

## Board Policy 3516.4 – Business and Noninstructional Operations

### Guidelines For Preventing Heat Stress

To counteract heat stress, all district personnel must pay attention to weather conditions and use common sense and good judgment for modifying activities and/or school days.

#### Introduction

Heat stress is the overall effect of excessive heat on the human body. Prolonged exposure to high air temperatures or to high humidity at even more moderate temperatures may cause the body temperatures of people of all ages to rise and produce one or more of the signs of heat stress affecting the ability to learn, work, or even play.

Those at highest risk are the very young, the elderly, people with acute or chronic health problems, and people using certain medication or taking illicit drugs. For various reasons, not all people tolerate heat to the same extent. To counteract heat stress, all district personnel must pay attention to these contributing factors:

- \* Air temperature
- \* Medical problems and use of medications
- \* Humidity
- \* Fluid intake
- \* Air circulation
- \* Appropriate clothing
- \* Radiant heat
- \* Physical conditioning
- \* Air pollution
- \* Acclimation to heat
- \* Classroom temperature
- \* Intensity, type and duration of exercise
- \* Classroom location

Common sense and good judgment must always be applied by staff when analyzing site conditions.

#### Weather Conditions for Modifying Activities or School Day

Authorities in the fields of medicine, environmental and occupational hazards, and safety have thoroughly studied heat stress and have issued guidelines pertaining to modifying physical activity and school or work schedules. The School Site Administrator shall be responsible for determining the anticipated temperature and it is recommended that temperature and humidity readings be obtained from reliable news and website sources (such as Weatherbug, Accuweather and Wunderground).

The following chart provides guidelines for consideration in modifying instructional programs, physical activity, and school schedules:

<b><u>Temperature Category (f)</u></b>	<b><u>Possible Heat Stress Effects</u></b>	<b><u>Suggested Action</u></b>
<b>Normal</b> 82 or less	Good learning conditions No effect	Regular school day
<b>Alert</b> 82 – 92	Learning may decrease with long exposure Fatigue may increase after 4-6 hours	Regular school day; If near 50% humidity, limit intensity of or modify physical activity and monitor students

**Caution**

92 – 95

Early heat stress and cramps possible;  
Heat exhaustion or heat stroke possible with  
long exposure

Regular school day;  
Limit duration and intensity of or  
modify physical activity and monitor  
students closely

**Extreme Caution**

95 or above

Heat stroke or heat exhaustion possible

Consider schedule change;  
Prohibit or limit duration and intensity  
of or modify physical activity and  
monitor students closely

PLEASE NOTE: STUDENTS WITH CERTAIN HEALTH PROBLEMS MAY REQUIRE MORE ATTENTION. IF STUDENTS COMPLAIN ABOUT THE HEAT, ALLOW THEM TO REST OR SEE THE SCHOOL NURSE WHO MAY WANT TO HAVE THEIR HEALTH STATUS CLARIFIED BY A PARENT/GUARDIAN. EMPLOYEES WITH SPECIFIC HEALTH PROBLEMS SHOULD MAKE THEM KNOWN TO SITE ADMINISTRATORS.

Declaring Heat Days

For the 2016-17 school year, the District and the OFTSE have agreed to a Memorandum of Understanding (Attachment A) which describes the process of declaring a heat day, where students will be released early in accordance with the minimum day schedule.

## **Administrative Regulation 3516.4 – Guidelines For Preventing Heat Stress**

**Using this Administrative Regulation as a guide, each school site administrative team must develop specific plans and protocols to best address the needs of students and staff. Topics to address include, but are not limited to:**

- **Use any and all air conditioned rooms as alternative classrooms**
- **Provide a cool room managed by the school nurse for students or staff with heat stress**
- **Modify and/or limit physical activities**
- **Encourage student and staff to use personal water containers and stay hydrated**
- **Adjusting custodial hours to ensure maximum classroom ventilation**
- **Communicate with parents**

### Procedures For Conducting Classroom Activities

On very hot, humid days, administrators, teachers, and other staff should be aware of the following procedures to help minimize possible heat stress.

