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ISD 728 Community Education would like to thank you for becoming part of our team. Your role as an instructor is extremely important in fulfilling the following missions:

**Community Education Mission**
Building community through citizen involvement and lifelong learning.

**Elk River Area School District Mission**
Our mission is to educate, inspire & empower our diverse learners to shape their futures, to accomplish their dreams and to contribute positively to our local and global communities.

This handbook is a tool to support your students and your success in the classroom. Information will not only help you to navigate the system, it will also ensure consistent promotion of the ISD 728 Community Education philosophy. Please read this handbook carefully and do not hesitate to contact us at any time with questions. Community Education staff are here to help you throughout the process. It is our goal to provide the tools you need to offer a class of excellence. Thanks for your contributions!

**Purpose of ISD 728 Community Education**
ISD 728 Community Education provides quality lifelong learning opportunities for every member of our community and offers a comprehensive array of classes, activities and programs. We offer one-night courses, or longer learning experiences. You’ll find high quality Early Childhood Family Education and School Readiness Preschool programs for the youngest learners, elementary and middle school enrichment, arts or recreation program offerings, swim lessons and aquatics programs, and quality before and after school enrichment with child care (EdVenture Club) at our public elementary schools.

We also provide interesting and challenging learning opportunities for adults, including a wide variety of self-improvement courses to broaden experiences and make life more interesting. We offer programs for adults with disabilities, Adult Basic Education, English as a Second Language, GED preparation, a wide variety of online learning opportunities for both leisure and professional development, and on-site training for businesses.

Our staff is constantly recruiting new instructors and searching for new topics to offer our thousands of ISD 728 lifelong learners.
CONTACTS & STAFF

Community Education Office
763-241-3520
communityed@isd728.org

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Aquatics Coordinator
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Volunteer Coordinator
Becky Hanson
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rebecca.hanson@isd728.org

Building Supervisors
A building supervisor will be on-site during your class (exceptions are daytime classes at the Handke Center and some after school classes where EdVenture Club is located). The building supervisor is there to assist you and answer questions; they will not be in your classroom, but are available throughout your use of the facility. If you need to contact the building supervisor during your time in the building, you may reach them at the following cell phone numbers:

Elk River HS  763-286-4772
Handke Center  763-286-5134
Hassan Elem  763-286-7860
Lincoln Elem  763-286-5831
Meadowvale Elem  763-286-5844
Otsego Elem  763-286-6213
Parker Elem  763-286-6690
Prairie View Elem/MS  763-500-2138
Rogers HS  763-286-6856
Rogers MS  763-286-7082
Rogers Elem  763-286-8418
Salk MS  763-286-7133
Twin Lakes Elem  763-274-8328
VandenBerge MS  763-286-7257
Westwood Elem  763-286-7154
Zimmerman MS/HS  763-286-7512
Zimmerman Elem  763-286-7765

Visit our website! www.728communityed.com
INSTRUCTOR

Responsibilities as an Instructor

• Provide participants the opportunity to develop new skills and discover new talents; build confidence, courage and competence.

• Be a positive role model. Stay positive in any situation and make the student experience excellent. Resolve any issues after class and with the appropriate Community Education staff.

• Promote understanding of different learning styles and embrace diverse perspectives.

• Create opportunities for students to problem solve, reflect, communicate, take responsibility, self-direct and be resourceful.

• Read all materials provided by Community Education in a timely manner.

Instructor Qualifications

• A passion for lifelong learning.

• Experience and/or expertise in a specific course area, or knowledge and extensive understanding of subject area.

• Ability to develop and teach a class that encourages students to expand their overall knowledge and abilities through the exploration of a topic or interest area.

• Ability to create engaging curriculum and activities which support the Community Education and District missions.

• Organizational skills.

• Communication skills and ability to share information clearly and effectively with diverse learners.

• Supervision and behavior management.

• Effectively lead a classroom and serve as a positive role model for the youth in the community.

• Promote programs and draw students, building a client base for your classes and Community Education.

Public Relations

• All staff and other designees are representing Community Education as well as the entire School District. We expect all to be good ambassadors.

• If a student has questions you cannot answer, or any complaints that arise, direct them to Community Education. Give our office hours and phone number when possible.

