

DRAFT Red Wing School District Administrative Procedures

2020-21



**Red Wing Public Schools
2451 Eagle Ridge Drive
Red Wing, Minnesota 55066**

**651-385-4500
www.rwps.org**

Approved by the School Board on TBD

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Article 1: Introduction

Section 1.1: Purpose and Scope of Guidelines

The purpose of this set of guidelines is to serve as a guide in answering questions about a variety of school issues and procedural questions. The guidelines are not intended to establish a contract or additional terms and conditions of employment. However, the guidelines are expected to be followed. Consistent with managerial rights, the School District reserves the discretion to make changes in the set of guidelines at any time without School Board approval in order to ensure compliance with legal requirements or effectuate more efficient or appropriate operation of the School District.

Section 1.2: Distribution

These guidelines will be distributed to each district-level administrator, site administrator, District Office worker, and site secretary.

Article 2: Non-Discrimination

Section 2.1: Non-Discrimination Statement

The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The School District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aides and services. For claims of discrimination, the School District has designated the following individuals to coordinate compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments Act of 1972.

ADA and Section 504 Coordinator	Alternate
<p>Cherie Johnson Executive Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066</p> <p>651-388-4441 cljohnson@rwps.org</p>	<p>Amy French Human Resources Coordinator Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066</p> <p>651-385-4511 asfrench@rwps.org</p>

Title IX Coordinator	Alternate
<p>Jess Whitcomb Director of Teaching and Learning Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066</p> <p>651-385-4501 jswhitcomb@rwps.org</p>	<p>Amy French Human Resources Coordinator Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066</p> <p>651-385-4511 asfrench@rwps.org</p>

Section 2.2: Human Rights Officers

The School Board has designated the following individuals as the School District's human rights officers:

Human Rights Officer	Human Rights Officer
<p>Jess Whitcomb Director of Teaching and Learning Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066</p> <p>651-385-4501 jwhitcomb@rwps.org</p>	<p>Amy French Human Resources Coordinator Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066</p> <p>651-385-4511 asfrench@rwps.org</p>

Section 2.3: Policies Prohibiting Discrimination

Note: School District policies are available at rwps.org > District > Policies, Handbooks, and Notices or from the District Office.

<p><u>Policy 102:</u> <u>Equal Educational Opportunity</u></p>	<p>The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the School District.</p>
<p><u>Policy 401:</u> <u>Equal Employment Opportunity</u></p>	<p>The purpose of this policy is to provide equal employment opportunity for all applicants for School District employment and School District employees.</p>
<p><u>Policy 402:</u> <u>Disability Nondiscrimination</u></p>	<p>The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.</p>
<p><u>Policy 413:</u> <u>Harassment and Violence</u></p>	<p>The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.</p>
<p><u>Policy 514:</u> <u>Bullying Prohibition</u></p>	<p>The purpose of this policy is to assist the School District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.</p>
<p><u>Policy 521:</u> <u>Student Disability Nondiscrimination</u></p>	<p>The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.</p>
<p><u>Policy 522:</u> <u>Student Sex Nondiscrimination</u></p>	<p>Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.</p>

<u>Policy 526:</u> <u>Hazing Prohibition</u>	The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times.
<u>Policy 528:</u> <u>Student Parental, Family, and Marital Status Nondiscrimination</u>	Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this School District policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.
<u>Policy 1000:</u> <u>Inclusive Education Plan</u>	The purpose of this policy is to establish and maintain a written plan to assure an inclusive education program as defined in Minnesota Statutes 3500.0550.

Section 2.4: Assurance of Compliance with Laws Prohibiting Discrimination

General Responsibilities

The following actions will be taken to complete the Assurance of Compliance with State and Federal Laws Prohibiting Discrimination:

1. Each building administrator will ensure that the office has a notebook containing the 18 items listed under the Statement of Assurance section.
2. Each building administrator will ensure that each student and/or parent has access to the School District's student handbook and that a copy maintained in an office in each building.
3. Each building administrator will ensure that the "Assurance of Compliance" section of the School District's student handbook and all associated policies are posted throughout each building.
4. The Superintendent will complete the Assurance of Compliance forms distributed from the State and contact the School Board Chair and Clerk to review documents and sign the forms.

School District Policies

1. Harassment and Violence (Policy 413). This policy addresses aspects of the requirements identified under the State Human Rights Acts Requirements section of the Assurance of Compliance.
2. Student Disability Nondiscrimination (Policy 521). This policy addresses aspects of the requirements identified under the Federal Section 504 Requirements section of the Assurance of Compliance. Each office also has a notebook with additional information about Section 504 compliance, including provisions for grievance procedures and impartial hearings.
3. Student Sex Nondiscrimination (Policy 522). This policy addresses aspects of the requirements identified under the Federal IX Requirements section of the Assurance of Compliance.
4. Student Parental, Family and Marital Status Nondiscrimination (Policy 528). This policy addresses aspects of the requirements identified under the Federal IX Requirements section of the Assurance of Compliance.

Checklist for State Human Rights Act Requirements

1. The School District has developed, posted throughout every building, published in all student handbooks and employee guidelines and discussed with students and employees a policy prohibiting sexual, racial and religious harassment and violence. Policy 413 satisfies this requirement.
2. The School District has developed, disseminated and posted a grievance procedure providing prompt and equitable resolution of a complaint regarding harassment and violence. Policy 413 includes a grievance procedure.
3. Students are assigned to required and elective health, physical education, industrial arts, vocational, home economics, music and all other courses without regard to identified classifications. The administrative team will ensure that this requirement is satisfied.
4. Students are treated equally regardless of their identified classification in regard to extracurricular activities, insurance benefits, health services, pregnancy, employment assistance, honors or awards, rules for behavior and dress codes. The administrative team will ensure that this requirement is satisfied.
5. All testing and appraisal materials are non-biased and normed and validated for the purpose for which they were intended without regard to gender disability and race. The administrative team will ensure that this requirement is satisfied.

Checklist for Federal Section 504 Requirements (Prohibition of Discrimination Based on Disability)

1. The School District has developed and disseminated a 504 policy that notifies participants, beneficiaries, applicants and employees that it does not discriminate on the basis of disability. Policies 402 and 521 satisfy this requirement.
2. The School District has developed and disseminated a 504 grievance procedure that incorporates appropriate due process standards and provides for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504. Policy 521 satisfies this requirement.
3. The School District has developed and disseminated procedures for impartial hearing and reviews of Section 504 issues. Policy 521 satisfies this requirement.
4. As per Policy 521, the School District has appointed a Section 504 coordinator and alternate and disseminated his/her name and telephone number.

Checklist for Federal Title IX Requirements (Prohibition of Discrimination Based on Sex)

1. The School District has developed and disseminated a Title IX policy which includes continuing steps to notify participants, beneficiaries, applicants and employees that it does not discriminate on the basis of sex. Policy 522 satisfies this requirement.
2. The School District has developed and disseminated a Title IX grievance procedure providing prompt and equitable resolution of a complaint in these matters. Policy 522 includes a grievance procedure.
3. The School District has appointed a Title IX coordinator and alternate and disseminated their names and telephone numbers.
4. The School District has developed a written policy which specifies that pregnant and/or married students shall not be excluded from any educational program or activity except when the student requests voluntarily to participate in a separate portion of the program or activity. Policy 528 satisfies this requirement.
5. A medical certificate is required of pregnant students, only if it is also required for all other students with physical and/or emotional conditions currently under the care of a doctor. The administrative team will ensure that this requirement is satisfied.

