

NEWARK VALLEY CENTRAL SCHOOL DISTRICT



DISTRICT-WIDE SCHOOL SAFETY PLAN

In accordance with
The Regulations of the
Commissioner of Education
Section 155:17

Updated June 2024

“The Mission of the Newark Valley Central School District is to empower every student to reach their full potential and make meaningful contributions to society by offering diverse pathways and opportunities for success.”

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CHIEF EMERGENCY OFFICER

The Superintendent of Schools is the Chief Emergency Officer. He/she is responsible for

- coordinating communication between staff, first responders and law enforcement
- ensuring the annual review of the district and building level plans is undertaken and updates made as necessary.
- staff trained understand plan.

CHAIN OF COMMAND DURING EMERGENCY RESPONSE

(reviewed June, 2024)

During periods of time when the Superintendent is not in the district, there is an established Chain of Command indicating who is in charge. Please be aware of the following decision chain for such instances.

- If Tim Calice (Chief Emergency Officer) is unavailable, Todd Schaffer is in charge.
- If Tim Calice and Todd Schaffer are unavailable, the following order is to be followed:
 - **Greg Asfoury**
 - **Gary Hoskins**
 - **Edward Mertson**
 - **January Pratt**
 - **Jami Fabrizio**
 - **Valorie Murtha**
 - **Randy Zukowski**
 - **Scott Wandell**
 - **Mark Driscoll**

This decision structure applies to emergency decisions only.

In every instance that anyone acts in the place of the Superintendent, they are to contact him as soon as possible and report the details surrounding the action.

The telephone numbers of the above-named members of the Leadership Team are:

ADMINISTRATIVE LEADERSHIP TEAM			
TITLE, NAME	WORK	HOME	CELL
Superintendent of Schools, Tim Calice	642-3221		
Executive Principal, Todd Schaffer	642-3221		
Director of Facilities, Gary Hoskins	642-3219		
Principal, NVMS, Greg Asfoury	642-5524		
Principal, NVHS, Ed Mertson	642-8665		
Principal, NTH January Pratt	642-3340		

School Resource Officer, Mark Driscoll	642-8665		
Director of Data and Instructional Progress, Val Murtha	642-5524		
Director of Special Education, Jami Fabrizio	642-5524		
Transportation Coordinator, Randy Zukowski	642-8560		
Dean of Students, Scott Wandell	642-8685		

DISTRICT EMERGENCY MANAGEMENT COMMITTEE

(Updated June 2024)

Timothy Calice, Superintendent of Schools
Todd Schaffer, Executive Principal
Greg Asfoury, Middle School Principal
Gary Hoskins, Director of Facilities
Edward Mertson, High School Principal
January Pratt, Nathan T. Hall Elementary Principal
Jami Fabrizio, Director of Special Education
Valorie Murtha, Director of Data and Instructional Progress
Randy Zukoski, Transportation Coordinator
Scott Wandell, Dean of Students/AD High School
Brian Sherwood, Dean of Students Middle School
Jennifer Hoover, School Nurse
Mark Driscoll, School Resource Officer
Lorain T, Food Services Supervisor

DISTRICT SAFETY PLAN CONCEPT

AUTHORITY

The Board of Education of the Newark Valley Central School District recognizes that natural disasters such as earthquakes, floods, tornadoes and winter storms, man-made disasters such as fires, chemical accidents, toxic spills, and civil disorders such as bomb threats and hostage situations are potential threats to the school and the community.

The Board of Education adopted a District-Wide School Safety Plan in compliance with Commissioner of Education Regulation 155.17 pursuant to Sections 101, 207, 305 and 2801-a of the Education Law and Chapter 181 of the Laws of 2000.

LEGAL BASIS FOR PLAN

This plan is developed in accordance with the Regulation of the Commission of Education, Section 155.17, pursuant to Section 101, 207, 305 and 2801-a of the Education Law and Chapter 181 of the Laws of 2000, and in recognition of the legal responsibilities for actions during emergencies set forth in Article II B of the New York State Executive law.

STATEMENT OF PURPOSE

This District-Wide School Safety Plan is intended to set forth information required by Newark Valley staff involved in a school district or regional emergency due to the occurrence of a natural or man-made disaster.

This information includes use of warning and communication systems, operating procedures, individual responsibilities, authority structure, available resources, and specific guidelines for the various actions open to Newark Valley officials to protect life and property during and after an emergency.

ASSUMPTIONS

While it is likely that outside assistance would be available in most serious emergency situations affecting the Newark Valley Central School District, it is necessary for the Newark Valley Central School District to plan for and be able to carry out immediate responses during the first stage of any emergency, and to be prepared to coordinate resources effectively with the larger community in the event of more widespread emergency.

In keeping with the national and county strategy of developing an integrated emergency management system, this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during and after emergency operations.

ANALYSIS OF HAZARDS

This District-Wide School Safety Plan categorizes all hazards into five major categories. Contained in the response sections are procedures that address the following hazards:

Civil Disturbance - Bomb Threat, Hostage, Intruder and Kidnapped Person.

Environmental Problems - Earthquake, Flood, Hazardous Material Spills, Radiological Incident, Storm (Snow, Wind, Hurricane, Thunderstorm, Lighting Storm, Tornado, Toxic Material Spill and Water Contamination.

Fire and Explosion - Explosion, False Fire Alarm and Fire.