Instructor Agreement

• All instructors must sign an Instructor Agreement prior to the start of their class; it is your responsibility to check the agreement for accuracy prior to signing and returning to the Community Education office. Instructor agreements will be emailed to you after the seasonal brochure that includes your class(es) is distributed.

IS MY CLASS A GO?

• Registrations are taken up to 3 business days prior to the start of class for most classes/activities. On occasion we may take registrations up to the start date of the class.

• Enrollment is reviewed one week to 3 days prior to start date. At that time, we will determine whether the class has met the minimum enrollment to run.

• All of our classes are self-supporting. Community Education sets the minimum enrollment for each class and reserves the right to hold a class that is small and that may not meet your desired minimum; cancelled classes hurt the entire program, both today and in the future.

• If a class is cancelled due to low enrollment, the program coordinator you have worked with will contact you.

• If a class is a “go,” the class roster and supplies (if applicable) will be delivered to you by the building supervisor or site leader at the class site.

• All instructors must sign and return an Instructor Agreement prior to the start of their class; it is your responsibility to check the agreement for accuracy prior to signing. Instructor agreements will be emailed to you after the seasonal brochure that includes your class(es) is distributed.
On-Site Staff

• Either a District 728 Building Supervisor or Extended Day Site Leader (for after school classes) is on duty to oversee activities in the building. They will open doors, assist with room set-up, post signs, handle emergencies, give directions, provide security and public relations, and assist in returning the room to proper order.

• If the Building Supervisor or Site Leader is not available at the end of class, the instructor should attempt to locate him/her, put items away, turn off lights, close the room door, and leave items by the door or at the Building Supervisor/Site Leader table.

Instructor Expectations

1. Arrive at least 15 minutes prior to your scheduled starting time and be prepared for your students to arrive.

2. Check in with the building supervisor or site leader immediately.

3. Greet and welcome all students. Create a warm and friendly atmosphere.
   • Thank students and let them know that this course is offered through ISD 728 Community Education.
   • Ask students to introduce themselves; this will promote social connections and build community.
   • Suggest at least one other Community Education course your students might be interested in.

4. Take attendance immediately.
   • A class list of all registered participants is provided to the instructor by Community Education.
   • Attendance must be marked by the instructor. Lists may contain personal information and should not be shared or available to students or others; do not pass the lists around or have students sign in on the list.

Instructor Expectations (continued...)

• If class is more than one session, keep attendance information for use during all sessions, but notify the CE office immediately of changes.

• Mark attendance each day. Any absent students in the after school youth classes will be called by the building supervisor/site leader to confirm their whereabouts.

• Turn in your class list to the Building Supervisor or the Community Education office when all sessions are completed.

• We ask that you do not contact students unless it has been cleared through our office.

5. Walk-in registrations? All registrations will be completed through the CE office in advance of attendance (unless otherwise noted). Walk-ins or payments at the door are not allowed for any class, unless otherwise specified.

6. If a student claims to have registered, and they don’t appear on the class roster:
   • Allow them to remain in class if there are enough supplies to allow for an additional student.
   • Record the student’s name, address and day phone number.
   • Call 763-241-3520 the next day with the student information.
   • If the participant is a child, ask the building supervisor to call the family immediately so they know where the child is, what time the class ends, and confirm the child has transportation.

Student Tracking for After School Classes

If a student is missing for classes scheduled immediately after school, contact the site leader/building supervisor to assist in determining why the student is absent.

• They will check with the office to see if the student missed school or left early.

• If necessary, they will call the parent to see if the parent knows the student’s location.

• The site leader and/or building supervisor will make every effort to locate the absent student and work with the family until they and the parents know the student’s location.
Confidentiality
Any and all student, staff member, or family information is considered confidential and given out on a need-to-know basis. This includes personal information as well as addresses, phone numbers, etc. Students should not be interviewed or contacted by outside entities without prior approval.

Photos
No photos can be taken by an instructor for personal or program use. All photos must be taken by designated CE staff.

Schedule
- Classes must start and end on time for customer satisfaction as well as facility scheduling.
- Building Supervisors and instructors will arrive for set up 15 minutes before the start of each class, unless otherwise arranged. Instructor can stay up to 15 minutes for tear down at the end of each class.
- Any changes to the regularly scheduled class time must be communicated to the Community Education office as soon as possible and prior to notifying students. We will attempt to reschedule the class. In general, anytime we make a change, student contact will be the responsibility of Community Education.

