

Early Dismissal Due to Heat

Section 1. Applicability. This policy will apply to any school whose air conditioning system has a substantial malfunction and is not producing sufficient coolant to cool most of the facility to a reasonable temperature.

Section 2. Implementation Authority. The Chief Financial Officer/Executive Director of Business or his/her designee shall have the authority and responsibility to implement this policy.

Section 3. Procedure.

1. If the National Weather Service the evening before a school day predicts that the temperature for Fort Wayne, Indiana will be 90 degrees or more for the next school day, the Chief Financial Officer/Executive Director of Business *shall* begin the notification of employees and the public that, subject to cancellation set out in Section 4 below, school at any building with a substantially malfunctioning air conditioning system will dismiss two hours early that next school day. The Executive Director will notify the appropriate media by 9:00 p.m. that evening before the next school day, and request the media to make that announcement before 10:00 p.m. that night.
2. If the National Weather Service the evening before a school day predicts that the heat index for Fort Wayne, Indiana will be more than 95 degrees or more for the next school day, or if the Chief Financial Officer/Executive Director of Business or his/her designee has a reasonable belief that the heat index the next day will be more than 95 degrees, the Chief Financial Officer/Executive Director of Business *may* begin the notification of employees and the public that, subject to cancellation set out in Section 4 below, school at any building with a substantially malfunctioning air conditioning system will dismiss two hours early that next school day. The executive director will notify the appropriate media by 9:00 p.m. that evening before the next school day, and request the media to make that announcement before 10:00 p.m. that night.

Section 4. Cancellation. The notice of early dismissal due to heat may be cancelled by the Chief Financial Officer/Executive Director of Business, or his designee, if there is a material change in the forecast and the National Weather Service revises downward the temperature prediction for that next day. Such cancellation may occur anytime up to 7:30 a.m. on the school day for which the early dismissal has been declared. In the event of such cancellation, school shall be held until the normal dismissal hour. The Chief Financial Officer/Executive Director of Business, or his designee, shall notify staff and the media of such cancellation.

Section 5. Exception. In the event a school delay in the morning is called, the early dismissal will be cancelled. The Chief Financial Officer/Executive Director of Business, or his designee, shall issue notifications to staff and the public in the manner as set out above.

Section 6. Transportation. In the event school is dismissed early due to heat pursuant to this policy, students will be transported home via school transportation at the early dismissal time. Employees will remain at work unless excused by the Deputy Superintendent or his/her designee.

Section 7. Extra-curricular Activities. In the event school is dismissed early due to heat pursuant to this policy at a school with a substantially malfunctioning air conditioning system, the principal of an affected school may prohibit athletic practices, band practices, or other school events from being held in the building during the heat of the afternoon, and may set a time later that day when such events may be held.

Section 8. Conditional Dismissal. The early dismissal of any school shall be conditioned upon sufficient transportation being readily available at the early dismissal time for timely taking home of all students from that school.