Tioga Central School District

27 Fifth Avenue – Tioga Center, NY 13845

Tioga Central School District-Wide Safety Plan

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with a variety of emergencies in the school district and its schools.

SECTION I: District Level Response Plan

A. Purpose

The Tioga Central School District has established the following school safety teams in accordance with Education Law 2801-a and Commissioner's Regulation 155.17. At the direction of the Tioga District Board of Education, the Superintendent appointed a District- Wide School Safety Team and charged it, with the development and maintenance of the District Wide School Safety Plan.

B. Identification of School Teams

The district has created a District-Wide School Safety Team including the follow persons:

Name	Positions
Mr. Josh Roe	Superintendent/Chief Emergency Officer
Mr. Scott Cippollina	School Resource Officer
Mrs. Michelle Bombard	Administration/Safety Coordinator
Mr. Greg Schweiger	Board of Education
Mr. Nate Newman	Teacher, Tioga Elementary
Mr. David VanDusen II	Parent/EMS and Fire/Director Buildings & Grounds
Mr. Justin Williams	Manager Transportation
Deputy Trevor Yager	Tioga County Sherriff School Contact

Philosophy

C. Concept of Operations

It is the goal of the Tioga Central School District to provide a safe and secure learning and teaching environment for all students and staff. The following describes practice, policy and procedures implemented district wide to ensure effective prevention, intervention, and emergency response.

The Tioga Central School District consists of three buildings, the Elementary, Middle, and High School. The three buildings are all connected. The Universal Prekindergarten Building is a separate building located just a few feet SW of the Middle School. It is considered part of the Elementary building for emergency response.

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the Building Level Emergency Response team.

Activation of the Emergency Response Plan-In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the building Principal. The building Principal, or Incident Commander, will determine if there is an emergency and activate the Building Level Response Team if needed. The principal or designee will also immediately notify the Superintendent and/or the Chief Emergency Officer. Where appropriate local emergency officials will also be notified.

D. Plan Review and Public Comment

Building Level Plans are required to be reviewed annually and updated as necessary. The Board of Education must adopt the Building Level Plans and the District-Wide Safety Plan annually by September 1. The Building Level Plans must remain **confidential.**

SECTION II: Responding to threats and acts of violence

A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

The District has developed the following safety and security procedures to protect students, staff, and visitors from *Implied or Direct Threats:*

1. Reporting of threats of violence to school authorities

a. Any Tioga Central School District employee or staff are required to inform building administrator (i.e. building principal or his/her designee) of any threat director indirect threat of violence to students, themselves, others or property.

b. Parents, visitors or volunteers made aware of any threat of violence, whether direct or implied, by a student, staff member, or visitor while on school property will immediately report such threat to the building principal or his/her designee**.**

c. Students are encouraged inform school staff about any indirect or direct threat of violence to themselves, others or property.

2. Investigation of threats of violence

a. The building administrator (i.e. the Principal) will conduct a thorough investigation of the threat. Appropriate efforts will be made to de-escalate, if trained, or call upon other staff to help separate or monitor students. The Principal may consult with the school guidance counselor, school psychologist, or other agencies to ensure the student(s) and their families have access to services. The building principal or superintendent may also take any necessary action as described in the Tioga Central School District Code of Conduct.
b. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements)
c. Chronic offenders may require a behavior intervention plan, close monitoring, and police intervention.
d. Threats placing students, staff, and others in immediate danger require an immediate call to police.

The District has developed the following safety and security procedures to protect students, staff and visitors from Acts of Violence:

1. Reporting acts of violence to school authorities
   a. Any district employee or student who witnesses or is made aware of any act of violence by a student, teacher, other school personnel, or visitor upon any other person shall immediately notify the building principal.
2. Investigating acts of violence
   a. The building principal may take intervening action to immediately isolate the area, if the situation warrants, and will determine the level of threat in consultation with the superintendent. If necessary, the principal may initiate any one of the Emergency Response procedures including a lockdown.
   b. The principal will refer to the district code of conduct and take any necessary action as soon as practical. The principal may contact appropriate law enforcement agencies to report acts of violence in accordance with the code of conduct and after consultation with the superintendent.

