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.

Kris Green
Director of Community Education
Mustang Public Schools
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Office of Community Education
Physical: 909 S. Mustang Rd.
Mailing: 12400 SW 15th St., Yukon, OK, 73099
Email: communityed@mustangps.org
Website: www.mustangps.org/communityeducation.aspx

Kris Green
Director
405-376-7996 (w)
405-973-4136 (c)
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Executive Administrative Assistant
405-376-7843 (w)
405-420-9410 (c)
elliotts@mustangps.org

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Bronco Club District Coordinator
405-376-1514 (w)
405-600-4225 (c)
chastainj@mustangps.org

Jean Marie Otto
Operations Clerk
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405-615-9876 (c)
ottoj@mustangps.org
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
Sign and return your instructor contract via scan/email, mail or in person to Community Education. Mailing address: 12400 SW 15th St, Yukon, OK, 73099. Physical address: 909 S. Mustang Rd., Mustang, OK.
Complete the required background check and email final results to communityed@mustangps.org.
Provide the following to the Office of Community Education:
- W-9
- Class Proposal; including instructor biography
- Social Media Marketing graphics: logo, headshot, picture of end product; if applicable
Discuss marketing options with the Director of Community Education or the Executive Administrative Assistant.
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.
Instructor badge will be provided for safety/security identification purposes. MPS employees will use school ID badge. Please wear your ID at all times while on school property.

During Class
In the event that you are unable to teach (family emergency, illness, etc.) contact the Office of CE at 405-376-7843. Discuss all available options for making up the class time with the Executive Administrative Assistant.
Note: If the office is closed, and your class is about to begin, please contact Stacey Elliott or Kris Green.
If you have any issues with the computer/media equipment, contact the night supervisor immediately.
If you have questions/concerns about your assigned classroom, please contact the Executive Administrative Assistant.
Contact, immediately, the Operations Clerk with the name and phone number (and/or email) of any enrollees who are attending the class but are not appearing on the class roster.
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.

After Class
Submit final attendance data for payment processing.
Elementary Sites:

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

Intermediate Sites:

<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>City</th>
<th>Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canyon Ridge</td>
<td>3600 S Sara Rd</td>
<td>Mustang</td>
<td>South Doors, #15</td>
</tr>
<tr>
<td>Horizon</td>
<td>430 W Forster Dr</td>
<td>Mustang</td>
<td>East Doors, #4</td>
</tr>
<tr>
<td>Meadow Brook</td>
<td>12500 SW 15th St</td>
<td>Yukon</td>
<td></td>
</tr>
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</table>

Middle School Sites:

<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>City</th>
<th>Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central MS</td>
<td>11820 SW 44th St</td>
<td>Mustang</td>
<td>Main Entrance</td>
</tr>
<tr>
<td>Mustang MS</td>
<td>1145 S Heights Dr</td>
<td>Mustang</td>
<td></td>
</tr>
<tr>
<td>Mustang North MS</td>
<td>10901 SW 15th St</td>
<td>Yukon</td>
<td></td>
</tr>
</tbody>
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High School Site:

<table>
<thead>
<tr>
<th>Site</th>
<th>Address</th>
<th>City</th>
<th>Entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mustang High School</td>
<td>801 S. Snyder</td>
<td>Mustang</td>
<td>Building C, Door 4</td>
</tr>
<tr>
<td>*Unless otherwise stated</td>
<td>*</td>
<td>*</td>
<td>*</td>
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Fire Procedure
All classrooms will exit through individual outside classroom doors unless teacher determines another route to be safer. PreK, K and 2nd will walk to the front of the building. 1st, 3rd, and 4th will exit to the back. Alternate exits marked accordingly.

Tornado Procedure
Each classroom will take the stairs marked to the basement and gather in assigned areas. The assigned areas are:
B1-East Wing, Spec. Ed
B2-West Wing, Media, Music, PE
Hallway-Overflow from B1 and B2
Instructor Contract

An instructor contract is generated for each course you teach, each semester you teach it. The contract must be signed and returned to the Office of CE prior to the start of each catalog season. Drop dead due date will be given to you by the Office of CE.

We offer several ways to return the contract to our office – the fastest and easiest is to scan and email to communityed@mustangps.org. However, you may also fax it to 405-376-7333, or mail it to Office of Community Education, 12400 SW 15th St, Yukon, OK 73099.

When you receive your contract each semester:
1. Read it carefully for date, time, location, price of your course, and immediately notify us of any issues.
2. Sign the contract and return to us immediately.

IMPORTANT:
In order to maintain an ethical and impartial learning environment, you agree that you will not promote any specific product, service, or source in the classroom, not solicit contract information from attendees.

Any and 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.)

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.

Compensation

MPS Employees: All payments are processed by our Payroll Office via Direct Deposit. You can view payment history through Wengage. Payment for instructing a course will be included in your regular paycheck, on the 15th and 30th of each month.

Note that the end date of your course may determine when you receive payment. The sooner you submit all attendance data to the Office of CE, the faster payroll can process payment. Please check the Payroll Calendar for pay days.

Independent Contractors: All payments are processed through our Activity Accounts Financial Clerk. You will receive payment within 14 days after all attendance data and invoices are submitted to the Office of Community Education.
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 homes 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.

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

If you are interested in “taking over” our Facebook page let us know and we can set it up. “Taking over” our Facebook page simply allows you access to the page to go live and promote your class. Note: Please use discretion when utilizing any social media outlets.

NEW_CLASS_PROPOSAL

The planning process for each catalog season starts very early – at least 6 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 course and/or make suggestions for other courses you think we should be offering. If you have an idea for a new course:

1) Speak 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?
5) Email the completed for to communityed@mustangps.org

Catalog entry deadlines:
Fall Catalog (Sept-Dec) – due July 6th
Winter/Spring Catalog (Feb – Apr) – due November 30th
Summer Catalog (May-July) – due February 26th

**Registration**

Community Education attendees can register online via Eleyo ([https://mustangps.ce.eleyo.com/](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 via email (as long as 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.

**Course Rosters**

You are able to view and print your class roster(s) 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 in order to process payment more quickly.

*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:

1. Create your Eleyo account and log in.

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

   a. All of 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.
Below is an example screenshot of a list of course sections an instructor attached may see from an iPad.
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.
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 a class, please do the following:

If during normal business hours (Mon-Fri 8am-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 the Director at 405-973-4136. A Community Education staff member can 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.

**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.
It is the instructor’s responsibility to locate a suitable substitute. All substitutes must be approved by the Director.

**MPS employee:** Community Education will pay the sub for their services and that amount will be deducted from the regular instructor’s pay.

*Vendors/Independent Contracts* select and pay their own subs. These subs must still complete the background check. These subs do not have to be hired by Community Education, as they will not be receiving any direct compensation from Community Education.

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/communityeducation.aspx](http://www.mustangps.org/communityeducation.aspx), 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.

**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. Duck and cover people!

**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 Lab 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 (provided by MPS) and the ability to plug an HDMI cable into your personal laptop.

If you need wireless access for your personal device, you will need to request a password for the guest login from Community Education. If you will require your students to have internet access for their personal devices, this will also need to be requested from Community Education in advance.

No non-MPS employee shall have access to MPS technology or devices without prior authorization from the MPS IT Department. Should your class require MPS computers in order to be conducted, prior authorization will be required and special logins for devices will be provided by the MPS IT Department. Please communicate your technology needs to the Office of Community Education on the proposal form.

*Please verify with the Office of Community Education that your technology needs will be met two (2) weeks prior to the start of class.

**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 the Director. 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 Policies**

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

**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!*