

Red Wing School District Employee Handbook

2021-22



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

651-385-4500
www.rwps.org

Approved by the School Board on ???

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Red Wing School District Organizational Chart
Reporting Responsibilities for Employees During Closures, Late Starts, and Early Releases

Article 1: Introduction

Section 1.1: Purpose and Scope of Guidelines

The purpose of this handbook is to serve as a guide in answering questions about a variety of school issues and procedural questions. The handbook is not intended to establish a contract or additional terms and conditions of employment. However, the handbook is expected to be followed. Consistent with managerial rights, the School District reserves the discretion to make changes in the handbook at any time in order to ensure compliance with legal requirements or in order to effectuate more efficient or appropriate operation of the School District.

Section 1.2: Distribution and Alternative Formats

The handbook is posted on the School District's website. Contact the District Office Receptionist at 651-385-4501 to obtain a paper copy, including a version in a different format such as Spanish or larger print.

Section 1.3: Additional Expectations

Employees are also responsible for following other district and building policies and procedures, including, but not limited to, information included in school-board approved policies and the Red Wing School District Student and Parent Handbook.

Section 1.4: Definition of "Administrator"

The term, "administrator," as used in this handbook, refers to building and department administrators, including the Superintendent; Business Manager; Director of Teaching and Learning; principals; Early Childhood Director; Director of Community Education and Recreation; Director of Buildings, Grounds, and Technology; Director of Buildings and Grounds; Director of Special Education; Activities Director; and Nutrition Services Director.

Article 2: Non-Discrimination

Section 2.1: Non-Discrimination

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.

Section 2.2: Designations

The school board has designated the following individuals as the school district's human rights officers:

Human Rights Officer	Alternative Human Rights Officer (if Human Rights Officer not available)
Amy French, Human Resources Manager Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511 asfrench@rwps.org	Jess Whitcomb, Director of Teaching Learning Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4504 jswitcomb@rwps.org

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX:

Title IX Coordinator	Alternative Title IX Coordinator (if Title IX Coordinator not available)
Amy French, Human Resources Manager Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511 asfrench@rwps.org	Jess Whitcomb, Director of Teaching Learning Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4504 jswitcomb@rwps.org

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504:

ADA/Section 504 Coordinator	Alternative ADA/Section 504 Coordinator (if ADA/Section 504 Coordinator not available)
Cherie Johnson, Executive Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066 651-388-4441 cjohnson@gced.k12.mn.us	Marcia Walker, Special Education Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066 651-388-4441 mlwalker@rwps.org

Section 2.3 : Reporting Claims of Discrimination

To submit and resolve complaints, grievances, and reports of unlawful discrimination, harassment, violence, bullying, and hazing, individuals may contact one of the following:

- Advocate. A list of advocates for students will be available in the district office, in each school office, and on the district's website. Advocates assist students and/or parents with submitting reports and answering questions about the complaint process.
- Building principal/administrator or designee
- Title IX Coordinator (if the complaint involves a claim of discrimination based on sex)
- American with Disabilities Act (ADA) and Section 504 Coordinator (if the complaint involves a claim of discrimination based on disability)
- A Human Rights Officer (if the complaint involves the building principal/administrator)
- Superintendent (if the complaint involves the Human Rights Officer)
- School Board Chair (if the complaint involves the Superintendent)
- Any other school official. School officials will forward complaints to appropriate personnel

Section 2.4: Policies Prohibiting Discrimination

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

Policy 102: Equal Educational Opportunity	The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the School District.
Policy 401: Equal Employment Opportunity	The purpose of this policy is to provide equal employment opportunity for all applicants for School District employment and School District employees.
Policy 402: Disability Nondiscrimination	The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.
Policy 413: Harassment and Violence	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.
Policy 514: Bullying Prohibition	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.
Policy 521: Student Disability Nondiscrimination	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.
Policy 522: Student Sex Nondiscrimination	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.
Policy 526: Hazing Prohibition	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.
Policy 528: Student Parental, Family, and Marital Status Nondiscrimination	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.
Policy 1000: Inclusive Education Plan	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.

Article 3: Budget and Business Office

Section 3.1: Booster Clubs

Booster clubs not sponsored by the School District must comply with rules and regulations in Minnesota Statute. Please contact the Business Manager for additional information.

Section 3.2: Budget

Each year, the School Board approves a budget for the School District. Administrators may reallocate departmental budgets (supplies, etc.). Requested changes in the budget should be forwarded to an administrator who will submit budget change requests to the Business Manager.

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. No one other than the School 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: Credit Cards

Credit cards are provided to selected employees. Some individuals may receive a credit card for temporary or restricted use. The School Board has final approval authority regarding credit card issuance. Violation of credit card procedures may result in revocation of credit card use and/or other disciplinary action.

Cardholders are responsible for the card and its proper use, including the following guidelines:

1. **Responsibility of Oversight:** The Business Manager is responsible for verifying reconciliation of all credit card usage and charges.
2. **Limitations on Use of Credit Cards:** Credit cards are to be solely used for official school business. No personal use is permitted. All other School District policies pertaining to purchases and expense vouchers apply to credit card use, including prohibition of charges for alcoholic beverages and illicit substances.
3. **Other Purchasing Procedures:** Unless approved in advance by the Superintendent or Business Manager, school credit cards may not be used in lieu of normal purchasing procedures of the School District. Using regular purchase orders or established charge accounts is generally preferred.
4. **Documentation Required:** The cardholder must submit receipts and/or other documentation describing and appropriately coding each transaction. Documentation must be submitted to the Business Office no later than seven (7) days after the statement date. If a receipt is lost or missing, the cardholder must obtain a copy from the vendor or personally reimburse the School District.
5. **Gasoline credit cards:** The School District possesses gas cards that provide discounts for use; therefore, the School District prefers their use for any gas purchases for School District vehicles. The issuance of a gasoline credit card to a coworker is appropriate to provide for the more prompt and efficient completion of a coworker's duties. Gasoline credit cards shall be treated in all respects as other credit cards for purpose of accounting and reconciliation. The Business Manager will monitor the use of cards and advise the Superintendent immediately of any irregularities or deviations from this policy.

6. Cancellation of Cards: The Business Manager may immediately cancel or order the surrender of any credit card which appears to be misused or abused, and he or she will report the matter to the Superintendent. The Superintendent or other responsible administrator will take the appropriate disciplinary action for misuse of credit cards.
7. Sharing of Credit Cards: Authorized credit card users may lend the card to other employees for appropriate school usage but are responsible for instructing them on proper procedures and obtaining/processing receipts. Employees are not allowed to lend cards to students.
8. Loss of Credit Card: If a credit card is lost or stolen, the cardholder is responsible for immediately reporting it to the Business Manager.
9. Delivery: All orders must be delivered to School District property; deliveries to home addresses are not allowed.

Section 3.5: Curriculum Materials and Textbooks

To order curriculum materials, textbooks and supplies, teachers must receive approval from their department chair, administrator, and Director of Teaching and Learning.

Teachers are expected to share curriculum materials, textbooks and supplies ordered by members of their department. Department chairs will distribute these items to teachers.

All materials received become property of the School District. Employees do not have the right to move materials when they change rooms; building and department administrators determine the placement of materials.

Teachers distribute textbooks to students and collect them at the end of the course. Fines are collected for all lost or misused textbooks, library books, and other materials. Teachers are expected to complete an inventory of all textbooks at the beginning and end of each school year.

Section 3.6: Deliveries

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.

Section 3.7: Direct Deposit

Employees are required to use direct deposit for payroll checks. To set up direct deposit, contact the Payroll Coordinator.

Section 3.8: Disposal of Equipment

Employees must notify their administrator prior to disposing of equipment and materials and follow the guidelines established in Policy 802: Disposal of Obsolete Equipment and Material.

Section 3.9: Donations / Gifts / Grants - Requests

Employees and school-related groups must receive prior approval from his/her building administrator before requesting a donation, gift, or grant. The administrator will ensure that requests are sustainable, consistent with curriculum and technology plans, and needed to fulfill a school need.

Section 3.10: Donations / Gifts / Grants - Acceptance

Policy 706: Acceptance of Gifts provides guidelines for the acceptance of gifts, donations, and grants. Administrators may grant exceptions if gifts are of nominal value (less than \$5) such as clothing and school supplies.

Employees must notify their administrator prior to accepting any donations, gifts, or grants, including those made to student activity groups. The administrator will complete an online form to request permission for school board approval.

If the School Board accepts the donation of a vehicle, the responsible person must obtain the title for the vehicle and submit it to the District Office prior to taking possession of the vehicle.

If a receipt is requested regarding the donation, employees may provide an itemized list but may not assign or ascribe a value to the donations.

Grant recipients must notify the Business Manager of any grant and its terms. The grant will be booked as a donation to the appropriate building or department. Large grants and some smaller grants that occur regularly such as the Red Wing Public Schools Foundation will carry a particular code (-901 course code).

