



Instructor Handbook



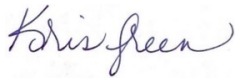
405-376-7843
communityed@mustangps.org
www.mustangps.org/departments/community-education



WELCOME

We are pleased that you have chosen to share your expertise with our community through Mustang Public School's Community Education (CE) program. We are proud to be able to offer quality classes and programs to our community. Your role in the teaching-learning process is highly valued and it is important to us that your experience is positive. By familiarizing yourself with our policies and procedures, you will be able to represent MPS Community Education with confidence in the classroom and in the community.

Please review each section of this Handbook and feel free to call or email us with questions or visit us in the Office of Community Education.

A handwritten signature in purple ink that reads "Kris Green".

Kris Green
Director of Community Education
Mustang Public Schools

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OFFICE OF COMMUNITY EDUCATION

Hours: Monday-Friday 8:00am-4:30pm

Physical: 909 S. Mustang Rd.

Mailing: 12400 SW 15th St., Yukon, OK, 73099

Email: communityed@mustangps.org

Website: www.mustangps.org/communityeducation.aspx

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Director

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Operations Clerk

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AFTER HOURS #: MONDAY-FRIDAY AFTER 4:30PM, ANYTIME SATURDAY

405-243-2067 (or Kris at 405-973-4136)

INSTRUCTOR CHECKLIST

The following checklist will help keep you on track before, during and after class. Detailed explanations of these items are provided in this Handbook.

Before Class

- ☐ Complete the required background check and email the results to communityed@mustangps.org. Background checks are required for all instructors who are not current MPS employees. *See page 7 for details.
Background check link: <https://bib.com/SECUREVOLUNTEER/MUSTANG-PUBLIC-SCHOOLS/>
- ☐ Provide the following to the Office of Community Education:
 - W-9; MPS employees need an EIN
 - Class Proposal; including instructor biography
 - Social Media Marketing graphics: logo, headshot, picture of product, if applicable – submit by June 15 (fall/winter) or December 15 (spring/summer)
- ☐ Promote! Promote! Promote! You should plan to take an active role in promoting your own class. We do our part through the catalog and social media, but with a new program, need your help getting word out there. Use your following and promote.
- ☐ Create an Eleyo account. Let Community Education office know when this is complete.
- ☐ On Apple device, verify you can access class roster in Eleyo Course Roster app. If on android device, print your class roster from Eleyo.
- ☐ Contact the Executive Administrative Assistant to arrange a time to visit your classroom, if needed.

During Class

- ☐ If you are unable to teach (family emergency, illness, etc.) contact the Office of CE at 405-376-7843 (8:00am-4:30pm). Discuss all available options for making up the class time with the Executive Administrative Assistant.
- ☐ If you have any issues with the computer/media equipment, **call (405) 243-2067** to reach the Evening Attendant.
- ☐ If you have questions/concerns about your assigned classroom, please contact the Executive Administrative Assistant.
- ☐ If using an Apple device, mark attendance on class roster in the Eleyo Course Roster app. If using android device, submit attendance sheet to Operations Clerk the following day.
*Only students on roster should be attending the class. If additional people show up, they cannot stay.

After Class

- ☐ Compensation invoices will be submitted, on your behalf, to payroll and processed as quickly as possible. You should receive compensation within 14 days.

BACKGROUND CHECK

Background check link: <https://bib.com/SECUREVOLUNTEER/MUSTANG-PUBLIC-SCHOOLS/>

All non-MPS employees are required to complete a background check as follows:

ANNUALLY if you work directly with any student who attends PreK – 12th grade. Background check is due prior to the start of your classes.

***ONE TIME** if you do not work with PreK – 12th grade students. You will complete a background check at the beginning of your working relationship with MPS Community Education.

**MPS Community Ed reserves the right to require an updated background check*

CLASS STRUCTURE AND SUPPLIES

Instructors may hold classes Monday-Friday, beginning at 4:30pm, Saturdays anytime. You will need to check the blackout calendar when choosing dates so as not to interfere with dates campuses are closed.

Instructors may choose to include class fees in the registration fee. Be sure to include the 30% the Community Education Program will retain. Any discounts attendees may receive are not deducted from your portion of the fee.