Medical Emergency – Allergic Reaction, Animal Bite, Bleeding, Blow to the Head, Broken Bones, Burns, Choking, Diabetic Shock, Drowning, Electric Shock, Epidemic, Epileptic Convulsions, Food Poisoning, Head Lice, Heart Attack, Respiratory Arrest, School Bus Accident and/or Fire, Shock and Toxic Exposure.

System Failure – Electrical System Failure, Energy Loss or Reduction, Governmentally Imposed Fuel Shortage, Gas Leak, Heating System Failure, Loss of Building, Loss of Transportation Fleet, Roofing Failure, Sewage System Failure, Structural Failure and Water Failure.

HAZARD MITIGATION

Regular safety inspections of buildings and equipment on the Newark Valley Central School District grounds are undertaken to minimize the hazards of equipment failure or toxic substance releases. Regular drills of the plan will be held to prepare staff and students to react quickly and appropriately in an emergency.

CONCEPT OF OPERATIONS

This plan is based on the concept that emergency functions for Newark Valley Central School District personnel will generally parallel their normal day-to-day functions. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is necessary to maintain organizational continuity and assign familiar tasks to personnel. However, it may be necessary to draw on people's special skills and ask them to assist in the areas of greatest need.

A list of Newark Valley Central School District employees who have indicated that they have special emergency related skills or training found with each building divided section.

The plan is also developed with an understanding that the role of the Superintendent during any emergency is to act as the chief communication liaison between the school district's buildings and the County Emergency Management Office.

BUILDING SECURITY AND SAFETY

The Newark Valley Central School District will create and maintain a safe environment for all its students and staff. To accomplish this, the following security measures are being taken: limiting access into the schools, requiring visitors to check in at the main office, issuing identification badges to all visitors, and utilizing staff as hall monitors. The District has installed a Security System in its buildings and is in the process of installing additional security cameras for controlling access into each of the school buildings, as well as an updated lockdown system and notification.

The District works with BOCES work environment and safety coordinator and contracts with a school resource officer as well as, the entire staff is expected to help maintain a safe and secure school by identifying safety issues, security issues and possible emergency/dangerous situations. Each year the staff will receive safety training such as Right To Know, Sexual Harassment Training, etc. All employees that will be hired by the District will be fingerprinted, a background check performed, reference checks conducted along with an interview prior to their employment.

Each school has a school safety team that meets quarterly to address safety/security issues within the building.

The District conducts several safety audits each year that help to maintain a safe and secure environment for the students and staff.

VIOLENCE IN THE SCHOOLS

All threats of violence will be taken seriously and will not be tolerated. All reports of implied or direct threats of violence will be thoroughly investigated. Any person found to have made a threat of violence shall be subject to disciplinary action as contained in the District's Code of Conduct Policy (#7309)

ACTS OF VIOLENCE

Acts of violence will not be tolerated in the Newark Valley Central School District. Any person who commits a violent act shall be subject to disciplinary action as contained in the District's Code of Conduct Policy (#7309)

CONTACTING LAW ENFORCEMENT OFFICIALS

The Newark Valley Central School District's Code of Conduct Policy (#7309 states: "The building principal must notify the appropriate local law enforcement agency of those code violations of Section I that constitute crimes..."

The code of Conduct Policy also establishes minimum suspension penalties for students who threaten violence or who act violently.

DISSEMINATION OF INFORMATIVE MATERIALS ON VIOLENCE

Since the increase of violence in America's schools, school safety and violence prevention has received a great deal of attention. As the Newark Valley Central School District received information regarding the early detection of potentially violent behaviors, the de-escalation of violent situations, the response to violent acts, etc., it will disseminate this information to the staff, the students and the parents. The distribution and dissemination of information and materials can be accomplished through conference days, faculty and staff meetings, assemblies, District Newsletters, principal's newsletters, district and building websites, local newspapers and through activities conducted by the Newark Valley staff.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

It is vital, in an emergency, that a command structure is adhered to. The Superintendent or his designee will serve as the Emergency Management Coordinator for Newark Valley Central School District.

In order to ensure timely response, in any situation in which the health and safety of students or staff is at risk, the Superintendent, or his designee, the Assistant Superintendent or Building Principals may declare a state of building emergency, immediately implementing the District-Wide School Safety Plan. The Superintendent or his designee will declare a District emergency.

As soon as feasible, the Emergency Command Post (District Office) or alternate Command Post will be placed in service and the Emergency Management Team will report there.

USING THE PLAN

(Reviewed June 2024)

The introductory section sets the stage for the plan's existence and provides guidance for its use. It is intended to help the general public, staff, and those who must implement the plan, understand the origin and legal basis for the plan.

The District-Wide School Safety Plan lists anticipated emergencies and approved sequential responses. It is divided into sections to make procedures and pertinent information readily accessible:

Emergency Numbers	Fire Drill	Grief Situation	Early Dismissal
Building and Grounds	Toxic Waste	Evacuation of Disabled	Transportation
Bomb Threat	Tornado	Sheltering Agreements	Armed Intruder
System Failure	Lock Out	Shelter in Place	

The Building Sections contain the Building-Level School Safety Plans and provide specific information germane to each building, including notification requirements and responsibility for immediate actions to be taken at each location.

The sections for Transportation, Maintenance and the District Office provide information on the staff in each building, their telephone numbers and a floor plan of the building.

