



The following information is applicable to classroom instruction.

- Classroom instruction (the full three weeks) will be held at either the Whitefish Bay High School or the Bay Driving Academy offices (225 E Fairmount Ave.). Two weeks prior to the start of your class, you will be emailed the details of where your classroom instruction will be held.
- Students are expected to arrive on time for class each day.
- No food or drinks are permitted in the classroom without the instructor's approval.
- All class sessions are two hours in length. There are a total of 15 individual class sessions, extending over a three-week period, totaling 30 clock hours as required by the State of Wisconsin.
- Students are expected to attend all class sessions unless excused by the instructor. Bay Driving Academy will allow a maximum of two (2) excused absences.
- We understand that sometimes family vacations and/or other commitments may not be known at the time that you register for a class. If you determine that other commitments will preclude you from attending the full three weeks of a course that you have registered for, you will be able to change your classroom registration to a future date.
- Students will be required to complete make-up classwork for any hours / days missed.
- Students that miss more than four (4) hours or have any unexcused absences will be removed from the class roster and will have to re-register to retake the course at the student's expense.
- Students enrolled in any classroom program will be subject to the same rules of conduct as outlined and defined by the School District of Whitefish Bay. Student conduct deemed to be in violation of these rules may result in the student's removal from the classroom at the instructor's discretion.
- All training materials will be provided by the school.