Portage Area School District

21-22 delayed start of the school day procedures

In the event the district is forced to delay the start of the school day for poor weather conditions, the start time of classes will be delayed by an hour rather than the two-hour delay of prior years.

In the event of a delay, the district will begin classes at the following times:

- the HS will start at 9:00,
- the ES will start at 9:54 with early drop-off of ES students permitted beginning at 9:30.

The school district will refer to the delayed start on news media as a "**one-hour delay**". Students should be at the bus stop approximately ½ hour later than the normally scheduled pick-up time.

Staff work hours on one-hour delays will be as follows:

- *HS staff – 8:30 to 2:36 (6 hours, 6 minutes)*
- *ES staff – 9:24 to 3:30 (6 hours, 6, minutes)*

Flexible Instruction Day

In the event weather conditions force the school district to cancel in-person classes, all students will be required to attend classes remotely via Microsoft Teams. Classes will be held remotely based on the one-hour delay schedule. The school district will refer to flexible instruction day on news media as a "**FID**" or **Flexible Instruction Day.**

On flexible instruction days, classes will begin on Microsoft Teams at the following times:

- The HS will start at 9:00,
- The ES will start at 9:54.

The school district will refer to this type of day on news media as "**flexible instruction day**".

Staff work hours on flexible instruction days will be as follows:

- *HS staff – 8:30 to 2:36 (6 hours, 6 minutes)*
- *ES staff – 9:24 to 3:30 (6 hours, 6 minutes)*

*Teachers may elect to report to work 5 minutes prior to the start of instructional time in lieu of the scheduled preparation time on FID days.

Snow Day

In some instances, the school district may utilize the traditional snow day, meaning no classes for students or staff. Snow day makeups will be added to the end of the school calendar. The school district will refer to snow days on news media as a "**closed**."

Updated 11-19-21