

***Please read through this with your child.***  
**2025-2026 ANNUAL PARENT INFORMATION LETTER**

***“Developing Leaders for the Renaissance of New York”***

*“The Renaissance Charter School 2 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.”*

**WELCOME TO THE 2025-2026 SCHOOL YEAR!**

We are excited to welcome you to the 2025-2026 school year. We have planned 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.

For a deeper look, we invite you to explore *Part 3: Living Our Mission* later in this letter.

**HOW TO UPDATE YOUR INFORMATION**

***It is extremely important that we have your correct name, phone number(s), email address, and preferred home language.***

The best method of updating information is to make the changes directly in your [PowerSchool account](#). PowerSchool is our Information Platform that contains your contact information, student grades, and attendance records.

Alternatively, contact the main office at (917) 242-3505 or send an email to Karla Tepoxtecatl, at [KarlaTepoxtecatl@rencharter2.org](mailto:KarlaTepoxtecatl@rencharter2.org).

## **WHO DO I CONTACT FOR:**

- ❖ **Attendance**, updating your emergency contact information, home address, phone number, or email address:
  - JC Collado, [jcollado@rencharter2.org](mailto:jcollado@rencharter2.org)
  - Daniela Montesdeoca, [danielamontesdeoca@rencharter2.org](mailto:danielamontesdeoca@rencharter2.org)
- ❖ **PowerSchool** Questions: Dawn Cahill Russo, [dawncahillrusso@rencharter.org](mailto:dawncahillrusso@rencharter.org)
- ❖ Questions about School Food: Diana Castellanos, [dianacastellanos@rencharter2.org](mailto:dianacastellanos@rencharter2.org)
- ❖ For any other questions, please email Maria Gutierrez, [mariagutierrez@rencharter2.org](mailto: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.**

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

## **BACK TO SCHOOL INFORMATION**

### **\*UPDATED\* Cell Phones and Other Electronic Devices Policy**

Following the **New York State Distraction-Free Learning Environment Law**, The Renaissance Charter School 2 is committed to fostering a focused and respectful academic environment. To this end, we are introducing The Renaissance Charter School 2 [Personal Electronic Device Policy](#).

Personal electronic devices, including **phones, tablets, smartwatches, and earbuds**, must not be used by students during the school day, unless explicitly directed by a teacher, with permission from an administrator, for educational purposes. This applies to all areas of the school, including classrooms, hallways, the cafeteria, bathrooms, and shared common spaces.

**Students in grades 6-12 must store these devices in their lockers.** In grades K-5, students will place their device(s) in a school-provided storage container.

If your student is found to be in violation of these policies, the electronic device(s) will be confiscated. Devices may be picked up by a **parent or guardian ONLY on Tuesdays and Fridays, between 3:00 PM and 5:00 PM**. Students will not be allowed to retrieve their own devices.

**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.**

## **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.

**OMNY card** distribution is available for those who qualify. Please contact Nayra Pena at [nayrapena@rencharter2.org](mailto:nayrapena@rencharter2.org) with any questions.

**BUSING INFORMATION** is finalized. Please contact Nayra Pena, [nayrapena@rencharter2.org](mailto:nayrapena@rencharter2.org)

**SUPPLY LISTS AND SUMMER ASSIGNMENTS** are posted on our [website](#) on the [Supply Lists](#) page, located under the [Parents Notices and Events](#) tab.

## **HEALTH AND SAFETY INFORMATION**

Please reach out to our Health Coordinator, Daniela Montesdeoca, at [danielamontesdeoca@rencharter2.org](mailto:danielamontesdeoca@rencharter2.org) with any questions.

## **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 [vaccinations](#) is **required** to avoid **exclusion** from school, as per the Department of Health.

- ❖ Additional vaccines such as those for COVID-19, the Flu 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](mailto: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 devices** that your child needs **must** be brought **and** 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](mailto:nurse@rencharter2.org).

### **SOCIAL-EMOTIONAL WELLNESS**

- ❖ Our team of mental health care providers is always prepared to provide social-emotional support for our students.
- ❖ 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!

These areas connect to our school's mission of humanistic global citizenship and leadership.

Counselor - For parent requests for referrals ([counseling@rencharter2.org](mailto:counseling@rencharter2.org))

Family Consent Form 2025-2026 school year: [Family consent form here](#)

### **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.

### **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.

**We take bullying seriously.** If you have any concerns relating to bullying, please contact one of our deans of student support; Carlos Salcedo, [carlossalcedo@rencharter2.org](mailto:carlossalcedo@rencharter2.org), Felix Sarpong, [felixsarpong@rencharter2.org](mailto:felixsarpong@rencharter2.org)

## 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 [Discipline Policy](#), the [Dignity for All Students Policy](#), and the [Child Internet Protection Act policy](#) 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](mailto:jcollado@rencharter2.org). **Note:** More information about the McKinney-Vento Homeless Assistance Act, Subtitle VII-B, may be found [here](#).
- ❖ **Dress Code:** The Renaissance Charter School 2 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Dress code enforcement must also be conducted respectfully and mindfully. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. For a more detailed description please refer to page 15-16 in the [TRCS 2 K-12 Handbook](#).