All materials received become property of the School District. Employees do not have the right to move materials when they change rooms; building and department administrators determine the placement of materials.

Section 3.11: Donations / Gifts – Prohibition from Using School Funds

Under some limited circumstances, student activity groups may make donations; advisors must receive prior approval from the Business Manager. Other school district funds may not be used to make donations to or purchase gifts for any individual or entity (including, but not limited to, booster clubs, parent groups, staff-related accounts, foundations, scholarships, and youth support organizations). Contact Jackie Paradis, Business Manager, at jsparadis@rwps.org or 651-385-4505 for more information.

Section 3.12: Fraud

Employees are encouraged to report possible cases of fraud, which is defined as the unauthorized use of School District assets, including cash and equipment. Reports can be made to an administrator, School Board Chair, School Board Treasurer, or the School District's auditor.

Section 3.13: Fundraisers for School-Sponsored Groups

1. A “[Fundraiser Request Form](#)” (available at www.rwps.org > Staff Resources > Forms) must be on file in the District Office for each fundraiser for a school-sponsored group.
2. The Business Manager must pre-approve contracts related to fundraisers.
3. Each fundraiser must be included on a list reviewed by the School Board or a committee of the School Board at the end of the year.
4. Cash receipts from fundraisers must be turned in promptly. Cash from sales are turned in daily to the principal's office and not converted to a check from the advisor. Exceptions may be made by the building or department administrator for fundraisers such as Pennies for Patients in which donations are not tracked individually. The Business Office will record proceeds in the appropriate account once the deposit slip is received.
5. All revenues and expenditures must be accounted for in UFARS financial accounts.
6. The Business Office will record proceeds in the appropriate account once the deposit is received.
7. At the end of the fundraising effort, a fundraiser inventory must be accounted for by the advisor(s) for the group. The revenue-expenditure report should include units purchased and cost; units sold and price; and units remaining.
8. Sponsors of fundraising efforts must ascertain if sales tax is to be collected. If required, the sponsor must report this information when deposits are processed.

Section 3.14: Packing Slips

Employees are expected to forward packing slips to the Business Office and note any items that were not received.

Section 3.15: Payroll Data Review

Employees may access their payroll information—including paychecks by date, year-to-date totals, W-4 information, and leave information—by linking to rwps.org > Staff Resources > SMARTeR Login. Contact the Payroll Coordinator to find out your employee id number and initial password.

Section 3.16: Project Bids or Quotes

Employees, including advisors of student activity accounts, do not have the authority to advertise for bids or quotes, or to award them without the expressed permission of the Business Manager.

Section 3.17: Purchases: District Use

Each building site has budget allocations for textbooks, equipment, general supplies, office supplies, and instructional supplies. These budget amounts may change during the year. Employees may contact their administrator to view and discuss their department's budget and year-to-date expenditures.

Employees may not order or purchase items without prior authorization from their administrator and Business Manager. To place an order, employees must submit a completed requisition, which is found in each office, to the building or department secretary who first checks the budget for available funds and then forwards the request to the administrator for review. Technology purchases are also routed through the technology department to ensure specifications are met. Textbook purchases are coordinated by the Director of Teaching and Learning. All deliveries must be made to school addresses.

Section 3.18: Purchases: Personal

Due to IRS regulations, employees cannot blend their personal purchases with School District purchases on charge accounts. Vendors must treat employee purchases as separate purchases, and employees may not use School District charge accounts to avoid paying sales tax.

Section 3.19: Cash Collected by Staff Members

Cash collected by staff members for a school-related activity must be deposited with the school office as soon as possible after receipt. Cash in the school office must be in a locked storage area.

Section 3.20: ReimbursementsOverview

The School District will reimburse employees for eligible expenses that are (1) reasonable and necessary, (2) for a School District purpose, and (3) documented, approved, and submitted properly with an approved School District Expense Form. Employees should seek pre-approval from their administrator as needed. Detailed receipts are required for reimbursement (not just credit card slips). The School District does not reimburse sales tax.

Timing of Requests

Reimbursement requests are to be submitted to the Business Office by June 30th of each year.

Mileage

The School Board sets the mileage reimbursement rate for employees and is subject to change. The School District's mileage rates—not including day rates paid to teachers or mileage stipends paid to administrators—are currently set at the Federal/IRS Business Rate. No mileage reimbursement will be made to those individuals who receive mileage stipends. Other employees should seek pre-approval for mileage reimbursement from their administrator and/or Business Manager. When feasible, employees are expected to use school vehicles for travel outside of the School District. If multiple employees are attending the same activity, only one mileage reimbursement claim will be paid unless multiple vehicles are needed.

Staff Development / Business Travel Expenses

Staff development expenses must be approved in advance using the "Professional Development Request" by the appropriate administrators. The following maximum reimbursement rates have been established for all district programs, including non-public federal programs. Approved amounts may be lower depending on the nature of the request.

Expenditure	State	National
Airfare	NA	Yes
Hotel	Yes, if appropriate	Yes
Meals	Only for overnight stays when meals are not included in registration costs or by hotel. State rates will be the same as national rates.	<p>Reimbursement amounts will be made according to IRS guidelines for the geographic region the employee is traveling. Rates can be found by zip code on gsa.gov. Please note that rates include documented tips (up to 15%) and taxes. Rates will be shown on the back side of <u>School District Expense Vouchers</u>.</p> <p>For full days away from home, the daily rate issued by the IRS will be used if meals are not provided by the hotel or conference.</p> <p>For partial days away from home, meals rates issued by the IRS will be used if meals are not provided by the hotel or conference and the following time constraints are met:</p> <ul style="list-style-type: none"> • Breakfast will be reimbursed if staff members are away from home prior to 7am. • Lunch will be reimbursed if staff members are away from home between 11 am and 1 pm. • Supper will be reimbursed if staff members are away from home until after 7 pm. <p>Alcoholic drinks will not be reimbursed.</p> <p>Receipts must show itemized purchases, not just a credit card receipt.</p>
Expenditure	State	National
Taxi between airport and hotel	NA	Yes
Parking, including Minneapolis airport	Yes	Yes
Mileage to/from conference, including Minneapolis airport	Yes unless the administrator receives a monthly or annual stipend for mileage reimbursement.	Yes unless the administrator receives a monthly or annual stipend for mileage reimbursement.
Car rental	NA	Only if car rental enables the School District to save money overall because of cheaper hotel expenses. Car rental must be approved in advance by the Business Manager.

Supplies and Equipment

If a reimbursement request is made for supplies or equipment, receipts and packing slips must be provided. Employees will not be reimbursed for sales tax related to such purchases, so employees are encouraged to use the School District's Certification of Exemption, which is available from the Business Office.

Section 3.21: Travel

Out-of-state and overnight travel requests must be submitted to an administrator. These requests are then reviewed by the Superintendent and School Board as needed. For professional development, requests also include approval by the Director of Teaching and Learning. Additional costs for family or non-School District employees are not eligible for reimbursement.

Section 3.22: 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."

Article 4: Communication

Section 4.1: Parent-Teacher Conferences

Parent-teacher conferences are scheduled at various times throughout the school year. Students and parents/guardians may meet with teachers or administrators at another time by calling or e-mailing for an appointment. Conferences allow teachers to discuss the progress of students with their parents/guardians using mid-term reports and report cards; discuss new methods, procedures and policies; plan collaboratively with parents/guardians; and answer questions and concerns.

Section 4.2: Employee Information

It is important for employees to update their contact information, which is used for emergency calls. To update information, go to rwps.org > Staff Resources > Staff Pay and SMART eR. Select SMART eR log-in and enter your employee number and password. Contact [jadahl@rwps.org](mailto:jadah1@rwps.org) or hrpowers@rwps.org to reset your password. Select About Me > Employee Information. When finished, click on Save.

Section 4.3: Employee Meetings

Teachers and support personnel at each building site will meet regularly during the school year, generally during teacher duty time, although some meetings may extend beyond the teacher duty day when necessary. Teachers are required to attend and be on time. Support personnel are encouraged to attend and will be paid for their attendance at their hourly rate of pay.

Written notes (with confidential information redacted) will be taken so they can be shared with all employees at the site. A secretary's work schedule may be adjusted so he or she can take and distribute notes. Notes will be distributed via email and posted on staff bulletin boards. All employees are expected to check their email accounts and/or review posted notes during their duty time.

Section 4.4: E-Mail Messages

Teachers and other selected employees are issued e-mail accounts. Employees are expected to check their inbox regularly during their duty time, including once when they arrive at school when possible. Employees are also expected to adhere to the expectations outlined in Policy 524: Technology Acceptable Use Policy, which is attached. School resources are intended for work-related purposes, so personal use of school e-mail accounts must be minimized.

Section 4.5: Faxes

Employees have access to school fax machines located in each office for work-related purposes during their unassigned times. Incoming non-emergency faxes will be placed in employee mailboxes.