You may choose to have students purchase their own supplies; however, if they cost more than \$10, we encourage you to include the cost in the registration fee.

Please direct additional questions to communityed@mustangps.org or call 405-376-7843.

CAMPUS ADDRESSES & ENTRANCES

**If no entrance number is listed, please contact the Office of Community Ed.*

Elementary Sites:

Centennial Elementary 700 S Czech Hall Rd Mustang, OK West Gym Doors, #19	Creek Elementary 10821 SW 15 th St Yukon, OK West Double Doors, #2	Lakehoma Elementary 224 S Clear Springs Rd Mustang, OK Main Entrance, #1
Mustang Education Center 400 N Clear Springs Rd Mustang, OK Main Entrance, #1	Mustang Elementary 400 S Mustang Rd Mustang, OK	Prairie View Elementary 9201 SW 59 th St OKC, OK Northeast Doors, #9
Riverwood Elementary 11800 SW 44 th St Mustang, OK Main Entrance, #1	Trails Elementary 12025 SW 15 th St Yukon, OK West Doors, #6	Valley Elementary 3001 S Morgan Rd Yukon, OK

Intermediate Sites:

Canyon Ridge 3600 S Sara Rd Mustang OK	Horizon 430 W Forster Dr Mustang, OK	Meadow Brook 12500 SW 15 th St Yukon, OK
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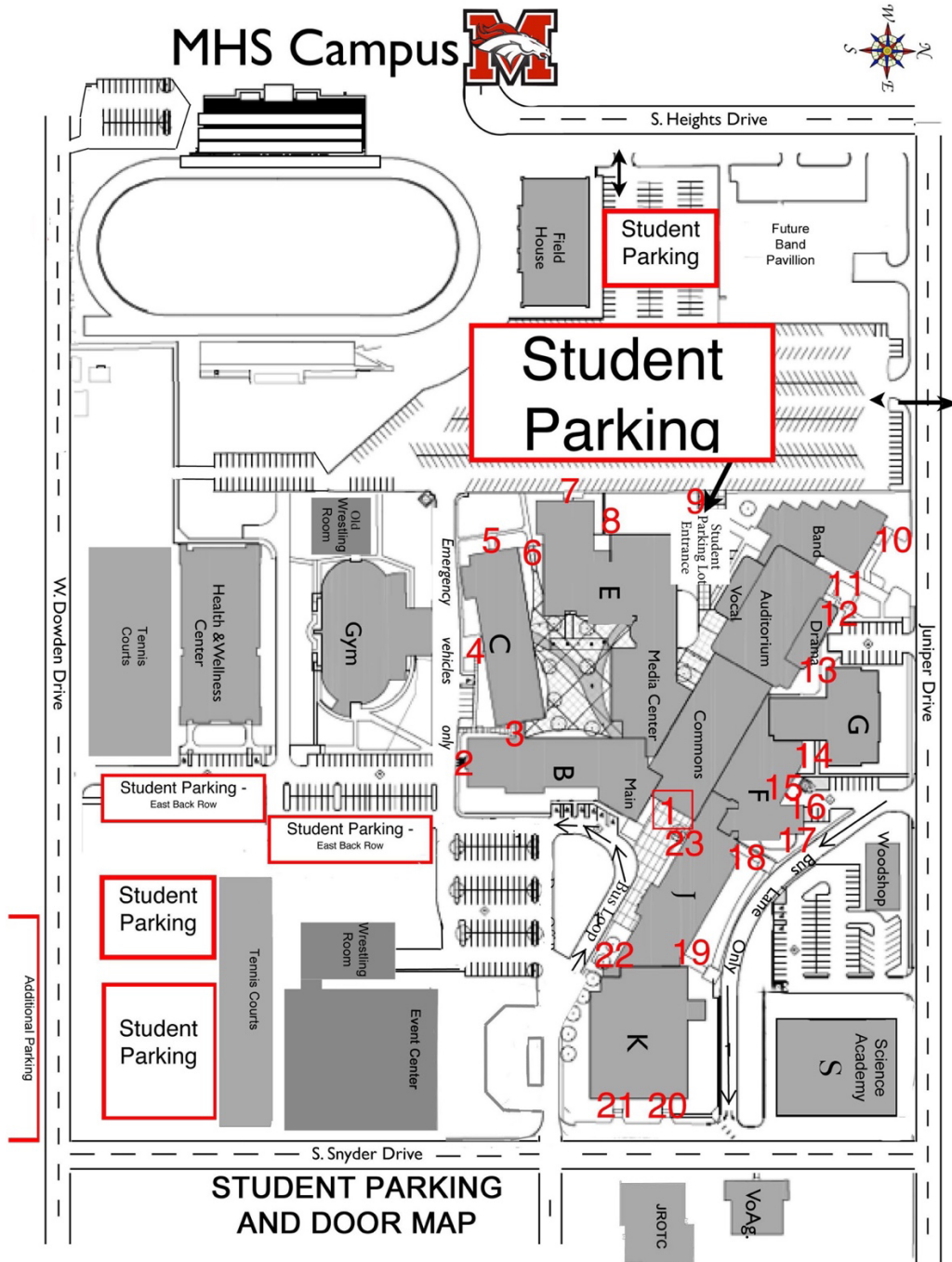
Middle School Sites:

