



# South Washington County School District #833

## A Reference for Community Education Instructors

**Attendance:** Please plan to arrive early for your class to allow for time to familiarize yourself with the school building. Check with the office to find out if any students on your roster were absent from school. Please learn where the closest bathrooms are to your classroom before the start of class. Class rosters are provided at the first class. The roster contains the student's name, parent's email addresses, emergency phone numbers and lists special needs. You must have this information with you each session of your class. Attendance should be taken at each session and noted on the roster. Please contact the parent if a student is absent who was not absent from school. **In case of an emergency**, you will need to know how many students you have and their names and phone numbers. Also, please note the special needs listed on the roster to help make accommodations for each student. In the case of a medical emergency in your classroom, please call 911 and then Community Ed. The Community Ed receptionist will then call an adult in your building to come to your assistance.

**Student Pick-up:** In an effort to increase security, all elementary schools will undergo a new security process after school beginning SY 2019-20. Outside doors are locked until 6 PM. At the end of programming, teachers are asked to bring students up to the front door for pickup by parent or return them to Kids Club. If a child needs to be picked up early, the parent will need to contact the Community Ed office at 651-425-6600 to arrange for someone to open the doors for the parent to go to the classroom.

**Late Pick-up:** Instructors must remain with the students until all students are dismissed or picked up by the parent or guardian. Students are NEVER to be left alone at school and other school staff are NOT authorized to provide care. Please call the emergency number listed if a parent is late for pick up. Email the names of late parents to the Youth Programs coordinator. Students will be removed from a class if a parent is significantly late for pick up more than once.

**Classroom Management:** No personal cell usage outside of student attendance or in an emergency. Remind students that they are still "In School" and building rules still apply. Students may not be unsupervised in the hallways.

**Classroom use:** Please treat your classroom with care. Place all debris in trash containers. Make sure tables/desks are wiped clean. If tables or chairs are rearranged, please return the room to its original order. If a classroom item is damaged, please notify the Youth Programs Coordinator the same day to let them know which item was damaged. Large messes or spills should be reported immediately to the custodial staff. **You are only able to use the classroom space that has been previously assigned to your class. Please do not take students outside of the building unless the course description has specifically stated that students will be going outside for part of a class.**

**Class Cancellations:** you are expected to conduct class on the dates listed in the Community Education brochure. All cancelled classes must be made up. If you must cancel a class, it is essential that you contact the Youth Programs Coordinator as soon as possible. If you are canceling on the day of class you must speak directly to the Youth Programs Coordinator (651-425-6608), if she is unavailable you must call the Community Education Receptionist (651-425-6600). Community Education staff is responsible for contacting the parents of students enrolled in your class. If your class is taking place on a weekend, and you cannot make it to the class on time, please contact Sue McKeown at 651-261-3696.

**Walk-ins:** On the first session of your class you may have an unregistered child come to your classroom. It is possible that your roster is not up to date. Please call Community Education (651-425-6600) to check on the

registration. Parents must register their children and pay for the class at the Community Education office before a student is allowed to participate. **Instructors may not take registrations on site.**

**Behavior Issues and Injuries:** Disruptive behavior may include but is not limited to behavior that: inflicts physical or emotional harm on other children, abuses the instructor, ignores or disobeys the rules, is so disruptive that it significantly interferes with teaching the class. Document the behavior and call the Youth Programs Coordinator. If a child cannot adjust to the class, the Youth Programs Coordinator will call parents and may discharge the child from class if necessary. If an injury to a student occurs during class, please report the injury to the parent, – immediately or during pick up - depending upon the seriousness. Please also report any injuries to the Youth Programs Coordinator.

**Materials:** You must have prior approval by the Youth Programs Coordinator and a receipt to be reimbursed for any purchase of materials for your class. The School District will not reimburse tax. Students may not purchase supplies directly from an instructor. Supply fees for youth classes should be included in the course fee.

**Questions, Concerns, Requests for Refunds:** Concerns can be directed to the Youth Programs Coordinator [smckeown@sowashco.org](mailto:smckeown@sowashco.org). Community Education Office is located at the District Program Center, 8400 East Point Douglas Rd. S., Cottage Grove, MN 55016.

District Program Center office hours are: 7:30 AM – 4:00 PM Monday – Friday. The receptionist’s phone number is 651-425-6600.

## EMERGENCY NUMBERS

Ambulance – Fire & Rescue – Police	911
Electric Outages:	800-895-1999
Gas Emergency	800-895-2999
East Ridge Custodian	651-323-3555
Cottage Grove Middle Custodian	651-323-3568
District Program Center Custodian	651-328-1649
Community Education Contacts:	
Youth Programs, Sue McKeown	651-425-6608
Community Education Receptionist	651-425-6600

