

Procedure - Traffic Safety Education

The following procedures will be in effect:

- A. The superintendent will designate a staff member in charge of the district's traffic safety education program. The program supervisor will ensure that the district's traffic safety education program receives annual approval from OSPI.
- B. For instructional purposes, the traffic safety education instructor will use the district's instructional materials for traffic safety education.
- C. Each student enrolled in a traffic safety program will meet the objectives and competencies listed in the district curriculum as a condition of successful completion of the program.
- D. Traffic safety education courses provided by the district will be conducted during daylight hours (may be extended to no later than 5:00 p.m. during winter months) except that night driving experiences may be provided.
- E. Recognizing that the district can serve a limited number of students each year, certain enrollment criteria are established. Students enrolled in private schools, home schooled children and students who have received a certificate of educational competence (GED) will have equal access to enroll as part-time students. Enrollment criteria in descending order of priority are (a) grade level in school (12th grade — highest), (b) date and time of registration.
- F. Students must have a valid drivers permit on the first day of class or within seven days of the first class. Students enrolled in traffic safety during the regular school year must reside in the district or be students who have been released by another district to attend school or be registered for home schooling in this district.
- G. The fee for traffic safety education will be set by dividing the unreimbursed cost of the program by the number of students projected to enroll, and their projected eligibility rate for a fee waiver or reduction. In the event that the fee generates money beyond that necessary to support the program during that fiscal year, the excess money will be applied to future traffic safety education program needs. If the excess portion of the fee exceeds 25% of the total fee, students will be notified that they may be refunded the difference. Any unrefunded amounts will be accrued to support future traffic safety education program needs. Each student will be required to pay the established fee at the time of enrollment or present evidence that he/she is eligible to have the fee waived or reduced. To be eligible for a refund of the paid fee, students must drop from the program and request a refund within 5 days following the program starting date.
- H. Students who have attended more than 50% of the program's scheduled classes and have completed at least 90% of the program's objectives, but have not completed all program objectives, will receive an "incomplete" and will be provided the opportunity to achieve successfully all objectives during the current school year and ensuing summer. Students failing to do so will receive a failing grade.
- I. Students who receive a failing grade or have dropped from a program will pay an additional fee when re-entering the program.
- J. Students transferring from the district prior to attending 50% of the program's scheduled classes will be reimbursed the collected fee.

- K. Students entering the program from another district will pay the regularly assessed fee if the transferring district indicates the student had attended less than 50% of the program's scheduled classes in that district.

Adoption Date:
Hoquiam School District No. 28
Classification: Discretionary
Revised Dates: 10.18.18