6. The School District has no athletic programs or all district athletic programs are designated for and opened to members of both sexes on an equal basis, except when separate teams are necessary in grades seven and above or for 12 years old and older, to provide equal opportunity to members of both sexes. The administrative team will ensure that this requirement is satisfied.
7. The School District has no athletic programs or equity is assured annually in all areas, such as equipment and supplies, scheduling games and practice times, travel, overnight and per diem allowances, coaching expertise, assignment and compensation of coaches, athletic facilities, locker rooms and publicity if the district provides separate teams for each sex. The administrative team will ensure that this requirement is satisfied.

Article 3: Budget and Finance Procedures

Section 3.1: Preliminary Budget Determination Timeline

Item	Issue	General Deadline	2020-21
1	Preliminary audit figures shared with superintendent	December 1 st	By 11/30/20
2	RWHS Principal presents suggested registration booklets to Director of Teaching and Learning	December 1 st	By 11/30/20
3	Board action on RWHS and TV registration booklets.	January 1 st	12/21/20
4	Audit approved by School Board	January 1 st	12/21/20
5	Current year enrollment revised. Next year enrollment projections developed except for Kindergarten.	January 1 st	By 12/31/20
6	Superintendent will provide high school principal with tentative total FTE allocation for high school teachers.	January 15 th	By 1/15/21
7	Board action on revised current year budget.	February 15th	2/15/21
8	Board review of 5-year financial plan.	February 15th	2/15/21
9	Administrative report to board on need for reductions	February 15th	2/15/21
10	Adoption and promulgation of tentative seniority lists	As per contracts	
11	Deadline for objections to tentative seniority lists	As per contracts	
12	Kindergarten roundup sessions held and Kindergarten projections made.	February 15 th	By 2/15/21

13	Deadline for teachers to submit retirement letters to be eligible for severance benefits, Extended Leave of Absence requests, and Sabbatical Leave requests.	February 1 st	By 2/1/21
14	Deadline for high school registration.	March 1 st	By 3/1/21
15	High school principal will present recommended teacher FTE allocations to superintendent.	March 15 th	By 3/15/21
16	Establish any proposed shared staffing agreements with other school districts. Inform the Exclusive Representative of the proposed shared agreements and potential impact on current or future teachers or positions.	April 1 st	3/22/21-3/26/21
17	Meetings with exclusive representatives to review bumping rights of employees.	April 1 st	3/22/21-3/26/21
18	Meetings with employees potentially impacted by proposed reductions	April 1 st	3/31/21
19	Personnel Committee and Board review proposed classroom teacher allotments and proposed support personnel plan	April 7 th	4/5/21
20	Board action on classroom teacher allotments.	April 21 st	4/19/21
21	Board action on administrative recommendations for reductions.	April 21 st	4/19/21
22	Board resolutions and notices of termination and nonrenewal of probationary teachers and board resolutions and notices including hearing dates to individual teachers proposed for placement on unrequested leave.	April 21 st	4/19/21
23	Hearings, if any, <u>14 days from receipt of notice</u>	April 21 st -June 15 th	4/21/21-6/15/21
24	Preliminary Notices of Assignment issued to support personnel.	May 1 st (Tentative)	4/30/21 (Tentative)
24	Service of board decision on teachers placed on unrequested leave.	June 15 th -June 30 th	6/15/21-6/30/21
25	Board action on next year budget.	June 30 th	6/21/21

Section 3.2: Budget Change Requests

Administrators submit budget change requests to the Business Manager. If approved, the District Accountant makes budget changes on the financial management system.

Section 3.3: Contracts

As per Minnesota Statute 123B.52, the School Board may authorize the Superintendent or Business Manager to lease, purchase, and contract for goods and services within the budget as approved by the School Board. This means that no one other than the board, Superintendent, or Business Manager may enter into contracts, including purchase orders. Other employees can be part of the approval process, but they may not enter into or sign contracts.

Section 3.4: Receipts and Receivables

Receivables

The District Accountant and Business Manager compute and record receivables (accounts, taxes, IDEAS, and state and federal programs), including reconciling amounts with the IDEAS and various grant agreements. The Business Manager works with individual program directors to identify federal financial assistance and to reconcile differences between EDRS and UFARS.

Food Service Receipts

Food service receipts are given to Accounts Payable Clerk daily via interschool mail. Deposit slips are prepared by food service staff prior to delivery. The Accounts Payable Clerk counts the money and double checks the deposit slip given to the District Office from Food Service. The cash is kept in the locked safe in the Business Office until the actual bank deposit is made. The District Accountant posts the cash receipts to the financial management system on a weekly basis.

District Activity Receipts

Fees from athletic and other events are collected at the event and are given to the athletic secretary who counts the money received and prepares a summary of cash. The athletic secretary brings the cash and summary form to the Accounts Payable Clerk. He or she recounts the money received and prepares a deposit ticket. The cash is kept in a locked safe until the actual bank deposit is made. The District Accountant posts the cash receipts to the financial management system on a weekly basis.

Elementary School Receipts

The secretary prepares a summary of cash and delivers it to the Accounts Payable Clerk. He or she then recounts the money and prepares the deposit ticket. The cash is kept in a locked safe until the actual bank deposit is made. The District Accountant posts the receipts to the financial management system on a weekly basis.

Student Activity Receipts

Building secretaries issue out a receipt and deposit ticket each time he/she receives cash for a particular Student Activity fund. A deposit ticket is made and kept in the locked safe until it can be brought to the bank. The Accounts Payable Clerk sends a copy of the receipt and the bank deposit receipts to the District Accountant to enter on the financial management system. The Business Manager prepares the monthly bank reconciliations for bank accounts. The completed bank reconciliations are reviewed by the Treasurer who initials and dates the bank reconciliation to indicate that it has been reviewed.

Community Education Receipts

1. All registrations and payments for Community Education and Recreation classes are entered into the Community Education and Recreation registration software program.
 - a. Bank deposit reports for cash/check payments are created based on coded cash register receipts and delivered weekly to the Accounts Payable Clerk who deposits it with the bank. Receipts can be given if requested.
 - b. Credit card payments can be accepted on-line for registrations for Community Education and Recreation. When received by Community Education and Recreation, the registration is entered into the software program. Receipts are issued on-line when an email address is made available. Receipts can be mailed if requested. Credit card deposits are reconciled weekly with the district's on-line bank statement by Community Education and Recreation and delivered to the accounting department.
2. Class registrations are pre-paid in most instances. Instructors are given an attendance roster of paid participants. At the completion of the class, the attendance roster is returned to Community Education and Recreation. If a participant does not show up for the activity, the instructor may call Community Education and Recreation to contact said participant. Occasionally, an instructor may choose to accept additional participants the night of a class. He/she may either accept payment from the participant and turn it in with the attendance roster at the end of class with participant's name and contact information, or he or she may notify Community Education and Recreation of the additional participant along with contact information so that Community Education and Recreation can request payment for the class.
3. Facility rentals are billed by the Community Education and Facilities Secretary after the event along with any additional custodial fees. Payments are received, coded and deposited by the Community Education and Facilities Secretary, and recorded on the facility scheduling program. Deposits are delivered to the School District's accounts payable department for delivery to the bank. If payment is made by credit card, the deposit is reconciled by the Community Education and Facilities Secretary and a report is delivered to the accounting department.
4. Tuition and payments to other departments within Community Education and Recreation are submitted by the respective coordinators and are coded and deposited according to department. Cash and checks are delivered weekly to the Accounts Payable Clerk, and credit card payments are entered and reconciled weekly with the School District's online bank statement by Community Education and Recreation.
5. All credit card information is destroyed after being entered into the registration software program.
6. The Community Education and Facilities Secretary involved with the cash receipts counts the money, prepares a deposit form, and delivers the cash to the Accounts Payable Clerk. He or she then recounts the cash and prepares a deposit ticket. The cash is kept in the locked safe until the actual bank deposit is made. The District Accountant posts the receipts to the financial management system on a weekly basis.

