

THE RENAISSANCE CHARTER SCHOOL 2 **POLICIES & PROCEDURES MANUAL**

This Policy and Procedure Manual (“Manual”) will provide you with basic information regarding policies and procedures of The Renaissance Charter School 2 (“TRCS 2”). This Manual is separate from TRCS 2’s Employee Handbook and Fiscal Policy Manual. It is not intended to address the personnel policies and practices described in the Employee Handbook or the fiscal policies addressed in the Fiscal Policy Manual. For those policies, please refer to the most current versions of the Employee Handbook, the Fiscal Policy Manual, and any amendments to the individual policies contained therein.

As with all TRCS 2 policies, the policies contained herein are subject to change at any time, without prior notice, except as required by law, at the sole discretion of TRCS 2’s Board of Trustees and/or School Management Team. All questions regarding the policies and procedures in this Manual should be directed to the Principal.

A. Admissions Procedures and Policies

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

1. Parents/Guardians interested in having their child attend TRCS 2 are strongly encouraged to attend an Open House.
2. Applications will be available at TRCS 2 at a prescribed date each year, and at the conclusion of each open house. TRCS 2 also participates in the on-line charter school common application.
3. When enrollment is at capacity, applications are automatically waitlisted and will be considered only if openings occur. If applications exceed available seats, an admissions lottery will be conducted after admissions preferences have been considered.
4. Only fully completed and timely submitted applications will be included in the lottery. Applications must include a certified copy of the prospective student’s birth certificate or record of baptism in order to establish proof of age, immunization record and most recent report card (for programming use only). Where a certified copy of the student’s birth certificate or record of baptism is unavailable, a passport may be used. Where a passport is unavailable, TRCS 2 may consider the documentary evidence listed at Part 100.2(y)(3)(ii)(c) of the Regulations of the Commissioner of Education to determine the age of the student. Applicants must supply their own copies of the required documents. Applications that do not have the necessary documentation will not be considered.
5. Applications must be submitted on or before the published due date by 3:00 pm. The due date will be determined annually, but shall not be established for a date earlier than April 1st. Any application received after the 3:00 pm deadline will be placed on the waiting list after the lottery has concluded. If seats become available after the lottery, subsequent lotteries for waitlisted applicants will be conducted, as necessary, after consideration of the above-referenced

enrollment preferences, within one week after the vacancy occurs. Waitlisted applications are valid only for TRCS 2 year applied for.

6. Notification of acceptance and wait-listing will be made by e-mail. Parents who wish to be notified by U.S. mail must provide a self-addressed, stamped envelope with the submitted application. Due to the large volume of applications, admissions decisions will not be communicated by telephone.
7. Parents/Guardians who accept an offer of admission for their child must return a confirmation no later than 3:00 pm of the designated confirmation due date. The confirmation due date will be determined annually.
8. A copy of the child's Individualized Education Program and/or 504 Plan, if any, and proof of residency, must be submitted with the confirmation. If we do not receive a confirmation and the copies of required documents, the student's offer of admission will be passed to a child on the wait list.
9. An orientation conference will be scheduled for all parents/guardians and their child who accept admission to TRCS 2. The conference serves as a forum to establish relationships, clarity and expectations. The date of the orientation conference will be included in the notification of admissions letter. Families must participate in the conference or the offer of admissions will be passed to a child on the wait list.
10. Final acceptance of all students into pre-kindergarten is conditional upon the student turning 4 years of age no later than December 31 of the year admitted. Final acceptance of all students into kindergarten is conditional upon the student turning 5 years of age no later than December 31 of the year admitted. Students applying for grades 1-12 must submit copies of final report cards and transcripts from current schools, and must meet the criteria for promotion to the grade for which they are applying.

B. Withdrawals

Parents/guardians may withdraw their children at any time from TRCS 2. Students will be dropped from the TRCS 2 register if they have 20 or more consecutive unexcused absences as will students over 17 who are truant.

C. Presentations to the Board of Trustees

Any individual or group may ask to make an oral presentation to the Board of Trustees. Public speaking time of three minutes per person will be permitted. All speakers must sign-up with the Secretary of the Board prior to the meeting and state the topic they will speak about. Speakers may be grouped according to topic at the discretion of the Board.

