

Renaissance Charter School 2 Policy Reviews

Note: All feedback provided is embedded in the documents themselves.

Complaint Policy p.2

Discipline Policy pp. 3-20

Admissions – pp. 20-22

Enrollment Policy pp. 22-31

Bylaws pp. 26-39

Code of Ethics pp. 39-40

Attachment C: Complaint Policy

Grievance (Complaint) Procedure

When a complaint arises at the school, TRCS 2 endeavors to resolve it at the school level by first directing the complainant to the staff member who is directly involved in the situation or such staff member's supervisor to discuss the matter informally, as appropriate. If the matter is not resolved after informal discussions with the staff member, the complaint is referred to the Principal.

Any individual or group may bring a formal complaint to the Board of Trustees of TRCS 2 alleging a violation of the New York State Charter Schools Act, the TRCS 2's charter, or any other provision of law relating to the management or operation of the charter school. Persons with formal complaints alleging a violation of the law or the school's charter may initiate complaints directly with the school's board of trustees without going to school staff or the Principal as a first step. The Board will undertake additional investigation, if needed, and respond in due course. It will take whatever time is necessary and appropriate to ensure a full understanding of the matter, on a case-by-case basis. In any event, the Board will seek to provide a written decision no later than 30 calendar days after receipt of such complaint.

The TRCS 2 Board of Trustees may be contacted by sending or personally delivering a written complaint to this address:

The Renaissance Charter School 2

Attn: Monte Joffee, EdD, Board Chairperson 45-20 83rd Street

Elmhurst, NY 11373

Email: montejoffee@rencharter.org

If the individual or group determines that the Board of Trustees has not adequately addressed the complaint, the complainant may present the complaint to the Board of Regents as TRCS 2's charter authorizer, which shall investigate and respond. Board of Regents Rule 8 NYCRR § 3.16 delegates to the Commissioner of Education the authority to receive, investigate, and respond to complaints, and issue appropriate remedial orders on behalf of the Board of Regents. The Commissioner's decision will be final.

All complaints brought to the Board of Regents must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Room 5N Mezz, Albany, NY 12234, or via email to: charterschools@nysed.gov (link sends e-mail).

For more information on filing a complaint with the Board of Regents, please visit <https://www.nysed.gov/charter-schools/complaint-process>.

The Renaissance Charter School 2 Student Discipline Policy

The Renaissance Charter School 2 ("TRCS 2") is a village and, as such, can prosper only when everyone takes full responsibility for its safety and well-being. Everyone, regardless of his or her age, has certain rights and responsibilities, and it is mutual respect for all that holds the community together. In that regard, TRCS 2 believes that student behavior shall reflect the standards of good citizenship expected of members of a democratic society. High personal standards of courtesy, decency, proper language, honesty, respect for others, and morality shall be maintained. Further, pursuant to the New York State Dignity for All Students Act ("Dignity Act") and its regulations, TRCS is committed to providing an educational environment that promotes respect, dignity and equality. Acts of discrimination and harassment, including bullying, cyber-bullying, taunting and intimidation, are detrimental to student learning and achievement. TRCS expects all its community (students, parents, teachers, staff and the administration) to foster civility and to prevent and prohibit conduct that is inconsistent with the expectation of respect, dignity and equality for all.

TRCS 2 holds at its philosophical core the belief that any disciplinary action is meant to educate the student to understand why his or her conduct was inappropriate and to guide the student in a way that will help him or her avoid committing future infractions. Discipline is not a punitive response, but rather, intended to promote self-reflection and responsibility for one's actions.

DIGNITY FOR ALL STUDENTS ACT (DASA) POLICY

TRCS 2 will not tolerate harassment, bullying, or cyber-bullying that: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety or (c)

reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment; or (e) where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying include, but are not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Gender means the actual or perceived sex of an individual and includes a person's gender identity or expression. Sexual orientation means the actual or perceived heterosexuality, homosexuality or bisexuality of a student. Cyber-bullying means harassment or bullying that occurs through any form of electronic communication or information technology, including, but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and all forms of social media and websites.

Dignity for All Students Act (DASA) Coordinator

In compliance with DASA, TRCS 2 has a Dignity Act Coordinator (DAC). The DAC's name and contact information is available to students and families through a posting on our website at: <https://rencharters.org/trcs-elmhurst/wp-content/uploads/sites/5/2024/11/Required-Postions-for-Posting-TRCS-2.docx.pdf>

The DAC will be trained to handle issues and relations in the areas addressed by the Dignity Act (race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex). The DAC serves as the point person for all DASA issues at TRCS 2 and works to ensure that all students are provided with a safe, supportive and positive school climate, free from harassment or discrimination, based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex.

Any incident of harassment or bullying may be reported to the DAC or to the Principal. Reports should be made at the earliest possible time. Staff members who witness or become aware of any incidents of harassment or bullying must report it to the Principal within one day.

Gun Free Policy

Students are prohibited from bringing a firearm to, or possessing a firearm at, school or any school-related function or activity, on or off campus. Any student who is determined to have brought a firearm to, or possessed a firearm at, school or any school-related function or activity on or off campus, shall be suspended from school for a period of at least one year, and may be expelled. In addition, TRCS 2 shall refer any student found to have brought or possessed a firearm while at school or any school-related function or activity to the proper law enforcement authorities.

For purposes of this policy, “school” shall mean any setting that is located on school owned, leased, controlled, or supervised property or within a distance of 1,000 feet from school property that is owned, leased, controlled, or supervised by the school, whether such property is owned, leased, controlled or supervised wholly or in part, for the purpose of school activities, even if such activities are located off of school property, including but not limited to, inter-school athletic events, extracurricular activities, school trips, and fundraisers.

