Welcome

We are pleased that you have chosen to share your expertise with Schoolcraft College’s Continuing Education and Professional Development (CEPD) Kids on Campus students. The CEPD staff is proud to offer quality classes and programs to children in 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 Schoolcraft College 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 Continuing Education Office (Jeffress Center - 2nd floor).

Leslie Petty, Ed.D.
Associate Dean
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## Important Contact Information

### FULL DAY CAMP CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone</th>
<th>E-mail if Applicable</th>
<th>Location</th>
<th>Hours</th>
<th>When to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>KOC HQ</td>
<td>734-462-4600</td>
<td><a href="mailto:koc@schoolcraft.edu">koc@schoolcraft.edu</a></td>
<td>BTC 167-171</td>
<td>8:00 AM – 5 PM Monday-Friday when program is running</td>
<td>Main contact when program is running</td>
</tr>
<tr>
<td>Michele Bialo – Program Manager</td>
<td>734-462-4676</td>
<td><a href="mailto:mbialo@schoolcraft.edu">mbialo@schoolcraft.edu</a></td>
<td>JC 209 or KOC HQ</td>
<td>7:30 AM – 4:30 PM</td>
<td>Camp content, scheduling</td>
</tr>
<tr>
<td>Mindy Barela – KOC Assistant</td>
<td>734-664-4983</td>
<td><a href="mailto:mbarela@schoolcraft.edu">mbarela@schoolcraft.edu</a></td>
<td>JC 2\textsuperscript{nd} Floor – CEPD Dept</td>
<td>Varies</td>
<td>Supplies, aides</td>
</tr>
<tr>
<td>CEPD Main Office</td>
<td>734-462-4448</td>
<td><a href="mailto:cepd@schoolcraft.edu">cepd@schoolcraft.edu</a></td>
<td>JC 2\textsuperscript{nd} Floor – CEPD Dept</td>
<td>8:00 AM – 5:00 PM</td>
<td>If you cannot reach someone at numbers above</td>
</tr>
</tbody>
</table>

### ACADEMIC SKILL CLASSES – HALF DAY CLASSES LOCATED IN THE JEFFRESS CENTER

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone</th>
<th>E-mail if Applicable</th>
<th>Location</th>
<th>Hours</th>
<th>When to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPD Main Office</td>
<td>734-462-4448</td>
<td><a href="mailto:cepd@schoolcraft.edu">cepd@schoolcraft.edu</a></td>
<td>JC 2\textsuperscript{nd} Floor – CEPD Dept</td>
<td>8:00 AM – 5:00 PM</td>
<td>Main contact when program is running</td>
</tr>
<tr>
<td>Ann Prenger – Program Coordinat or</td>
<td>734-462-4818</td>
<td><a href="mailto:aprenger@schoolcraft.edu">aprenger@schoolcraft.edu</a></td>
<td>JC 204</td>
<td>8:30 AM – 1:00 PM, Monday-Thursday when program is running</td>
<td>Camp content, scheduling</td>
</tr>
<tr>
<td>KOC HQ</td>
<td>734-462-4600</td>
<td><a href="mailto:koc@schoolcraft.edu">koc@schoolcraft.edu</a></td>
<td>BTC 167-171</td>
<td>8:00 AM – 5 PM Monday-Friday during when program is running</td>
<td>If you cannot reach someone at numbers above</td>
</tr>
</tbody>
</table>
## FULL DAY CAMPS AND ACADEMIC SKILLS

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone</th>
<th>E-mail if Applicable</th>
<th>Location</th>
<th>Hours</th>
<th>When to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Police</td>
<td>734-462-4424</td>
<td><a href="mailto:cpa@schoolcraft.edu">cpa@schoolcraft.edu</a></td>
<td>JC Lower Level</td>
<td>24 hours a day</td>
<td>Emergencies, door locked</td>
</tr>
<tr>
<td>Media</td>
<td>734-462-4400 x 5330</td>
<td><a href="mailto:media@schoolcraft.edu">media@schoolcraft.edu</a></td>
<td>Library</td>
<td>Spring/Summer Hours Mon-Thu: 8am - 8pm Fri: 8am - 5pm</td>
<td>Trouble with projects, screens etc.</td>
</tr>
<tr>
<td>Info Services/IT</td>
<td>734-462-4400 x 4510</td>
<td></td>
<td>Various</td>
<td>Monday – Friday 8 AM – 5 PM</td>
<td>Hardware, software, internet issues</td>
</tr>
</tbody>
</table>
Checklist

Before Class

- Fill out required hiring paperwork ASAP
- Pick up your ID badge from Campus Security Police by Thursday, July 2nd
- Supply orders/Computer Requests are due no later than May 8th
- Class roster and instructor packet must be picked up every Monday in the KOC HQ for day camps or at the desk in the lower level of the Jeffress Center at the start of each session for Academic Skill classes
- Please make sure you are signed up for the Kids on Campus group in RAVE
- Provide a copy of your syllabus to your program coordinator