SECTION III: Possible Threats or incidents requiring response

1. **Bomb Threats**:

   In the event of a Bomb threats the main concern shall be for the safety of the pupils and personnel in the district. All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation

2. **Hostage Taking**

   The Emergency Response Plan Procedures will be followed in the event of an intrusion.

3. **Kidnapping**

   In the event of a kidnapping, the Emergency Response Plan response action will be taken.

4. **Intrusions**

   The Emergency Response Plan procedures will be followed in the event of an intrusion.

5. **In the Event of School Cancellation**

   In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students; and starting the district Mass Notification for the purpose of notifying staff.

6. **In the Event of an Early Dismissal or Evacuation**

   In the event of an early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents.

SECTION IV: Hazard Identification

1.The District-Wide Safety Team must identify potential hazards annually and review the effectiveness of the building-level plans response to the hazards.

- ✓ Medical Emergencies: allergic reaction, animal bites, bleeding, a blow to the head, broken bones, burns, choking, drowning, school bus accident, and shock are all possible emergencies within the district.
- ✓ Criminal Offences: Active shooter, bomb threat, civil disturbance, fire, and student protest are assessed by each building and prepared for.

- ✓ Natural Disasters: Severe Weather such as winter storms, thunderstorms, high wind, tornado, and flooding are the most possible and probable.
- ✓ Technological: Water or electrical system failure, gas leak, poisonous or noxious fumes, train derailment, truck or vehicle accident resulting in the release of toxic materials.

SECTION V: Emergency Response

The following are the general Emergency Response actions used by the district. The Building Level Emergency Response Plans and the School Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

A. Hold and Hold-in-Place – Used to limit the movement of students and staff while dealing with short term emergencies. (Medical or a disturbance in a hallway)
B. Sheltering – Used to shelter students and staff inside the building. May be used for weather or other emergencies.
C. Evacuate/Evacuation – All students and staff exit the building using the evacuation maps located in each room. All assemble outside at designated locations.
D. Secure Lockout – Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.
E. Lockdown – Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

SECTION VI: Notification and Activation of Communication (internal and external)

1. **Obtaining assistance during emergencies from emergency service organizations and local government agencies.**
   In the event of a violent incident on school property, it is the responsibility of the superintendent or his/her designee to notify law enforcement agencies. Phone numbers for contacting the appropriate agencies will be maintained in the administration building and are as follows:
   New York State Police - 687-3961
   Tioga County Sheriff's Dept. - 687-1010
   Tioga County Emergency Services – 687-2023
   All county emergency services are accessed by calling 911.

2. **Communication between students, staff and families.**

   a. Messages regarding school early dismissal, sheltering-in-place, or evacuation of a school will be sent to the broadcast media through the County Emergency Management System if it is in operation at the time. Otherwise, the media will be

notified online or by telephone if available.

b. If possible, parents will be notified by Parent Square in the event of an early dismissal or violent incident (if appropriate); however, parents are encouraged to be aware of media announcements and the District Website regarding early dismissal.
c. Prepared messages will be available to all media, as determined by the Superintendent. Parents or guardians may also be notified of a violent incident at school via letter home from the superintendent, if appropriate.

The district selected all-parent/guardian notification system may be used to advise parents of many emergency situations; including but not limited to early dismissal, evacuation, and reunification post incident. The district's website may also be used in the same capacity. Specific directions will be provided.

d. Local education agencies within the district will be notified by telephone and/or fax, if possible. In the event telephone service is out of order, other means of communication, including the use of a messenger, if possible, will be utilized.

