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**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 PARK RIDGE-NILES**

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June 10, 2011

**NEW FOR THE 2011-12 SCHOOL YEAR**

**Excessive Heat "Interrupted Day" Option at Carpenter & Field Schools**

Dear Parent/Guardian:

High temperatures combined with high humidity levels sustained over time can lead to extremely uncomfortable and potentially unsafe conditions. Because Carpenter and Field schools have limited air conditioning, District 64 is establishing an "Interrupted Day" option for these schools beginning with the 2011-12 school year. This option will offer District 64 greater flexibility to respond to such challenges on a real-time basis.

We believe that the "Interrupted Day" option, combined with practical steps to manage heat and more intensive facility management, offer an integrated approach to ensure the health and safety of students and staff at Carpenter and Field schools during hot weather.

**Making the decision to dismiss school early**

Here is how the "Interrupted Day" schedule will work:

- On days when the weather is forecasted to reach at least 90°, the temperature/humidity index of designated rooms around each building will be checked at 9:00 a.m. and 10:00 a.m. If the combined index reaches 110°, the Superintendent will be notified.
- The Superintendent will review the data from both schools along with multiple daily and weekly forecasts to make a decision whether to dismiss schools at both locations. Carpenter and Field will always be dismissed together.
- The decision to use an "Interrupted Day" is expected to be made about 10:30 a.m. on regular days and at 10:15 a.m. on early release Wednesdays. The approximate dismissal time will be 11:40 a.m.
- Communication to parents will begin immediately via the Alert Now recorded phone calling system, List Serv e-mail message, and posting to the school and District websites.
- Afternoon kindergarten will be cancelled.
- Jefferson School afternoon extended day kindergarten and after school care will operate.
- All after school/evening activities will be cancelled at the two schools.

**How students will be dismissed and leave school**

Students will leave school in several ways after the early dismissal has been announced:

- Kindergarten: Morning kindergarten students will go home in the usual way (either on the bus or picked up by the parent/guardian/designee). Those who normally attend afternoon extended day at Jefferson School will be bused there as usual. Afternoon kindergarten students who participate in the morning extended day program at Jefferson School will be held at Jefferson until a parent/guardian arrives there for pick up as soon as possible once the interrupted day is announced.
- Grades 1-5: Students who are not part of the lunch supervision program will go home in the usual way (either on the bus or walking), and will remain there. Students should NOT return to school after lunch.
- Grades 1-5: For students who are part of the lunch supervision program, a parent/guardian or other authorized adult must come to school to sign out and pick up their child.

- CONTINUED -

CARPENTER  
SCHOOL  
300 N. Hamlin  
318-4370

FIELD  
SCHOOL  
707 N. Wlaser  
318-4385

FRANKLIN  
SCHOOL  
2401 Manor Ln  
318-4380

ROOSEVELT  
SCHOOL  
1001 S. Fairview  
318-4235

JEFFERSON  
SCHOOL  
8200 Greendale  
Niles, Illinois  
318-5360

WASHINGTON  
SCHOOL  
1500 W. Stewart  
318-4360

LINCOLN  
MIDDLE SCHOOL  
200 S. Lincoln  
318-4215

EMERSON  
MIDDLE SCHOOL  
8101 N. Cumberland  
Niles, Illinois  
318-8110

### **What will happen at the schools until pick up**

Here's what will happen after a decision has been made to interrupt school:

- Students will return to their homerooms.
- Kindergartners will either be bused home at the regular time or released to parent/guardian/designee; those enrolled in extended day will be bused to Jefferson School.
- Grades 1-5 students who normally walk or ride the bus home at lunch will do so, not to return.
- Grades 1-5 students who are part of the lunch supervision program will remain in their classrooms to eat lunch; milk will be brought to students who are on the milk plan. Students usually assigned to a peanut/nut-safe table in the lunchroom will be offered a separate place to eat within the classroom.
- Students in grades 1-5 who are enrolled in the after school program at Jefferson School will be rotated through air-conditioned spaces within each building to await the normal daily dismissal time. They will then be bused to Jefferson School for the after school program.
- Students in grades 1-5 who have not yet been picked up by a parent/guardian will also be rotated through air-conditioned spaces within each building to await a parent/guardian's arrival to sign them out. At the normal daily dismissal time, these remaining students will be released. Bus service will be provided to students who usually ride the bus home.

### **Ongoing heat plan to deal with hot weather**

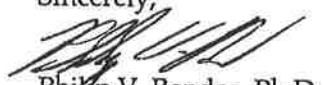
Even when temperatures do not reach excessive levels, both Carpenter and Field schools will maintain a routine for relief on hot days that rotates classes through air-conditioned rooms, such as the Learning Resource Center, or cooler areas of the building. In addition, extra steps may be taken as needed to help make the environment as comfortable as possible, including:

- Using extra fans – assigned to every classroom – to keep air moving, and adding extra hallway ventilation.
- Turning off extra overhead lights and electronic equipment when not in use.
- Closing windows or drawing shades on the side of the building receiving direct sunlight.
- Drinking plenty of extra water. Students are encouraged to bring water bottles from home and refill them as needed during the day. Extra bottled water also will be delivered to these schools.
- Wearing loose-fitting, lightweight clothing.
- Restricting some activities: Physical education classes will be less intense and may be kept indoors or only in shaded areas as available. Lunch recess also will be either indoors or restricted to shaded areas outdoors as available.

On an overnight basis, District 64 also will take additional steps at Carpenter and Field schools to ventilate the buildings on a larger scale and to take advantage of natural cooling to improve the air quality. Rooms with window air conditioning units and other air-conditioned spaces also will operate overnight to pull cool air throughout the buildings, too.

Thank you for your cooperation as we implement these new guidelines. Please feel free to contact your building principals or me with any questions.

Sincerely,



Philip V. Bender, Ph.D.  
Superintendent

### **Be Ready to Respond – Stay Connected**

Because the "Interrupted Day" option is designed to respond to real-time conditions, families at Carpenter and Field will need to prepare for a school closing with little or no advance notice when the weather conditions reach extreme levels.

#### **BE PREPARED:**

- ✓ Make sure your school office has your correct contact information (phone and e-mail).
- ✓ Consider adding to your child's emergency contact form the names of other adults (extended family member, trusted neighbor or friend) that are authorized to pick up your child if an "Interrupted Day" is declared. Be sure to let these individuals know about this possibility, too.