The section for Sheltering Sites provides a list of each of the sheltering sites available to the District and an information sheet on each site that includes telephone numbers, contract persons and specific directions for using the facility.

The Superintendent and his secretary, the Assistant Superintendents, Building Principals, Director of PE, Athletics and Operations, President shall maintain copies of the Plan for immediate use.

Parents of all students who regularly attend Newark Valley Central Schools will be notified annually regarding this plan and any drills that involve early dismissal. Parental input regarding this plan will be encouraged and appreciated.

TRAINING

In order to implement this plan effectively, all faculty and staff will receive appropriate training. School safety training is included in the District's Professional Development Plan. Each year the staff will participate in "Right to Know" training. Training and instruction for staff and students on safety procedures and emergency responses are implemented within the various drills that are conducted along with follow up discussions that take place after the drills. Drills such as fire drills, evacuation drills, bus emergency drills, intruder drills, etc., create an opportunity that is conducive to safety training and instruction for both students and staff.

DRILLS/TABLE TOP EXERCISES

Emergency drills and activities occur in each of the school buildings located within the Newark Valley Central School District as indicated in their Building-Level School Safety Plan and by the Commissioner's Regulations. However, each year in conjunction with the early dismissal drill, the District will test its emergency plan by conducting a drill. This drill will take place at each of the school buildings, will require the use of the District-Wide School Safety Plan and the Building-Level School Safety Plan and will include local and/or county emergency officials.

PLAN MODIFICATION AND MAINTENANCE

The plan shall be evaluated and updated after each emergency, and no later than July 1st of each year. All amendments other than those in names of personnel and phone numbers shall be reviewed by the District stakeholders, adopted by the Board of Education and filed with the commissioner of Education within thirty days after its adoption.

DIRECTION AND CONTROL

Upon receiving notice of an emergency in which the health and safety of students and staff is at risk, the Superintendent, or the Executive Principal shall implement the Plan.

The Superintendent, or his designee, shall be responsible for contacting the appropriate community emergency service agencies if the “Responsible Person” at the immediate emergency site has not already contacted them.

Members of the Emergency Management Team shall report to the Command Post (District Office) as appropriate.

The Superintendent, or his designee, shall follow the procedures outlined in the plan for the specific emergency.

Whenever an emergency encompasses a wider area than the Newark Valley Central School District, the Superintendent or his designee shall yield command to the Appropriate Emergency Authority and shall work cooperatively with the commander to ensure the optimal response.

Whenever outside emergency services are called to the District, the Director of Facilities must be notified immediately so that maintenance and custodial staff can provide assistance where necessary.

EVENING AND WEEKEND EMERGENCIES

(Reviewed June 2024)

The District Office will serve as the immediate command post. The Superintendent or his designee will be notified immediately after the appropriate emergency services have been summoned. All maintenance and custodial personnel on duty will be instructed to report to that office and will act on the instructions of the designated “*Responsible Person*” present. Members of the Emergency Management Team shall be called in as needed.

In the case of an evening or Saturday emergency when students are on campus, the Superintendent, and the Building Principal will be notified immediately and, if they are on campus, will assume responsibility for giving emergency instructions to students and faculty. In their absence the advisor in charge, in conjunction with the custodian, will be responsible for announcing any necessary emergency instructions on the public address system.

In the case of a weekend emergency when no maintenance, custodial, or supervisory staff is on campus, the instructor or sponsor of any event being held shall act as the “*Responsible Person*”, notify emergency services as needed, and notify the Superintendent, the Building Principal, or the Executive Principal as soon as possible.

Responsible Person in each building in the Newark Valley Central School District, one or two persons (Building Principal, his or her designee and Head Custodian) who are present on campus most of the time shall function as the “Responsible Person” for that building. They shall have keys to access all areas of the building, and shall be familiar with the electric, gas, and water shut off procedures and locations. They shall retain copies of this plan in a readily accessible location and shall be familiar with its contents. The building principals will be responsible for reviewing all procedures with their designees.

WARNING SYSTEM

The telephone, fax, public address system, and/or email, when necessary, shall be used to alert all buildings of a pending emergency. All instructors and staff will cease normal operations and follow the instructions given.

In the event of a need to evacuate a building(s) for any reason other than fire, the public address system of the respective building will be activated. Specific instructions will be immediately issued.

The all-clear signal will be announced verbally on the public address system.

In the event that a staff person other than the Superintendent or Principal gives the initial warning or emergency signal, that person shall contact the Superintendent.

COMMUNICATION SYSTEM

(Reviewed June 2024)

The Superintendent's Office will have the capability of receiving messages and notifications from the County Emergency Management System with information on any pending or actual emergency in the county that may affect any school or preschool within the District.

Messages regarding school early dismissal, sheltering in-place or evacuation of a school will be made to the media via the telephone calling list or broadcast through the district communication platforms.

Other Communications Equipment:

1. N.W.B. (National Weather Bureau) radio with tone activated receiver. This will be monitored during work hours by the Director Facilities or Athletic Director.
2. Cellular telephone used to maintain contact with all buildings within the district.
3. Fax Machine.
4. Administrator cell phones monitor Emergency Broadcast System announcements.
5. Radio receiver/transmitter capable of being set on school bus frequencies.
6. Student Messenger web-based software

Internal Communications

Depending on the nature and severity of an emergency or a disaster, all schools, offices and educational agencies within the District will be notified, informed, and updated on the situation via one or more of the following: telephone call, fax, email or written notice. All such information will be disseminated through the office of the Superintendent, or their designee.

