

INTEGRITY

DRIVING SCHOOL

Traffic Safety Education Course Policies, Procedures, and Responsibilities

Course Structure

1. The course is taught in Three Phases: Classroom, Behind-The-Wheel (BTW) and Home Practice.
2. The course is Performance-Based, which means all objectives for each phase must be completed in order to receive a grade of Pass and to qualify for a T.S.E. Certificate. Students are given multiple opportunities to meet objectives in order to be successful. The minimum expectations for each phase are as follows:
 - A. **Classroom** - Complete all objectives and assignments with a minimum score of 80% and pass all tests with minimum score of 80%.
 - B. **BTW** - Complete 6 hours of BTW instruction with satisfactory progress, which includes a final drive evaluation that must be passed with a minimum score of 80%.
 - C. **Home Practice** - The reinforcement and practice of the skills being taught in this course are essential to the formation of lasting habits. State law requires that students under age 18 must receive 50 hours of home practice driving before applying for a license, ten of which must be at night. It is expected that the student will receive at least **10 hours of home practice during the 5-week course**, including one hour at night. Students should plan to average at least two hours of home practice per week after the first scheduled BTW lesson,
Parent involvement is vital to the success of the student during and beyond the course!
3. The course must be integrated, which means:
 - Concurrent, coordinated instruction of those concepts having both classroom and BTW objectives. (You cannot do the entire classroom portion first, and then sign up for the drives later)
 - Students will receive classroom instruction on specific driving-related concepts prior to receiving BTW instruction on the same concepts. (i.e. You will complete the Freeway Driving unit in the classroom before going on the Freeway BTW lesson.)
 - Students must schedule and attend drive lessons in accordance with the course Flow Chart. Failure to do so will result in course failure.

This all means is that you must complete the assignments before taking the test, and you must take the test before doing the corresponding drive lesson. The corresponding drive lesson must occur ASAP after the classroom lesson.

Attendance Policy

In this course matters of life and death consequence are dealt with on a day-to-day basis. There are many lectures, videos, discussions, etc. that cannot be duplicated outside the classroom environment. Good attendance is mandatory. Students and parents need to pay strict attention to the following:

1. Classroom absence: **Only two (2) absences are allowed**. Upon the third absence, course failure is automatic with no refund (unless there is special permission granted in writing by Integrity Driving School owner / or WA. State D.O.L traffic safety division. Being late more than 10 minutes counts as one absence, the student will need to do a make up class. Being late more than ten minutes begins to create time lost from discussion and instruction.

+ **Absences must be excused**. A signed note from the parent/guardian must be presented directly to the instructor within 72 hours (3 days) of returning to school. (We have no connection with the high school Office regarding attendance; this is an independent after-school program and is separate from the high school) Absences not cleared within 3 days will remain UNEXCUSED. That means that any tests or work missed are automatic failures--which means you fail the course because you must pass all the objectives. So, please don't forget your notes. It is state law that we must require students to makeup time and work for any absence/tardy within 7 days of being absent. An Absence requires a makeup class, **and it costs \$50.00**. The makeup class will be held at the **I.D.S.** main office in Sunnyside. When a makeup class is required it changes the schedule of instructors and takes more time. The registration fee for class doesn't include makeup time because we try to keep your costs as low as possible. The \$50 make-up fee must be paid before the makeup class. **No absences are allowed within the last 4 days of class without special written permission from school manager. Those days will be Class #'s 12, 13, 14 and class 15.**

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2. **Driving Lesson Absence:** Failing to appear for a scheduled BTW lesson is a budget buster. Students will be assessed a **\$50.00 fine for each "No-show"** (Failure to appear for a BTW lesson, late cancellation (less than 1 office day before schedule drive), or forgetting instruction permit/glasses, or being late more than 10 minutes late) Being late more than ten minutes puts scheduled drives out of compliance and we cannot allow the late drive to take place.

This fee must be paid before the lesson will be re-scheduled. Failure to do so in a timely manner will result in course failure. Your payment will be accepted in classroom if cash or money order. If payment is not given during classroom time then it must be paid at the main office - (2640 E. Edison Ave Suite 3, Sunnyside, WA 98944)

3. **Tardies:** Students are expected in class on time. Repeated Tardies will result in disciplinary action.
+ When absent/tardy, it is the student's responsibility to check with the teacher about missed assignments.

Homework/Classwork Procedures

1. Homework/Classwork will be kept to a minimum, but some is necessary. It is assigned to help you study the material deeper and retain the information. You will be more successful if you:
 - a) Read the assigned material before reporting to class
 - b) Do the work completely
 - c) Review the work, along with class notes.

Due dates and test dates are posted in the course Calendar, Check daily!!

2. Each student should keep a notebook to keep study sheets, homework/worksheets, class notes, etc. Keep this policy bulletin and all handouts in your notebook. Bring it to every class and to each BTW lesson.
3. Homework must be completed and turned in before the test.
4. Students will be suspended from driving if work is not turned in or tests are not passed. If you get off the Drive Flow Chart, you are out of compliance with state law and are subject to being dropped.
5. Students who come to class without work completed will be retained afterwards until the work is turned in.

Procedures upon Failing Tests

1. If a test is failed on the first attempt, you must re-test within 1 **I.D.S.** school day. (Except for final exam) The final Exam you will be given adequate time to study.
2. If you fail a test on the 2nd attempt, you will not complete the course.
4. Remember, if you don't pass the test you can't do the corresponding BTW drive. If you wait too long, you will be off the Flow Chart and will consequently be subject to being dropped.
5. Retake and make-up test opportunities will be announced by the teacher or arranged between the student and teacher.

