



INSTRUCTOR HANDBOOK

SAUK PRAIRIE COMMUNITY CENTER ♦ 730 MONROE STREET ♦ SAUK CITY WISCONSIN 53583

Mission

Sauk Prairie Community Education is committed to bringing school and community together to form a unique partnership for lifelong exploration and learning for all residents. Community Education pursues all avenues of learning and outreach to reach the various populations. Community Education also offers citizens the opportunity to improve the quality of life within the community by sharing their knowledge, skills and interests with others.

Message to Instructors from the Director

The Sauk Prairie School District Community Education program will, with your help, offer citizens of all ages lifelong learning opportunities. Community educators like yourself, make it possible for Sauk Prairie Community Education to grow and provide educational, recreational, professional development, and personal enrichment experiences for residents of all ages..

Thank you for offering to share your time and talents with our citizens. Your belief and commitment to lifelong learning will help make our goals for Community Education possible. The purpose of this handbook is to provide you with program information and procedures. It is our hope that this handbook will serve as a useful reference to for your questions and concerns.

We hope your teaching experience with Sauk Prairie School District Community Education will be a rewarding and enjoyable one for you and your participants. Please contact me if you need assistance or if you would like to share suggestions for program improvement.

Thank you again for sharing your time and talents.

John Lehan, Community Education and Recreation Director

john.lehan@saukprairieschools.org

608-643-8386

Sauk Prairie School District Community Center

730 Monroe Street

Sauk City, WI 53583

Community Education Staff & Hours

John Lehan

Community Ed & Recreation Director

608-643-0520

john.lehan@saukprairieschools.org

Heather Breunig

Aquatics Director

608-643-8386 ext. 2712

heather.breunig@saukprairieschools.org

Mailing Address:

Sauk Prairie School District Community Education

730 Monroe Street

Sauk City, WI 53583

Julie Nicholson/Marianne Rauls

Community Education Secretary

608-643-8386 ext. 2710

susan.oneil@saukprairieschools.org

The Community Education Office Hours are 7:30 a.m. - 3:45 p.m.

Website & Registration

People interested in participating in Community Education classes can register online via the Community Programs link on School District Website.

<http://www.saukprairieschools.org/community/community-education.cfm>

Below is the link directly to registration



<https://apm.activecommunities.com/saukprairie/Home>

Class Proposal

Individuals interested in serving as an instructor for Community Education must complete a Course Proposal Form. The class proposal will be reviewed by the Community Education and Recreation Director. Once the class is approved, promotional materials will be created and distributed in the community, listed on the website and advertised on social media.

Class Proposal Deadlines

Class proposals must be submitted by the following deadlines to to be included in the Community Education and Recreation Department semi-annual publications:

Publication	Publication Date	Course Proposal Deadline
Summer/Fall	April	Early March
Winter/Spring	October	Early August

Instructor Pay Rate

Instructors who teach a class will work with the Community Education and Recreation Director to set appropriate fees for their class. Instructor pay rates are subject to change and may vary from class to class.

Off-Site Programs

Instructors wanting to hold classes off-site will need to provide adequate proof of insurance, as well as have the Community Education & Recreation Director approve the class site.

Waivers

Waivers will not be provided by the Community Education program. However, instructors may provide waivers for participants if they so choose.

Registration

- A class roster along with attendance sheets will be provided to you for your first class.
- If you have an enrollment deadline, please include that in your course proposal, otherwise last minute registrations will be accepted.
- Minimum and maximum participants are determined by you and the Director. Exceptions will be made when mutually agreed upon. Waiting lists may be kept when appropriate and additional sessions may be offered if you are available.
- Walk-ins can register with prior office approval on a space available basis.

Please give registrations and checks to the Community Education Office, or drop them off in the drop box after hours. Checks can be made payable to: Sauk Prairie Schools

Accidents/Injuries

Please take time to familiarize yourself with the building in which you are teaching. Locate the emergency exits and discern if there is a phone available in case of emergency. For safety purposes, please carry a cell phone if possible.

Copied Class Materials

Provide originals and instructions to the Community Education office at least one week before the class begins. Please adhere to copyright laws. Copied course materials can be picked up at the Community Education office the day your class starts.

Equipment

Please be clear on your equipment needs in your course proposal. Most of the school district classrooms are equipped with SmartBoard technology. If you need other AV equipment please be specific about the dates needed in your proposal. Please plan time to familiarize yourself with the equipment functions/operations prior to the class. Additional procedures and agreements may be required prior to the program.

Class Cancellations for Illness

In the case of instructor illness or emergency contact the Community Education office as soon as possible to discuss rescheduling or cancellation of your class and to plan the notification of participants. If after 4:00 p.m., call the evening cell phone at 608-370-4384.

School Closing (Inclement Weather/Emergency)

If the school district closes due to bad weather, Community Education classes may be canceled. In this event the instructor will be contacted as soon as possible and your help may be requested in notifying students. If possible, the class will be rescheduled otherwise refunds will be issued.

Facilities Use

Please leave the room you use as you found it. Do not use supplies or erase boards in the room, etc. Please remember these rooms are “on loan” and should be treated with respect.

Customer Satisfaction/Refunds

Students/Participants need to contact the Community Education office before class begins to receive a full refund. All cancellations, except those made by the Community Center, are subject to a \$5 processing fee. Refund checks may take 3-4 weeks to process. Checks will be mailed. In the event of customer dissatisfaction, arrangements may be made to issue a refund or partial refund depending on the situation. The Director will work with you to resolve customer concerns.