Central MS 11820 SW 44 th St Mustang, OK	Mustang MS 1145 S Heights Dr Mustang, OK	Mustang North MS 10901 SW 15 th St Yukon, OK
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High School Site:

Mustang High School
801 S. Snyder
Mustang, OK
Building C, Door 4

*Unless otherwise stated



INSTRUCTOR AGREEMENT

An instructor with MPS Community Education Program you agree:

1. To maintain an ethical and impartial learning environment, you agree that you will not promote any specific product, service, or source in the classroom, and not solicit contract information from attendees.
2. All work products (class syllabus, etc.) are the property of Community Education, and all rights, including copyright, reside in Community Education. In other words, CE owns the class, and the instructor owns their instructional materials (PowerPoints, handouts, etc.)
3. If you plan to deviate from the published course description, please speak to the Executive Administrative Assistant before the class begins. The program's reputation is at stake when our students do not receive the instruction/materials they expect.

NON-COMPETE CLAUSE

The Mustang Community Education Program recognizes the importance of providing diverse educational opportunities for participants while ensuring the efficient allocation of resources. The purpose of this clause is to prohibit the acceptance of multiple classes that offer identical or substantially similar curricula or topics within the Program to prevent the fragmentation of participation and the potential unavailability of either course.

Prohibition of Curriculum Redundancy and Topic Duplication:

- Community Ed shall not accept proposals for classes that offer an identical curriculum to any existing courses already offered within the same session.
- Community Ed shall not accept proposals for classes that cover similar topics to any existing courses already offered within the same session unless such courses demonstrate a distinct and significant variation in content and learning objectives, as determined by the Program Director.

Instructor Communication and Collaboration:

- Instructors who intend to submit class proposals to the Community Ed Program are encouraged to communicate with the Program's administration or designated representatives to ascertain whether their proposed curriculum or topic aligns with existing offerings.
- In cases where proposed classes may have overlapping elements with existing courses, instructors are encouraged to contact the Program Director to identify opportunities for differentiation and enrichment, thereby enhancing the overall quality of the educational experience.

COMPENSATION

A W-9 is required to process instructor payments; an EIN for MPS employees. All payments are processed through our Activity Accounts Financial Clerk. You will receive payment within 14 days after all attendance data and compensation invoices are submitted to the Finance Clerk. The Office of Community Education will submit compensation invoices on your behalf.

TAXES

You will receive a 1099 by the end of January to file your personal taxes.

CHANGE OF ADDRESS, PHONE, EMAIL

Please inform the Office of CE if you change your mailing address, phone number or email address.

MARKETING

The Office of Community Education promotes courses in a variety of ways. Our catalog is distributed via postal mail to approximately 50,000+ households in the surrounding area. Additionally, copies of our catalog are made available across the district and are distributed at numerous community events. The entire catalog, in pdf format, is available on our website. Additional promotion may include flyers, brochures, emails, social media and targeted mailings. We encourage instructors to help boost enrollment by promoting through social media, as well. Please contact the Executive Administrative Assistant for course registration link and/or QR codes.

You can also participate on our social media; Facebook: @MustangCommunityEducation and Instagram: mustang_commed.

