



HAWTHORNE CEDAR KNOLLS UNION FREE SCHOOL DISTRICT

District-wide Project SAVE Plan – 2025-2026

The Hawthorne Cedar Knolls Union Free School District supports Project SAVE legislation and has completed the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE through periodic additions and updates.

Introduction

Emergencies in schools are paramount issues that must be addressed in an expeditious and effective manner. School districts stand at risk from a wide variety of acts of violence, natural, and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools. Districts are required to develop a District Safety Plan designed to prevent and minimize the effects of serious incidents and emergencies and facilitate the coordination of the District with local and county resources in the event of such incidents and emergencies. The District Safety Plan is responsive to the needs of all schools within the District and is consistent with the more detailed emergency school plans required at the building level. Southern Westchester BOCES, in coordination with the Hawthorne Cedar Knolls Union Free School District, supports the SAVE legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Hawthorne Cedar Knolls Union Free School District-wide School Safety Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Hawthorne Cedar Knolls Union Free School Districts (H.C.K.U.F.S.D. #3) Board of Education, the Superintendent of Schools of the H.C.K.U.F.S.D. #3 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

H.C.K.U.F.S.D. #3 has created a District-wide Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

The members of the team and their affiliations are as follows:

Superintendent	Raymond A. Raefski
Assistant Superintendent/Finance	Shaji P. Zacharia, CPA
Assistant Superintendent of PPS	Aisha Prendergast
Supervisor of Students with Disabilities/Curriculum Coordinator	Shawn Marshall
District Clerk	Ann Izzo
High School Administrator	Robert Worden
Elem/Middle School Admin	Santiago Ruiz
Teacher Representative	Michael Stolz
Support Staff Representative	Elaine Brancato
Police Representative	Justin Jacobsen, Sgt. Mount Pleasant PD
Director of Facilities	Anthony Palma
Clinical Support/Student Counseling	Michele Pizarz-Albert, M.S., L.M.H.C.
Medical Services	Marcia Andreu, R.N.
District Safety Representatives	Onelio Gomez, Doug Davis, Sr.
Technical Assistance	Whitley Myke/Donna Marie Fischer

C. Concepts of Operations

1. The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans to insure continuity of response throughout the district. Representatives from the building teams serve on the district team to further enhance communications between all teams.

2. In developing the district plan, we chose a cross-section of the school community to be part of the team. A needs assessment was done that included, data on discipline, local hazards, proximity to potential threats from outside, and weather related emergencies. In addition, we reviewed previous district plans as well as surveying plans from other districts.
3. In the event of an emergency or violent incident, the initial response to all emergencies at the individual school will be by the School Emergency Response Team. In the event of an emergency, communications protocols are established as follows:
 - a. The Building Emergency Response Team is activated to assess the emergency plan and implement appropriate response strategies.
 - b. The Principal/Incident Commander will notify the Superintendent and apprise them of the situation.
 - c. The Superintendent will notify the members of the District Safety Team and other designated officials as deemed necessary.
 - d. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
 - e. The Principal/Incident Commander may request the assistance of the Superintendent and The District Emergency Response Team in notifying outside agencies for additional assistance.
 - f. These agencies include, but are not limited to the local police, County Sheriff's Department, New York State Police, 911, and County Office of Emergency Management.
 - g. Response efforts may be supplemented by available county and state resources through existing protocols described in the contact processes included in the District's Emergency Response Plan.

D. Plan review and public comment

1. This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of this plan will be available at the District Office and in each school building.
2. Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district-wide and building-level plans were adopted by the School Board following a public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.

3. While linked to the District-wide School Safety Plan, ***Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.***
4. Full copies of the District Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Safety and Emergency Response Plans will be supplied to both local and state police within 30 days of adoption.

Section II: General Emergency Response Planning

(The District-wide School Safety Plan provides the framework for the Building-level Emergency Response Plan.)

A. Identification of sites of potential emergency, including:

1. Each School Safety Team will identify and locate hazardous sites and areas of potential emergencies in and around their building.
2. These locations are listed in each School Safety Plan and placed on building maps supplied to the Mt. Pleasant Police Department, Hawthorne Fire Department, EMS, and district personnel.
3. Potentially dangerous sites will be checked regularly and inspected by safety personnel annually. They include but are not limited to:

System Sites

Electrical panels/shut off	Gas lines/shut off
Gas appliances	Heating plant
Sewage system	Structural failure
Ventilation/Air conditioning	Water Supply/shut off
Phone lines and panels	Fuel Storage

Environmental Problem Sites

Chemical storage	Cleaning supplies
Paper supply storage	Industrial arts room
Science rooms and labs	

Site Considerations

Nearby streams, ponds etc.	Isolated areas
Unprotected gas/electric	Steep areas near school
Air conditioning equipment	Playground equipment
Project Adventure	

- 6 The list of sites will be added to or modified based on current conditions.
- 7 Building Emergency Response plans will be modified by Building Safety Team members, based on updated conditions.