D. Complaint Procedures

Any individual or group may bring a complaint to the Board of Trustees* of TRCS 2 alleging a violation of the New York State Charter Schools Act, the TRCS 2's charter, or any other provision of law

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

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

The Renaissance Charter School 2
 Attn: Board Chairperson
 35-59 81st Street
 Jackson Heights, NY 11372

E . Access to Student Records Policy Pursuant to FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to TRCS 2, a written request that identifies the record(s) they wish to inspect. TRCS 2 will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to request an amendment to a record should write TRCS 2, and clearly identify the part of the record they want changed, and specify why it should be changed. If TRCS 2 decides not to amend the record as requested by the parent or eligible student, TRCS 2 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After a hearing, if TRCS 2 decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth her view about the contested information.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by TRCS 2 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on TRCS 2's Board of Trustees; a person or company with whom TRCS 2 has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving

on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, TRCS 2 discloses education records without consent to officials of another school or a school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. TRCS 2 will make a reasonable attempt to notify the parent or student of the records request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TRCS 2 to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Directory Information under FERPA:

TRCS 2 may disclose appropriately designated "directory information" without written consent, unless you have advised TRCS 2 to the contrary in accordance with this procedure. The primary purpose of directory information is to allow TRCS 2 to include this type of information from your child's education records in certain school publications; for example, TRCS 2 yearbook, honor roll and other recognition lists, graduation programs, activities announcements, and sports activity lists with height and weight. This list is not exclusive but is meant as an illustration.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish TRCS 2's yearbooks.

In addition, federal law requires TRCS 2 to provide military recruiters, upon request, with three categories of directory information (name, address, and telephone number) unless parents have advised TRCS 2 that they do not want their student's information disclosed without their prior written consent.

If you do not want TRCS 2 to disclose directory information from your child's education records without your prior written consent, you must notify TRCS 2 in writing by **October 15th, each year**. If you do not provide such notice to TRCS 2 on or before October 15th annually, TRCS 2 may publish such directory information in accordance with this policy. TRCS 2 has designated the following information as directory information:

- Student's name
- Address
- Telephone numbers
- Email address

- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

F. Records Retention Policy

TRCS 2 shall maintain all records (paper records of all corporate matters, financial records, and government filings and submissions) for a period of six years from the end of the year in which the record was created. This policy shall be distributed to all personnel who are responsible for the maintenance and disposition of records. All employees involved in these activities should be aware of the correct procedure for records disposition.

It should be noted that the retention period specified is the minimum time-frame. The schedule does not give an employee blanket authority to destroy records. Records may be destroyed only after written authorization from the Principal or Board Chair. Approval to destroy records will not be given if the scheduled retention period has not been attained, required audits have not been completed, and if a pending or ongoing litigation or investigation involving these records is known to exist. If the Principal or Chair approves the destruction of records, a Records Disposal Authorization form shall be completed for approval by the Principal or Chair. If the destruction of records is approved, the Records Disposal Authorization form shall be completed and the form shall be retained permanently. The person who destroys the actual records will then put his/her name and title on the bottom of the Records Disposal Authorization form, including the date the records were destroyed.

Storage may include creation of an electronic facsimile and appropriately safe and confidential storage of that facsimile. For records being stored, staff will ensure that the storage facility meets standards for safety, confidentiality and environmental conditions.

G. Freedom of Information Policy

This policy governs the procedure by which the records of TRCS 2 may be obtained pursuant to the New York State Freedom of Information Law ("FOIL").

1. Records Access Officer

The Board of Trustees shall appoint a Records Access Officer ("RAO") who shall be responsible for insuring compliance with this policy. The RAO is responsible for ensuring appropriate response to public requests for access to records. The designation of a RAO shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so. The RAO shall:

- (a) Maintain an up-to-date subject matter list.
- (b) Assist persons seeking records to identify the records sought, if necessary, and when appropriate indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- (c) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that the RAO may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- (d) Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection; or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
- (e) Upon request for copies of records:
 - (i) Inform the requestor of the medium such records are available in and the costs of disclosing the records, if any, in accordance with this policy.
 - (ii) Make a copy available on the medium requested if TRCS 2 can reasonably make such copy or have such copy made by engaging an outside professional service, upon payment or an offer to pay established fees, if any, in accordance with this policy; or,
 - (iii) Permit the requestor to copy those records, upon payment or an offer to pay established fees, if any, in accordance with this policy.
- (f) Upon request, certify that a record is a true copy; and
- (g) Upon failure to locate records, certify that:
 - (i) TRCS 2 is not the custodian of such records, or
 - (ii) The records of which TRCS 2 is a custodian cannot be found after a diligent search.