You may also send us a video of you promoting your class, showing the product, etc. As most of you know people like to see videos and quality photos. Please feel free to share with us and we will push out on our social media.

NEW CLASS PROPOSAL

The planning process for each catalog season starts very early – at least 3 months in advance of the start of classes. Printing and mailing the catalog takes 4-6 weeks. During the planning process, we contact instructors to confirm dates, times, rooms, etc. It is important you respond quickly to confirm your interest and teaching availability. We encourage you to explore the opportunity to create new courses and/or make suggestions for other courses you think we should be offering. If you have an idea for a new course:

- 1) Speak/Email with the Office of Community Education about your idea to determine the feasibility of the class, or to ensure that it won't be a conflict with another course.
- 2) Complete the Course Proposal Form – found on our website.

- 3) Give some thought to the possible name/title, audience, and marketing for the class.
- 4) Will you need any special equipment? How many students can the course accommodate? Have you created a course description?

Email the completed form to communityed@mustangps.org

Catalog entry deadlines: *updated effective Fall 2022

Fall/Winter Catalog (Sept-Jan) – due June 15th

Spring/Summer Catalog (Mar-July) – due December 15th

**Unless otherwise specified by the Office of Community Education*

REGISTRATION

Community Education attendees can register online via Eleyo (<https://mustangps.ce.eleyo.com/>)

Online registration is used for a variety of reasons, but most importantly, because the enrollee knows immediately that they have registered and paid, and the enrollee receives a course confirmation email (if they have a valid email address on record). Registration is available up until a week before the class begins, unless otherwise stated.

DISCOUNTED TUITION POLICY

MPS employees and senior adults will receive a 10% discount on any course they attend. In order to receive employee discount, school email address must be entered at the time the employee registers for an account; senior adult status, persons (60) years of age or older must verify their age at the time they register. No rate adjustments will be made after a class has started.

Discounts will not affect the 70% compensation per class instructors receive.

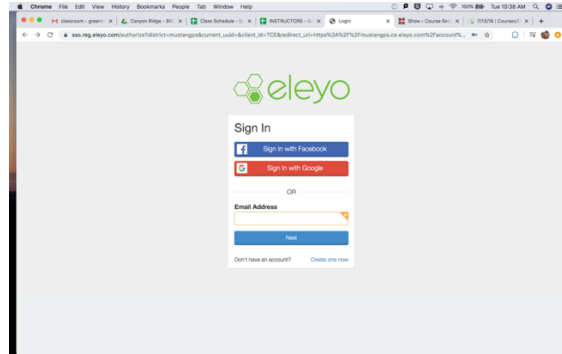
COURSE ROSTERS

Once a person enrolls in your class you can view and print the class roster through Eleyo (see general instructions below). It is imperative you download the Eleyo Course Roster App (Apple devices only), or print your class roster a few days before the class begins. The roster is your record of students who have officially registered, and you will need to use this roster to take attendance. Final attendance should be submitted as soon as the class ends to the Office of Community Education.

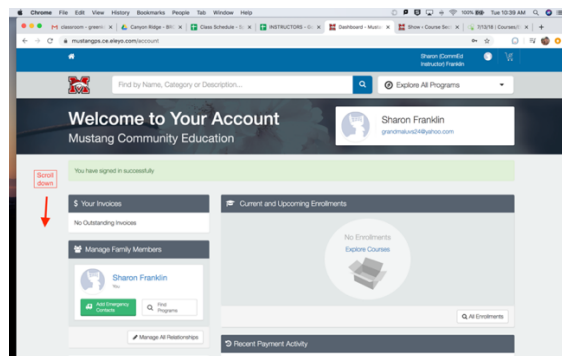
***Android device users attendance records** – please scan and email to the Office of Community Education after each class period. We will enter the data into the system on your behalf.

Eleyo Account Setup: You are responsible for setting up your own Eleyo account. This only needs to be done one time.

