



# Driver's Education Registration Guidelines

## **Parent's Handbook**

## **Introduction to the Jefferson**

## **Parish Schools**

## **Driver's Education Program**

Please review the following Parent Introduction to the Jefferson Parish Schools Driver's Education Program with your child.  
The last page of this handbook must be signed by the Legal Parent/Guardian and the student before the student will be allowed to begin the 8-hour behind-the-wheel portion of the class.

# CLASSROOM INSTRUCTION

JPS Driver's Education Program Classroom Instruction will be offered for the Spring 23-24 Session: Westbank at John Ehret High School 4300 Patriot Street, Marrero

1. Parent and student must review the following presentation, sign the acknowledgment, and return it to the Driver's Education Instructor.
2. **The Student must have their Temporary Instructional Permit from the DMV for registration.**
3. Complete the online registration form, and payment, and turn in a copy of the TIP card for the student's seat to be guaranteed.
4. The **parent / Student will be notified via email** once the 30 hours of in-person class and 8 hours of behind-the-wheel training are complete and **the student has passed the program with a minimum grade of 80% in-person class** and **70% for the 8-hour behind-the-wheel portion of the class**, and the Certificate of Completion (COC) and Sealed envelope is ready for pick up. **The COC and sealed envelope will be available for pick up at 501 Manhattan Blvd., Suite 2200 Harvey, LA 70058, Monday through Friday between the hours of 8:00 AM and 2:30 PM. A photo ID is required for pick up.**
5. If at any time you have questions or concerns, please contact:  
Anne Early  
Community Programs Technician  
Anne.Early@JPSchools.org  
504-365-5368

# DRIVER'S EDUCATION SPRING CLASSES

- Classes will be held **March 9, 10, 16, and 17, 2024, 8:00 A.M. – 4:00 P.M. for 4 days.**
- **The State law requires perfect attendance for the 4 classes. No make-up classes are offered. If a student misses any class time, they will have to retake the class the following session.**
- The 30 hours of class time that is required by law is rigorous with classroom activity and testing. No electronic devices or phones will be allowed for use during classroom and testing times. Students are allowed a break per three hours of class time. Students may walk outside to use their phones at the assigned break time. A one hour lunch is allowed, however students must return to class at the assigned time. Anyone missing class time will have to retake the class the following session.
- Cheating is strictly prohibited. Any student found cheating will be immediately dismissed from the class and will be unable to return. NO REFUNDS will be issued when a student is found to be cheating.
- **Classes:** Students will be required to meet their teachers in the cafeteria on the first day of class at their designated school.
- **No one will call to remind you of classes**



## **WHEN IS DRIVER'S EDUCATION OFFERED?**

Driver's Education is offered four times a year: Fall, Winter, Spring, and Summer Sessions.

## **WHO CAN TAKE THE JPS DRIVER'S EDUCATION CLASS?**

State law says all students between the ages of 15 – 17 years old (students must be 15 years of age before the first day of class), currently enrolled in a local school/or home-schooled, and in at least the 8<sup>th</sup> grade can participate. All other requests will be reviewed.

## **IS DRIVER'S EDUCATION A CERTIFIED PROGRAM?**

The Jefferson Parish Schools Driver's Education Program is certified by the Louisiana State Department of Motor Vehicles.





## **WHAT ARE THE COURSE HOURS?**

This Driver's Education Program consists of 30 hours of in person classroom instruction, followed by 8 hours of Behind the Wheel Training once the student has passed the 30 hours of in-person class with a grade of 80% or Higher.

## **WHEN IS THE CLASS TAUGHT?**

Class dates and times will vary. Please contact the Office of Community Programs at 504-365-5368 or via email to [Anne.Early@JPSchools.org](mailto:Anne.Early@JPSchools.org).

## **WHAT CREDIT IS OFFERED FOR THE DRIVER'S EDUCATION CLASS?**

The student will receive  $\frac{1}{2}$  credit Carnegie unit for successfully completing the 38-hour program with a passing grade of 80% or higher in-person portion of the class, and 70% or higher for the behind-the-wheel training portion of the class as required by the State of Louisiana OMV.

## ARE THE TEACHERS CERTIFIED?

Yes, all of the JPS instructors are certified by the State Department of Motor Vehicles and have a High School Teaching Certificate in the State of Louisiana.