For purposes of this policy, the term “firearm” has the same meaning given such term in section 921(a) of title 18, United States Code, which defines the term as follows: “(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.”

Inappropriate and Prohibited Conduct

TRCS 2 recognizes that it may become necessary from time-to-time to discipline a student for his or her conduct and behavior, and that such discipline may result in suspension, removal of a student from the educational setting, or some other disciplinary measure, including in extreme cases, expulsion. In recognition of the constitutional and legal rights of TRCS 2 students, and in order to ensure compliance with those rights, this policy and procedure document outlines: (1) examples of inappropriate and prohibited conduct; (2) the general range of penalties; (3) what

steps must be taken before a student may be disciplined; (4) the protections provided a suspended student to ensure that his or her right to public education is not infringed; (5) additional protections afforded students with disabilities to ensure compliance with federal and state laws; and (6) the appeals process. The following conduct is inappropriate and prohibited. The list is NOT exhaustive and is intended only to provide examples and guidance to the school community with respect to the type of conduct TRCS 2 deems inappropriate and prohibited in school, at school- sponsored events, and during transportation to and from school and school-related events. TRCS 2 also reserves its rights to impose discipline for off-campus and out-of-school conduct consistent with applicable law.

1. Unexcused absences from school and/or class
2. Unexcused lateness to school and/or class
3. Unauthorized/unapproved use of telephone, elevator or other school property
4. Not returning school property
5. Non-payment for school meals
6. Violating TRCS 2's cafeteria and food/beverage policies
7. Unapproved/inappropriate use of the school's computers, Local Area Network or Internet
8. Unapproved use of computers, laptops, fax, cell phones, beepers, smart phones, iPads, and tablets, iPods, gaming, and similar devices
9. Failure to turn off all personal phones and devices. Personal electronic devices may not be used in school, after school, or at school-sponsored events. They must be turned off and put away at all times.
10. Failing to turn over cell phones or other devices listed in # 9 when requested by a TRCS 2 staff member
11. Engaging in verbally rude or disrespectful behavior

12. Smoking
13. Lying
14. Engaging in scholastic dishonesty, including, but not limited to, cheating and plagiarizing
15. Falsifying records or signatures, including, but not limited to, parent notes and report cards
16. Disrupting the learning environment or orderly process of the school
17. Destruction of school property, including, but not limited to, graffiti
18. Unauthorized entry or presence on school property or in unsupervised areas of the school
19. Insubordination: defying or disobeying school employees, including, but not limited to, lunchroom staff, custodial staff, medical room staff, safety agents or other persons involved in the school's educational and extracurricular programs
20. Fighting or engaging in physically aggressive or threatening behavior
21. Engaging in inappropriate or unwanted physical contact of any kind
22. Stealing or taking the property of others without permission
23. Sexual harassment
24. Sexual acts on school property or at school sponsored events
25. Bullying, harassment or cyber-bullying, or otherwise violating TRCS 2's Dignity Act policy
26. Intimidation
27. Hazing

28. Discriminating in any way based on another person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex
29. Retaliating against another person for bringing a complaint of inappropriate or prohibited conduct, including, but limited to, conduct described under TRCS 2's Dignity Act policy, or for serving as a witness or otherwise participating in an investigation of inappropriate or prohibited conduct
30. Engaging in behavior which creates a substantial risk of, or results in injury
31. Engaging in threatening, dangerous or violent behavior
32. Conspiring to and/or participating in an incident of group violence or gang-related violence
33. Using force against or inflicting or attempting to inflict injury against another student, school personnel, parents or other personnel involved in the school's educational program
34. Being under the influence, using, selling or distributing illegal drugs or controlled substances including, but not limited to, alcohol, tobacco, cannabis products, and nicotine in any form, including, but not limited to, "vaping" and "juuling".
35. Possessing any weapon including, but not limited to, a firearm
36. Using an item as a weapon
37. Acting in any way that may endanger the health, welfare and safety of the school and neighborhood community.

Penalties

Penalties for violations of these standards of acceptable behavior shall include, but are not limited to, the following:

1. Verbal and written warnings to the student and or parents
2. Probation
3. Reprimand
4. Peer mediation
5. Adult facilitated mediation
6. Referral to counseling
7. Educational assignments
8. Learning and behavioral contracts between the school, parents and student
9. Detention during or outside of class/school hours
10. Restoration to the Community/Community Service
11. Suspension from athletic, social, extracurricular activities, and other privileges
12. In-school suspensions
13. Out-of-school suspensions
14. In extreme cases, expulsion.

Out of School Suspensions

I. Suspensions of Ten Days or Less

A. Due process procedures.

1. When TRCS 2 proposes suspension of a student, the Dean of Student Support (“Dean”) must notify the student verbally by the end of the school day, to the extent possible. In doing so, the Dean must explain the reason for the proposed suspension.

2. The Dean also shall e-mail notice of the proposed suspension to the student's parent within 24 hours of the decision to suspend the student.
3. The written notice shall: Describe the basis for the suspension; advise the parent of the student's and parent's right to attend an informal conference with the Dean to discuss the incident giving rise to the discipline; and inform the parent of his or her right to question witnesses against the student. The notice and opportunity for an informal conference shall take place as soon as possible and, in any event, before the student is suspended, unless TRCS 2 determines, in its sole discretion, that the student's presence in school poses a threat to the health, welfare or safety of the school community or property, or a threat of disruption to the academic process, in which case TRCS 2 may implement the suspension before the informal conference takes place. If the student's presence does pose such a danger or threat of disruption, the opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable. The parent/student may not bring an attorney to the informal conference. An informal conference may take place by telephone.
4. Informal conference. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Dean may establish. If the parent chooses to ask questions of the complaining witness(es), the parent must advise the school two days in advance of the conference date so that the school can make the witness(es) available; provided, however, that if the conference is scheduled less than two days from the date of the incident or conduct suspension for which suspension is proposed, the parent must advise the school of the desire to question the complaining witness(es) as soon as practicable and in advance of the conference. If the student's parent intends to question a complaining witness who is a minor, such witness must attend the informal conference for questioning. In that scenario, TRCS 2 shall notify the parent(s) of the complaining witness(es) at least one day prior to the day of the informal conference that his or her child may be questioned by the parent of the accused student, or the accused student, at the informal conference. The witness's parent may attend the informal conference as an observer only; such parent may not participate in the informal conference in any way.