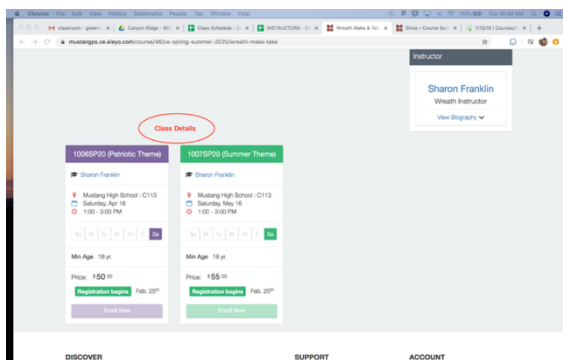
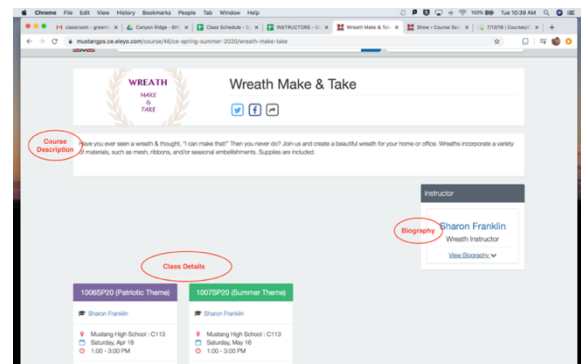
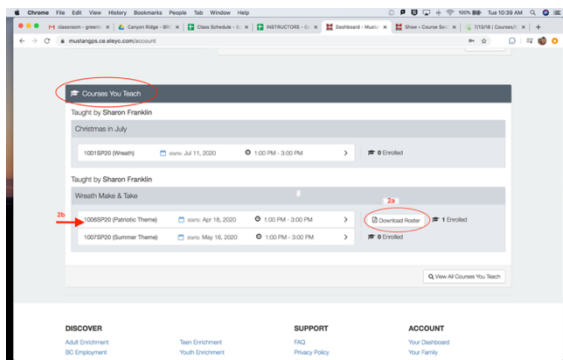
1. You have already been added to Eleyo as a User, if you have not created your password, please select the “Forgot Password” option. The email we used is the email you provided us on your Proposal Form.



2. Scroll to the bottom of the screen to see Courses You Teach.



- a. All the classes you teach, listed by category, will be listed here with start date and time. To the right of each class you can see how many people are enrolled. Once people begin to enroll you can download a roster. Each roster will show the participants name.
- b. If you select a class, the screen shows you the course description and your instructor bio, as well as, courses under each category you are teaching. The course info on this screen shows more detail: class name, instructor, location, date, times, etc.



You will need to download the Eleyo Course Roster iOS App (free). This app will allow you to access and view rosters and take attendance for each course.

Eleyo Course Roster iOS App Instructions:



Once the app is installed, Instructors must use the email address and password they currently use to download Course Section Rosters from a browser.

1. As an Instructor, confirm that you have access to view course rosters by logging into the district's online registration page from a browser using a laptop or desktop computer (i.e., <https://DISTRICT.ce.eleyo.com>). At the bottom of your Dashboard screen, under the Courses You Teach section, you should see the course sections you are attached as the instructor for and a Download Roster button next to each course section.

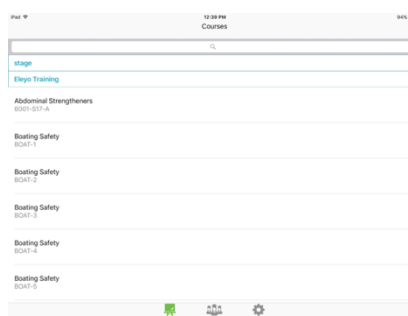
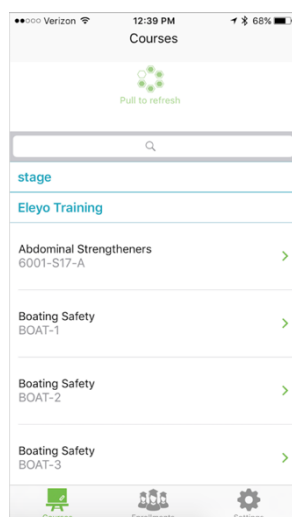
NOTE: If you do not see any course sections AND you do not see the Download Roster button for those course sections, your district has not set up your access to use this app for rosters or

attendance. Please contact your district for access.

