

Please read through this with your child. 2024-2025 ANNUAL PARENT INFORMATION LETTER

WELCOME!

We are excited to welcome you to the 2024-2025 school year. We are busily getting ready to once again provide a rich learning environment where Renaissance 2 students get to experience a project-based academic curriculum, a full spectrum of art classes, and the opportunity to grow into confident global citizens through experiences that take them outside the classroom and into our great city.

IMPORTANT DATES: August & September

PRINCIPAL'S TOWN HALL - August 26, 2024

- O High school 4pm 4:45pm
- Lower school 5pm 5:45pm
- Middle school 6pm 6:45pm

We are pleased to hold a Principal's Town Hall before the school year begins. **Please attend as important information will be shared.**

In addition to receiving important information about the upcoming school year, you will have an opportunity to meet with Principal Everett and ask questions.

FAMILY WELCOME DAY - August 29, 2024

FIRST FULL DAY OF CLASSES for ALL STUDENTS - Tuesday, September 3, 2024

CURRICULUM NIGHT - Sept 10 (Middle School); Sept 11 (High School); Sept 12 (Lower School)

At our in-person curriculum nights, families will meet their child's teachers, learn about grade-specific expectations, and more. We strongly encourage you to attend this meeting. Details will be sent in a separate email.

BACK TO SCHOOL INFORMATION

ARRIVAL AND DISMISSAL INFORMATION

Breakfast (all students): 7:30 am, locations to be determined

- Classes begin at 8:00 am
- Doors close at 8:10 am. Students will be marked tardy after this time.
- Parents are not allowed to walk students into the building during drop-off.
- Note: Kindergarten families will be allowed to walk their children to their classrooms on September 3 September 6.
- Dismissal: Gr K-5th parents must present their lanyards in order to pick up their child.
- After 3:30 pm you are not allowed to pick up your child due to staff preparing for dismissal.
- Doors open at 3:55 pm.
- High school students are not allowed to reenter the building after dismissal.
- High school students must wait for their coach or extracurricular instructor in the lobby until it is time for your after school activity to begin.
- Parking in front of the building is not allowed; buses need the space to park.

STUDENT ID CARDS All students in grades 6-12 are **required** to carry their identification cards with them every day and are **required** to 'swipe' every morning by using their school ID cards. This action will automatically register your student's attendance.

If your student misplaces their ID card, they can request a replacement in the main office. There is an ID card replacement fee of \$10 per card.

METROCARD distribution is available for those who qualify. Please contact Nayra Pena at nayrapena@rencharter2.org with any questions.

BUSING INFORMATION is still being finalized. We will reach out to you as required.

CHROMEBOOKS - We want our students to be prepared for possible remote learning at any time during the year. If your student requires a Chromebook, please follow the steps outlined below.

- <u>Digital Equity & Learning Preferences Survey</u> Families must complete this survey prior to requesting a Chromebook. This survey can be completed on your child's <u>PowerSchool</u> account or over the phone by calling the main office at (917) 242-3505.
- <u>Chromebook Request Form</u> The next step will be to submit a <u>Chromebook Request Form</u>. The completed form may be submitted online or emailed to Maria Gutierrez at mariagutierrez@rencharter.org.
- <u>Chromebook Pickup</u> Lastly, families will be notified individually when their child's Chromebook is ready to be picked up.

Reminder: This device is to be kept at home and used strictly for homework or remote learning.

SUPPLY LISTS AND SUMMER ASSIGNMENTS are posted on our <u>website</u> on the <u>Supply Lists</u> page, located under the <u>Parents Notices and Events</u> tab.

HEALTH AND SAFETY INFORMATION

IMMUNIZATION REQUIREMENTS

Vaccines are the best way to prevent your child from getting many illnesses and spreading them to others. Many vaccines are required to attend school. Staying up-to-date with <u>vaccinations</u> is **required** to avoid **exclusion** from school, as per the Department of Health.

- Additional vaccines such as those for COVID-19 and HPV are highly recommended to protect your child and others.
- Please talk to your child's health care provider if you have questions about vaccinations.

Please report any positive COVID-19 test results immediately to the school so we can provide the most current school guidance.

WELLNESS POLICIES

Stay home when sick! Anyone with a fever should stay home until 24 hours after being fever-free without the use of medication, or until their doctor says it is okay to go back to school. Please send a copy of any doctor's notes to the attention of Daniela Montesdeoca at danielamontesdeoca@rencharter2.org.