Section 4.6: Language Line for Translation Services

The School District uses Language Line to access an over-the-phone interpreter to communicate with parents in languages other than English. Contact Jeimmy Yusty at jyusty-rojas@rwps.org or extension 4607 for information on how to access the service.

Section 4.7: Mail

Internal Mail

Employees may drop off interdistrict mail at any of the school offices. Confidential information must be enclosed in a sealed envelope.

External Mail

Outgoing mail is processed at the District Office. Employees must include the name of the sender and proper addressing to their office secretary. Confidential information, including special education paperwork, should be enclosed in sealed envelopes. Secretaries will send the mail to the District Office for sealing and stamping. Envelopes without the name of the sender or proper addressing may not be mailed.

Any mailing with over 500 pieces is sent bulk mail. The mail must be divided out by zip code and bundled in groups of 50. For mailings with over 100 pieces, the District Office Secretary keeps track of the sender, description of mailing, and cost. This information is submitted to the Business Manager at the end of the fiscal year so that the appropriate site account is charged.

Employees may not mail non-school items without appropriate pre-paid postage. Preferably, non-school mail should be stamped before sending to the District Office. If the mail is not stamped, employees must include full payment with the mailing. The District Office Secretary forwards these payments to the Accounts Payable Clerk.

Section 4.8: Mailboxes

Each teacher is assigned a mailbox. Other employees will either have an individual mailbox or department mailbox. Employees are expected to check the mailbox regularly, including once when they arrive at school.

Section 4.9: Media Requests for Interviews

If an interview is requested by the media regarding school-related business, contact your administrator and/or Superintendent prior to the interview.

Section 4.10: Voicemail Expectations

Employees are expected to set up their voicemail prior to the beginning of the year and regularly check their voicemail. At the end of the voicemail, classroom teachers should include the following statement: "For a change in end-of-day transportation or other urgent issue, please press "0" before the beep to speak directly with a secretary. Thank you for calling."

Section 4.11: Web Page

The School District maintains a web page with descriptions of activities and offerings. Teachers and department supervisors are responsible for updating web pages assigned to them on a schedule as determined by their administrator.

Article 5: Facilities and Vehicles

Section 5.1: Appliances and Furniture

Employees are not allowed to have personal appliances (including microwaves and refrigerators), furniture (including bean bag chairs), personal lights, and carpet in the school building without prior approval from the building administrator and the Director of Buildings and Grounds. Waivers may be submitted using a "[Couch/Equipment Waiver Form](#)," which can be found at www.rwps.org > Staff Resources. There must be a good educational purpose to qualify for the waiver. Some exceptions may be granted for nurse offices, special education areas, staff lounges, office areas, labs, FACS areas, and other areas if items are needed for school-related purposes.

If approved for use, requirements for bean bag chairs include the following:

- The School District purchases the bean bag chairs.
- The bean bag chairs must be commercially rated.
- Bean bag chairs must have fire label noting it has passed either the New York City or State of California fire requirements.
- If the label is removed from the bag, the bag must be removed.
- If the bag is torn, ripped or cracked, it must be removed.
- The bag must be replaced every five years because the beads inside can grow mold.

Section 5.2: Artwork

Artwork and other teaching materials shall not exceed 20 percent of the wall area in a corridor. The artwork shall not be displayed from the ceiling in the corridor.

Section 5.3: Asbestos Management

Information about the School District's asbestos management program is included in the Red Wing Public Schools Student and Parent Handbook.

Section 5.4: Banners and Other Hangings from Ceiling

Please note the following expectations regarding banners and other items hung from ceilings:

- Preferably, these items are to be hung near the wall in the back of the room. Then, they are not obstructing fire exit signs, which must be visible from any angle in the room; exit doors; and operation of the sprinkler system.
- Art work, posters, and banners must be 7-feet above the floor unless close to a wall.
- Teachers may hang artwork on walls on classrooms.
- To avoid injuries, banners and similar items should not be placed over student desks.

Section 5.5: Building Hours

The School District provides building access during non-duty times to employees for professional purposes. Employees are not allowed to use building space for personal reasons or provide access to others, including family members. For example, employees are not allowed to use the pool on weekends for personal reasons or to let their family members or friends use a gymnasium while they work.

Any use of space for school-related purposes must follow policies and procedures of the School District, including the appropriate scheduling of activities in advance to provide appropriate staffing.

Unless an exception is granted by the Superintendent, employees have access to the following building spaces as listed below.

Colvill Family Center

Employee Group	Access to...	Time
Office Workers	Building	24/7
Teachers	Building on Mondays-Fridays Building on weekends (<i>Must pick up "weekend card" to access building</i>)	6 am – 9 pm Friday at 9 pm until Sunday at 5 pm.

Elementary Schools

Employee Group	Access to...	Time
Office Workers	Building and office	24/7
Teachers	Building on Mondays-Fridays Office on Mondays-Fridays Building and office on weekends (Must pick up "weekend card" to access building)	6 am – 9 pm 6 am – 9 pm Friday at 9 pm until Sunday at 5 pm.

Red Wing High School

Employee Group	Access to...	Time
District Office Workers	Building and district office	24/7
CE Office Workers	Building and CE office	24/7
RWHS Office Workers	Building and RWHS office	24/7
Teachers	Building on Mondays-Fridays Office on Mondays-Fridays Building and office on weekends (Must pick up "weekend card" to access building)	6 am – 9 pm 6 am – 5 pm Friday at 9 pm until Sunday at 5 pm.

District-Wide

Employee Group	Access to...	Time
Administrators	Buildings and offices except technology area	24/7
Custodians	Buildings and offices except technology area	24/7

Other employees should contact office personnel or administrator for information about building hours.

Section 5.6: Clutter

Staff should minimize the amount of clutter in their rooms, offices, and storage areas. Excessive clutter can create a potential fire hazard, cause indoor air quality problems, and prevent proper cleaning by the custodial staff.

Section 5.7: Custodial / Technology Work Order Requests

To fill out a non-emergency work / repair / support request, submit a "Service / Support Request" at www.rwps.org > District > Departments > Buildings and Grounds. There is also a link to the software on all staff computers.

Section 5.8: Decorating Guidelines

To comply with fire code restrictions, employees must to adhere to the following guidelines with regard to decorating:

1. Lighting is only allowed for temporary use and is limited to 90 days maximum around the winter holiday season per fire code.
2. Decorations must be kept away from fire protection equipment to allow for emergency access to these devices. Fire Protection Equipment includes: exit signs, fire alarm devices (pull stations, smoke and heat detectors, etc.), fire extinguishers, and emergency and normal-use light fixtures.
3. At no time may any items be attached to or hung from sprinkler heads or sprinkler system piping.
4. Large pieces of paper or large amounts of things hanging from the ceiling is prohibited
5. See your head custodian for approved adhesive and hanging methods.
6. You may not decorate the entire door. Fire code requires that it clearly looks like a door.
7. In hallways and lounges, coverings on walls should not occupy more than 20 percent of the surface area. This means that in general wall decorations should be limited to bulletin board locations and classroom doors.
8. Permanent hanging hardware and drilling/screwing into the walls is prohibited.
9. Use ladders/stepstools – not chairs, tables, boxes, etcetera when decorating high areas.
10. Where possible it is encouraged that decorations be made of noncombustible materials.
11. Interior power cords should not be routed through doorways, under carpeting, or routed across hallways as they can cause a tripping and/or a fire hazard.
12. Only U.L.-approved lights should be used as decorative lighting inside the buildings.
13. Decorative lights should be kept away from combustible materials (i.e., curtains, paper, etc.) at all times. When a staff member is not in the room all decorative lights should be turned off.
14. No halogen or incandescent lighting is allowing for any reason. These types of lighting are an extreme fire hazard.
15. Live trees are prohibited.
16. Artificial trees, if permitted by the building principal, must not create an obstruction to egress.
17. Canned snow or other flammable decorative sprays may not be used inside the buildings.
18. Religious artifacts are not allowed.

Section 5.9: Doors and Corridors

Fire-rated doors (equipped with closers) are not to be blocked open at any time, except with an approved device that will automatically release upon activation of the fire alarm system. Exit doors and corridors are to be kept clear at all times. Doors must always be clearly identifiable as doorways/exits and can never be fully covered or decorated with paper; at least 1/4th of the door must be left undecorated.

Section 5.10: Electrical Panels and HVAC Units

Employees may not place items within 30" of any electrical panel or HVAC unit (including univents and air handling units) in the School District. All School District employees are responsible for maintaining these clear zones around electrical panels, and custodians are responsible for monitoring compliance.

For any electrical panel in a room regularly accessed by others, custodians will mark the 30" clear zone around the electrical panel(s) with marking tape. Also, signs will be posted reminding individuals to keep this area free of all objects.