2. Location

Records shall be available for public inspection and copying at TRCS 2's premises when appropriate and practicable or at a location to be determined by the RAO depending on the nature and circumstances of the request.

3. Hours for Public Inspection

Records responsive to proper requests under FOIL shall be produced during regular business hours, whenever appropriate and practicable, or at a time to be determined by the RAO depending on the nature and circumstances of the request.

4. Requests for Public Access to Records

- (a) All requests must be made in writing.

- (b) If records are maintained on the internet, the requestor shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
- (c) If TRCS 2 has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, it shall do so. When doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, TRCS 2 shall retrieve or extract such record or data electronically. Any programming necessary to retrieve a record maintained in a computer storage system and to transfer that record to the medium requested by a person or to allow the transferred record to be read or printed shall not be deemed to be the preparation or creation of a new record.
- (d) A response shall be required only when the request is made in writing, and shall be provided within 5 business days after receipt of the request by a written acknowledgment informing the requestor:
 - (i) that all or part of the request fails to reasonably describe the records sought, and indicating, to the extent possible, what further detail or description is needed to process the request;
 - (ii) that the request is granted or denied in whole or in part;
 - (iii) of the approximate date when the request will be granted or denied based on the circumstances and reasonableness of the request, however, such date shall not be more than twenty business days after the date of the acknowledgment of the request.
- (e) If the request is granted within 20 business days after the date the request is acknowledged, but circumstances prevent disclosure to the requestor within those 20 business days, the RAO will inform the requestor in writing of the reason why TRCS 2 cannot disclose the information within 20 business days and shall also provide a date certain, within a reasonable period, depending on the circumstances, when the request will be disclosed.
- (f) In determining a reasonable time for granting or denying a request, the RAO shall consider the volume of the request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by TRCS 2, and any other factors that bear on the ability to grant access to records promptly and within a reasonable time.
- (g) TRCS 2 shall not deny a request on the basis that the request is voluminous or that locating or reviewing the requested records or providing the requested copies is burdensome due to a lack of sufficient staffing or on any other basis if the agency may engage an outside professional service to provide copying, programming or other services required to provide the copy, the costs of which TRCS 2 may recover from the requestor.
- (h) Failure to comply within the time limitations described herein shall constitute a denial of a request that may be appealed.

5. Subject Matter List

- (a) The RAO shall maintain a reasonably detailed current list by subject matter of all records in his or her possession, whether or not records are available pursuant to subdivision §87(3)(c)

of the Public Officers Law. For the purposes of this policy, this subject matter list shall be the same as that designated in TRCS 2's Record Retention Policy.

(b) The subject matter list shall be updated periodically.

6. Denial of Access to Records

TRCS 2 may deny access to requested records or a portion thereof:

(a) that are specifically exempted from disclosure by state or federal statute;

(b) if disclosure would constitute an unwarranted invasion of personal privacy under the provisions of Public Officers Law §89(2);

(c) if disclosure would impair present or imminent contract awards or collective bargaining negotiations;

(d) that are trade secrets or were submitted to TRCS 2 by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise;

(e) that are compiled for law enforcement purposes and which, if disclosed, would: interfere with law enforcement investigations or judicial proceedings;

(i) deprive a person of a right to a fair trial or impartial adjudication;

(ii) identify a confidential source or disclose confidential information relating to a criminal investigation; or

(iii) reveal criminal investigative techniques or procedures, except routine techniques and procedures;

(f) if disclosure could endanger the life or safety of any person;

(g) that are TRCS 2 materials which are not:

(i) statistical or factual tabulations or data;

(ii) instructions to staff that affect the public;

(iii) final agency policy or determinations;

(iv) external audits, including but not limited to audits performed by the comptroller and the federal government;

(h) that are examination questions or answers which are requested prior to the final administration of such questions;

(i) if disclosure would jeopardize TRCS 2's capacity to guarantee the security of its information technology assets;

(j) that are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-a of the vehicle and traffic law; or

(k) if disclosure would result in a violation of FERPA of 1974, as amended, the Health Insurance

Portability and Accountability Act of 1996, as amended, or any other federal, state, or local law or rule, or court order.