Please note that based on your child's symptoms, our school nurse may determine your child must stay home for other reasons based on their professional judgment.

Glasses, hearing aids, and any other assistive device that your child needs <u>must</u> be brought <u>and</u> worn at school daily to avoid detrimental effects on their learning.

Please contact our school nurse, directly to discuss any health issues or health-based accommodations, or medicine at nurse@rencharter2.org.

SOCIAL-EMOTIONAL WELLNESS

- Our team of mental health care providers is always prepared to provide socio-emotional support for our students and staff.
- Renaissance continues to provide our staff with professional development to build a common understanding of trauma and resilience, anti-bias and anti-racism training, and

- culturally responsive teaching.
- Our school has a robust morning meeting and advisory program that incorporates mindfulness, social-emotional wellness, and empathetic awareness, in addition to academic counseling and stress-relieving tactics and exercises.
- Our school will continue to offer and expand mental health and safety workshops for our families and the greater community!

IMPORTANT FAMILY INFORMATION:

- The following information is available on our website: https://rencharters.org/trcs-elmhurst/: Annual School Report Card, School Attendance Policy, Parents Bill of Rights, Discipline and other Policies and Procedures manuals; Charter School Annual Report and other documents of accountability.
- All families have access to copies of the <u>Code of Conduct and Discipline Policy</u>, the <u>Dignity for All Students Policy</u>, and the <u>Child Internet Protection Act policy</u> on our Student Support Page.
- In addition, you can find our Family Handbook available on our website. The Policy for Filing Complaints and Grievances can be found on our website in the Family Handbook.
- McKinney-Vento Act This act ensures that children and youth experiencing homelessness have equal access to a free, appropriate public education. The goal is to remove educational barriers and ensure that all students have the opportunity to succeed academically, regardless of their housing situation. Although our McKinney-Vento liaison carefully checks to make sure those families in need receive the support allowed under this Act, if you believe your student is facing housing instability, please reach out to JC Collado at jcollado@rencharter2.org. Note: More information about the McKinney-Vento Homeless Assistance Act, Subtitle VII-B, may be found here.

WHO DO I CONTACT FOR:

- Attendance, updating your emergency contact information, home address, phone number, or email address:
 - > JC Collado, jcollado@rencharter2.org
 - ➤ Vreny Novillo, <u>vrenynovillo@rencharter2.org</u>
- Requesting a Chromebook: Maria Gutierrez, mariagutierrez@rencharter2.org
- PowerSchool Questions: Dawn Cahill, dawncahill@rencharter.org
- Questions about School Food: Diana Castellanos, dianacastellanos@rencharter2.org
- Questions in reference to our onsite after school programming for grades K-3: Junah Lee, junah.lee@82ndst.com
- For any other questions, please email Maria Gutierrez, mariagutierrez@rencharter2.org
- For a full list of our school directory, please visit our website at https://rencharters.org/trcs-elmhurst/staff-directory/

Please remember to update us on any changes to your child's emergency contact information, address, phone number, email, medical needs, etc.

How to Update Your Information

The best method of updating information is to contact the main office at (917) 242-3505. You may also make the changes directly in your <u>PowerSchool account</u>. PowerSchool is our Information Platform that contains your contact information, student grades, and attendance records.

Alternatively, you can send an email to JC Collado at icollado@rencharter2.org.

IT IS IMPERATIVE THAT WE BE ABLE TO REACH YOU OR ANOTHER RESPONSIBLE ADULT SHOULD THERE BE AN EMERGENCY WITH YOUR CHILD.

LIFE AT RENAISSANCE 2!

PART 1: The School Day

First Full Day of Classes for <u>ALL</u> students - <u>Tuesday</u>, <u>September 3 - all students are expected to be ready to learn by 8:00 am.</u>

As a reminder for the school year, our updated academic day schedule will be as follows:

Grades K - 10th

Monday/Tuesday/Thursday/Friday

Start time: 8:00 am End time: 4:00 pm

Wednesday

Start time: 8:00 am End time: 2:15 pm

Arrival and Dismissal Safety Protocols - 2024-2025 School Year

- 1. At Arrival:
 - a. Your child is assigned a specific door to enter the building, according to grade level.
 - b. Kindergarten parents may escort children to their classrooms first week only
 - c. All other grades will be escorted by school staff.
- 2. During Dismissal:
 - a. If you arrive late to pick up your elementary and middle school child, please go directly to the main office.
 - b. Parents, during dismissal, you will be asked to come in and out of the building quickly. Please refrain from engaging teachers in conversations at arrival or dismissal. Please email your teacher to set up a time to meet if you have concerns that need to be addressed.

