

January 2023

Dear All Interested Driver Education Students:

The following is information that you will need to review in order to successfully complete the Spring 2023 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 January 29, 2023.

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

Car instruction will begin during the week of January 29, 2023.

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, January 18, 2023. NO CASH CAN BE ACCEPTED. Full payment is due at the time of registration. Also, please note – NO REFUNDS CAN BE GIVEN AFTER WEDNESDAY, JANUARY 18, 2023. ONCE CLASS HAS STARTED, WE ARE OBLIGATED TO PAY THE INSTRUCTOR. IF YOU DECIDE NOT TO TAKE THE CLASS BEFORE WEDNESDAY, JANUARY 18, 2023, 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 February 2, 2023.***
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 Wed first with students before the Sun/Mon class is filled. 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 for school, class is still occurring.*** We are on a very tight time schedule to get you your MV-285 certificates by the end of June 2023.
7. ***PLEASE NOTE - WE ARE MEETING OVER FEBRUARY BREAK FOR CLASS. PLEASE MAKE ARRANGEMENTS TO BE AVAILABLE OVER FEBRUARY BREAK TO MEET VIRTUALLY.***

8. **Registration forms will be accepted starting Thursday, January 5, 2023.**
Registration is first come, first served.
However, all registration forms and money are needed NO LATER than Friday, January 13, 2023.
- 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 Friday, January 13, 2023, confirming your registration and providing you with more information.

9. 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 MONDAY, JANUARY 9, 2023 SO THAT THE FORMS AND PAYMENT GET TO COLUMBIA HIGH SCHOOL BY FRIDAY, JANUARY 13, 2023.

**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, JANUARY 25, 2023, OR THURSDAY, JANUARY 26, 2023, OR SATURDAY, JANUARY 28, 2023, (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 June 25, 2023.
They will be available for pick up in the Main Office at Columbia.
Those certificates not picked up will be mailed to the address that you filled 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 1/18/23.
If you drop after Wednesday, January 18, 2023, it will be tough to get you a refund.

If you register for the class, and are still enrolled after Wednesday 1/18/23, 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 – Spring 2023

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 / money order / bank check for \$135.00, made out to the "East Greenbush CSD", must be enclosed. No cash can be accepted. **A copy of your permit/license must be enclosed as well!**

Registration starts Thursday, January 5, 2023, and will run to Friday, January 13, 2023.

Confirmations will be emailed out by Friday, January 13, 2023.

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 Spring 2023 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 A PERMIT BETWEEN 1/4/23 AND 2/2/23, PLEASE LEAVE THE PERMIT/LICENSE LINE BLANK AND ENCLOSE A NOTE TELLING ME WHEN YOU ARE GOING TO GET YOUR PERMIT.

YOU MUST HAVE A PERMIT (AT THE MINIMUM) IN HAND BY FEBRUARY 2, 2023. PAPERWORK WILL BE RETURNED IF YOU DON'T ENCLOSE A COPY OR A NOTE.

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.

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

_____ Sundays and Mondays from 8:00 pm to 9:30 pm
(This section will only be filled IF we get over 30 people to register for the course. Check the Sunday/Monday schedule - this class bounces between Sundays and Mondays. Make sure you can attend ALL sessions.)

MAKE SURE TO INCLUDE THIS PAGE WHEN YOU SUBMIT YOUR PAPERWORK TO MR. TOOKER!

Spring 2023 Driver Education Class - Schedule for the Wednesday Class

Class # 1 – Wednesday, February 1, 2023 - 8:00 pm to 9:30 pm

Class # 2 – Wednesday, February 8, 2023 - 8:00 pm to 9:30 pm

Class # 3 – Wednesday, February 15, 2023 - 8:00 pm to 9:30 pm

There will be no class on Wednesday, February 22, 2023.

Class # 4 – Wednesday, March 1, 2023 - 8:00 pm to 9:30 pm

Class # 5 – Wednesday, March 8, 2023 - 8:00 pm to 9:30 pm

Class # 6 – Wednesday, March 15, 2023 - 8:00 pm to 9:30 pm

Class # 7 – Wednesday, March 22, 2023 - 8:00 pm to 9:30 pm

Class # 8 – Wednesday, March 29, 2023 - 8:00 pm to 9:30 pm

Class # 9 – Wednesday, April 5, 2023 - 8:00 pm to 9:30 pm

There will be no class on Wednesday, April 12, 2023.

Class # 10 – Wednesday, April 19, 2023 - 8:00 pm to 9:30 pm

Class # 11 – Wednesday, April 26, 2023 - 8:00 pm to 9:30 pm

Class # 12 – Wednesday, May 3, 2023 - 8:00 pm to 9:30 pm

Class # 13 – Wednesday, May 10, 2023 - 8:00 pm to 9:30 pm

Class # 14 – Wednesday, May 17, 2023 - 8:00 pm to 9:30 pm

Class # 15 – Wednesday, May 24, 2023 - 8:00 pm to 9:30 pm

There will be no class on Wednesday, May 31, 2023.