1. Faculty and staff must be informed at the beginning of each semester/track, and as needed thereafter, about the school's program for preventing heat stress and the most efficient methods for reducing heat and maximizing ventilation in classrooms.
2. Doors and windows must be closed in air-conditioned rooms, and any air conditioning equipment malfunction should be reported at once.
3. When possible, all air-conditioned rooms should be used as classrooms.
4. Non-air conditioned classrooms should be surveyed by teacher or principal's designee when temperatures require that maximum cooling efforts be instituted, including:
  - \* Windows, doors and venetian blinds should be adjusted for maximum ventilation and air circulation.
  - \* Electric fans, where available, should be placed to bring in fresh air and exhaust stale air rather than just blowing it around the room. Fans should be placed in or next to an open window at one end of the room to bring in air, and a window or door (not one that opens into a hall) at the opposite end of the room should be opened to exhaust air. For rooms with unusual heat problems, installing an electric fan in one window and covering the opening with a security screen should be considered. Fans should be turned on as early as possible.
  - \* Adjusting custodial hours should be considered to permit early entry into classrooms to open doors, windows, and turn on fans.
  - \* Precautions should be taken to ensure that when fans, coolers, or other devices are used they meet safety standards and that cooling strategies do not place an overload on existing electrical systems.
5. As determined by the School Site Administrator, when classroom temperatures exceed 92 degrees, consideration should be given to moving students to cooler rooms or other appropriate areas, such as the auditorium, multipurpose room, library, or shaded outdoor areas. When possible, classes should be combined in air-conditioned rooms.
6. Teachers, when possible, may adjust their programs to use the cooler early hours for physical activity.
7. Water must be available. Personal water containers are recommended for use when heat is excessive as a means to prevent dehydration. Use at other times should be a local school option. School sites and secondary physical education departments should establish policies for use of water containers and inform students and parents.

A personal water container is a firm, non-breakable plastic receptacle which is no more than 9" high and 4" wide that will hold no more than 32 ounces of water. The container may have a pressure seal, screw or popup cap, or a straw drink device on its top. The use of all other types of personal water containers is prohibited. The following are recommended precautions:

  - \* For health reasons, water containers should not be shared.
  - \* For safety reasons, students should not run with straws or containers in mouth.
  - \* For safety reasons, containers may not be used while riding district buses.
  - \* Students should not bring containers to physical education activity areas unless given permission by the physical education teacher.

8. Staff and all personnel supervising physical activities, should observe students during activity periods and modify activities as recommended in the guideline chart above.
9. Students known to have health problems should be closely observed and their activity modified or restricted.

#### Precautions for Outdoor Activities

During times of excessive heat the following precautions need to be taken for outdoor physical activity which includes recess, physical education, recreation, and competitive sports:

1. The intensity of exercise activities must be limited or they must be modified whenever air temperature and humidity are above caution levels referred to in the guideline chart above.
2. Adequate water must be available. If adequate water is not available, physical activity must be modified. Prior to prolonged physical activity, a person should be fully hydrated. During the activity, periodic drinking of water every 15 to 30 minutes should be encouraged. Commercially available replacement fluids for athletes are not usually necessary. Sugary and alcoholic beverages cause dehydration. Carbonated beverages may cause abdominal pain.
3. Proper clothing should reflect heat, permit freedom of movement, and allow free perspiration. Clothing should be light colored, lightweight, loose, and limited to one layer of absorbent material in order to facilitate evaporation of sweat and expose as much skin as possible, yet still be appropriate for the school environment. Sweat-saturated garments should be replaced by dry ones. Rubberized sweat suits should never be used to produce loss of weight. Sunscreen, proper clothing, and hats should be used to prevent sunburn.
4. Staff and all personnel supervising physical activities should observe students during activity periods and modify activities as recommended in the guideline chart above. Students known to have health problems should be closely observed and their activity modified or restricted.
5. Teachers must observe students closely and know signs and symptoms of heat stress, emergency first aid, and how to obtain medical help.
6. The intensity and duration of a strenuous exercise program should be adjusted initially for students who are not acclimated to the climate. The intensity and duration of the program can then be gradually increased over a period of 10 to 14 days to allow the students to adapt to the effects of heat.
7. Marked differences between indoor and outdoor temperatures may precipitate physical problems.
8. Physical education teachers should modify the type, duration, and intensity of exercise.
9. Rest periods should be provided during activity.
10. Activities must be followed by the proper cool-down (for example, jogging should be followed by walking) and rest.
11. Athletes engaging in competitive sports must have their activities closely observed for all of the above considerations.
12. Other strenuous student activities, such as drill team, marching band, cheerleading, and the like must be closely observed by teachers, coaches and other certificated personnel assigned to supervise such activities.