Collaboration with law enforcement, emergence services and local government agencies

Tioga Central School District maintains working relationships with local, county, and state agencies which could aid in time of emergency, including the Tioga County Emergency Services Office, Tioga County Mental Health Office, Tioga County Sheriff's Department, New York State Police, Tioga Fire Department, Nichols Fire Department, and American Red Cross. Through existing protocols described herein, these agencies and others could supplement the resources available within the district. This maintains the cooperative effort established by Board Policy 7330 where with Board of Education approval the School District may summon and utilize law enforcement officials to investigate alleged criminal conduct on school premises, or during a school-sponsored activity, or to maintain the educational environment. They may also be summoned for maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Such measures could include chaperoning of school events, searches of buildings and grounds including the use of trained dogs, or the interviewing of students during an investigation in accordance with Board Policy 7330.m.

3. External Communications

The Information Officer (Superintendent), in conjunction with the Chief Emergency Officer shall issue all public communications, prepare news releases, and brief the media as appropriate. ***NO TIOGA CENTRAL SCHOOL DISTRICT EMPLOYEE WILL PROVIDE INFORMATION TO THE MEDIA DURING OR AFTER AN EMERGENCY UNLESS SPECIFICALLY AUTHORIZED TO DO SO BY THE SUPERINTENDENT.***

4. Family Notification

In the event of an injury or death of Tioga Central School District students or staff, family

members shall be notified as soon as possible. Responsibility for notification:
Superintendent
Chief Emergency Officer

5. **Media Announcements**
   Media will not be given information regarding injuries or deaths until next of kin have been notified and the Superintendent has authorized release of information.

SECTION VII: Prevention and Intervention Strategies

1. School Resource Officer

The incorporation of a school resource officer (SRO) enhances the overall security and well-being of students and staff.

Annually, the SRO will work with the district to conduct a comprehensive assessment of the district's security needs. Identify potential risks, vulnerabilities, and areas of concern specific to the school.

Goals and objectives of the SRO will include but are not limited to: Improving school security, fostering positive relationships between law enforcement and students, and promoting a safe learning environment.

The SRO's responsibilities will include maintaining a visible presence on campus, conducting security assessments, responding to incidents, collaborating with school administrators, providing safety education, and building relationships with students and families.

The SRO will foster open communication and transparency within the school community regarding their presence and role. Provide regular updates to parents, staff, and students to address any concerns, per direction from the Chief Emergency Officer.

Continuous improvement: The SRO will work with all district parties to continuously review and refine the district's safety plan and the SRO responsibilities based on changing needs, best practices, and emerging trends in school safety.

The implementation of an SRO will be part of a comprehensive approach to school safety, which may include other measures such as threat assessments, emergency preparedness drills, mental health services, and community partnerships.

2. Social/Emotional Support and Training

Tioga Central School District will offer by request continued training in the OLWEUS Bullying Prevention Program. Training may be provided by district personnel, BOCES personnel, community organizations, local, county or state emergency management or law enforcement agencies, or by any other means deemed appropriate by the superintendent and professional

development personnel. All three buildings work collaboratively with staff, counselors, parents, and the building principal to address student concerns. Referrals may be made to the School Psychologist or outside agencies as needed.

At the Tioga Elementary School, the staff and students have been trained in PBIS (Positive Behavior Intervention System). This system teaches and reinforces the desired behaviors while trying to correct the unwanted behaviors. The elementary school also has a school guidance worker on staff for all students to access. The social worker is on hand to support our students on the daily basis as well as during emergencies or crisis situations. Our school social worker also supports and implements classroom lessons surrounding our positive behavior program as well as the social emotional curriculum.

At the Middle School the guidance counselor supports students academically, socially, and emotionally. The counselor is available for individual and group sessions as well as in emergency or crisis situations. Classroom lessons for academics, behavior and social emotional support can be provided for classroom teachers.

High School Guidance Program – The High School Guidance Counselor is a point of contact for students on an academic level and on a social/emotional level. The Building Principal, Teachers and Guidance Counselor work together to identify Students of Concern. (SOC) These students may need social/emotional help as well as additional academic help.

