

Student Worksheet 1.3.1 Policies, Procedures, Responsibilities, Opportunities

Attendance policy: Students are expected to complete the course within an eight consecutive week period. **A student who has not completed the course within a fifteen-week period (105 Days), or has missed more than 3 of the 15 classroom sessions may be dropped from the course without course credit or refund.** A parent or guardian will notify All Seasons Driving School in advance of an unavoidable absence, which must be made up before a certificate will be issued. A \$5.00 fee will be imposed per absence when notification is not received.

Course Structure: Our course is structured using the “Washington State Traffic Safety Education Student Manual”, published by Propulsion International Inc.; and student worksheets extracted from the Washington State curriculum guide published by the Office of Superintendent of Public Instruction. The course consists of a minimum of thirty hours of classroom and up to twelve hours of in-car experience, six hours of which is behind the wheel instruction for each student. Key learning points are also supplemented with videotape media. The Washington State Department of Licensing approves the Curriculum.

Textbook/Student Manual and Worksheet Procedures: Each student will be assigned a Textbook / Student Manual and provided with blank answer sheets for taking the associated tests. Test results are retained as a permanent record of student performance. Textbooks are the property of All Seasons Driving School. A \$20.00 fine will be assessed for defacing or writing in the Student Manual. Students will complete worksheets and tests during class, time permitting; Material covered will then be gone over with the instructor.

Procedures when failing tests and worksheets: Any student not achieving 80% or better will have to make up deficient work. All tests are open book. Students not achieving 80% after two retakes are failing the course and parents will be notified accordingly.

Cheating / Copying on tests or student worksheets: Any copying or cheating may result in expulsion from the program without refund. All tests and worksheets are open book. Consequently students are expected to find the answers through independent research and active listening and learning during classroom instruction.

Scheduling on-street instruction: Driving instruction scheduling will be conducted on first come first serve basis; taking into consideration student dismissal times from school and or other scheduling conflicts. A parent or guardian will notify All Seasons Driving School at least 24 hours in advance of an unavoidable cancellation so that another student may be scheduled. Less than 24-hour notice constitutes a missed drive. The Washington State Instruction Permit must be shown to the instructor prior to each driving session, no exceptions. No permit on person and missed drives result in a \$30.00 fine.

Classroom schedule: Classes are Tuesday, Wednesday and Thursday mornings from 10:30 to 12:30; afternoons from 3:30 to 5:30 PM or evenings from 6:30 to 8:30 PM for five weeks. Students are expected to be on time and ready to learn. (Class times may vary from the above based upon seasonal adjustments).

Grading: Students must achieve 80% or better in the classroom and behind the wheel in order to pass the course.

Student Responsibilities: Students are to conduct themselves in an orderly and polite fashion. Any vandalism, illegal activity, tobacco use, profanity, disruptive, harassing or abusive behavior will result in expulsion from the program without refund. Students must be 15 years of age to attend. Course enrollment is closed after the third day of instruction for that session.

Student Opportunities: All Seasons Driving School Inc. provides safe, reliable, luxuriously equipped vehicles, comfortable well furnished classrooms and state of the art instruction techniques. Our certified traffic safety educators are highly skilled at creating an interactive and energized learning experience for today’s driver education student. Recognizing that there is no substitute for experience, our classroom and in-car training package is designed to provide the foundation on which each student, with help from their family members, can continue developing skills for a lifetime of safe, rewarding and responsible driving.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____