



Community Ed Enrichment/Recreation Instructor Handbook

Procedures in this handbook are subject to change. Such changes will be communicated from the Community Ed Director/Coordinator. In the case of a discrepancy between this handbook and other information, such as the student handbook or district policy or other communications, governing priority is as follows:

1. State and Federal Law
2. District Policy
3. Contract Language
4. District & Administrative Directives (i.e. needed to comply with MDE/MDH guidelines)
5. Student Handbook
6. Registration Guide
7. Staff Handbook

It is the responsibility of all instructors to review this handbook thoroughly and abide by all district policies, procedures, and guidelines, regardless of whether they are included in or referenced in this handbook. District policies are available on the district website at <https://www.isd477.org/>.

Princeton Public Schools ISD 477 General Information

Main Community Ed (CE) Office Staff

CE Director, Brian Julson, brian.julson@isd477.org, 763-389-6199
 CE Coordinator, Kayla Maring, kayla.maring@isd477.org, 763-389-6176
 CE Secretary, Kristie Kaiser, kristie.kaiser@isd477.org, 763-389-6198
 *CE Enrichment Specialist, Jackie Longhenry, jackie.longhenry@isd477.org, 763-389-7205
 *CE Recreation Specialist, Ryan Fay, ryan.fay@isd477.org, 763-389-7206
 ECFE Coordinator, Stefanie Middendorf, stefanie.middendorf@isd477.org, 763-389-6197
 Family Center Secretary, Jessie Kohl, jessie.kohl@isd477.org, 763-389-4789
 *The Specialists are the instructor's main point of contact

Princeton Public Schools Site Information

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| <p>Family Center/Community Ed (CE) 706 1st Street, Princeton, MN 55371 Office: 763-389-4789 Custodial Number: Janet Dalchow, Day Lead, 763-389-6171 www.isd477.org/community-education Class Registration: isd477.ce.eleyo.com</p> | <p>Princeton Public Schools District Office 706 1st Street, Princeton, MN 55371 Office: 763-389-2422 Custodial Number: Janet Dalchow, Day Lead, 763-389-6171 www.isd477.org</p> |
| <p>Princeton Primary School (Grades K-2) 1206 7th Ave N, Princeton, MN 55371 Office: 763-389-6901 Custodial Number: Mike Bott, Day Lead, 763-389-6943 Renee Zimpfer, Night Lead, 320-703-9893 Principal: Shannon Bruskiwicz School Start/End Times: 7:30 AM - 1:45 PM</p> | <p>Princeton Intermediate School (Grades 3-5) 1202 7th Ave N, Princeton, MN 55371 Office: 763-389-6801 Custodial Number: Mike Bott, Day Lead, 763-389-6851 Renee Zimpfer, Night Lead, 320-703-9893 Principal: John Beach School Start/End Times: 7:30 AM - 1:45 PM</p> |
| <p>Princeton Middle School (Grades 6-8) 1100 4th Ave N, Princeton, MN 55371 Office: 763-389-6704 Custodial Number: Joe Hostrawser, Day Lead, 763-389-6747 Paul Roehl, Night Lead, 320-703-9918 Principal: Sarah Marxhausen Athletics/Activities: Erin Frank School Start/End Times: 8:35 AM - 3:15 PM</p> | <p>Princeton High School (9-12) 807 8th Ave S, Princeton, MN 55371 Office: 763-389-4101 Custodial Number: Aaron Silva, Day Lead, 320-703-9907 Brian Nyland, Night Lead, 763-406-1178 Principal: Ryan Jensen Assistant Principal: Joe Broderick HS Athletics/Activities: Darin Laabs School Start/End Times: 8:30 AM - 3:00 PM</p> |

Welcome to Princeton Community Ed! Thank you for providing our community with opportunities for lifelong learning by running a class or camp with us. The purpose of this handbook is to give instructor information, policies, and guidelines regarding teaching a class with us.

Community Ed Overview

Community Ed strives to:

- Help the participants grow new knowledge, skills, and experiences that will promote the desire for lifelong learning.
- Each course/program will help build participants self-esteem and self-confidence.
- Each participant will have an enjoyable experience, meet new people with similar interests, and be treated with respect throughout the time together.
- Participants' interests and needs are first priority.
- Participants are treated fairly and equally.
- Instructors will enrich their own lives gaining new experiences through the teaching experience.