If a custodian notices that items have been placed in a clear zone, he or she should immediately move the items out of the clear zone and take other appropriate action. If problems persist, the custodian will also notify the appropriate building principal.

Section 5.11: Employee Use of School Property and Equipment

School property is for the business of the School District, so personal and other non-school use must be minimized. This includes the use of district-owned printers/copiers, computers/network/email, cell phones, and school vehicles.

Section 5.12: Equipment for Sale

Anything to be sold must be approved in advance by the building administrator and Director of Buildings and Grounds. The School District regularly announces items for sale at www.publicsurplus.com. The website includes item descriptions, quantities, location, contact information, and price.

Section 6.13: Exit/Egress Pathways

A full 3-foot clear path must be maintained at all times to the outside door.

Section 5.14: Extension Cords and Power Strips

Extension cords are not allowed in classrooms. However, U.L. listed power strips equipped with surge protection are acceptable if they are purchased through the School District, are plugged into an outlet, and do not pose a trip hazard.

Section 5.15: Exterior Doors

Except for designated entrances, exterior doors may not be left unlocked or propped open. Do not let non-authorized individuals enter the building except at the designated entrances.

Section 5.16: Facility Reservations

Requests for School-Sponsored Events

To reserve a site within a School District facility, employees submit a "Facility Request" at www.rwps.org > Staff Resources > Forms to the appropriate department.

All school-sponsored athletic events (including practices) should be directed to the Activities Director. Other student activity events can be directed to either the Activities Director (located in the RWHS) or the Community Education and Facilities Secretary. Staff meetings and other staff activities should be directed to the Community Education and Facilities Secretary. Requests for personal use by staff should be processed the same as for outside groups.

Requests by Outside Groups

To reserve a site within a School District facility (including district fields), one representative from the group submits a "Facility Request" at www.rwps.org > Staff Resources > Forms to Community Education. Depending on space availability and approval, the Community Education and Facilities Secretary will issue a permit with estimated fees. Appropriate fees will be charged for non-school related events as outlined in Policy 890: Facility Use Policy and Procedures and Fee Schedule.

Section 5.17: Fire Alarm Protocol

The Fire Department is called on all fire alarms. The Fire Department may be cancelled only after the alarm has been investigated by school officials and determined to be a false alarm. The Fire Department, at its discretion, may continue to respond to the call after the cancellation has been received. All individuals must evacuate during an alarm.

Section 5.18: Flammable and Combustible Liquids

Flammable and combustible liquids should be stored in an approved cabinet when not in use. No LP tanks are allowed in any school building.

Section 5.19: Food and Beverages in Classrooms

1. Approve all special activities involving food through the school administration using the "Request for Food/Party in the Classroom" form at rwps.org > Staff Resources > Forms.
2. Limit any food consumption to the cafeteria. If this is not possible, limit the consumption to hard floor surface areas. Exceptions include:
 - a. Morning 'brainfood snacks' at the elementary level. These snacks will need to be of the dry type to help facilitate cleaning.
 - b. District-wide holidays celebrated where all classes have parties at the same time.
 - c. Requirements of Individualized Education Plans, Individualized Health Plans, and/or Section 504 Plans.
3. Water should be allowed in classrooms for both staff and students if it is in a clear water bottle.

Section 5.20: Fragrance-Free Products

Information is in the Red Wing Public Schools Student and Parent Handbook.

Section 5.21: Hazard Communication Program

The School District's written Hazard Communication Program is available in the district office.

Section 5.22: Herbicide Notification

Information is in the Red Wing Public Schools Student and Parent Handbook.

Section 5.23: Indoor Air Quality (IAQ) Plan

Information is in the Red Wing Public Schools Student and Parent Handbook.

Section 5.24: Keys and Badge Access Cards

The Buildings, Grounds, and Technology Department issues keys and badge access cards. Employees may not loan keys or badge access cards to students or adults not employed by the School District, and they are not allowed to duplicate School District keys or badge access cards. When on duty in buildings with students during the school day, employees are expected to carry their keys and visibly wear their badge access cards in case an emergency situation arises.

Section 5.25: Latex Products

Although we cannot guarantee a latex-free environment, we strive to reduce the number of latex-containing items to minimize the likelihood of allergic reactions to latex. If you know of an item that contains latex (such as balloons and bean bag chairs), please notify the building principal who will work with you to identify similar items that are latex-free.

Section 5.26: Lead in Water Management Plan

Information is in the Red Wing Public Schools Student and Parent Handbook.

Section 5.27: Lighting

1. Lighting is impacted by both fire codes and the School District's energy policy.
2. LED and compact fluorescent lighting are appropriate to use. However, per fire code, no incandescent or halogen lighting is allowed in any school due to their high heat output.

3. The School District's energy policy does not allow extra lighting unless approved in advance by both the principal or director and Director of Buildings and Grounds. To request a waiver, submit a "[Couch / Equipment Waiver Request](#)" at www.rwps.org > Staff Resources > Forms. There must be a good educational purpose to qualify for the waiver. When extra lighting is used, regular lighting must be turned off.
4. Paper must not be placed over classroom lighting as it is a fire hazard. If dimmer lighting or colored lighting is needed, please contact the principal or director who will work with the Director of Buildings and Grounds to find the appropriate products that meet fire code.

Section 5.28: Safety Data Sheets (SDS)

1. If a product contains chemicals, an SDS sheet must be maintained.
2. Individuals who order or receive products containing chemicals must request SDS sheets and send them to the Director of Buildings and Grounds.
3. When an SDS sheet is received, the staff person keeps one copy for the notebook in their room (including the kitchen and custodial areas) and provides one copy to the Chemical Hygiene Officer (CHO). The CHO will update the SDS book located in the school office as needed.
4. Employees should contact building custodians for products that contain chemicals.
5. Employees are expected to follow all safety precautions outlined on labels and/or SDS sheets for any products they use.
6. A link to the web-based SDS database is on the School District's website under the Health and Safety Department page.

Section 5.29: Painting

Individuals desiring to paint a wall must have prior approval in writing from an administrator and Director of Buildings and Grounds.

Section 5.30: Pesticide Notification

Information is in the Red Wing Public Schools Student and Parent Handbook.

Section 5.31: Plants and Animals in the Classroom

Certain individuals, in particular those with asthma, may be sensitive to animal fur, dander, body fluids, feces and may experience reactions to these allergens. Furthermore, individuals can become sensitized (made allergic) by repeated exposure to allergens. Due to this, the following policy has been implemented:

1. For health issues related to this policy, please contact a building nurse or Licensed School Nurse.
2. Use alternatives to plants, animals and any other misc. nature items if possible.
3. If a staff member wishes to have plants, animals or any other nature item(s) in school, certain circumstances must be met.
4. Submit a "[Plants / Animals in Classroom Waiver Request](#)" at www.rwps.org > Staff Resources > Forms.
5. Prior to using plants and animals in the classroom, teachers must obtain information from students about potential health-related issues.
6. For animals:
 - a. Agree to clean cages daily (including vacations and holidays) and dispose of waste properly.

- b. Locate animals away from ventilation systems to avoid circulating allergens.
- 7. For plants:
 - a. A maximum of 6 plants in a typical 900-1000 square foot classroom.
 - b. Every 3 to 6 months the soil must be completely replaced. This removes the mold that may have accumulated from the building.
 - c. Plants must be fed/watered from the bottom. This prevents over-watering which accelerates mold growth.
- 8. If any administrator (superintendent, principal, director of building and grounds, etc.) feels that having an plant, animal or nature item in a classroom is not in the best interest of the district, it must be removed from the school.
- 9. If a teacher intends to have plants, animals, or any miscellaneous nature item in the school, then the administrator must:
 - a. Consult with the school nurse about student allergies or sensitivities (data privacy laws will need to be complied with).
 - b. Ask parents/guardians about potential allergies in a note that students take home or inform during parent-teacher conferences. Remember to check for allergies when new students enter the class.
 - c. Locate sensitive students away from animals and habitats.
 - d. Use gloves to handle feces and dispose of in double bags. The bagged feces should immediately be removed to the outside dumpster.
 - e. Restrict visiting animals to outside areas.

Section 5.32: Safety Committee

Employee representatives serve on the Safety Committee each year. Contact a committee member with questions or concerns about safety issues. The committee meets at least four times each year. Meeting minutes are posted at each building site.

Section 5.33: Service Animals

1. Under the American with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability.

The task(s) performed by the dog must be directly related to the person's disability, and the dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog that is trained to alert him/her when blood sugar readings reach high or low levels. A person with depression may have a dog that is trained to remind him/her to take medication. Or, a person with epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.

2. In situations when it is not obvious that the dog is a service animal, staff may ask only two questions:
 - Is the dog a service animal required because of a disability?
 - What work or task has the dog been trained to perform?

Staff members are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

3. Dogs providing solely emotional support, therapy, comfort, or companionship are not considered service animals under the ADA because they have not been trained to perform a specific job or task.

