**Green Light Driving Academy**

**WELCOME TO THE PARENT MEETING**

Date of Parent Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Class: \_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT’S PRINTED NAME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS PARENT MEETING WILL DISCUSS THE FOLLOWING ITEMS:

*PLEASE INITIAL EACH TOPIC DISCUSSED.*

\_\_\_\_\_\_\_\_\_\_SPECIAL NEEDS STUDENTS POLICY

\_\_\_\_\_\_\_\_\_\_SCHOOL CANCELATION AND REFUND POLICY

\_\_\_\_\_\_\_\_\_\_ABSENCE /MAKE-UP PROCEDURES

\_\_\_\_\_\_\_\_\_\_TARDINESS

 \_\_\_\_\_\_\_\_\_\_PICK-UP/DROP-OFF PROCEDURE

\_\_\_\_\_\_\_\_\_\_LATE PICK-UP POLICY

\_\_\_\_\_\_\_\_\_\_LUNCH POLICY

\_\_\_\_\_\_\_\_\_\_LOST CERTIFICATE POLICY

\_\_\_\_\_\_\_\_\_\_ADMISSION REQUIREMENTS

\_\_\_\_\_\_\_\_\_\_COURSE LENGTH

\_\_\_\_\_\_\_\_\_\_TYPICAL COURSE SCHEDULES

\_\_\_\_\_\_\_\_\_\_ROAD SKILLS DRIVING TEST PROCEDURES

\_\_\_\_\_\_\_\_\_\_GRADING POLICY

\_\_\_\_\_\_\_\_\_\_TEXTBOOK & STUDY GUIDES

\_\_\_\_\_\_\_\_\_\_USES OF CELL PHONES IN THE CLASSROOM

\_\_\_\_\_\_\_\_\_\_CHEATING

\_\_\_\_\_\_\_\_\_\_BEHIND THE WHEEL TRAINING AND DELAY POLICY

\_\_\_\_\_\_\_\_\_\_LEGAL DISCLAIMER

\_\_\_\_\_\_\_\_\_\_COMPLAINT PROCEDURE

\_\_\_\_\_\_\_\_\_\_STUDENT AGREEMENT POLICY

\_\_\_\_\_\_\_\_\_\_PHOTO RELEASE POLICY

**I THE UNDERSIGNED PARENT/GUARDIAN CERTIFY THAT I HAVE PARTICIPATED IN THE PARENT MEETING, WAS INFORMED OF ALL THE TOPICS LISTED ABOVE, AND WILL WORK WITH MY TEEN ON EACH TOPIC.**

PARENT/GUARDIAN’S PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT /GUARDIAN’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_

**GREEN LIGHT DRIVING ACADEMY SPECIFICATIONS AND SCHOOL POLICIES.**

**11/5/2022**

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Our MISSION is to provide quality driving safety instructions that offer comprehensive online

and in person training programs.

Our GOAL is to educate our students to become sage and skillful drivers. Integration of new technologies to promote innovative teaching methods and hands on driving experience.

Our VISION is for the school to be the place where all drivers receive the best possible instruction in compliance with Louisiana Administrative Code and Driver’s Education.

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**SPECIAL NEEDS STUDENTS POLICY:** Green Light Driving Academy does not provide courses for applicants with special needs such as physical handicaps or translation services as our instructors are certified in these areas of training. Applicants who are handicapped should contact:

Office of Motor Vehicles

Training and Certification Unit

P.O. BOX 64886,

Baton Rouge, LA 70869.

*(225) 925-1795*

**SCHOOL CANCELATION AND REFUND POLICY:**

All course fees, including deposit, are NON-REFUNDABLE and NON- TRANSFERRABLE.

Exception:

* in the event of a school closure, either voluntary measures or by the action of DPS, a refund will be issues upon request.
* All refunds will be processes with in 30 days after the effective date of termination or request, whichever occurs first.
* In the unlikely event the student is trained by an unlicensed instructor. All instructors affiliated with Green Light Driving Academy are screened and licensed in accordance with OMV guidelines and requirements.

**ABSENCE /MAKE-UP PROCEDURES:**

All students must participate in the required hours of course time and may not be tardy.

**30 hours classroom course**: A student can miss up to one hour for the 30-hour course. If a student misses more than one hour, the student will be required to repeat the course.

