



# FALCON TRUCK DRIVING ACADEMY

## STUDENT POLICIES

### STUDENT CODE OF CONDUCT

All students enrolled in the Falcon Truck Driving Academy commercial truck driver training program are expected to adhere to the following rules, procedures, and expectations.

1. No use of cell phones during class.
2. Smoking is permitted in designated areas only.
3. No weapons are permitted on school property.
4. No illegal substances of any kind are permitted on school property.
5. Students must ensure that all paperwork required is submitted to instructors or school administration in a timely manner.
6. All fees/tuition must be paid when due.
7. Excessive absences or tardiness will not be permitted. Students are expected to be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
8. Students must be properly attired at all times. Please see the school dress code for requirements.
9. Students found to be cheating will be subject to immediate expulsion from the training program.
10. Your priority while in class is to learn. Avoid distractions that interfere with the education of yourself and others.
11. Keep hands, feet, and objects to yourself and never intentionally harm another student.
12. Always use school-appropriate language.
13. Be polite and respectful to everyone, including students, instructors, administrators, support staff, and visitors.
14. Follow individual instructor's instructions, class rules, and expectations at all times.

**Any student found to be in non-compliance with these policies is subject to termination from the program.**

### DRESS CODE

Students are encouraged to dress comfortably but appropriately for a classroom environment. Casual clothing is advised, as in clothing that you are comfortable getting dirty in.

A few guidelines for dress are:

- Shorts are allowed.
- Closed toe shoes are required. No sandals, heels, etc.
- Please dress for the weather – range training is conducted outdoors. A hat, sunglasses and sunscreen are encouraged. For colder weather please dress appropriately.
- Please bring work gloves if you have them.

## **ATTENDANCE POLICY**

In order to successfully complete the commercial driver training program successfully, students must make every effort to attend class each day on time. As this is a four-week training program, missing even one day of class can hinder your progress.

Students may not miss any more than **three** days of class during the four-week training period. Students that miss more than three days or who are excessively tardy may be dropped from the program. If a student must be absent or tardy during training must notify the school **AT LEAST** thirty minutes prior to class.

## **STUDENT GRIEVANCE PROCEDURE**

If a student should have a grievance with any Falcon Truck Driving Academy policy or procedure, he or she may be referred to school administration staff to resolve the complaint. In the event that the complaint cannot be resolved by administration staff, the complaint will be elevated to the school's Director. The Director will respond to the student's issue within ten business days.