III. PUBLIC HEALTH EMERGENCY

In September 2020, Governor Andrew Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and served as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position or Title	Description	
Information Technology	All Technology Department employees	This group is needed to maintain the internet capability including remote learning and working from home.
Custodial and Maintenance	Director of Facilities All Maintenance Department employees	This group is needed to maintain the cleanliness and continued functioning of the building & grounds.
Administration	Superintendent, Assistant Superintendent(s), Director(s) and Clerical Support	Required to ensure continuity of the response efforts.
Building Administration & Clerical Support	Building Administrators & Clerical Support	Required to ensure continuity of the response efforts.
Faculty and Staff	Teacher/Counselor/Psychologists/Social Workers/Related Service Providers	Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service provider may be deemed essential on an as needed basis.

Security	Security Coordinator & School Monitors	To ensure the safety/security of the campuses.
Transportation	Director of Facilities, School Bus Drivers & Transportation Contractors provided by Home District	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction
Food Service	Food Service Workers	To prepare and distribute meals to students attending in person.
Health Services	Nursing Staff	To assist with testing requirements, reporting and contract tracing.
Business Operations	All Business Office Support Staff: Treasurer, Purchasing, Accounts Receivable, Accounts Payable, Payroll, Human Resources, Benefits.	Necessary to ensure the continued operation of the District.

2. In the event of a state ordered reduction of the District's in-person workforce the District will provide the opportunity for all **non-essential** employees and contractors the capability to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace. District staff will be guided on this as per the **Building Level Emergency Plans**, specifically the **Continuity of Operations and Continuity of Instruction** sections.

3. To the extent possible the District will stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites. Staff typically drive via personal vehicle to campus. Students are transported via School Bus supplied by their home district. If needed, in an effort to reduce overcrowding on public transportation:

- Class schedules, if scheduled to be on site, will be staggered.
- Staff will arrive on campus, prior to students, at staggered times/work shift and/or staggered assigned days of work
- If no students are in, school staff may continue to have their work shift or assigned days of work staggered.
- Employees will be permitted to work remotely to the extent possible.
- Contractors will be permitted to work remotely to the extent possible.
- Visitors will not be permitted on campus.

4. Personal protective equipment (PPE) will be procured and stored:

- Facilities will maintain inventory of PPE as recommended by the NYS Education Department guidelines, and continually restock same as needed.
- Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
- The equipment will be stored and readily available to any person in need of it.

5. In the event an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s). The District's **Building Level Emergency Plan** contains an **Infectious Disease Annex, section 25** which details:

- The disinfecting of any area known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched
- Available leave options, for the affected employee(s), in the event of an employee's need to receive testing, treatment, isolation, or quarantine

Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.

6. All essential employees and contractors will have their hours and work locations documented, including off-site visits, by:

- All entrances will be locked with staff posted at the main entrance.
- All employees on premises will use their fingerprint scan, which documents their arrival and departure times.
- Payroll, attendance, and time cards will further document an employee's presence in the district.
- Contractors will sign in with security and their presence registered in the visitor log book.
- No other visitors will be allowed on site.

Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

If there is a declared public health emergency that involves the Hawthorne Cedar Knolls Union Free School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

B. Plans and procedures for the following types of emergency response are to be included in all Building-level Emergency Response Plans where appropriate and include but are not limited to:

1. School cancellation

Appendix 7

2. Early dismissal:

The Superintendent will make all decisions concerning the cancellation of school(s), the delay in the opening of school(s), or the early dismissal of school(s).

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3. Evacuations

4. Sheltering Alternative

5. Parent Emergency Notification Plan

6. Parent Reunification Plans: The off-site administrator will be responsible for maintaining student data based records at the off-site location for the purpose of determining guardianship and emergency arrangements.

C. Plans for the following specific emergencies are to be included in Building-level Emergency Response plans:

Threats of Violence

Intruder/Hostage

Hostage/Kidnapping

Explosive/Bomb Threat

Natural/Weather Related

Hazardous Material/Anthrax

Civil Disturbance

Biological

School Bus Accident

Radiological

Gas Leak

Epidemic

Infectious Disease Annex

Others as determined by the Building-level School Safety team

D. Each Building Safety Plan will have the following components:

1. Building Safety Team
 2. Building Emergency Response Team
 3. Evacuation procedures with and without transportation
 4. Drills: Lockout, Lockdown, Shelter-in-place
 5. Building Security Team
 6. Building Medical and Psychological Response Team
 7. Building Post-Incident Response Team
 8. Listing of emergency equipment available
 9. Listing of Medical Supplies
 10. Listing of Communication Devices
 1. Identification of the officials authorized to make decisions (Chain of Command)
- Appendix 2

District policy authorizes Mr. Raymond to act for the District and if Raymond Raefski is unable to be reached, the responsibility and authority to act for the District shall fall to Mr. Shaji Zacharia. If, for any reason, Mr. Zacharia cannot be reached, the responsibility and authority to act on behalf of the District shall fall first to Aisha Prendergast, then to Robert Worden, then to Santiago Ruiz.