External Communications

The Superintendent or his designee shall issue all public communications, prepare news releases, and brief the media as appropriate. **No Newark Valley Central School District staff member will provide information to the media during or after an emergency unless specifically authorized to do so.**

Communication Center

In the case of a major emergency occurring in the Newark Valley Central School District, a media communications center (command post) shall be established in the District Office. The Superintendent will make a statement to the media as soon as possible.

Family Notification

In the event of injury or death of a Newark Valley Central School District student or staff, family members shall be notified as soon as possible. Responsibility for notification:

Student:	Superintendent Executive Principal Principal School Counselor
Staff Member:	Superintendent

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.

In the event that there is an emergency situation or a violent incident that causes the District to dismiss the students early, the notification will be made via local television and radio stations. Students will be bussed home and dropped off at their houses. Elementary students will only be dropped off if there is someone home to accept the child. If no one is home, the child will be brought back to a safe place (usually the transportation building) and the parent will be called to pick up the child. If the parent cannot be reached, then the child's emergency contact will be

called. It should be noted each child in elementary school has an emergency card that is kept current containing emergency information. Under no circumstances will a young child be dropped off and left unattended.

Evacuation of Major Disaster Information

The American Red Cross Southern Tier Chapter number for disaster welfare inquiries will be utilized since their switchboard is set up to handle a large number of calls and they have trained volunteers to communicate information. This number 785-7207 will be publicized through media announcements. The Red Cross will be notified as soon as possible of the status of all students and staff involved in an evacuation or major disaster.

SITES FOR A POTENTIAL EMERGENCY

The sites for a potential emergency within the Newark Valley Central School District are Nathan T. Hall Elementary, Newark Valley Central Middle School, Newark Valley Central High School, Maintenance Building and the Transportation Office that also includes school buses. Contained in this Plan is a divided section for each of these sites that contain pertinent information relative to each site.

Additional sites for a potential emergency located at our facilities, but not within the buildings are:

1. Outside the Middle School are propane tanks.
2. Outside the High School is a propane tank.
3. Back of Transportation Department are propane tanks.

Within the boundaries of the Newark Valley Central School District are several other areas of concern that could become potential sites for an emergency. They are:

1. The Owego Creek lies near the Elementary and Middle School.
2. Route 38 runs by the High School.

SCHOOL CANCELLATION /EARLY DISMISSAL /EVACUATION /SHELTERING

School Cancellation and Early Dismissal The Superintendent or his designee will make the decision to cancel school or dismiss early. In making this decision, the Superintendent (or designee) will assess the situation using the available resources that are available such as the Police Department, the Fire Department, the Highway Department, etc. Once the decision is made to cancel or dismiss early, the Superintendent (or designee) will contact the appropriate administrators within the District, other schools that are affected by the decision and the media. The media will be asked to make a public announcement to the community informing them of the decision to cancel school or dismiss early. The District will also post on the District Website and communicate via School Messenger.

Evacuation When it is appropriate to implement an evacuation; the signal to evacuate will be the normal fire alarm or the PA system. Everyone will leave the building(s) as quickly as possible using the evacuation procedures and evacuation routes contained in each Building-Level School Safety Plan. No one shall reenter an evacuated building until the all-clear command is issued by the Superintendent (designee).

In the event of an airborne toxic substance hazard or other hazard that the County Health Department, the Tioga County Sheriff, or the District has determined poses a significant threat to the health of students and staff, all District buildings shall be evacuated in a rapid and orderly fashion. All available District vehicles and any school buses in the District at the time of the incident shall be used to transport students to safety. Administrators and school counselors will accompany those groups not accompanied by teachers. Other Newark Valley staff will be requested to assist in the process as needed. No students will be allowed to drive their private vehicles.

Shelter in Place Procedures (students and staff) Certain emergencies in the community may make it advisable for students and staff to remain on grounds beyond the end of the normal school day or when one particular building is not habitable. The floor plans indicate those areas in each building most suitable for protective sheltering in case of high winds and tornadoes, and other special purpose areas.

In case of such emergency, the Superintendent or his designees shall give directions to the Building Principal or designee who will announce the emergency action over the Public Address System. Staff members who have students in their care shall take their class lists and accompany their students with the students until formally relieved of their duties by their supervisor. As soon as it is projected that there may be an extended shelter situation, the Red Cross should be called to be on standby.

In this instance of extended sheltering-in-place, the Superintendent or his designee, shall notify the County Emergency Management Office, and shall seek declaration of emergency from the County Supervisor, so that the Red Cross can authorize the formal opening of a shelter, thus providing additional resources to the District.

The trained Shelter Manager will then assume coordinator responsibility with the Red Cross, and will be responsible for maintaining order and handling logistics throughout the period during which shelter is needed.

Shelter at Sheltering Site Certain emergencies or situations make it advisable for the students and staff to leave their building and go to a predetermined sheltering site. The Superintendent (or designee) will make the decision to send the students and staff to a sheltering site. Sheltering sites and procedures for each school are contained in their emergency plans. This plan contains a section for Sheltering Sites and contact information for each one. Sheltering Site Agreements for each site are filed in the Emergency Management Coordinator's office.

Community Sheltering When the Red Cross requests use of a District building for community shelter during an emergency, or when students from another school are evacuated to Newark Valley, the Emergency Management Team as needed will staff the Command Post, to coordinate activities and assist in communication.

