

January 2019

Dear All Interested Driver Education Students:

The following is information that you will need to review in order to successfully complete After-School Driver Education that is offered at Columbia High School for the Spring 2019 term. The classroom portion of the course will be taught by Mr. Gelatt (a social studies teacher from Cohoes HS) and behind-the-wheel instruction will be offered by Bell's Auto Driving School.

***The classes will begin during the week of February 4, 2019, and will conclude during the week of June 17, 2019.***

***No classes will take place on school holiday or recess periods.***

***Make up car times may take place during Regents week in June.***

**The cost for students to enroll in this class is \$450.00 (\$490.00 for out of district students).**

**This is a \$10 increase from recent years, as Bell's Auto Driving School has increased their prices this year.**

**All checks will be deposited on or shortly after Friday, January 11, 2019. NO CASH CAN BE ACCEPTED. Full payment is due at the time of registration. Also, please note – NO REFUNDS CAN BE GIVEN AFTER MONDAY, JANUARY 14, 2019. ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY OUR INSTRUCTORS. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE MONDAY, JANUARY 14, 2019, YOU WILL NEED TO FOLLOW THE REFUND POLICY ON PAGE 2 TO RECEIVE A REFUND.**

In order to obtain your MV-285 (commonly known as the "Blue Card"), you will need to fulfill all of the following requirements, which are based on contact hours.

1. Students must be at least 16 years old and have a valid learners permit/license by the time your paperwork is turned in. ***A copy of your learner's permit / license must accompany your paperwork when it is submitted.*** (For students who have a 16<sup>th</sup> birthday between January 3 and February 1 – you are welcome to register, but you must make sure you have a valid permit that is **SUBMITTED TO MR. TOOKER** by February 4, or you will be dropped from the class without a refund!)
2. Attend twenty-four (24) hours of classroom time. The classroom that you will report to is Room S-121 at Columbia. ***You will be assigned classroom time from 3:00 pm to 4:30 pm on either Mondays or Wednesdays.*** (You will make your choice on the registration page. I will do my best to honor your requests, but please note there is a max of 26 students per section.) ***Please note - due to the school calendar, there is a very real possibility that Monday classes (and possibly Wednesday classes) will need to meet from 6pm to 7:30 pm on Thursday, June 6 and Thursday, June 13 to achieve the necessary twenty-four hours of class time.***
3. Attend twenty-four (24) hours of car instruction time. ***Driving times will be on Tuesday, Wednesday, Thursday, or Friday, and the times will be either 2:15 pm to 3:45 pm or 3:45 pm to 5:15 pm. Friday car times will not be filled until we have 44 students enrolled.*** (You will make your choice on the registration page. I will do my best to honor your requests, but please note there is a minimum of three and a maximum of four students per car. I may need to move people around to balance the cars.)
4. ***Please note that you are required to attend all of the classroom sessions and all of the car sessions. If you are absent from any classroom time and/or car time, you will be required to make up these missed sessions. You will need to work out classroom absences with Mr. Gelatt, and you will need to work out car absences with the instructors from Bell's on your own.***  
Excessive absences will jeopardize your chances of passing the course and obtaining the MV-285 (Blue Card)  
**Excessive absences will probably make you ineligible to receive an MV-285 certificate.**  
Please plan accordingly now – having sports and/or having to work and/or other excuses will not bode well for you and this class!

***Any changes of the scheduled car times and/or classroom times must be approved by Mr. Tooker.***

***You're prohibited from "swapping" your scheduled car times/classroom times without the approval of Mr. Tooker.***

5. Students are expected to follow the school rules (Columbia High School's Code of Conduct) and the rules set forth by the instructors.  
**Failure to follow the rules may result in an immediate expulsion from the class.**  
**The safety of all students on the road and in the classroom is paramount.**

6. **If there is no school (either for a vacation, or due to a snow day), there will be no class/car. If there are no after-school or evening activities due to weather/other reasons, there will be no class/car.**

7. Registration forms will be accepted on a first-come, first-served basis, starting on Thursday, January 3, 2019. In order to be registered, you must complete the following:

- a. The registration form on the next page. **All information must be filled in or it will be returned to you and it will delay your registration. Be sure to include a copy of your permit/license.**
- b. A check, made out to "East Greenbush CSD" in the amount of \$450.00 (\$490.00 for out-of-district students), needs to accompany the registration form.
- c. Both the student and the parent/guardian must read and sign the registration form.

If steps a, b, and c are completed, you will then be enrolled into a classroom time and a car time.

Please note that you will be asked to rank your preference for classroom time with a "1" or a "2", with "1" being your first choice and "2" being your second choice.

Please note that you will be asked to rank your preference for car time with a "1" for your first choice, a "2" for your second choice, and so on to number "10" as your last choice.

If you don't rank your times, you will be placed wherever there is an opening.

Remember, you will need to set aside two days for instruction – one day for car and one day for classroom.

I will make every effort to get you into your top choices, but some changes may need to be made in order to balance the car and classroom enrollments.

If you have successfully registered for this course, you will receive an email from Mr. Tooker on or before Friday, January 11, 2019, confirming your registration and providing you with more information.

8. Parents/Guardians – if you have questions or concerns, email me at [TookerJe@egcsd.org](mailto:TookerJe@egcsd.org). I will return your email promptly.