4. The ADA does not require service animals to wear a vest, ID tag, or specific harness.
5. The School District may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, as a condition for entry.
6. Service animals must be allowed to accompany their handlers to and through self-service food lines. Similarly, service animals may not be prohibited from communal food preparation areas, such as are commonly found in shelters or dormitories.

Section 5.34: Slip-Resistant Footwear

To support a safe working environment, slip-resistant footwear is available:

1. Custodians shall wear slip-resistant footwear when working outdoors if there is a potential for slippery conditions.
2. Others scheduled to work outdoors (including playground supervisors and special education paraprofessionals) will be encouraged to wear while outside if there is a potential for slippery conditions.
3. Employees may request to use slip-resistant footwear for the school year by contacting the District Receptionist. If requested, employees are expected to use the footwear while outside if there is a potential for slippery conditions. This includes walking to/from the parking lot to the building.

Section 5.35: Storage/Sprinklers

Storage items must be kept at least 18" below sprinkler heads.

Section 5.36: Unit Ventilators and Louvers / Grills

To allow for proper air distribution, the top and front of unit ventilators and louvers/grills leading out to hallways should be clear and free from obstructions. Unit ventilators should be operational at all times the building is occupied.

Section 5.37: Unmarked Chemicals

Any person who finds an unmarked chemical is expected to immediately report it to a chemical contact person or a custodian. Chemicals should not be left in the science room without the advance permission from the science teacher responsible for the room.

Section 5.38: Vehicle Usage

1. Except in emergency situations, employees and volunteers are not allowed to use their personal vehicles to transport students in a school-related activity.
2. School vehicles may only be used for school purposes. Only passengers related to school business may be transported.
3. If students are to be transported, drivers must complete the statutory Type III driving regulations (including training, background checks, and other expectations) as shown at www.rwps.org > Staff Resources > District Drivers Transporting Students.
4. Any individual driving a school or personal vehicle for school business must have a driving background check completed annually and must report any violations or loss/suspension of his or her driving license using the district-approved form, which can be found at www.rwps.org > Staff Resources > District Drivers Transporting Students. The School District may limit who can drive a personal vehicle based on an individual's driving record.
5. To reserve a school vehicle, employees and volunteers should contact the Superintendent's Secretary after receiving approval for the transportation request from their supervisor.
6. Vehicles must be stored in designated areas on school property at the end of the day unless special permission is granted by the Business Manager; Director of Buildings and Grounds; and/or Superintendent.

7. Prior to using a personal vehicle to conduct school-related business, employees and volunteers are required to carry primary insurance and provide a certificate of auto insurance to the District Office. Furthermore, employees and volunteers who use personal vehicles for school-related business are required to immediately report any lapses in auto insurance coverage immediately to the District Office. The School District may limit who can drive a personal vehicle based on an individual's previous driving record.
8. An individual is prohibited from driving a school vehicle for the following reasons:
 - a. Any conviction of manslaughter, negligent homicide or any other felony in connection with the operation of a vehicle.
 - b. Any conviction of operating a vehicle under the influence of alcohol, driving while impaired or operating under the influence of drugs within the last five (5) years.
 - c. Any conviction of driving while license suspended, revoked or denied within the last five (5) years.
 - d. Loss of driving privileges due to license being suspended, revoked or denied within the last two (2) years.
 - e. Any conviction of reckless driving or other major violation within the last two (2) years.
 - f. Conviction of three (3) or more moving violations within the last two (2) years.
 - g. Two (2) or more accidents within the last two (2) years that show the employee at fault or primarily at fault.
 - h. Other criteria as established by the Business Manager.
9. In addition to motor vehicle record checks, the School District may require employees and volunteers, including drivers, to complete a criminal background check.

Article 6: Technology Resources

Section 6.1: Acceptable Use Policy for Electronic Information Resources (Policy 524)

Purpose

The purpose of this policy is to set forth policies and guidelines for access to the School District computer system and acceptable and safe use of the Internet, including electronic communications.

Scope of Policy

This policy refers to all electronic information resources within the School District whether individually controlled or shared, stand alone or networked. Individual building administrators may define additional "conditions of use" for facilities under their control. Such statements must be consistent with this overall policy but may provide additional details, guidelines, and/or restrictions.

General Statement of Policy

In making decisions regarding student and employee access to the School District technology system and the Internet, including electronic communications, the School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the School District technology system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The School District expects that faculty will blend thoughtful use of the School District technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Availability of Policy

A full copy of the policy is available at www.rwps.org > District > Policies and Handbooks. Copies of the policy are available for inspection during regular business hours by its employees in the personnel office or other suitable locations.

Section 6.2: Technology Work Order Requests

To fill out a non-emergency work / repair / support request, submit a "Service / Support Request" at www.rwps.org > District > Departments > Technology. There is also a link to the software on all staff computers.

Section 6.3: District-Issued Cell Phones

If the School District issues a cell phone to an employee to fulfill their work assignment, the School District will pay all work-related costs for the use and maintenance of the phone.

As with all School District equipment, personal use of a district-issued cell phone is strongly discouraged. If personal calls are absolutely necessary, the employee will reimburse the School District for those calls. Printouts of phone usage may be distributed monthly so employees can identify personal calls and promptly reimburse the School District accordingly.

To ensure proper support and security, cell phones may be ordered only with approval of the Buildings, Grounds, and Technology department.

Section 6.4: Request to Have Internet Site Unblocked

There are websites teachers may wish to use in the classroom to enhance / enrich their instruction. Please submit a "Request to Have an Internet Site Unblocked" form at www.rwps.org > Staff Resources > Forms and submit it to your building administrator for review. If approved, principals will forward to the IT Systems Administrator for final review and approval. Note: If the site is possibly controversial, School Board review and approval may be required.

Section 6.5: Blog / Wiki / Social Networking Acceptable Use and Permission

To request the use of blogs, wikis, and other social networking sites, please complete and submit the "Red Wing School District Blog / Wiki / Social Networking Acceptable Use and Permission" form, which can be found on at www.rwps.org > Staff Resources > Forms.

Section 6.6: Microsoft Home Use Program

As part of the School District's Microsoft licensing agreement, all School District employees can use Microsoft Office at home for up to five devices. It is branded Office 365 Pro Plus Benefit. Contact the Buildings, Grounds, and Technology Secretary for the link to access the free program.

Section 6.7: Technology Requests

General Policy

The School District recognizes the need for consistency in the purchase of technology software, hardware, and other equipment to provide maintenance service with limited funds. It is also necessary to have district technology oversight in purchasing and inventory of these items. Building principals have the initial responsibility of recommendation for approval of technology software, hardware, and other equipment. If approved by the principal, the request is forwarded to the Director of Technology who works with others to determine final approval and funding.

If any district employee is the requester or recipient of a grant from any source to be used for purchase of technology software, hardware, or other equipment, a pre-approval must also be obtained through the process outlined below.

Timelines

Technology requests will be considered according to the following schedule:

March 1 st	Request due to building principal
March 15 th	Building requests due to Director Technology
May 1 st	Results of School District review communicated to principals

Note: If a request is not granted, the applicant must resubmit the request for future consideration.

Procedures

1. Submit a "Technology Request Form" available at www.rwps.org > Staff Resources > Forms to the building principal by the due dates listed above.
2. The principal reviews the request. If recommended, the principal forwards it to the Director of Technology by the deadlines listed above for further consideration.
3. The district review is conducted. If approved, purchases will be processed through the District Office with assistance from the building principal as needed.
4. Results of the district review will be communicated to principals by May 1st.

Article 7: Human Resources

Section 7.1: Background Checks

- Applicants Offered Employment: Criminal background checks (paid by the district) are required for all non-students offered employment, including coaches and extracurricular advisors.
- Drivers: Motor vehicle checks (paid by the district) are required for those who drive school vehicles.
- Volunteers: Volunteers in athletics and extracurricular activities must complete criminal background checks (paid by the district). At its discretion, criminal background checks (paid by the district) for other volunteers may be required, especially if they may be alone with students.
- Contractors: At its discretion, criminal background checks (paid by the contractor) may be required for independent contractors.
- Others: At its discretion, criminal background checks (paid by the district) may be required for student and seasonal employees.

Section 7.2: Employee Assistance Program (EAP)

The district offers an Employee Assistance Program (EAP) for qualified employees. Contact the Human Resources Manager for additional information.

Section 7.3: Family Medical Leave (Policy 410)

The purpose of this policy is to provide for family and medical leave to School District employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law. Policy 410 is available at rwps.org > District > Policies, Handbooks, and Notices. Copies of the policy are available for inspection during regular business hours in the District Office.

