illness
- family emergency

Accommodation will not normally be made for:

- family holidays
- extra-curricular activities
- regular scheduled appointments (e.g., dental)

### In Car

Our instructors will give students adequate notice of when they will be doing their drives and they are expected to be ready and on time.

If a student is unable to attend their drive, they are expected to communicate with the school office and/or the instructor to give adequate time for a replacement to be found.

The instructor will make every effort to reschedule a missed drive when there are reasonable extenuating circumstances.

When a student does not keep their appointment for more than one in-car class, particularly when there are no extenuating circumstances, the instructor will inform the school principal and the parent/guardian. If this continues, the student may be withdrawn from Driver Education and they will have to wait until the following school year to retake the course.

### “Make-Up” Classes

The school division may authorize “make-up” classes in exceptional circumstances. If there are a number of students who have missed in-class instruction for legitimate reasons, the instructor may request permission from the Division’s Coordinator for Driver Education to put on additional “make-up” classes.

The contractor will directly invoice the school division for these classes.