Section 3.5: Disbursements

Expenditure Approval Authorization

The following individuals have authority to approve non-salary expenditures that are within budgetary guidelines (pending final approval by the Business Manager and/or School Board):

Position	Area
Director of Teaching and Learning	Staff Development, English Learner program, curriculum, targeted services, gifted and talented program
Director of Buildings and Grounds	Buildings and grounds, facilities, and health and safety, utilities.
Director of Technology	Technology
Food Service Director	Food Services
Activities Director	Activities
Licensed School Nurse	Health Services
Business Manager	Transportation and District Office
Director of Special Education	Special Education and individualized transportation requests
Early Childhood Director	Preschool, ECFE, and ECSE
Sunnyside Principal	Title I
Director of Community Education and Recreation	All Other Community Education and Recreation
Building Administrator	Non-SPED School Buildings, media center, and refunds

Regular District Disbursements

1. Requisitions are completed at the building level. To place an order, employees must submit an online or paper requisition to the building secretary. Technology purchases are routed through the technology department to ensure specifications are met. Textbook purchases are coordinated by the Director of Teaching and Learning. If there is not adequate budget available, the administrator must request a budget transfer. If budget is available, the purchase order is e-routed to the administrator for online approval. Purchase requisitions are not completed for routine, reoccurring payments such as those made for utilities and payroll withholdings.
2. Once the purchase order is approved it is printed and sent to the vendor.
3. All orders must be delivered to school property; deliveries to home addresses are not allowed. If orders will be received during the summer months when an office may not be open, materials should be shipped to the District Office.
4. Employees are expected to forward packing slips to the building secretary and note any items that were not received. The building secretary matches the packing slip with the purchase order and sends to the Accounts Payable Clerk who prepares a voucher.

5. The Accounts Payable Clerk enters invoices and processes purchase orders for payment. The Business Manager approves each batch before printing. School Board members are provided copies of check registers and approve lists of checks at meetings. School Board members also have access to supporting documentation.
6. Checks are then printed (every Wednesday in general) from the financial management system after vouchers are approved for payment.
7. The Accounts Payable Clerk attaches copies of the Purchase Order / Packing Slip / Invoice to the check stub and files the information.
8. Documentation is filed and scanned into the Laserfiche system organized by year and check number.
9. The monthly bank statements are given to the Business Manager who prepares the monthly bank reconciliations for bank accounts. The bank reconciliations are presented in summary form on a Treasurer's Report that is reviewed by the Finance Committee and approved by the Treasurer.
10. On occasion, emergency checks are needed for items such as staff travel or petty cash. The Business Manager must approve these requests. Approval is shown with a signature on the requisition. These checks are processed using the same procedures listed previously.
11. Cancelled checks are kept in safekeeping at a School Board-approved bank. Cancelled checks are microfilmed and stored for 7 years. Copies of checks are available from the bank upon request.

Wire Transfers

The School Board annually authorizes those who can make wire transfers on behalf of the School District.

Non-Public School Requisitions

1. To request reimbursement for textbooks and other eligible supplies, non-public schools e-mail a School District requisition form to the Student Services and MARSS Coordinator who enters the orders onto the financial management system. After the Business Manager approves the requisition, the Student Services and MARSS Coordinator e-mail a pdf version of the purchase order to the non-public school verifying the order has been placed.
2. As per state guidelines, the School District's only obligation is to obtain and lend new eligible textbooks / workbooks / individual learning materials up to the maximum reimbursement amount for each eligible non-public student. Any costs beyond the reimbursement rate are the responsibility of the non-public school.
3. The School District may loan out surplus copies of textbooks but is not obligated to do so.
4. To qualify for reimbursement, non-public schools must return a signed and completed ED-01650-23 form on or before October 1st.

Journal Entries

Requests for journal entries (for example, to move expenditures from one account to another), along with appropriate documentation, are made to the District Accountant and/or Business Manager.

Credit Cards

The Employee Guidelines provides expectations for use of school-issued credit cards.

Procurement Procedures for Special Education Programs and Federal Grants

Employees must also comply with the procurement procedures for special education programs and Federal grants. A "Special Education Procurement Request" must be completed for special education expenditures as required. Contact Jackie Paradis, Business Manager, at jparadis@rwps.org or 651-385-4505 for a copy of the School District's procedures and "Special Education Procurement Request."

Section 3.6: Investments

1. The School District has an approved investment policy, which conforms to the investment requirements of Minnesota State Statutes. This is reviewed periodically by the Finance Committee, the Business Manager, and the Superintendent.
2. The Business Manager, in consultation with PMA Financial Network, maintains cash-flow estimates used to determine investments.
3. Each year, the School Board approves a list of investors, who agree to adhere to the School District's investment policy. The Business Manager makes investments an approved vendor based on the best rates available.
4. At the end of each month, bank reconciliations including investments are prepared by the Business Manager and reviewed by the Finance Committee.
5. The Business Manager reviews the quarterly statement of the OPEB Trust Fund, prepares associated journal entries quarterly, makes arrangements for Wells Fargo to meet with the Finance Committee, and prepares all necessary year-end disclosures.

Section 3.7: Bank Statements and Reconciliation

The Business Manager receives bank statements, compares accounts payable and payroll register lists with check numbers on the statement, reviews missing checks and checks out of sequence, enters debits and credits onto the financial management system, and shares the bank reconciliation and treasurer's report with the Finance Committee.

Section 3.8: Use of Facsimile Signatures

Facsimile signatures of the chair, clerk, and treasurer of the School District may be used on checks, drafts, vouchers, or other orders of School District funds deposited in depositories designated by the School Board. The Business Manager, District Accountant, Accounts Payable Clerk, and Payroll Coordinator are authorized to affix the mechanical signatures of the chair, clerk, and treasurer, on checks of Independent School District No. 256 on their behalf.

Section 3.9: Non-Public Transportation Payments to Schools

The School District pays a portion of its non-public transportation aid to eligible out-of-district non-public schools that serve resident students if the non-public schools follow all timelines outlined in this section. Because there is a Lutheran-affiliated non-public school within district boundaries, the district will not reimburse Lutheran-affiliated schools located outside of district boundaries if they serve the same age range. Payments will be \$25 for each eligible student. If a student attends the school for fewer than 150 days during the year, the payment will be prorated.