During Class

- In the event that you are unable to teach (family emergency, illness, etc.), contact your program coordinator or the KOC HQ or CEPD office
- Call first thing Monday morning if you have a student attending class who is not on your class roster.
- Limit phone use to calls/texts regarding Kids on Campus
- If you have any questions/concerns about your assigned classroom call your coordinator
- If you have a behavior issue that you need help with call your coordinator or the KOC HQ or office
- For camps, invite parents to attend the KOC Showcase
- Complete a certificate for each of the kids in your camp/class

After Class

- Turn in all materials borrowed from CEPD
- Turn in original receipts with completed reimbursement form.
- Complete the survey sent via e-mail to inform CEPD staff of any changes or suggestions you have for improving the camp or class.
- Turn in your ID badge to Campus Police unless you are teaching throughout the year.
Campus Map, Parking, Badge

Kids on Campus employees can obtain a temporary parking permit from Campus Police. Once you have a permit, you may park in the Faculty/Staff Parking spaces. If you choose not to get a permit, you must park in the student spaces. In order to get the parking permit, you must go to the Campus Police Office and fill out a blue card/form providing both your license plate number & make/model of your car. They will issue a temporary sign that you put in a visible location in your car. IMPORTANT: Never park in the spaces marked “Assigned” - if you do so, you will be ticketed by the City of Livonia. Tickets given are expensive and permanent once they are issued.

If you teach in any building other than the Jeffress Center, Campus Police can issue you a staff badge to be used for photo/staff ID purposes only. For example, if you call Campus Police to unlock a classroom, the officer will ask to see your badge before unlocking the door. For both the parking permit and the staff badge, please visit Campus Police sometime between 8 am – 4 pm Monday through Friday or call (734) 462-4424 to make alternate arrangements.

If you teach in the JEFFRESS CENTER (JC), you must obtain a swipe card badge.

Here are some guidelines to follow with swipe card access in the Jeffress Center (JC):
1) Classrooms – Most classrooms will already be unlocked (green light on wall-mounted card reader) when you arrive. However, if the room is locked (red light), you will need to swipe your badge in order to unlock the room.

2) Computer Labs – The instructor will use their badge to swipe the reader. The reader will turn (and remain) green. The lab will remain open the remainder of the day and lock automatically at 10:15pm.
3) If you ever lose the card, notify your coordinator immediately. Campus Police will de-activate your card and issue you a new one.

4) In the event of an alarming situation occurring outside of your classroom, where a “lockdown” (keeping everyone inside) is the best option, swipe your card across the keypad on the wall inside the door. Activation of the internal card reader disables the outside card reader. NOTE: Never activate the internal card reader unless it is an emergency situation.
Letter of Intent (LOI)

The Letter of Intent (LOI) becomes your teaching contract with CEPD. A new LOI is generated for each class you teach, each semester you teach it. **The LOI must be signed and returned to CEPD before your class begins.** It is best to sign and return it shortly after it arrives in the mail to secure your teaching assignment for that semester. If we do not hear back from you immediately, we may assume that you are not available or are not interested.

We offer you several ways to return the LOI to our office – the fastest and easiest way is to send it back in the provided postage-paid envelope. However, you can also send it via fax to fax # (734) 462-4538, scan/email it to cepd@schoolcraft.edu, or drop it in the “CEPD After-Hours Drop Box” at the south/yellow entrance of the Jeffress Center.

When you receive your LOI in the mail each semester (see SAMPLE below):

1. Read it carefully for date(s), time(s), and location(s) of your class(es), and immediately notify us of any issues.
2. Note the pay method and amount to ensure they are correct.
3. Sign the original (not the COPY) and return it to CEPD immediately.
4. Keep the COPY for your records.

**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, nor solicit contact information from the students. If you plan to deviate from the published class description and/or class syllabus, please speak to your Program Coordinator. The college’s reputation is at stake when our students do not receive the instruction/materials they expect.
Compensation

All payments are processed by our Accounting Department via Direct Deposit. You can view payment history through WebAdvisor, our online warehouse for instructor resources and class information (instructions for how to use WebAdvisor are provided later in this Handbook).

To view payment history in WebAdvisor, select My Stipends listed under Personal Profile. You will be able to view the pay period end date of wages for any/all Continuing Education classes that you teach. Most instructors can expect payment either every two weeks (on Fridays) after a class has started or on the Friday following their class end date. However, some payments may be distributed on a different schedule, especially if an invoice or receipt from the instructor is required. Vendors are typically paid after the class has ended and Schoolcraft has received/processed their invoice.

Note that in any given semester, the start date of your class may determine when you receive your first paycheck. For example, if your start date falls during a payday week, you will not receive your first paycheck that week. You will likely receive your first paycheck during the next payday week.