Policies and Procedures

- **Class Registration/Participation:** All participants are required to pre-register with Community Ed via [Eleyo](#) prior to the first day of class. If they have not pre-registered, they are not able to participate in your class unless both the instructor and Community Ed approve their enrollment AND until they are registered and have paid in full. Community Ed will only pay instructors for payments and registrations made through Community Ed according to the class rosters. Allowing unregistered participants to join a class is a liability, and may result in the instructor no longer being able to teach classes with Princeton Community Ed.
- **Class Rosters:** Once class registration opens each season, it is the instructor's responsibility to check registration numbers by viewing their class rosters online through their [Princeton Eleyo account](#). To view enrollments online, follow the instructions [here](#). Contact the Community Ed Specialists for additional help.
- **Class Enrollment/Deadlines:** Instructors will be contacted approximately one to two weeks prior to the start of class informing them of the current enrollment numbers for their class. If a class has fewer participants than what was requested as the minimum enrollment number, Community Ed will reach out and discuss whether we need to cancel it or try a last-minute marketing promotion. If a class fills, Community Ed will create a waiting list and instructors will be asked if they are willing to increase the maximum number of participants.

- **Class Ratios:** For the safety and security of both participants and instructors, Community Ed recommends the following **max** adult-to-child ratio:
 - Classroom-based (ex: STEM, art, dance, writing): Pre-K 10:1, Gr. K+ 12:1
 - Recreation/Performing Arts (ex: archery, soccer, strength training, theater): Pre-K: 10:1, Gr. K+ 15:1
- **Class Staffing:** Community Ed does not offer staff for classes run by independent contractors. For classes run by District employees, Community Ed can support in finding assistants as needed to expand class sizes or add additional class sections. All District staff must be approved by the Community Ed office and must have a payroll packet and background check on file prior to the first day of class. High school assistants do not need to be background checked. Please inform Community Ed if you plan to have volunteers in your class. Adult volunteers are required to have background checks done.
- **Equipment:** Some school district equipment including media, gym, and classroom equipment can be used for Community Ed classes and activities. Special usage requests should be listed on your class proposal. Community Ed cannot guarantee special requests that were not approved at the time of the class proposal acceptance.
- **Wi-Fi:** Public Wi-Fi is available on all sites and does not require a password.
- **Supplies and Materials:** For independent contractors, materials and supply costs must be built into the instructor's participant cost. Under no circumstance will Community Ed purchase materials or supplies for an independent contractor. For Princeton School District Employees, approval for all supply costs must be made with Community Ed PRIOR to the acceptance of the class. Once a class is accepted and registration is open, Community Ed will not purchase materials and supplies that were not agreed upon in the instructor contract; these items will be an out-of-pocket expense for the instructor. All supply fees that were agreed upon will be factored into the class budget and will impact the split with you after the administrative fees are taken out.
- **Copies/Handouts:** Princeton Public Schools has limited the number of paper/hard copies being distributed to families. Instructors are encouraged to provide all handouts electronically. Independent contractors may provide Community Ed with paper copies by mailing them to our Community Ed office. **We do not print any course materials for independent contractors.** For District Employees who need something copied for class, requests must be submitted to the **Community Ed Specialists** at least seven business days prior **to the class date**. Bulk and/or colored copies may be an additional class expense that impacts the instructor's split.
- **Marketing:** Community Ed will market classes through the catalog (print/online), electronic newsletters, **direct emails**, and/or social media posts. Instructors are also encouraged to promote their class or activity. Any formal advertising done by the instructor (press releases, ads, flyers, etc.) should be approved by Community Ed prior.