The following deadlines are established for transportation aid payments:

- October 15th: The non-public school must send Form 1001 (Non-Public School Application and Certification) and a roster of resident students attending the school to the District Office. If this form is not received in the District Office by the stated deadline, the payment is forfeited.
- May 1st: Red Wing will mail a claim form to each school that responded with information due on October 15th.

- July 1st: The non-public school must send the claim form and associated attendance sheet for each student to the District Office. If this claim form is not received in the District Office by the stated deadline, the payment is forfeited.
- August 1st: Red Wing will mail payments to non-public schools if they have followed all timelines identified in this section.

Section 3.10: Fixed Asset Tracking

The School District's capitalization threshold is \$1,500.

As the Accounts Payable Clerk is entering invoices, he/she makes a copy of any invoices that are coded to a "500" object code and exceed \$1,500. He/she places a copy in a fixed asset folder given to the District Accountant. Capital assets additions are updated annually during the audit preparation process. The District Accountant reviews the copies of invoices to determine if they are something that should be capitalized. He/she prepares a fixed asset form, which includes the fixed asset number, location, asset total, and UFARS code.

The District Accountant then enters the asset into the financial management system, where the asset is categorized by location, useful life, and program code. The fixed asset tag is attached to the form and sent to the appropriate buildings and grounds department, which places the tag on the fixed asset.

Fixed asset disposals happen throughout the year. When assets are disposed of, a fixed asset disposal form is filled out and sent to the District Accountant to be recorded in the financial management system.

The District Accountant depreciates capital assets each year in preparation for the audit. At the same time, the District Accountant also reviews the general ledger and reconciles the General Fixed Asset Account Group to the detailed fixed asset records.

Section 3.11: Payroll Disbursements

1. Personnel files are maintained by the Human Resources Coordinator. Files include employee contracts, licensing information, and benefit information such as health, life, and disability insurance.
2. The Human Resources Coordinator obtains all appropriate information and elections (for example, W4, I9, TRA number, etc.) for each new hire and prepares contracts for teachers and administrators;
3. The Payroll Coordinator, in consultation with the Business Manager, determines the proper expenditure code based on information provided to him or her by the building administrator.
4. The Payroll Coordinator is primarily responsible for entering all payroll information including direct deposit data. The Payroll Coordinator also enters Section 125, 403B, Health Reimbursement Account, and Health Savings Account enrollments into the human resources management system. The Section 125 deductions are maintained in the bank account.
5. Payroll is run semi-monthly on the 15th and the end of the month. Employee contracts specify the timing of payments for different employee groups. Time sheets are signed by the employee's immediate supervisor and forwarded to the Payroll Coordinator for review and payment.
6. Employees enter leaves on the School District's online leave reporting system. The Payroll Coordinator uploads leaves into the human resources management system.
7. The Payroll Coordinator enters the information on the human resources management system and runs all required reports. He/she double checks these prior to printing checks and/or initiating the ACH. The Business Manager or District Accountant transfers the necessary funds to the appropriate accounts to ensure availability for the payroll. The Business Manager reviews a summary of payroll transactions and then makes transfer of funds. The Payroll Coordinator then electronically sends the ACH information to the banks.

8. All regular employees have their pay directly deposited to their bank account, but casual or new employees may receive a paper check.
9. Employees on direct deposit may view their paystub summaries online via the "SMARTeR" system. Each employee is assigned an access key to access their information; employees then create their own username and password. They may print a copy if they wish. The District does not prepare individual paper stubs for direct deposit employees.
10. Checks for pension plans such as PERA, TRA, and 403B vendors are processed by the Accounts Payable Clerk on the 15th and at the end of the month.
11. The Payroll Coordinator wires the Federal, State, and Social Security taxes on each payroll date. Payroll tax reports are prepared and signed on a quarterly basis by the Payroll Coordinator. The monthly bank statements are given to the Business Manager who prepares the monthly bank reconciliations for bank accounts. The completed bank reconciliations are reviewed by the Business Manager who initials the bank reconciliation to indicate that it has been reviewed.
12. HRA and Health Savings Account funds are summarized by the Payroll Coordinator and reviewed by the Business Manager. The Business Manager transfers these funds into an HSA account at the district-approved bank and uploads a file to the bank, the selected vendor, for HSA funds. The vendor then performs a draw on the HSA account. HRA funds remain in the account until drawn by the employee via Health Partners. Health Partners emails notification to the Human Resources Coordinator. This process may vary slightly if different vendors are selected. Flex (plan 125) allotments may be transferred into an account or paid to the vendor by check as needed. In any case, the Business Manager and the District Accountant establish a process to efficiently place funds where needed in a timely manner, with appropriate documentation.

Article 4: Human Resource Procedures

Section 4.1: Staffing Plan

Each year, the Superintendent presents a Human Resources Plan to the Personnel Committee and/or School Board for review. This plan includes proposed staff positions for the upcoming school year, outlines ratios to be used to justify additional hiring as needed, and indicates when resignations or retirements will trigger a thorough review of the organizational structure. Positions to be added or restructured after the review of the personnel plan are reviewed by the Personnel Committee and/or School Board.

Section 4.2: Background Checks

Background checks are completed for all employees and selected volunteers. The following processes are followed when requesting a background check.

1. The administrator or designee contacts the Human Resources Coordinator via email and provides the following information:
 - Name of prospective employee or volunteer
 - Email of prospective employee or volunteer
 - Department or location requesting the information
 - Reason (for example, parent volunteer, new hire, direct staff, etc.)
2. The Human Resources Coordinator shares a link to the Trusted Employees Background Screen with the individual.
3. All completed reports are reviewed by the Human Resources Coordinator.
4. Any questionable results are reviewed by the Superintendent or designee.
5. The Human Resources Coordinator will email confirmation of approval to requesting department.

Section 4.3: Posting of Positions

1. The administrator or department head completes an online "Approval to Post" form (including additional questions that should be asked on Applitrack) and compiles background information if requesting a new position.
2. The Superintendent reviews the online request form.
3. The Human Resources Coordinator oversees the internal and external posting of positions.
 - 3.1 Internal postings will consist of an email and/or paper posting in each building in accordance with master agreements, if applicable.
 - 3.2 External postings will be completed through Applitrack. Teaching and administrative positions may also be posted on EdPost, MASA job site, Republican Eagle, social media accounts, and other publications.

Section 4.4: Application Procedures for All Positions

1. Internal candidates for a posted position must complete an internal Applitrack application.
2. External candidates for any district position, including long-term substitutes, must submit a full online application through Applitrack and provide all required supporting documentation.
3. External candidate applications are accessed online by building administrators and department heads.

Section 4.5: Selection Procedures for Teachers Using Numerical Scale

The administrator may either use a numerical scale or another method for selecting interviewees for teaching positions. For this section, the term teacher includes long-term substitutes and administrators who are classified as teachers per State law. Any variation to these steps must be approved in advance by the Superintendent.