2. After you have confirmed the above, you may proceed with downloading the Course Roster app. Make sure the device is connected to a cellular or wireless network.
3. Search for the Eleyo Course Roster app (with the green clipboard icon) and Install.
4. Log in using the same email and password used to access rosters from the district's Eleyo website.

Below is an example screenshot of a list of course sections an instructor attached may see from an iPhone or iPod Touch. Information may display differently on an iPad screen than it would on an iPhone or iPod Touch.

TIP: Pull down to refresh list of courses and attendees.



Above is an example screenshot of a list of course sections an instructor attached may see from an iPad.

COURSE EVALUATIONS

After each course ends a course evaluation will be emailed to each attendee. Among other things, course evaluations help the Office of Community Education:

- Get timely student feedback
- Gather ideas for new course offerings
- Collect student comments/testimonials
- Target marketing for future courses
- Gather instructor and course feedback

If you would like to know what the feedback is on your course, please contact the Office of Community Education.

COURSE CANCELLATIONS

The most common reason for a class to be cancelled is low enrollment. The Office of Community Education monitors enrollment to determine whether or not a class can/should run. Ultimately, our department has a financial responsibility to the district that must be met for us to continue operating, and we attempt to balance that responsibility with the community's expectation of us to provide high quality programs and services.

Studies have shown that many students wait until the last minute to register, and because we want to give our classes the best possible chance to run, we typically make cancellation decisions 5 days prior to

a course start. However, there may be other circumstances involved that cause us to cancel earlier (or later), especially if it affects the students' chances of transferring into other courses. The Office of Community Education will contact all registered students to notify them of the cancellation by social media, text message and email.

IMPORTANT: If your class is cancelled, you will be notified by the Operations Clerk **via email**. If you ever need a cancellation decision made more than 5 days prior to course start, please contact the Office of Community Education. **You (and your students) will only be notified if your class has been cancelled; otherwise, you should assume the class is going to run.**

LATE ARRIVAL

In the rare instance that you are going to arrive late for class, please do the following:

If during normal business hours (Mon-Fri 8:00am-4:30pm), notify the Executive Administrative Assistant at 405-376-7843. If the Executive Administrative Assistant can't be reached, please call the Director at 405-376-7996. If during evening or weekend hours, please **call (405) 243-2067**. A Community Education staff member will be notified to go to your classroom and inform the students of the situation. Doing so assures our enrollees that we value their time and gives us the opportunity to explain what is happening. *Repeat tardiness may result in a fine.

It is very important for courses to start/end at the published start/end time listed in promotional pieces.

If, by chance, you have students who want to linger after class, please ask them to do so outside of the building. In other words, you may leave at the published time, but please close the classroom door behind you and make sure all of your students have left the classroom and building.

SUBSTITUTE INSTRUCTORS AND MAKE UP COURSES

It is the instructor's responsibility to locate a suitable substitute.

All substitutes must:

- be approved by the Director
- complete the background check.
- be paid by the instructor, not Community Ed

If you are not able to secure a substitute, and a course is cancelled for that day/evening, the regular instructor will not be paid for the course unless an approved makeup course is held. **All course cancellations and make-ups must be approved by the Director.**

MAKE-UP COURSES

Due to the liability and class capacity issues, **students will not be allowed to make up a class that they have missed due to their own scheduling conflict or illness.** In other words, **students are not allowed to attend any class for which they are not officially registered.** However, if a class session is cancelled due to instructor illness, official district closing or other emergency, we will make every attempt to schedule a make-up.

- If a make-up course is necessary, here are a few make-up options (if the room is available):
- Extend your class by one day/week.
- Add time (e.g., 15 minutes, ½ hr., etc.) onto each remaining class.
- Offer the make-up class on a different day/night of the week.

It is expected that you teach the total number of classes agreed to in your contract in order for you to receive full compensation.

CAMPUS CLOSINGS

Any decision to close the district is made by the district's superintendent. If cancelling school or after school activities becomes necessary, the information will be posted on our website at www.mustangps.org/departments/community-education, social media, and local news channels. We will make every effort to communicate with enrollees and instructors via text and email, as well. Feel free to contact the Office of Community Education for information.

In most cases, when the district is closed, make-up classes will be offered – please communicate your class make-up plans with the Operations Clerk so that classroom or facility availability can be confirmed.

