

The Renaissance

Charter School

35-59 81st Street, Jackson Heights, NY 11372 www.rencharters.org •
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School District Safety Plan

DISTRICT EMERGENCY RESPONSE PLAN

Academic Year 2024-2025

October 1, 2024

NYS LEA 3600059 NYC 84Q705

NYC NYPD Precinct: 115

Address Information

Street Address: 35-59 81st Street
City/State/Zip: Jackson Heights, NY 11372
Cross Streets: 37th Avenue and 81st Street

Telephone Information

Main Phone: 718-803-0060
Fax Number: 718-803-3785

Chief Emergency Officer	Work Phone	Cell Phone
Executive Director & Principal: Ms. Stacey Gauthier sgauthier@renaissancecharter.org	718-803-0060	917-930-6701
NYC DOE Custodial Engineer: Mr. Pete Rubino cq145@schools.nyc.gov	718-803-0060	646-327-6270

District School Safety Plan URL

<https://rencharters.org/trcs-jackson-heights/accountability>

Dates of Adoption

Safety Plan overview by staff	7/24/2024-8/31/24
Safety Plan overview by parents	7/24/2024-8/31/24
Safety Plan review by Board of Trustees	7/24/2024
Beginning and end of public comment period	7/24/2024 – 8/31/24

Annual Trainings

Staff Emergency Response Trainings	September 2024
School Violence Prevention	September 2024
Mental Health Training	September 2024

New York State Accountability

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

The District-Wide School Safety Team was appointed by the Executive Director on September 10, 2021. It is the same as the Building Emergency Response Team.

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

- The Renaissance Charter School Board of Trustees
- Representatives of the UFT, CSA, and DC37
- The School Management Team
- TRCS Parent Association
- NYPD School Safety Personnel
- Transportation Coordinators
- Other school personnel

The School Safety Plan was made available for public comment on July 24, 2024 and was presented at the TRCS Board of Trustees meeting for their approval on July 24, 2024, at which meeting the public was invited to comment.

This District Safety Plan will be posted on <https://rencharters.org/trcs-jackson-heights/accountability/> no later than September 1, 2024.

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

Building Plan Content:

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

1. The plan includes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves, which may include threats of suicide. (See Addendum: “Early Detection of Potentially Violent Behaviors”.)
2. The plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school
3. The Renaissance Charter School plan includes appropriate prevention and intervention strategies, including:
 - a. as a NYC Conversion Charter School, an arrangement with the NYPD School

Safety Division, which collaborates with State law enforcement officials, to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;

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

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