- E. The district will provide annual multi-hazard school training for staff and students Annually under the direction of the building principal.** Training and information will be provided to staff through trainers at the beginning of each school year. Instruction may include, but is not limited to blood-borne pathogens, hazardous materials, HIV and other associated health risks.

- F. The following procedure for the review and conduct of drills and other exercises to test components of the emergency response plan, including tabletop exercises, will be developed by the District School Safety Team, in compliance with RESCUE Regulations – Part 155.4(d), annually. It will be done in coordination with local and country emergency responders and preparedness officials. All required staff training provided by the District and BOCES will be completed annually. Schools will keep a record of building drills and report this information annually to the District Safety Team for review.**

TYPE:	FREQUENCY:	AGENCY INVOLVED:	EFFECTIVE MEASURE:
Fire	12	Fire/EMT	Time/Attendance
Lockout	2	Police	Time/Police Feedback
Lockdown	2	Police	Time/Police Feedback
Evacuation	Periodic	Police / Transportation	Time/Police Feedback Parental Reunification
Sheltering (on and off-site)	Periodic	Student/Staff	Response Time
Parent Notification	As needed	School/Parents	Response Time Parent Feedback
Early Dismissal	As Needed		

Section III: Responding to Threats and Acts of Violence

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

1. Reporting of threats of violence to school authorities
 - a. Students are required to inform school staff about any indirect or direct threat of violence to themselves, others or property.
 - b. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting threats and the procedures of reporting.
2. Investigating threats of violence
 - a. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the 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 involvement.
 - d. Threats placing students, staff, and others in imminent danger require an immediate call to the police.
 - e. School administrators may conduct a building and/or classroom lockdown, and/or if necessary, an evacuation.

3. Proactive Security Measures

- a. The Hawthorne Cedar Knolls Union Free School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn during all special events such as, but not limited to, daytime concerts, American Education Week, Book Fair days, and Moving-Up Exercises. In addition, identification must be worn by all staff members during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
- b. The Hawthorne Cedar Knolls Union Free School District will limit visitor access and use single point of entry system.
- c. All doors are locked except main entrance, except at times designated by the Building Safety Teams.
- d. Entrance monitored and visitors must sign in and out, except at times designated by the Building Safety Teams.
- e. Visitors are required to wear identification.
- f. Visitor access is limited to specific location.
- g. Visitors without identification will be directed to the sign-in area by all staff.
- h. Escorting visitors is encouraged.
- i. Staff members must wear visible identification badges.
- j. The District Safety Team will educate students, staff and parents about the importance of school safety.
- k. Appropriate training will be available.
- l. The District Safety Team will hold drills that help promote school safety.
- m. Superintendent will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.
- n. The district will continue to investigate security devices and strategies to make schools as safe as possible.
- o. Hawthorne Cedar Knolls Union Free School District has developed procedures for anonymous reporting of threats of violence.

4. Reporting Incidents

- a. School administrators must keep record of serious threats and acts of violence and report them annually to the state.
- b. Incidents of violence, serious threats, intimidation etc. may require involvement of the police.
- c. District and building administrators are authorized to call the police to respond to the threat or acts of violence.

5. Means in which staff, students and parents are informed about threats of violence:

- a. Staff will be informed via a written confidential memo.
- b. Parents and students will be informed in writing in a timely manner.

B. Policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence. 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. Students are required to inform school staff about acts of violence toward themselves, others and property.
 - b. Staff are required to inform administration of any act of violence to students, themselves, others or property.
 - c. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
 - d. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
2. Investigating acts of violence
 - a. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
 - b. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)
 - c. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
 - d. Acts of violence placing students & staff in imminent danger require an immediate call to the police.
3. Proactive Security Measures
 - a. The Hawthorne Cedar Knolls Union Free School District requires all staff members to have in their possession at all time's District-issued photo identification. This identification must be visibly worn during all special events such as, but not limited to, Moving-Up Exercises, Graduation and Special Events. In addition, identification must be worn by all staff members during emergencies, during emergency drills, and when supervising elementary students during outdoor recess and on field trips.
 - b. All schools use a single point of entry system, except at times designated by the Building Safety Teams.
 1. *All doors locked including main entrance.
 2. *Entrance monitored and visitors must sign in and out.
 3. *Visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 4. Visitors without identification will be directed to the sign-in area by all staff.
 5. *Visitor access is limited to specific location;
 6. *Staff will wear visible identification badges.
 - c. H.C.K.U.F.S.D. will educate students, staff and parents about importance of school safety. Appropriate training will be available.
 - d. H.C.K.U.F.S.D. will hold drills to help promote school safety.
 - e. H.C.K.U.F.S.D will develop and operate reporting, referral and counseling procedures designed to identify and work with potentially aggressive and violent students.