5. Decision and Appeal. After the conference, the Dean shall advise the parents in writing of his or her decision. An appeal of the Dean's decision may be made to the Executive Director or his or her designee (referenced to Executive Director hereafter includes designee), who will make his or her decision based solely upon the record before him or her. All appeals to the Executive Director must be in writing and submitted to the Executive Director within 21 calendar days within ten calendar days after the Dean's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Executive Director may affirm or reverse the Dean's decision in whole or in part.

An appeal of the decision of the Executive Director may be made to the Board of Trustees ("BOT"), in writing to the BOT Chair or Secretary within 14 calendar days, unless the parents can show extraordinary circumstances precluded them from doing so. The BOT will make its decision based solely upon the record before it. The BOT may adopt in whole or in part the decision of the Executive Director.

Final decisions of the Board may be appealed to TRCS 2's authorizer pursuant to Education Law § 2855(4).

Appeals brought to the Board of Regents must be submitted in writing to the State Education Department's Charter School Office, either via mail at: Charter School Office, NYS Education Department, 89 Washington Avenue, Room 5N Mezz, Albany, NY 12234, or via email to: charterschools@nysed.gov.

For more information on filing a complaint with the Board of Regents, please visit <https://www.nysed.gov/charter-schools/complaint-process>.

II. Suspensions of More than Ten Days and Expulsion

A. Due Process Procedures.

1. The parent of a student who is considered for a suspension of more than ten days or expulsion shall receive written notification of the proposed suspension prior to its

implementation and in accordance with the process described above at section I(A)(1) and (2).

2. The written notice shall:

- a. Describe the basis for the suspension or expulsion;
- b. Advise the parent of the student's right to a hearing before the Executive Director or her designee (referenced to Executive Director hereafter includes designee); and
- c. State the student's right to bring a lawyer to the hearing; question witnesses against him or her; and bring witnesses in his or her own defense to the hearing.

3. Formal Hearing.

- a. A formal hearing before the Executive Director or her designee will be held as soon as practicable, after the parent receives notice of the proposed suspension or expulsion. As stated above, the student may be represented by counsel and may cross-examine any witnesses against him or her. The student may also present witnesses in his or her defense, testify on his or her own behalf, and present any other evidence they want the Executive Director to consider.
- b. The Executive Director shall hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and, through TRCS 2's legal counsel, be authorized to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. An audio recording shall be deemed a satisfactory record. If the Executive Director designates a hearing officer to conduct the hearing, the hearing officer shall make written findings of fact and recommendations to the Executive Director as to the student's guilt

or innocence, and the appropriate measure of discipline. The report of the hearing officer shall be advisory only, and the Executive Director may accept all, part or none of it.

4. Decision and Appeal.

After the hearing, the Executive Director shall advise the parents, in writing, of his or her decision.

- a. A decision of the Executive Director may be made to the Board of Trustees. An appeal to the Board must be made in writing to the Board Chair or Secretary within 14 calendar days, unless the parents can show extraordinary circumstances precluded them from doing so. within five calendar days of the ELC's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board will make its final decision solely upon the record before it. The Board may adopt the decision of the ELT in whole or in part.
- b. Final decisions of the Board may be appealed to TRCS 2's authorizer pursuant to Education Law 2855(4).

III. Service of Suspensions

- A. Students receiving suspensions will be assigned to an appropriate setting in school or off campus, as determined by TRCS 2, for direct instruction during the entire period of suspension. For out of school suspensions, video-conferencing may be used, as appropriate, and at the discretion of TRCS 2. The student's classroom teachers will assign the student regularly scheduled classwork and homework, which will be taught by qualified staff to be determined and assigned at the sole discretion of TRCS 2 ("Suspension Teacher"). The Suspension Teacher will ensure that all assignments are reviewed and delivered to the student's teachers in a timely fashion.

1. A suspended elementary school student shall be assigned for one hour per day of direct instruction from the Suspension Teacher. A suspended middle or high school student shall be assigned for two hours per day of direct instruction from the Suspension Teacher.
2. If the student presents a continuing danger to the health, welfare or safety to the TRCS 2 community, or in other circumstances where TRCS 2 determines it to be appropriate, TRCS 2 may arrange for alternate instruction to be provided by a qualified teacher or teachers outside the employ of TRCS 2, at a site to be determined by TRCS 2, or by some other appropriate method (e.g., video-conferencing).

B. The student may also be assigned to the school's Social Worker and/or Guidance Counselor to review and discuss the issues and behaviors that gave rise to the suspension.

C. Whenever appropriate, and at the discretion of the Principal, a suspended student may be issued an additional assignment(s) pertaining to the issues, behaviors, acts, and/or conduct that precipitated the suspension, in an effort to prevent, through learning, similar future behaviors, acts, and/or conduct by the student.

