

TRAFFIC SAFETY EDUCATION

The following procedures shall be in effect:

- A. The superintendent shall designate a staff member in charge of the district's traffic safety education program.
- B. For instructional purposes, the traffic safety education instructor shall use the district's instructional materials for traffic safety education.
- C. Each student enrolled in a traffic safety program shall 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 shall be conducted during daylight hours (may be extended to no later than 6:00 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 is established. Students enrolled in private schools, home schooled children and students who have received a certificate of educational competence (GED) shall have equal access to enroll as part-time students. Enrollment in T.S.E. will be limited to 20 students who shall have reached sophomore standing. 9th graders who are 15 years old may petition the district to waive this provision. 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 be at least 15 years of age by the first day of 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 are registered for home schooling in this district.
- G. The fee for traffic safety education will be set by the school board based upon the recommendation of the principal/superintendent. 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, shall receive an "incomplete" and shall 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 shall pay an additional fee when re-entering the program.
- J. Students entering the program from another district shall 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.

MONEYS REIMBURSED IF STUDENT MOVES – TRAFFIC SAFETY CLASSES NOT ATTENDED

Moneys may be reimbursed if a student moves from the district before completing his/her traffic safety education class.

The reimbursement shall be handled as follows:

- 1) The parents of the student shall apply for reimbursement of traffic safety monies.
- 2) Reimbursement shall be made based on the following formula:

\$10.00 for each week or any part of a week the student is in class shall be deducted from the total amount the student paid for the class. This shall be the reimbursement rate. An example follows:

The student is in class for 3 weeks and his/her parents move. The amount paid for the class was \$70.00. $3 \text{ weeks} \times \$10.00 \text{ per week} = \30.00 . The amount of reimbursement is \$40.00.

- 3) A check shall be written to the parent from the Prescott Revolving Fund.
- 4) The check shall be mailed to an address furnished by the parents via certified receipted mail. Cash shall not be given directly to the student.