



CATEGORY: **Instruction, School Day**

EFFECTIVE: **2-12-98**

SUBJECT: **Operation of Schools During Hot Weather**

REVISED: **11/11/08**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing operation of schools during periods of extremely hot weather. These plans shall include necessary relocation of classes or students, curtailment or limitation of physical activities, and other appropriate modifications contained within this directive.
2. **Related Procedure:**
School or site closure/early dismissal of students5003

B. REPORTS AND RECORDS

1. **Reference:** Board Policy: F-1200, F-1300, H-7900.
2. The present inability of the district to transport all students home following a minimum day schedule prohibits any reasonable early dismissal plan. Use of minimum days is limited. State guidelines mandate increased time in the instructional day and in the number of attendance days per year. A prolonged period of minimum days because of weather would necessitate “make-up” days. Administrative Procedure 5003 does not allow closing of any schools for all or a portion of the day due to hot weather. Therefore, schools need to develop “hot weather” plans for continued operation of schools during periods of extremely hot weather. Site Administrator shall determine when the hot weather plan should be followed.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Logistics Office.
2. **Hot weather guidelines.** The following guidelines should be considered when developing a “hot weather” plan:
 - a. **Teachers should make appropriate modifications** of the instructional program. Elementary teachers may wish to rearrange the daily schedule so that basic skills subjects are taught at the optimal time.
 - b. **Cooler areas of school buildings** and grounds should be used when available (e.g., shaded lawn areas and rooms having good cross-ventilation).

- c. **On air-conditioned sites**, centrally controlled air-conditioning systems will automatically be turned on when classroom temperatures reach 78 degrees Fahrenheit. Independently operated or stand alone air-conditioning equipment should not be turned on until the room reaches 78 degrees Fahrenheit. Students in non air-conditioned portable facilities should be merged with other classes in air-conditioned buildings. Use the media center, cafeteria, auditorium, and all large-group spaces where air conditioning exists. Exercise caution to avoid overcrowded spaces or blocked doorways, fire exits, halls, and corridors.
- d. **Limit physical education** to less strenuous activities and/or reschedule to a more appropriate time.
- e. **Restrict noon and recess** physical activities to quiet games that require a minimum of physical exertion.
- f. **Permit students** to eat lunch in shaded areas.
- g. **Provide electrical fans** to bungalows or the hottest rooms.
- h. **Restrict heat generating appliances** such as overhead lights, projectors and computers to avoid heat build up.
- i. **Darken rooms** to keep out direct sunlight.
- j. **Schedule large-group activities** in the auditorium or a multi-purpose facility. It might be appropriate to show an educational film in these areas.
- k. **Turn on sprinklers** nearest classrooms for short periods of time.
- l. **Provide adequate supplies of water.** Site administrators should assess weather conditions during inclement weather and make determinations regarding site specific needs. Containers of water could be taken to classrooms not having drinking fountains. Children spraying themselves with cool water from a pump-spray bottle is acceptable. The container must not have been used for cleaning or chemical materials and should be labeled “water only.”
- m. **Nurses should contact parents/guardians** of students with serious health problems and counsel them if attendance at school is considered hazardous.
- n. **Curtail** educational field trips.

SUBJECT: **Operation of Schools During Hot Weather**

NO: **4032**

PAGE: **3 OF 3**

EFFECTIVE: **2-12-98**

REVISED: **11-11-08**

-
- o. **Contact the Extended Day Learning Programs Office**, Physical Education, Health and Interscholastic Athletics Office, and the office of the Deputy Superintendent, regarding before/after school programs, summer school, intersession programs, interscholastic athletic contests and practice.

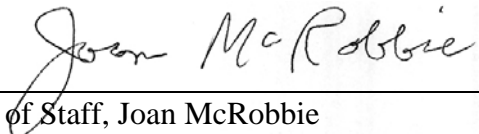
 - p. **If emergencies occur** or additional assistance is needed, the assigned Chief Improvement Officer should be contacted.

D. IMPLEMENTATION (Section C.)

E. FORMS AND AUXILIARY REFERENCE

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Joan McRobbie
For the Superintendent