

INSTRUCTION

Series 300

Policy Title . . . SCHOOL DAY

Code No. 322

The school day shall consist of the schedule of class instruction and activities as established by the School Board upon recommendation of the Superintendent of Schools. The school day shall function at no less than the minimum requirements established for the operation of schools by the Department of Public Instruction.

Major revisions in hours of operation and in scheduling practices shall be subject to approval of the School Board.

All minor time schedule revisions and all changes in time allotment practices shall be made by the proper administrative authority with the approval of the Superintendent of Schools.

School shall be held and students shall receive actual instruction for the equivalent of at least 180 days. School days on which school is not taught as stipulated in Section 115.01(10)(a) and in-service days shall be in addition to the 180 days of actual instruction as herein required.

Date of Adoption:
June 14, 1976

Reviewed:
February 1990

Reviewed:
January 14, 2008

Legal Reference: Code of WI
Section 121.02 (h)

EMERGENCY/SNOW DAY PROCEDURE

The following procedure will apply when school is cancelled for students due to an emergency or a weather-related reason:

Days will be made up in accordance with the requirements set by DPI for minimum days and hours of instruction.

The following employment conditions apply:

- 1.) 12 month administrator personnel will work. If it is impossible due to weather to report to work, a personal or vacation day will be used. All others will follow the teacher requirements for reporting and make up. Building administrators, when possible, will report to their buildings. Once buildings are secure and it is verified that no students are present, they are not required to remain.
- 2.) 12 month secretaries will work or utilize available leave. School year secretaries will work or utilize available leave.
- 3.) Aides will not work. These people work directly with children, and the day will be made up if the day is rescheduled.
- 4.) Custodians will work. Those not able will be charged a vacation or dock day.

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December 1986
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