

August 2022

Dear All Interested Driver Education Students:

The following is information that you will need to review in order to successfully complete the Fall 2022 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 18, 2022.

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 18, 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 \$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 14, 2022. 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 14, 2022. ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY THE INSTRUCTOR. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE WEDNESDAY, SEPTEMBER 14, 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, unless you are turning 16 and/or obtaining your permit between registration time and September 18, 2022. In that case, follow the instructions on the registration pages.***
Per New York State regulations, students must be sixteen (16) years of age on or before September 18, 2022.
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 one of a small number of schools that is holding Driver Education in this manner 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" for school, class is still occurring.**
We are on a very tight time schedule to get you your MV-285 certificates by February 2023.

7. **Registration forms will be accepted starting Friday, August 26, 2022.**
Registration is first come, first served.
Registration forms and money are needed NO LATER than Monday, September 12, 2022.
- The registration form and class selection forms on the next pages must be completed.
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. (If you are getting a permit between 8/26/22 and 9/18/22, you need to leave me a note in your registration as to when you are getting your permit!)
Make sure you choose your first choice and your second choice for the time that you prefer for the virtual classroom instruction.
 - A check or money order, made out to "East Greenbush CSD", in the amount of \$135.00.
 - 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 Monday, September 12, 2022, 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 WEDNESDAY, SEPTEMBER 7, 2022 SO THAT THE FORMS AND PAYMENT GET TO COLUMBIA HIGH SCHOOL BY MONDAY, SEPTEMBER 12, 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 ON WEDNESDAY, SEPTEMBER 14, 2022, THURSDAY, SEPTEMBER 15, 2022, OR ON SATURDAY, SEPTEMBER 17, 2022 (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 5, 2023.
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 9/14/2022.

If you drop after Wednesday, September 14, 2022, it will be tough to get you a refund.

If you register for the class, and are still enrolled after Wednesday 9/14/2022, 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 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 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 Friday, August 26, 2022, and will run to Friday, September 9, 2022.

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 or a note as to when you'll be getting your permit!)

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 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!

[IF YOU ARE GETTING YOUR PERMIT BETWEEN AUGUST 26, 2022 AND SEPTEMBER 16, 2022, PLEASE ENCLOSE A NOTE, REMINDING ME THAT YOU ARE DOING THIS AND WILL GET ME YOUR PERMIT ASAP.]

PAPERWORK WILL BE RETURNED IF YOU DON'T ENCLOSE A COPY OF YOUR PERMIT OR A NOTE STATING WHEN YOU WILL GET YOUR PERMIT!

Student Name: _____

Student Email Address: _____

Parent Email Address: _____

Preferred (not guaranteed) times for virtual classroom instruction:

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

Please review the schedules on the next pages.

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 (and a couple of Thursdays)
from 8:00 pm to 9:30 pm

_____ Sundays (and a few Mondays)
from 8:00 pm to 9:30 pm

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

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

Schedule for the Fall 2022 Driver Education Class – Classroom Times:

Fall 2022 – Sunday (and some Mondays) Class Schedule – all classes held via Google Meet.

Class # 1	Sunday 9/18/2022	8:00 pm to 9:30 pm
Class # 2	Monday 9/26/2022	8:00 pm to 9:30 pm
Class # 3	Monday 10/10/2022 (Note – this is Columbus Day.)	8:00 pm to 9:30 pm
Class # 4	Monday 10/17/2022	8:00 pm to 9:30 pm
Class # 5	Sunday 10/23/2022	8:00 pm to 9:30 pm
Class # 6	Sunday 10/30/2022	8:00 pm to 9:30 pm
Class # 7	Sunday 11/6/2022	8:00 pm to 9:30 pm
Class # 8	Sunday 11/13/2022	8:00 pm to 9:30 pm
Class # 9	Sunday 11/20/2022	8:00 pm to 9:30 pm
Class # 10	Sunday 12/4/2022	8:00 pm to 9:30 pm
Class # 11	Sunday 12/11/2022	8:00 pm to 9:30 pm
Class # 12	Sunday 12/18/2022	8:00 pm to 9:30 pm
Class # 13	Monday 1/2/2023	8:00 pm to 9:30 pm
Class # 14	Sunday 1/8/2023	8:00 pm to 9:30 pm
Class # 15	Sunday 1/15/2023	8:00 pm to 9:30 pm
Class # 16	Monday 1/16/2023	8:00 pm to 9:30 pm
Class # 17	Sunday 1/22/2023 (Final Exam)	8:00 pm to 9:30 pm