3. Open Communication

Tioga Central School district recognizes the importance of open communication channels among students and between students and staff. The district also recognizes the importance of all students and staff having a reporting mechanism for potentially violent incidents. The district has a well-established community atmosphere that fosters this type of communication.

To continue to improve communications between staff and students, all are encouraged to continue to form relationships of trust and mutual respect. Students who are concerned about violence or bullying may speak to any staff member about their concerns, and are encouraged to speak with the guidance counselor, school psychologist, or building principal regarding their concerns. At the discretion of the guidance counselor, school psychologist, or principal, a student forum to discuss violence and/or bullying may be initiated at any time.

Any student or staff member with a concern about a potentially violent incident must report the concern or suspicion to the superintendent, principal, guidance counselor, or school psychologist. Such reports will be kept confidential. Buildings will make appropriate arrangements for anonymous reporting of potential violence. Forms to report incidents of harassment or bullying are available in each school's main office, Guidance Office, and on the district's website. When deemed necessary by the superintendent, the Crisis Response Team may be asked to assess the potential for a crisis in relation to any such report.

SECTION VIII: Procedures during Emergencies

1. Access to buildings
   The district used NYSED Smart School Bond Act Grant to install cameras that cover the entrances, hallways, and outside areas. All employees use a badge to enter the buildings at designated entries. The district has issued badges to the law enforcement officers assigned to our district so that they can enter the buildings during emergencies.

2. Arrangements for Obtaining Emergency Assistance from Local Government
   In the event outside assistance is needed from local government emergency agencies, the superintendent, Chief Emergency Officer, or designee will call 911 for fire or EMS response.

District Resources

3. The district has identified resources available for an emergency from the American Red Cross, Tioga Center Fire Dept., Nichols Fire Dept., Tioga County Sheriff's Dept., and the New York State Police. An agreement with the American Red Cross and Tioga Central Schools is updated annually. Red Cross services may be obtained by contacting the office at 687-1413.

Vital information regarding school population, number of staff, transportation needs, and telephone numbers of key personnel located within Tioga Central School District is maintained in the administration office.

Manpower during Emergencies
When the Red Cross or Tioga County requests use of Tioga School buildings for a shelter during an emergency, or when students from another school are evacuated to a school, the superintendent or designee will approve such use. The Chief Emergency Officer and as many members of the Crisis Management Team as needed will staff the Command Post to coordinate activities and assist in communications.

There is currently one volunteer Emergency Medical Technician on staff who may be called upon to assist in the event of a medical emergency. In addition, all school nurses and coaches are required to maintain basic first aid and CPR certifications and may be called upon in case of an emergency.

APPENDICES
Appendix 1:

I. Training

A. Safety Training
    1. The Tioga Central School District Staff will receive training on the first Superintendent's Conference day in the new school year, time will be set aside for whole staff training. Additionally, staff will be mandated to complete non-violence crisis training and maintain certification.
        a. Training topics will be decided upon by the District Safety Team.
        b. New employees will receive the training within 30 days beginning at their start date.
        c. Training will be provided by any of the following: BOCES, State Police and completed in-person and/or online by all employees before the end of October.
    2. Emergency Drills: The Tioga Central School Staff will receive training in emergency drills annually.

II. Emergency Drills

A. The district will run multiple drills throughout the year. All drills will be coordinated/organized by The Chief Emergency Officer. Drills to be held:

    1. Fire Drills:

        a. A minimum of 8 drills per school year will be held.
        b. Students will be instructed as to safety awareness and proper behaviors for drills.

    2. Emergency Evacuation Drills:

        a. A minimum of 1 emergency evacuation drill will be held annually
        b. A full evacuation involving use of shelters inside or outside the building and transportation home for all students will occur.