- **Solicitation:** Community Ed is first and foremost an opportunity for continuous learning and personal growth while making connections with community members. It is not a vehicle for advertisement, promotion, or solicitation of future business. Solicitation of materials, memberships, products, or services made by an instructor is strictly prohibited. Class lists are not to be used for business solicitation. Instructors are welcome to leave business cards on a side or back table for students to take at the end of class if they wish to do so, but please do not otherwise promote any business. All classroom handouts and curriculum must be specific to the class content. Instructors may include their name and professional credentials, but please do not include company logos. Failure to comply with this solicitation policy may result in no longer being able to teach classes with Princeton Community Ed.
- **Class Evaluations:** Evaluations provide valuable feedback and help us better service our community. Community Ed sends course evaluations to all participants the day after class ends. Prior to the start of the next season (fall, winter/spring, summer), we will send each instructor any feedback we received that highlights successes and areas of improvement.
- **Parking and Entrances:** For most Community Ed classes, instructors and participants are encouraged to park in the main parking lot and enter the main entrance of the school building. If instructors have questions on where to park or which door to enter for their class, please contact your Program Specialist.
- **Classroom Use:** Instructors are asked to leave the classroom/facility they use in the same or better order than when they arrived. Teachers supplies are not to be used by instructors or participants. Projects or materials cannot be left in classrooms unless previous arrangements have been made with Community Ed. Please shut off lights and projectors, and close windows and doors when class or the activity is done.
- **Location Changes:** If your class is moving locations or taking a break outside, please notify a Community Ed staff member so that your group can easily be located when necessary.
- **Safety of Participants:** Safety precautions must be exercised at all times. All equipment should be used only for its designated purpose. Community Ed instructors must inform their class of any potential hazards or dangers. Protective safety gear should be worn as needed. All instructors are responsible for supervising their students at all times and staying after until all participants have safely left or have been picked up from the facility. No student should ever be left unattended.
- **Getting Started:** An email will be sent from Community Ed with logistics for your course a few days prior to the first day. Community Ed staff will be onsite to greet you on the first day of your class. For classes that are right after the school day ends, instructors must check-in and get a badge from the school's front office.

- **District ISD 477 Policies:** All District 477 Policies, Regulations, and Rules apply to Community Ed classes and activities. If instructors want additional information on or copies of specific District 477 policies, they can contact the Community Ed Office or visit the district website at www.isd477.org/district/policies

Princeton Public Schools 514.5 Anti-Slur Policy

I. PURPOSE

Princeton Public Schools believes it is our duty to create a school environment where EVERY student and staff member feels safe, respected, and a sense of belonging free of discrimination and racism.

II. GENERAL STATEMENT OF POLICY

There is no place for hate on our school campus and in our community. Discrimination and harassment violate the safety of our school community and the humanity of each individual within it. At Princeton Public Schools we believe we are strongest when we embrace each other's differences, including but not limited to: race, class, ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

III. DEFINITION

Princeton Public Schools believes slurs and hate speech are a form of violence against other students, families, staff members or members of the community. A “slur” is speech, for example, epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to real or perceived identity. A “slur” also includes spreading rumors, jokes, notes, stories, drawings, pictures or gestures that make reference to real or perceived ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics.

Emergency Procedures

- **Weather Cancellations:** Community Ed classes may be canceled due to inclement weather or the threat of inclement weather. During the school year, if Princeton Schools are closed due to inclement weather, after-school and evening community ed classes may also be canceled. Your Program Specialist will be in contact to discuss feasibility. Community Ed will attempt to contact instructors and participants in a timely manner. Cancellations will also be posted on our [Community Ed Facebook page](#) and online at

www.isd477.org. Class cancellations due to inclement weather **may** not be rescheduled unless there are multiple weather-related cancellations. Then we may discuss adding a makeup date **if one has not already been planned during the class proposal stage**. For outdoor classes, we will try our best to have an indoor backup space for you, but we cannot guarantee space. Community Ed will notify you of indoor space availability at the start of your class session.

- **Fire:** Fire alarms are to be taken seriously. Information on the appropriate fire exit is posted in each classroom or each building. If an alarm sounds during your session, instructors should ask all participants to exit the building until the alarm is off and you are given the all clear.
- **Storm Warnings:** Each school has designated areas where individuals should go in the event of a severe thunderstorm or tornado warning. These areas are posted throughout the school. Generally these areas are in an internal hallway away from windows and doors. Instructors should assist participants in reaching a protected area in the event of a storm warning.
- **Accidents:** First aid supplies for minor injuries can be obtained from **Community Ed staff on site or a building custodian**. If serious/life-threatening injuries occur, instructors should follow first aid/CPR procedures, call 911, and then notify the emergency contact listed on the roster. All injuries must be reported to Community Ed **and an Injury Report Form will need to be completed and submitted to the Community Ed office**.
- **Blood/Bodily Fluids:** Please report all blood/bodily fluid-related incidents to the building custodians and Community Ed staff regardless of severity. This is to avoid any issues with Blood Borne Pathogens and for the safety of students and instructors.
- **Students with Medical Emergency Plans:** When Community Ed is aware of a student with a medical emergency plan, it will be communicated to the instructor. It is the instructor's responsibility to be aware of the student's needs and follow the plan. Call 911 as needed and report any medical emergency to Community Ed staff as soon as possible. Ex: An instructor of a student with an Epi Pen who may have a bee sting allergy and is participating in an outdoor course should be aware if the student self carries the Epi-pen or where the Epi Pen is located.