Special Procedures For Disciplining Students With Disabilities

TRCS 2 is committed to ensuring that the rights of students with disabilities are protected in accordance with applicable federal and state law and regulations. TRCS 2 recognizes it may become necessary from time-to-time to discipline students with or suspected of having disabilities for their conduct and behavior, and that such discipline may result in the suspension or removal of a student from the educational setting, or some other disciplinary measure. In order

to protect the rights of TRCS 2 students, the following specific procedures must be taken when students with or suspected of having a disability are disciplined.

Generally, a student with or suspected of having a disability may be suspended in the same manner as his or her non-disabled peers as set forth above. However, when a child is suspended for more than ten days, or on multiple occasions that, in the aggregate, amount to more than ten days, additional safeguards take effect to ensure that the child's behavior was not tied to, or a "manifestation" of, his or her disability.

Specifically, as described above, when a student's educational program is changed for more than a ten day period, a manifestation team consisting of relevant members of the student's Committee on Special Education ("CSE"), including the parent, shall convene immediately if possible, but in no event later than ten days after the decision to change placements, to determine whether the conduct was a manifestation of the child's disability. To the maximum extent possible, because the manifestation determination may moot the need for a student discipline hearing, the manifestation determination review meeting shall be conducted before the student discipline hearing.

Moreover, the manifestation determination review process is established and conducted by the CSE, not TRCS 2, pursuant to applicable law and regulation.

The parent must be given written notice prior to any manifestation determination meeting taking place in order to ensure that the parent has an opportunity to attend. The notice must state the purpose of the meeting, the names of the expected attendees, and indicate the parent's right to have relevant CSE members attend.

The manifestation team must review the child's IEP together with all relevant information within the student's file and any information provided by the parent.

Manifestation Findings

If the manifestation team concludes that the child's behavior resulted from his or her disability, then the student may not be disciplined and the manifestation team must conduct a functional behavioral assessment ("FBA") and implement a behavioral intervention plan ("BIP") to address

the behaviors giving rise to the conduct, unless an FBA or BIP was made prior to the student's violation of school rules giving rise to the suspension, in which case each should be reviewed and revised, if necessary, to address the behavior.

Moreover, the child must also be returned to his or her original placement (i.e., the placement from which he or she was removed), except: (1) when the parent and district agree to another placement as part of the newly created or revised IEP and/or BIP; (2) where TRCS 2 believes, in its sole discretion, that returning the student to his or her original placement would threaten the health, welfare, or safety of the school community; or (3) in cases where the student, after a student discipline hearing, was determined to have:

- a. carried or possesses a weapon to or at school, on school premises, or to or at a function under the jurisdiction of the State or local educational agency;
- b. knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance, while at school, on school premises, or at an off-campus school function;
- c. inflicted serious bodily injury upon another person while at school, on school premises, or at an off-campus school function.

TRCS 2 reserves the right to move forward with a student disciplinary hearing notwithstanding a manifestation finding, if the student is accused of conduct enumerated immediately above at (3)(a)-(c). If the student is found guilty of such conduct, the CSE shall determine an appropriate Interim Alternative Educational Setting (IAES), which shall not exceed 45 days per offense.

If the behavior was not tied to the student's disability, TRCS 2 may proceed with the student discipline hearing. If the Principal determines that the student is guilty of the alleged conduct giving rise to the proposed suspension, the student may be disciplined in the same manner as would be his or her nondisabled peers.

Alternative Instruction

If the suspension is upheld, the student, at TRCS 2' sole discretion, may be required to remain at home during the pendency of the suspension, but not for a period of time greater than the amount of time a non-disabled student would be subject to suspension for the same behavior. Moreover, the alternative instruction procedures explained above shall also apply to students with disabilities except as otherwise provided below or by applicable law or regulation.

The students' teachers will develop alternative instruction that will enable the student to complete required coursework and make sure that he or she can make progress toward his or her IEP goals. If TRCS 2 believes it is unable to accommodate the provisions of the student's IEP, it will immediately contact the CSE to convene a meeting to remedy the situation.

A suspension teacher will ensure that all assignments are taught, reviewed, and submitted to the student's teachers in a timely fashion.

In addition, when appropriate, the student will be assigned a project designed to address the behavior that gave rise to the suspension.

A multidisciplinary team approach shall be implemented to support suspended students with disabilities upon their return to class after suspensions are served. Specifically, staff will discuss student suspensions at their regularly scheduled meetings to ensure appropriate support is available and implemented, as appropriate.

If TRCS 2 believes it is appropriate, a student with a disability will also be assigned to meet with the school's Social Worker and/or Guidance Counselor to review the issues that gave rise to the student's suspension.

If the student presents a continuing danger to the health, welfare or safety to the TRCS 2 community, or in other circumstances where TRCS 2 determines it to be appropriate, TRCS 2 may arrange for alternate instruction to be provided by a qualified teacher or teachers outside the employ of TRCS 2, at a site to be determined by TRCS 2.