- (l) if the request is for names and addresses of public employees and is made for solicitation purposes. TRCS 2 may require a person requesting lists of names and addresses to provide a written certification that such person will not use such lists of names and addresses for solicitation or fund-raising purposes and will not sell, give or otherwise make available such lists of names and addresses to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation and fund-raising purposes.

Denial of access to records shall be in writing stating the reason therefore and advising the requestor of the right to appeal to the Board of Trustees or the Board's designee, who shall be identified by name, title, business address, and business phone number.

7. Appeal of Denial.

- (a) Any person denied access to records may appeal to the Board of Trustees within thirty days of a denial. The time for deciding an appeal by the Board of Trustees shall commence upon receipt of a written appeal identifying:
 - (i) the date and location of requests for records;
 - (ii) a description, to the extent possible, of the records that were denied; and
 - (iii) the name and return address of the person denied access.
- (b) The Board of Trustees shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
- (c) The Board of Trustees shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
41 State Street
Albany, NY 12231

8. Fees

- (a) There shall be no fee charged for:
 - (i) inspection of records;
 - (ii) search for records; or
 - (iii) any certification pursuant to this policy.
- (b) Copies may be provided without charging a fee at the discretion of the RAO.
- (c) Fees for copies of records may be charged, provided that:

- (i) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches, or the actual cost of reproducing any other record.

(d) In determining the actual cost of reproducing a record, TRCS 2 may include:

- (i) an amount equal to hourly salary attributed to the lowest paid TRCS 2 employee who has the necessary skill required to prepare a copy of the requested record;
- (ii) the actual cost of the storage devices or media provided to the requestor in complying with such request;
- (iii) the actual cost to TRCS 2 of engaging an outside professional service to prepare a copy of a record, but only when an TRCS 2's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy; and
- (iv) preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of TRCS 2 employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of TRCS 2 employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

9. Severability

If any provision of this policy or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this policy or the application thereof to other persons and circumstances.

H. Student Non-Discrimination Policy

TRCS 2 is a not-for-profit education corporation under the laws of the State of New York. It affirmatively believes that every student can and should be given an opportunity to receive an education free of discriminatory practices or influences. As such, TRCS 2 does not discriminate, either in admissions or in enrollment, against any student on the basis of race, alienage, national origin, ethnicity, religion, gender, gender identity, sexual orientation or disability, or any other classification established by federal, state or local law.

I. Building Visitor Policy

All visitors must present a valid photo ID to school safety officers in the building lobby before proceeding directly to TRCS 2's main office. No visitors are allowed to go to any room other than TRCS 2's main office at any time without a pass obtained in the main office.

J. School Closings and Delays

TRCS 2 publishes up-to-date school closing and delay information on its website at <https://rencharter.org>.

K. Technology Use and Internet Safety Policy

TRCS 2 considers a computer network and access to the Internet to be a valuable tool for education and encourages the use of computers and computer-related technology in school classrooms. TRCS 2 now has the ability to enhance students' education through the use of computers on the Local Area Network and the Internet.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people, despite our efforts to block or filter such materials TRCS 2 computer network. While our intent is to make the Internet available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

All users, including students, faculty, and staff, must comply with the following:

1. General Provisions

- (a) All use of the network, e-mail and the Internet must be in support of education and consistent with the purposes of TRCS 2.
- (b) School accounts are to be used only by the authorized owner of the account. The sharing of screen names and/or passwords is absolutely prohibited.
- (c) Individual users of TRCS 2 computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school policies. From time to time TRCS 2 might restrict, monitor, or control the communications of students, faculty, and staff utilizing the network. Ultimately, though, it is the user who must take responsibility for communicating on the network.
- (d) Violations in using the network, any e-mail account, or the Internet by students should be reported to the teacher in charge. Any violations in using the network, any e-mail account, or the Internet by faculty or staff should be reported to the principal.
- (e) The teacher in charge must approve the use of any portable media by students on school computers.
- (f) Personal information about oneself should not be shared over the Internet. Any requests received by a student for personal information should be reported to the teacher in charge. Any requests received by faculty or staff for personal information should be reported to the Principal.