Classroom Use Information and Policies
Community Education has developed a strong partnership with each school. Together, we want to provide the best environment for all and continue to maintain a positive relationship. Please be respectful and work to maintain the good relationship and team environment that has been established.
- Each school has letters or numbers identifying the outside entrances. Assigned entrances for classes are publicized in advance; many times this is the only unlocked entrance.
- If there was a problem with the facility, please let us know.

Classroom Use Information and Policies (continued...)
- Please be considerate of the school day staff and students’ spaces and any projects and materials that may be there. Be sure to return the room to the condition in which you entered the space.
- Classrooms will be open approximately 15 minutes prior to class starting time, unless you requested an earlier arrival time.
- Only use empty space on whiteboards. Do not erase anything already written on the board. When finished, erase and clean area of board you used.
- Provide your own supplies (markers, paper, chalk, pencils, etc.). These supplies can be requested on your class proposal form.
- The teacher’s desk is personal property and should not be used.
- Computers in the room are only to be used if previous arrangements have been made for use during the class.
- No food or drink is allowed in carpeted areas of schools or where posted.
- Equipment requests must be on your original class proposal form. This includes TV/DVDs, laptops and projectors, etc. Please do not disturb audio-visual equipment in the classroom.
- Note the condition and arrangement of the room prior to start of use. If you rearrange desks, tables, chairs, etc., return them to their original position after use. If you have a phone with a camera, take a picture to help you remember.
- Items in the room (computers, textbooks, etc.) should be left alone and in their original location.
- Damage – you must report any damage that occurs during your use of the facility and/or equipment to the program coordinator immediately. Please be sure to inform the building supervisor and leave a note for the classroom teacher to explain the issue. After being notified, Community Education will work to replace/fix any damage as soon as possible.
AFTER CLASS

• Return the class roster to the building supervisor/Community Education office after the last session of the class (if more than one session).

• If applicable, return any completed evaluation forms to the building supervisor.

GETTING PAID

Instructor Agreement:
All instructors must sign an Instructor Agreement prior to the start of their class; it is your responsibility to check the agreement for accuracy prior to signing and returning to the Community Education office. Instructor agreements will be emailed to you after the seasonal brochure that includes your class(es) is distributed.

District Employee
1. Individuals hired by Community Education at an assigned hourly pay rate are considered district employees.

2. Rate of pay is determined by your agreement with the program coordinator.

3. District employees will use True Time for hours worked. Payroll is issued on the 5th and 20th of each month (dependent upon weekends/holidays); to receive a list of actual pay dates, contact the program coordinator.

4. Federal law requires all employee hours work be submitted via True Time within 30 days of hours worked.

5. You will not be paid until True Time is submitted.

Paperwork for District Employees
• After offer and acceptance of employment, you will be notified by the District Office if a background check is required. CE will conduct background checks on all employees that work alone with children and vulnerable adults/people. If a background check is required, CE must wait for the background check to clear before allowing the person to work.

• If no background check is required or the background check has been completed and cleared, you will then be contacted by the District Office to schedule an appointment to complete necessary employee/payroll paperwork.

• All employee paperwork must be completed in person at the District Office prior to working.

• All employees will use True Time to track hours.

• Direct deposit is mandatory for all district employees; therefore, payment will be made to you through the direct deposit process.

• It is your responsibility to submit your time via the True Time system.
Independent Contractors

1. Community experts, vendors and most non-district employees are considered independent contractors and paid on contracts for services pending the program requirements and design.

2. If you are not being paid on a timesheet via True Time, you are considered an independent contractor.

3. Payment amount is pre-determined by the program coordinator. This rate is determined at the time of class confirmation.

Payment to Independent Contractors

- CE may conduct background checks on independent contractors that work alone with children and vulnerable adults/people. Even if you have a cleared background check from the company you are working for, Community Education may also conduct a background check and/or require an insurance certificate of liability. You will not be able to start work until this process is completed. If a background check is necessary, you will be contacted by the District Office via email with the necessary information.