Note: You are expected to drop off and pick up your child **ON TIME** every day. Tardiness and late pick-ups should be rare events. Consistent late pick-ups are **NOT** acceptable.

Food Service

Our food service program is provided by <u>Butter Beans</u>. Butter Beans prepares fresh, nutritious, well-balanced meals to TRCS 2 students in all grades. Monthly menus are posted on the website for your convenience.

- 1. We are pleased to inform you that Renaissance has been approved to implement a Community Eligibility Meal Program for the current school year, which means that <u>ALL</u> enrolled students are eligible to receive a healthy breakfast, lunch, and supper at **no charge** to your household. To sustain the program, each family must submit a completed <u>CEP form</u> at the beginning of each school year. We are also pleased to announce that this year, we have been provided funding to provide fresh, seasonal, and healthy fruits and vegetables to your child. You can find more information on our website available in English and Spanish, on the <u>Food Service</u> page.
- Students are welcome to bring lunch to school. Please note that we cannot heat up food brought from home. No glass containers are allowed. As a reminder, water is the only beverage allowed in the building.
- 3. **Outdoor Lunch Program (Grades 9-10th).** Outdoor lunch privileges are for students in grades 9-10 and require parental consent and good citizenship in regard to behavior, academic standing, good attendance, and little to no tardiness to school.
- 4. Water Bottles are not provided as part of meals. Please provide a water bottle for your child if desired. Water is the **only** beverage allowed in the building.

After School

Please contact Junah Lee with <u>82nd Street Academics</u> at <u>Junah.Lee@82ndst.com</u> or call 347-723-7135.

Remote Learning Expectations - only if our school is unavailable for in-person instruction. The school will only implement remote instruction due to reasons that require our building to be inaccessible. Snow days may continue to be remote learning days as they were last year.

Should remote learning become necessary, we will ask you to go over the attached <u>student</u> <u>remote-learning expectations document</u> with your child. Although we do not anticipate having to revert to remote learning for long periods of time, we are prepared to bring the best practices learned from last year's remote learning program to best accommodate all learners. Your child will receive a schedule that will mimic the school day as it would happen inside the building.

PART 2: "Developing Leaders for the Renaissance of New York"

The Renaissance Charter School Mission Statement

"The Renaissance Charter School is based on the conviction that a change in the destiny of a single individual can lead to a change in the destiny of a community, nation, and ultimately humankind. Its mission as a K-12 school is to foster educated, responsible, humanistic young leaders who will through their own personal growth spark a renaissance in New York. Its graduates will be global citizens with an abiding respect for peace, human rights, the environment, and sustainable development."

Towards accomplishing this goal The Renaissance Charter School 2, also referred to as 'TRCS 2', has built a culture of community, cooperation, and collaboration. Its core belief is that a dynamic learning environment that prizes friendship and deep respect will open both hearts and minds of students. In this type of environment, students will meet all standards as a matter of course.

In a small, village-like atmosphere, teachers team-teach, classes are arranged in clusters, and parents play a central role. The school operates under a collaborative governance model in which all constituencies have a voice. TRCS 2 reflects the spectrum of the different ethnic backgrounds, talents, and abilities that exist in New York City.

The study of New York is the central curricular theme of TRCS 2. Traditional subjects such as math, science, language arts, and social studies are related to the study of geography, history, economics, culture, and the people of New York. Rooted in their community, as they advance, students engage in community involvement activities and work on individual and small group projects to prepare them for the work of the 21st century. Since the arts are so central to New York, students take classes in various arts classes as well as work with outside arts partnerships.

The spirit of leadership can best be transmitted through example. TRCS 2 staff members model collaborative leadership which is characterized by compassion and responsible dialogue. Through this process, wise decision-making emerges. TRCS 2 is committed to graduating competent individuals, powerful thinkers, engaged citizens, and life-long learners who will create the renaissance of New York.