*Make Ups (as needed) will be offered during the Week of January 22, 2023
MV-285 Certificates will issued during the week of February 5, 2023.*

Schedule for the Fall 2022 Driver Education Class – Classroom Times:

Fall 2022 – Wednesday (and a couple of Thursdays) Class Schedule – all classes held via Google Meet

Class # 1	Wednesday 9/21/2022	8:00 pm to 9:30 pm
Class # 2	Wednesday 9/28/2022	8:00 pm to 9:30 pm
Class # 3	Wednesday 10/5/2022	8:00 pm to 9:30 pm
Class # 4	Wednesday 10/12/2022	8:00 pm to 9:30 pm
Class # 5	Wednesday 10/26/2022	8:00 pm to 9:30 pm
Class # 6	Wednesday 11/2/2022	8:00 pm to 9:30 pm
Class # 7	Thursday 11/3/2022	8:00 pm to 9:30 pm
Class # 8	Wednesday 11/9/2022	8:00 pm to 9:30 pm
Class # 9	Wednesday 11/16/2022	8:00 pm to 9:30 pm
Class # 10	Wednesday 11/30/2022	8:00 pm to 9:30 pm
Class # 11	Wednesday 12/7/2022	8:00 pm to 9:30 pm
Class # 12	Wednesday 12/14/2022	8:00 pm to 9:30 pm
Class # 13	Wednesday 12/21/2022	8:00 pm to 9:30 pm
Class # 14	Wednesday 1/4/2023	8:00 pm to 9:30 pm
Class # 15	Wednesday 1/11/2023	8:00 pm to 9:30 pm
Class # 16	Wednesday 1/18/2023	8:00 pm to 9:30 pm
Class # 17	Thursday 1/19/2023 (Final Exam)	8:00 pm to 9:30 pm

*Make Ups (as needed) will be offered during the Week of January 22, 2023
MV-285 Certificates will issued during the week of February 5, 2023.*

Schedule for Fall 2022 Driver Education Class – Car Instruction Time:

Module # 1 (1.5 hours of time):	Week of September 18, 2022. Paperwork due to Mr. Tooker by 9/27/22.
Module # 2 (1.5 hours of time):	Week of September 25, 2022. Paperwork due to Mr. Tooker by 10/4/22.
Module # 3 (1.5 hours of time):	Week of October 2, 2022. Paperwork due to Mr. Tooker by 10/12/22.
Module # 4 (1.5 hours of time):	Week of October 9, 2022. Paperwork due to Mr. Tooker by 10/18/22.
Module # 5 (1.5 hours of time):	Week of October 16, 2022. Paperwork due to Mr. Tooker by 10/25/22.
Module # 6 (1.5 hours of time):	Week of October 23, 2022. Paperwork due to Mr. Tooker by 11/1/22.
Module # 7 (1.5 hours of time):	Week of October 30, 2022. Paperwork due to Mr. Tooker by 11/8/22.
Module # 8 (1.5 hours of time):	Week of November 6, 2022. Paperwork due to Mr. Tooker by 11/15/22.
Module # 9 (1.5 hours of time):	Week of November 13, 2022. Paperwork due to Mr. Tooker by 11/22/22.
Module # 10 (1.5 hours of time):	Week of November 27, 2022. Paperwork due to Mr. Tooker by 12/5/22.
Module # 11 (1.5 hours of time):	Week of December 4, 2022. Paperwork due to Mr. Tooker by 12/13/22.
Module # 12 (1.5 hours of time):	Week of December 11, 2022. Paperwork due to Mr. Tooker by 12/21/22.
Module # 13 (1.5 hours of time):	Week of December 18, 2022. Paperwork due to Mr. Tooker by 1/3/23.
Module # 14 (1.5 hours of time):	Week of January 1, 2023. Paperwork due to Mr. Tooker by 1/10/23.

Module # 15 (1.5 hours of time):

Week of January 8, 2023.

Paperwork due to Mr. Tooker by 1/17/23.

Module # 16 (1.5 hours of time):

Week of January 15, 2023.

Paperwork due to Mr. Tooker by 1/25/23.

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 11, 2022.

MV-285 Certificates will be issued during the week of February 5, 2023.