- (g) Network users may download materials for school related purposes. Copyrighted materials must be used in accordance with applicable law.
- (h) Student users identifying a security problem on TRCS 2 system must notify the teacher in charge. Faculty or staff identifying a security problem on TRCS 2 system must notify the Principal. The user should not attempt to remedy the problem.
- (i) Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any school policy or federal, state, or local law or regulation is prohibited and will result in discipline. Any such violation by faculty or staff will result in discipline up to and including termination.
- (j) Vandalism will result in at least the cancellation of system use privileges, and may result in further discipline. Vandalism by faculty or staff will result in discipline up to and including termination. Vandalism is defined as a malicious attempt to harm or destroy hardware, software, equipment, or data of TRCS 2 or any individual user. Parents or guardians will be responsible for any costs incurred by TRCS 2 as a result of vandalism by a student.

2. Additional Policy Provisions Relating to E-Mail

- (a) Students, faculty, and staff are responsible for using e-mail in an appropriate, ethical, responsible, and lawful manner.
- (b) Consistent with law and the policies of TRCS 2, users are prohibited from transmitting or communicating via e-mail images, text, or sounds consisting of ethnic slurs, racial epithets, material of a sexual nature, obscenities or anything that may be construed as illegally harassing or offensive to others based on an individual's race, national original, religion, gender, gender identity, sexual orientation, color, marital status, veteran's status, age or disability.
- (c) No user may knowingly use e-mail to propagate any virus, worm, Trojan horse, or trap door program code, or the like.
- (d) Violation of this policy by a student will result in discipline, and violations by faculty or staff will result in discipline up to and including termination.
- (e) TRCS 2 will seek parental consent if and when TRCS 2 assigns email addresses to any students.

3. Additional Policy Provisions Relating to the Internet

- (a) Students, faculty and staff are expressly prohibited from using the Internet to access, transmit, or distribute images, text or sounds consisting of ethnic slurs, racial epithets, material that is sexual in nature, obscenities or anything that may be construed as illegally harassing or offensive to others based on an individual's race, national original, religion, gender, gender identity, sexual orientation, color, marital status, veteran's status, age or disability.
- (b) The access or display of any material of a sexual nature or offensive image or document on any school computer system is a violation of TRCS 2's policy on sexual harassment and discrimination, may constitute the commission of a crime, and will result in discipline and,

if displayed by a school employee, may result in termination. Sexually explicit or offensive material may not be archived, stored, distributed, edited or recorded using the Internet or any school computer or resource.

- (c) TRCS 2's Internet facilities and computing resources may not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any way. Use of any school resources for illegal activity is grounds for discipline and, in the case of such use by faculty or staff, for termination. TRCS 2 will cooperate with law enforcement agencies in their investigations and prosecutions if called upon.
- (d) No user may knowingly use school Internet facilities to download or distribute pirated software or data.
- (e) No user may knowingly use TRCS 2 Internet facilities to propagate any virus, worm, Trojan horse, or trap door program code, or the like.
- (f) No user may knowingly use TRCS 2 Internet facilities to disable, corrupt, or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or TRCS 2.
- (g) Violation of this policy will result in discipline, and violations by faculty or staff will result in discipline up to and including termination.

L. Tobacco-Free Policy

TRCS 2 maintains a tobacco-free and smoke-free environment, including all forms of electronic cigarettes, vaporizing, vaping, juuling, chewing or dipping tobacco, or any other activity that involves tobacco or smoking/vaporizing. Smoking and tobacco use are prohibited throughout the building and on the premises (including building, parking lot, sidewalk, etc.) at all times. Tobacco advertising or promotion, including on clothing, is prohibited.

M. Section 504 Procedures For Students with Disabilities

1. Pre-placement Evaluation

Any student who needs or is believed to need special accommodations, related services or programs under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), shall be referred to the Section 504 Committee for evaluation prior to the initial placement of the student in regular or special education and any subsequent significant change in placement.

2. Evaluation Procedure

The Section 504 Committee shall be composed of persons knowledgeable about the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options. The student's parent or person in parental relationship shall be notified of the Section 504 Committee meeting at least 10 calendar days prior to the meeting and invited to participate in it.