Section 7.4: HIPAA Privacy Rights

Health Insurance Portability and Accountability Act (HIPAA) privacy rules require an employer to guard against misuse of an individual's identifiable health information and to limit the sharing of such information. To comply with these regulations, the School District has taken the following steps:

1. Designated the Human Resources Coordinator to see that HIPAA privacy procedures are adopted and followed.
2. Developed HIPAA privacy rights, which limit access to health information to those employees who manage the flexible benefits program, who manage or process First Report of Injury forms, who manage or process health insurance enrollment and health history forms.
3. Notified affected employees of the HIPAA privacy rights through distribution of rights.
4. Developed criteria to limit request for disclosure of health information to the minimum needed for the purpose of the request; and review each such request in accordance with

those criteria. Request for disclosure of health information may be needed for processing health insurance enrollment, which may include health history data.

5. Trained employees who handle health information so they understand the privacy procedures and prevent use of that information in employment decisions.
6. Secured health information so that it is not readily available to persons who do not need to see it.

Section 7.5: Lane Changes for Teachers

Application for Pre-Approval of Courses

Submit an “Application for Pre-Approval of Courses” available at www.rwps.org > Staff Resources > Forms to the Human Resources Coordinator to receive prior approval of courses or programs for lane changes on the teacher salary schedule. Include copies of all course or program descriptions. Please refer to the Master Agreement for additional information about lane changes. Courses approved for lane changes must be completed outside the regular teaching day and paid for without school funds.

Application for Salary Lane Change

After a teacher successfully completes enough credits to qualify for a lane change, he/she submits an “Application for Salary Lane Change” available at www.rwps.org > Staff Resources > Forms to the Human Resources Coordinator no later than September 1 or January 1. Official transcripts are required for college courses and are due no later than October 1 for full-year increment or February 1 for one-half year increment. Certificates are required for school-sponsored classes.

Section 7.6: Leave and Substitute Requests

Background Information

The School District uses an online leave reporting system to record leaves and Teachers on Call (TOC) to find substitutes. The software is available to employees 24 hours per day, 7 days per week and can be accessed at www.rwps.org > Teachers On Call or 1-800-942-3767.

The “Teachers on Call Quick Start Guide,” which is available at rwps.org > Staff Resources, provides Instructions for the leave reporting system. New employees will be mailed their user name and password.

Notes Regarding Leave Reporting:

- Even if your position does not require a substitute, you must complete the leave request.
- If an absence is not planned (sick leave for example), you may need to request the building secretary to post the absence on TOC.
- If your leave is less than the standard ½ day or full day, use custom reporting.
- A note box is available for leaves that require more detailed information (see below).
- Please consider using preferred substitute procedures to find a substitute you want. The “Teachers on Call Quick Start Guide.” You can list preferred substitutes OR phone the substitute and then enter into the system.
- If no substitute is needed or the absence will be covered internally, check NO sub needed on the website.
- Employees who become sick during a shift and need to leave must call their immediate supervisor prior to leaving.

Leaves Entered onto Teachers On Call (TOC) Directly:

Disability/illness leave, personal leave, short-term unpaid leave, vacation, and bereavement leave are entered directly into the online leave reporting system. If, due to timing, you cannot enter an absence in the leave reporting system (such as after-the-fact requests), contact the building secretary to enter the absence. When requesting bereavement leave, enter your relationship with the deceased in the “notes” section.

Leaves Requiring Approval Prior to Entering onto Teachers on Call (TOC):

Family and Medical Leave (FMLA), jury service, military leave, extended leave of absences, sabbatical leave, exclusive representative leave, medical leave, workers compensation leave, professional leave, and child care leave require the approval of the Superintendent and/or School Board prior to entering absences on the leave reporting system. Master agreements with employee groups and the "Leave Application" available at www.rwps.org > District > Staff Resources > Forms includes additional information.

Section 7.7: Licensure of Teachers / Continuing Education Committee

To legally teach in Minnesota, an individual must possess an appropriate teaching license issued by the Professional Educator Licensing and Standards Board (PELSB). Background information is available at the Minnesota PELSB website.

In most cases, renewal of a teaching license requires completion of continuing education units, as approved by the School District's Continuing Education Committee. The "Continuing Education Handbook" available at www.rwps.org > Staff Resources provides additional information.

A list of school-sponsored staff development activities will be periodically forwarded to teachers. Teachers will identify their participation in activities and forward the form to the Human Resources Manager.

To request continuing education credits for another activity, teachers submit a "Continuing Education Renewal Application" (available at www.rwps.org > Staff Resources) and attachments to the Human Resources Coordinator.

After the Continuing Education Committee approves continuing education credits, the Human Resources Coordinator or designee enters them into PELSB's continuing education website.

Section 7.8: Staff Development Requests

The School District may allocate funds, in accordance with state guidelines, for staff development. Funds may be allocated to each site, best practices grants, and district-determined staff development.

Requests for professional leave will follow these steps for approval:

1. The requesting staff member completes steps 2 and 3 of the "Professional Leave and Substitute Request." If there are related requisitions, staff members should include those requests with submission of the form. The building secretary completes the attached note that provides information about the status of issues related to the request.
2. The appropriate administrator completes step 1 of the form. If building funds are being used, a copy of the approval will be sent to the requesting teacher so that substitutes and requisitions can be submitted. The form is also submitted to the Director of Teaching and Learning or Director of Special Education depending on the request.
3. The Director of Teaching and Learning or Director of Special Education authorizes the request if district-level staff development or special education funding will be used. A copy of the approval will be sent to the requesting staff member so that substitutes and requisitions can be submitted.
4. After receiving written approval, the staff member enters the leave request in the online leave reporting system.

Section 7.9: Work Assignments & Overtime

Contracts for non-exempt employees specify work days and hours during a fiscal year (July 1st – June 30th). Unless there is an emergency, additional time needed beyond the assigned work schedule must be pre-approved by the employee's supervisor, Business Manager, and Superintendent. Federal law requires overtime to be paid for non-exempt employees if hours worked exceed forty (40) per week. Supervisors are expected to limit use of overtime unless absolutely necessary.

Section 7.10: Workers Compensation Return-to-Work & Light Duty Policy

The School District recognizes that work-related injuries will occur and that having processes to assist the injured worker, reduce injuries (safety), and reduce claims costs are important. The Business Office will coordinate questions and assignments of light duty with the injured employee and the workers compensation carrier.

1. Safety training will occur on hiring/orientation through the department as applicable to the job duties. This may be in form of oral instruction, physically showing the employee proper methods, manuals, or videos. Training will be documented to the Business Office.
2. If any work-related injury occurs, the employee will file a report with the building nurse within 24 hours. The nurse will immediately route the completed report to the Payroll Coordinator for processing to the work comp carrier. Injuries need not have a doctor visit or lost time to require reporting, but if a timely report is not filed, processing of claims may be complicated if problems develop later from the injury. A report must also be made to the supervisor.
3. Employees will be subject to investigation of the causes and circumstances of injury, as may co-workers in the area at the time, if deemed necessary. If the employee or a co-worker or supervisor did not properly follow procedures that led to the injury, discipline may occur.
4. The School District recommends a clinic to serve as the point of exam for workers compensation injuries, but an employee may select another provider. The employee should be aware that if a claim is rejected by the workers compensation carrier, they or their normal medical insurance may be liable for costs, so use good judgment.
5. If an employee needs to visit a physician for the injury, it is expected that the doctor will give a return to work date (or pend for a re-examination within a week) and any work restrictions. Open-ended doctor's statements (no date for return or re-examination) are unacceptable. Restrictions should be clearly defined and related to the job description. Position Descriptions may be obtained through the supervisor.
6. Lost-time claims are expensive and the District will make every effort to supply work that fits the work restrictions. This includes light duty or part-time return to the normal job. By having appropriate doctor's statements, we are best able to examine light duty options, within the department or elsewhere district-wide. These duties may include phone reception, hall/playground/lunchroom monitoring, document scanning, filing, mail sorting, among other things. The Business Office will work with supervisors, physicians, and work-comp consultants to craft appropriate light-duty assignments.
7. Light-duty offers will be made in writing. Refusal to accept light duty can result in termination of benefits.
8. The District may determine a return-to-work physical is necessary if the doctor's statement is deemed insufficient to make a proper determination. This will be at School District expense if so requested. The district reserves the right to move employee to another position, if possible to accommodate doctor restrictions.

Article 8: School-Sponsored Clinic

Section 8.1: Overview

The Red Wing Public Schools Well@Work Clinic is intended to enhance health care and wellness for eligible employees and dependents. The clinic is located at the Youth Outreach Building at 410 Guernsey Drive, adjoining the Prairie Island Ice Arena near Red Wing High School. The clinic is staffed by a Certified Nurse Practitioner.

Section 8.2: Hours

Clinic hours can be viewed at www.rwps.org > Staff Resources > Well@Work or by logging into your Health Partners account.

Section 8.3: Appointments / Initial Visit

For your first clinic appointment, you must call 952-967-5475 and give registration information. Thereafter, you can either phone or use the online appointment system at rwps.org > Staff Resources > Well@Work > [Health Partners](#).