The Superintendent or his designee will tour the portion of the building to be used with the Red Cross representative prior to occupancy to assess condition and inventory any equipment present.

The School Lunch Director will be called in to supervise the use of the kitchen facilities. In the Director's absence, the most available of the staff familiar with the kitchen will be assigned this duty. Members of the maintenance or custodial staff familiar with the building will be assigned around the clock to assist the Shelter Manager and volunteers in assuring appropriate maintenance of the facility.

DISTRICT RESOURCES DURING AN EMERGENCY

The Newark Valley Central School District has many resources that may be available for use during an emergency. The following is a list of possible resources that could be used during an emergency situation: School buildings, District Office, Maintenance Office, Transportation Office, school buses, trucks, snow removal equipment, communication equipment (phones, cell phones, walkie-talkies, fax machines) and staff including administrators, teachers, nurses, cafeteria workers, bus drivers, skills maintenance workers and custodial workers.

The decision to release District resources during an emergency will be made by the Superintendent. The Superintendent will work cooperatively with the local emergency officials and will authorize the use of any District resources. If the Superintendent is unavailable, the chain of command will be used to identify the people authorized to make such decisions.

DAMAGE ASSESSMENT

As soon as the immediate crisis is over, it shall be the responsibility of the Superintendent and the Director of School Facilities to begin damage assessment, working with architects and engineers as necessary. Students or other staff shall reenter no building that may have been structurally damaged until clearance has been given and the Superintendent approves.

RECOVERY

After any emergency which has resulted in injury or death to students or staff, or which has been otherwise traumatic, all students and staff affected by the event will have access to debriefing and counseling. Newark Valley counselors who have appropriate training in Post Trauma Debriefing and any community volunteers with appropriate credentials and training will be assigned to debrief and/or counsel these students and staff.

For the School District, the scheduling of the debriefing sessions shall be the responsibility of the Superintendent or his designee.

POST EMERGENCY REPORT AND ASSESSMENT

For critical situations that require the utilization of community mental health resources, the Superintendent will be responsible for contacting the appropriate county mental health director.

Tioga County Mental Hygiene Services
1062 State Route 38
Owego, NY 13827
607-687-4000

The Emergency Management Team shall meet as soon as feasible after an emergency to assess the emergency response and the effectiveness of the plan. The plan shall be modified as necessary based on the evaluation.

The Director of Operations and Emergency Management Coordinator shall assist the Superintendent and file a post emergency report.

CRITICAL ROLES IN CRISIS RESPONSE MANAGEMENT TEAMS

Effective Crisis Response Management often hinges on the ability of a group of people working together successfully. This means understanding your specific role as a team member, working cooperatively in the completion of your assigned task, and blending your skills and knowledge with that of other team members. The following list includes operational roles necessary in managing most crisis events.

Crisis Facilitator

- Direct the Crisis Management Team.
- Assign Team Members roles based on training, situation, availability and expertise.
- Gather data, input, advice and information gathered.
- Make final decisions based on information gathered.
- Facilitate the formation of a Crisis Response Plan.
- Monitor implementation of Crisis Response Plan.
- Support and monitor the efforts of team members.
- Get periodic updates and make needed modifications.
- Meet the team to assess progress, debrief team members and plan the next day.

Internal Communications

- Provide for dissemination of information in school.
- Provide linkage of Crisis facilitator to other team members.
- Maintain the capability to provide internal communication in emergencies using a range of methods.
 - Runners, cell phones
- Arrange for meeting spaces, equipment, equipment and materials.

External Communications

- Provide for dissemination of information outside the school.
- Provide linkage of Crisis Facilitator to key people outside the school (Superintendent, Transportation, Police, etc.)
- Maintain a secure communication line.
- Manage incoming information.
- Interface with media contact.
- Maintain a list of emergency personnel and numbers.

Student Services Liaison

- Provide for the emotional and psychological well-being of the students.
- Authorizes the security of all student records.
- Communicate list of students in need of help to Crisis Facilitator.

Staff Services Liaison

- Provide for the emotional and psychological well-being of the staff.
- Provide for staff communication to team members.
- Monitor staff reaction to crisis events.
- Assist in presentation of information to staff.

Parent Liaison

- Communicate pertinent information to the parent/community.
- Provide and manage a center for concerned parents.
- (Usually best done off-site).
- Supervise the release of students to parental care in an appropriate way.
- Call parents to alert them to concerns about their child's well-being.

Media Contact

- Arrange for an alternative media site.
- Prepare news releases, run press conferences, etc.
- Spokesperson for the District.

Security Coordinator

- Secure building and site in an emergency.
- Maintain emergency equipment.
- Provide and monitor an internal personal identification system.
- Interface with Local Police, Fire, and Rescue Agencies.

