

May 2022

Dear All Interested Driver Education Students:

The following is information that you will need to review in order to successfully complete the Summer 2022 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 via Google Meet, virtually. Licensed parents/guardians will be responsible for teaching the in-car driving component for the duration of the course.

*Classroom instruction (two or three classes per week for eight weeks for sixteen classes total) will begin during the week of June 20, 2022. You will be selecting your preferred choices for the class instruction later on in this handout.*

*Car instruction (three (3) hours of driving per week for eight (8) weeks) will begin during the week of June 20, 2022.*

*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 \$175.00.

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

All checks will be deposited on or shortly after Friday, June 10, 2022. **NO CASH CAN BE ACCEPTED.** Full payment is due at the time of registration. Also, please note – **NO REFUNDS CAN BE GIVEN AFTER THURSDAY, JUNE 16, 2022.**

**ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY THE INSTRUCTORS. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE THURSDAY, JUNE 16, 2022, 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 July 1, 2022.
2. Attend twenty-four (24) hours of classroom time. This will be completed virtually for 3 hours per week (-ish) for 8 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 one of the few schools that are actually doing this and we will likely get audited 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 three (3) hours of car instruction time per week for eight (8) 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 teacher.*** ***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 – you need to make sure you have a mobile device that can access your school email account / Google Classroom this summer, especially if you are on vacation somewhere. ***We are on a very tight time schedule to get you your MV-285 certificates by September 1, 2022.***

7. Registration forms will be accepted for those that expressed interest starting Tuesday, May 17, 2022.  
**Registration forms and money are needed NO LATER than Friday, June 3, 2022.**
- 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 night that you prefer for the virtual classroom instruction.**
  - A check, made out to "East Greenbush CSD" in the amount of \$175.00.
  - 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 Friday, June 3, 2022, confirming your registration and providing you with more information. When all of the spots are full, students will be placed on a waiting list.***

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

**Columbia HS Students – you may drop off your completed forms, payment, and copy of your license/permit to the Main Office at Columbia High School beginning Tuesday, May 17, 2022.**

**OUT OF DISTRICT STUDENTS - PUT THE COMPLETED FORMS, COPY OF YOUR PERMIT/LICENSE, AND PAYMENT IN THE MAIL ON OR BEFORE TUESDAY, MAY 31, 2022 (THE SOONER THE BETTER) SO THAT THE FORMS AND PAYMENT GET TO COLUMBIA HIGH SCHOOL BY FRIDAY, JUNE 3, 2022. 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 AT THE FOLLOWING TIMES – STUDENTS AND PARENTS/GUARDIANS MUST ATTEND ONE OF THE MEETINGS:**

Wednesday, June 8, 2022 @ 8:00 pm via Google Meet – link will be sent that day to all emails  
Thursday, June 9, 2022 @ 8:00 pm via Google Meet - link will be sent that day to all emails  
Sunday, June 12, 2022 @ 8:00 pm via Google Meet - link will be sent that day to all emails

#### 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 around September 1, 2022.  
**They will be mailed to the address that you fill out on the registration form and/or available for pickup at CHS.**
- 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 Thursday June 16, 2022. If you drop after Thursday, June 16, 2022, it will be tough to get you a refund.

***If you register for the class, and are still enrolled after Thursday 6/16/2022, you will probably not receive a refund. We will have to pay our instructor based on number of enrolled students at that point.***

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 – Summer 2022**

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 (personal, bank check, or money order) for \$175.00, made out to the "East Greenbush CSD", must be enclosed.

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

Registration starts Wednesday, May 18, 2022 and will run to Friday, June 3, 2022.

When all of the spots are full, students will be placed on a waiting list.

Confirmations will be emailed out on or before June 8, 2022.

**PLEASE PRINT CLEARLY!**

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

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

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

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

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

Is the Student enrolled at Columbia High School?      Yes                      No  
(Circle one)

If you circled "No", where is the student enrolled? \_\_\_\_\_

Learner's 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 Summer 2022 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!**

**YOU NEED TO TURN IN THIS PAGE, THE NEXT PAGE, AND A COPY OF YOUR PERMIT/LICENSE TO MR. TOOKER WHEN YOU REGISTER.**

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. A copy of the schedule is on the next page for your review.

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.

**Generally speaking, at least twenty (20) sections per class are required to run a section.**

**REMEMBER – THERE IS NO TIME ALLOTTED FOR MAKE UP CLASSES.  
IF YOU ARE GOING ON VACATION, THIS CLASS IS VIRTUAL – BRING A MOBILE DEVICE THAT CAN ACCESS YOUR SCHOOL EMAIL ACCOUNT AND GOOGLE CLASSROOM TO LOG ON AND JOIN THE CLASS.**

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

This may vary based on enrollment.

\_\_\_\_\_ 7:00 AM to 8:30 AM Class (See schedule for specific dates.)

\_\_\_\_\_ 4:00 PM to 5:30 PM Class (See schedule for specific dates.)

\_\_\_\_\_ 8:00 PM to 9:30 PM Class (See schedule for specific dates.)