- f. The district will continue to investigate security devices and strategies to make schools as safe as possible.
 - g. Has developed procedures for anonymous reports of acts of violence.
 - h. H.C.K.U.F.S.D The district will continue to investigate security devices and strategies to make schools safe as possible.
 - i. District Safety Team has developed procedures outlining expectations for police involvement at school sponsored extra-curricular activities.
4. Removing Violent Individuals
- a. Aggressively dangerous and violent students should be restrained only by qualified staff (TCI or CPI certified). Police should be called to remove the student.
 - b. Violent adults are to be reported immediately, the authorities called and only removed by police.
 - c. Students and staff should be in lockdown mode when violent people are in the school.
6. Reporting Incidents
- a. School administrators must keep a record of serious threats and acts of violence and report them annually to the state.
 - b. Incidents of violence, serious threats, intimidation etc. may require involvement of police.
 - c. District and building administrators are authorized to call police to respond to the threat or act of violence.

C. Policies and procedures for contacting law enforcement officials in the event of a violent incident:

1. Our policy is to analyze each incident individually. The District policy and procedure for reporting violence to police is included in the District Code of Conduct. If we are unable to de-escalate a violent incident or if laws are violated, we contact local agencies for support. The building administrator in charge or their designee may contact the law enforcement agencies via 911.
2. The building principal or his/her designee will evaluate each incident, consult with the superintendent and report the incident to the state or local police if necessary.
3. The police agencies serving our area are:

Agency	Phone Number
Mount Pleasant Police Department	769-1941
Westchester County Police	741-4400
New York State Police	769-2600

D. Identification of appropriate responses to emergencies, including protocols for responding to:

1. Our plans include appropriate responses specific to the emergencies listed below:

Anthrax	Floods
Intrusions	Bomb Threats
Kidnapping	Explosion
Fire	Civil Disturbance
Hazardous Materials	High Winds/Storms
Hostage Taking	School Bus Accidents
Suicide	Suspicious Package
Public Health Emergencies	

2. When appropriate, we will contact other agencies regarding potential disasters, tragedies or extreme acts of violence. We have automatic contact via e-mail, fax, or telephone to educational agencies (BOCES), governmental groups, law enforcement, emergency management, and local media.
3. We have internal communications capability via e-mail and the districts wireless network. We have cell phones available for administrative personnel and 2 way radios for school monitors.
4. The Emergency Finalsite Connect system is monitored in the Central Office. Building administrators will contact immediately in the event of weather-related emergencies.

E. Procedures for contacting parents, guardians and persons in parental relation to the students of the district in event of a violent incident or early dismissal are as follows.

1. The district procedure for early dismissal and parent notification is as follows:
 - a. Superintendent or his/her designee decides on an early dismissal.
 - b. Superintendent notifies the bus company of the need to supply busses.
 - c. Central and building administrators are informed.
 - d. Staff and students are informed of closing.
 - e. Parents are notified of early dismissal through media contacts (radio stations, district website, television, and utilization of Finalsite Connect phone notification system.)
 - f. Parents of elementary students will receive a phone call to regular and emergency phone numbers. When phone calls fail to contact the parent or emergency number, the elementary student will remain under the supervision of school personnel until parents are notified and pick up the student or the regular end of the school day, whichever comes first.
 - g. Parents of secondary students may opt to be called and have emergency numbers called in the event of an early dismissal and have their child supervised by school personnel until regular school closing time.
2. Parents will receive information about the threat or act of violence that determined an early dismissal in their child's school as soon as is practical. This information is limited to information the school is legally permitted to disclose.

F. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal.

1. Emergency dismissals are broadcast via Finals Connect & local media. Day Students will be taken home or remain on campus as necessary. Students without access to their home or alternative drop-off sites will be returned to school for temporary sheltering and supervision until parents or Agency representative is available for pick-up. Every effort will be made to contact the parents of these sheltered students.
2. Each school will develop an early dismissal plan to include staggered dismissal, rapid parent pick-up strategies, student attendance procedures and alternative sheltering sites,

Section IV: Communication with Others

A. Responsibility for declaring an emergency

1. District wide – the responsibility for declaring a District-wide emergency shall rest with the Superintendent or chain of command.
2. Individual buildings – the responsibility for declaring a building-wide emergency shall rest with the principal or a chain of command.

B. Description of the arrangements for obtaining assistance during emergencies from emergency service organizations and local government agencies.