Admissions Policy and Procedures

TRCS 2 is a non-sectarian, public school. TRCS2 does not discriminate against any student on the basis of race, alienage, national origin, ethnicity, religion, gender, gender identity, sexual orientation or disability. Admission to TRCS is determined according to the following guidelines:

1. Parents/Guardians interested in having their child attend TRCS 2 are strongly encouraged to attend an Open House.
2. The application process opens on a prescribed date each year, and at the conclusion of each open house. TRCS 2 utilizes schoolmint.com for its application process. TRCS 2 also participates in the on-line charter school common application.
3. When enrollment is at capacity, applications are automatically waitlisted and will be considered only if openings occur. If applications exceed available seats, an admissions lottery will be conducted after admissions preferences have been considered.
4. Only fully completed and timely submitted applications will be included in the lottery. Applications must include immunization records and most recent report card (for programming use only). TRCS 2 accepts baptismal records and passports to establish age for application purposes. Where such records are unavailable, TRCS 2 may consider the documentary evidence listed at Part 100.2(y)(3)(ii)(c) of the Regulations of the Commissioner of Education to determine the age of the student. Applicants must supply their own copies of the required documents. Applications that do not have the necessary documentation will not be considered.
5. Applications must be submitted on or before the published due date by 3:00 pm. The due date will be determined annually. Any application received after the 3:00 pm deadline will be placed on the waiting list after the lottery has concluded. If seats become available after the lottery, subsequent lotteries for waitlisted applicants will be conducted, as necessary, after consideration of TRCS 2's enrollment preferences (see below) , within one week after the vacancy occurs. Waitlisted applications are valid only for the year applied for.
6. Notification of acceptance and wait-listing will be made by e-mail. Due to the large volume of applications, admissions decisions will not be communicated by telephone.
7. Parents/Guardians who accept an offer of admission for their child must return a confirmation no later than 3:00 pm of the designated confirmation due date. The confirmation due date will be determined annually.

8. A copy of the child's Individualized Education Program and/or 504 Plan, if any, and proof of residency, must be submitted with the confirmation. If we do not receive a confirmation and the copies of required documents, the student's offer of admission will be passed to a child on the wait list.
9. An orientation conference will be scheduled for all parents/guardians and their child who accept admission to TRCS 2. The conference serves as a forum to establish relationships, clarity and expectations. The date of the orientation conference will be included in the notification of admissions letter. Families must participate in the conference or the offer of admissions will be passed to a child on the wait list.
10. Students must submit copies of final report cards and transcripts from current schools, and must meet the criteria for promotion to the grade for which they are applying.

Enrollment Period, Admissions Lottery, Registration and Withdrawal

Formal recruitment of incoming students will be carried out in English and Spanish (and any other dominant language in the community, as necessary). Beginning on or before January 1 of each year, the charter school will advertise open registration and provide families, if they choose, with opportunities to meet staff and learn more about the School. Families may submit applications beginning on or before January 15 through April 1 or thereafter (the date will be set and publicized each year). If as of the application deadline, the number of applicants to the charter school exceeds the number of available seats, a random selection process (lottery) will be used to admit students. This lottery, if necessary, will be held annually in or around April.

Students who do not secure a seat through the random lottery will be placed on a waiting list in the order that their names were drawn.

TRCS 2 will include a description of the public lottery in its application material distributed to families during the outreach phase of the process. Should a lottery be required, all families who applied to the school will be informed of the details of the lottery, including the date, time and location that it will be held. The school will acknowledge receipt of the applications via email and text through Schoolmint, a third-party platform.

Admission preference shall be granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space at the School and whose families will be formally contacted prior to the beginning of the school year to confirm automatic admission of their child. This notification will be part of a summer mailing to all families.
- Second preference will be given to siblings of students already enrolled in the charter school.
- Third preference will be given to children who reside in CSD 24.
- Fourth preference will be given to eligible children of employees of TRCS 2 (capped at 10% of new enrollees). A lottery will be held if the number of eligible children of full-time employees exceeds 10% of new enrollees.

Lottery Process

Students participating in the lottery will be assigned and emailed a random lottery number approximately two weeks in advance of the lottery. TRCS 2 utilizes random.com to select the lottery numbers. If families attend the lottery in person, TRCS 2 will provide their number to them upon check-in. After those names are drawn, names will continue to be drawn in order to form a waiting list at each grade level that is served by the school. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to the charter school pending acceptance when vacancies arise, based upon the order of random selection from the lottery. The previous year's waiting list will expire annually at the lottery drawing.

Notice of the date, time, and place of the lottery will be provided in accordance with Public Officers Law section 104, and the lottery will be held in accordance with section 119.5 of the Commissioner's Regulations.

Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, TRCS 2 will contact the parents of the student next on the appropriate waiting list. Reasonable and multiple attempts will be made to contact the family of the student on the top of the waiting list and get confirmation of whether the student is still interested in enrolling at TRCS 2 before proceeding to the next name on the list. If reasonable and multiple attempts to contact the student's parents are unsuccessful, then TRCS 2 may remove that student

from the waitlist. TRCS 2 will maintain documentation of the attempts made to contact the parents of any student removed from the waitlist. Waiting lists will not be carried over from year to year. Instead, the annual admission lotteries will be used to create new waiting lists.

Procedures for Student Registration and Parental Intent to Enroll

Once the lottery has been conducted, TRCS 2 will notify parents and guardians of applicants by email whether their child has been granted a seat at the School or if they are on the waiting list. The mailing will include an admission acceptance form that each parent of a child who has been selected for admission will fill out to confirm his or her intent to enroll the child in TRCS 2.

Prior to the commencement of each academic year, families of children who enroll at TRCS 2 must complete the student registration process. As part of this process, parents must provide verification of residency, adult photo identification, NYC notice of transfer form (if available), IEP record if applicable, home language survey, photo media release form, ethnic identification survey, additional medical restrictions form if applicable, parent/guardian consent to request for the release of student records and/or a copy of the student's prior year academic record, proof of age and immunization record, and student health insurance form indicating what coverage the student has. Parents will also complete student registration forms, lunch program applications, emergency contact information, and transportation forms. TRCS 2 staff will be available to assist parents in understanding the registration requirements, obtaining required information and completing the required forms. In addition, forms and instructions will be published in languages other than English to facilitate successful registration by ELL parents and families.

Note: a child can register without a birth certificate. If necessary, families may register using an alternative proof of age, e.g., a baptismal certificate, government id, driver's license, foreign passport with a birth date, tribal documents, etc., as long as the child's birth date is listed.