The administrator implements the following steps when selecting interviewees:

1. The administrator determines the selection process, minimum qualifications, the number of candidates to be interviewed, and the minimum cut score for initial screening prior to reviewing applicants.
2. The administrator assesses each candidate meeting minimum qualifications using a 100-point scale determined by the administrator. Individuals who meet the minimum cut score on the 100-point scale will be part of the "Potential Interview Pool."
3. Applicants who are part of the Potential Interview Pool and claim Veteran's Preference will receive the following additional points:
 - Nondisabled veteran: 10 points for new hire
 - Disabled veteran: 5 points during a promotional exam
15 points for new hire
 - Spouse: The preference points that are available to a veteran may be used by the surviving spouse of a deceased veteran or by the spouse of a disabled veteran who, because of disability, is unable to qualify.
4. The top scoring applicants in the potential interview pool (not to exceed the maximum number of candidates to be interviewed unless there is a tie for the final spot) will be offered an initial interview.
5. The administrator conducts one or more interview rounds in person, via video conferences, or on the phone. At least one of the rounds will have multiple interviewers. Similar protocols, such as asking the same questions in the same order, will be used for each candidate during each round of interviews.
6. Prior to offering a teaching position, the administrator completes reference checks using a standardized process and checks the Teacher Discipline Inquiry System to review any disciplinary action taken against the teacher's license.
7. Prior to offering an administrative position, the administrator checks the Teacher Discipline Inquiry System and contacts the Minnesota Board of School Administrators for information about the disciplinary history of the applicant.
8. The administrator confers with the Human Resources Coordinator prior to offering a wage or salary to the selected candidate. The wage or salary must be in compliance with district contracts and policies.
9. The administrator offers the position to the applicant either via phone or email contingent upon the results of a background check, verification of licensure and/or appropriate certification, and School Board approval.

Section 4.6: Selection Procedure for Teachers Not Using Numerical Scale

The responsible administrator may either use a numerical scale or another method for selecting interviewees for teaching positions. For this section, the term teacher includes long-term substitutes and administrators who are classified as teachers per State law. Any variation to these steps must be approved in advance by the Superintendent.

The administrator implements the following steps when selecting interviewees:

1. The administrator determines the selection process, minimum qualifications, and the number of candidates to be interviewed prior to reviewing applicants.
2. Only candidates who meet the minimum qualifications will be part of the "Potential Interview Pool."
3. The top applicants in the potential interview pool (not to exceed the maximum number of candidates to be interviewed unless there is a tie for the final spot) and all qualified candidates claiming Veteran's Preference will be offered an initial interview.
4. The administrator conducts one or more interview rounds in person, via video conferences, or on the phone. At least one of the rounds will have multiple interviewers. Similar protocols, such as asking the same questions in the same order, will be used for each candidate during each round of interviews.
5. Prior to offering a teaching position, the administrator completes reference checks using a standardized process and checks the Teacher Discipline Inquiry System to review any disciplinary action taken against the teacher's license.
6. Prior to offering an administrative position, the administrator checks the Teacher Discipline Inquiry System and contacts the Minnesota Board of School Administrators for information about the disciplinary history of the applicant.
7. The administrator confers with the Human Resources Coordinator prior to offering a wage or salary to the selected candidate. The wage or salary must be in compliance with district contracts and policies.
8. The administrator offers the position to the applicant via phone or email contingent upon the results of a background check, verification of licensure and/or appropriate certification, and School Board approval.

Section 4.7: Selection Procedure for Non-Teaching Positions

The administrator implements the following steps when interviewing and hiring individuals. Any variation to these steps must be approved in advance by the Superintendent.

1. The administrator determines the selection process, minimum qualifications, the number of candidates to be interviewed, and the minimum cut score for initial screening prior to reviewing applicants.
2. Unless the administrator interviews all applicants, he or she assesses each candidate meeting minimum qualifications using a 100-point scale determined by the responsible administrator. Individuals who meet the minimum cut score on the 100-point scale will be part of the "Potential Interview Pool."
3. Applicants who are part of the potential interview pool and claim Veteran's Preference will receive the following additional points:

Nondisabled veteran:	10 points for new hire
Disabled veteran:	5 points during a promotional exam 15 points for new hire
Spouse:	The preference points that are available to a veteran may be used by the surviving spouse of a deceased veteran or by the spouse of a disabled veteran who, because of disability, is unable to qualify.
4. The top scoring applicants in the potential interview pool (not to exceed the maximum number of candidates to be interviewed unless there is a tie for the final spot) and all qualified internal candidates will be offered an initial interview.
5. The administrator conducts one or more interview rounds in person, via video conferences, or on the phone. At least one of the rounds will have multiple interviewers. Similar protocols, such as asking the same questions in the same order, will be used for each candidate during each round of interviews.
6. Prior to offering a position, the administrator completes reference checks using a standardized process.
7. The administrator confers with the Human Resources Coordinator prior to offering a wage or salary to the selected candidate. The wage or salary must be in compliance with district contracts and policies.
8. The administrator offers the position to the employee via phone or email contingent upon the results of a background check, verification of licensure and/or appropriate certification, and School Board approval.

Section 4.8: Hiring Procedures after Selection

The following processes are followed after an offer has been tentatively accepted.

1. The administrator completes a "New Hire / Reassignment Form," which is reviewed by the human resources department.
2. The administrator enters relevant notes in the candidate's Applitrak file.
3. The human resources department sends a formal contingent offer email utilizing Applitrak software to the candidate with instructions on next steps, which include completion of a background check and electronic payroll packet.
4. Once the candidate completes the required steps during the contingency period, the human resources department will notify the administrator to schedule the candidate's first work day.
5. Using Applitrak software, the human resources department will mark the candidate as hired and attached to the appropriate requisition number.
6. The Human Resources Coordinator verifies appropriate licensure and/or certification for teaching and administrative positions. If a Tier 1 license is needed, the Human Resources Coordinator assists the candidate in completing the required paperwork and submitting it to the Professional Educator Licensing and Standards Board (PELSB).
7. The Human Resources Coordinator prepares a tentative contract for licensed staff members or notice of assignment for non-licensed staff members. A copy of the contract is signed by the candidate and returned to the Human Resources Coordinator for school board signatures. A signed copy is returned to the candidate.
8. The building administrator or department head notifies the candidate of their start/end time, location, and other reporting information such as where to park, what to wear, and other expectations.
9. Unsuccessful candidates will be notified by phone or email as soon as possible after the selection is finalized. Emails may be sent to candidates who were not interviewed indicating that Veteran's Preference points were included in the selection process. Statements may include "a candidate whose credentials were a better fit was selected" or "you were not selected for the current opening." Do not provide a detailed explanation.
10. All information related to the interview process, including all handwritten notes, must be provided to the Human Resources Coordinator who maintains them according to School District data retention schedules.

Section 4.9: Evaluations

Evaluations of School District employees will be conducted according to state law, applicable contracts, and School District policies.

Section 4.10: Payroll Deadlines

At the beginning of each year, the Payroll Coordinator will distribute tentative deadlines for submitting timecards and other payroll requests, processing payroll, and paying payroll taxes to administrators and employees as needed. If a deadline needs to change, the Payroll Coordinator will notify each department head so they can reasonably meet the altered deadline. Exceptions to the payroll deadlines may be granted at the discretion of the Payroll Coordinator. The deadline for timesheets is generally three days after the previous payroll.

Section 4.11: Timesheets

Timesheets are completed by non-exempt (hourly) employees. Compensatory time incurred during a work week should be used during that week.