1. H.C.K.U.F.S.D. #3 District has worked closely with local emergency services agencies for support and assistance during emergencies, have included their representatives on our safety planning teams, provided them with pertinent information (ex. Building maps), and have included their personnel in planning and implementing safety-related drills. Providers have given approval to the H.C.K.U.F.S.D. #3 to rely on local personnel, resources and facilities in emergency situations. Our plan provides for accessing emergency mental health services in the event of an emergency or violent incident from SWBOCES and other county, regional, and private mental health agencies.
2. For fire and EMT and medical emergencies, we use 911. For violent acts, the district protocol is to notify the law enforcement immediately. The primary responsibility for these calls is the building principal or their designee. A call is then made to the superintendent who has the responsibility to notify other key officials.
3. List of Assisting Government Agencies:
 - a. Fire..... Hawthorne Fire Dept.
 - b. Police... Mount Pleasant Police Dept.
 - c. EMS... Hawthorne Fire Dept.

C. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

1. The school district will maintain an updated list of local, county, and state agencies and personnel to contact to obtain assistance. The arrangements for obtaining assistance during emergencies from local and county agencies and officials responsible for implementation of Article 2-B of the Executive Law have been made in the individual Building Plans. The superintendent and his/her designee will initiate the contact. Appendix 6
2. The key officials in local government that can help to develop plans and assist in emergency situations as listed in emergency situations are:

Department	Name	Phone Number
Hawthorne Fire Company.	Chief on Duty	769-2871
Mt. Pleasant Police Dept.	Chief Paul Oliva	769-1941
Mt Pleasant Police Dept.	EMS	769-1941 or 911

D. A system for informing all educational agencies within a school district of a disaster.

The District will notify other schools within our jurisdiction about potential or existing emergency situations that may impact on them by telephone, e-mail and courier when necessary. This will include any district to which we transport our students. We will maintain information about each educational agency located in the school district. Appendix 5

1. The Superintendent or his designee shall inform all educational programs within the H.C.K.U.F.S.D. #3 boundaries of potential, impending or existing disasters.
2. The list of educational institutions located within the district, or which H.C.K.U.F.S.D. #3 residents attend, as well as local preschools, including the school population and staff numbers, their transportation needs, phone numbers of key officials of each school will be kept updated annually.
3. The procedure to inform each school in the event of an emergency situation is, the superintendent will authorize emergency calls to each educational agency.

E. Informing Parents/Guardians and Community Members

Procedures shall be in place to inform parents/guardians and community members of disaster or emergency situations.

SECTION V: Prevention and Intervention Strategies

(The District-wide School Safety Plan should provide the framework for the Building Level Emergency Response Plan.)

A. Policies and procedures related to school building security, including, where appropriate, the use of school safety officers and or/security devices or procedures.

1. The **H.C.K.U.F.S.D. #3** will limit visitor access.
 - a. The Cedar Knolls Academy Elementary/Middle School shall maintain a single point of entry system, require visitor and vendor sign-in, and maintain appropriate security and surveillance devices, except at times designated by the Building Safety Teams.
 - i. All exterior doors locked other than the main entrance are locked, except at times designated by the Building Safety Teams.
 - ii. The main entrance doors are monitored and all visitors are required to sign in and out, except at times designated by the Building Safety Teams.
 - iii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 - iv. Visitors without identification will be directed to the sign-in area by all staff.
 - b. **H.C.K.U.F.S.D. #3** Linden Hill High School buildings use a single point of entry system wherever possible.
 - i. Visitors to the campus must sign in and out at the Administrative Office.
 - ii. All visitors, including parents and guardians, are required to wear identification while in buildings during the school day, except at times designated by the Building Safety Teams.
 - iii. Visitors without identification will be directed to the sign-in area by all staff.
2. **H.C.K.U.F.S.D. #3** has staff in the high school and middle school buildings who are assigned to monitor entrances and parking lots, patrol hallways, supervise cafeterias, and check restrooms.
3. Elementary buildings will have staff at the single entry point.
4. All policies and procedures related to school building security will be reviewed annually and revised where necessary.

B. Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the following.

1. It is the districts responsibility to provide information about student and school safety to all students, staff, parents and community members.
2. Informative materials about early detection of potentially violent behaviors and dangerous situations will be disseminated to students, staff, parents, and community through a variety

of methods. These may include student curricula and workshops, staff training seminars, pamphlets, newsletters and other publications, public seminars.

C. Appropriate Prevention and Intervention Strategies

1. The District will provide training for school personnel on a regular basis. Training may include: individual and group de-escalation techniques, non-violent conflict resolution skills, and mediation.
2. Training is available during conference days, summer, and after school seminars.
3. Collaborative agreements with law enforcement officials have been and are designed to de-escalate potentially violent situations.
4. Mediation services are available at all buildings.
5. Non-violent conflict resolution training programs are available.
6. Staff meetings include an updating of safety policy and procedures.
7. Procedures relating to building security including utilization of staff and security equipment.
 - a. All District schools have fire and intrusion alarm systems.
 - b. The District will review additional security equipment and measures annually and will revise where necessary.

D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, include the following.