Voluntary Withdrawal

TRCS 2 is a public school of choice, both for application and withdrawal. At any time, a parent may wish to transfer their child to a different school. A parent wishing to withdraw his/her child from the School will be asked to complete a request for student withdrawal form. TRCS 2

personnel will offer to meet with the family and discuss their reasons for withdrawing from the School, as well as to seek solutions to any problems that arise from these discussions. If the parents still wish to transfer their child to another school, TRCS 2 staff will make every reasonable effort to help the student find a school that better serves the family's desires. TRCS 2 will ensure the timely transfer of any necessary school records to the student's new school. Upon withdrawal of any student, TRCS 2 will seek to fill that vacancy in a timely manner with the next student on the relevant grade's waitlist.

Non-Discrimination Statement

TRCS 2 shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, gender, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) for an applicant to either receive or submit an application for admission to that school.

Bylaws of The Renaissance Charter School 2 (Revision 1)

ARTICLE I: GENERAL PROVISIONS

Section 1: Name and Formation

The name of the Corporation is The Renaissance Charter School 2 (the “School” or “TRCS 2”). The School is a not-for-profit corporation organized under the Not-for-Profit Corporation law of the State of New York (the “NCPL”). The School is a charter school as defined in the New York State Charter Schools Act (Article 56) of the Education Law of the State of New York (the “Charter Laws”).

Section 2: Purpose

The purpose of the School is to (a) operate and maintain a public school as set forth in the charter granted by the New York State Board of Regents on June 13, 2017 (the “Charter”), (b) exercise all rights and powers of not-for-profit corporation under the NCPL; and (c) engage in any other activity that is connected with or in advancement of the foregoing purposes; provided that the School shall at all times operate in conformance with 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended (the “Code”).

Section 3: Charter

The Charter is hereby made a part of these Bylaws and the powers of the School and of its Trustees and officers and all matters concerning in regard thereto, if any, as are set forth in the Charter. In the event of any inconsistency between the Charter and these Bylaws, the Charter shall be controlling.

Section 4: Principal Place of Business

The principal place of business shall be fixed and located at such place within the State of New York as the Board of Trustees (the “Board”) may determine.

ARTICLE II: BOARD OF TRUSTEES

Section 1: Number

The Board of Trustees shall consist of not less than five (5) and may not exceed twenty-five (25) persons (each appointed person, a “Trustee”) and shall initially consist of five (5) persons.

Section 2: Powers

The business, affairs and property of the School shall be managed by, or under the direction of, the Board in accordance with the Charter Laws, the NCPL and other applicable laws and regulations, the Charter, and these Bylaws (regarding actions that require approval of the Board). The Board may delegate the management of the activities of the School to others, so long as the affairs of the School are managed, and its powers are exercised, under the Board’s ultimate jurisdiction.

Section 3: Responsibilities

The responsibilities of the Board shall include:

- a. Determining whether the School is fulfilling the mandates of its Charter;
- b. Monitoring the fiscal integrity of the School; and
- c. Evaluating and overseeing the performance of the Principal

Trustees shall serve without compensation. However, the Board may approve reimbursement of a Trustee’s actual and necessary expenses while conducting the School’s business.

Section 4: Composition

The Board of Trustees shall include only voting trustees.

Trustees shall be drawn from the following categories:

- a. Founders Group member(s) appointed for five-year terms to ensure that the vision and the mission of The Renaissance Charter School 2 be appropriately incorporated into The Renaissance Charter School 2.
- b. Parent(s) elected for a three (3) year term by a majority (via secret ballot) of the families with children currently enrolled in the School.
(Note: No more than one vote per family).
- c. Community representatives and parents appointed by majority vote of the Board for (5) year terms based on their special expertise. Community representatives and parents are not eligible to serve for more than three consecutive terms. The Board shall determine how many community representatives and parents shall sit on the Board.
- d. At the time of Charter renewal, the existing Board of Trustees shall continue serving as Board members under the new charter through the end of their prescribed terms providing they are in good standing.
- e. All Trustees shall be elected for five year terms, except as otherwise provided for in these bylaws. Terms shall be staggered so that no more than one-third of the Board shall be up for election in any year, unless a vacancy occurs and has to be filled.
- f. Not more than forty percent (40%) of the persons serving on the Board may be interested persons. An “interested person” is (1) any person currently being compensated by the School for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise; or
(2) any sister, brother, ancestor, descendant, spouse, domestic partner, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law or father-in-law, cousin or cousin-in-law of any such person.

Trustees shall serve for the following terms:

- a. Founders Group Trustees shall serve for five (5) year terms.

- b. Parent Representatives shall serve for three (3) year terms.
Parent Representatives are not eligible to serve for more than three (3) consecutive terms.
- c. Community Representatives shall serve for five (5) year terms. Community representatives are not eligible to serve for more than three (3) consecutive terms.
- d. Except as otherwise provided for in these Bylaws, Trustees shall be appointed for five (5) year terms.
- e. At the time of Charter renewal, the existing Board of Trustees shall continue serving on the Board under the new charter through the end of their prescribed terms provided they are in good standing.

Section 5: Election of Trustees

- a. The Chairperson, Vice Chairperson and the Secretary of the Board shall be elected by a plurality of votes cast by a roll call vote of the Trustees in attendance.
- b. The parent(s) will be elected by a plurality of votes at a Parent Association meeting cast by a ballot by the parents/guardians of students enrolled at TRCS 2. Each family is entitled to one vote. Parent Representatives and Community Representatives shall be subject to all the same regulations that are in place for any other member of the Board of Trustees.
- c. The Trustees may, at any special or regular meeting, by an affirmative vote of the majority of the Trustees then in office, elect or appoint new Trustees to complete the number so fixed.
- d. In the event of a vacancy, the Board of Trustees will engage in a search for a person to fill the vacancy. Qualified candidates will be selected to fill each vacancy, subject to

approval by a majority of the Board, and said appointee shall, upon approval, be a member of the Board of Trustees and serve the unexpired term. It is understood that all new Board members must also be approved by the authorizer.