**RETURN ALL MATERIALS TO THE MAIN OFFICE AT COLUMBIA HIGH SCHOOL. THERE IS A BIN IN THERE FOR YOU TO LEAVE THE MATERIALS IN. E-MAIL MR. TOOKER IF YOU HAVE QUESTIONS.**

**ALSO NOTE – THERE WILL BE A MANDATORY MEETING FOR ALL STUDENTS WHO ENROLL IN THE PROGRAM ON THURSDAY, JANUARY 17, 2019, AT 2:15 PM IN MR. TOOKER'S ROOM (ROOM S-121 AT COLUMBIA). THIS MEETING WILL BE DONE BY 2:35 PM. PLEASE MARK YOUR CALENDARS NOW!**

#### Frequently Asked Questions:

Q: Who can sign my MV-262 (Certification of Supervised Driving)?

A: You'll need to speak to your driving instructor from Bell's (car instructor) regarding this request.

Q: When will we get our MV-285 (Blue Cards) certificates?

A: You will likely receive them during the last week in June.

Q: What should I do if I want to take a road test BEFORE I get my MV-285?

A: You'll need to take the 5-Hour NYS Pre-licensing Course. This course is offered once a month through East Greenbush CSD's Continuing Education office. You can sign up in the CHS Main Office.

Q: What happens if I lose my MV-285?

A: You'll need to request a replacement. This does take some time, so try not to lose yours!

#### Refund Policy

If you choose to drop this class, you can receive a full 100% refund between January 4 and January 15.

If you drop after January 15, it is going to be tough to get you a refund.

*If you register for the class, and are still enrolled after January 15, 2019, you will probably not receive a refund.*

*We will likely be billed for your enrollment.*

If you would like a refund, you'll need to email Mr. Tooker at [TookerJe@egcsd.org](mailto:TookerJe@egcsd.org) for additional details.

**Columbia High School Driver Education Information & Registration Form – Spring 2019**

Note: All information must be filled out **in its entirety** before you submit it. The bottom statement must be read and signed by both the student and the parent/guardian. Your classroom and car time selections must be made on the back of this sheet. A check for \$450.00 (\$490.00 for out-of-district students) made out to the "East Greenbush CSD" must be enclosed.

**A copy of your permit/license must be enclosed as well!**

**Registration starts on Thursday, January 3, 2019 and will run to Friday, January 11, 2019.**

**Assignments will be emailed out by the early morning hours of Monday, January 14, 2019.**

Forms and money handed in after Friday, January 11, 2019 are subject to assignment to a waiting list.

**PLEASE PRINT CLEARLY!**

Last Name of Student: \_\_\_\_\_

First Name of Student: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

Mailing Address of Student: \_\_\_\_\_

\_\_\_\_\_

Email Address of Student: \_\_\_\_\_

Learning Permit/License Number: \_\_\_\_\_

**(Remember to enclose a copy of your permit/license!)**

Name of Parent/Guardian: \_\_\_\_\_

Telephone Number of Parent/Guardian: \_\_\_\_\_

Email Address of Parent/Guardian: \_\_\_\_\_

**We have read the attached information and agree to abide by the policies of Bell's Auto Driving School and the East Greenbush CSD Code of Conduct while enrolled in the Spring 2019 Driver Education class. We understand that failure to comply with either set of policies and procedures may result in removal from the class.**

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**STUDENTS – GO TO THE BACK OF THIS PAGE TO MAKE YOUR SELECTIONS FOR CLASSROOM TIME AND CAR TIME!**

**PLEASE REMEMBER TO ENCLOSE A COPY OF YOUR PERMIT/LICENSE WITH THIS PAPERWORK!  
PAPERWORK WILL BE RETURNED IF YOU DON'T ENCLOSE A COPY!**

Student Name: \_\_\_\_\_

Using the number "1" for your first choice, and the number "2" for your second choice, please indicate which **classroom time** you would prefer to be in. *Remember, you may not get your first choice!*

\_\_\_\_\_ Classroom Time on Mondays from 3:00 pm to 4:30 pm

\_\_\_\_\_ Classroom Time on Wednesdays from 3:00 pm to 4:30 pm

Using the number "1" for your first choice, and the number "2" for your second choice, and so on to number "8" as your last choice, please indicate which **car instruction time** you would prefer to be in. *Remember, you may not get your first choice!*

\_\_\_\_\_ Car Instruction Time on Tuesdays from 2:15 pm to 3:45 pm (8 slots available)

\_\_\_\_\_ Car Instruction Time on Tuesdays from 3:45 pm to 5:15 pm (8 slots available)

\_\_\_\_\_ Car Instruction Time on Wednesdays from 2:15 pm to 3:45 pm (8 slots available)

\_\_\_\_\_ Car Instruction Time on Wednesdays from 3:45 pm to 5:15 pm (8 slots available)

\_\_\_\_\_ Car Instruction Time on Thursdays from 2:15 pm to 3:45 pm (4 slots available)

\_\_\_\_\_ Car Instruction Time on Thursdays from 3:45 pm to 5:15 pm (4 slots available)

\_\_\_\_\_ Car Instruction Time on Fridays from 2:15 pm to 3:45 pm (4 slots available) - **These will be filled LAST.**

\_\_\_\_\_ Car Instruction Time on Fridays from 3:45 pm to 5:15 pm (4 slots available) - **These will be filled LAST.**

***(Friday car times will be filled only if there are between 44-48 students enrolled in the class.)***

**Remember, in this year's schedule, you cannot have your car and classroom time on the same day.**

**Classroom time will go from 3:00 pm to 4:30 pm, no earlier and no later. You will need to stay after school two times a week in order to successfully complete this course.**

**The earlier that you get your paperwork and money handed in will increase the chances (but not guaranteeing) of getting the car/classroom times that you would prefer!**