Advisory Program

All students in grades 6-10 have an advisory period, and all K-5th students have a structured morning meeting time to support community and relationship building, social-emotional skill-building, academic advising, study skill development, and community service. These areas connect to our school's mission of humanistic global citizenship and leadership.

STUDENT BEHAVIOR EXPECTATIONS

Under any circumstances, our students need support, understanding, caring, and trust to move forward academically, emotionally, and socially. We believe that all people want to succeed and that if they can do it, they will do it. Our strategy has always been to support positive classroom

cultures and strong expectations for how students conduct themselves and treat others. As always, we need your help to make this work.

How to Support Your Child

Speak with your child to ensure they understand that we are here to help and support them in their learning and their mental, emotional and social health. If your child is struggling with any aspect of her or his school experience, please make sure he or she lets us know. If he or she is hesitant to let us know, please reach out to us yourselves. We will be most successful in helping each other through this difficult time by working together.

It is also important that your child(ren) understand that their classmates struggle right alongside them during the pandemic and in many cases, on an ongoing basis and that everyone needs acceptance, support, care, and understanding. Teasing, excluding, name-calling, or any other mistreatment is not acceptable and will result in mandatory collaboration efforts between school personnel and parents and/or guardians. Our community stands up for each other, shows we care about one another, works through our differences, and problem-solves together. Let's support our students' resilience with encouragement and strength.

Please help your child be prepared to engage in meaningful participation, equipped with assignments, supplies, knowledge, and open minds. Help them understand and abide by community standards, recognizing that rules help communities function for the benefit of all. Make sure they know you expect them to take responsibility for missteps and be prepared to learn from their mistakes. Let's strive to recognize the efforts of our young people with compassion and empathy, encourage their growth, and support them in working through the sometimes difficult process of growing up. Please, have a look at our detailed expectations in our Student Code of Conduct.

Parent Support

Renaissance believes that parents are full partners in the education of their children, and as such, we welcome parent input and collaboration in their child's academic success and in living the mission and vision of our school. Parents are encouraged to become active members in the school Parent Association (PA) and are encouraged to serve on the Collaborative School Governance Committee (CSG) or as the parent-representative on the school's governing Board of Trustees (BOT). We rely on parents to bring their talents and expertise to support our school.

In return, we provide parent workshops on a variety of subjects, in partnership with the PA and other organizations. For example, we have held workshops on Remote Learning, Social-Emotional Wellness during the pandemic, organizing workspaces at home, talking to your teen, fixing kid-friendly nutritious meals and snacks, and others. Our Parent Coordinator, Maria Gutierrez, mariagutierrez@rencharter2.org, is here to help you.

Cell Phones and Other Electronic Devices

The use of cell phones, digital watches, and other electronic devices is **NOT** permitted inside the building. This includes during transitions, lunch, and in the classroom. Headphones are **NOT** allowed without prior teacher approval, for instructional use only.

If your student is found to be in violation of these policies, the electronic device(s) will be confiscated. The device(s) will then only be returned to a parent or legal guardian **at the end of the school day**. **Note**: If the device cannot be picked up during this time, it can be picked up the following day during all school hours.

If you need to reach your child, please call the school at 917-242-3505.

Do not text or call your child during the school day, as this disrupts class and can cause issues with other students.

If your child needs to contact you, they will be directed to use the phone in the main office.

Bullying Prevention Policy

The Renaissance Charter School 2's commitment to creating humanistic leaders of its students means that bullying is not tolerated within our walls, online in the digital classroom, or on social media. We define bullying as the repeated exposure, over time, to intentional, negative actions on the part of one or more other persons, in which the subject of the treatment has difficulty defending themselves.

Our community's rules about bullying are:

- (1) We will not bully others:
- (2) We will try to help others who are being bullied;
- (3) We will include others who are being left out; and
- (4) We will tell an adult at school and at home if we witness bullying.

Excused and Unexcused Absences

Attendance will be taken first thing in the morning. In addition, all 9-10th graders have their attendance taken at each period class.

TRCS 2 strives for student excellence at all levels. We consider academic achievement, character development, and social responsibility integral facets of success. Maintaining excellent attendance and being on time for school are critical elements in demonstrating and/or supporting these. Students should only be absent for illness with a doctor's note, family emergencies (such as a death in the family), or for other valid reasons that prohibit the student from coming to school such as immigration meetings.