EMERGENCIES

In the event a student is injured or is in need of medical attention while on campus, call 911 immediately then notify the Director, Kris Green, by texting or calling (405) 973-4136.

BE PREPARED TO GIVE THE FOLLOWING INFORMATION:

- 1) Nature of the emergency (e.g., injury, sickness, fire, crime)
- 2) Exact location of the emergency (building and room number)
- 3) Best way for responding personnel to get to location. Provide door number for entry.

NOTE: If the situation is serious enough that 911 is called, please have the class take a break until emergency personnel arrive. The priority is to keep the sick/injured student feeling safe and comfortable.

TORNADOS:

Please locate on the school map the location of the tornado shelters.

*High school: you will take shelter in the hallways.

DISRUPTIVE STUDENTS

Disruptive behavior is anything that causes you concern or anything that prevents you from being able to effectively or comfortably teach your class. If a situation escalates to a level that puts you and/or your students in harm's way call 911; then notify the Director. Any disruptive behavior (e.g., harassment, sexual misconduct, bullying, etc.) should be reported to the Director of Community Education immediately.

Quick Tips

WHAT TO DO:

- Remain Calm
- Listen and acknowledge feelings, Not behaviors
- Allow some expression
- Identify concern/issue
- Offer a resolution

WHAT NOT TO DO:

- Raise your voice
- Argue with or humiliate
- Challenge or threaten
- Get too close (respect personal space)
- Touch the student
- Use any abusive language

CLASSROOM & COMPUTER EQUIPMENT

Most classrooms are equipped with a computer station, projection screen and projector, or a SmartBoard. If you need technology equipment to use, please indicate specifics on your

proposal sheet.

If you need to project from your own computer to a projector, TV, or SmartBoard in the room, you will need an HDMI cable and the ability to plug an HDMI cable into your personal laptop.

Wireless access for personal devices will use the MPS Student network:

Username: comed

Password: Broncos1234

WORKING WITH CHILDREN

Instructors working with children have several unique responsibilities. For example, it is imperative that instructors are in the classroom, or in a designated area, to meet students as they arrive. You should plan to be in the classroom a few minutes before and after the assigned class time. Also, instructors should not leave students alone in class at any time.

If parents have not arrived within 5-10 minutes after the scheduled class end time, please try to reach the parent or emergency contact by phone. If you cannot reach anyone, please **call (405) 243-2067** to notify the Evening Attendant. Please stay with the student(s) until the parent or staff member arrives and be sure to report the late pick-up to the Office of Community Education if it becomes a persistent problem. Do not leave the classroom until all students have been picked up.

Community Education instructors working with children will not dispense medications.

DRUG/ALCOHOL/TOBACCO POLICY

Mustang Public Schools is a drug/alcohol/smoke/tobacco free district. All students, employees, and visitors are expected to observe all federal, state and local laws and district policies and procedures concerning the use and possession of alcoholic beverages, narcotics and dangerous drugs, and tobacco products. All students, employees and visitors are specifically forbidden to use or possess alcoholic beverages, narcotics, dangerous drugs or tobacco products or to be under the influence of the same while on district property, and at district sponsored events. For detailed information, refer to Board Policy #2075 in the Policy and Procedures Handbook at www.mustangps.org.

CODE OF CONDUCT

In order to maintain an ethical and impartial learning environment, it is agreed that you will not promote any specific product, service, or source in the classroom.

MPS Community Education instructors and students will be held to the district Code of Conduct. For detailed information, please refer to Board Policy #2220 in the Policy and Procedures

Handbook and Policy #5080 in the MPS Student Handbook at www.mustangps.org.

MISCELLANEOUS

MPS Community Education has published this handbook for informational purposes only and its contents shall not constitute a contract between this institution and prospective or current employees. The information contained in the publication reflects generally the current policies and procedures of the district. However, these are subject to change at any time by action of the Board of Education or Community Education Administration.

HELP US IMPROVE THIS HANDBOOK

Are we missing any information that could help new instructors? Do you have a question that wasn't addressed here? Please let us know by sending an email to communityed@mustangps.org, so that we can continue to provide our instructors with as much support as possible.

Thank you!