EMERGENCY CONTACTS
NEWARK VALLEY CENTRAL SCHOOL
DISTRICT

(Updated June 2024)

NATHAN T. HALL SCHOOL

86 Whig Street
Newark Valley, NY 13811
642-3340

- 1. January Pratt**
- 2. Todd Schaffer**
- 3. Greg Asfoury**

MIDDLE SCHOOL

88 Whig Street
Newark Valley, NY 13811
642-5524

- 1. Greg Asfoury**
- 2. Todd Schaffer**
- 3. January Pratt**

SCHOOL RESOURCE OFFICER

- 1. Mark Driscoll**

NEWARK VALLEY HIGH SCHOOL

68 Wilson Creek Rd
Newark Valley, NY 13811
642-8665

- 1. Ed Mertson**
- 2. Scott Wandell**
- 3. Todd Schaffer**

MAINTENANCE/TRANSPORTATION

Whig Street
Newark Valley, NY 13811
642-3219 / 642-8560

- 1. Gary Hoskins**
- 2. Randy Zukowski**
- 3. Michelle Tavelli**

EMERGENCY NUMBERS

(Updated June 2024)

Ambulance, Fire, Police	911
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TIOGA COUNTY

American Red Cross	785-7207
Disaster Preparedness	778-2170
Emergency Medical Services	687-8466
Corinne Cornelius, Director	687-8466
Health Department	689-8103
Environmental Management Services	687-8255

FIRE DEPARTMENTS (Updated October 2019)

Berkshire Fire Department	657-2727
Mike Simmons Jr., Chief	
Richford Fire Department	657-4414
Tracy Keener, Chief	
Newark Valley Fire Department	642-9555
Erik Vergason, Chief	
Dave Ackley	
John Schaffer	

HIGHWAY DEPARTMENTS

Tioga County	
Gary Hammond, Director of Highway	687-0302

Town of Newark Valley	
Stu Yetter, Newark Valley Town Supervisor	642-8746
Charles Meade, Newark Valley Highway Supt.	642-9927

New York State Department of Transportation	
Nicolas Choubah	518-457-6195

HOSPITALS	
Binghamton General	762-2200
Lourdes	798-5111
Wilson Memorial	763-6000

LAW ENFORCEMENT	
Tioga County Sheriff	687-1010
New York State Police	775-1241

SUPPORT AGENCIES	
Social Services Register (Child Abuse Hotline)	800-342-3720
Toxic Substance Control	687-0200
Toxic Substance Control (after 4:00 pm)	800-457-7362
Alternatives Counseling Center	722-1836
Tioga County Mental Health Services	687-4000
Mental Health Association of Southern Tier	778-1152

SCHOOL NURSING STAFF

First Aide, CPR, General Care

Jennifer Hoover	RN, NVHS	642-8685 (W)	
Chantal Alger	LPN, NVMS	642-5524 (W)	
Shayna Walter	LPN, NTH	642-3340 (W)	

*District coaches, administrators first aid & CPR trained.

BUILDING & GROUNDS CONTACT INFORMATION (Reviewed June 2024)			
TITLE, NAME	WORK	HOME	CELL
Gary Hoskins, Director	642-3219		
Michelle Tavelli	642-3219		
Dave Ackley	642-3219		

DISTRICT EMERGENCY PROCEDURES

- Alternative Sheltering Plan
- School Sheltering Sites
- Bomb Threat
- Bus/Vehicle Emergency Response
- Emergency Remote Instruction
- Emergency Response Kits
- Evacuation
- Evacuation of Non-ambulatory Disabled Individuals
- Fire Drill
- Implied or Direct Threat
- Grief Situation
- Lockdown
- Lockout
- Medical & Mental Health Emergency
- Pandemic Influenza Plan
- Respiratory Protection Program Plan
- School Bus Accident
- Severe Weather
- Shelter In Place
- System Failure
- Toxic Wastes
- Unanticipated Early Dismissal

EMERGENCY SCHOOL CLOSING INFORMATION NUMBERS

Tioga County Sheriff's Department	687-1010
NYS Police at Owego	561-7400
Owego CSD: Corey Green, Superintendent	687-7307
Candor CSD: Brent Suddaby, Superintendent	659-5010
Maine Endwell CSD: Jason Van Fossen, Superintendent	754-1400
Newark Valley Highway Department: Charles Meade, Superintendent	642-9942
Tioga County Highway Department: Garry Hammond, Commissioner	687-0302
New York State DOT Owego, Jason Van Vleet	687-3730

TRANSPORTATION DEPARTMENT LIST OF SCHOOLS TO CONTACT

BOCES Main	763-3326
BOCES Occupational Education	763-3341; 763-3450
BOCES Special Education	763-3364
Catholic Schools of Broome County (covers all schools)	723-1547

Central Baptist	648-6210
Columbus School	762-6400
East Learning Center	762-6409
SUNY Binghamton - Children's Unit	777-2829
Tioga Learning Center	748-8261

NEWARK VALLEY CENTRAL SCHOOL DISTRICT EMERGENCY REMOTE INSTRUCTION PLAN

I. INTRODUCTION

The Newark Valley Central School District, hereafter known as NVCSD, 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. NVCSD must be prepared to quickly and efficiently shift from one method of instruction to the other if the need arises. The following outlines the NVCSD emergency remote instruction plan for the 2023-2024 school year.

The Commissioner's regulations define remote instruction as "instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher." For the purpose of this plan, remote instruction means the instruction occurring when the student and the instructor are in different locations due to the closure of one or more of the district's school buildings due to emergency conditions as determined by the Superintendent of Schools. Emergency conditions include, but are not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficient water supply, prolonged disruption of electrical power, shortage of fuel, destruction of a school building, shortage of transportation vehicles, or a communicable disease outbreak, and the school district would otherwise close due to such an emergency.

