



The Renaissance Charter School 2

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October 1, 2024

School District Safety Plan DISTRICT EMERGENCY RESPONSE PLAN Academic Year 2024-2025

NYS LEA 3600059 **NYC** 84Q414 **NYC NYPD Precinct:** 104

Address Information
Street Address: 45-20 83rd Street
City/State/Zip: Elmhurst, NY
Cross Streets: Whitney and 45th Avenue

Telephone Information
Main Phone: 917-242-3505
Fax Number: N/A

Chief Emergency Officer	Work Phone	Cell Phone
Principal: Everett Boyd everettboyd@rencharter2.org	917-242-3505, ext 304	917-841-3849

District School Safety Plan URL
<https://rencharters.org/trcs-elmhurst/accountability/>

Dates of Adoption	
Safety Plan overview by staff	07/24/2024
Safety Plan overview by parents	07/24/2024
Safety Plan review by Board of Trustees	07/24/2024
Beginning and end of public comment period	07/24/2024 – 8/25/2024

Annual Trainings	
Staff Emergency Response Trainings	August and September 2024
School Violence Prevention	September 2024, ongoing 2024-2025
Mental Health Training	September 2024, ongoing 2024-2025

New York State Accountability

In accordance with [Education Law §2801-a](#) and [Commissioner's Regulation §155.17](#), the following steps have been followed:

The District-Wide School Safety Team was appointed by the Principal on September 01, 2021. It is the same as the Building Emergency Response Team.

The District-Wide School Safety Team includes representatives from the following:

- The Renaissance Charter School 2 Board of Trustees
- The School Management Team TRCS 2
- The Executive Director, Principal
- Bus Drivers and Monitors
- Other school personnel

The District-Wide Safety Team conducted annual review and updates to the District-Wide Safety Plan on: 07/23/2024. The School Safety Plan was made available for public comment on July 24, 2024 and was presented at the TRCS 2 Board of Trustees meeting for their approval on July 24, 2021, at which meeting the public was invited to comment.

This District Safety Plan will be posted on <https://rencharters.org/trcs-elmhurst/accountability/> by September 1, 2024.

The URL will be submitted to the Education Department on October 1, 2024, as the URL will not change once the plan is posted.

Plan Content:

As an independent charter school, our school building emergency response plan is the plan referred to below. We attest that the building response plan outlines the following procedures, and we further attest that staff is trained annually on emergency response protocol, and school violence prevention.

1. The plan includes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which may include threats of suicide.
2. The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school

3. The Renaissance Charter School 2 plan includes appropriate prevention and intervention strategies, including:
 - a. an arrangement with the NYPD, which collaborates with State law enforcement officials;
 - b. nonviolent conflict resolution training programs;
 - c. extended day and other school safety programs.
4. The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident
5. The plan includes a description of procedures to coordinate the use of school resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies (except in a school district in a city having a population of more than one million inhabitants)
6. The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal
7. The plan includes policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, which for the purposes of this subdivision shall include suicide.
8. The plan includes policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.
9. The plan includes policies and procedures for annual multi-hazard school safety training for staff and students on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire.
10. The plan includes procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.
11. The plan includes the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings.
12. The plan includes strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence.
13. The plan includes the designation of the executive director and principal as the district chief emergency officer whose duties shall include, but not be limited to:

- a. coordination of the communication between school staff, law enforcement, and other first responders;
 - b. lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
 - c. ensure staff understanding of the district-wide school safety plan;
 - d. ensure the completion and yearly update of building-level emergency response plans for each school building;
 - e. assist in the selection of security related technology and development of procedures for the use of such technology;
 - f. coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
 - g. ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
 - h. ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.
14. By October 1 of each school year, the chief school administrator has provided written information to all students and staff about emergency procedures.
15. The Renaissance Charter School 2 has planned for how all school personnel will comply with mandated drill requirements, as described below:
- a. Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day.
 - b. Eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year. (Drills will be conducted at different times of the school day.)
 - c. Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly.
 - d. The Board of Trustees will ensure that information about drills be provided in the teacher's manual or handbook.
 - e. In addition to required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year that is no more than 15 minutes before the normal dismissal time. Procedures must include
 - i. notifying parents and guardians at least one week prior to the drill; and
 - ii. testing the usefulness of the communications and transportation system during emergencies.
 - f. The following additional drill requirements apply for residential schools, summer school, after school programs, events or performances:
 - i. At least two additional drills must be held during summer school during years when Renaissance provides summer school at its building; one must be held during the first week of summer school.
16. For after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or

other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.