

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>SCHOOL CLOSING AND STAFF LEAVE PARAMETERS</b>	<b>NUMBER: AR 3.7(11)</b>
<i>Executive Limitation: EL 3 – Treatment of Staff (3.7 – Expectations for Working and Learning Environment)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 2/8/10                      Revisions:</i>	
<b>Origin as Board Of Education Policy:</b> <i>Established: n/a                      Revisions:</i>	

When School is In Session:

**Teachers:** All report to work. Usual AESOP procedures if absent.  
**School Year SS:** All report to work. Usual AESOP and call in procedures if absent.  
**12 month SS:** All report to work. Usual ERMA and call in procedures if absent.  
**Non-represented:** All report to work. Usual ERMA and call in procedures if absent.

When School is CLOSED due to Weather:

**Teachers:** Do not report to work. No entry in AESOP or call in needed.  
**School Year SS:** Do not report to work. Enter absence in Aesop for paid or unpaid leave.  
**12 month SS:** All report to work. Call in for absence request must be directed to the immediate supervisor. If approved may be paid by using sick/vacation days, otherwise unpaid leave.  
**Non-represented:** All report to work. Call in for absence request must be directed to the immediate supervisor. If approved may be paid by using sick/vacation days, otherwise unpaid leave.

Late Start:

**Teachers:** All report to work at the designated later time. Usual AESOP or call in procedures if absent.  
**School Year SS:** All report to work at the designated later time. Enter absence in Aesop or ERMA for paid or unpaid leave for first 2 hours. The decision is final. Usual AESOP and call in procedures if absent.  
**12 month SS:** Report to work at the usual start time.  
**Non-represented:** Report to work at the usual start time. Absence request follows usual procedures. Late arrival is pay dock unless pre-arranged alternative schedule with supervisor. If approved may use sick/vacation leave. The decision is final.

Bad Weather During Working Hours of Operation:

All employees remain at work unless request is made and approval given by supervisor. Approval is at the discretion of the supervisor.

**Teachers:** On early dismissal days staff may leave after busses have departed and they use exchange or comp time for their early departure.

**School Year SS:** Regular work schedule. Early release only at discretion of supervisor.

**12 month SS:** All employees remain at work unless request is made and approval is given by their supervisor. Approval is at discretion of supervisor. If approved, may be paid using sick/vacation leave. School office must remain open. May not be approved before student dismissal.

**Non-represented:** Regular work schedule. Early release only at the discretion of supervisor.

District Closure (by Superintendent): All employees dismissed. Certified staff paid. Hourly staff will be in unpaid status unless they request use of sick/vacation/personal leave.