## WHAT IS A CERTIFICATE OF SUCCESSFUL COMPLETION?

It is the document given to each student upon successful completion of the program. Certificates must be picked up at 501 Manhattan. Once all paperwork has been verified, parents will receive an email for pick-up. Students are given two copies of the certificate. One for your records and the envelope copy for DMV. If it is necessary for us to research our files for a certificate, there is a \$15.00 charge.



## HOW DO I MAKE PAYMENT?

Once the online registration form is completed, and the TIP card has been emailed to the Office of Community Programs, an email will be sent to the email address on the registration form with the **link to School Cash Online** for payment. For any NSF payments, the student will be held from completing the Behind the Wheel Training until the NSF is cleared.

## WILL THE STUDENT RECEIVE A GRADE FOR THIS CLASS?

Yes, based on participation, test grades, and driving accomplishment. The State requires a class grade of 80% and a Behind the Wheel Instruction grade of 70% to pass the course. A pass/fail will be sent to the student's current school. IF THE STUDENT DOES NOT PASS CLASSROOM INSTRUCTION, THEY WILL NOT BE ALLOWED TO DRIVE. **A refund will not be issued for the driving portion of the class. The student may retake the classroom portion of the class during a later session at an additional cost, with the cost of the driving portion carrying over.** *All notifications concerning the student's class progress including failures, will be sent via the email address left at the time of registration.*

## HOW DOES THE SCHOOL GET THE STUDENT'S GRADE?

The Community Programs Technician for the parish will send the Certificate of Successful Completion to the student's school so the credit can be applied.

## IS THERE A DRESS CODE?

Students are not required to wear their school uniform, however, they are required to follow the JPS dress code while attending Driver's Education classes.

# CAN STUDENTS USE CELL PHONES DURING CLASS?

JPS policy allows electronic devices to be brought to class but prohibits the use of them during classroom instruction. Any student breaking JPS policy may be released from the program and will forfeit any fees paid.

## WHAT ABOUT DISCIPLINE?

Students will follow the same rules you follow during day school. Discipline problems will be released from the program without a refund. Please note that foul language will not be tolerated.



## WHAT ARE THE CLASSROOM ACTIVITIES?

The class consists of notes, lectures, DVDs, and testing. Students are required to keep notes and take tests nightly. **Examples of class:** Signs, Signals, Markings, The Right Rules of the Road, knowing your car, starting, steering, stopping, basic driving skills, turning and parking and all State of Louisiana driving regulations.



## WILL THE STUDENT NEED A PERMIT FIRST?

The parent will need to take the student to the DMV to get the **Temporary Instructional Permit (TIP)**. Student registration will not be complete without the TIP Card. Appointments must be made with the DMV to get the TIP Card. Go to [www.expresslane.org](http://www.expresslane.org), then select Book Appointment.

**The student will need** Original Birth Certificate, original SS Card, school ID, a parent with a current state ID, or driver's license.

## DOES STUDENT NEED AN ENROLLMENT FORM?

The Student Enrollment Form is no longer required by law. If the OMV is requesting it please have them call the State Department of Motor Vehicles at 225-925-1795.

## WHOSE CAR WILL THE STUDENT USE FOR BEHIND-THE-WHEEL TRAINING?

Jefferson Parish Schools provides the vehicle. The school system is fully insured for both the car and the student while participating in the 8-Hour Behind the Wheel Training.



# WHAT IS THE MINIMUM AGE TO GET A DRIVERS LICENSE?



The minimum age to get a Class E Driver's License is sixteen in the state of LA, only after the required 6 months on the learner's Permit have been completed. All minors have a 6 P.M. to 5 A.M. driving restriction. A minor in Louisiana is an unmarried person under the age of eighteen **WHO IS NOT JUDICIALLY EMANCIPATED.**

## CAN MY CHILD GET A LEARNER'S PERMIT?

Yes, but the 38-hour Driving Course must be completed and passed before the student can obtain his/her permit. Drivers are restricted to having only one other person in the vehicle when driving and that person must be a licensed adult at least twenty-one years of age, and seated in the front seat.

