



Please read through this with your child.

2024-2025 ANNUAL PARENT INFORMATION LETTER

WELCOME!

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

IMPORTANT DATES

WELCOME HOURS - ELEMENTARY SCHOOL - Wednesday, September 4

8:30 AM to 11 AM; 3:00 PM- 5:30 PM

Required for families.

- Families should pick one session.
- Students may attend, but it is not required.
- Families will drop off supplies, complete school forms, claim their Family Pick-Up Cards for SY24-25, and receive a t-shirt for their student(s)!

DARE TO PREPARE DAYS - MIDDLE & HIGH SCHOOL - Thursday, September 5 and Friday, Sept 6

Required for Middle School/High School students. Attendance will be taken.

Please note that student cohorts will be dismissed after completing their required tasks.

- Grades 6, 7, and 8 - Thursday, September 5
 - 7th grade – 8:30 to 10:00 AM
 - 8th grade – 10:00 to 11:30 AM
 - 6th grade – 1:00 PM to 2:30 PM
- Grades 9, 10, 11, and 12 - Friday, September 6
 - 9th grade – 8:30 to 9:30 AM
 - 10th grade – 10:00 to 12:00 PM
 - 11th grade – 12:30 to 1:30 PM
 - Seniors – 1:30 to 2:30 PM

FIRST FULL DAY OF CLASSES FOR ALL STUDENTS - Monday, September 9

VIRTUAL PRINCIPAL'S TOWN HALL - Wednesday, September 11, 5pm -7pm

We are pleased to hold a virtual Principal's Town Hall on Wednesday, September 11, from 5 pm - 7 pm. **Please do your best to attend as important information will be shared.** The zoom meeting is linked [here](#).

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

VIRTUAL CURRICULUM NIGHT - Tuesday, September 17, 5pm - 8pm

At curriculum night, families will meet their child's teacher(s), learn about the grade-specific expectations, and more. We strongly encourage you to attend this meeting.

BACK TO SCHOOL INFORMATION

FOOD SERVICE

- **Breakfast** will be provided in the classroom for grades PreK to 5th and as grab-and-go meal to students in grades 6-12.
- **Lunch** will be served in the classrooms for PreK and K; the cafeteria will be used for students in Grades 1-12 to provide a greater choice of wholesome meals. Please see below for more information about our outdoor lunch program for students in Grades 7-12.
- **Supper** will be provided as a to-go meal to any student who wants one.
- **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.

ARRIVAL AND DISMISSAL INFORMATION - a detailed document will be provided separately.

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 at one of our two stations 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.

METROCARDS

Metrocard distribution will take place on "Dare to Prepare" student attendance days for those who qualify. Please contact Pat Poljanic at patriciapoljanic@rencharter.org with any questions.

BUSING

Busing information is still being finalized. Pat Poljanic will reach out to you as required.

CHROMEBOOKS

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

- [Digital Equity & Learning Preferences Survey](#) - Families **must** complete this survey prior to requesting a Chromebook. This survey can be completed on your child's [PowerSchool](#) account or over the phone by calling the main office at 718-803-0060 ext.0.
- [Chromebook Request Form](#) - The next step will be to submit a [Chromebook Request Form](#). The completed form may be submitted online or emailed to Andrea Chavez, at andreachavez@rencharter.org.
- [Chromebook Pickup](#) - Lastly, families will be notified individually when their child's Chromebook is ready to be picked up.

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

SUPPLY LISTS AND SUMMER ASSIGNMENTS

These are posted on our [website](#) on the [Supply Lists](#) page, located under the [Parents](#) tab.

HEALTH AND SAFETY INFORMATION

IMMUNIZATION REQUIREMENTS

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

- ❖ **Additional vaccines** such as those for COVID-19 and HPV are highly recommended to protect children and others.
- ❖ **Note:** one dose of the influenza vaccine is **required** for PreKindergarten. This dose must be administered between July 1 and December 31 to avoid **exclusion** from school, as per the Department of Health.
- ❖ 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 Michelle Cardona, michellecardona@rencharter.org.