    3. Emergency Lockdown/Lockout Drills
        a. A minimum of 4 Emergency Lockdown drills will occur annually.

B. The School Safety/Crisis Team will meet annually to review the procedures for all the drills. The team will meet to review individual situations as necessary.

III. Security

A. All the entry doors are locked, and certain ones are outfitted with a badge entry system. Each building has a designated entrance for visitors with cameras, microphones, and a secure vestibule. There are a multitude of cameras at entrances, hallways, and outdoor areas. Emergency response personnel assigned to the district have been issued badges for our doors. Classroom doors are locked on the inside.
B. The Chief Emergency Officer and the district's School Resource officer are the only designated school safety staff members. The Chief Emergency Officer and the School Resource officer will be trained in violence prevention and de-escalation techniques and will assure the training of other key personnel in violence prevention and de-escalation techniques. The Chief Emergency Officer will continue to provide training in violence recognition, de-escalation, crisis intervention, and school safety procedures to all staff members during regular superintendent's conference days and during new employee orientation.
C. Information regarding emergency procedures is also distributed at the beginning of each school year to parents and other district residents in the Parent Handbook. The Parent Handbook is distributed to each household visited by the district census takers and is distributed to each parent at the beginning of the school year. The Parent Handbook contains the District's Code of Conduct, information on reporting procedures, the Dignity for All Act, and the DASA Coordinator.

IV. Visitors

A. Visitors to school buildings within the district are required to sign in at the main office and obtain a Visitor's Pass before proceeding to any other office, classroom, or other area. Visitors will be issued a pass identifying them as visitors. All staff members are expected to enforce this system and to refer any visitor without a pass to the main office. Visitors in violation of the procedure shall be asked to leave, with police notification by the building principal or designee if necessary.

B. If the building principal has reason to believe any visitor to the campus is in violation of the code of conduct, the principal may act as described in the code of conduct.

Roles and Responsibilities of the Chief Emergency Officer

- Convene the District Safety Team to review and update the District and Building plans.
- Coordinate with members of the District and Building safety teams, law enforcement, county emergency management, local fire and EMS personnel.
- Establish the drill schedule and requirements including evacuation and lockdown drills in compliance with Education Law section 807.1.
- Through Superintendent Conference days and in-service programs present the Safety Plan and required trainings on DASA, Emergency Response, Right to Know, and Mental Health response to all staff members.
- Review the implementation of technology as it relates to security.
- Make all submissions to NY State Education Department concerning all Safety Plans.

EMERGENCY REMOTE INSTRUCTION PLAN

I. INTRODUCTION

Tioga Central School District, hereafter known as TCSD, recognizes the need for continuous learning and is committed to providing a high-quality educational program regardless of the setting. While the intention is to remain open for in-person learning, recent events have proven that in some circumstances, to provide such an educational program may require the transition to virtual or remote instruction. TCSD must be prepared to shift from one method of instruction quickly and efficiently to the other if the need arises.

II. PURPOSE

This document was created to assist in preserving the continuity of instruction if assembling in person is not possible. It should provide general guidance for students, faculty, staff, administrators, and parents/guardians in preparing for a remote learning environment. This is a living document that should be revised when needs and circumstances realign. Additionally, this document may change based on agreements between TCSD and the bargaining units involved.

III. TECHNOLOGY PLAN

TCSD is committed to providing every student with equitable access and opportunities for success. To this end, TCSD should, to every extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence, and;

A. **Equipment**
   To the extent practicable, address the need to provide devices to students and teachers who currently do not have sufficient access; and

B. **Internet Access**
   To the extent practicable, address the need to provide internet access to students and teachers who currently do not have sufficient access. If a student does not have access to a stable network connection due to location, alternate means of instruction will be provided.