**8 hours behind the wheel:** If a student misses or cancels a scheduled driving session with out 72- hour prior notice a fee of $50 will be charged to cover instructor cost. This fee will be required before the next scheduled session can begin.

No certificate will be awarded to a student until all course requirements are met and all fees paid.

**TARDINESS:** Any student arriving more then 10 minutes after the start of class will not be allowed into the class and will have to schedule a make -up day. This is for both the respect and safety of our students and staff. All doors are to remain locked during class time conducted after business hours and staff members ate not permitted to allow people into the building after the start class.

**PICK-UP/DROP-OFF PROCEDURE:** Parents are to drop minor students off in front of the Green Light Driving Academy entrance and are not to leave until they see their child enter the premises. Green Light Driving Academy are only responsible for students once they enter our premises.

**LATE PICK-UP POLICY:** Students are to be picked up promptly at time of class dismissal. Our instructors have schedules that they must maintain and any instructor that is left responsible for your child beyond our scheduled class hours must be compensated for their time. The Green Light Driving Academy has instituted the following late pick-up policy:

Any student who is picked up late between 4:40 pm – 5:00 pm will be charged $20

Any student who is picked up late between 5:01 pm – 5:30 pm will be charged $40

Any students who is picked up late after 5:31 pm will be charged $100

**LUNCH POLICY:** All MINOR students must stay on GLDA premises during lunchtime but may either bring a lunch or use food delivery services. Vending machines may be available on the GLDA premises. Students should bring cash, change or card to purchase snacks from the vending machines.

We have a microwave and a refrigerator that students will have access to.

Parents or a family member may bring a lunch to the student during lunchtime if desired.

Adult Students will be allowed to leave premises during lunchtime but expected to be back by start of class.

**LOST CERTIFICATE POLICY:** If a certificate policy is misplaced of lost after being handed over by Green Light Driving Academy $20 cash replacement charge will be applied. If a sealed envelope misplaced or lost after being handed over by a Green Ling Driving Academy instructor, there will be $100 replacement charge for the written test and a $50 charge for the road skill test. Any test that was taken will have to be administered again.

**ADMISSION REQUIREMENTS:** The class is divided into 2 portions: in class and Behind the Wheel (BTW). There are age requirements for both portions.

* Student must be at least 14 years and 9 months of age to be eligible for the in-classroom portion of the course.
* Student must be at least 15 years of age to be eligible for the behind-the-wheel portion of the class.
* Any minor student must be in the 8th grade or higher.

**COURSE LENGTH:** Minor students shall complete 30 hours of classroom and 8 hours of behind-the -wheel driving instruction.

The BTW portion will be scheduled for the following business day until all students have completed the required hours. No Student will be allowed to drive until all classroom hours have been completed and student is at least 15 years of age.

Adult students shall complete 6 hours of classroom and 8 hours of behind -the -wheel driving instruction.

Upon completion of the 38-hours course, the school shall provide one original and one additional Certificate of Successful Completion.

**38 Hour Course Cost:** The course is divided into two portions: in classroom and behind the wheel (BTW)

The cost for the in -classroom is **$250.00**

The cost for the BTW portion is **$400.00**

Total Cost of Tuition: **$650.00**

**TYPICAL COURSE SCHEDULES:**

 **30 – Hour Course will consist of 2 days of instruction in the classroom for 8 hrs each** day.

*Day Classes will begin at 8 am and will conclude at 4:30 pm*

*Breaks will generally be given at ....*

* 9:30 am- 9:40 am
* 12:00 pm - 1:00 pm (Lunch Break)
* 2:00 pm – 2:10 pm

*Dismiss at 4:30 pm (Totaling 8 hours every day; 7.5 instruction hours.)*

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ROAD SKILLS DRIVING TEST:A Driving Skills Test is required to obtain a driver's license in Louisiana. Green Light Driving Academy is a state licensed third-party tester for The Department of Motor Vehicles. DMV no longer administers this test.

The cost for the test is $40 with a $30 school vehicle usage fee. The cost for students who did not attend the 38-hour courses at Green Light Driving Academy are $50 and $30 respectively.