#### Additional Strategies for Preventing Heat Stress

1. The contents of this bulletin should be reviewed annually and as otherwise needed. Teachers, staff, parents, and students should be instructed by school nurses regarding awareness of signs and symptoms and first aid for problems attributable to excessive heat. Teachers should explain precautions to students. Information on heat stress should be sent home to parents.
2. A "cool room" should be established for use by students showing early signs of heat stress. This room should provide maximum coolness possible. During an emergency if an air-conditioned classroom is to be used as a "cool room" and is occupied by students, the students should be moved to another location. During excessive heat the "cool room" should be available for use at all times during the school day. If possible, the "cool room" should be located near restrooms and should be equipped with chairs, cots, or mats; running water or adequate amounts of cool dispensed water; telephone or functioning communication with the main office; refrigerator or ice chest with ice and cold compresses; and basic first aid supplies. It should be supervised by staff

trained to recognize signs and symptoms of heat stress and administer first aid. Students showing any signs of heat stress should be cared for by the school nurse.

3. Prior to boarding buses, traveling students should be encouraged to drink water and be given time to drink cool water located near the pickup areas.

**Memorandum of Understanding  
Between The  
Oxnard Union High School District  
And  
Oxnard Federation of Teachers and School Employees  
(Certificated Bargaining Unit)**

This Memorandum of Understanding (MOU) is entered into on this 11<sup>th</sup> day of April 2016 between the Oxnard Union High School District ("District") and the Oxnard Federation of Teachers and School Employees ("OFTSE") (collectively "the Parties").

**Recitals**

- A. The Parties have a mutual concern about the learning environment at schools in the District that do not have air conditioning;
- b. The purpose of this MOU is to memorialize when the instructional day at non-airconditioned schools may be altered based upon anticipated weather conditions; and
- C. This MOU shall not apply to Condor or Frontier High Schools.

**WHEREFORE, THE PARTIES AGREE AS FOLLOWS:**

**1. Heat Day Mitigation Measures at Comprehensive High Schools**

Each OUHSD comprehensive high school has 25 collaboration days. There will be sufficient state mandated minimum number of instructional minutes per year in this manner to permit from 2 to 4 heat days per year at each school covered by this MOU.

**2. Declaring Heat Days**

Heat days will be declared by the Superintendent when two consecutive days of temperatures at or above 95 degrees Fahrenheit are forecast for the city in which the school resides. To declare a heat day, the average of the following forecast weather websites will be used: Weatherbug, Accuweather, and the Wunderground. The Superintendent or designee shall declare a heat day by noon (12 p.m.) the day before a heat day. The District's automated phone calling system will be used to notify parents/guardians the day before a heat day.

Whether a Heat Day is declared for a particular school will be based on the respective city weather reports. The Parties agree that Rancho Campana High School and Adolfo Camarillo High School may have different heat days than the comprehensive high schools in the Oxnard Plain – Rio Mesa High School, Channel Islands High School, Hueneme High School, Oxnard High School, and Pacifica High School. On the declared heat days, students will be released early in accordance with the minimum day schedule at each school site, but unit members' work day will not be reduced.

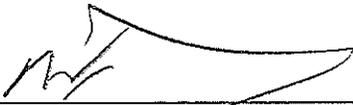
3. Additional Heat Days

The Superintendent shall have discretion to declare heat days in excess of the number that the annual instructional minutes of a school may provide. For each such additional heat day declared, the instructional minutes necessary in order to satisfy the minimum instructional minutes required by law will be recaptured by reducing the number of minimum and/or shortened days during the remainder of the school year. For example, for a school that because of declared heat days is short 100 annual instructional minutes, one less minimum day/shortened day shall be scheduled during the remainder of the school year.

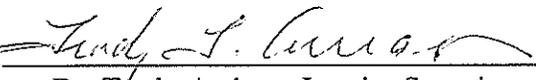
4. Term of Agreement

This MOU shall be in effect for the 2016-2017 school year. This MOU shall not alter the length of the teacher or counselor work year. Following the 2016-2017, the parties agree to meet and discuss whether to renew or modify this MOU.

**OFTSE**

By:   
Wes Davis, President

**DISTRICT**

By:   
Dr. Trudy Arriaga, Interim Superintendent