- Independent Contractors must submit an invoice for payment. It is your responsibility to submit an invoice in a timely manner. No reminders will be sent from CE for independent contractor compensation. Information to be included on the invoice includes (this information can be found on your instructor agreement):
  - Name of vendor/independent contractor
  - Date of invoice
  - Name of class & ID
  - Date(s) of class
  - Location of class
  - Detailed explanation of charges (instructor fee, etc.).
  - Amount of charge/fee
  - Information on where to send payment

Payment to Independent Contractors (continued...)

- Payment for invoices received will be approximately 2-4 weeks after receipt of invoice.

- Each fiscal year (July-June) independent contractors will be required to submit a W-9 verifying status and tax ID numbers.

Where/How to Submit Invoices

- Mail them to:
  Community Education
  1170 Main Street, Elk River, MN 55330
  Attention: Operations

- Drop them in the drop box by Door 5 at the Handke Center (24/7)

- Fax them to 763-241-3521 (attention: Operations)

- Email them to pauline.knox@isd728.org
**Personal Illness**
If you have to cancel a session due to illness or for personal reasons, it is your responsibility to notify the program coordinator or the Community Education office prior to the class with enough time to contact all students.

**Weather Cancellations**
The fastest way to find out if your class is cancelled due to weather is by visiting the Community Education website at www.728communityed.com or our Twitter feed (@CE728Alert)--updated weather cancellation information is provided in both places as soon as cancellation decisions are made.

Any cancellations of the entire school day due to weather (and therefore cancellation of CE activities and classes) will be announced on WCCO Channel 4, WCCO 830 AM, KSTP TV Channels, KARE TV Channel 11, KMSP/FOX Channel 9 and provided to WQPM radio (106 FM or 1300 AM), and BOB FM radio. In the event of school cancellation, all Community Education classes will also be cancelled, including regular EdVenture Club; inclement weather EdVenture Club will still be open.

During the course of a school day, if the weather becomes a significant safety issue and a decision is made to have an early dismissal, the notification systems described above will be immediately implemented. If school is dismissed early, all CE activities and classes are cancelled.

For weather cancellations on days K-12 schools are not in session and there are Community Education programs scheduled, check the Community Ed website or twitter feed for cancellation information.

**Make-Up sessions**
The usual procedure for make-up sessions is to extend the class an extra day/week; however that is not always possible. Other arrangements can be made, but they must be coordinated and approved by the program coordinator.

**Registrations and Refunds**
1. All registrations will be completed through the CE office in advance of attendance.
2. Walk-ins or payments at the door are not allowed for any class, unless otherwise specified.
3. Registration and attendance information is kept by Community Education on all participants.
4. If classes are full, we take a waiting list and honor that first if openings occur.

**Satisfaction Guarantee**
Community Education guarantees customer satisfaction with any class or activity. If the customer is not satisfied with their experience, they may contact the Community Education office at 763-241-3520.

**Student Expectations**
Students are expected to be respectful, safe and cooperative. Students and staff who display the following behaviors may be jeopardizing their right to stay in a program:

- Behavior that is physical, aggressive and/or dangerous towards self, other children or staff
- Language or gestures that are perceived as harassing, threatening or degrading to others
- Behavior that damages school property
- Behavior that is sexual in nature
- Inability to function cooperatively

Please report any problems with students to the Community Education office.
Spectators and Volunteers

- Spectators and volunteers are not allowed unless arranged in advance with Community Education. If extra assistance is needed in class, please inform your Community Education contact.

- If non-registered people are encountered and it is not an error in registration, please ask them to leave immediately. The Building Supervisor can assist them in finding a phone if needed.

- Do not allow a parent, older student, child or other person to “just stay and help,” or to “just wait quietly” at the class. This is a safety and security issue.

- Please feel empowered to speak to parents, siblings, or spectators.

Tobacco and Alcohol

ISD 728 has a no-tolerance policy. These items are not allowed in the buildings, in the parking lot or on school grounds.

American with Disabilities Act: Serving Students with Special Needs

ISD 728 Community Education is required to reasonably accommodate all District 728 students. All efforts will be made to make reasonable accommodations; however at times it is not reasonable to serve the needs of a student in a specific program. CE will determine if a student can be accommodated.

Course Evaluations

- Course evaluations may be distributed at the end of the class, or sent electronically to participants by the Community Education office after the class.