**MAKE SURE THIS PAGE IS INCLUDED WITH YOUR REGISTRATION.**

**Schedule for Summer 2022 Driver Education Class – Classroom Times:**

**(All classes will held via Google Meet using the link found on the Google Classroom page.)  
(Specific schedules for students will be emailed out by June 8, 2022.)**

**Make up classes will be offered on Friday 8/19/2022 and Saturday 8/20/2022.  
Specific times are TBD.**

**7:00 am to 8:30 am Class Dates**

Class # 1	Monday 6/20/2022
Class # 2	Tuesday 6/21/2022 <b>OR</b> Wednesday 6/22/2022 (Regents Exam dependent)*
Class # 3	Thursday 6/23/2022 <b>OR</b> Friday 6/24/2022 (Regents Exam dependent)*
Class # 4	Wednesday 7/6/2022
Class # 5	Thursday 7/7/2022
Class # 6	Wednesday 7/13/2022
Class # 7	Monday 7/18/2022
Class # 8	Wednesday 7/20/2022
Class # 9	Thursday 7/21/2022
Class # 10	Monday 7/25/2022
Class # 11	Wednesday 8/3/2022
Class # 12	Thursday 8/4/2022
Class # 13	Wednesday 8/10/2022
Class # 14	Thursday 8/11/2022
Class # 15	Monday 8/15/2022
Class # 16	Thursday 8/18/2022
Final Exam:	Monday 8/22/2022

**\* Regents Exam Grading may be taking place on 6/21, 6/22, and/or 6/23. We may have to pivot quickly in order to accommodate that. Please, if you choose these time slots, I am asking that you be patient with us. I will know exactly which dates that classes 2 and 3 will be held on as we get closer to June. \***

### **4:00 pm to 5:30 pm Class Dates**

Class # 1      Monday 6/20/2022  
Class # 2      Wednesday 6/22/2022  
Class # 3      Thursday 6/23/2022  
Class # 4      Wednesday 7/6/2022  
Class # 5      Thursday 7/7/2022  
Class # 6      Wednesday 7/13/2022  
Class # 7      Monday 7/18/2022  
Class # 8      Wednesday 7/20/2022  
Class # 9      Thursday 7/21/2022  
Class # 10     Monday 7/25/2022  
Class # 11     Wednesday 8/3/2022  
Class # 12     Thursday 8/4/2022  
Class # 13     Wednesday 8/10/2022  
Class # 14     Thursday 8/11/2022  
Class # 15     Monday 8/15/2022  
Class # 16     Thursday 8/18/2022  
Final Exam:   Monday 8/22/2022

### **8:00 pm to 9:30 pm Class Dates**

Class # 1      Monday 6/20/2022  
Class # 2      Wednesday 6/22/2022  
Class # 3      Thursday 6/23/2022  
Class # 4      Wednesday 7/6/2022  
Class # 5      Thursday 7/7/2022  
Class # 6      Wednesday 7/13/2022  
Class # 7      Monday 7/18/2022  
Class # 8      Wednesday 7/20/2022  
Class # 9      Thursday 7/21/2022  
Class # 10     Monday 7/25/2022  
Class # 11     Wednesday 8/3/2022  
Class # 12     Thursday 8/4/2022  
Class # 13     Wednesday 8/10/2022  
Class # 14     Thursday 8/11/2022  
Class # 15     Monday 8/15/2022  
Class # 16     Thursday 8/18/2022  
Final Exam:   Monday 8/22/2022

**Schedule for Summer 2022 Driver Education Class – Car Instruction Packet Dates:**

Module # 1 (1.5 hours of time):	Week of June 19, 2022 Paperwork due to Mr. Tooker by 6/28/22.
Module # 2 (1.5 hours of time):	Week of June 19, 2022. Paperwork due to Mr. Tooker by 6/28/22.
Module # 3 (1.5 hours of time):	Week of June 26, 2022. Paperwork due to Mr. Tooker by 7/5/22.
Module # 4 (1.5 hours of time):	Week of June 26, 2022. Paperwork due to Mr. Tooker by 7/5/22.
Module # 5 (1.5 hours of time):	Week of July 3, 2022. Paperwork due to Mr. Tooker by 7/12/22.
Module # 6 (1.5 hours of time):	Week of July 3, 2022. Paperwork due to Mr. Tooker by 7/12/22.
Module # 7 (1.5 hours of time):	Week of July 10, 2022. Paperwork due to Mr. Tooker by 7/19/22.
Module # 8 (1.5 hours of time):	Week of July 10, 2022. Paperwork due to Mr. Tooker by 7/19/22.
Module # 9 (1.5 hours of time):	Week of July 17, 2022. Paperwork due to Mr. Tooker by 7/26/22.
Module # 10 (1.5 hours of time):	Week of July 17, 2022. Paperwork due to Mr. Tooker 7/26/22.
Module # 11 (1.5 hours of time):	Week of July 24, 2022. Paperwork due to Mr. Tooker by 8/2/22.
Module # 12 (1.5 hours of time):	Week of July 24, 2022. Paperwork due to Mr. Tooker by 8/2/22.
Module # 13 (1.5 hours of time):	Week of July 31, 2022. Paperwork due to Mr. Tooker by 8/9/22.
Module # 14 (1.5 hours of time):	Week of July 31, 2022. Paperwork due to Mr. Tooker by 8/9/22.

Module # 15 (1.5 hours of time):

Week of August 7, 2022.

Paperwork due to Mr. Tooker by 8/16/22.

Module # 16 (1.5 hours of time):

Week of August 7, 2022.

Paperwork due to Mr. Tooker 8/16/22.

**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 each 1.5 hour assignment – which, in the summer, is doubled.**

**You have eight (8) days to do three (3) hours of driving instruction with the parent/guardian.**

**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 mandatory Google Meet session in June.**

**MV-285 Certificates will be issued by September 1, 2022.**