

2024 - 2025

DRIVER EDUCATION AT THE MELVILLE COMPREHENSIVE SCHOOL

Driver Education is a non-credit class that is offered to students at the MCS free of charge. Successful completion of the course allows students to get their Learner Driver Permit through in-class instruction and in-car practice drives. Two classes (Fall and Spring) will be run at MCS!

- 1) The student must be 15 by Sept 13, 2024.
- 2) Take your ID into any SGI Issuer and ask for an SGI Customer Number. Make sure you have identification. You will need a **BIRTH CERTIFICATE** and **another** piece of ID (Health Card, Status Card, Passport, etc.) You will be asked to provide an email address. Best to write it down for them so they can type it in properly.
Almost immediately, you will receive an email from SGI. This will have your mysgi activation code in it. Your mysgi account is **required** to write the exams. Set up your mysgi account within **15 days as it will expire** after that. **Make sure you write down your username and password**, so you do not forget them. (note: You do not need to get your learners before class. I will administer them approx. on the 3rd day of class for free)
HAVE YOUR MYSGI ACCOUNT READY FOR THE FIRST DAY OF CLASS.
- 3) Classes commence August 26 - 30, 2024 - until the required 30 hours of in-class instruction is met. The Learners online test will be approx. 1pm
 - Classes start at 9am. Half hour lunch break at 12pm. Please bring a bag lunch to eat in the classroom. Classes are done at 3:30pm.
- 4) You and your parent/guardian will sign the contract of Student Expectations.
- 5) You must have snap chat as the driving schedule will be posted there. Contact me on snap so I may add you to the group.
- 6) Saskatchewan Driver Handbook and pamphlets will be available on the first day of class. If you wish you can go to www.sgi.sk.ca to view. On their home page, select Learn to Drive. Under Drivers Guide, select Saskatchewan Drivers Handbook.
- 7) Attend class with paper, pen, highlighter and a great attitude!

Students can contact Suzy Gould at:

Cell phone: 639-590-5600 (text only)

Email: 123drivered@gmail.com

Dear Parents and Students,

Before I can administer a learner test;

- students must go to SGI with their **identification documents** (such as birth certificate, health card) and give SGI a **working e-mail address** this means you know your own password and username. You cannot use your parents account.
- SGI will give you a **customer number** which you will give to the Instructor. Make sure you give SGI an e-mail address that you know the username and password. Now you're ready to do your online testing.

The instructor will do a vision check and post this on your file. You must wear your glasses/contacts for this test. Learner's test means you passed your written, signs and vision check. (Failure to pass any three tests will delay your class 7 license.)

Once you pass your learners test, you **must have** a SIGNATURE FORM (18 and under or PROOF OF RESIDENCY FORM (19 and over) filled out and signed before SGI will validate your learners' license. Validate means you paid for them and are now legally able to drive with the supervising driver.

Once you pass the **written, signs and vision tests**, you must go to SGI with your identification documents (birth certificate health card) signature form or proof of residency along with \$25 and validate your learner's.

- SGI will look at your ID and paperwork. If you have everything in order, they will take a photo of you and give you a temporary paper license. (Your learner's license will come in the mail later, in approximately 2 weeks.) Now the instructor can drive with you.
- The minute you validate at 15 yrs, your nine-month waiting period will start counting down. After nine months of practice, are now 16 and have completed the Driver Education course, you can go for your class 5 drivers road test.

30 Hours In-class expectations.

- Class starts, August 26, 2024, Monday to Friday starting at 9am, half hour lunch at 12:00, and finish at 3:30pm. Have a prepared lunch. Do not be late.
- ARC will be implemented. A – action, R – reaction, C- consequence.
- Disruptive behavior will have you removed from the program.
- Not completing the driving education hours will have you removed from the program.
- You will be assigned a seat. You will be marked absent if you're not in your assigned seat.
- You will be given a Driver Handbook; they must be brought to every class. Bring highlighters, pens pencils.
- In case of severe weather and the buses are not running Drivers Ed will be cancelled for in-class and/ or in-car. Schedule is subject to change.

Driving In-car;

Students will drive one hour during the school sessions.

- Be on time.
- Where proper driving shoes, bring warm footwear, coats and gloves.
- Carry your validated license each time you drive.
- If you cannot make your driving time, find someone else to take your place. (Snapchat group to remain in contact with fellow students.)
- Have a good night sleep the night before you drive.
- Weather permitting, one day will be spent in Yorkton for driving.
- Shower, shave and shampoo before you drive. Please don't plaster on the perfume. Thank you.