This appendix addresses the 2022-2023 amendments of Sections 100.1, 155.17, and 175.5 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery under Emergency Conditions, and the amendments of Sections 200.7, 200.16, and 200.20 of the Regulations of the Commissioner of Education Relating to Remote Instruction and its Delivery Under Emergency Conditions and Length of School Day for Approved School-Age and Preschool Programs Serving Students with Disabilities.

II. PURPOSE

This document was created to assist in preserving the continuity of instruction in the event that assembling in person is not possible. It provides 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.

III. ENSURING ACCESSIBILITY AND AVAILABILITY OF DEVICES AND INTERNET

NVCSD is committed to providing every student with equitable access and opportunities for success. To this end, NVCSD will, to every extent possible, have knowledge of the level of access to devices and internet all students and teachers have in their places of residence.

NVCSD shall survey families to find out who has access to devices and a reliable high-speed internet connection using the NVCSD "New York State Digital Access Survey", which is available in both paper and digital form. Commissioner's regulation 115.17(f) outlines the annual data collection

that districts must submit to SED every year by June 30. It requires the school district to survey families regarding internet and device access at the student's place(s) of residence. Since 2020, every student who enrolls in the district provides information on internet access and computer accessibility via this survey. All survey information is stored and available in the NVCSD SchoolTool database.

When students do not have internet access and/or devices, the district will work with families to develop a plan to provide instructional materials for them as well as a process for recording attendance and grading. The district will also work with the community to provide locations where internet access could be used if they are able to use these locations.

Each teacher in NVCSD is assigned a Chromebook that will allow them to complete tasks aligned with remote instruction. NVCSD will work with any teachers who do not have internet access to make a plan that ensures their successful ability to offer students remote instruction.

IV. COMMUNICATION OF EMERGENCY REMOTE INSTRUCTION DAY

NVCSD notifies families of emergency closure days as soon as possible. NVCSD will follow the same protocol in the event of an emergency closure that leads to the use of an emergency remote instruction day. NVCSD will utilize School Messenger to send families phone calls, emails, and text messages, will utilize the website to broadcast a notification to the community, will contact local news outlets to share the information, and will also post to the district Facebook and Instagram pages sharing the information. The district will also send notification of the emergency remote instruction day through the district's mobile app.

V. RESOURCES, INSTRUCTION AND LEARNING, EXPECTATIONS, AND PLAN BY GRADE LEVEL/BUILDING

The purpose of remote learning is to maintain continuity of education in the event of an emergency closure of a school facility. NVCSD holds the belief that students learn best under the direct supervision of a teacher. To this end, it is the expectation of NVCSD that an emphasis will be placed upon synchronous instruction, supplemented when necessary by asynchronous instruction. In order to meet this expectation, teachers will instruct their classes and students will participate "live" via Zoom or other approved method of holding live classroom sessions. 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. Please see below for a more detailed plan broken down by building and/or grade level.

<p>DEVICE ACCESS, DISSEMINATION, AND SUPPORT</p>	<p>Nathan T. Hall Students in grades Pre-K through 3 will receive materials to support remote instruction as soon as possible when an emergency remote learning day may occur. Students in grades 2 and 3 will have a Chromebook sent home for instruction to the greatest extent possible.</p> <p>Newark Valley Middle School The school district provides all students in grades 4 through 7 a Chromebook. Students in grades 6 and 7 bring their Chromebook to and from school daily, and will do so in</p>
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	<p>this instance as well. Students in grades 4 and 5 will have their assigned Chromebook, which typically stays in the classroom, sent home for instruction to the greatest extent possible.</p> <p>Newark Valley High School</p> <p>The school district provides all students in grades 8 through 12 a Chromebook. Students will be expected to bring their device home daily as is expected on a regular day of attendance.</p> <p>All faculty will have an alternative general activity for students in the instance that widespread power outages or other disruptions to connectivity occur preventing synchronous connection. If students lose connectivity, then the expectation is they will complete the alternate assignment provided.</p> <p>In the event that technology and/or software is not working, families may reach out to their child's teacher, to the building principal, or to the Director of Data and Instructional Progress for support.</p>
<p>GUIDANCE FOR INSTRUCTION AND LEARNING</p>	<p>All teachers in grades K-12 will use Zoom as their primary instructional platform.</p> <p>Students in grades Pre-K through 7 will utilize Google Classroom as a learning platform. All teachers working in these grade levels will have this platform prepared for student use in the case of an emergency remote instruction day.</p> <p>Students in the Newark Valley High School, in grades 8 through 12, will utilize Schoology as a learning platform. All teachers working in these grade levels will have this platform prepared for student use in the case of an emergency remote instruction day.</p> <p>Access to Zoom, Google Classroom, and Schoology is available across all mobile devices with internet access, should a student not have access to their district-issued device.</p> <p>Each teacher will use email, print, and/or telephone communication, along with communication in Google Classroom or Schoology, to outline their specific plans for students.</p> <p>Teachers will be supported throughout the preparation for, and implementation of, an emergency remote instruction day by their building principal, district instructional support, BOCES technology support, and the Director of Data and Instructional Progress. Teachers will complete professional development and will have ongoing support for best practices in remote instruction.</p> <p>Several district provided instructional technology software programs are available to support instruction along with a wide array of other resources curated by faculty.</p> <p>Teachers will utilize these programs to differentiate instruction, accessing a variety of delivery methods that best suit their course, grade level, and teaching style. The instructional approach may include a combination of:</p>

