

1.50 EMERGENCY PLANS

The Director will adopt proper procedures to provide for the safety of the children and personnel of the school in emergencies (i.e. fire, earthquake, and bomb threat). The Director will review emergency plans on a regular basis.

1.51 EMERGENCY CLOSING

The Director is authorized to announce the closing of school if actual or potential hazards threaten the safety and well being of students and employees. The decision to close school will be made by the Director. In his absence, the Business Manager will announce the closing of school.

1.52 MAKE-UP DAYS

There are five reserve emergency closing days built into the 180-day calendar. From one to five of these days can be used for emergency closings without any changes to the calendar. However, should extreme circumstances cause the number of school days to fall below the minimum of 175, each day below the minimum will be made up by reducing the spring break by a corresponding number of days or scheduling classes on Saturdays.

Should the number of school days fall below 171, the Board shall decide if and how the remaining days should be made up.

1.53 ANNOUNCEMENT OF MAKE-UP DAYS

The Director is responsible for communicating Board policies related to emergency closings and make-up days early in the academic year. Additionally, after the fourth day of emergency closing, the Director will immediately inform the school community of the schedule of possible make-up days.

1.54 PROTECTION OF ELECTRONIC DATA

Any TIS computer containing academic or financial data and records or any other information of significant value to TIS, must be backed up at least once per week (e.g. a duplicate file stored outside the computer. Failure to back-up files is considered a serious staff performance problem, leading to termination and may require repayment of any financial losses to TIS.