Expected Behavior

Driving is an adult responsibility. Students are expected to behave accordingly and to display mature attitudes. Students who lack the motivation and self-discipline to make the necessary commitment to attend regularly, complete course requirements, and respect the following rules will not meet their goal of certification. To allow the teacher to do his/her job well and to enable each student to get the most from each class, the following behavior is expected:

1. **Be on Time:** Be in your seat and ready to learn when class starts.
2. **Be Prepared to Learn:** Have all the necessary materials (texts, notebook, etc.) with you. Make sure your work is complete and ready to turn in on the due date. Do your reading in advance. Follow through with home-practice drives and **bring the student notebook to all drive lessons.**

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3. Be Courteous: Follow the Golden Rule: Treat other people how you would like to be treated. Refrain from all inappropriate language and comments. No talking when others “have the floor” or during videos/films. Raise your hand to be recognized for questions/comments. Respect the right of the teacher to teach and of the other students to learn without disruptions.
4. Respect Other’s Property: Do not sit or write on desks/tables; Do not touch anyone’s property without their permission. Use all materials for their intended purpose and do not abuse equipment. Refrain from eating or drinking in class. You are responsible for returning your text in good condition -- if not, you will pay for it.
5. Participate in Your Learning: Be attentive and LISTEN carefully to the teacher. Follow the directions given by the teacher. This also applies while observing in the backseat during BTW drives. Contribute to class discussions and ask questions. Use your time constructively. Disrupting the teacher or other students is unacceptable. Socializing, note writing, sleeping and doing work for other classes is also unacceptable. Cell phones, MP3 players, etc. must be turned off and out-of-sight, both in class and in BTW lessons.

Consequences for Behavior Violations:

1. Verbal warning.
2. Student-teacher conference after class; Seat change.
3. Removal from class. No credit for attendance. Parent contact.
4. Suspension from driving. Mandatory parent-student-teacher conference. Behavior “contract” established and agreed upon.
5. Severe Clause: Expulsion from class. This may occur because of a serious violation of the school behavior code, insubordination, violation of a behavior contract, or because of a deliberate dangerous/illegal action or abuse of the TSE vehicle or equipment. Expulsion may also occur if the instructor observes or receives confirmation of the student operating a vehicle in an illegal or dangerous manner. Expulsion results in course failure with no refund.

Scheduling Behind-the-Wheel Lessons

1. Driving lessons will be conducted after TSE class, after high school on days when we don’t have TSE class, and on Weekends.
2. Students will sign up for each lesson on the schedule posted in the classroom or with the BTW instructor after a lesson is completed.
3. Notify the instructor at least one day in advance of any change or cancellation. Failure to do so will result in a “No Show.” The fine (\$50.00) must be paid before re-scheduling the drive.
4. When scheduled to drive, report to the TSE vehicle on time. Arrange to have your transportation home meet you at the conclusion of the lesson. We do not drop students off at any point other than where the lesson begins.
5. Make sure you have your Instruction Permit and glasses/contacts with you. Failure to bring those means you can’t drive and will count as a “No Show.”

Student Responsibilities

1. Bring your Permit (& glasses/contacts if required) to school each day. If someone cancels a drive that day, you may sign up in his/her place.
2. If you are struggling with any aspect of the course (classroom or BTW), please discuss this with your teacher. He will arrange extra help for you if necessary. We want you to pass and do well.
3. If a student has a learning challenge or physical disability, this information should be communicated to the teacher so appropriate assistance can be provided.
4. You are responsible for keeping track of your progress and for completing all requirements. You should check periodically to make sure all assignments and tests are completed. Don’t get behind on drive lessons!
5. Students are expected to practice between drive lessons. If this does not occur, it will be difficult to pass the final drive exam. If the student needs more than one (1) attempt to pass the final drive exam a 50.00 fee will be added and must be paid prior to following attempt.

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6. Please do your own work--do not copy or allow others to copy your work. Because of the life and death nature of this course, cheating will not be tolerated. We regard it as a serious violation and it will be dealt with accordingly: Students who engage in cheating, or who assist another in doing so, will be subject to course failure.
7. Illegal use of a motor vehicle carries severe consequences. Students observed driving without proper supervision while enrolled in the class will be expelled from the class. Students may also be expelled if other traffic violations are reported to or observed by a Traffic Safety teacher. Any student reporting to a class/drive lesson who appears to be under the influence of alcohol or other drugs will be immediately referred to school administration and/or the police for evaluation.
8. Making a mockery of what this class is all about will not be tolerated. See "Severe Clause" under "Consequences for Behavior Violations."

Grading Policies

1. The course is graded on a Pass/Fail basis.
2. All lessons and objectives (classroom and BTW) must be completed in order to pass. If you fail to meet all objectives, you will fail the course, with one exception:
3. If a student completes up to 90% of the course objectives by the last day of the course, an incomplete grade is granted.
4. If the reason for not completing the course is due to not being able to pass the final drive evaluation, the student will also receive an incomplete grade. A student-parent-teacher conference must be scheduled to discuss two options:
 - A. If the student has already had 6.0 hours of BTW instruction, he/she can Re-schedule the final drive when both student and parent/guardian are confident he/she can pass. One more opportunity will be given.
 - B. If the student has already had 6.0 hours of BTW instruction, the student may pay for more lessons and an opportunity to re-do the final drive evaluation. The cost of each lesson and the final evaluation is \$50.00. It is recommended that the parent/guardian ride in the back seat to see what skills need practice.
5. Upon completion of all objectives and payment of fees/fines, you will be given a TSE Completion Certificate.

This Certificate is electronic and required for any person under the age of 18 to obtain a Washington state driver's license. You must take it to the Department of Licensing to obtain your license. Refer to the Driver's Guide and/or DOL web site for procedures to follow when you are ready for your license. The certificate may or may not be accepted in other states.