Regarding walk-ins, if the provider has an open time, you can use a phone in the reception area and speed dial the appointment line and schedule/register. However, we have only one provider, so walk-ins may have to wait.

Section 8.4: Eligible Employees

Unless otherwise specified in School District contracts or terms and conditions of employment, only those individuals covered by the School District's health insurance policy are eligible to be seen at the clinic.

Section 8.5: Costs

There are no direct costs to employees. Clinic services do not apply to your insurance plan deductibles or out-of-pocket limits.

Section 8.6: Services Provided

The clinic currently provides:

- Diagnosis and treatment of selected minor acute medical symptoms or problems (i.e., not serious or life-threatening);
- selected preventative medicine screenings and disease prevention;
- management of selected uncomplicated chronic conditions;
- evaluation of patients for opportunities to improve care of concurrent chronic conditions;
- necessary and appropriate wellness counseling;
- some prescriptions on-site;
- selected laboratory services;
- workers compensation services such as injury care and other services as appropriate.

Article 9: Other Important Information

Section 9.1: Accident / Injury Reporting for Students

1. All student injuries that occur on school grounds or at a school-sponsored activity should be reported to the school nurse or principal's office if the nurse is not on duty. The nurse will assess the injuries sustained.
2. The nurse will call 911 if necessary and provide medical treatment (first aid, bandage, ice, etc.) as needed.
3. The nurse will call the parent/guardian to inform them parental attention is warranted. The parent/guardian will determine if the student will stay in school or go to the clinic or home.
4. The nurse and/or other staff member present at the time of the injury/accident will fill out a "[Student Accident Report](#)." If another staff member initiates the completion of the report, he

or she will submit it to the nurse to finish (description of medical care given, parent/guardian call, etc.).

5. The report is given to the building principal who signs off on the report. One copy is given to the District Office and the other copy is placed in the student's health file.

Section 9.2: Accident / Injury Reporting for Employees

1. Employees injured at work must immediately contact their administrative supervisor or the school nurse if the administrator is not available. Within 24 hours after the injury or illness occurred, the employee and administrator or nurse must submit an "Accident Report" to the Payroll Coordinator.
2. The Payroll Coordinator enters data onto the CIIMS system and generates the "First Report of Injury." The Payroll Coordinator keeps one copy of the "Accident Report" and "First Report of Injury" on file, faxes one copy of each report to the workers compensation carrier, and ensures that the employee's immediate supervisor is aware of the injury or illness. The workers compensation carrier provides a response to the Payroll Coordinator with a claim number.
3. If the employee visits a doctor, he/she will submit a "Report of Workability," which lists restrictions, to the Payroll Coordinator. The Payroll Coordinator provides copies of this report to the workers compensation carrier and to the employee's supervisor(s).
4. Periodically, the Health and Safety Coordinator adds reportable injuries on "First Reports of Injury" to the OSHA 300 Log, which is maintained for each building for each calendar year.
5. One OSHA 300 Log (which identifies certain employee injuries) is maintained for each building for each calendar year. A site's OSHA 300 Log for the previous year must be posted in that site at least between February 1st and April 30th. The Safety Committee may review the OSHA 300 Log to help identify any significant problems/patterns/trends that may be occurring.

Section 9.4: Bus Requisitions

The online bus requisition system can be accessed at www.rwps.org > Staff Resources > Forms > Bus Requisition Online Form. Select "Activities Department" for all sports and clubs and select a school if planning a field trip. Carefully submit all items marked by **. Select the appropriate location for pick-up, destination, and return; add a location, if allowed, when necessary. Contact the Activities Secretary if you need a user name, password, location, account code, or other information.

Section 9.5: Calendars

The school calendar and calendars of events are available at rwps.org. Events can be viewed by date, building or activity.

Section 9.6: Copy Machines and Printers

Our goal is to minimize the amount of school resources spent on paper, copiers, and printers. Please print or copy materials only if necessary, make black and white copies whenever possible, and use the cheapest copier whenever possible.

Copy Center

To reduce costs, employees are encouraged to use the School District's copy center to make copies for school-related purposes. Generally, users will receive the copies 2-3 days after the copy center receives the request.

Ordering

To order copies, email document to Gail Strusz-Klein at gnklein@rwps.org with the following:

- Name of person requesting the copies
- Building location
- Date copies are needed
- Number of copies
- Copy user number
- Printing option: Single-sided, double-sided
- Stapling option: One-staple, two-staple, book-staple, landscape

- Cutting option: Halves, fourths, 3-hole punch
- Special requests

Or, send the document to the copy center using a “Copy Request” form located in each office. This option takes more time to process.

Print-Hold System

The School District uses a Print-Hold system called “Follow-Me” printing. Users print documents from their computer and then enter their employee number at any copier to retrieve the copies. Follow-Me printing reduces paper waste, better protects sensitive data on copies, and provides more flexibility for users.

Non-School Uses

Black and white copies for all non-school purposes cost \$0.10 for each impression (so if there is one two-sided copy, the charge is \$0.20), and color copies for all non-school purposes cost \$0.25 for each impression (so if there is one two-sided copy, the charge is \$0.50). Reduced rates will not be given to organizations that provide their own paper. Payment should be made at one of the offices.

Section 9.7: Community Curriculum Resources

Teachers are encouraged to access curriculum resources (such as the Native American Parent Committee and Prairie Island Indian Community) within the Red Wing community. Contact your building leader and Director of Teaching Learning to make arrangements for speakers, curriculum, field trips, and other similar experiences.

Section 9.8: Crisis Management / Prairie Island Nuclear Incident Plan

Each building's “Crisis Management” plan includes procedures for securing the buildings, evacuating classrooms and buildings, and sheltering. Lock-down drills, fire drills, and a tornado drill are conducted each year.

The “Prairie Island Nuclear Incident Plan” outlines evacuation and sheltering-in-place procedures if there is a nuclear incident.

Section 9.9: Drug and Alcohol Testing (Policy 416)

Purpose

The School Board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The School Board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.

The School Board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the School Board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

General Statement of Policy

All School District employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The School District also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The School District may request or require that any School District employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on School District property (which includes School District vehicles), while operating School District vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off School District property. Employees

under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on School District property.

The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on School District property (which includes School District vehicles), while operating School District vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off School District property. Employees under the influence of alcohol are prohibited from entering or remaining on School District property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

Availability of Policy

Policy 416 is available at www.rwps.org > District > Policies and Handbooks. Copies of the policy are available for inspection during regular business hours by its employees or job applicants in the District Office or other suitable locations.

Section 9.10: Employee Publications (Policy 409)

Purpose

The purpose of this policy is to identify and reserve the proprietary rights of the School District to certain publications, instructional materials, inventions, and creations that employees may develop or create, or assist in developing or creating, while employed by the School District.

Availability of Policy

Policy 409 is available at www.rwps.org > District > Policies and Handbooks. Copies of the policy are available for inspection during regular business hours by its employees in the District Office or other suitable locations.

Section 9.11: Employee Recognition Program

Purpose and Funding

The purpose of the Employee Recognition Program is to show appreciation for the work that employees give to students, the School District, and community. The program uses funds generated by vending machine sales, staff-sponsored fund-raising activities, donations, and the general fund as appropriate.

Recognition of 25-Year Employees

Full-time and part-time employees who will reach their 25th work anniversary date with the School District during the fiscal year will be recognized. For example, employees who began their work in the School District between July 1, 1994 and June 30, 1995 will be recognized in the 2019-20 school year. Employees who resigned from employment but returned to the School District will have their years of service adjusted accordingly. The School District will provide a gift of appreciation such as a watch or other similarly priced gift to each individual being recognized.

Recognition of Retirees

Full-time and part-time employees retiring during the fiscal year will be recognized at an event sponsored by the School District and various employee groups. The School District will provide a gift such as an engraved bell or other similarly priced gift to each retiree.

School Board Service

The School District will provide a gift of appreciation such as an engraved bell or other similarly priced gift to each person leaving the school board.

Employee Appreciation Activities

Up to \$5000 per year will be allocated toward luncheons for employees, retiree recognition programs, and other activities to pay for rent, food, and other expenditures. Payments and reimbursements for expenses must follow regularly prescribed disbursement procedures, including receipts.

Section 9.12: Employee-Student Relationships (Policy 423)

Purpose

The School District is committed to an educational environment in which all students are treated with respect and dignity. Every School District employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

General Statement of Policy

This policy applies to all School District employees at all times, whether on or off duty and on or off of School District locations.

At all times, students will be treated by teachers and other School District employees with respect, courtesy, and consideration and in a professional manner. Each School District employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other School District employees also may hold positions of authority over students of the School District and must be mindful of their authority and influence over students.