Section 4.12: Substitute Teachers

The School District may hire substitutes for teaching positions or secure substitute teachers through a private entity. If the School District hires a substitute teacher to temporarily fill a position, the School District will pay the daily sub teacher rate until he or she qualifies to serve as a long-term substitute teacher. Once an appropriately licensed substitute teacher is hired by Red Wing Public Schools to work for over thirty (30) working days for the same teacher, he/she shall be granted all lanes, steps, and benefits as per the Master Agreement.

Example: Suppose an appropriately licensed teacher is hired by the School District to substitute for the same teacher for an entire semester. Prior to the substitute teacher's first day of service, the School District knows that the long-term substitute teacher will substitute for the entire semester. Therefore, this district-employed long-term substitute teacher shall be granted all lanes, steps, and benefits as per the Master Agreement beginning with the 1st day of employment.

Example: Suppose an appropriately licensed short-term substitute teacher hired by the School District is subbing day-to-day for the same teacher. Initially, the School District does not know how long the assignment will last. Then, on the 18th working day, the School District determines that the assignment will last for more than 30 working days. The School District will pay this substitute teacher at its short-term rate for 17 days. The long-term substitute teacher shall be granted all lanes, steps, and benefits as per the Master Agreement beginning with the 18th day of employment.

Section 4.13: Personnel Records

All personnel records shall be kept and preserved by the District Office. All evaluations and files generated within the School District relating to each employee shall be available to each individual employee upon his/her written request. The employee shall have the right to reproduce any of the contents of the files at the employee's expense and to submit for inclusion in the file written information in response to any material contained therein; provided, however, the School District may destroy such files as provided by law.

Section 4.14: Timelines for Extracurricular Contracts

Fall Activities	Winter Activities	Spring Activities	Process
July 15th	October 15th	February 15th	The Activities Director finalizes Google Document with coaches for that season, notifies coaches of background check process, and provides coaches with payroll packets.
August 1 st	November 1 st	March 1 st	The Human Resources Coordinator will email all contracts to the Activities Director.
August 15 th	November 15th	March 15 th	The Activities Director delivers signed contracts and payroll packets for new employees in one packet to the Human Resources Coordinator.

Article 5: Other Administrative Procedures

Section 5.1: Administrative Responsibilities and Deadlines

Item	Person Responsible	Deadlines
Kindergarten Orientation Kindergarten Registration	Principals Principals	1/31 2/28
Title Programs Parent meeting Non-Public School meeting(s) Title programs Safe schools Title VI grant	Burnside Principal Superintendent Burnside Principal Superintendent Superintendent	10/31 5/31 5/31 5/31 5/31
English Learner program Curriculum and Assessment Gifted and Talented Program Instructional equipment needs Testing Coordination World's Best Workforce Report Carl Perkins	GCED Executive Director Director of Teaching and Learning Director of Teaching and Learning Superintendent School Counselor and Others Director of Teaching and Learning Flight Paths Coordinator	
Staff Development for Early Childhood and Community Education Staff Development for Other	Director of Community Education and Recreation Director of Teaching and Learning	
Handbooks HS Registration Handbook District Student Handbook Building Student Handbooks Employee Guidelines Administrative Procedures Crisis Management Plan Nuclear Incident Procedures	RWHS Principal Superintendent Principals Superintendent Superintendent Health and Safety Consultant Superintendent	Board: 1/31 Board: 8/31 Board: 8/31 Board: 8/31 Board: 8/31 Board: 8/31 As required
Policies Review attendance policy Review discipline policy Review policies 214, 413, 414, 415, 514, 522, 524, 806, and 1000	Superintendent Superintendent Superintendent	One month after MSBA review
School Calendar	Superintendent	Recommendation:2/1 Meet and confer: 3/1 Board: 3/31
Weapons Committee	Burnside Principal	
Assurance of Compliance with Laws Prohibiting Discrimination	Superintendent	11/15
Summer Project & Maintenance List Long-Term Facilities Maintenance Plan	Director of Buildings and Grounds Director of Buildings and Grounds	3/31 7/31

Section 5.2: Administrator Coverage Due to Absences

Depending on the circumstances, some issues will be handled by an administrator who is available at the time and/or handled on the next school day by the appropriate administrator. Administrators will generally notify their administrative backup if they are planning to be away from the building on a particular day.

If the administrator is in the district but out of the building when a situation occurs, the secretary will contact the building administrator. If the administrator is not available or out of the district, the secretary will contact the backup administrative personnel as identified.

Position	Backup
Superintendent	RWHS Principal: Supervision of principals. Director of Teaching and Learning, Business Manager, Director of Community Education and Recreation, and Licensed School Nurse; supervision of special education services and link with GCED; contact with legal counsel; school closure decisions; and all other responsibilities not supervised by the Business Manager and/or Director of Teaching and Learning. Business Manager: Supervision of Director of Buildings and Grounds, Director of Technology, Food Service Director, and transportation services. Director of Teaching and Learning: Supervision of School-Home Liaison for Native American Programming
Early Childhood Coordinator	Director of Community Education and Recreation Director of Special Education Executive Director of GCED
Sunnyside Elementary Principal	Sunnyside Student Support Coordinator Twin Bluff Principal Burnside Principal Superintendent
Burnside Elementary Principal	Burnside Student Support Coordinator Sunnyside Principal Twin Bluff Principal Superintendent
Jefferson Elementary Dean of Students	Sunnyside Principal Twin Bluff Principal Superintendent
Twin Bluff Principal	Twin Bluff Assistant Principal Sunnyside Principal Burnside Principal Superintendent
Red Wing High School Principal	High School Assistant Principal Superintendent
Director of Community Education and Rec	Superintendent
Director of Buildings and Grounds	Director of Buildings, Grounds, and Technology Superintendent
Business Manager	Superintendent

Section 5.3: Data Privacy

Directory Information

As per Policy 515, in order to make any or all of the Directory Information listed above “private” (that is subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty days after the date of the last publication of this notice. This written request must include the following information:

1. Name of student and parent, as appropriate
2. Home address
3. School presently attended by student
4. Parent’s legal relationship to student, if applicable
5. Specific category or categories of Directory Information which is not to be made public without the parent’s or eligible student’s prior written consent.

The building principal will email the request to the Student Services and Ed-Fi Coordinator who will mark the data as private on the student’s record in Synergy.

Student Surveys

Policy 520 governs the administration of student surveys.

Parent Surveys

Before administering a parent survey, the Superintendent and Legislative and Policy Committee must approve a written plan that includes a statement to be shared with parents explaining the purpose of the survey and how results will be used.

Educational Data Privacy Agreements and Student Releases

Educational data privacy agreements with community organizations will be presented to the Legislative and Policy Committee for review and then the School Board for approval. Signed student releases will be maintained by the Representative or Organization, Every Hand Joined (if data is shared through Every Hand Joined’s datamart), and the Student Services and Ed-Fi Coordinator (majohnson@rwps.org). The Student Services and Ed-Fi Coordinator will email the authorization form to the student’s school secretary who will add the student to the appropriate group for the Individual or Representative.

Section 5.4: Data Searches

The Superintendent, after consultation with the School District’s attorney, is authorized to conduct searches of school-owned technology devices as per School Board policy. If the search involves the Superintendent, authorization must come from the School District’s attorney. The following procedures are followed when data searches of employee technology are conducted:

1. Requests are made to the Information Technology Systems Administrator unless the data search involves him/her or other arrangements are made with the School District’s attorney.
2. The Information Technology Systems Administrator pulls log reports from system logs applicable to the investigation (for example, web filtering).
3. If the investigation requires access to the actual computer, the technology department goes onsite, connects remotely, or takes the computer to the technology office depending on the circumstances.
4. If the search involves potential illegal activity or otherwise controversial content, the technology department makes a copy of the drive to investigate to make sure the integrity of the original drive is kept intact.
5. Two staff members are typically part of the investigation to ensure integrity of the process if ever called to testify in court.