The Section 504 Committee shall consider all relevant information on the student to determine

whether he/she is disabled under Section 504. Information shall include reports from physicians, observations from parents, teachers, school personnel, results of standardized tests and other evaluative data, etc. The testing and other evaluative data must be validated for the specific purpose for which they are used and administered by trained personnel in conformance with the instructions provided by their producer; tests and other evaluation materials must include those tailored to assess specific areas of educational needs and not merely those which are designed to provide a single general intelligence quotient; and tests must ensure that if a student has impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

The Section 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written educational plan describing what accommodations, services or programs will be provided to meet the student's needs. The student's parent or person in parental relationship shall be notified in writing of the Section 504 Committee's determination and recommendation.

3. Re-evaluation

The Section 504 Committee shall meet periodically to review the student's evaluation. In addition, prior to any significant change in placement, a reassessment of the student's needs shall be conducted.

4. Procedural Safeguards

The parent or person in parental relationship shall be notified in writing of any School decision concerning the identification, evaluation, and placement of a student. The parent or person in parental relationship shall have the right to examine the student's records prior to the Section 504 meeting. Parents or persons in parental relationship who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to request an impartial due-process hearing. The request for a hearing shall be made in writing, within thirty days of receipt of the Section 504 Committee's determination. The request shall state the reasons the hearing is being requested and be sent to TRCS 2's 504/ADA Coordinator. Alternatively, parents can bypass an impartial due-process hearing and seek review in a federal court of competent jurisdiction.

The parent or person in parental relationship shall have an opportunity to participate and be represented by counsel, at their own expense, at the due-process hearing. The parent or person in parental relationship shall be notified in writing of the hearing officer's decision. TRCS 2 or parent or person in parental relationship may seek review of the decision of the Section 504 hearing officer by a federal court of competent jurisdiction.

5. Section 504 Grievance Procedures

TRCS 2 does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act ("ADA"), should be addressed through the following grievance procedure:

(a) Step 1. The person who believes he/she has a valid basis for grievance under Section 504 or

the ADA shall informally discuss the complaint with TRCS 2 504/ADA Coordinator. TRCS 2's 504/ADA Coordinator will investigate and document the complaint (including dates of meetings, disposition, and dates of disposition) and give written reply to the complainant within 5 working days of meeting with the complainant.

- (b) Step 2. If the complaint is not satisfactorily resolved through Step 1, the alleged grievance may be filed in writing by the complainant. To be considered, the written complaint must fully set out the circumstances giving rise to the alleged grievance and must be filed with the 504/ADA Coordinator within 5 working days of disposition at Step 1.

TRCS 504/ADA Coordinator will appoint a hearing officer within 5 working days of receipt of the written complaint.

The hearing officer will conduct a hearing regarding the alleged grievance within 15 working days of appointment. The hearing officer shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under the grievance. The parent, student, or employee may, at their own expense, be assisted or represented by the individuals or their choice, including legal counsel. The hearing officer will present his/her written decision to TRCS 2 504/ADA Coordinator and complainant within 30 working days of the hearing.

- (c) Step 3. If the complaint is not satisfactorily resolved following Step 2, further appeal may be made to a Court of competent jurisdiction.

N. Non-Disclosure of Student Disciplinary Records to Post-Secondary Institutions

It is the policy of TRCS 2 not to disclose student disciplinary records to post-secondary institutions of higher learning (including, but not limited to, colleges and universities) in which TRCS 2 students seek or intend to enroll, unless TRCS 2 is required to do so by law. TRCS 2 students are required by this policy to answer college application questions truthfully and honestly, and the failure to do so may result in discipline by TRCS 2 and/or reporting such failure, proactively or upon request, to any such institution of higher learning.

Student disciplinary records are defined as educational records by FERPA. As educational records, disciplinary records are not subject to release without written authorization by the student, parent or guardian, except under certain FERPA exceptions, which include release to institutions of higher learning in which the student seeks or intends to enroll. TRCS 2 will not, however, release such records under that FERPA exception absent the student's express written consent; provided, however, that TRCS 2, at its sole discretion, may make such disclosure without student consent if TRCS 2 learns that a student failed to answer post-secondary application questions truthfully and honestly.