If you are paid hourly, your payments are divided into equal payments over a specified number of paydays. In other words, your paycheck does not necessarily reflect the exact hours you worked during the 2 weeks prior to the payday. For example, if your stipend for the entire semester is $600, it may be broken into 3 payments of $200.

Any questions regarding payments can be directed to CEPD at (734) 462-4448. If needed, we will transfer you to our Payroll Office.

Discounts on classes

In general, CEPD instructors do not receive a discount on any credit or CEPD classes. However, CEPD instructors are eligible to take Staff Development classes during the semester(s) they are teaching at no cost. These Staff Development classes typically award Continuing Education Units (CEUs), which means that the classes will be listed on your college transcript. Contact CEPD at (734) 462-4448 to receive information about current class offerings (e.g., Word, Access, Excel, Blackboard, etc.) and we will email you the registration instructions.
New Camp/Class Ideas
The planning process for Kids on Campus begins in August for the following summer. We encourage you to explore the opportunity to create new camps. Many of our most popular classes were proposed by our outstanding instructional staff. If you have an idea for a new camp:

1. Speak with your Program Coordinator about your class idea to determine the feasibility of the camp.

2. Complete a Class Proposal Form.

3. Give some thought to the possible name/title, audience, and marketing for the class.

4. Will you need any special equipment or supplies? How many students can the class accommodate? Have you created a class objectives/outline?

5. Email the completed form to your Program Coordinator.
Standard Syllabus, Showcase & FAQ’s

Syllabus

All Instructors are required to send a letter home to the families of their campers. To make things more convenient, we also use it as your syllabus. The image to the left is the template all instructors are asked to use. You will receive it in your Camp Information e-mail. A completed copy must be given to your program coordinator prior to camp start.

Instructor Info

- Name
- A little about yourself
- Certification (teacher, content expert)
- Any contact info you want to provide

While in camp I will

- Give some examples of expectations that parents can have of you while their kid is in your camp.

While in camp I expect

- Give some examples of what type of behaviors and other expectations you may have for the children while they are in your camp.

Some activities your child will do are:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
</table>

Anything else you want parents to know about camp?

FAQ’s

FAQs found online

It is strongly recommended that you review student FAQs, so that you are prepared to answer questions during class.

- [http://www.schoolcraft.edu/docs/default-source/cepd---kids-on-campus/faq---camps.pdf](http://www.schoolcraft.edu/docs/default-source/cepd---kids-on-campus/faq---camps.pdf)
- [http://www.schoolcraft.edu/docs/default-source/cepd---kids-on-campus/faq---academic-skills.pdf](http://www.schoolcraft.edu/docs/default-source/cepd---kids-on-campus/faq---academic-skills.pdf)
Supplies & Computer Lab

In an effort to make the supply purchases for KOC efficient for both instructors and CEPD staff we utilize a supply ordering system. We divide supplies into two categories: disposable items and non-disposable items. All instructors will be allotted a budget per student for supplies. The budget is for disposable supplies and non-disposable supplies. It will be the responsibility of the instructor to purchase disposable supplies. Supply cost will be reimbursed to the instructors after the original receipts are returned along with a supply reimbursement form.

Below is a list and examples of what we consider disposable supplies:

<table>
<thead>
<tr>
<th>Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking Items</td>
<td>baking powder, flour, salt, lemon juice, vinegar etc.</td>
</tr>
<tr>
<td>Project Materials</td>
<td>chalk, colored pencils, crayons, glue sticks etc.</td>
</tr>
<tr>
<td>Paper and Office Supplies</td>
<td>construction paper, drawing paper, tape, folders, paper clips, pens, notebooks etc.</td>
</tr>
<tr>
<td>Painting supplies</td>
<td>paint, brushes</td>
</tr>
<tr>
<td>Misc.</td>
<td>aluminum foil, borax, Kleenex, plastic cups, straws, yarn, modeling clay, potting soil</td>
</tr>
</tbody>
</table>

Any items that are not considered disposable or that are available to Schoolcraft via group discount will be purchased by CEPD. Examples of these items are: thumb drives, rockets, robot kits, scales, frogs for dissection, etc. If you require any of these items you will complete a KOC Supply order form. Please be very specific in your supply needs. We will not purchase any disposable items. If you include them on your list we will contact you so that you know you need to purchase those things.

Please note: Before purchasing supplies that cannot be returned you must call to confirm the camp/class is running. Also if your class requires that you spend more than your budget per person you must receive permission from CEPD prior to purchasing the items.

