



# South Washington County School District #833

## A Reference for Community Education Instructors

### Programming Guidelines

**DISTRICT WIFI:** Find and connect to “SoWashCoPublic” wifi, use the password “sowashco” (all lowercase) when prompt. Accept the terms and conditions – check the box.

**Please plan to arrive early for your class to allow for time to familiarize yourself with the school building. For after school classes - Check in at the office to pick up your roster. Please learn where the closest bathrooms are to your classroom before the start of class.** For evening classes – Instructors should have the rosters from CE staff or Company office staff. 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 first thing and noted on the roster.** If a student is missing from an after school class - please call the school office to let them know. **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. **DO NOT LEAVE THE ROSTER IN THE CLASSROOM. RETURN IT TO COMMUNITY ED OR TAKE IT WITH YOU AND SHRED IT AT THE END OF CLASS!**

**Student Pick-up:** Please walk students to the main entrance door for pick up. Check the students out to the parent. Parents are not allowed in the building.

**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 (more than 10 minutes) for pick up more than once. **In case of an extreme emergency, where the instructor can no longer stay with a student, please call Community Ed at 651-425-6600.** CE will tell the instructor what to do. IF Kids Club can take the student - the student may be brought to the Kids Club supervisor at the elementary school and the student’s emergency numbers from the class roster given to the Kids Club supervisor.

**Classroom Management:** No personal cell usage outside of student attendance or in an emergency situation. Remind students that they are still “In School” and building rules still apply. Students may not be unsupervised in the hallways. Plan to take breaks as a group.

**Classroom use:** Please treat your classroom with care. Place all debris in trash containers. Please encourage students to use hand sanitizer and wash hands often. 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.

**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.**

**Food:** Please do not pass out treats to students during class. Many students have allergies and the only food that should be consumed during class is one that a student brings from home to eat in an extended class. Most allergies should be listed on the roster but are not always.

**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 – 6:00 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

For After school: School Office numbers:

Armstrong: 651-425-4101	Bailey: 651-425-4801
Cottage Grove El: 651-425-5801	Crestview: 651-425-3801
Grey Cloud: 651-425-4201	Hillside: 651-425-4001
Liberty Ridge: 651-425-5901	Middleton: 651-425-4901
Newport: 651-425-4301	Nuevas Fronteras 651-425-3101
Pine Hill: 651-425-3901	Pullman: 651-425-3601
Red Rock: 651-425-5601	Royal Oaks: 651-425-4701
Valley Crossing: 651-425-7501	Woodbury El: 651-425-4601

For Evening: District Program Center Custodian: 651-328-1649  
East Ridge Custodian: 651-323-3555  
Cottage Grove Middle Custodian: 651-323-3568

Community Education Contacts:

Youth Programs, Sue McKeown	651-425-6608
<b>Community Education Receptionist</b>	<b>651-425-6600</b>