O. Special Education Policies

TRCS 2 will comply with all aspects of Individuals with Disabilities Education Act ("IDEA"), ADA, and FERPA legislation and pertinent NYS education laws. In specific, TRCS 2 will provide services in accordance with Education Law § 2853 of the NYS Education Laws. The TRCS school building is barrier-free and completely handicapped-accessible as per the regulations of the ADA legislation.

TRCS 2 will educate students with disabilities in the least restrictive environment with their non-disabled peers to the extent appropriate and allowed by each student's Individualized Education Plan (IEP) prepared by the Committee on Special Education (CSE) of the students' school district of residence and all applicable federal laws, including the IDEA). TRCS 2 will not discriminate in admission and enrollment practices on the basis of a student having or being suspected of having a disability. In addition, TRCS 2 has integrated proactive measures into its student recruitment initiatives to ensure that families of students with disabilities are made aware of the opportunities provided by TRCS 2 and to facilitate the recruitment of a proportionate number of students with disabilities. These measures include outreach and networking with organizations that provide services to families and children with disabilities. Students with disabilities will also be expected to participate in, and receive credit for, nonacademic, extracurricular and ancillary programs and activities with all other students to the extent allowed by the IEP prepared by the CSE of the students' district of residence. Students with disabilities will receive all notices concerning school-sponsored programs, activities and services.

1. The Referral Process

If teachers and/or the parents of a student enrolled in TRCS 2 as a regular education student determine that a student is in need of an evaluation for possible disability, the student will be referred to the local CSE for evaluation by the Coordinator of Special Education. Said referral will include: (1) stated reasons for the referral including any testing results, records or reports, (2) description of all attempts to remediate the student's performance or issues, including supplemental aids or support services, (3) detail teacher/parent discussions and teacher/teacher meetings (cluster) and (4) describe the extent of parental contact and involvement prior to and during the referral process. TRCS 2 will also provide all information and evaluations to the CSE necessary to assist them in determining eligibility and services, if any. The CSE team will complete all comprehensive evaluations as they determine necessary and then, at a prearranged time, meet to determine if there are learning issues that may impact academic success and finally, based on the evaluation and diagnosis, determine eligibility for special education services or related services and then, if eligible, to develop an Individual Education Plan (IEP).

The IEP documents CSE's evaluation and findings and articulates a program to augment, supplement and rehabilitate the student via mandated services to be administered to the student in order to provide a Free and Appropriate Education (FAPE) for the student. TRCS 2 will follow all provisions of each student's IEP as appropriate and possible within the constraints of TRCS 2. In the case of students with IEPs requiring the provision of specialized services not available at TRCS 2, the Coordinator will arrange for and TRCS 2 will contract with individual providers on a per diem, fee for service, basis or contact the local CSE to arrange for services to be provided by the NYC Department of Education.

2. Maintenance of Records

The Coordinator of Special Education Compliance will ensure that a central file (paper and/or electronic) with all special education evaluation material, including the IEP and diagnostic reports, is maintained and that this file is kept confidential, in accordance with FERPA and IDEA guidelines. The Coordinator will be responsible for ensuring that all providers responsible for the implementation of a student's IEP will have a copy of the IEP in accordance with NYS law and will be informed of their specific responsibilities in implementing the IEP. Additionally, it is the responsibility of the Coordinator to provide annual and on-going professional development for all staff regarding IDEA, FERPA, ADA and NYS Educational laws pertaining to the education of students with disabilities. This

includes, but is not limited to, specific provisions of a student's IEP thus ensuring that all staff members are aware of the mandates so described.

3. CSE Meetings

TRCS 2 will liaise, with the local CSE team to ensure the participation of appropriate staff at IEP meetings. The CSE Chairperson/team will arrange for IEP meetings to be conducted by the CSE at TRCS 2 to facilitate participation of school staff. Appropriate staff, including the student's general education teacher(s) will be released, with class coverage provided for, in order to attend all CSE meetings pertaining to their students or arrangements will be made for staff to participate via teleconference. This is in compliance with the IDEA regulations that the general education staff is a full participant in the development of the student's IEP. While TRCS 2 may mail mandated procedural safeguard notices to the parents, it remains the legal responsibility of the local CSE to fulfill these mandates.

