

## WHAT TO DO IF SCHOOL IS DELAYED OR CANCELLED

The SAU office will notify all staff, via a School Messenger phone call, if there is a cancellation of school or delayed opening. **Administrators and full-time support staff** should report to work at 9 AM for both a delayed opening and a cancelled day unless your phone message says that SAU 16 Central office will be closed. If you feel you cannot come to work, you can take a personal day or vacation day. If you need to change your School Messenger number, please contact Debbie Harrison at 395-2555 in the main office.

**Since it is getting towards winter, it's time to send out this reminder/info:**

### **1. The administration would like to remind you of/clarify the first few bells that ring on a Delayed Opening Schedule:**

- a) Teachers assigned early morning duty, should report to duty at **9:15 a.m.**
- b) At **9:25 a.m.**, the first bell will ring (students enter hallways & go to lockers/Commons Areas).
- c) At **9:35 a.m.**, the bell rings to signal a warning / go to class.
- d) At **9:40 a.m.**, the bell rings to signal the start of period 1.
- e) No AM session for SST or Advisories.

### **2. What happens to our schedule if school is cancelled, especially on a block day?**

- a) **If school is cancelled on Monday:** On Tuesday, follow a regular schedule, with blocks on Wednesday & Thursday.
- b) **If school is cancelled on Tuesday:** On Wednesday, follow an odd block day; on Thursday an even block day; on Friday, regular day.
- c) **If school is cancelled on Wednesday:** On Thursday, follow an odd block day; on Friday follow an even block day.
- d) **If school is cancelled on Thursday:** On Friday, follow an even block day.
- e) **If school is cancelled on Friday:** On Monday, follow a regular schedule.

**IT IS RECOMMENDED THAT YOU PRINT OUT THIS INFORMATION. FOR FUTURE REFERENCE/REMINDER, PLEASE KEEP A COPY AT SCHOOL & A COPY AT HOME.**