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

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

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

SOCIAL-EMOTIONAL WELLNESS

- ❖ Our team of mental health care providers is always prepared to provide socio-emotional support for our students and staff.
- ❖ Renaissance continues to provide our staff with professional development to build a common understanding of trauma and resilience, anti-bias and anti-racism training, and culturally responsive teaching.
- ❖ Our school has a robust morning meeting and advisory program that incorporates mindfulness, social-emotional wellness, and empathetic awareness, in addition to academic counseling and stress-relieving tactics and exercises.
- ❖ Our school will continue to offer and expand mental health and safety workshops for our families and the greater community!

IMPORTANT FAMILY INFORMATION:

- ❖ The following information is available on our website:
<https://rencharters.org/trcs-jackson-heights>: 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 [Code of Conduct and 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](#) and the [High School Handbook](#). The Policy for Filing Complaints and Grievances can be found 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 Michelle Cardona at MichelleCardona@rencharter.org. **Note:** More information about the McKinney-Vento Homeless Assistance Act, Subtitle VII-B which can be found [here](#).

WHO TO CONTACT

- ❖ **Attendance, updating your emergency contact information, home address, phone number, or email address:**
 - Michelle Cardona, michellecardona@rencharter.org
 - Pierina Arias, pierinaarias@rencharter.org
- ❖ Requesting a Chromebook: Andrea Chavez, andreachavez@rencharter.org.
- ❖ PowerSchool Questions: Dawn Cahill, dawncahill@rencharter.org
- ❖ Questions about School Food: Ed Pasch, edpasch@rencharter.org
- ❖ Questions in reference to our **onsite after school programming** for grades 5-10: Julio Vazquez, julio.vazquez@82ndst.com
- ❖ For any other questions, Carolina Caicedo, carolinacaicedo@rencharter.org
- ❖ For a full list of our school directory, please visit our website at <https://rencharters.org/trcs-jackson-heights/staff-directory/>.

How to Update Your Information

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, you can send an email to Michelle Cardona at michellecardona@rencharter.org.

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

LIFE AT RENAISSANCE!

PART 1: *The School Day*

First Full Day of Classes for ALL students - **Monday, September 9 - all students are expected to be ready to learn by 8:18 am.**

As a reminder, our updated academic day schedule will be as follows, organized by grade level:

Grades PreK - 6th

Monday to Friday
Start time: 8:18 am
End time: 2:40 pm**

Grades 7th - 12th

Monday/Wednesday/Thursday/Friday
Start time: 8:18 am
End time: 2:40 pm**

Tuesday*

Start time: 8:18 am
End time: **3:20 pm**

****Tutoring Program:** Please be aware that students participating in before or after school tutoring **are required to attend**. Morning tutoring begins at **7:30 am**. For afternoon tutoring, your child may be dismissed between **3:20 to 4:00 pm** depending on the day. You will be promptly informed of any changes. The latest student-specific schedules will be accessible in PowerSchool starting the first week of school in September.

****Grades 7-11** students in certain classes may have an **extended** school day depending on what courses they are enrolled in.

****Grade 12** students (Seniors) are required to attend Senior Meetings on **Tuesdays**.

NEW: Arrival and Dismissal Times

- ❖ Pre-k arrival begins at 8:15 AM. Students must be escorted by a parent or guardian until the start of class. Families should line up outside the pre-k classroom in an orderly fashion. The start of class is 8:20 AM. Pre-k dismissal will be at 2:40 pm every day.
- ❖ Kindergarten through 12th grade will have a staggered arrival time that will begin at 8:00 am.

Our detailed per-grade arrival & dismissal schedule is attached with this communication.

