

September 2021

Dear All Interested Driver Education Students:

The following is information that you will need to review in order to successfully complete the Fall 2021 After-School Driver Education that will be offered virtually through Columbia High School. The classroom portion of the course will be taught by a NYSED certified driver education teacher, virtually, via a live Google Meet session.

Licensed parents/guardians will be responsible for teaching the in-car driving component for the duration of the course.

***Classroom instruction will begin during the week of September 20, 2021.***

***You will be selecting your preferred choices for the evening instruction later on in this handout.***

***Car instruction will begin during the week of September 20, 2021.***

***Checklists for in-car instruction will be due weekly to Mr. Tooker via email.***

***Checklists must be completed and signed WEEKLY by both the student and the parent/guardian.***

***Details about this requirement will be covered later on in this handout and at the mandatory parent/student meeting.***

**The cost for students to enroll in this class to complete the class is \$135.00.**

**The cost is based on twenty (20) students per session – the cost covers the instructor's fees.**

**All checks will be deposited on or shortly after Wednesday, September 15, 2021. NO CASH CAN BE ACCEPTED. Full payment is due at the time of registration. Also, please note – NO REFUNDS CAN BE GIVEN AFTER WEDNESDAY, SEPTEMBER 15, 2021. ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY THE INSTRUCTOR. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE WEDNESDAY, SEPTEMBER 15, 2021, 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.*** Per New York State regulations, students must be sixteen (16) years of age on or before September 17, 2021.
2. Attend twenty-four (24) hours of classroom time. This will be completed virtually for 1.5 hours per week for 16 weeks. ***Class times will be selected later on in this handout. Please note – we need to fill each section with twenty (20) students before new sections are made. You may not get your first choice.*** Attendance will be taken – make sure you are logged in and follow the rules that the instructor sets up. ***We are likely one of the only schools that is doing this and we will likely get audited/observed by New York State. We are begging you to follow the rules, or else the issuance of MV-285's may be jeopardy.***
3. Complete twenty-four (24) hours of driving time with your parent/guardian. ***You will be expected to complete one and a half (1.5) hours of car instruction time per week for sixteen (16) weeks. You can refer to your car instruction packet for additional information.***
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, you will be required to make up these missed sessions. You will need to work out classroom absences with the classroom instructor.*** 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 – please don't have conflicts!
5. Students are expected to follow the school rules (Columbia High School's Code of Conduct) and the rules set forth by the instructors, especially regarding virtual learning. ***If you are asked to be "on camera", please be on camera. If you are asked to participate, please participate.***
6. The schedule is permanent – ***if we have a "snow day" or "remote day" for school, class is still occurring.*** We are on a very tight time schedule to get you your MV-285 certificates by February 2022.

7. **Registration forms will be accepted starting Thursday, September 2, 2021.**  
**Registration forms and money are needed NO LATER than Monday, September 13, 2021.**
- a. The registration form and class selection forms on the next pages.  
**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. Make sure you choose your first choice to your fourth choice for the time that you prefer for the virtual classroom instruction.**
  - b. A check or money order, made out to "East Greenbush CSD", in the amount of \$135.00.
  - c. Both the student and the parent/guardian must read and sign the registration form.

***If you have successfully registered for this course, you will receive an email from Mr. Tooker on or before Monday, September 13, 2021, confirming your registration and providing you with more information.***

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

**YOU MAY DROP THE FORMS OFF AT COLUMBIA HIGH SCHOOL IN THE MAIN OFFICE OR MAIL THEM TO COLUMBIA. MAKE SURE YOU DROP THE FORMS AND PAYMENT IN THE MAIL ON OR BEFORE THURSDAY, SEPTEMBER 9, 2021 SO THAT THE FORMS AND PAYMENT GET TO COLUMBIA HIGH SCHOOL BY MONDAY, SEPTEMBER 13, 2021. THE MAILING ADDRESS IS AS FOLLOWS:**

**JEFF TOOKER  
COLUMBIA HIGH SCHOOL  
962 LUTHER ROAD  
EAST GREENBUSH, NEW YORK 12061**

**ALSO NOTE – THERE WILL BE A MANDATORY MEETING FOR ALL STUDENTS AND ALL PARENTS/GUARDIANS ENROLLED IN THE COURSE ON WEDNESDAY, SEPTEMBER 16, 2021, THURSDAY, SEPTEMBER 17, 2021, OR ON SATURDAY, SEPTEMBER 18, 2021 (SATURDAY MEETING WOULD BE IN THE MORNING AT SOME POINT) - SPECIFIC TIMES WILL BE SENT TO YOU VIA EMAIL.**

#### Frequently Asked Questions:

- Q: Who can sign my MV-262 (Certification of Supervised Driving) for my road test?  
A: Parents/Guardians will need to sign this. The driving that you complete for this class will count towards those fifty hours.
- Q: When will we get our MV-285 (Blue Cards) certificates?  
A: You will likely receive them on or before the week of February 7, 2022.  
They will be available for pick up in the Main Office at Columbia. Those not picked up will be mailed to the address that you fill out on the registration form.
- 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.
- 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 the time you register and Wednesday 9/15/2021. If you drop after Wednesday, September 15, 2021, it will be tough to get you a refund.

***If you register for the class, and are still enrolled after Wednesday 9/15/2021, you will probably not receive a refund. We will have to pay our instructor based on number of enrollees.***

If you would like a refund, you'll need to email Mr. Tooker at TookerJe@egcsd.org for additional details.