If we are not able to supply an object that you requested we will let you know. Items that you have requested via the supply form will be available in your classroom the day your class begins.
**Plan ahead!** All instructors must utilize our process. You can submit your supply requests via email to the KOC Assistant, fax it to 734-462-4538, or mail it to Continuing Education/ Schoolcraft College
18600 Haggerty
Livonia, MI 48152

Please return all supply forms by the deadline. This is necessary so that we have ample time to purchase the supplies requested. KOC staff will not obtain any supplies for you the day your camp begins.

If you have questions regarding supplies please contact the KOC assistant at (734)462-4815 or the Program Coordinator at 734-462-4676.

**Computer Lab**

Computer lab requests will be submitted through your supply request form. Please be specific with dates and times preferred as they are scheduled on a first come first serve basis. There is very limited availability for the computers; make sure you are using the lab in a productive educational manner.
Overloads & Age Requirements

Overload Requests

The CEPD Office receives many overload requests after registration begins. If you wish to approve an overload, we need your approval in writing — preferably via an email sent to your program coordinator or an email sent to cepd@schoolcraft.edu. We will not approve/allow an overload if/when a student tells us that they spoke to you and you approved it.

Here are a few things to keep in mind when approving an overload, especially in high-demand classes (e.g. Robotics, Culinary, and Video Game):

1) The CEPD Office has probably already denied their request.
2) Allowing an overload might be reinforcing an unwanted behavior - a late registration attempt/effort by the student/parent.
3) It might not be fair to all of the other students/parents whose request was already denied.
4) Increasing the class capacity might cause safety issues.
5) There might not be enough supplies for an extra child.

Because of the issues overloading can cause, please provide a reason for your decision.

Age Requirements

We highly encourage parents to register their children for camps/classes that match the grade their child will be entering in the fall. Occasionally a child gets registered for a camp or class that is either above or below this level. We ask that you, the instructor, use your discretion on whether you would like the child to remain in your camp/class or not. If the camp/class is inappropriate for the child, please let the program coordinator know immediately and we will try to put the child in an age appropriate camp/class.

Student Name/Address Changes

Due to the Family Educational Rights and Privacy Act (FERPA) regulations, only the student can make changes to their personal information. If a student has a change in contact information, such as name, address or phone number, they must make the change through our Registration Office via a Personal Data Change Form. The Form can be found in the FAQ section of our website. Name changes require additional documentation (as stated on the Form).
Class Rosters
You are able to view/print your class roster through a system called WebAdvisor (see general log in instructions below, which will be emailed to new instructors shortly after their hiring paperwork has been processed). It is imperative that you have your roster before class begins. For KOC instructors only a class roster will be printed and placed in your first day packet.

The roster is your record of students who have officially enrolled.

Note: You will only be able to check your rosters on/after the first day of registration — no names will appear on your roster before that time. Your rosters will include any/all contact information (e.g., name, phone, email address) that the students provided during registration. You may use this contact information for class purposes only — do not contact students for non-Schoolcraft College matters.

WebAdvisor Log in Instructions:

User ID: (the lower case letter of your first name followed by your faculty ID number)

Temporary Password: teacher1 (though you will be asked to change your password shortly after logging in)

How to Log In:

1) Click on the following link: https://webadvisor.schoolcraft.edu (please save this link as a “Favorite” for future reference)
2) On left side of screen, click on “Faculty”
3) At top right of screen, click on “Log In”
4) Enter User ID and temporary password, click “Submit”
5) Enter a new/customized password (and “hint” if you feel it’s necessary), click “Submit”

If you ever need your password reset, or need the log in instructions sent to you, please contact the Operations Manager.
Students NOT on Roster

There are numerous reasons why a student’s name might not appear on your class roster –

- The student could have registered after the roster was printed
- The registration could be in a parent’s name instead of the child’s name
- The student requested a transfer, but the Registration Office hasn’t processed it yet
- The student may have (unknowingly) registered for a different class/section number
- The student may be a volunteer/assistant to another student (in which case he/she has to sign a Volunteer Form with the CEPD Office)

If you can determine the reason, and it is obvious that the student belongs in class, it is okay to allow the student to stay. However, you will need to notify your coordinator of the situation, so that it can be rectified as soon as possible.

For liability and class capacity reasons (and because it is unfair to all of the other paying students in the class), no one is allowed to attend a class he/she is not registered for. If you have a student in your class whose name does not appear on the class roster, please do the following:

**STEP 1:** Ask the student their parent/guardian’s name and check to see if they are registered under a different name. Contact someone at the KOC HQ if this is the case and provide the correct name and contact information for the student. That student’s record will need to be corrected.

**STEP 2:** If you have an aide, please send your aide to HQ for camps or the CEPD office for Academic Skill classes with any students who are not on your roster at all.

If you do not have an aide, please call HQ or CEPD office and we will find out where your student should be.