Arrival and Dismissal Safety Protocols

1. Your child is assigned a specific door to enter the building, according to grade level
 - a. PreK parents may escort children to their classrooms - only 1 adult per family may enter the building.
 - b. All other grades will be escorted by school staff.
 - c. Parents, during dismissal, you will be asked to come in and out of the building quickly. Please refrain from engaging teachers in conversations at arrival or dismissal. Please [email your teacher](#) to set up a time to meet if you have concerns that need to be addressed.
 - d. ***If your student is late for Arrival***, you will be required to wait until all students have entered the building. This is when we will have staff available to escort your child. All late arrivals are required to enter via the main entrance on 81st Street.
2. During Dismissal:
 - a. **ONLY adults with Family Pickup Cards will be allowed into the building.**
 - b. *If you arrive late to pick up your elementary school child*, please go directly to the 3rd-floor stage area on the elementary school side of our building. PreK parents may have to wait for their children to be escorted upstairs.
 - c. *If you arrive after 2:55 PM*, please go directly to the main office.

Note: You are expected to pick up your child **ON TIME** every day. Late pick-ups should be a rare event. Consistent late pick-ups are **NOT** acceptable.

After-school programs will be available starting at dismissal time. See below for more information on After-School Programming.

Food Service

1. All school meals are prepared and cooked on-site!
2. 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.
3. 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.
4. **Outdoor Lunch Program (Grades 7-12th)**. Outdoor lunch privileges are for students in grades 7-12 and require parental consent and good citizenship in regard to behavior, academic standing, good attendance, and little to no tardiness to school.

PART 2: After School

PK-4 After-School: [82nd Street Academics](#) will run early childhood and lower elementary after-school programs off-site at their location. These programs will begin at the start of the school year and require pre-registration. The program operates on Monday-Friday from 2:40 until 6:00 PM. Please visit [82nd Street Academics](#), email Darlyn Garcia, darlyn.garcia@82ndst.com, or call 718-457-0429 ext. 0 with questions or to register. **These programs are fee-based through 82nd Street Academics; details may be found by contacting the program directly.**

Grades 5th through 10th grade: Students in grades 5-10 are eligible for **free onsite** after-school programming provided by 82nd Street Academics and supported by The After School Corporation (TASC), The Renaissance Charter School, NYC DYCD, and NYC SONYC. The program features homework help and enrichment activities taught by 82SA staffers. This program begins on **Monday, September 16th**. Please note that there are separate forms for [Grades 5, 9, and 10](#) and [Grades 6-8](#). Please refer to our [website](#) for more information and contact Julio Vazquez at julio.vazquez@82ndst.com.* **Note:** seats are limited and offered on a first-come, first-served basis.

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

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

Advisory Program

All students in grades 7-11 have an advisory period, and all PK-6th 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.

Senior Meetings

12th graders will have the opportunity to plan and coordinate senior activities including fundraisers, prom, trips, yearbook, and graduation. They will also be able to work on college and scholarship applications.

Student Behavior Expectations

Our students have experienced what will probably be the most challenging time of their lives these last few years. We will continue to bear that in mind as we maintain expanded mental health services for our students in every grade.

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. This year is no different; we will continue to support our student's growth and success through preventative and educational efforts. As always, we need your help to make this work.

How to Support Your Child

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

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

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

Parent Support

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

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

Cell Phones and Other Electronic Devices

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

If your student is found to be in violation of these policies, the electronic device(s) will be confiscated. The device(s) will then only be returned to a parent or legal guardian **at the end of**

the school day, from 2:40 pm to 4 pm. **Note:** If the device cannot be picked up during this time, it can be picked up the following day during all school hours.

If you need to reach your child, please call the school at 718-803-0060 ext. 0. If your child needs to contact you, the parent or guardian, they can use the phone in the main office.

Bullying Prevention Policy

The Renaissance Charter School'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.

Attendance and Lateness

Attendance will be taken first thing in the morning. In addition, all 5th-12th graders will have their attendance taken at each period class.

TRCS 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, family emergencies (such as a death in the family), or for other valid reasons that prohibit the student from coming to school. These are considered excused absences. 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*.**

All absences must be documented by a parent phone call/email/note. Parents are also encouraged to contact the main office when their child will be absent. In many cases, Renaissance staff may call your home to verify your child's absence. Students who have excessive absences (attendance below 95%) are considered to be at-risk for attendance which is one component of class grades and promotion.

You will be contacted by email each time your child is marked late or absent. 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 Michelle Cardona at (718) 803-0060, ext. 117, or via email at michellecardona@rencharter.org immediately so we can work with you and your child before this becomes a serious issue. We are here to help you!