IV. EXPECTATIONS AND RESOURCES

The purpose of remote learning is to maintain continuity of education in the event of an emergency closure of a school facility. TCSD holds the belief that students learn best under the direct supervision of a teacher. To this end, it is the expectation of TCSD that an emphasis will be placed upon synchronous instruction, supplemented, when necessary, by asynchronous instruction. To meet this expectation, most teachers will instruct their classes and students will participate “live” via Zoom or Google classroom. For our primary students, with limited technology skills and/or limited adult support while using technology instructional packets will be used with scheduled weekly zooms for teachers to provide check-ins to primary students. It is understood that schedules and assignments will vary depending on the age and grade-level of the students, however, they should follow the in-person scheduled days and curriculum as

closely as possible, with teachers beginning classes and students joining in at the regularly scheduled times. Following is a list of resources, means of conducting assessments, and student expectations for each grade-level.

GRADES PreK - 2 FULL REMOTE PROTOCOLS/PLAN

Daily Instruction: Pre-K through 2nd grade students will learn remotely by watching brief instructional videos, daily from the teacher and completing paper packets that coincide with the lesson on the video. Pre-k through second grade teachers will use the Remind App and Google Classroom to communicate with families when videos are posted on each teacher's website. At times, other websites and resources may be used to enrich instruction but will not be the primary source of instruction.

Grades PreK - 2 will use *three* primary tools simultaneously for remote learning:

1. *Google Classroom* – This will be the platform chosen to host the resources we will use for remote learning. Students will have a google account that they will use to access all resources. Parents and students will be provided with a virtual and paper packet training in accessing and using Google Classroom
2. *Screencastify* – This will be used to create brief instructional videos to teach lessons for students and/or parents. Videos can be watched on smart phones or any other technology device.
3. *Paper Packets* – Packets will be completed after watching the instructional video. Packets will be mailed and collected weekly. Packet pick-up will be provided for families that have no means to drive to the school. There will be a packet drop off box for each classroom teacher for all those who have means to transport.

Assignment Schedule:

All assignment timelines will be posted on Google Classroom. Assignments will be in the form of paper packets. Timelines will be set, and students may also use teacher office hours or messaging abilities for any questions.

Wednesdays:

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time is set by classroom teacher so each student can attend the office hours without conflict. Attending a teacher's office hours is not mandatory, but it is a chance to receive additional help when needed.

PreK – 2 Assessments:

Students will complete assessments via paper packets. Additionally for benchmarking assessments, they will be scheduled via zoom on an individual basis for the teacher and students. For those that do not have access to zoom, a paper benchmark will be sent home and collected.

GRADES 3 – 6 FULL REMOTE PROTOCOLS/PLAN

Daily Instruction:

Staff will set up zoom times with their students for each content area within their classroom (ELA/Math/Science/SS/Reading). Staff will coordinate with reading teachers to add their blocks in as well. All specials teachers will send home packets to each student to be completed and returned to the school via drop box at the elementary and middle schools.

Assignment Schedule:

All assignments will be posted on Google Classroom. Timelines will be set, and students may also use teacher office hours or messaging abilities for any questions.

Wednesdays:

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time is set by classroom teacher so each student can attend the office hours without conflict. Attending a teacher's office hours is not mandatory, but it is a chance to receive additional help when needed.

Grades 7 – 12 FULL REMOTE PROTOCOLS/PLAN

Daily Instruction:

Staff will be running their classes according to the schedule below. Each class will be 20 minutes in length and will be using Zoom for their first instruction. The shortened timeframe will give students three hours at the end of the typical school schedule to complete the work assigned that day.

ZOOM SCHEDULE	
Mon-Tues-Thurs-Friday	
Period	Timeframe
1	8:45 - 9:05
2	9:10 - 9:30
3	9:35 - 9:55

4	10:00 - 10:20
5a/5b	10:25 - 10:45
6	10:50 - 11:10
7	11:15 - 11:35
8	11:40 - 12:00

Assignment Schedule:

Due to the full remote schedule, classes will transition to making assignments due on the days outlined below. This is to make sure students don't have all assignments due on one day and then nothing another. This schedule will balance out the due dates to help make this more manageable for the students.