- e. Newly elected trustees shall assume office at the first Board of Trustees meeting following their approval by the Board of Trustees.

Section 6: Meetings

- a. *Regular Meetings.* The Board shall meet at least twelve (12) times during the academic year at an agreed upon time and place.
- b. *Special Meetings.* Special meetings may be called by the Chairperson or a majority of the Trustees of the Board.
- c. *Participation by Video-Conference.* Any one or more Trustees of the Board, or any committee thereof, may participate in any public meeting by video-conferencing in accordance with the applicable sections of the Open Meetings Law. Specifically, in the event that a Trustee of the Board participates by video-conference, TRCS 2 shall provide audio and visual equipment at the location of the meeting so that the members of the public present thereat may see and hear such Trustee. Additionally, the Trustee participating by video-conference shall have available to him or her audio equipment that will enable such Trustee to hear and fully participate in the meeting. Moreover, any location from which a Board member participates shall be accessible to the public to attend, listen, and observe such meeting.
- d. *Notice.* Written notices of each meeting shall be given to each Trustee not less than five (5) days before the meeting. The written notice may be given by mail, overnight delivery, hand delivery, facsimile or by electronic means. Notice of all Board meetings, including annual, regular and special meetings, shall be given to the public in a manner consistent with the Open Meetings Law. If notice of a meeting is provided by publication, the notice shall also

be posted to the School's website. If video-conferencing is used, the public notice for the meeting shall inform the public that video-conferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

- e. *Public Notice of Meetings.* Public notice of all Board meetings shall be given in accordance with the notice requirements in the Open Meetings Law. Public notice of the time and place of a meeting scheduled at least one week prior to the meeting shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations 72 hours before the meeting. Public notice of the time and place of every other meeting shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more public locations at a reasonable time prior to the meeting. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall state the time and place of the meeting and shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
- f. *Location.* The location of any Board meeting shall comply with the requirements of the Open Meetings Law.
- g. *Open Meetings Law.* To the extent of any conflict between any provision of these Bylaws and the Open Meetings Law, the Open Meetings Law shall prevail and control.
- h. *Waiver.* Waiver of notice of a Board meeting may be written or electronic.

Section 7: Officers

There shall be three (3) officers of the Board consisting of a Chairperson, Vice Chairperson, and a Secretary. The Board may, in its discretion, create other officer positions.

- a. *Chairperson.* The Chairperson shall convene regularly scheduled Board meetings and shall preside or arrange for another Trustee to preside at

each meeting. The Chairperson shall be responsible for officially representing the Board at external meetings and signing correspondence or other documents as required.

- b. Vice Chairperson. The Vice Chairperson of the Board shall have such duties and responsibilities as may be delegated by the Chairperson. In the event the Chairperson cannot perform his/her duties or resigns, the Vice Chairperson will perform these duties until the Chairperson is able to resume his/her responsibilities, or in the case of a resignation will complete the former Chairperson's term of office.
- c. Secretary. The Secretary shall be responsible for keeping records of the Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, and distributing copies of the minutes and the agenda to each Trustee.

The above positions cannot be held by the same person concurrently.

Section 8: Committees of the Board

The Board shall have two committees, each of which shall be comprised of at least three (3):

- a. The Executive Committee
 - 1. Shall be comprised of the Chairperson, the Secretary, and at least three additional appointed Trustee, who shall be appointed by a majority of the entire Board.
 - 2. Shall meet to discuss issues that are urgent and cannot wait for the entire Board to meet.
 - 3. Their decisions will be presented to the entire Board at the next scheduled meeting at which time the Board can reopen the discussion and take further action.
- b. The Audit & Finance Committee

1. Shall be comprised solely of independent Trustees of the Board.
2. The Audit & Finance Committee shall advise the Board in regard to the investments and general fiscal policy of the Corporation.
3. The Audit & Finance Committee will annually review or retain the independent auditor and, upon completion of the audit, review the results of the audit and any related management letter with the independent auditor.
4. In addition, the Audit & Finance Committee shall:
 - a. review with the independent auditor the scope and planning of the audit prior to the audit's commencement;
 - b. upon completion of the audit, review and discuss with the independent auditor:
 - i. any material risks and weaknesses in internal controls identified by the auditor;
 - ii. any restrictions placed on the scope of the auditor's activities or access to requested information;
 - iii. any significant disagreements between the auditor and management; and
 - iv. the adequacy of the corporation's accounting and financial reporting processes.
 - v. annually consider the performance and independence of the auditor; and
 - c. report on the Committee's activities to the Board.

The Board may create additional and ad hoc committees as needed and may disband any of the above-mentioned committees (except the Executive Committee) if it determines them not to be necessary.

The Board may delegate to a committee of the Board any of the authority of the Board, except with respect to:

1. the election of Trustees;
2. the removal of Trustees or Officers from the Board;
3. filling vacancies on the Board or any committee which has the authority of the election of Trustees;
4. the amendment or repeal of any Board resolution;
5. the amendment or repeal of Bylaws or the adoption of new Bylaws;
6. the appointment of other committees of the Board, or the members of the committees;
7. the approval of any merger or plan of dissolution; and
8. the approval of any self-dealing or related party transaction, as described in the Corporation's Conflict of Interest Policy.