**Step 3:** The student will be taken to the correct camp/class; if it is your camp/class we will let you know and ask you to add them to your roster.
Making Copies, Email

Making Copies

The Duplication Design Center (DDC), located in the Liberal Arts Building, provides copying services for CEPD instructors. Simply send your completed Duplication Design Center Job Ticket (found on WebAdvisor – see example below) and the items to be copied via email to ddc@schoolcraft.edu. Please allow at least two business days for small jobs (e.g., class handouts or exams). Larger projects (e.g., page layout/design or presentations) will require more notice. Services are restricted solely to materials used in conjunction with CEPD classes and to printing in black and white only. More elaborate print jobs must receive approval from your Program Coordinator.

Because the DDC does not deliver copy jobs directly to a classroom, your copies will be delivered to the CEPD Office or HQ (based on what you designate on your form). You can either pick them up from the CEPD Office/KOC HQ or request that we deliver them to your classroom. **NOTE:** Vendors are responsible for supplying their own class materials/copies, and cannot request services from the DDC.

College Email

CEPD instructors do not receive college-issued email addresses. We suggest that you establish an email address (hotmail, Gmail, Yahoo, etc.) that is solely used for student-instructor communication as opposed to giving out your private/personal email address.
Camp/Class Evaluations

For Camps

All Kids on Campus camps are evaluated. Your camp evaluations will be provided to you in the packet you pick up the first day of each camp that you teach. Please distribute the evaluations Thursday afternoon if you are teaching a camp with young children who need a parent’s help filling it out. If you are teaching a camp where kids can fill out the evaluation themselves please include time in camp Friday for them to fill out the forms and return them to you. Note: For KOC we are not able to tally the evaluation course results. Please feel free to review the comments before turning them into the KOC HQ.

For Academic Skills Classes

All Academic Skills classes are evaluated. Your class evaluations will be provided to you in the packet you pick up the first day of each class that you teach. Please distribute the evaluations the final Thursday morning and include time for students to fill out the forms and return them to you. Note: For Academic Skills we are not able to tally the evaluation course results. Please feel free to review the comments before turning them into the CEPD Office.
Camp/Class Cancellations
The most common reason for a camp/class to be cancelled is low enrollment. Your Program Coordinator monitors enrollment to determine whether or not a camp/class runs. There may be a variety of factors involved in a cancellation decision, including (but not limited to): instructor compensation, cost of retirement and cost of class supplies and marketing.

In order to give parents time to make alternative arrangements if needed we typically make cancellation decisions one to two weeks prior to a camp/class 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 classes. The CEPD office will contact all registered students to notify them of the cancellation.

IMPORTANT: If your camp/class is cancelled, you will be notified by your Program Coordinator via email unless another type of arrangement has been made. If you ever need a cancellation decision made more than the one to two weeks prior to a class start, please contact your Program Coordinator. You (and your students) will only be notified if your camp/class has been cancelled—otherwise, you can assume that the camp is going to run.
**Substitute Instructors**
Notify your Program Coordinator at least forty-eight hours prior to any anticipated class absence. In case of an emergency, notification should be made as soon as possible.

If the Program Coordinator can’t be reached, please call the CEPD front desk at (734) 462-4448 or the KOC HQ at 734-462-4600. It is the instructor’s responsibility to assist in locating a suitable substitute. **Substitute instructors must be approved by your Program Coordinator and must be a current employee of the college.** Schoolcraft College will pay the sub for their services and that amount will be deducted from the regular instructor’s pay.

**Make-up Classes**
Due to 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.** However, if a class session is cancelled due to an instructor illness, official college closing or other emergency, we will make every attempt to schedule a make-up.

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

**Late arrival**
In the rare instance that you are going to arrive late for class/camp please notify the Kids on Campus Headquarters at 734-462-4600 or the CEPD Main Office at 734-462-4448. A KOC staff member will go to your classroom and wait with the kids until you or your aide arrives.

**Taking breaks**
While not mandatory, a 5-10 minute break for the campers is recommended in the morning and afternoon.
Classrooms & Labs
If your room is locked or has facilities problems, call (734) 462-4424 from a cell phone, or dial 4424 from any campus phone to connect you to Campus Police (unless a note on the classroom door instructs you to call a different number). Tell them that you are a CEPD instructor and ask them to open the room for you, or explain the problem. For persistent room issues, please contact the Operations Manager. We make every effort to place your class in a room that meets your needs. Please do not change classrooms without consulting CEPD. Please be considerate of the classes occurring before and after yours that are using the same classroom by entering/exiting the room at your published class start/end times and by leaving the space clean and free of camp materials.

Classroom & Lab Equipment
Most classrooms are equipped with a computer station, pull-down projection screen, ceiling-mounted data projector and document camera. If you would like to use other equipment such as hand-held remote controls for voting/polling, laser pointers, wireless microphones, etc. they may be available through our Media Department. Please note that there are costs associated with certain types of equipment, so be sure to discuss any media needs with the Operations Manager.