**Please read all requirements below before scheduling**

*Schedule your test with us by emailing* **GreenlightDALA@yahoo.com**

*\*\*Be sure to include a phone number in your email!\*\**

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***Requirements****:*

*Students must have a Permit for a minimum of 180 days if 16 years old before taking a Road Skill Test.*

*Students must be 16 or older to take their Road Skills Test.*

Based on the applicant’s age the following requirements are as follows. Exceptions cannot be made, these requirements are set by the state.

**Requirements for students ages 16:**

·        Must have held the Learner’s Permit for 180 days.

·        Learner's Permit

·        Primary parent/legal guardian must be present.

·        Student’s Birth Certificate, with the state seal. No Photo Copy (required at Express DMV)

·        Parent/Guardian’s Louisiana License or Louisiana State ID.

·        Custody Documentation if any papers have been filed.

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If documents have been filed, the person listed as primary, domiciliary, or guardian must be present with their ID.

**Requirements for students ages 17:**

·        Temporary Instructional Permit (with Certificate of Completion and Knowledge Test) or Learners Permit

·        Primary parent/legal guardian must be present.

·        Student’s Birth Certificate, with the state seal. No Photo Copy (required at Express DMV)

·        Parent/Guardian’s Louisiana License or Louisiana State ID.

·        Custody Documentation if any papers have been filed.

If documents have been filed the person listed as primary, domiciliary, or guardian must be present with their ID.

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Required documents are needed for verification purposes for a minor age 16 and 17 taking the test:

* Student's Temporary Instruction Permit Card (TIP)
* An original birth certificate or state certified copy. No photo copies.
* Primary/domiciliary parent or legal guardian's Louisiana License or Louisiana ID. Address should be the same as what is on student's TIP.
* Primary/domiciliary parent or legal guardian must be present.

**Cancellation Policy**

* A fee of $50 will be applied to any applicants who do not give 72 hours advance notice of a cancellation for an appointment time and/or no show.

**GRADING POLICY**: Student will be given study guides following each chapter. A passing score of 80% for the classroom portion (Knowledge test). If the student does not successfully pass the exams, they can re-take the exam the following day. After 2 failed attempts the student will first be assessed to ensure there are no extenuating circumstances causing the test failure such as dyslexia, eye-sight issues, etc. Any medical diagnosis such as dyslexia should be confirmed with documentation from qualified entities. Students may re-attend the classroom portion of the class, based on seat availability, once if desired but is not required for re-testing. *Students may request additional retest at a fee of $20 upon approval of the Green Light Driving Academy. Re-test after 4 failed attempts are not guaranteed and are solely based upon the discretion of the Green Light driving Academy.*

*If a student does not earn a passing score of* 70% in the behind the wheel assessment, additional lessons will need to be purchased at a cost of $100 *per two-hour lesson in order to complete the course.*

*Student must pass both classroom test and behind the wheel assessment to successfully complete the course and certificate issued.*

**TEXTBOOKS & STUDY GUIDES:** Students will be provided with a read only copy of the LA Driving manual to follow along in class. If student would like their own copy, they can purchase them from the Green Light Driving Academy or download a copy for free from our website. Student will be provided with study guides created by our school to help prepare them for the knowledge and road skills assessments given by the Office of Motor Vehicles.

**USES OF CELL PHONES IN THE CLASSROOM:** Please have phones on silent during class. Students will be permitted to use their phones during their allotted breaks. Students warned repeatedly about phone use during class will be dismissed and required to schedule a make up day. All phones and books MUST be put away during tests!

**CHEATING:** All books, papers, purses, and phones must be put away during tests. If a student is caught cheating during an examination, the test will be discontinued, and students will receive a ‘’ zero ‘’ on that attempt. If caught cheating a second time expulsion from the program is warranted, the student may not be permitted to re-take the course.

**BEHIND THE WHEEL TRAINING:** All students scheduling for the BTW training must be 15 years of age or older AND must have COMPLETED all classroom hours in order to drive with one of our instructors. All students must have their T.I.P. card in their possession in order to attend class or drive with one of our instructors. If a student arrives or is picked up and does not have the Temporary Instructional Permit (T.I.P.) card on hand, the behind -the-wheel driving session will be canceled, and the student/parent will be charged a $50 cancellation fee to cover the instructor’s cost. The fee will be required before the next scheduled session can begin.