Section 9: Committees of the Corporation

- a. The Board may appoint by resolution from time to time any number of persons as advisors of the Corporation to act as a committee or committees of the Corporation. No such committee shall have the authority to bind the Board. Each advisor shall hold office during the pleasure of the Board and shall have

only the obligations as the Board may from time to time determine.

- b. No advisor to the Corporation shall receive, directly or indirectly, any salary or compensation for any service rendered to the Corporation as a member of a committee of the Corporation, except that the Board may authorize reimbursement of expenditures reasonably incurred on behalf of activities for the benefit of the Corporation.

Section 10: Action at Meetings

- a. A majority of the Trustees shall constitute a quorum for purposes of transacting business.
- b. Meetings shall start promptly; therefore if a quorum is not present by one-quarter (1/4) hour past the announced start time, then the meeting is immediately adjourned and shall be rescheduled as appropriate.

Section 11: Voting

At any meeting of the Board, each Trustee present shall be entitled to one (1) vote.

Section 12: Action of the Board

Except as otherwise provided by statute or by these Bylaws, any corporate action authorized by a majority of the votes cast at a meeting of the Board in which a quorum is present shall be the act of the Board.

Section 13: Resignation, Termination and Absences

- a. Resignation of a Trustee from the Board must be in writing and received by the Secretary of the Board.
- b. A Trustee shall be removed as a Trustee if he/she has three (3) unexcused absences from Board meetings during the academic year (September through August), through a process consistent with that described in Section d. below.
- c. A Trustee who arrives late or leaves early without an excuse will also be considered absent.
- d. A Trustee may be removed by the Member for other reasons. The procedures for such removal shall comply with Education law § 226(8), which provides that a trustee may be removed from office on examination and due proof of the truth of a written complaint by any Trustee, of misconduct, incapacity or neglect of duty; provided, that at least one (1) week's previous notice of the proposed action has been given to the accused and to each Trustee.
- e. A majority of the Trustees in attendance, exclusive of the member whose absence is being considered, shall determine whether a Trustee's absence shall be excused.

Section 14: Miscellaneous

- a. In the event that a group of TRCS 2 employees elect to be represented by a new bargaining agent (i.e. union), any proposed agreements with that unit must be reviewed and approved by the Board.
- b. The fiscal year of the charter school will begin on July 1 and end on June 30 of the following year.

ARTICLE IV: AMENDMENTS

- a. These Bylaws may be amended when necessary by a two-thirds (2/3) vote of the Board present at the time. Any reduction in the number of Trustees made pursuant to this paragraph shall be made in accordance with the requirements of Education Law § 226(1). In addition, any amendments are subject to approval by the charter entity.
- b. Proposed amendments must be submitted to the Secretary ten (10) days prior to the meeting so that they can be sent out with the regular Board announcements.
- c. These Bylaws will be reviewed every other year or as needed.
- d. These Bylaws will go into effect immediately upon adoption and approval of the New York State Education Department Charter School Office.
- e. TRCS 2 may not contract with a Charter Management Organization without a material charter revision approved by the Board of Regents.

ARTICLE V: NON-DISCRIMINATION

In all of its dealings, neither the School nor its duly authorized agents shall discriminate against any individual or group for reasons of race, color, creed, sex, age, ethnicity, national origin, marital status, sexual orientation, gender identity, mental or physical disability or any category protected by state or federal law.

THE RENAISSANCE CHARTER SCHOOL 2 CODE OF ETHICS - 2024

The Renaissance Charter School 2 (hereinafter “TRCS 2” or “the School”) Board of Trustees (“the Board”) recognizes that sound ethical standards of conduct serve to increase the effectiveness of members of the Board of Trustees and the School’s staff as educational leaders in the community. Thus, in accordance with relevant sections of the New York State (NYS) Education Law, the General Municipal Law and the Not-For-Profit Corporation Law, TRCS 2 has developed a formal Code of Ethics and embedded Conflict of Interest Policy.

In an effort to achieve and maintain the highest standards of conduct, all Trustees, officers, and employees are required to exercise the highest ethical standards of conduct and practice and comply with all requirements under applicable law and regulation at all times. Each Trustee, officer, and employee must commit to the following Code of Ethics, as applicable:

All Board members, officers, and employees will:

- Recognize that the Board’s function is the provision of education and strive to maintain a balance between fiscal responsibility and an accountability for results;
- Uphold and promote policies of the Board and the School; Preserve and protect the civil and human rights of all members of the school community;
- Respect the confidentiality of information that is privileged, including all non-public session discussions, and student information;
- Avoid being placed in a position of conflict of interest; avoid any conflict of interest with respect to fiduciary responsibility and refuse to use Board, officer, or employment position in any way for personal gain;
- Respect and encourage the expression of opinion by all Board members; hear fairly individual opinions and work in a spirit of harmony despite differences;
- Remember that each member is one of a team and must strive to teamwork.

Members of the TRCS 2 Board of Trustees agree to the following conditions:

- Board decisions can only be transacted at official Board meetings;

- No member of the Board has individual authority and, therefore, cannot make unauthorized commitments on behalf of the Board;
- Each Board member should freely ask questions and give opinions and know that this involvement is valued and important;
- Once the majority of the Board makes a decision in good faith, it is the decision of the Board;
- Board members should support cohesiveness in the school's culture and not speak against any final decision that was reached in good faith;
- Board members' interaction with the school's management team or with staff must recognize the lack of authority in any individual member or group of board members except as noted in board policies; and
- Board members will express no judgments of the management team or staff performance except as that performance is assessed in accordance with explicit board policies to evaluate the school's management team annually.