For problems with CD/DVD, data projector or document camera, call Media at (734) 462-4400 ext. 1-5330, or dial 5330 from any campus phone.

For internet or software issues, call our Information Services Department at (734) 462-4400 ext. 1-5147, or dial 5147 from any campus phone.

For all other issues, call Campus Police at (734) 462-4424. More often than not, technicians are available to help — the most important thing to remember is CALL IMMEDIATELY.
Wireless Access

Wireless access is available throughout campus. In order to use wireless access you will need to register. See the directions below.

**Wireless Access Self-Registration Instructions**

1. Enable Wi-Fi access on your mobile device. To do this, open the settings menu on your device.
2. Connect to Wi-Fi network: **sc-connect**
   - *If the web browser Sign On page below does not automatically appear, go to www.schoolcraft.edu*
   - *If not prompted by this window, try refreshing your browser*
3. Click on **Create New Account** at the bottom of the page to create a 30-day account.
4. For the **Registration Code**, enter wifi in all lower case.
5. New users will be prompted to enter their First and Last names.
6. Your 30-day Username and Password will be sent via text message to your cell phone. Because of this, you must enter a valid cell phone number under **Phone number**.
7. Select the correct cell phone (SMS) provider from the drop down menu to receive wireless log in credentials.
8. Select **Register**.
9. Within a few minutes, you should receive a text message to your cell phone with your Username and Password.
10. To log in from an **iPad**, **tablet**, **laptop**, etc. - enter your Username and Password on the **Sign On** page. To log in from a **cell phone** - click on the link provided in the text message.

**NOTE:** Some modern cell phones will disconnect from the Wi-Fi network, **sc-connect**, before you receive your Username and Password. This is a feature of the cell phone and will result in an error message when you enter the log in information. Please go to your Wi-Fi network settings and reconnect to the Wi-Fi network, **sc-connect** (see Step 2). If the log in page does not automatically appear, go to www.schoolcraft.edu to force the log in page to appear.

Your Username and Password are valid for Thirty (30) days, and will not require an additional log in during this time.

**Problem Solving:**

1. If you registered for a Username and Password and have not received a text message with your information, please check the following:
   - □ Confirm you are getting cellular service (often referred to as “bars” on your cell phone).
   - □ Confirm you have selected your cell phone (SMS) carrier correctly.
2. If you do not have a cell phone that is capable of receiving a text message (SMS), then ask the instructor or a friend to have it sent to their phone.
3. If you receive an error message (see examples below) your cellphone has disconnected from the **sc-connect** Wi-Fi network. You will need to go into your Wi-Fi settings and reconnect. Once reconnected, follow Step 2.

If you still need assistance, please contact the Schoolcraft College Help Desk 734-462-4426. A representative will be able to assist you in obtaining a Username and Password.
College Closings
Any decision to close the college is made by the college’s Administration. If closing the college becomes necessary, the information will be posted on our website at www.schoolcraft.edu every day of the week, including weekends. It will also be broadcast on WJR, WWJ, WXYT and CKLW, and local TV stations. The college recently established a system to notify the campus community of severe weather, college closings, and emergency situations. The system is branded under the name SC Alerts. The SC Alerts system uses a Web-based service called RAVE, which is available free of charge to all Schoolcraft students and employees. The system delivers alerts via text, email and voicemail. It is the college’s intention to make SC Alerts the primary method for informing employees of a college closing. Sign up at www.getrave.com/login/schoolcraft (see directions on the next page).

RAVE
All KOC instructors are required to sign up for RAVE. Prior to camp/class starting you will be asked to join a RAVE group designated for KOC instructors and aides. RAVE will be used to communicate important messages to aides and instructors including emergency notifications.
If you are NOT already registered with RAVE

1. Go to www.getrave.com
   **You may get a screen that says "Enter Site Name" Type Schoolcraft College in the field below**

2. Click on "Register" on the right side

3. Fill in the required information. **If you would like to receive text messages you will need your phone with you to complete the registration process**

4. Please check your email and follow the directions in the message to complete your account setup.

5. Enter the four digit code that was texted to you. Registration is now complete; you need to e-mail me to let me know you are registered.

6. You will receive an e-mail invitation from mbarela@schoolcraft.edu with the subject of "Group Invitation from Mindy Barela"

7. Click on the link in the e-mail that says https://www.getrave.com/login/schoolcraft

8. Sign into Rave

9. Click on Groups

10. Click on Kids on Campus in the Invitation section

11. Click on Accept

12. You are all set to receive e-mail and text messages regarding campus emergencies and Kids on
**Student Emergencies/Illness**

**Emergencies**

- If a student is injured during class call KOC HQ for camps or CEPD Office for Academic Skills classes.

- If you are not sure if the injury is severe or not call Campus Security Police at 734-462-4424 then the KOC HQ or CEPD Office.