We do not consider well-care doctor or dental visits to be valid reasons for absence. These visits should be scheduled during the days and times when school is not in session whenever possible. Additionally, family vacations should not be scheduled during times when school is in session, including Rensizzle Week. Please refer to the school calendar for holidays and early dismissal days.

All absences must be documented by a parent email/note and delivered to the main office. Please email your child's teacher and Assistant Principal to notify them of absences. Parents are also encouraged to contact the main office when their child will be absent.

Renaissance 2 staff will notify you if your child is absent from school. You will be contacted by email each time your child is marked late or absent. If you do not receive a notification for a known absence, please contact the main office.

Attendance is an important part of learning. Frequent absences disrupt the continuity of instruction and can cause students to fall behind in coursework. Students who have excessive absences (attendance below 95%) are considered to be at-risk for attendance, which is one component of class grades and promotion.

In the event your child is absent, it is your (and your child's) responsibility to obtain and complete make-up work. We encourage you to establish contact with other students and families in your child's class to help with this process.

If you anticipate a problem with your child's attendance, please contact the main office immediately so we can work with you and your child before this becomes a serious issue. We are here to help you!

PART 3: Student, Parent, Teacher, Staff Collaboration; How We Communicate
Renaissance 2 prides itself on an active and involved parent body. There are opportunities to
make real contributions to the community through involvement in the PA, attending
Parent-Teacher Conferences, participating in the CSG, attending public Board of Trustee
meetings, or just getting involved in one of the many volunteer opportunities. There are many
ways to stay connected and involved in your child's education.

If you would like to meet with any staff member, you must **make an appointment** by email or phone by calling the main office at (917) 242-3505.

SCHOOL-WIDE COMMUNICATION

Communication starts at the most basic level, between students and teachers. Remember to contact your child's teacher as the first step to getting information or resolving an issue relating to your child's education. As a general practice, email is the preferred method of communication for contacting the school. For non-instructional concerns, please refer to our *Immediate Concerns* section below.

In addition to a weekly family newsletter, you will receive announcements and notifications about important information and school events.

We store your contact information in <u>PowerSchool</u>. <u>PowerSchool</u> is also where you access your child's academic and attendance records. Creating an account will allow you to view these important records directly.

It is extremely important that we have your name, phone number, and email address correct. Please log into your parent PowerSchool account before the beginning of the school year to confirm your telephone and cell phone number(s) and email address. Alternatively, you may reach out to the school via email to update your contact details.

For questions regarding logging into or using <u>PowerSchool</u> and/or accessing your child's academic information, please email Dawn Cahill at <u>dawncahill@rencharter.org</u>.

Report Cards

Report cards are sent via email at the end of each grading period from **PowerSchool** using a "no-reply" Bright Arrow email address. You may also access your child's report card and grades by logging in to your parent <u>PowerSchool</u> account. If you have questions about your child's grades, contact your child's teacher.

Attendance and Tardiness Notifications

If your child is absent from or tardy to school, you will receive an automated email and voice message alerting you. Again, it is important that you check your contact information before the school year begins.

Communicating with Your Child's Teachers

TRCS strives to make communications easy for parents. We have partnered with a messaging app called <u>ParentSquare</u> to easily reach out to teachers and administrators. Teachers will also share class events and notifications with you using ParentSquare.

We highly recommend downloading the ParentSquare app and creating an account. Doing so will allow you to:

- Receive messages automatically translated into your home language
- Send messages to teachers in Spanish, automatically translated to English
- Access the school calendar, school menus, and other important links and documents all in one place
- Keep up with classroom news like pictures, videos, and class updates via a private, school-only social media-style feed.
- Digitally sign permission slips and forms
- RSVP to events

We will be holding help sessions for families who would like assistance in using the app in August and September. Any questions can be directed to Meredith Hinshaw-Chaney at meredithhinshaw@rencharter.org.

Download the app here:





IMMEDIATE CONCERNS

In the event of an immediate concern, our carefully developed communication protocol ensures that you are getting the most timely and accurate information. If you have a time-sensitive issue that needs to be addressed, it is imperative to follow the steps listed below to ensure a prompt response. Neglecting to do so may result in a delay.