Sexual relationships between School District employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.
2. Having any interaction/activity of a sexual nature with a student.
3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the School District.
4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

School District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

School District employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

Availability of Policy

Policy 423 is available at rwps.org > District > Policies, Handbooks, and Notices. Copies of the policy are available for inspection during regular business hours by its employees in the District Office or other suitable locations.

Section 9.13: Food Services

Information is in the Red Wing School District Student and Parent Handbook.

Staff members and students are not allowed to go into debt on a la carte food/beverage items. The full amount must be in the account to purchase a la carte items. Staff members must have a positive fund balance to purchase breakfast or lunch and are not allowed to go into debt.

When a staff member leaves the School District with a meal balance greater than \$10.00, the individual is eligible for a refund that will generally be issued in June. Any remaining balance below \$10.00 will be placed into an Angel Account for students in need.

Section 9.14: Grading Procedures and Reports

Teachers are responsible for keeping up-to-date and accurate records of student academic progress using the School District's grading program.

Section 9.15: Health Services

Information is in the Red Wing School District Student and Parent Handbook.

Section 9.16: Lesson Plans

Although there is no School District requirement for teachers to complete lesson plans on a daily basis, administrators reserve the right to require teachers to complete lesson plans as necessary. Whenever a substitute is needed, complete lesson plans must be provided. Teachers may be required to complete formal lesson plans during an evaluation period. Administrators will provide guidelines for teachers on what needs to be included in lesson plans.

Section 9.17: Mandated Reporting of Child Neglect or Abuse (Policy 414)*Purpose*

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

General Statement of Policy

The policy of the School District is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

Related Documents

The "Mandated Reporting Form" is available in each school office and at www.rwps.org > Staff Resources.

Availability of Policy

Policy 414 is available at rwps.org > District > Policies, Handbooks, and Notices. Copies of the policy are available for inspection during regular business hours by its employees in the District Office or other suitable locations.

Section 9.18: Mandated Reporting of Maltreatment of Vulnerable Adults (Policy 415)*Purpose*

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

General Statement of Policy

The policy of the School District is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

Availability of Policy

Policy 415 is available at rwps.org > District > Policies, Handbooks, and Notices. Copies of the policy are available for inspection during regular business hours by its employees in the District Office or other suitable locations.

Section 9.19: Policies

Employees are expected to be knowledgeable about all School District policies, which are available online at rwps.org > District > Policies, Handbooks, and Notices.

Section 9.20: Political Advocacy

General Statement

According to Minn. Stat. 211B.09, an employee or official of the state or of a political subdivision may not use official authority or influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity. As a result, while employees of the School District may not be limited in expressing personal political viewpoints outside of their official duties, they are expected to refrain from utilizing their position to influence students and parents/guardians.

School Referenda

Minnesota law has restrictions on the use of School District resources (including employee time) to support or oppose School District initiatives. Please contact the Superintendent for a copy of a brochure from the Minnesota School Boards Association about what school employees can and cannot do with regard to school referenda elections.

Other Political Advocacy

Employees are expected to refrain from using school resources such as school computers, email accounts, mailboxes, printers, copiers, and work time to advocate for or against any political issue or candidate. When employees receive emails advocating for or against a political candidate or issue, do not forward, print or post them.

Employees are not allowed to display political signs within school buildings or on school grounds. Exceptions may be granted if signs for both sides of an issue or for all candidates for a political office are displayed in an equitable manner within a classroom for legitimate instructional purposes.

During instructional hours, employees must refrain from advocating for or against any political issue or candidate. Discussions or comments about candidates or political topics during instructional time must be related to legitimate pedagogical interests, consistent with applicable curriculum, and fair and equitable to all issues and/or candidates.

Policy 505 provides additional information about the distribution of non-school materials by students and employees.

Section 9.21: Presentations and Distribution of Other Materials to Staff Members

Presentations to Staff Members

The School District has very limited staff development and meeting time, and we must treat outside groups similarly in providing access to staff members. As a result, presentations to staff members by outside groups are rarely allowed.

Presentations regarding employee retirement plans and other employment-related activities may be conducted either before or after the teacher duty day, but employees are not required to attend. The Human Resources Coordinator must pre-approve the presentation. Employees who are not teachers must complete a leave request to attend the meeting if the meeting is conducted during their scheduled work time. The Human Resources Coordinator will coordinate with vendors giving approved presentations.

Presentations from non-profit organizations—those that qualify for 501(c)3 status—may be allowed if the content of the presentation directly relates to school programming and/or is in conjunction with partnerships within the school or School District. The Superintendent must pre-approve the presentation.

Presentations from non-profit organizations with content other than the above may be allowed either before or after the teacher duty day, but employees will not be required to attend. The Superintendent

must pre-approve the presentation. Employees who are not teachers must complete a leave request to attend the meeting if the meeting is conducted during their scheduled work time.

Administrators reserve the right to limit the time, manner, and place of all presentations to staff and students.

Distribution of Other Materials to Staff Members

The following are expectations regarding requests to provide personal advertising to employees:

1. All requests for distribution of materials (such as flyers, brochures, etc.) will be handled via a centralized system in the Community Education and Recreation Department. Individual schools, principals, and other school staff will not process requests.
2. Requests will be reviewed on the basis of Policy 904: Distribution of Materials on School District property by Non-School Persons (available at www.rwps.org > District > Policies and Handbooks).
3. Once approved, copies of the advertising will be placed in a designated location for 5 school days. This location will be determined by the building principal, but should be in a generally accessible area for employees.

Section 9.22: Recognition by the School Board

The School Board periodically recognizes the contributions and accomplishments of students, employees, and community members. Individuals may nominate someone for recognition by contacting the Superintendent at least one week before the School Board meeting at which they will be recognized.

Section 9.23: School Closings, Late Starts, and Early Releases

Notification

School may be cancelled when the Superintendent believes the safety of students is threatened by severe weather or other circumstances. When possible, the Superintendent makes the decision to start late or close school by 6:00 am. The Blackboard Connect system will be used to inform parents/guardians of school closures. This system sends phone messages to home and/or work, so it is essential that your contact information is up to date. You may also find school closure information on KCUE 1250 AM, KWNG 105.9 FM, KSTP, FOX9, KARE11, WCCO4, and www.rwps.org.

Reporting Duties for Employees During School Closings, Late Starts, and Early Releases

As per attachment, there are different reporting expectations of employees depending on the level of emergency as determined by the Superintendent or his/her designee. Employees should assume that a closure, late start, or early release is "normal" unless it is announced as a "critical closure, critical late start, or critical early release."

Some School District contracts contain provisions regarding school closings, late starts, and early releases. That contractual language takes precedence over these school closure guidelines.

Individual circumstances related to road conditions or other personal emergencies will be handled by the building administration. Depending on these individual circumstances, building administrators may allow licensed staff members to work from home, make up missed time, use available paid personal leave, or take unpaid leave.

Section 9.24: Student Support Services

Information is in the Red Wing School District Student and Parent Handbook. To refer a student to an external organization such as Hispanic Outreach or Youth Outreach, employees are expected to contact a guidance counselor, social worker, or building administrator. An assigned individual will contact parents to encourage them to contact the organization directly and/or obtain parent permission to share information with the organization.

Section 9.25: Student Trips: Day Field Trips

All E-12 class or activity day field trips must be approved in advance by the Activities Director (if it involves a sport or club), building principal or director, and Superintendent. Please refer to Policy 610: Field Trips for additional information.

Requests for class or activity field trips will follow these steps for approval:

1. The requesting employee submits a "Student Field Trip Request" (available at www.rwps.org > Staff Resources > Forms > Field Trip Forms). The employee also submits a bus requisition using the School District's online bus transportation software.
2. The administrator forwards the documents to the District Office for approval.
3. The District Office notifies the requesting employee if the field trip is approved or denied.
4. After receiving a written notice of approval, the requesting employee submits a leave request on the School District's online [leave reporting system](#).

Section 9.26: Student Trips: Overnight Trips

Procedure

Overnight trips must be approved in advance by school administrators and School Board. Submit a "Student Overnight Field Trip Request" (available at www.rwps.org > Staff Resources > Forms > Field Trip Forms) to the principal or Activities Director at least 45 calendar days prior to the planned trip. Do NOT make any financial commitments until the request has been approved by the School Board.

Supervision

All non-students accompanying the trip must have background checks completed prior to the trip. Forms are available at the District Office or on the district's website. Background check forms should be turned in 10+ days prior to the trip, so please plan ahead.

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent/guardian of the student.

Section 9.27: Supervision of Students

It is important to have adult supervision of students within the school building. Teachers are expected to help with hallway supervision.

Section 9.28: Transportation Services

Information is available in the Red Wing School District Student and Parent Handbook.

Section 9.29: Visitors/Contractors in District Buildings

Information is in the Red Wing School District Student and Parent Handbook.

Section 9.30: Volunteers

Information is in the Red Wing School District Student and Parent Handbook.