## **IF THE STUDENT ALREADY HAS A LICENSE, DOES HE/SHE HAVE TO DRIVE FOR EIGHT HOURS?**

*Yes, completing the 8-hour driving portion is required by the State to receive the completion certificate.*

## **WHAT HAPPENS IF A STUDENT CANNOT COMPLETE THE CLASSROOM OR DRIVING DUE TO A PERSONAL AND/OR UNEXPECTED SITUATION?**



*No refunds will be issued. The student must reschedule classroom instruction or Behind the Wheel training for credit and receipt of your Certificate of Successful Completion.*

*\*If for medical reasons a copy of the doctor's note must be presented before student will be allowed to reschedule classes or behind the wheel training.*

# HOW DOES THE STUDENT KNOW WHEN THEY WILL DRIVE?

*After classes are completed the instructors will notify the student of their designated driving time (based on previously arranged criteria) and where they will meet the instructor. **It will take the instructors 3 months from the end of classroom instruction to drive all students.***

# WHERE WILL BEHIND-THE-WHEEL TRAINING TAKE PLACE?

*Behind the Wheel Training will include driving in parking lots, subdivisions, expressways, bridges, and possible city driving.*



## CAN ALL EIGHT HOURS BE DRIVEN AT ONE TIME?

No, according to state guidelines, it must be divided into three or more sessions.



## DRIVER'S ED. COURSE INCLUDES THE OMV WRITTEN TEST:

Students will be given the completed test to take to the DMV in a sealed envelope. This envelope must remain sealed or the DMV will not accept it.

## WHAT IS NEEDED TO GET A TEMPORARY INSTRUCTIONAL PERMIT (TIP CARD), PERMIT OR LICENSE?

Appointments must be made with the DMV to get the TIP Card or license. Go to [www.expresslane.org](http://www.expresslane.org), then select Book Appointment.

### **15 – 17 years old**

- 1) Birth Certificate (original)
- 2) Social Security Card (original)
- 3) School ID
- 4) Parent – The parent must have a current state picture ID or Driver's License

### **18 years or older**

- 1) Birth Certificate (original)
- 2) Social Security Card (original)
- 3) 2 proof of residence or current state picture ID

# AFTER THE 38-HOUR COURSE WHO WILL GIVE THE BEHIND-THE-WHEEL DRIVING TEST

The DMV no longer administers the Behind the Wheel Road Skills Driving Test. They have contracted with Third Party Testing Agents that will complete the test assessment. We have several teachers that are Third Party Testing Agents or you can google LA TPT to get a list of TPT Agents.

The **\$40 Fee for the TPT** is **not included** in your **38-Hr. Driver's Ed. Course** and must be paid to the testing agent.

## Jefferson Parish Schools Licensed Third-Party Testing Agents

|               |              |                 |              |
|---------------|--------------|-----------------|--------------|
| Anne Early    | 504-491-0546 | Marlene Sisto   | 504-343-8986 |
| Billy Lagasse | 504-313-8653 | Juanita McGowan | 504-214-2460 |
| Joy Landry    | 504-259-9606 | Wilmer Rivas    | 504-710-1888 |



THE **LOUISIANA CERTIFICATE OF COMPLETION**  
IS ONLY GOOD FOR 5 YEARS FROM THE DATE OBTAINED  
**Please go to the DMV for a permit or license as soon  
as the course is completed.**

# CLASS RULES AND REGULATIONS

PARENTS, PLEASE REVIEW THESE RULES WITH THE STUDENT



- 1) Students are expected to follow all JPS school policies/rules.
- 2) Student is required to “attend” all 30 hours of in-person classroom instruction.
- 3) No foul language or disrespect to teachers or other students will be tolerated.
- 4) Aggressive behavior will constitute immediate dismissal.
- 5) Students are not required to wear school uniforms; however, appropriate clothing is required. No see-through/low-cut blouses. This type of clothing is considered distracting.
- 6) Student notes and tests are not to be copied and are the property of Jefferson Parish Schools.
- 7) Students can be immediately dismissed from the program if found breaking rules from the first day until the last hour of Behind the Wheel Training. Parents will be contacted and students will receive no grade and no refund will be given.



# WANT TO DRIVE IN LOUISIANA

**Louisiana has a three-stage licensing for minors. All of the following are required:**

- Obtain TEMPORARY INSTRUCTIONAL PERMITS – Any persons interested in taking Driver's Education courses must obtain a Temporary Instructional Permit (TIP) from the Office of Motor Vehicles before they can begin the course.
- Anyone 17 or younger must complete the 30 hours of classroom instruction and 8 hours behind the wheel driving instruction approved high school or commercial driver education course and present Certification of Successful Completion to the DMV when applying for a license.
- Pass the visual examination at DMV.
- Parent/Guardian **must** have a current ID/Driver's License with the same address as the student.





