

## Exhibit A

### Classroom Rules and Procedures:

1. Attendance at all classroom sessions are mandatory. If you miss a class you will need to make up for the missed class at a later date.
2. Classroom rules:
  - a. No disruptive behavior will be tolerated
  - b. No smoking.
  - c. Be on time at the start of class and from breaks.
  - d. If you will be late or absent from class, please have a parent inform the instructor by email or text beforehand.
  - e. Do not use cellphones, smartphones, mp3 players or any similar devices during class.
  - f. Eating and drinking is allowed in class, however please dispose of your rubbish in the provided receptacles.
  - g. Personal and Sanitary Rules
    1. Dress neatly. Footwear required.
    2. Maintain personal hygiene (personal cleanliness)
    3. TKO Driving Academy will not be liable for any of your personal items or valuables.
    4. Use of intoxicants or being under the influence of same during class hours is cause for dismissal with no refunds.
3. For the Behind-the-Wheel (BTW) phase of the course, the order of actual driving will be determined by the availability of the instructor.
4. All BTW will be in pairs or solo basis with your instructor. You will be expected to complete 6 hours of driving with the instructor. All BTW sessions will be by appointment based on availability of the instructor and skill level of the student driver.
5. The length of each BTW lesson will be determined, based on the students needs and driving skill. When driving in pairs, the student will only receive credit for the actual time he/she has driven.
6. The above classroom rules (2 a thru g) also applies to BTW.
7. You **MUST** have your LEARNERS PERMIT on each BTW session.
8. **YOU ARE RESPONSIBLE FOR YOUR TRANSPORTATION TO AND FROM CLASS AND BTW unless arrangements have been made with the instructor.**
9. **Students can be terminated from the program at the discretion of the instructor for disruptive, unruly or inappropriate behavior.**

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## **EXHIBIT B**

### Zoom Classroom rules and Procedures:

1. Attendance at all classroom sessions are mandatory.
  - a. You may miss one class you will need to read the chapter(s) missed and complete the worksheets.
  - b. If you miss more than one class you will need to make up the classes missed after the first time in my next class session.
  - c. If you miss presenting your projects you will need to make that up in the next session on the last day.
  
2. Classroom rules:
  - a. CAMERA MUST BE ON AT ALL TIMES DURING ZOOM CLASS.
    1. I need to be able to see your face. (No dark rooms)
    2. You may turn your camera off for breaks.
  - b. Microphones should be muted unless instructed.
    1. If you have a question please use the chat box
  - c. No disruptive behavior will be tolerated
  - d. No smoking.
  - e. Be on time at the start of class and from breaks.
  - f. If you will be late or absent from class, please have a parent inform the instructor by email or text beforehand.
  - g. Eating and drinking is allowed on during class.
  - h. Personal and Sanitary Rules
    1. Maintain personal hygiene (personal cleanliness)
    2. Use of intoxicants or being under the influence of same during class hours is cause for dismissal with no refunds.
  
3. Consequences:
  - a. First time a verbal warning for not being visible will be given.
  - b. Second time student will be removed from the class and will need to check the google classroom for make up assignment.
  - c. Third time they will be permanently removed from class and will not be allowed to complete course.
    1. Payment will be forfeited
  - d. They will need to sign up and pay for another open class course or take with another instructor.

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**No REFUNDS WILL BE ISSUED.....**

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