

**DURAND-ARKANSAW  
SCHOOL DISTRICT  
Community Education  
Program  
Instructor Handbook**



## **Welcome to the Durand-Arkansaw School District Community Education Program!**

Dear Community Education Instructors,

The Durand-Arkansaw School District Community Education Program will, with your help, offer adult residents lifelong learning opportunities designed to meet their diverse needs, wants and interests. Community instructors like yourself will make it possible for us to continue growing and providing our community members with a variety of educational, recreational, professional development, and personal enrichment experiences.

Thank you in advance for sharing your time, talents and expertise to benefit our community members. Your dedication and commitment to lifelong learning contributes greatly to the success of our program.

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 guide to help answer common questions and concerns.

We hope your experience for the Durand-Arkansaw School District Community Education Program will be a rewarding and enjoyable one for you and your participants. Please contact me at (715)672-8917 ext. 150 or [ssabelko@durandsd.org](mailto:ssabelko@durandsd.org), if I can be of any assistance or if you have suggestions for program improvement. Thank you for sharing your talents.

Sarah Sabelko  
Community Education Coordinator  
Durand-Arkansaw School District  
District Office  
604 7<sup>th</sup> Ave. East, P.O. Box 190  
Durand, WI 54736

**Website:** [www.durand.k12.wi.us](http://www.durand.k12.wi.us)

- From this website please select Community Connections and then Community Education Program

**Office Hours:** 8am-4pm M-F during the school year

**Evening Cell Phone Number:** (715)495-3999

**Class Proposals:** Individuals wanting to be considered as instructors for Community Education Program must complete a class proposal form using the Google Form, in person, or using the paper form. Proposals are available in our office or online.

**Class Proposals Deadlines:** September 15 and December 15

Course Booklet Release Date: Mid-September and End of December

Classes take place: October-December and January-April

**Instructor Payment Schedule:**

Instructor Payment Schedule	
1 Hour Class	\$25.00
1.5 Hour Class	\$37.50
2 Hour Class	\$50.00
2.5 Hour Class	\$67.50
3 Hour Class	\$75.00
3.5 Hour Class	\$87.50
4 Hour Class	\$100.00
4.5 Hour Class	\$112.50
5 Hour Class	\$125.00
5.5 Hour Class	\$137.50
6 Hour Class	\$150.00

**Material Fees:** Instructors will provide any needed materials for the course and will have students reimburse them directly for the cost of supplies. This cost should be stated clearly in the class proposal so it can be added to the course description of the class. This is to make sure students are clear about the full cost of a class when registering.

**Enrollment Deadlines:** If you have an enrollment deadline, please let us know on your class proposal form, otherwise we will accept last minute enrollees. Minimum and maximum participants are determined by you and the Community Education Coordinator. 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.

**Late Registrations:** Please give registrations and checks to the Durand-Arkansaw School District District Office, you can drop them off during office hours or mail them in. Checks can be made payable to: Durand-Arkansaw School District.

**Accidents or Injuries:** Please familiarize yourself with the building that you are teaching in or community space you are using. Know where the phones are located in the building and how to dial out (dial 8) for an outside line. If possible, please carry a cell phone.

**Equipment Audio-Visual Equipment:** This is available in most classrooms. Equipment use must be pre-arranged by notifying the Community Education Coordinator of your needs on the Class Planning Form when scheduling your class. Instructors wishing to use equipment must familiarize themselves with the equipment functions/operations prior to the class. Available technology includes: Clever Touch TV, Smart Boards, Document Cameras, Computers, and speakers.

**Class Cancellations for Illness or Emergency:** In the case of instructor illness or emergency contact the Community Education Coordinator as soon as possible to discuss rescheduling of your class and to request assistance with notifying students of the change. If after 4:00 p.m. call the evening cell phone at (715)495-399.

**Inclement Weather/School Closing:** If the school district closes due to bad weather, we will cancel all Community Education classes. We will contact you as soon as the decision is made and may request your help in notifying students. We will make every effort to reschedule your class or refund the students accordingly.

Please check our website, [www.durand.k12.wi.us](http://www.durand.k12.wi.us) or Facebook page for updated school closing information.

**Unforeseen Events or Emergency:** Pre-approved school district Community Education Program activities may need to be cancelled by district authorities to accommodate changes in school functions. In most cases the school district will attempt to provide scheduled groups with at least two business days' notice when an unexpected need for space arises. Every effort will be made to keep cancellations to a minimum. Facilities will be rescheduled if necessary.

**Use of Facilities:** 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.

**Instructor Payment:** In order to receive payment each instructor will need to complete a voucher form for each class taught and return to the Community Education Coordinator to receive payment. Checks for instructors are generated monthly, normally the third week of the month. Non-district employees will receive a check mailed to the address you provided and district employees will receive payment through direct deposit.

**Instructor Paperwork Required:**

Non-district employees - need to submit a W-9 tax form, Criminal Background Check and signed Instructor Expectations Agreement.

District employees - need to submit a signed Instructor Expectations Agreement.

**Promoting Your Class:** You are your own best public relations person. Don't be afraid to encourage your friends to register for our classes. Community Education Program will promote your class in the catalog, online, social media, through news releases, radio and cable access.

**Evaluations:** Students and instructors will have the option to evaluate the class upon completion.

**Room And Building Access:** Instructors will have access to the room they will use for instruction up to one hour prior to class beginning and must be out of used room within one hour of the completion of the class.

**Parking:** Park in the front of the Durand Middle/High School in the main parking lot. If you need to bring in instructional materials or need a handicap accessible access there is a parking lot in the rear of the building that you will be able to use. If you will need to park in the alternative parking lot please share this with the Community Education Coordinator who will make arrangements.

**Doors to Enter:** Unless prearranged with the Community Education Coordinator please enter in the main doors in the front of the school. You will find the main doors unlocked and able to enter. We will be asking the adult students to do the same.

**Upon Arrival:** Community Education Staff will meet you by the front door, or when prearranged the handicap accessible door, to take you to your instructional room.

*The Durand-Arkansaw School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability.*

**INSTRUCTOR EXPECTATIONS AGREEMENT**

This letter of understanding has been drafted to list and clarify expectations of the Durand-Arkansaw School District Community Education Instructors.

1. Community Education Program 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 Durand-Arkansaw School District Community Education Program.
2. Instructors will leave the program space in the condition it was found. Damage or room concern should be reported to the Community Education Coordinator or the custodian prior to the start of the program. Use of facilities is restricted to the time published in program descriptions.
3. 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 Durand-Arkansaw School District Community Education Program.
4. Please arrive at least 20 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.
5. Community Education Staff may visit classes unannounced.
6. Community Education will follow through on all student complaints.
7. The Durand-Arkansaw School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability.
8. Instructors are required to complete a Criminal Background Check and payroll paperwork through the Durand-Arkansaw School District Office.
9. Instructors must familiarize themselves with safety procedures, including emergency evacuation routes, fire extinguishers, etc. Alarm warnings must be adhered to all times.

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

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**Return Completed Paperwork To (Mail or Drop-Off):**

Durand-Arkansaw School District Office  
c/o Community Education Program Coordinator  
604 7<sup>th</sup> Ave. East, P.O. Box 190  
Durand, WI 54736