- If applicable, evaluation information will be facilitated by the instructor or building supervisor at the end of the final class.

- Community Education staff or Advisory Council members may make unannounced visits of a class for evaluation purposes.

- Community Education staff will follow through on all student concerns or complaints and share information with instructors when appropriate.
SAFETY & SECURITY

In case of an emergency, dial 911.

For non-emergency police calls, contact:
- Elk River 763-635-1200
- Otsego (Wright County Sheriff) 763-682-1162
- Rogers/Hassan 763-428-3450
- Zimmerman (Sherburne County Sheriff) 763-765-3500

Be Prepared
In case of an emergency, students will look to you for direction. Before class be sure to check the location of exits, telephones and building maps inside each classroom that indicate your exit and tornado safety areas. The building supervisor or site leader will assist in building emergencies and will provide direction.

911
If you have a classroom emergency and must call 911, you are encouraged to do so. Stay with your class and send another adult (or two youth students) if appropriate to inform the building supervisor, site leader or custodian.

Latex Free
ISD 728 has a latex-free policy; no latex allowed in buildings (i.e. balloons, gloves, etc.).

Mandated Reporting
Any employee or agent of the district who knows or has reason to believe a child is being neglected or physically/sexually abused (or has been within the preceding 3 years), will immediately report the information to the local welfare agency, police department, or the county sheriff.

- Reporting is completed by the employee/agent with continued consultation and support provided by Community Education to ensure completeness and the privacy of the process.
- An oral report to be made immediately within 24 hours, by phone or otherwise to the appropriate authorities (police/sheriff office phone numbers listed on this page).
- A written report is to be completed within 72 hours by the reporting person. This form is available through the district. Reporting information is confidential; do not inform parents of the report.

Weapons
Any person bringing an instrument to the program that could be perceived as a weapon (including all firearms, whether loaded or not, knives and explosives – either look alike or real) will be immediately suspended from the program in accordance with MMS 121A.40-121A.56. Depending on the incident, the person may be dismissed from the program. Play that is violent in nature, including making and/or pretending to have any type of weapon, is not permissible.

Visit our website! www.728communityed.com
Emergency/Crisis Procedures for Instructors During a Lockdown

If an administrator is not present in the building, the following staff (in this order) are responsible for streamlining information:
~ Custodian on duty
~ Building supervisor
~ Community Ed site leader

### GENERAL SAFETY PROCEDURES DURING A LOCKDOWN

A lockdown may be called for a threat that is in the school, outside the school, at a neighboring school, and/or nearby in the community.

*If you can safely do so, you and your students should evacuate from the building during a crisis situation. If you are unable to safely evacuate, please follow the guidelines below.*

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<td>Announcement</td>
<td>• An intercom announcement or instruction will be made from the building supervisor, custodian and/or CE site leader.</td>
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<tr>
<td>Classroom Doors</td>
<td>• Should always be kept locked.</td>
</tr>
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<td></td>
<td>• Doors will remain in the locked position even when in use, for ease of securing them during emergencies.</td>
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<tr>
<td>Exterior Doors</td>
<td>• Should never be propped open.</td>
</tr>
<tr>
<td></td>
<td>• Buildings are kept locked on non-school days/weekends with only designated exterior doors unlocked.</td>
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<tr>
<td>Windows</td>
<td>• If possible to do so without putting you or your students in danger, blinds/curtains should be shut during a lockdown emergency.</td>
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<tr>
<td>Classroom</td>
<td>• Shut classroom lights off.</td>
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<td>• Move everyone to a safe location, away from outside windows, or doors w/windows.</td>
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<td></td>
<td>• Keep quiet.</td>
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<td></td>
<td><em>The goal is to make the classroom seem empty (if you are unable to evacuate).</em></td>
</tr>
<tr>
<td>Incident Reporting</td>
<td>• All emergency situations should be reported to the district staff on duty (custodian, building supervisor, site leader) when possible.</td>
</tr>
<tr>
<td></td>
<td>• Never hesitate to call 911 if necessary.</td>
</tr>
<tr>
<td>Release of Students during emergencies</td>
<td>• Instructors should stay with their class until emergency or district personnel state otherwise.</td>
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<tr>
<td></td>
<td>• Stay in lockdown position until the all clear is given by a person in charge (law enforcement, principal, custodian, building supervisor, site leader).</td>
</tr>
<tr>
<td></td>
<td>• Students cannot be released under any emergency circumstance unless cleared by the law enforcement in conjunction with district staff.</td>
</tr>
<tr>
<td></td>
<td>• Parental sign out may be required (if applicable), but only after approved by law enforcement or district staff.</td>
</tr>
<tr>
<td>Fire Alarms During Lockdowns</td>
<td>• DO NOT evacuate the building if fire alarm sounds, unless law enforcement or the fire department directs you to do so, or you witness, or are in danger from an actual fire.</td>
</tr>
</tbody>
</table>