1. Youth-run programs,
2. Peer mediation,
3. Conflict resolution,
4. Creating a forum or designating a mentor for students who are at-risk.
5. Each school shall identify and offer to students programs geared toward prevention and intervention strategies.
 - a. The District has developed and will continue to develop programs that encourage student-to-student and student-to-staff communication in each school such as:
 - Social Decision Making
 - D.A.R.E.
 - Juvenile Law
 - P.B.I.S.
 - Grade-level meetings with school psychologists
 - In-class visits by school psychologists
 - Personal growth groups led by teachers, guidance personnel and peer leaders
 - Student Advocacy Program

- b. The procedure for anonymous reporting of threats and acts of violence is:
 - to create an environment where each student feels comfortable reporting a threat or an act of violence,
 - to educate students how to inform staff or law enforcement about threats and acts of violence,
 - to require staff to report all student referrals to the administration for investigation.
- c. Staff training programs needed to meet SAVE requirements.
 - A minimum of two hours of instruction on issues of school safety need to be provided to all employees in 2025-2026.

These can/should include but are not limited to: de-escalation training, warning signals for violence, non-violent conflict resolution, emergency response team training, mediation, mentoring, social-skill development, character education, etc.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

All school employees are subject to fingerprinting and security screening by state law.

Appendices for District SAVE Plan

Appendix 1 – Listing of School Buildings, Contacts & Contact #
Appendix 2 – List of Key Personnel, Chain of Command
Appendix 3 – List of District Safety Team, District Crisis Response Team
Appendix 4 – List of Hazardous Sites
Appendix 5 – List of Other Schools in the District
Appendix 6 – List of Community Emergency Providers and Governmental Officials
Appendix 7 – School Cancellation, Dismissal, Recovery Procedure
Appendix 8 – Remote Learning Plan

APPENDIX 1**LISTING OF SCHOOL BUILDINGS/CONTACTS/NUMBERS****SCHOOLS:****CONTACT:****PHONE:**

Linden Hill High School	Robert Worden, Principal	914-749-2977
Cedar Knolls Academy	Santiago Ruiz, Principal	914-749-2964
District Offices	Raymond Raefski, Superintendent Shaji Zacharia, CPA, Asst. Superintendent/Finance Aisha Prendergast, Assistant Superintendent - PPS Shawn Marshall, Supervisor of SWD	914-749-2903/05 914-749-2908 914-749-2918 914-749-2984
Director of Facilities	Anthony Palma	914-906-8386 (cell)
Clinical Support	Michele Pisarz-Albert, M.S., L.M.H.C.	914-749-2983
Medical Services	Marcia Andreu, R.N.	914-749-2936, 2979
Technical Assistance	Whitley Myke/Donna Marie Fischer	914-749-2924, 2923

APPENDIX 2**LIST OF KEY PERSONNEL/CHAIN OF COMMAND**

Superintendent	Raymond Raefski
Assistant Superintendent/Finance	Shaji Zacharia
Assistant Superintendent of PPS	Aisha Prendergast
Supervisor of SWD, Curriculum Coordinator	Shawn Marshall
District Clerk	Ann Izzo
Linden Hill HS Principal	Robert Worden
Cedar Knolls Academy Elem/MS Principal	Santiago Ruiz
Director of Facilities	Anthony Palma
Clinical Support/Student Counseling	Michele Pisarz-Albert, M.S., L.M.H.C.
Medical Services	Marcia Andreu, R.N.
Technical Assistance	Whitley Myke/Donna Marie Fischer

APPENDIX 3
LIST OF DISTRICT SAFETY TEAM
LIST OF DISTRICT CRISIS RESPONSE TEAM

DISTRICT SAFETY TEAM

MEMBER:	TITLE:
Superintendent	Raymond Raefski
Assistant Superintendent of PPS	Aisha Prendergast
Supervisor of Students with Disabilities/Curriculum Coordinator	Shawn Marshall
High School Administrator	Robert Worden
Alternate Administrator	Miriam Cestero
Elementary / Middle School Administrator	Santiago Ruiz
Teacher Representative	Michael Stolz
Support Staff Representative	Elaine Brancato
Police Representative	Justin Jacobsen, Sgt. Mount Pleasant PD
District Clerk	Ann Izzo
Director of Facilities	Anthony Palma
District Safety Representatives	Onelio Gomez, Doug Davis, Sr.
Clinical Support/Student Counseling	Michele Pisarz-Albert, M.S., L.M.H.C.
Medical Services	Marcia Andreu, R.N.
Technical Assistance	Whitley Myke, Donna Marie Fischer

DISTRICT CRISIS RESPONSE TEAM

MEMBER:	ROLE:
Raymond Raefski	Incident Commander
Aisha Prendergast	Back-up Incident Commander
Elaine Brancato	Records/Documentation
Onelio Gomez, Doug Davis, Sr.	Security/Safety
Raymond Raefski	Media/Public Information
Michele Pisarz Albert M.S., L.M.H.C.	Clinical Support/Student Counseling
Raymond Raefski	Staff Deployment/Services
Robert Worden	Parental Info./Reunification
Shaji Zacharia	Finance/Facilities
Anthony Palma	Transportation/Facilities
Marcia Andreu, R.N.	Medical Services
Shawn Marshall	Process Observer