## Stage 1: LEARNER'S PERMIT: Ages 15 or 16

- ✓ Authorized to drive with a licensed adult 21 years or older or sibling at least 18 years of age.
- ✓ Must maintain learner's license for a minimum of 180 days and cannot advance to intermediate stage until attainment of 16<sup>th</sup> birthday.



## Stage 2: INTERMEDIATE LICENSE: Age 16

Must complete Stage 1, the Learner's Permit requirements & pass the Behind the Wheel driving test.

- ✓ Effective 1/1/2011 no application shall be issued a Class "E" Intermediate License **unless** a signed statement by the parent/guardian is provided to the department attesting that the applicant has a **minimum of fifty hours behind-the-wheel driving experience** with a licensed parent, guardian or adult over 21 years of age. **Fifteen of those hours must be night time driving.**
- ✓ Prohibited from driving between the hours of 11:00 p.m. – 5:00 a.m., unless accompanied by a licensed adult at least 21 years of age or a sibling at least 18 years of age. Between the hours of 6:00 P.M. and 5:00 A.M. an intermediate license may not transport more than one passenger under the age of 21 years of age that is not a member of the immediate family.
- ✓ Must be maintained until attainment of 17<sup>th</sup> birthday.

## **Stage 3: FULL LICENSE:** Age 17

May select Learner's Permit to obtain more driving experience behind the wheel.

- ✓ Must have completed Stages 1 and 2 OR
- ✓ **Must be at least 17 years of age prior to application for first license.**
- ✓ A State of Louisiana Class E Learner's License holder must be accompanied by a licensed driver. This restriction is removed when the license holder passes the on-the-road driver test.



### **When you applying for your license:**

Original or certified copy of birth certificate, social security card, student's school picture ID and Certificate of Successful Completion in sealed envelope with completed OMV written test and if the student has completed the Third Party Behind the Wheel test, the completed sealed envelope. Parent of student must be present with current LA ID or drivers License with the same address as the student. Car must have current inspection tag, current license plate sticker, certificate of registration and certificate of insurance coverage. Licenses are good for 6 yrs.

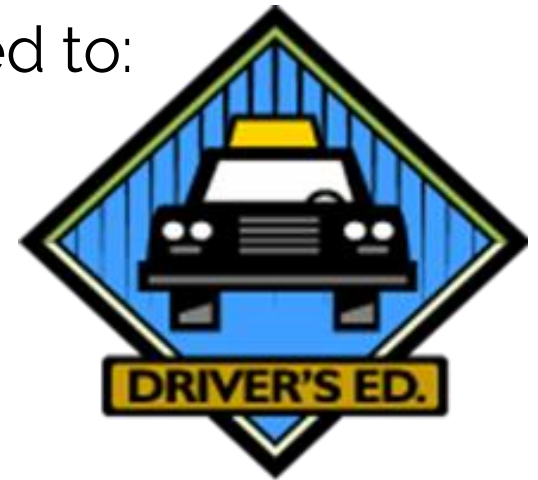
### **FEE at the DMV:**

**Temporary Instructional Permit** \$32.25    **Learners Permit** No fee    **Regular License** \$32.25

**If you have any question or concerns please contact  
Jefferson Parish Schools, Driver's Education Program at  
(504) 365-5368.**

Any grievance(s) not resolved by the school may be forwarded to:

Department of Public Safety and Corrections,  
Public Safety Services, Office of Motor Vehicle  
Attn.: Training and Certification Unit  
P.O. Box 46886  
Baton Rouge, LA 70896-4886



Parents:

You have completed the parent informational portion of the registration procedure.

**Next:** Complete the student registration form. **Participation is not guaranteed until the TIP Card has been received by the Office of Community Programs and the fees have been paid in full.**

*Thank you for choosing the Jefferson Parish Schools Driver's Education Program*





Jefferson Parish Schools  
Spring 23-24 Driver's Education  
Parent & Student Procedures and Policies

## ACKNOWLEDGMENT

We hereby acknowledge that we have read the Driver's Education Procedures and Policies for Parents and Students.

We agree that \_\_\_\_\_ will be held accountable for all rules  
and regulations.

Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date