	<p><u>Synchronous “Live” Instruction</u> - Using Zoom along with other digital platforms, teachers will deliver real time instruction to a full group or subset of students. Teachers may incorporate asynchronous or project-based opportunities within this model.</p> <p><i>Teachers will make personal connections with all students during scheduled class times via Zoom. These connections will allow teachers to take attendance, introduce new content or skills and will allow students to connect with their teachers and peers in order to be guided through lessons, ask questions, and maintain personal relationships. The duration of these synchronous connections depends on the grade level and daily instructional plan but should be the primary mode of instruction and substantial enough to guide learning. Individualized time with teachers will be available to students as needed.</i></p> <p><u>Asynchronous “Flipped” Instruction</u> - Using a variety of digital platforms, teachers will deliver captured or recorded lessons with associated expectations for students participation and assignment completion. These activities may include teacher/student synchronous interactions for a portion of the lesson.</p> <p><u>Authentic Independent Instruction</u> - Using a variety of methods, teachers will engage students in high quality learning activities. These activities must engage students in the learning process. Teachers will provide assistance to students in this mode of instruction through asynchronous and synchronous methods outlined above.</p>
STUDENT EXPECTATIONS	<p>All students will receive information on how to access course material and instruction from their teachers. Students are expected to follow all directions and requests to participate in instruction to the fullest extent possible. During synchronous instruction students are expected to be school ready. This includes being on time for class, engaging fully through video and audio as directed by their teacher, and presenting themselves in a manner that is in accordance with school expectations. All students are expected to practice appropriate digital etiquette and are responsible for their behavior during synchronous instruction.</p> <p>If there are any circumstances preventing full and appropriate participation the student should let the teacher know. As this is a required attendance day, students must fulfill expectations for satisfactory participation as determined by their teacher.</p>
DAILY SCHEDULE	<p>The virtual day will follow the same schedule framework as the school to which the student is assigned.</p> <p>Newark Valley Middle School 7:35 to 2:15, following bell schedule Newark</p> <p>Valley High School 7:55 to 2:30, following bell schedule Nathan T. Hall 9:00 to 3:35</p> <p>As with all school schedules, appropriate breaks will be included in the daily schedule for students and faculty, including time for lunch. Students will attend all assigned classes at their scheduled time. The method of instructional delivery will vary to facilitate appropriate screen time per age level within these parameters. In instances where screen time needs to be less than the allotted instructional time, or where virtual</p>

	instruction is deemed as not appropriate, students will be provided with supplemental materials as applicable.
COMMUNICATION PROTOCOL: INTERVENTION	Teachers will follow the same communication protocols that are established in school for addressing areas of academic or behavioral need. This includes a combination of email, phone calls, and academic/behavioral referrals to the administration. All effective strategies will be accessed to maintain effective communication.

VI. SPECIAL EDUCATION AND RELATED SERVICES

School districts are required to provide a free appropriate public education (FAPE) to all students with disabilities, and to implement supports, services and accommodations as indicated in students' IEPs or 504 Accommodation Plans to the best of their ability. NYSED recognizes that there may be limitations to implementing certain services or accommodations through remote instruction and as a result, encourages districts to apply a "lens of reasonableness" to their approach. NVCSD 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, NVCSD will provide reasonable accommodations for individuals with disabilities. NVCSD will continue to ensure that its students will continue to receive individualized supports that meet the requirements of their IEP. Each students' unique learning needs will be considered in the creation of plans that are individualized as necessary for the delivery of FAPE and continued progress toward their goals. Dependent on students' needs, remote instruction and/or therapies may be provided via phone check-ins, teletherapy, virtual meetings with small group break-out rooms, one-to-one meetings, or by any other methods necessary to allow for continuity of services.

VII. INSTRUCTIONAL HOURS

Instructional hours that a school district scheduled but did not execute, either because of a delay to the start of a school day or an early release, due to emergency conditions, may still be considered as instructional hours for State aid purposes for up to two instructional hours per session day, provided the School Superintendent certifies such to NYSED, on the prescribed NYSED form, that an extraordinary condition existed on a previously scheduled session day and that school was in session on that day (NYSED Part 175.5).

The Emergency Remote Instruction Plan shall identify various ways in which instruction may be delivered, including synchronous and asynchronous instruction. In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher. Synchronous instruction engages students in learning in the direct presence (remote or in-person) of a teacher in real time. During remote instruction, students and teachers attend together from different locations using technology. Asynchronous instruction is self-directed learning that students engage in learning without the direct presence (remote or in-person) of a teacher. Students access class materials during different hours and from different locations. During an emergency closing, synchronous instruction is the preferred method of instruction, whereas asynchronous instruction is considered supplementary instruction.

The length of a school day during emergency remote instruction will be equivalent to regular instruction as listed in the table above. Instruction will be for a minimum of four (4) hours, not including lunch and/or recess.

VII. NON- INSTRUCTIONAL SERVICES (TRANSPORTATION, FOOD SERVICE, MAINTENANCE, CUSTODIAL, AND CLERICAL/ ADMINISTRATIVE SUPPORT

When a school district is in remote session, non-instructional services may still be required to report to work to perform critical services related to their area of expertise. In the event that the change to remote instruction is due to a snow or other weather emergency, such change will likely impact transportation and other critical services. Decisions whether or not non-instructional employees should report to work will be made and communicated in real time by the appropriate supervisor or administrator based on whether services can be provided in a safe and efficient manner.