Class # 16 – Wednesday, June 7, 2023 – 8:00 pm to 9:30 pm

Final Exam – Date and Time TBA

Make Ups (as needed) will be offered during the weeks of June 4 and 11, 2023

Make ups will be at earlier times in the day and/or on weekends.

MV-285 Certificates will issued during the week of June 25, 2023.

Spring 2023 Driver Education Class - Schedule for the Sunday/Monday Class

THIS SUNDAY/MONDAY CLASS OPTION WILL ONLY BE OFFERED IF THERE ARE IN EXCESS OF THIRTY (30) STUDENTS THAT ENROLL IN THE SPRING 2023 SESSIONS.

Class # 1 – Sunday, January 29, 2023 - 8:00 pm to 9:30 pm

Class # 2 – Sunday, February 5, 2023 - 8:00 pm to 9:30 pm

There will be no classes for the Sun/Mon group during the week of February 12, 2023.

Class # 3 – Sunday, February 26, 2023 - 8:00 pm to 9:30 pm

This is a class being held at the end of the February break / Winter Recess period. Please make arrangements, if you are travelling/on vacation, to attend this class.

Class # 4 – Monday, February 27, 2023 - 8:00 pm to 9:30 pm

Class # 5 – Sunday, March 5, 2023 - 8:00 pm to 9:30 pm

Class # 6 – Sunday, March 12, 2023 - 8:00 pm to 9:30 pm

Class # 7 – Sunday, March 19, 2023 - 8:00 pm to 9:30 pm

Class # 8 – Sunday, March 26, 2023 - 8:00 pm to 9:30 pm

Class # 9 – Sunday, April 2, 2023 - 8:00 pm to 9:30 pm

There will be no classes during the week of April 9, 2023.

Class # 10 – Monday, April 17, 2023 - 8:00 pm to 9:30 pm

Class # 11 – Sunday, April 23, 2023 - 8:00 pm to 9:30 pm

Class # 12 – Sunday, April 30, 2023 - 8:00 pm to 9:30 pm

Class # 13 – Sunday, May 7, 2023 – 8:00 pm to 9:30 pm

Class # 14 – Monday, May 8, 2023 - 8:00 pm to 9:30 pm

Class # 15 – Sunday, May 21, 2023 - 8:00 pm to 9:30 pm

Class # 16 – Sunday, June 4, 2023 – 8:00 pm to 9:30 pm

Final Exam – Date and Time TBA

Make Ups (as needed) will be offered during the weeks of June 4 and 11, 2023. Make ups will be at earlier times in the day and/or on weekends. MV-285 Certificates will issued during the week of June 25, 2023.

Schedule for the Spring 2023 Driver Education Class – Car Instruction Time:

All classes (Wed and the Sun/Mon class) will follow this same car instruction schedule for the Spring 2023 semester.

Module # 1 (1.5 hours of time):	Week of January 29, 2023. Paperwork due to Mr. Tooker by 2/7/23.
Module # 2 (1.5 hours of time):	Week of February 5, 2023. Paperwork due to Mr. Tooker by 2/14/23.
Module # 3 (1.5 hours of time):	Week of February 12, 2023. Paperwork due to Mr. Tooker by 2/28/23.
Module # 4 (1.5 hours of time):	Week of February 26, 2023. Paperwork due to Mr. Tooker by 3/7/23.
Module # 5 (1.5 hours of time):	Week of March 5, 2023. Paperwork due to Mr. Tooker by 3/14/23.
Module # 6 (1.5 hours of time):	Week of March 12, 2023. Paperwork due to Mr. Tooker by 3/21/23.
Module # 7 (1.5 hours of time):	Week of March 19, 2023. Paperwork due to Mr. Tooker by 3/28/23.
Module # 8 (1.5 hours of time):	Week of March 26, 2023. Paperwork due to Mr. Tooker by 4/4/23.
Module # 9 (1.5 hours of time):	Week of April 2, 2023 Paperwork due to Mr. Tooker by 4/11/23.
Module # 10 (1.5 hours of time):	Week of April 16, 2023 Paperwork due to Mr. Tooker by 4/25/23.
Module # 11 (1.5 hours of time):	Week of April 23, 2023 Paperwork due to Mr. Tooker by 5/2/23.
Module # 12 (1.5 hours of time):	Week of April 30, 2023 Paperwork due to Mr. Tooker by 5/9/23.
Module # 13 (1.5 hours of time):	Week of May 7, 2023. Paperwork due to Mr. Tooker by 5/16/23.

Module # 14 (1.5 hours of time):

Week of May 14, 2023.

Paperwork due to Mr. Tooker by 5/23/23.

Module # 15 (1.5 hours of time):

Week of May 21, 2023.

Paperwork due to Mr. Tooker by 5/30/23.

(We need to utilize Memorial Day Weekend in order to get done on time.)

Module # 16 (1.5 hours of time):

Week of May 28, 2023

Paperwork due to Mr. Tooker by 6/6/23.

(We need to utilize Memorial Day Weekend in order to get done on time.)

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.

The Car Instruction Modules may not run exactly concurrently with your class time, especially if you are in the Sunday/Monday class.

Please try and stay on pace and adhere to the due dates.

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 January 15, 2023.

MV-285 Certificates will be issued during the week of June 25, 2023.