6. All findings are submitted to the Superintendent or School District attorney for review. Typically, the technology department stores the computer, if seized, in a locked area until further notice.
7. The technology department documents its work and findings as appropriate.

Section 5.5: Drug and Alcohol Testing Contact Information

Policy 416: Drug and Alcohol Testing provides information about drug and alcohol testing for current and potential employees. The contact information for the company that drug and alcohol testing will be included when formal arrangements are finalized.

Section 5.6: Lactating Rooms

Each building administrator will provide for a lactating room for students and/or staff members. The room may not be a bathroom or closet. However, the room may be used for other purposes and then vacated at certain times to accommodate a nursing student or employee; in this case a "Do Not Disturb" sign will be available to protect the privacy of the individual.

The room must have doors that lock from the inside and window treatments (such as drapes or blinds) that maintain the user's privacy. In addition, the room must have a chair, a flat surface for working off of, a nearby basin, and electrical outlet(s) within reach of work space.

The School District must provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for her child. If possible, the break time should coincide with the employee's paid break time. If not, the break time need not be paid.

Section 5.7: Memorials / Living Memorials

Memorials or living memorials may be given to the School District in the form of scholarships or tree planting. Individuals desiring to establish a scholarship should contact the Business Manager for information. A request for the planting of a tree will be considered by the superintendent to honor a former student or staff member if:

1. The Director of Buildings and Grounds approves all aspects of the request.
2. The tree is part of the School District's landscaping plan and must be purchased at a nursery.
3. A plaque purchased using non-school funds may be placed near the tree if it has been approved by the Director of Buildings, Grounds, and Technology in advance of installation. The plaque must be inset into the ground so that a mower can ride over the plaque and cut grass on all sides.
4. The plaque solely contains factual information such as "This tree was planted in honor of XXX, a former teacher at XXX for XXX years." Sayings and quotes are not permitted on the plaque.
5. The School District desires to respect the person for whom the tree was planted and to provide well-maintained outdoor areas. Due to financial constraints, however, the School District expects that the tree be maintained by those who planted the tree.
6. The School District reserves the right to move or remove the tree and/or plaque.

Section 5.8: Safety Committee Notes

The Buildings and Grounds Secretary will take minutes of each safety committee meeting. Private information should not be included in the minutes. He/she will email minutes to each school, safety committee members, and all employees. Minutes will also be posted in the staff lounge and on-line.

Section 5.9: School Closing Information and Chart

Student and employee handbooks provide information about school closing procedures. Generally, school starts late or closes if there is a sustained -20 degree temperature reading or sustained -40 degree wind chill reading as predicted by the National Weather Service for 6:30 am.

The School Closing Information Chart, which is found in Appendix A, shows how various programs determine if they are open or closed when a late start or closure is made.

Section 5.10: Special Education Transportation Scheduling

When special transportation is needed, the case manager submits Emergency Health Information (EHI) to the Special Education Director. If authorized, a notice with a specific starting date and EHI are provided to the transportation router who routes buses and vans, notifies the bus manager (who notifies contractor-employed drivers), and the Special Education Director's Administrative Assistant (who notifies school-employed drivers). The transportation router then follows up with the family with all busing information.

Section 5.11: Visitor/Contractor Entry Procedures

Entry

To enhance the security of our students, most exterior doors are locked during the regular school day. When entries are locked and equipped with buzz-in systems, secretaries may be expected to allow entry after the visitor/contractor presses the buzzer and explains the reason for entry.

Badges

Badges are not needed for individuals who will remain in the office area during the visit. Others will be required to show an appropriate identification card to the secretary. State-issued identification cards will be scanned into the visitor access system. Tribal membership cards, passports, and military identification cards are also acceptable, but they do not register in the visitor access system.

1. If no alert appears, a badge is printed for the visitor.
2. If an alert appears, the secretary will contact the building administrator.
3. If no identification is provided, the secretary will contact the building administrator.

When leaving, the visitor is expected to reenter the office area and scan his or her identification card.

Timing of Locking of Exterior Doors

Custodians will lock the main entries shortly after the beginning of the regular school day, and the doors will remain locked throughout the school day. Custodians will unlock the main door(s) for special events.

Contractors and Vending Company Workers

Contractors and vendors are expected to wear school-issued badges when they are visiting the School District. These individuals are expected to check in with the main office like other visitors, wait for custodians to escort them if they buzz-in the back door, or purchase a school-issued "permanent" identification card by contacting the District Office.

Special Events

During special events during the school day, main entries may or may not be unlocked and visitors may or may not be expected to wear badges.

Addition of Alerts

Upon notification by an administrator, a building or district secretary can enter an alert into the system. The alerts may be local or global; notes can also be added to the system.

Article 6: Student Enrollment Procedures

Section 6.1: Eligibility Requirements

To attend a school in Red Wing, a student must:

- reside in the district;
- reside elsewhere in Minnesota and have either a signed open enrollment application or signed non-resident agreement;
- participate in a sanctioned international student program; or
- pay tuition in advance if approved by the Superintendent

Upon registration, a parent/guardian moving into the Red Wing's attendance area must present an original, signed lease of a property located within the school district for the duration of the school year or a signed copy of the closing paperwork for the purchase of a home within the school district. A parent/guardian already residing in the school district attendance area must present sufficient evidence proving residency (for example, driver's license, utility bill, etc.).

Section 6.2: Enrollment Packets

Enrollment packets contain the following information:

- Letter outlining process
- Enrollment form
- Release of records request
- Application for Educational Benefits
- Transportation form
- MDE Ethnic and Racial Demographic Designation Form
- Minnesota Language Survey
- US Department of Education Office of Indian Education Form

Parents must submit all of the required information for each student, in addition to a copy of an official government-sponsored birth certificate (not a hospital's version) or passport before the student is accepted into the School District.

Parents of students who will reside at any time in another Minnesota School District during their enrollment in Red Wing must also submit the statewide open enrollment form and/or non-resident agreement form prior to acceptance of enrollment. These forms will be available on the School District's website, in the District Office, and in each site office.

Section 6.3: Distribution of Enrollment Packet

Enrollment packets are available at each school office and at www.rwps.org > District > Student Enrollment. When parents ask for enrollment information, please give them one copy of the enrollment packet for each student enrolling. If a school office receives a phone call or email message requesting information, please give them the choice of downloading forms off the School District website or receiving them through the mail. If they prefer the mail option, the site secretary will mail the needed number of packets to the parent.

Section 6.4: Parent Drop-Off of Enrollment Packet

A parent may drop off an enrollment packet for his or her child at the District Office or any school office, regardless of the grade level of the student.

If a parent drops off an enrollment packet at a school office, the building secretary will:

- Review the packet for completeness and help the parent complete missing portions.
- Explain the enrollment process to the parent.
- Ask the parent if he/she wants to take the packet to the District Office or have the packet scanned/emailed to the District Office.
- Fax the records release form(s) to the appropriate school(s) and mark on the records release form(s) the date of the fax.