*Remain calm and focused on safety for yourself and others!!*
### SAFETY & SECURITY

**Emergency/Crisis Procedures for Instructors During Severe Weather**

If an administrator is not present in the building, the following staff (in this order) are responsible for streamlining information:

- Custodian on duty
- Building supervisor
- Community Ed site leader

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#### GENERAL SAFETY PROCEDURES DURING SEVERE WEATHER

<table>
<thead>
<tr>
<th>Section</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Announcement</strong></td>
<td></td>
</tr>
</tbody>
</table>
  • An intercom announcement or instruction will be made from the building supervisor, custodian and/or CE site leader.  
  • Or, community severe weather sirens will sound.                                                |
| **Shelter Area** |  
  • Determine where pre-designated tornado shelter areas are; this information is indicated on a map posted in classroom. |
| **Students**     |  
  • Gather all students and lead them to shelter area.  
  • Take class attendance list with you. Take attendance once in shelter area – count students.  
  • If appropriate, direct students to “duck and cover.”                                          |
| **Shelter Area** |  
  • Once inside shelter area, close all doors and windows, if time permits.  
  • Remain in shelter area until “all clear” is given over the PA system.                         |
| ** Incident Reporting** |  
  • All emergency situations should be reported to the district staff on duty (custodian, building supervisor, site leader) when possible.  
  • Never hesitate to call 911 if necessary.                                                       |

*Remain calm and focused on safety for yourself and others!!*
Emergency/Crisis Procedures for Instructors During Fire

If an administrator is not present in the building, the following staff (in this order) are responsible for streamlining information:

- Custodian on duty
- Building supervisor
- Community Ed site leader

<table>
<thead>
<tr>
<th>GENERAL SAFETY PROCEDURES DURING FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Announcement</strong></td>
</tr>
<tr>
<td>• An intercom announcement or instruction will be made from the building supervisor, custodian and/or CE site leader.</td>
</tr>
<tr>
<td>• Or, fire alarms will sound.</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
</tr>
<tr>
<td>• Determine where the closest exterior door is, and an alternate route, as indicated on maps posted in classrooms.</td>
</tr>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td>• Gather all students and lead them out of the building.</td>
</tr>
<tr>
<td>• Take class attendance list with you. Take attendance once you have exited the building – count students.</td>
</tr>
<tr>
<td>• Keep students with you until released to parent.</td>
</tr>
<tr>
<td><strong>Return to building</strong></td>
</tr>
<tr>
<td>• Remain outdoors until “all clear” is given by fire department or district staff.</td>
</tr>
<tr>
<td><strong>Incident Reporting</strong></td>
</tr>
<tr>
<td>• All emergency situations should be reported to the district staff on duty (custodian, building supervisor, site leader) when possible</td>
</tr>
<tr>
<td>• Never hesitate to call 911 if necessary.</td>
</tr>
</tbody>
</table>

**Remain calm and focused on safety for yourself and others!!**
Plan a Class!

Course Proposals

1. Complete a Community Education Class proposal form for each class you are interested in teaching.
   - Forms are available on our website at www.728communityed.com. Click on About Us/Instructors/Course Proposal Forms (link in lower right corner).
   - Either print & send the hardcopy form, or Complete the Course Proposal form online.

2. Use only the Community Education proposal forms:
   - Failure to use the CE form can lead to errors and increased opportunity for miscommunication.
   - Completely fill out each section of the proposal to ensure that you have all you need for a successful class.