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

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

If you would like to meet with any staff member, you must **make an appointment** by email or phone by calling the main office at 718-803-0060 ext. 0.

School-Wide Communication

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

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

We store your contact information in [PowerSchool](#). [PowerSchool](#) is also where you access your child's academic and attendance records. Creating an account will allow you to view these important records directly.

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

For questions regarding logging into or using [PowerSchool](#) and/or accessing your child's academic information, please email Dawn Cahill at dawncahill@rencharter.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. Please check your spam or junk folder if you do not receive these emails.

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 and ensure that your email account is accepting our messages.

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 via direct text message or email. Teachers will also communicate with you using the app.

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

- Receive messages automatically translated into Spanish
 - **Note:** other languages are available; contact us if you would like us to add your home language to the app.
- Send messages to teachers in Spanish, automatically translated to English.
- Access the school calendar, school menus, and other important links and documents all in one place.
- Keep up with classroom news like pictures, videos, and class updates via a private, school-only social media-style feed.
- Digitally sign permission slips and forms.
- RSVP to events.

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

Download the app here:



Immediate Concerns

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

1. Talk to your child's teacher;
2. if the issue is not resolved, talk to the cluster leader; contact information may be found in our [Staff Directory](#).
3. If the issue is not resolved, talk to the respective Assistant Principal;
 - a. Cluster one: Suzanne Arnold, suzannearnold@rencharter.org
 - b. Cluster two: Daniel Fanelli, danielfanelli@rencharter.org
 - c. Cluster three: Victor Motta, victormotta@rencharter.org
4. if the issue is not resolved, contact the Principal, Stacey Gauthier; and finally,
5. 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 should be directed to Vincent Garelick, AP for Student Support and Safety, at vincentgarelick@rencharter.org.

Questions about students' IEPs and special accommodations should be directed to our AP for Special Populations, Liz Perez, at lizperez@rencharter.org.

Questions about the referral process for mental health counseling should be directed to our AP of Elementary and School Culture, Suzanne Arnold, at suzannearnold@rencharter.org.

Questions about school operations and our food service program should be directed to our Director of Operations, Omar Rafael, at omarrafael@rencharter.org.

As a reminder, additional contact information and titles can be found on our website at <https://rencharters.org/trcs-jackson-heights/staff-directory/>.

If you are unsure who to contact, email our Parent Coordinator, Carolina Caicedo, at carolinacaicedo@rencharter.org.

Our Website

Our website, [The Renaissance Charter School | \(rencharters.org\)](https://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](#), [Parent Association](#), [Student Support](#), and [After-School](#).

Social Media

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

Additional Parent Information Resources And Notifications

According to state and federal law, TRCS is required to annually notify parents and guardians as to their rights of access to their child's educational records. To read The Family Educational Rights and Privacy Act (FERPA) Policy please access our [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.

TRCS participates with the US Department of Education and **National Student Clearinghouse**, which provides information on high school graduates' college performance for us to better understand how to tailor our program to prepare our students for college. If you are concerned about privacy, please see the [Clearinghouse's Privacy Commitment](#). For TRCS to collect data and information needed for the study, we will be sharing certain "directory information" which may include names, addresses, grade levels, and dates of birth of students, among other information. To see what constitutes "directory information" please refer to the FERPA policy in our Policies and Procedures Manual linked above. For TRCS to do this, federal law regarding student privacy requires us to provide you with notice and an opportunity for you to instruct TRCS not to release this information. You may opt out of the program by completing the form on page 2 of your Student Emergency Contact form.

For those students with an **Individual Education Plan (IEP)**, you are also entitled to review this document and any supporting reports and documents. Upon **written request by email** to the attention of Michelle Cardoña, Student Records Coordinator (michellecardona@rencharter.org), you may obtain copies of your child's cumulative record. **Written requests by email** for special education records should be directed to Liz Perez, Assistant Principal of Special Populations, lizperez@rencharter.org.

Accordingly, TRCS 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 Instructional Support office. Federal law requires that TRCS 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).

-End of Document-