Instructor Payment

All Community Education instructors are required to submit a W-9 tax form, Class Planning Form, and signed contract to our office. In order for payroll to be processed, instructors must submit class attendance sheets and a time card. Instructors will receive payment for their classes after the last class is completed. Checks will be mailed to instructors. A background check will be done on any instructor working with students or children under the age of 18.

Supply Costs Reimbursement

Pre-authorized supply costs will be added as a materials fee to your course if necessary. Most supply costs can be reimbursed if pre-authorized by the Director prior to the start date of the class. You will need to provide an invoice or original receipt in order to be reimbursed.

Advertising/Promotion

You are your own best public relations person. Don't be afraid to encourage your friends to register for our classes. Community Education will promote your class in semi-annual publications, emails, social media, flyers online, chamber of commerce newsletters, news releases, and cable access.

Instructor Expectations and Letter of Understanding

EXPECTATIONS:

This letter of understanding has been drafted to list and clarify expectations of Sauk Prairie School District Community Education Instructors and Independent Contractors.

1. Community Education reserves the right to cancel any class for any reason. In case of cancellation, this agreement is null and void. Instructors in our program agree to abide by the policies of the Sauk Prairie School District
2. Instructors will leave the program space in the condition it was found. Damage or room concerns should be reported to the Community Education & Recreation Director or the custodian prior to the start of the program. Use of facilities is restricted to the time published in the program description.
3. Instructors will not sell or promote products during class without written approval of the director. Students are not to be offered any free, reduced price, or full price consultations, visits, or meetings. No follow up meetings, mailings, or telephone contact will be initiated by the instructor during or after a class. Any contact after class must be initiated by the student.
4. Instructors will make no specific financial investment recommendations.
5. Instructors will not keep class lists or otherwise gather personal information. No networking of lists to other business colleagues will be allowed. Lists are to be destroyed or discarded immediately after class.
6. Instructor may only offer business cards on a side or back table for students to take at the end of class. No other promotional materials will be allowed. No contracts may be signed by the students.
7. All handouts/materials must be generic. No business logos, stationary or reference to a specific company is allowed. Instructor's name and professional credentials may appear on handouts.
8. All class promotional items/marketing tools must be pre-approved by the Community Education Director.. Any advertising of Community Education classes through the instructor's web page or any other web-based site must be pre-approved by the Community Education Director. The Director will have the final decision on content, pictures, verbiage/language, font style, etc. for any marketing tool to promote a class.
9. The Community Education will send a class evaluation via e-mail to all participants after the class concludes.
10. Instructors are expected to dress in an appropriate manner for the type of class they will be teaching. Please dress as professionals and remember that you are representing yourself as well as the Sauk Prairie School District. Those instructors of youth classes should remember that they are setting an example for our children. Community Education reserves the right to ask instructors to change clothing if dress is considered inappropriate for the students or class affected.
11. Please arrive at least 15 minutes before the start time of your class. This will leave time for you to set up your class and be prepared to greet your students and start your class on time.

12. Community Education staff or Advisory Council members may audit classes unannounced.
13. Community Education will follow through on all student complaints.
14. The Sauk Prairie School District prohibits discrimination, harassment and violence on the basis of sex, race, religion, age, disability, sexual preference, marital status or public assistance status.
15. Instructors are required to complete a Criminal Background Check through the Community Education office when instructing students or children less than 18 years old.
16. Instructors must familiarize themselves with safety procedures, including emergency evacuation routes, fire extinguishers, etc. Alarm warnings must be adhered to at all times.

I have read the letter of understanding and will comply fully with its stipulations.

First Name:	Last Name:
Signature:	Date:

Sauk Prairie Community Education

Sauk Prairie Community Center

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Sauk City, WI 53583

(608) 643-8386

john.lehan@saukprairieschools.org



Class Proposal Form

All class proposals will be reviewed by the Community Education Advisory Council. If the class proposal meets the criteria of the council, it will be approved and added to class offerings.

Title of Class: _____ Age Specifications: _____

Please give a brief description (30-100 words) of the class for the catalog. Be specific about what participants will learn and how it will benefit them. Also list supplies participants will need to bring to class (if applicable).

Class Dates	Class Time (start/end)	Day of the Week	# of Sessions

Minimum # of Students: _____ Maximum: _____

Registration fee for class: \$ _____ Materials fee: \$ _____

<p>Please list any Audio/Visual equipment or materials that you may need for your class (i.e. DVD/VCR/Monitor, LCD Projector, class handouts, textbooks, sink access, etc.):</p>

If you need copies of class handouts, please send originals to the Community Education Office no later than 10 days before the beginning of your class.

Instructor Name Contact Information

First Name:	Last Name:
Address:	City, State, Zip:
Home Phone:	Business/Cell Phone:
Email Address:	

Experience

Tell us a little about yourself and your knowledge of this subject. Include previous teaching experience, if you have it, and any training you may have taken.

Have you taught for any other Community Education programs? YES NO

If yes, which district(s)? _____

References

Name	Phone	Relationship

For Office Use Only

Course # _____	Fees: _____
Wages: _____	+ CE Fee: _____
Supplies: _____	