APPENDIX 4
LIST OF HAZARDOUS SITES

Separate list for each building

APPENDIX 5*
LIST OF OTHER SCHOOLS IN THE DISTRICT

SCHOOL: CONTACT: PHONE

**Hawthorne Cedar Knolls Union Free School District #3 is a Special Act School District; there are no additional schools within the geographical boundaries of our school district.*

APPENDIX 6
LIST OF COMMUNITY EMERGENCY PROVIDERS/GOVERNMENT OFFICIALS

COMMUNITY CONTACT PHONE

STATE POLICE	Hawthorne	914-769-2600
LOCAL POLICE	Mount Pleasant	914-769-1941
FIRE DEPARTMENT	Hawthorne	914-769-2871
EMT SERVICE	Hawthorne	914-769-2871
HOSPITAL	Westchester Medical Center	914-493-7000

GOVERNMENT CONTACT PHONE

WESTCHESTER COUNTY EMERGENCY SERVICES	Office of Emergency Mgmt	914-231-1850
BOCES EMG. MANG.	Superintendent's Office	914-937-3820
TOWN/LOCAL GOVT.	Mount Pleasant Supervisor	914-742-2312

APPENDIX 7

SCHOOL CANCELLATION/DISMISSAL/PARENT REUNIFICATION

SCHOOL CANCELLATION:

The Superintendent of Schools determines the need for schools to be on a delayed opening schedule, cancelled, or an early dismissal schedule.

Parents, guardians will be notified using the emergency contact system: Blackboard Connect to inform parents about the change in schedule, early release, delayed opening, emergency dismissal, or school cancellation.

If an emergency takes place during the day that requires children to be sent home early, the Blackboard Connect system will contact all emergency numbers/emails

Emergency Notification Procedures

When an emergency requires notification of staff, the Superintendent or his designee will provide updated information to parents, students and transportation providers through the emergency notification system **Finalsite Connect** and to the following radio and television stations:

T.V. Channel 7 WABC News	abc7ny.com	
T.V. Channel 12 News	http://westchester.news12.com	
T.V. Channel 5 News	http://fox5ny.com	
School District Emergency Hot Line	www.hcks.org	914-749-2999

PARENT REUNIFICATION:

Parent Reunification Plans: The off-site administrator will be responsible for maintaining student data based records at the off-site location for the purpose of determining guardianship and emergency arrangements.

EMERGENCY BAG SUPPLIES

- 1.) Grey duct tape
- 2.) Yellow caution tape
- 3.) Flash light w/2 DD batteries
- 4.) Bull horn
- 5.) Box of garbage bags
- 6.) FM/AM Radio with/manual
- 7.) Universal Precaution compliance kit
- 8.) Floor Plan of HCK
- 9.) First Aid Kit
- 10.) Whistle
- 11.) Yellow Pads
- 12.) Pens/Pencils/Markers
- 13.) Name Tags
- 14.) Neon Orange Vest
- 15.) Scissors
- 16.) Emergency Radio
- 17.) Contact List- Staff
- 18.) Class List (current school year)
- 19.) School Emergency Procedures Manual
- 20.) Batteries
- 21.) Respirator/CPR Mask
- 22.) Rigid Knives Writing Board

Hawthorne Cedar Knolls Union Free School District

REMOTE LEARNING PLAN

EMERGENCY REMOTE INSTRUCTION OVERVIEW

The District may offer remote or distance instruction to students at certain times including, but not limited to, independent study, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

In the event the District remains in session and provides remote instruction when it would otherwise close due to an emergency condition, the remote instruction provided by the District will be consistent with the District's emergency remote instruction plan, located in the District-wide school safety plan.

When making decisions about remote instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will ensure that it is complying with applicable teaching and learning requirements.

Definitions

- a) "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- b) "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- c) "Remote instruction" means instruction provided by an appropriately certified teacher 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.
 - 1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
 - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- d) "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

Formats and Methods of Remote Instruction

Reporting of Computer and Connectivity Survey Results

No later than June 30 of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.

Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

Remote Instruction Support

As necessary, the District will provide instruction on using remote instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

Compliance with District Policies, Procedures, and the Code of Conduct

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the *Code of Conduct* at all times while engaged in remote instruction. Violations of the *Code of Conduct* and/or engaging in prohibited conduct may result in disciplinary action as warranted.

Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, de-identifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

Remote Instruction Day

Schedules and Important Information

- Special remote schedules at each building will begin two hours late to ensure all classes run with specific guidelines for staff, students, and families to follow.
- First period begins at 11:00 a.m. Students are expected to follow their regular schedule and check the [Google Classroom](#) each period.
- Student attendance will be taken.
- Related service providers such as psychologists, speech pathologists, OTs and counselors will maintain their schedule/appointments to the extent possible.
- All other staff such as administrators, nurses, office personnel will be available via email.
- The letter day would remain - we would not push it back a day.
- After school activities will likely be cancelled depending on the rationale for the remote instruction day.
- If you are experiencing technical difficulties or are in need of additional support with school-related software (such as Microsoft, google, etc.), please email the Help Desk at techsupport@hcks.org

How to Join a Google Classroom A classroom can be joined from any computer or mobile device using the chrome browser

- Your teacher will send you an email to your hcks.org address
- Login to your hcks.org email account with your username and password The user name is the first letter of your first name, first letter of your last name and school ID plus @hcks.org (e.g.: John Smith 1234 would be js1234@hcks.org)
- Accept the invitation from your teacher
- Click the join button. You will now see the classroom for that teacher
- If you forget which classroom/classrooms you have joined, you can access it by typing classroom.google.com in the URL of the chrome browser. All classes you have joined will appear.

How to add the Google Classroom app to a Mobile Device For IOS Devices

- Tap on the App Store icon located on the home screen
- Tap on the search button on the lower right corner of the window
- Type google classroom in the search field at the top of the window
- Tap Get
- Tap Install
- You will be prompted to type in the password for your Apple ID
- Once downloaded, tap open. When google classroom opens, tap get started. Choose your hcks.org account. If you don't see your hcks.org account listed, tap add another account and add your hcks.org account and password
- You now have access to your classroom/classrooms

For Android Devices

- Tap on the Google Play Store icon located on the home screen and follow above instructions

How to access classroom from Xbox and Playstation

Classroom can be opened on Xbox and Playstation. There isn't an app that the students can add to their consoles. Instead, they are going to have to use the built-in browsers that come on the two devices. On Xbox, it is Microsoft Edge. On Playstation, it is the "www" browser. Your students will probably know how to find the browsers on their consoles, but if not each one has a search function they can access on the home screen. If students have a keyboard they can plug in, they will have a much easier time of navigation. Otherwise, they will have to use their controllers to click on the classroom tiles, open assignments and type.

Once the browser has opened:

- Type in classroom.google.com in the URL bar.
- A prompt for Google account will appear.
- Type in your school district email and password- it doesn't end in google.com and that is ok
- The classroom home screen will open up.

REMOTE LEARNING DAY STAFF INSTRUCTIONS:

All classroom teachers need to ensure their students know how to login and join a Google Meet, and/or Google Classroom. Please practice this with your students.

Remote Day Schedule: The focus of the day is student contact and engaging opportunities for remote learning

- Secondary Instructional Day: 11:00 AM - 3:00 PM
 - Secondary Instructional Time: All students should follow their typical schedule for that day. Grades 9-12 teachers should take attendance and conduct their lessons virtually.
- Elementary Instructional Day: 11:00 AM - 3:00 PM
 - Elementary Instructional time: Elementary classroom teachers should provide students with a morning meeting, 1 reading, 1 writing and 1 math lesson during the day in any order.
 - Morning Meeting (approximately 10-20 minutes): Teachers will start the day with a morning meeting to include: attendance, SEL check-in, and review of schedule for the day.
 - Reading - mini lesson (could be review) or read aloud, approx. 10-20 minutes depending on grade, followed by small group work, break out groups, independent reading (approx. 30-40 minutes depending on grade)
 - Writing - mini lesson (could be review), approx. 10-20 minutes depending on grade, followed by small group work, break out groups, independent writing assignment (approx. 30-40 minutes depending on grade)
 - Math - mini lesson (could be review), approx. 10-20 minutes depending on grade, followed by small group work, break out groups, independent work (approx. 30-40 minutes depending on grade)
 - All the above could be prepared in advance as “~~Snow Day~~ Remote Learning Lessons” and could come with an accompanying packet for students to do independently. Independent work could also include assigning ~~Raz-Kids~~, IXL, or other computer-based programs for independent practice.
 - Fun activities could be included in your ~~Snow Day~~ Remote lessons, such as home scavenger hunts, snow sculptures and send a picture, etc.
- Clinical Support should follow a full day schedule that includes direct contact time with students, supporting classroom teachers, checking in with families as needed, and providing meaningful learning opportunities for students on their caseload.
- Specials teachers (Art, Music, Woodworking, etc.) should be prepared to follow their typical schedule for the given day, providing each class with a live mini-lesson and engaging activities for students to do.
- All IEPs should be implemented to the greatest extent possible.

- Teacher aides (IAs, 1:1 aides, classroom aides) who work in the classrooms should join teachers on the Google Meet and be available to support students in whole class, small group or individualized settings.
- Clerical and teacher aides who do not directly work in the classroom should help process attendance, support teachers with check-in with students and families, or complete other work as usual or assigned by their administrator.
- Custodians should report to school for repairs, cleanup or snow removal as directed by the Director of Facilities.