<table>
<tr><th colspan="5">ASSIGNMENT SUBMISSION SCHEDULE</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Monday</td><td>Tuesday</td><td>Wednesday</td><td>Thursday</td><td>Friday</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>History</td><td>English</td><td rowspan="7">All subjects have a <u>short</u> assignment for attendance purposes.</td><td>History</td><td>English</td></tr>
<tr><td>Science</td><td>Math</td><td>Science</td><td>Math</td></tr>
<tr><td>Spanish</td><td>Health</td><td>Spanish</td><td>Health</td></tr>
<tr><td>Tech</td><td>Art</td><td>Tech</td><td>Art</td></tr>
<tr><td></td><td></td><td></td><td>PE</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

Wednesdays:

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time period is set by subject area so each student can attend the office hours without conflict. Attending a teacher's office hours is not mandatory, but it is a chance to receive additional help when needed. Each course will have a short assignment to be completed on Wednesday that will account for their attendance.

ZOOM SCHEDULE	
Wednesday Office Hours	
Subject	Timeframe
History	8:45-9:30
Math	9:30-10:15
English	10:15-11:00
Science	11:00-11:45
Spanish	11:45- 12:30

Art/Tech/Music	12:30- 1:15
Health/DrEd	1:15-2:00
PE	2:00-2:30

Grades 3 – 12 Assessments:

Students will complete assessments through Google Classroom and sometimes zoom if it is an oral assessment. Students will have time during teacher office hours to discuss assessments.

All Grades Remote Students without Wi-Fi connection:

All teacher lessons in zoom or Screencastify (Grades PreK – 2) will be recorded and saved. Each student without the ability to connect to the zoom lessons due to a lack of reliable internet access will pick up a thumb-drive each Tuesday and Friday. This thumb-drive will contain the class lessons and will be accompanied by the physical materials the student needs to stay current in the class. The students physical work will be returned the next thumb-drive pickup day. Physical work handed to the student on Tuesday's Chromebook pickup will be collected on Friday when the first thumb drive is picked up. Each Tuesday and Friday thumb drives can be picked up between 2-4, as well as any physical materials prepared for the student. The thumb drive will also be used for assessments with password unique folders on each drive for each individual student for security purposes. A folder will also be at the table in the foyer with each student's name on it to return work.

BOCES OC-Ed Students:

BOCES Occupational-Ed students will operate under the plan of the local BOCES.

V. ALTERNATE MEANS OF INSTRUCTION

TCSD understands that in some circumstances, instruction via digital technology is not available or is inappropriate. In such instances, TCSD is committed to providing high-quality educational services through alternate means.

VI. SPECIAL EDUCATION AND RELATED SERVICES

TCSD is committed to providing equitable, high-quality educational services to all students and ensuring the proper delivery of Special Education and Related Services to students with disabilities to the greatest extent possible. To meet this goal, TCSD will provide reasonable accommodations for individuals with disabilities. TCSD will continue to ensure that its students will continue to receive individualized supports that meet the requirements of their IEP.

VII. INSTRUCTIONAL HOURS

The length of a school day during Remote Instruction will be equivalent to regular instruction. This will be a minimum of four (4) hours, not including lunch and/or recess.

IIX. MEAL SERVICES

If a situation arises that requires the transition to remote instruction, will be given to providing meal services to students. Below are procedures for the distribution of food in the event an all-remote learning situation occurs during the Academic Year:

Meals will be provided by the district for pick-up at set hours on Mondays and Thursdays. Enough meals will be provided for each day of the week. In an event a family cannot self-transport for meal pick-up, delivery of meals will be provided. Families must call to make those arrangements.

IX. District Communication Plan:

Google classroom and Remind will be used for notifications and assignments.

TCSD will utilize the district website also for notifications and announcements. The district website will also house the platforms for each classroom, subject or grade level area to post their specific content.