## LIFE AT RENAISSANCE 2!

### PART 1: *The School Day*

**First Full Day of Classes for ALL students - Tuesday, September 2 - all students are expected to be ready to learn by 8:00 am.**

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

#### **Grades K - 11th**

##### **Monday - Friday**

Start time: 8:00 am

End time: 4:00 pm

Students in Grades Kindergarten through 6 who are *not* bus riders and *not* enrolled in the 82nd Street Academics Program should be picked up by **3:10 PM**. Dismissal doors will open at **3:05 PM** to ensure a safe and orderly pickup process.

**Grades 7–11:** Students in Grades 7–11 who are not enrolled in academic intervention will continue to be dismissed at 3:10 PM. Those participating in academic intervention will be dismissed at 4:00 PM.

**Grades 9-11:** Students in Grades 9–11 are required to attend Leadership class, which takes place every Thursday from 3:10 PM to 4:00 PM.

#### **Advisory Program**

All students in grades 6-11 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.

#### **Leadership Program**

The Leadership Program is a graduation requirement designed to give high school students real-world, hands-on experience that will strengthen their resumes and leadership skills before senior year—whether they choose to go to college, start a career, or attend a trade program.

## Arrival and Dismissal Safety Protocols

1. At Arrival:
  - a. All students will enter through the lobby door
  - b. Doors will open at 7:30am for breakfast
  - c. Instruction begins at 8 AM
  - d. Students will be marked tardy as of 8:10am
  
2. During Dismissal:
  - a. Guardians, 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.
  - b. Parents of students in Grades K–3 must use Stairway C to enter the building for pick-up (Doors on the left side of the building)
  - c. Students in Grades 4–6 will be dismissed from the cafeteria. Parents must use Staircase A to access the cafeteria for pick-up (Doors on the right side of the building)
  - d. Grades 6 and 7 will exit through stairway C
  - e. High school will exit through stairway A
  - f. Strollers and shopping carts will not be allowed in the building
  - g. **Lobby doors for dismissal will be exit ONLY**

**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.

## EXCUSED AND UNEXCUSED ABSENCES

Attendance will be taken first thing in the morning. In addition, all middle and high school students 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%, or one day per month) 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 at 917-242-3505 immediately so we can work with you and your child before this becomes a serious issue. We are here to help you!**

#### **FOOD SERVICE**

Our food service program is provided by [Butter Beans](#). 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 ALL 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 [CEP form](#) 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 [Food Service](#) page.
2. 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 10th & 11th)**. Outdoor lunch privileges are for students in grades 10 and 11 and require parental consent and good citizenship in regard to behavior, academic standing, good attendance, and little to no tardiness to school. *Please note outdoor privileges can be revoked if students receive any disciplinary actions.*
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.

## **PART 2: After School**

**AFTER SCHOOL (K to 6th grade):** [82nd Street Academics](#) will run after-school programs on-site. The program operates on Monday-Friday from 3:10 PM until 6:00 PM. Please visit [82nd Street Academics](#), email Arlyn Delaoz, [arlyn.delaoz@82ndst.com](mailto:arlyn.delaoz@82ndst.com), or call 718-457-0429 ext. 0 with questions or to register.

## **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 [student remote-learning expectations document](#) 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 3: Living Our Mission**

### ***“Developing Leaders for the Renaissance of New York”***

#### ***The Renaissance Charter School 2 Mission Statement***

*“The Renaissance Charter School 2 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 21<sup>st</sup> 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.

### **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.

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 challenging process of growing up.

### **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](mailto:mariagutierrez@rencharter2.org), is here to help you.

## **PART 4: Student, Parent, Teacher, Staff Collaboration: How We Communicate**

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. → [valeriamarin@rencharter2.org](mailto:valeriamarin@rencharter2.org)

For a complete overview of our visitor policy, please access the document provided, [TRCS 2 Visitor Policy](#).