- Talk to your child's teacher first if the concern relates to classwork, grades, or classroom issues.
- General concerns should be addressed to our Parent Coordinator Maria Gutierrez at <u>mariagutierrez@rencharter2.org</u> or emailed to <u>info@rencharter2.org</u>; someone in the main office will respond to you.
- 3. If the issue is not resolved, talk to the respective Assistant Principal;
 - a. Lower School: Sara Hughes, SaraHughes@rencharter2.org
 - b. Middle School: Sien Li, SienLi@rencharter2.org
 - c. High School: Z Gao, ZGao@rencharter2.org
- 4. if the issue is not resolved, contact the Principal Everett Boyd;
- 5. If the issue is not resolved, contact the Executive Director, Stacey Gauthier; and finally,
- 6. an issue can be brought before our Board of Trustees.

Disciplinary and school safety issues should be first directed to our Deans of Student Support: E Ross at eross@rencharter2.org and Adiel Francis at adielfrancis@rencharter2.org

If the issue is not resolved, contact Vincent Garelick, AP for Student Support and Safety, at vincentgarelick@rencharter.org.

Questions about students' IEPs and special accommodations should be directed to our AP for Special Populations, Shannon Wallace, at shannonwallace@rencharter2.org.

Questions about school operations and our food service program should be directed to our AP of Operations and Finance, Jessica Kim, at jessicakim@rencharter2.org.

COMPLAINT PROCESS

In the event that the Principal cannot resolve the situation, the following grievance procedures should be followed:

- 1. Individuals should address their issue in writing to the Chairperson of the Board of Trustees (Dr. Monte Joffee at montejoffee@rencharter.org).
- 2. Once the committee reviews the issues, the matter will be referred to the appropriate person, cluster or committee for further investigation, mediation, action and/or recommendations. A report will be generated back to the Board's Grievance Committee for its recommendation to the full Board. The full board will vote on a decision.
- 3. People who have had their grievances denied by the Board of Trustees will be notified in writing of their right to appeal the decision to the New York City Public Schools Charter Office at the Office of School Design & Charter Partnerships New York City Department of Education, 100 Gold Street, Suite 3500 New York, NY 10038; the Chancellor of the New York City Department of Education at 52 Chambers St-rm 320, New York, NY 10007, and the New York State Board of Regents at New York State Education Department, 89 Washington Avenue, Board of Regents, Room 110 EB, Albany, New York 12234.

WEBSITE

Our website, <u>The Renaissance Charter School</u> (<u>rencharters.org</u>) is packed with information for parents and friends of Renaissance. Please take some time to explore the site, especially the <u>Parents</u> pages, <u>Supporting Your Child</u>, <u>Food Service</u>, <u>Parent Association</u>, <u>Student Support</u>, and <u>After-School</u>.

SOCIAL MEDIA

TRCS 2 is on <u>Instagram</u> and <u>Facebook</u>! Follow us to stay up-to-date on community happenings and other notifications.

ADDITIONAL PARENT INFORMATION RESOURCES AND NOTIFICATIONS

According to state and federal law, TRCS is required to annually notify parents and guardians as to their rights of access to their child's educational records. To read The Family Educational Rights and Privacy Act (FERPA) Policy please access our <u>Policies and Procedures Manual</u>, p. 3, on our website. FERPA affords parents and students over 18 years of age certain rights regarding the student's education records. Please note that school staff can never divulge information about a student's record, including discipline records, to the family of another student. If you

are a family experiencing housing instability, resources are available to you. Our school social workers are available to assist families in locating resources. In addition, financial assistance may be available to you. You must complete the McKinney Vento form to be considered for assistance..

The <u>Parents Bill of Rights</u> regarding data privacy and security for our students is on our Parents page.

For those students with an **Individual Education Plan (IEP)**, you are also entitled to review this document and any supporting reports and documents. Upon **written request by email** to the attention of JC Collado, Office Manager, (icollado@rencharter2.org), you may obtain copies of your child's cumulative record. **Written requests by email** for special education records should be directed to Shannon Wallace, Assistant Principal of Special Populations at shannonwallace@rencharter2.org.

Accordingly, TRCS 2 maintains all of your child's educational records in a highly confidential manner in the main office. All instructional support evaluations, IEPs, and other records concerning the provision of special education services are secured in a separate, secure file housed in the office of the AP for Special Populations. Federal law requires that TRCS 2 also annually notify you as to your right of access to information concerning the certification and qualification of your child's teacher(s) and paraprofessional(s).

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