- **BE PREPARED TO GIVE THE FOLLOWING INFORMATION:**
  1) Nature of the emergency (e.g., injury, sickness, fire, crime)
  2) Exact location of the problem (building and room number)

- If an extreme emergency call 911, then Campus Security Police, and CEPD.

- Campus Security Police will document the situation.

**Illness**

- If a child in camp becomes ill call the CEPD HQ to have a staff member bring them to the HQ or send the student with your aide. If a child becomes ill in an Academic Skills class call the CEPD office to have a staff member escort them to the CEPD office. A KOC staff member will call the child’s parent and they will rest in the office until someone can pick them up.

**Student Safety**

For safety reasons, Schoolcraft College conducts a criminal record check on all personnel working with children.

It is imperative that instructors are in the classroom to meet students as they arrive. You should plan to be in the classroom a few minutes before and after the assigned class time. Instructors should not leave students alone in class at any time. If it is necessary that you leave the students for a brief time, call the KOC Headquarters at 734-462-4600 to arrange for temporary coverage of your class. Please contact the KOC HQ at (734) 462-4600 immediately if you cannot meet your class on time. If parents have not arrived within 15 minutes after the scheduled class end time, please call the KOC HQ and someone will escort the child to Before and After Care.

When working in labs, it is important that you observe and communicate proper safety precautions.

The Kids on Campus staff will not dispense medications.

Notify CEPD or Campus Security Police about any children who are unattended.
Emergency Evacuation – see signs in building where you are teaching for refuge locations. Additional instructions will be received via RAVE.

Make sure all students have a “bathroom buddy,” or are accompanied by an aide when leaving the classroom to use the restroom. No student should be in the hallway alone. This applies especially to the younger students. **Note: students in the academic skills classes or high school camps may use the bathroom alone.**

All students in KOC camps must be escorted by a KOC aide, instructor or parent in the hallways. Students over the age of 12 who are taking Academic Skills classes are permitted to pass from class to class on their own.

Make sure the classroom is cleaned up at the end of each day.

**Have the KOC Camp students lined up in two separate lines at 2:50: one line for students being picked up, the other line for students going to aftercare.**

**Student Behavior**

Please remind students of expected hallway/lunch behavior. Including but not limited to:

- Walk
- Talk quietly
- Keep bodies to self
- Decks behind BTC – no climbing
- No climbing on half walls
- Clean up after themselves

If a student is misbehaving in class first try to resolve the situation with that child. If you have attempted to resolve the situation and it is not improving contact your coordinator. Please outline your behavior expectations in your first day letter to students and parents.

Disruptive behavior is anything that causes you concern or anything that prevents you from being able to effectively or comfortably teach your camp/class. If the behavior is enough to be disruptive of your instruction and other students’ learning, please contact your program coordinator.
Services Available

Disability Support Services

It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

The Disabilities Support Services office assists the College in ensuring equal access to programs and activities by facilitating accommodations and by providing encouragement and support for individuals with disabilities. Schoolcraft College strives to make all of its web resources accessible to individuals with disabilities.

Most Requested Campus Facilities & Services:

Registration/Answer Center Help Line: (734) 462-4426
Henry’s Food Court: (734) 462-4471, www.schoolcraft.edu/henrys
Library: (734) 462-4440, www.schoolcraft.edu/library
Bookstore: (734) 462-4409, www.schoolcraftbooks.com
Fitness Center: (734) 462-4348, www.schoolcraft.edu/fitnesscenter

Varying Student Skill Levels
You may encounter differing student skill or knowledge levels in one class. Here are a few strategies to help minimize the impact:

• On the first day of class, review the Class Syllabus with your students.

• Have our current schedule of classes handy, in case students question the class description.

• Offer any additional instructional tools such as books, DVDs, YouTube videos, etc. that may be useful to the students outside of class.

• Provide a range of options for activities and projects, when possible, to allow students to participate to the best of their abilities.

• Contact your Program Coordinator for additional support and/or to discuss any potential class description changes to help prevent repeat problems.
Field Trips
Field trips with children **MUST** be preapproved by the Program Coordinator. The appropriate parent permissions, release and emergency information must be on file with CEPD prior to the trip. Contact your Program Coordinator to arrange a field trip and receive consent forms far in advance of the proposed trip date. Broad insurance coverage is provided for the college and its employees. KOC Field Trip transportation is done via a commercial carrier. Talk to your Program Coordinator about this for more information.
Insurance & FERPA

Insurance

Schoolcraft College instructors will be covered under the college’s professional liability insurance and workers’ compensation policy. Vendors contracted by the college will not be covered under the college’s professional liability insurance or workers’ compensation policy and are expected to have their own professional insurance.