Driver Education Student Code of Conduct

At the first session, Instructor inform students about all applicable driver education policies and procedures, classroom and vehicle rules and responsibilities, expectations of students and the discipline policy. Students are expected to adhere to this code of conduct at all times in the Driver Education Program. Failure to do so may result in the student removal of the program.

Eligibility

Driver Education is open to all students who are at least 15 years by Sept 13, 2024 and **attend high school**. All students must be signed up on MYSGI to be enrolled in the Driver Education Program.

Classroom Attendance Policy

Students are required to attend all scheduled classroom 30 hours. Students/Parents must inform the Instructor **24 hours in advance of any planned absences**. (I.e. specialist appointments, medical/family emergencies etc.) Students are expected to be on time for class or notify the Instructor about potential tardiness. If students do not provide instructors with a valid reasons for being late, their tardiness may be considered as an unexcused absence. **Instructors reserve the right to remove any student at any time with the program.**

****Before registering for the course, please consider part-time employment, team sports and other extracurricular activities that may create scheduling conflicts.**

In-Car Attendance Policy

Students are required to attend all 6 hours of Driver Education in-car lessons. Students must provide at least 24 hour notice to Instructors to cancel or reschedule in-car lessons **AND** find someone to switch their driving time with. In the event of illness or emergency, students/parents are asked to call/text and leave a message at 639-590-5600. Missing a scheduled drive will affect the length in time for the course to be completed. The student will be placed at the bottom of the list to get their course hours completed. A schedule will be left at the school with the secretary, posted weekly by the Library and posted on Snapchat.

**** Before registering for the course please consider part time employment, team sports and other extracurricular activities that may create scheduling conflicts.**

Disability and Medical Condition Information

Parents and students must disclose any disability or medical condition that may affect a student's ability to safely operate a motor vehicle. A medical information form will be provided on the first day of class. All disability and medical information is kept confidential.

Discipline Policy (Classroom and Vehicle)

If a student exhibits problem behavior in the classroom or vehicle, the instructor will discuss the problem with the student, reminding the student about behavior expectations and discipline policies that were outlined at the start of the course. If the problem behavior continues, the instructor will inform the student the consequence - **removal** from the Driver Education Program.

Removal from the Driver Education Program (Classroom and Vehicle)

If the student does not meet the minimum requirements of the Driver Education Program **or** is removed from the program, he/she will be required to take the Commercial Driver Education program with a recognized driver educator. Students that are 15 years of age will have their learners license cancelled and will not be able to continue until they meet the commercial driver education age requirement of 16 years of age.

*Commercial driver education consists of six hours in-class and six-hours in-car training at the students expense.

*Students 15 years old that have their learners cancelled will also restart the nine-month waiting period when they turn 16 years old.

Student Re-training

Students who have completed the driver education program will not be allowed to enroll in the program for a second time. Only students with special circumstances will be allowed to repeat driver education. Students who have not successfully completed **or** have been removed from the Driver Education Program will not be allowed to enroll a second time.

School Suspension or Dropping Out

Any student who is suspended or dropped out from his/her high school and/or is not permitted on school grounds will be subsequently removed from the High School Driver Education program. The student then would have to enter into the Commercial Program to complete the Driver Education Program.

Criminal Code Offences

Any student who has a Criminal Code conviction or has been served with a Criminal Code offence notice related to a motor vehicle will not be permitted to enroll in the driver education program. Any student who receives a suspension or is charged with a Criminal Code offence related to a motor vehicle while enrolled in the program will not be allowed to complete the Driver Education Program. Important note: All new applicants for Saskatchewan's drivers licenses must meet identity verification standards set out by SGI. Before writing the test to obtain a class 7 learners license, a student must present original identification documents to an SGI issuer to obtain a MYSGI account.

Student Evaluation Process

Classroom - To successfully complete the theory portion of this program, students must meet the minimum required attendance policy, take notes and complete all classroom test and assignments.

In-car - To successfully complete the practical component of this program, students must complete all six hours of in car training and meet all in car standards.

I, _____(name of parent/guardian), hereby acknowledge that I have read and understand the conditions for enrollment in the High School Driver Education Program, the course requirements and the conditions by which a learners license may be acquired and cancelled.

Students Name (print)_____

Students signature _____

Parent/Legal Guardian Signature_____

Date:_____