Grossmont Union High School District
Educational Services Division

Heat Day Release Guidelines

Principals shall declare a Heat Day Release using the factors of ambient air temperature, heat index, air pollution standards, etc., as they are reported on **Accuweather.com**. (Verify forecast with nbcsandiego.com; weather.yahoo.com/forecast; or www.weather.com.) Decisions should be based upon extreme temperatures in classrooms that are not air-conditioned, and the following guidelines:

1. School administration will base any decision of potential Heat Day release on information provided by the Accuweather.com forecast (a temperature of 95 degrees or higher and high temperatures forecast for more than one day). A minimum day shall be declared before 7:00 a.m. if a Heat Day release is to be called.

2. When the weather forecast is for more than one consecutive day of temperatures of 95 degrees or higher, principals shall recommend a Heat Day release for the following school day with the approval of the Superintendent.

3. Schools participating in a Heat Day release will use their approved minimum-day schedule (if instructional minutes permit).

4. While passing minutes vary, (some sites as low as 5 minutes and others as high as 10 minutes) passing periods must be consistent per school all year long. Minimum days must be 180 minutes; and a 240 minute average over any two-day period (180/300). Exceptions will need to be approved by the Superintendent.

5. Faculty handbooks, student handbooks, PTSA newsletters, and registration materials will include information about Heat Day releases.

6. Principals will distribute a *Room Share Plan* at the beginning of the school year. Teachers who are teaching in classrooms without air conditioning may move their classes to an available air-conditioned classroom in the afternoon if temperatures become too warm to conduct class. Affected teachers will be notified and provided keys to air-conditioned classrooms in advance.

7. Follow Checklist (attached below)

HEAT DAY
Checklist

- [ ] Check weather forecast. Try to stay in full-session first day of heat wave. Find at least one (two) site(s) predicting **95** degrees or above forecast. Accuweather.com; nbcsandiego.com/weather; weather.yahoo.com/forecast; or www.weather.com

- [ ] Check with Superintendent for final approval **48083** Principal

- [ ] NO P.E., athletics, etc., if PSI Index is **100** or higher (Accuweather.com or SD Union Tribune, section C, back page)

- [ ] Keep switchboard open until the end of the regular workday

CALL

- [ ] District Administration **48083** Principal
- [ ] Neighborhood/Client Schools Principal
- [ ] District Transportation **48186** MSF
- [ ] Cafeteria Personnel MSF
- [ ] Special Education Office **48115** MSF
- [ ] Fiscal Services (Patty Floyd) **48053** MSF
- [ ] IT & S (Bruce Nelson) **48242** Principal
- [ ] FAX Bell Schedule to: Principal's Secretary

Bruce Nelson	**462-7420**
Patty Floyd	**460-0334**
Superintendent	**465-1349**
GEA	**460-9325**

- [ ] Teachers with first period preparation Principal's Secretary
- [ ] Physical Education Department Chair and Athletic Director Principal's Secretary

OTHER

- [ ] Input Minimum-Day Bell Schedule (BELL PANEL) MSF
- [ ] Intercom Announcement Principal
- [ ] Copy Minimum-Day Schedule & Distribute to classrooms Principal
- [ ] (PRESS)-Clear through Superintendent's Office Principal

REVISION: January 29, 2004