After-School Class Procedures

- Check in at the school office to report your arrival. Please arrive 15-30 minutes prior to your class start time so you have ample time to sign in at the office, obtain a visitor's badge, and when possible, review your rosters. Should an emergency arise which will delay your arrival, call **your Program Specialist immediately. If they do not answer, please leave a voicemail and then contact the main Community Ed office.**

- On the first day of class, a Community Ed staff member will try to meet you and direct you to your classroom. A copy of your roster will be provided. Information contained on the roster is confidential. Rosters should be shredded after the entire course is over.
- Accuracy in monitoring attendance is important. Due to liabilities, drop-ins are not accepted. Please review our Policies above for students who are not registered. If a child arrives to check-in and is NOT on the roster, notify the Community Ed Office right away. If you do not get a hold of someone in Community Ed, go to or call the front office of the building you are in.
- Never leave a message about a missing student on a voicemail. This information MUST be passed on to a district staff person.
- Utilize your classroom space as needed, but return it to its original condition when your class is over. Do not erase existing work from the board or use any classroom materials. We appreciate your help in returning the classroom desks, chairs, and tables to their original condition and layout.
- Students should use the buddy system. Make sure students go with a buddy to the restrooms and other areas of the school if they need to leave your classroom.
- At the end of class, make sure all students are dismissed to the appropriate person. Never leave a child alone. If someone other than the person specified on the roster arrives to pick up a child, they must provide written permission from a parent/guardian. A photo ID will be required before the child is released. **If a child is unsure who is picking them up, please call their emergency contact person to ask.**

Summer Class Procedures

- Summer classes will have similar procedures to the after-school procedures listed above with a few changes:
- A summer logistics email will be sent to instructors on the Thursday or Friday prior to your class starting.
- On the first day of class, please arrive 30 minutes before the start of your camp. On the remaining days, please arrive at least 15 minutes prior.
- When you arrive on your first day, check-in with Community Ed staff at the designated spot listed in the summer logistics email. **Be sure you have either a printed copy of your roster or access to it electronically.** Go through any specific protocols **with the staff member on site, and if your camp is held outside, confirm the assigned rain shelter or backup space.**
- Please note that instructors will be asked to be stationed at an entrance or pick up/drop off spot each day of class to check-in their students and then walk them to their classroom/space. Community Ed will provide instructors with this information in the summer logistics email or on the first day of class at check-in.

Instructor Payment Information

- Instructor contract(s) will be sent to you by email with all course details and the compensation agreement.
- **Princeton School District Employees:** The instructor is or will be hired as an employee of the the Princeton School District #477. Employees will complete a payroll packet and a district background check for adult staff. These items must be completed prior to the start of your class for all instructors and assistants. The district will deduct any federal, state, or local withholdings from the instructors compensation including income tax, unemployment compensation, social security, TRA, PERA, workers compensation, or other deductions applicable to the employer-employee relationship. Class payment will be paid via district payroll after the end of class. The specific payment date will be based on your class end date and the district's payroll deadlines for either the 15th or last day of the month. Instructor(s) will be paid through district payroll within two pay periods of the last class date. Generally, you will receive payment within a month of your class end date.
- **Effective July 1, 2024:** Depending on the number of enrollments, scholarship use, and if any class supplies/equipment is needed, adult instructor(s) will earn \$16.00-\$36.62/hour for the class. If funds allow, the instructor(s) will also be paid a half hour of prep per session. The instructor(s) will be paid only for days they teach. High school student workers will earn the minimum wage rate given at the state level (2025 is \$11.13/hour). Exclusions include instructors requiring specialty certifications such as CPR-certified instructors.
- **Independent Contractors:** The instructor is performing services for District 477 and Princeton Community Ed as an independent contractor and is not a district employee. District 477 does not withhold income taxes or social security from payment. To receive payment, the instructor must submit an invoice to the Community Ed Office following the last session of class and a valid [W-9](#) must be on file with the district office. We recommend independent contractors set a flat price per enrollment fee. Generally, we add 30% on top of your fee, but final contract rates are negotiated based on the actual services provided and affordability of the class for our participants. Princeton Public Schools have, by law, up to 35 days to pay invoices. Further, all checks are approved by the Princeton School Board and mailing dates are determined by the dates of the school board meeting. Bottom line; it can take about a month for the check to arrive in the mail.