**BTW DELAY POLICY:** We strive to work as fast as possible to avoid an extended waiting period to complete the behind the wheel sessions. Our goal is to have each student completed as soon as possible, but no longer than three (3) month for the adult students and no longer then four (4) month for the minor students after completing the classroom portion as permitted by the Stated of Louisiana.

Delayed waiting times may occur in the event of the following:

1. Inclement weather. In the event that the weather does not permit, our instructors will notify the parent/student to reschedule the behind the wheel driving session to ensure the safety of our students and our instructors.
2. Summer/Holidays. The summer and holiday classes are considered the busy season. Please be advised that the summer and holiday courses may delay the behind the wheel session. However, each student is expected to complete the entire course within three (3) for our adult students and four (4) months for our minor students from the last date of their enrolled classroom portion course.

Our driving instructors will contact the parent/ student to schedule the behind the wheel driving sessions or parent/student may schedule online through our website.

**LEGAL DISCLAIMER:** Completion of any course at Green Light Driving Academy does not guarantee that a driver’s license will be issued to a student nor will this course count for any school or court credit. Students may qualify for a discount on auto insurance premiums; contact your agent for details.

All payments, prices, specifications, options, and information are subject to change without notice.

\*\*\* Certificated will be held until ALL fees are paid. \*\*\*

**COMPLAINT PROCEDURE:** Students/Parents are encouraged to voice their concerns through our complaint portal. Green Light Driving Academy will always do its best to settle any issues that arise. If an acceptable agreement cannot be made within 10-days time students/parents will be forwarded to the Department of Motor Vehicles, Training & Certification Unit.

Student complaints relative to action of school officials shall be addressed to:

Office of Motor Vehicles

ATTN: Training and Certification Unit

P.O. BOX 64886,

Baton Rouge, LA 70869.

**STUDENT AGREEMENT POLICY:** All students will sign a Student Agreement pertaining to classroom rules, behavior and expectations. Students are expected to arrive on time and maintain a courteous and respectful attitude. No student should engage in any form of behavior that interferes with academic or educational process, compromises the personal safety or well-being of another, or disrupts the administration of Green Light Driving Academy’s programs or services. Students who become disruptive will be given a warning on their first offence. If the disruption continues to occur, depending on the student’s age, his or her parents will be contacted, and the student may be dismissed from the class at the discretion of the instructor. Any student who is dismissed from a class on two separate occasions will be dismissed from the course entirely without any credits or refunds given. Additionally, they will not be given the opportunity to retake the course.

**PHOTO RELEASE POLICY:** As a parent or student enrolled and taking part of any of the services offered by Green Light Driving Academy, you hereby grant to Green Light Driving Academy the absolute and irrevocable right and unrestricted permission in respect of photographic portraits, or any pictures Green Light Driving Academy had taken of you or your child or in which you or he/she may be included with others, editorial or any other media such as film or video, to copyright the same; to re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs, and in conjunction with any printed matter, in any and all media now or hereafter known, including web pages and social networking media, and for other purpose whatsoever, for illustration, promotion, art, editorial, advertising, and trade, or nay other purpose whatsoever without restriction as to alteration; from time to time, or reproductions thereof in color, black and white or otherwise made through any media. As a parent or student enrolling and taking part in any of the services offered by Green Light Driving Academy, you hereby waive any right that you may have to inspect or approve the finished products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. Asa parent or student enrolling and taking part in any of the services offered by Green Light Driving Academy’s, you hereby release, discharge, and agree to save harmless Green Light Driving Academy, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability i connection with the use of the photographs, video and/or film as aforesaid or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise, as well as any publication thereof. As a parent or student enrolling and taking part in any of the services offered by Green Light Driving Academy, you understand that the photographs, videos, and /or film were taken by Green Light Driving Academy will be included in stock files. You agree that the photography’s, the transparencies thereof, video and /or film, and the rights to copyright the same, shall be the sole property of Green Light Driving Academy, with full right of lawful disposition in any manner. As a parent or student enrolling and taking part in any of the services offered by Green Light Driving Academy, you hereby grant permission to Green Light Driving Academy to photograph the Green Light Driving Academy participant during activities and to use the photographs, video and/ or film in Green Light Driving Academy audio-visual and printed materials without compensation or approval rights.

