



## Heat Day Release Guidelines

The Superintendent shall declare a Heat Day release of either a full day or a minimum day using the factors of ambient air temperature, heat index, air pollution standards, etc., as they are reported on the National Weather Service's National Oceanic and Atmospheric Administration (NOAA). Their website at [weather.gov](http://weather.gov), along with other commercial websites, shall be used as verification of weather forecasts for the Coronado area. This declaration shall be based upon the knowledge that many of the CUSD classrooms are not air-conditioned and occasionally suffer from extreme and unhealthy temperatures. Heat Release Days apply to the student schedule; faculty and staff are expected to continue their normal schedule and contracted workday hours as directed by their immediate supervisor.

### **The Superintendent shall use the following guidelines:**

1. The Superintendent will base any decision of a potential Heat Day release on information provided by reputable forecasts consisting of a temperature or Heat Index of 90 degrees or higher and/or high temperatures forecast for more than one day. A minimum day shall be declared before 7:00 PM for the following day.
2. Schools participating in a Heat Day release will use their approved minimum day schedule if instructional minutes permit. All schools will begin at their regular times, but all schools shall end the day at 12:30 PM. Sack lunches will be available for pick-up in the lunch area at dismissal.
3. Minimum days must be at least 240 minutes per day. While passing minutes vary for each school, Principals will endeavor to keep passing periods consistent.
4. Faculty handbooks, student handbooks, PTO newsletters, and registration materials will include information about Heat Day releases.
5. Principals will create a Room Share Plan at the beginning of the school year for faculty and staff. Teachers who are teaching in classrooms without air conditioning may move their classes to an available air-conditioned classroom or one with better air flow if temperatures in the afternoon become too warm to conduct class.
6. Administrators shall study and follow the Principal's Heat Day Checklist.

## **PRINCIPAL'S HEAT DAY CHECKLIST**

- All administrators should check the weather forecast diligently during periods of high heat. Try to stay in full-session first day of heat wave. Find at least two websites predicting a forecast of 90 degrees or above.
- No PE, athletics, etc., if Pollutant Standards Index (PSI) is 100 or higher or if the temperature or Heat Index is in excess of 95 degrees (obtain information from reliable sources); Principals should use their best judgment determining how to handle recess or lunch periods during high heat days.
- Ensure a staff member answers phones, emails, text messages, and social media spaces until the end of the regular workday.
- Check with Superintendent for final approval on any heat related issues.

### **PRINCIPAL NOTIFY or DO THE FOLLOWING:**

- Superintendent
- All Faculty and Staff
- Any military or community partners; transportation or after school vendors
- Physical Education Department Chair and CHS Athletic Director
- Email Bell Schedule to your Secretary, Superintendent
- Input Minimum Day Bell Schedule into the electronic bell system
- Copy Minimum Day Schedule & Distribute to classrooms

### **SUPERINTENDENT NOTIFY or DO THE FOLLOWING:**

- Notify Superintendent's Cabinet
- Food Services
- District Transportation
- Other Schools Including Private or Charter
- Website/Social Media/Email Blast (including eCoronado & Eagle Journal)