**Columbia High School Driver Education Information & Registration Form – Fall 2021**

*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. A check for \$135.00, made out to the "East Greenbush CSD", must be enclosed.*

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

***Registration starts Thursday, September 2, 2021, and will run to Monday, September 13, 2021.***

***Confirmation will be emailed out as registrations are received.***

**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 the East Greenbush CSD Code of Conduct while enrolled in the Fall 2021 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: \_\_\_\_\_

**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: \_\_\_\_\_

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

Parent Email Address: \_\_\_\_\_

**Preferred (not guaranteed) times for virtual classroom instruction:**

Using a “1” for your first choice, a “2” for your second choice, and so on to “3” for your last choice – choose the day that you would prefer to receive virtual instruction.

The time that you pick is not 100% guaranteed.

The times are, generally speaking, first come, first serve.

However, Mr. Tooker reserves the right to collapse time slots together to make the program run as efficiently as possible.

There are, generally speaking, twenty (20) spots per session.

This may vary based on enrollment.

\_\_\_\_\_ Wednesdays from 8:00 pm to 9:30 pm

\_\_\_\_\_ Thursdays from 8:00 pm to 9:30 pm

\_\_\_\_\_ Sundays from 8:00 pm to 9:30 pm

*Please note – we are running classes later in the evening this fall to allow students to participate in clubs and sports that meet/practice/have competitions immediately after school.*

*A great deal of our clubs and sports have resumed their activities and we would like our students to have the maximum amount of opportunities to return to some sense of normalcy.*

**MAKE SURE TO INCLUDE THIS PAGE IN THE MAIL TO MR. TOOKER!**

**Schedule for the Fall 2021 Driver Education Class – Classroom Times:**

**(All classes will held via a Google Meet using the link found on the Google Classroom page.)**

Class # 1 – Week of September 19

Class # 2 – Week of September 26

Class # 3 – Week of October 3

Class # 4 – Week of October 10

(Note: The Sunday 10/10 class will run on Monday, October 11, which is Columbus Day, from 8pm to 9:30 pm.)

Class # 5 – Week of October 17

Class # 6 – Week of October 24

Class # 7 – Week of October 31

(Note: The Sunday 10/31 class will run on Monday, November 1, from 8:00 pm to 9:30 pm)

Class # 8 – Week of November 7

Class # 9 – Week of November 14

*No Classes during the Week of November 21, 2021.*

Class # 10 – Week of November 28

Class # 11 – Week of December 5

Class # 12 – Week of December 12

Class # 13 – Week of December 19

*No Classes during the Week of December 26, 2021.*

Class # 14 – Week of January 2

Class # 15 – Week of January 9

Class # 16 – Week of January 16

Class # 17 – Final Exam – Week of January 23, 2022

*Make Ups (as needed) will be offered during the Week of January 30, 2022*

*Make ups will be at earlier times.*

*MV-285 Certificates will issued during the week of February 7, 2022.*

**Schedule for Fall 2021 Driver Education Class – Car Instruction Time:**

Module # 1 (1.5 hours of time):	Week of September 19, 2021. Paperwork due to Mr. Tooker by 9/28/21.
Module # 2 (1.5 hours of time):	Week of September 26, 2021. Paperwork due to Mr. Tooker by 10/5/21.
Module # 3 (1.5 hours of time):	Week of October 3, 2021. Paperwork due to Mr. Tooker by 10/12/21.
Module # 4 (1.5 hours of time):	Week of October 10, 2021. Paperwork due to Mr. Tooker by 10/19/21.
Module # 5 (1.5 hours of time):	Week of October 17, 2021. Paperwork due to Mr. Tooker by 10/26/21.
Module # 6 (1.5 hours of time):	Week of October 24, 2021. Paperwork due to Mr. Tooker by 11/2/21.
Module # 7 (1.5 hours of time):	Week of October 31, 2021. Paperwork due to Mr. Tooker by 11/9/21.
Module # 8 (1.5 hours of time):	Week of November 7, 2021. Paperwork due to Mr. Tooker by 11/16/21.
Module # 9 (1.5 hours of time):	Week of November 14, 2021. Paperwork due to Mr. Tooker by 11/23/21.
Module # 10 (1.5 hours of time):	Week of November 28, 2021. Paperwork due to Mr. Tooker by 12/7/21.
Module # 11 (1.5 hours of time):	Week of December 5, 2021. Paperwork due to Mr. Tooker by 12/14/21.
Module # 12 (1.5 hours of time):	Week of December 12, 2021. Paperwork due to Mr. Tooker by 12/21/21.
Module # 13 (1.5 hours of time):	Week of December 19, 2021. Paperwork due to Mr. Tooker by 1/4/22.
Module # 14 (1.5 hours of time):	Week of January 2, 2022. Paperwork due to Mr. Tooker by 1/11/22.

Module # 15 (1.5 hours of time):

Week of January 9, 2022.

Paperwork due to Mr. Tooker by 1/18/22.

Module # 16 (1.5 hours of time):

Week of January 16, 2022.

Paperwork due to Mr. Tooker by 1/25/22.

**Weekly packets will be emailed out on Sunday mornings of the weeks that car instruction is to be completed. You have about eight (8) days to complete the assignment.**

**Information regarding the role of the parents/guardians in the car instruction and the method of submission for the car instruction paperwork will be discussed at your Google Meet session during the week of September 13, 2021.**

**MV-285 Certificates will be issued during the week of February 7, 2022.**