Physical Handicaps or special limitations: I further attest that my child does not have any physical or mental limitations which may affect their ability to operate a motor vehicle in the State of Louisiana such as paralysis, amputations, neurological disorders, learning deficit as a result of brain injury or trauma, or congenital abnormalities or deficits. I also understand that in the event they do, I have been given alternative means by which they can possibly become licensed through another academy or facility.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_

Green Light Driving Academy Parent/Teen Agreement

**I promise that I will obey all the rules of the road and,**

\_\_\_Always wear a seat belt and make all my passengers buckle up.
\_\_\_Obey all traffic lights, stop signs, other street signs, and road markings Stay within the speed limit and drive safely.
\_\_\_Never use the car to race or to try to impress others.
\_\_\_Never give rides to hitchhikers.

**I promise that I will make sure I can stay focused on driving by:**

\_\_\_Never texting while driving (writing, reading or sending messages)
\_\_\_Never talking on the cell phone — including handsfree devices or speakerphone — while driving
\_\_\_Driving with both hands on the wheel
\_\_\_Never eating or drinking while driving
\_\_\_Driving only when I am alert and in emotional control, and I will call my parents for a ride home if I am impaired in any way that interferes with my ability to drive safely, or if my driver is impaired in any way
\_\_\_Never using headphones or earbuds to listen to music while I drive

**I promise that I will respect laws about drugs and alcohol by never:**

\_\_\_Driving unless I am alcohol and drug free
\_\_\_Allowing any alcohol or illegal drugs in the car
\_\_\_Being a passenger only with drivers who are alcohol and drug free

**I promise that I will be a responsible driver and:**

\_\_\_Drive only when I have permission to use the car and I will not let anyone else drive the car unless I have permission
\_\_\_Drive someone else’s car only if I have parental permission
\_\_\_Pay for all traffic citations or parking tickets
\_\_\_Complete my family responsibilities and maintain good grades at school as listed here:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Contribute to the costs of gasoline, maintenance, and insurance as listed here:

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RESTRICTIONS:

I agree to the following restrictions, but understand that these restrictions will be modified by my parents as I get more driving experience and demonstrate that I am a responsible driver.

For the next \_\_\_\_\_ months, I will not drive after \_\_\_\_\_\_\_\_ pm.

For the next \_\_\_\_\_ months, I will not transport more than \_\_\_\_\_\_\_ teen passengers (unless I am supervised by a responsible adult).

For the next \_\_\_\_\_ months, I won’t adjust the stereo, electronic devices, or air conditioning/heater while the car is moving.

For the next \_\_\_\_\_ months, I will not drive in bad weather.

I understand that I am not permitted to drive to off limit locations or on roads and highways as listed here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional restrictions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PENALTIES FOR AGREEMENT VIOLATIONS

Drove while texting (composed, read or sent message or email with phone).NO DRIVING FOR \_\_\_\_\_\_ MONTHS

Drove while talking on the cell phone (including handsfree or speakerphone).NO DRIVING FOR \_\_\_\_\_\_ MONTHS

Drove after drinking alcohol or using drugs. NO DRIVING FOR \_\_\_\_\_\_ MONTHS

Got ticket for speeding or moving violation. NO DRIVING FOR \_\_\_\_\_\_ MONTHS

Drove after night driving curfew. NO DRIVING FOR \_\_\_\_\_\_ WEEKS/MONTHS

Drove too many passengers. NO DRIVING FOR \_\_\_\_\_\_ WEEKS/MONTHS

Broke promise about seat belts (self and others). NO DRIVING FOR \_\_\_\_\_\_ WEEKS/MONTHS

Drove on a road or to an area that is off limits. NO DRIVING FOR \_\_\_\_\_\_ WEEKS/MONTHS

I agree to follow all the rules and restrictions in this agreement. I understand that my parents will impose penalties, including removal of my driving privileges, if I violate the agreement. I also understand that my parents will allow me greater driving privileges as I become more experienced and as I demonstrate that I am always a safe and responsible driver.

SIGNATURES

Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent promise: I also agree to drive safely and to be an excellent role model. I pledge to complete the required 50 hours of driving with 15 hours of night time driving with you.

Parent (or guardian): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent (or guardian): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WWW.CDC.GOV/PARENTSARETHEKEY