Privacy Rights of Students

The Family Education Rights and Privacy Act of 1974 (FERPA) grants Schoolcraft College students the right not to have personal information contained in their college records released to any individual, agency, or organization not included in the specified list of exceptions, without the written consent of the student.
Code of Conduct

Ethics

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.

Nondiscrimination — Schoolcraft College endorses all of the state and federal legislation that prohibits discrimination in employment and in the use of educational facilities. Discrimination includes harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, marital status, handicap, and/or national origin.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex; Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on handicap; the Americans with Disabilities Act of 1990 requires reasonable accommodation for people with disabilities. The Board of Trustees affirms its desire to create a work and study environment for all individuals that is fair and responsible. The environment shall support, nurture, and reward career and educational goals on the basis of relevant factors such as ability and work performance. The Board of Trustees believes that harassment is inconsistent with a supportive environment.

Personal Problems — Instructors should avoid bringing their personal problems into the classroom. Instructors should not discuss professional, family, or financial matters in the class. This statement is not meant to exclude anecdotal information pertaining to the instructor’s personal life. If a student expresses problems of a personal nature, the student may be referred to the Counseling Center on the second floor of the McDowell Building.

Personal Relationships — Relationships between instructors and students should be professional. Such relationships cannot be used to coerce or influence others for personal advantage. Unwelcome sexual advances, requests for sexual favors, and sexually explicit language are prohibited. Sexual relationships between an instructor and any student currently enrolled in the instructor’s class or under the supervision or direction of the instructor are prohibited.
Drugs, Narcotics, and Alcoholic Beverages

Schoolcraft College students, employees and visitors are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcoholic beverages, narcotics and dangerous drugs. All students, employees and visitors are specifically forbidden to use or possess alcoholic beverages, narcotics or dangerous drugs or to be under the influence of same while on college property, and at college sponsored events except as authorized in our Policies and Procedures. Offenders will be subject to legal action and/or disciplinary action by the college.

Smoking

According to the State Law of Michigan smoking is prohibited in all buildings on campus except where designated smoking areas are posted. There is no smoking within 6 feet of a door entrance or air intake to prevent smoke from entering buildings. **There is also no smoking within sight of any Kids on Campus students.** Effective fall of 2016, Schoolcraft will be a smoke free campus. People will be allowed to smoke in their cars, but nowhere else on campus.
Bookstore discount
In general, CEPD instructors do not receive a discount on books/software at the college’s Bookstore. However, the Bookstore receives an educational discount on the books/software they sell, so their prices will most likely be better than many other retailers. If you are interested in speaking to a Bookstore representative, please call (734) 462-4409.

Miscellaneous
Schoolcraft College 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 this publication reflects generally the current curricula policies and regulations of this college. However, these are subject to change at any time by action of the Board of Trustees or the college Administration. It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.

<table>
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<tr>
<th>Quick Reference</th>
<th>734-462-4448</th>
<th>schoolcraft.edu/cepd/handbook</th>
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<tr>
<td>American Harvest Restaurant</td>
<td>734-462-4408</td>
<td>schoolcraft.edu/americanharvest</td>
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<td>Bookstore</td>
<td>734-462-4409</td>
<td>schoolcraftbooks.com</td>
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<td>Campus Security Police</td>
<td>734-462-4424</td>
<td>Available 24/7</td>
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<td>CEPD Office</td>
<td>734-462-4448</td>
<td>Monday-Friday 8am-5pm</td>
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<td></td>
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<td>FAQ: schoolcraft.eduservices/faq</td>
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<td>Counseling</td>
<td>734-462-4400</td>
<td>ext. 1-3533</td>
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<td>Duplication Design Center</td>
<td>734-462-4400</td>
<td>ext. 1-5304</td>
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<td><a href="mailto:ddr@schoolcraft.edu">ddr@schoolcraft.edu</a></td>
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<td>Facebook</td>
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<td>Fitness Center</td>
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<td>Henry’s Food Court</td>
<td>734-462-4471</td>
<td>schoolcraft.edu/henrys</td>
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<td>Information Services</td>
<td>734-462-4400</td>
<td>ext. 1-5407</td>
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<td>Library</td>
<td>734-462-4440</td>
<td>schoolcraft.edu/library</td>
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<tr>
<td>Media Services</td>
<td>734-462-4400</td>
<td>ext. 1-3300</td>
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<td><a href="mailto:media@schoolcraft.edu">media@schoolcraft.edu</a></td>
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<tr>
<td>PE Equipment Room</td>
<td>734-462-4400</td>
<td>ext. 1-5335</td>
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<tr>
<td>Registration Center 2nd floor</td>
<td>734-462-4426</td>
<td>schoolcraft.edu/cepd/registration esp</td>
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<td>floor McDonnell Center</td>
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<td>SC Alerts (RAVE)</td>
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<td>getraze.com</td>
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<td>SC Cares</td>
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<td>schoolcraft.edu/ccares</td>
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NOTES:
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