- Scan/email the enrollment packet to the District Office. If time is not an issue, a copy of the enrollment packet may be sent via interdistrict mail.
- Keep original copy of the enrollment packet in the site office.

Section 6.5: Receipt of Enrollment Packet at the District Office

The Student Services / Ed-Fi Coordinator reviews enrollment packets for completeness and work with parents to ensure that all materials are received and processed. Questions about eligibility will be referred to the Business Manager. Parents may be required to complete additional paperwork before being accepted.

When the Student Services / Ed-Fi Coordinator receives all completed information, he/she will:

- Enter student information onto the student management system;
- Assign school after conferring with principals as needed;
- Determine transportation eligibility in conjunction with the district's bus contractor;
- Email the building secretary that a student has been accepted for enrollment;
- Scan/email the enrollment packet (including the records release form) to the appropriate school secretaries if time is an issue.
- Send the original copy of the enrollment packet to the building secretary via interdistrict mail for inclusion in the student's cumulative file.
- Email the building secretary that a student has been accepted for enrollment;

Section 6.6: Building Responsibilities after Acceptance

Site secretaries will make arrangements to complete the following:

- Fax or email the records release form to the appropriate school(s) and follow-up if the information has not been returned;
- Contact the Director of Special Education as needed;
- Contact the building administrator if a student has a home language other than English or has received English language learner services;
- Contact the Section 504 building designee as needed;
- Contact the School District Nurse if a student has an Individual Health Plan or other significant health needs;
- Assign classroom teacher and/or register students in classes;
- Send information to family including acceptance letter, free and reduced lunch application, and building contact information for tours, registration, and testing; and significant health needs;
- Start cumulative file for the student;
- Set up registration meetings if they have not already occurred.

Section 6.7: Change in Student Information and/or Change in Status

- The Student Services / Ed-Fi Coordinator enters data for students entering K-12 in Red Wing Public Schools for the first time. Site secretaries put students into a school and enroll them.
- After initial data entry by the Student Services / Ed-Fi Coordinator, site secretaries enter changes to student contact information. If there is change in address, the site secretary makes the change on the student management system, completes a Change in Status Form, and submits it to the District Office for auditing purposes. Requests to add an address not in the census file must be processed by the Student Services / Ed-Fi Coordinator.
- The bus contractor and transportation department notify the Student Services / Ed-Fi Coordinator if there is a change in address requested at their office.
- Site secretaries update student information on the student management system when changes are made on emergency cards.
- Site secretaries also submit the Change in Status Form to the District Office when there is a change in the student's status at school. Examples include beginning school, withdrawing from school, transferring to a different school within the School District, qualifying for special services, etc.

Section 6.8: Additional Notes about Enrollment Procedures

- The standard wait time between receipt of a completed enrollment packet and the start of school for students is at least three business days.
- Homeless students are considered residents of the district.
- Parents/guardians of children staying at a homeless shelter within the School District must provide the address for the shelter as proof of residence.
- Parents or guardians of the Prairie Island Indian Reservation must provide the address of the Reservation as proof of residence.
- Families who plan to move into the Red Wing School District will not be given an exception to the residency requirements.
- Undocumented aliens are entitled to enroll in school and are considered residents of the School District in which they live. It is a violation of Federal law to request a student's immigration/visa status. See Plyler vs. Doe.
- Students who live with someone other than the parent/legal guardian are residents of where the student resides if students receive financial, emotional, medical, food, clothing, shelter (and other) support from the person(s) with whom they live; do not spend weekends and/or summers with the parent/legal guardian; and are not living in the district solely to receive a public education in Minnesota.
- Exceptions may be granted under special circumstances but only with the written authorization of the Superintendent.

Section 6.9: Open Enrollment (In) & Non-Resident Agreements (In)

When the School District receives an open enrollment application or non-resident agreement for a student who resides in another district but desires to attend Red Wing Public Schools, District Office personnel will complete the following:

1. The Ed-Fi and Student Services Coordinator reviews each application and checks the residence of the student.
2. The Superintendent signs the application.
4. The Ed-Fi and Student Services Coordinator mails the application to the resident district.

Section 6.10: Open Enrollment (Out) & Non-Resident Agreements (Out)

When the School District receives an open enrollment application or non-resident agreement for a student who resides in Red Wing but desires to attend another School District, District Office personnel will complete the following:

1. The Student Services and Ed-Fi Coordinator verifies that the student resides in the School District.
2. The Student Services and Ed-Fi Coordinator notifies the Director of Special Education as needed.
3. The Superintendent signs the application.
4. The Student Services and Ed-Fi Coordinator keeps a copy in the District Office.
5. The Student Services and Ed-Fi Coordinator mails non-resident agreements to serving district.

Section 6.11: Student Acknowledgement & Tuition Agreements (Out)

Student Acknowledgement and Tuition Agreements (including Care and Treatment Tuition Agreements) for regular education students are sent to the Student Services and Ed-Fi Coordinator who verifies the residency and obtains the Director of Special Education's signature, if necessary.

Student Acknowledgement and Tuition Agreements (including Care and Treatment Tuition Agreements) for special education students are sent to the Director of Special Education who verifies the status of the IEP, verifies the time period of service, signs the form, and sends a copy to the appropriate building secretary and District Office. The Student Services and Ed-Fi Coordinator verifies residency obtains the Director of Special Education's signature, if necessary.

Section 6.12: Setting IV Student Enrollment Procedures

Scenario 1: Red Wing resident who goes directly to GCED without ever attending Red Wing Schools:

1. Director of Special Education checks student file and sets file to inactive status
2. RWPS is sent a copy of the Change of Status Form (RWHS: Principal's Secretary, Twin Bluff: Student Services Secretary, other elementaries: Principal's Secretary)
3. Secretary processes it at building and sends to the Student Services and Ed-Fi Coordinator.

Scenario 2: Red Wing student at GCED who will be transitioning to Red Wing program part- time:

1. GCED still is funding
2. RWPS needs student in our ICUE system for attendance and grades
3. IEP meeting is held. The Director of Special Education, Assistant Principal or Principal, and the RWPS case manager are invited to attend. The meeting is held in the spring if the student plans to transition in the fall. The meeting is held three weeks prior to the first day of the 2nd Semester if the student plans to transition at the start of the 2nd Semester.
4. Change of Status form is sent to building secretary, processed and forwarded to the Student Services and Ed-Fi Coordinator.
5. The student cumulative folder is moved from inactive to active status
6. GCED has the student fill out an Enrollment Card and Emergency Notification card, which are sent to the child's school.

Scenario 3: Red Wing resident attends GCED fulltime and wants to drop out of school

1. GCED holds an IEP meeting, completes the Election to Withdraw Form, and completes the Change of Status Form
2. The Election to Withdraw form and Change of Status forms are sent to the County Attorney and to the RWHS Principal's Secretary
3. The RWHS Principal's Secretary processes Change of Status as stated previously

Scenario 4: Red Wing student attends GCED, drops out, and wants to re-enroll

1. Student contacts previous GCED program.
2. An IEP meeting is held. The Director of Special Education is invited to attend.
3. Change of Status Form is completed by GCED and forwarded to RWHS Principal's Secretary for processing.