

The Renaissance

Charter School

35-59 81st Street, Jackson Heights, NY 11372 www.rencharters.org • 718-803-0060 • 718-803-3785 (fax)

School District Safety Plan

DISTRICT EMERGENCY RESPONSE PLAN

Academic Year 2025-2026

July 16, 2025

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
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Chief Emergency Officer

Executive Director: Ms. Stacey Gauthier
staceygauthier@rencharter.org

Work Phone

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NYC DOE Custodial Engineer: Ernest Franceschina

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EFranceschina@schools.nyc.gov

District School Safety Plan URL

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

Dates of Adoption

| | |
|--|---------------------|
| Safety Plan overview by staff | 7/16/2024-8/13/25 |
| Safety Plan overview by parents | 7/16/2024-8/13/25 |
| Safety Plan review by Board of Trustees | 8/13/2025 |
| Beginning and end of public comment period | 7/16/2025 – 8/13/25 |

Annual Trainings

Staff Emergency Response Trainings
School Violence Prevention
Mental Health Training

September 2025
September 2025
September 2025

New York State Accountability

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

The District-Wide School Safety Team was appointed by the 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 16, 2025 and was presented at the TRCS Board of Trustees meeting for their approval on August 13, 2025, at which meeting the public was invited to comment.

This District Safety Plan is posted on <https://rencharters.org/trcs-jackson-heights/accountability/> and was placed there August 13, 2025.

The URL will be submitted to the Education Department on October 1, 2025, 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 including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which may include threats of suicide. CR §155.17(c)(1)(i)
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. CR §155.17(c)(1)(ii)
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.

CR §155.17(c)(1)(iii)

- 4. The plan includes policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. CR §155.17(c)(1)(iv)
- 5. The plan includes a description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies (except in a school district in a city having a population of more than one million inhabitants). CR §155.17(c)(1)(v)
- 6. The plan includes the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law(except in a school district in a city having a population of more than one million inhabitants). CR §155.17(c)(1)(vi)
- 7. The plan includes the identification of district resources which may be available for use during an emergency (except in a school district in a city having a population of more than one million inhabitants). CR §155.17(c)(1)(vii)
- 8. The plan includes a description of procedures to coordinate the use of school resources 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). CR §155.17(c)(1)(viii)
- 9. 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. CR §155.17(c)(1)(ix)
- 10. 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. CR §155.17(c)(1)(x)
- 11. The plan includes policies and procedures relating to school building security, including, where appropriate:

- a. the use of school safety or security officers and/or security resource officers.

Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such

contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan; and

b. security devices or procedures. District-wide school safety teams shall consider, as part of their review of the comprehensive district-wide safety plan, the installation of a panic alarm system. CR §155.17(c)(1)(xi)

12. 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. CR §155.17(c)(1)(xii)
13. 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. Trainings were conducted in September 2025. CR §155.17(c)(1)(xiii)
14. The plan includes procedures for review and the conduct of drills, tabletop exercises, and information about emergency procedures and drills, including information about procedures and timeframes for notification of parents or persons in parental relation regarding drills and other emergency response training(s) that include students. At their discretion, schools and districts may participate in full scale exercises in coordination with local and county emergency responders and preparedness officials. Such procedures shall ensure that:
 - (1) Drills conducted during the school day with students present shall be conducted in a trauma-informed, developmentally, and age-appropriate manner and shall not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency.
 - (2) At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill. Provided, however, that students and staff shall not be informed in advance of evacuation drills.
 - (3) Tabletop exercises may be utilized by school and district safety teams as a training resource and may include a discussion-based activity for staff in an informal classroom or meeting-type setting to discuss their roles during an emergency and their responses to a sample emergency situation.
 - (4) Schools and districts that opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not conduct such exercises on a regular school day or when school activities such as athletics are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relations. CR §155.17(c)(1)(xiv)
15. The plan includes the identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings. CR §155.17(c)(1)(xv)
16. 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. CR §155.17(c)(1)(xvi)

17. The plan includes a description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity. CR §155.17(c)(1)(xvii)
18. The plan includes a description of how educational agencies within the school district boundaries will be informed of a disaster or emergency school closure. CR §155.17(c)(1)(xvii)
19. 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 districtwide school safety plan and building-level emergency response plan(s);
- g. ensure the conduct of required evacuation and lock-down drills in a trauma-informed, developmentally, and age-appropriate manner that does not include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency in all district buildings as required by section 807 of the Education Law; and
- h. ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner. CR §155.17(c)(1)(xix)

The District Chief School Safety Officer is Vincent Garelick, appointed on (date) 9/1/2024.

20. The plan includes protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the Labor Law including:
- a. A list and description of the types of positions considered essential in the event of a State-ordered reduction of in-person workforce. For this purpose, essential is defined as required to be physically present at a work site to perform his or her job.
 - b. A description of protocols the employer will follow for nonessential employees to telecommute.
 - c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation and at worksites.
 - d. Protocols the employer will implement to procure personal protective equipment (PPE).
 - e. Protocols in the event an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.
 - f. Protocols for documenting hours and work locations, including off-site visits, for essential employees.
 - g. Protocols for working with the employer's locality to identify sites for emergency housing for essential employees.
 - h. Protocols for implementing any other requirements determined by the Department of Health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

By October 1 of each school year, the executive director (i.e. superintendent) and chief school administrator have provided written information to all students and staff about emergency procedures. CR §155.17(g)

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 each year; **six** must be completed by December 31 each school year. Four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress, such as through different corridors, hallways, stairways, and exit doors. Students shall be instructed in the procedure to be followed if a fire occurs during the lunch period or assembly, provided, however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly;
- c. Four lock-down drills each year, two must be completed between September 1 and December 31 each school year.
- d. *Drills will be conducted at different times of the school day.*
- e. *Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly.*
- f. *The Board of Trustees will ensure that information about drills be provided in the teacher's manual or handbook.*

One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time to test the usefulness of the communications and transportation systems during emergencies.

- g. *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.*

Additional drill requirements for residential schools, summer school, after school programs, events or performances:

- a. **NOT APPLICABLE:** Four additional drills must be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations;
- b. At least two additional drills must be held during summer school when Renaissance provides summer school at its building; one must be held during the first week of summer school.
- c. 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.

The school's Board of Directors will ensure that information about drills be provided in the teacher's manual or handbook. (EL §807.2) (CR §155.17(h))

Beginning with the 2023-24 school year, the district has planned for the provision of remote instruction during any emergency school closure, including: policies and procedures

- a. to ensure computing devices are made available to student and access to internet connectivity
- b. expectations for school staff regarding the proportion of time spent in synchronous and

asynchronous instruction

- c. description of how special education and related services will be provided to students with disabilities
- d. the estimated number of instructional hours the school district intends to claim for State Aid purposes for each day in remote instruction due to emergency conditions (districts that receive foundation aid only)

CR §155.17(c)(1)(xxi)