3. Not every class proposed is selected; class offerings are determined by Community Education.

4. Timeline for class schedules will be based on deadlines for quarterly brochures. In general, deadlines are:
   - Winter program season (Jan-Mar) – deadline is early October.
   - Spring/Summer program season (Apr-Aug) – deadline is early January
   - Fall program season (Sep-Dec) – deadline is mid-June

5. Class fees and compensation:
   - Community Education will determine the final class fee.
   - The class fee includes your salary, some CE operating costs and a materials fee, if applicable.
   - See pages 8-9 for instructor compensation.

Course Proposals (continued...)

6. Confirmations and Marketing Details:
   - You must read all items sent to you by the program coordinator; read carefully and if applicable, proof for marketing materials. If errors or discrepancies are discovered, contact Community Education immediately. When the deadline for reporting errors has passed, we are unable to guarantee changes.
   - Once your class appears in our marketing materials, we must adhere to all advertised class details. Students expect to receive all services as described in the brochure/flyer.

Purchase of Class Supplies

- Information or items handed out in class must be shared with Community Education and cannot include business names, contact information, etc.
- The purchase of supplies will be determined during the planning of the class and should be discussed with the designated Community Education staff person. All purchases must be agreed upon with the program coordinator.
- Most purchasing will be done by the Community Education supply department. On occasion, instructors may purchase their own supplies and will be reimbursed. However, these arrangements must be made in advance with the program coordinator and sales tax will not be reimbursed.
- Reimbursement for supplies cannot be processed without a receipt.
- Do not purchase supplies without the approval of Community Education and verification of quantity needed.
Equipment Needs

- Instructor(s) must request equipment in advance through Community Education.
- The building supervisor will help you access the requested equipment.
- Instructor(s) will be responsible for proper use and care of equipment as well as returning all items used after each class (with the help of the building supervisor).
- Additional equipment brought in by instructors must be approved by Community Ed and arranged in advance. Equipment may or may not be able to be stored on site, depending on facility availability.

Computer Use
School computers can only be used with prior approval and permission. When using computers as an instructor or with students, every user must comply with the districts acceptable use policy. To access district computers, you will need a login and password; this information will be provided to you by the program coordinator.

Sales and Marketing

- All marketing of your class will be the responsibility of Community Education.
- Classes are to be educational and not promote any specific business.
- Instructors will make no effort to gather student addresses, phone numbers, or other personal information in class.

Special promotions or referrals should be discussed and determined with Community Ed in advance.

Recommended Instructor Role in Marketing
Each instructor can do the following to help in the promotion of their class and other classes offered by Community Education:

- Like us on Facebook and share to your pages.
- Let us make a video with you to promote your class; if interested, discuss the possibly with the program coordinator you have been working with.
- Complete the instructor bio information; each brochure we highlight a featured instructor. Share your story with us and answer a few simple questions and you may be a future featured instructor, or at a minimum the information will be shared on our website in the future.
- Flyers/posters provided by the instructor may be considered for publicity. All flyers must be pre-approved by the CE, include the ISD 728 Community Education logo, and brought to the CE office. Community Education will determine how the materials will be made available to the public.

By providing students with the following information, you are not only supporting your future courses, but are providing a service to the students and other instructors.
Please sign and return this form to the Community Education office no later than two weeks prior to your class start date.

Complete form online at: http://tinyurl.com/728CEInstructors

OR

Send a hardcopy to:
Operations Manager
Community Education Office
1170 Main Street, Elk River, MN 55330

Fax: 763-241-3521

Email: communityed@isd728.org

All instructors receive a copy of the ISD 728 Community Education Instructor Handbook. Please read all information carefully and contact staff with questions or concerns.

I have read the Instructor Handbook and will comply fully with its stipulations.

PRINT NAME: ___________________________________________________

SIGNATURE: _________________________________________________

DATE: ______________________________________________________

Instructor Bio

If you have provided this information previously, you do not need to complete this form again. However, if you have new or additional information to share, please submit a second bio. Information shared could appear in marketing materials for your class(es).

What classes do you teach for ISD 728 Community Education?

Describe your background and experience.

What level of experience is needed for your class(es)-if applicable?

How do you educate, inspire or empower your class participants?

What are the benefits of enrolling in one of your classes?

What advice do you have for a child/adult considering taking your class?
Lifelong Learning...
UNLOCK YOUR POTENTIAL