### **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.

1. Talk to your child's teacher first if the concern relates to classwork, grades, or classroom issues.
2. General concerns should be addressed to our Parent Coordinator Maria Gutierrez at [mariagutierrez@rencharter2.org](mailto:mariagutierrez@rencharter2.org) or emailed to [info@rencharter2.org](mailto:info@rencharter2.org); someone in the main office will respond to you.
3. If the issue is not resolved, talk to the appropriate grade level coordinators:
  - a. HIGH SCHOOL:
    - i. ELA: Redwan Farhad, [redwanfarhad@rencharter2.org](mailto:redwanfarhad@rencharter2.org)
    - ii. SCIENCE: Mohit Shah, [mohitshah@rencharter2.org](mailto:mohitshah@rencharter2.org)
    - iii. HISTORY: Isabella Valinoti, [isabellavalinoti@rencharter2.org](mailto:isabellavalinoti@rencharter2.org)
    - iv. MATH: Rose Huang, [rosehuang@rencharter2.org](mailto:rosehuang@rencharter2.org)
  - b. MIDDLE SCHOOL: Sien Li, [sienli@rencharter2.org](mailto:sienli@rencharter2.org)
  - c. LOWER SCHOOL:
    - i. K/1- Stefany Diaz, [stefanydiaz@rencharter2.org](mailto:stefanydiaz@rencharter2.org)
    - ii. 2nd- Jessica Grima, [jessicagrama@rencharter2.org](mailto:jessicagrama@rencharter2.org)
    - iii. 3rd- Shannon McDonough, [shannonmcdonough@rencharter2.org](mailto:shannonmcdonough@rencharter2.org)
    - iv. 4th- Vanessa Joseph, [vanessajoseph@rencharter2.org](mailto:vanessajoseph@rencharter2.org)
    - v. 5th: Nicola Herrera, [nicolaherrera@rencharter2.org](mailto:nicolaherrera@rencharter2.org)
4. If the issue is not resolved, contact the respective Assistant Principal;
  - a. Lower School: Sara Hughes, [sarahughes@rencharter2.org](mailto:sarahughes@rencharter2.org) (currently on leave) or Instructional Coach Kaitlyn Bourne, [kaitlynbourne@rencharter2.org](mailto:kaitlynbourne@rencharter2.org)

- b. Middle School: Sien Li, [sienli@rencharter2.org](mailto:sienli@rencharter2.org)
  - c. High School: Z Gao, [zgao@rencharter2.org](mailto:zgao@rencharter2.org)
5. if the issue is not resolved, contact Principal Rashid Johnson; [rashidjohnson@rencharter2.org](mailto:rashidjohnson@rencharter2.org)
6. If the issue is not resolved, contact Executive Director, Stacey Gauthier; [sgauthier@rencharter2.org](mailto:sgauthier@rencharter2.org)
7. Finally, an issue can be brought before our Board of Trustees. Please see our website for details on [how to bring an issue before the Board](#).

### **Disciplinary and School Safety Issues**

If you have questions about our discipline policy or have safety concerns, we encourage you to:

1. Reach out to our Deans of Student Support;
  - a. Carlos Salcedo, [carloossalcedo@rencharter2.org](mailto:carloossalcedo@rencharter2.org)
  - b. Felix Sarpong, [felixsarpong@rencharter2.org](mailto:felixsarpong@rencharter2.org)
2. If the issue is not resolved, reach out to Roberto Valdez, Director of Security & Safety, at [robertoalvarez@rencharter2.org](mailto:robertoalvarez@rencharter2.org);
3. If the issue is still not resolved, contact Vincent Garelick, Chief Culture Officer, at [vincentgarelick@rencharter.org](mailto: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](mailto:shannonwallace@rencharter2.org).

**Questions about school operations** should be directed to our AP of Operations and Finance, Jessica Kim, at [jessicakim@rencharter2.org](mailto:jessicakim@rencharter2.org).

### **SCHOOL-WIDE COMMUNICATION**

#### **PowerSchool: Your Parent Portal**

We use [PowerSchool](#) to store your contact information and provide access to your child's academic and attendance records. Creating a [PowerSchool](#) account allows you to view these records directly.

**Need Help with PowerSchool?** For questions about logging in or accessing your child's academic information, please contact: **Dawn Cahill** Email: [dawncahillrusso@rencharter.org](mailto:dawncahillrusso@rencharter.org)

**Staying Informed:** In addition to our weekly family newsletter, you will receive announcements and notifications about important updates and school events via ParentSquare.

**ParentSquare** is our family engagement application. An invitation to join the platform will be emailed to you shortly. We will be scheduling workshops to help you get started on the app in the coming days.

### **ADDITIONAL PARENT INFORMATION RESOURCES AND NOTIFICATIONS**

According to state and federal law, TRCS 2 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 [Policies and Procedures Manual](#), 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 [Parents Bill of Rights](#) regarding data privacy and security for our students is on our Parents page.

## **STUDENT RECORDS**

If your child has an Individualized Education Plan (IEP), you have the right to review the IEP along with any related reports and documentation. To request copies of your child's cumulative record or special education records, please submit a written request via email to:

**Shannon Wallace**, Assistant Principal of Special Populations, [shannonwallace@rencharter2.org](mailto: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).

For more information please contact Jennifer Murray, [jennifermurray@rencharter2.org](mailto:jennifermurray@rencharter2.org).

## **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 [PowerSchool](#) 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 [ParentSquare](#) 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

### **Website**

Our website, [The Renaissance Charter School | \(rencharters.org\)](http://rencharters.org) is packed with information for parents and friends of Renaissance. Please take some time to explore the site, especially the [Parents pages](#), [Supporting Your Child](#), [Food Service](#), and [Student Support](#).

### **Social Media**

TRCS 2 is on [Instagram](#) and [Facebook](#)! Follow us to stay up-to-date on community happenings and other notifications.

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