TCSD will use Parent Square to send automated calls/emails to families for announcements that impact the entire school community. Each building may also use school messenger to send building specific/grade level specific information to families.

Annex I: Cardiac Emergency Response – Tioga Central School District

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or “passes out”
- Not responsive
- Abnormal breathing
- No pulse

All staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

Steps to take in school building, on school grounds, or at athletic events:

Ensure scene safety Survey the area to protect victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED) Follow 911 emergency dispatcher’s instructions:

- Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.
- CPR by CPR/AED certified school personnel Check for breathing- if none or person gasping begin CPR immediately.

- Defibrillation by CPR/AED certified school personnel Use an AED to restore the heart to its normal rhythm.

EMS assumes lead upon arrival.

If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.

Be prepared to download the school's AED data onto flash drive to provide to EMS to give to the emergency department's physician.

School administration or designee notifies parent/guardian or staff member's emergency contact in accordance with district policy.

Document

In accordance with district policy, document events including observations, all steps taken and by whom, who was notified, and information reported to EMS.

Hold a post event debriefing.

Annex II: CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location
Rachel VanScoy	Teacher	607-687-8002	TES
Kara Steele	Teacher	607-687-8002	TES
Jake Howland	Teacher	607-687-8002	TES
Tyler Spires	Teacher	607-687-8002	TES
Aubrey Worthing	Teacher	607-687-8002	TES
Steph Hills	Teacher	607-687-8002	TES/HS
Jim Walsh	Teacher	607-687-8002	TES
Des Ford	Teacher	607-687-8004	MS
Nick Aiello	Teacher	607-687-8004	HS
Luke Newman	Teacher	607-687-8004	MS
Jack Short	Teacher	607-687-8004	MS
Emily Potter	Teacher	607-687-8004	MS
Janice Barto	Teacher	607-687-8004	MS
Eric Guitierez	Teacher	607-687-8004	MS
Brian Card	Teacher	607-687-8004	MS
Jordan Hathaway	Teacher	607-687-8001	HS
Kris Harrington	Teacher	607-687-8001	HS
Dave Sickler	Teacher	607-687-8001	HS
Alyssa Acosta	Teacher	607-687-8001	HS
Jude Platukas	Teacher	607-687-8001	HS
Dan Pearce	Teacher	607-687-8001	HS

Annex III: Automatic External Defibrillator (AED) Locations

All AEDs should be clearly labeled and stored in appropriate storage containers, cabinets, or bags/cases.

Number of AEDs needed inside the building and at each athletic practice and event:

AED Number	AED Location
B15H-01799	TES Nurse
B15H-01800	Athletic Office
B15H-01520	HS/MS Nurse
B15H-01678	Bus Garage
B15H-01578	Pool deck
B14B-03371	MS Foyer
B20L-02044	PreK Foyer
X24A790816	HS Trainer Room
X24A790289	HS Trainer Room
X24A791062	HS Trainer Room
X24A791081	HS Trainer Room

Workplace Violence Prevention Plan

The District is committed to the safety and security of our employees. Workplace violence presents a serious safety hazard to our staff, students and the entire school community.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or the designated contact person (noted below) of any violent incidents or threatening behavior in the workplace, including threats they have witnessed or received, or have been told that another person has witnessed or received.

Designated Contact Person(s): Superintendent of Schools or Building Principal
All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

The District employees, with the participation of authorized employee representatives, will develop and implement a Workplace Violence Prevention Program to comply with the applicable law and its implementing regulations.

The Program will include:
A statement regarding the risk factors present in the workplace; The methods the District will use to prevent incidents of violence in the workplace, including the specifically identified hazards; A system to report workplace violence incidents in writing; A written outline for employee training; and A plan for annual program review.

This policy will be posted where notices to employees are normally posted.
Ref: Labor Law §27-b
12 NYCRR §800.6
Adopted: 9/18/24