4. Record Confidentiality

The Coordinator will ensure that a central file with all Special Education reports, including the IEP, is maintained. Access to these records will be overseen by the Coordinator in accordance with IDEA and FERPA and NYS Regulations. The Coordinator will be responsible for ensuring that all providers responsible for the implementation of a student's IEP will have a copy of the IEP and will be informed of their specific responsibilities in implementing the IEP. All appropriate staff may have access to the entire Special Education File, including the IEP, on a need-to-know basis. All staff will be trained, on an annual basis, on confidentiality requirements by the Coordinator. In accordance with FERPA, parents will be allowed to inspect and review all of their student's educational records maintained by TRCS 2. TRCS will also adhere to the requirements of the Freedom of Information Act and provide access within a reasonable period of time following written request (but not more than 45 days from request).

P. English Language Learners ("ELL")

TRCS 2 shall serve any and all students with limited English proficiency (English Language Learners or "ELL") using structured English language immersion so that they achieve proficiency in the English language as quickly as possible. TRCS 2 shall comply with all applicable laws including Title VI of the Civil Rights Act of 1964 (as amended) and the federal Equal Educational Opportunities Act of 1974.

1. Overview of ELL Program.

Students at TRCS 2 with limited proficiency in English will achieve proficiency in the English language as quickly as possible through the use of TRCS 2's services and teaching methods. TRCS 2 ensures that ELL students will not be excluded from curricular and extra-curricular activities based on an inability to speak and understand the language of instruction, and also that ELL students will not be assigned to special education because of their lack of English proficiency. In order to nurture students who will become leaders in a diverse and multicultural society, TRCS 2 believes that its community is strengthened by the representation of as many cultural/language groups as possible. Through respecting the culture and resources of English Language Learners, TRCS 2 will help newcomers feel at home and a part of TRCS 2. This will, in turn, help them learn English more quickly with the goal of attaining full fluency by graduation as measured by the New York State English as a Second Language Achievement Test ("NYSESLAT") or equivalent examination. The NYSESLAT or equivalent examination will be

used to assess student progress, make program modifications and determine individualized point of exit from ESL programming. Student success in class work as measured by teacher and supervisory observation will also be utilized to track the progress of ELL students.

English language acquisition is viewed through the wider lens that all members of the community—students, staff, and parents—should develop second language capability. The staff will always include bilingual members, reflecting our school's community. ELL students will have periods of English language instruction that are carefully geared to their individual age and ability level. Students will also have regular English classes as part of their program. In addition, school-wide understandings and initiatives will enhance the ELL program. TRCS 2 will: a) build sufficient time for teacher planning and collaboration time to allow teachers to intensively address individual needs; b) provide staff development in ESL techniques, materials, and programs; c) incorporate technology into language instruction; d) provide sensitivity training about the needs of ELL students for the entire TRCS 2 community; e) train students to serve as peer tutors where appropriate; and f) address the dominant language needs of families as appropriately as possible in school communications and meetings.

TRCS 2 will quickly identify and provide close supervision of the progress for ELL students. TRCS may provide any of the following opportunities to ELL students and their families:

- (a) Provide orientation programs and continued outreach to parents to educate and assist transition to American life.
- (b) Expand the ties to ELL and cultural resources within the greater community.
- (c) TRCS 2 will work with the NYC DOE to find best school practices to ensure usage of the most effective evaluative standards and strategies.

2. Identification of ELL Students

TRCS 2 will use the State Education Department (“SED”) process for identifying ELL students as follows:

- (a) Home Language Information Survey will be used to screen all new enrollees for potential limited English proficiency;
- (b) If the home language is other than English or the student’s native language is other than English, appropriate TRCS 2 staff shall conduct an informal interview in the student’s native language and English;
- (c) If the student speaks a language other than English and the student speaks little or no English, TRCS 2 will administer the New York State Identification Test for English Language Learners (“NYSITELL”). A score below the designated cut score for the child shall determine eligibility for services. The NYSITELL shall be administered only once to each incoming student.

TRCS 2’s teachers will be responsible for observing each student throughout the class day with an eye toward detecting limited English proficiency. All teachers will receive professional development training on techniques for detecting whether a student has English language deficiencies and on communicating with students designated as ELL students. Any student suspected of having limited English proficiency will be tested to determine if and what level of

services, if any, are necessary.

Q. Medication Administration

All medications will be administered as close to the prescribed time as possible. Given student schedules and compliance with coming to the nurse in a timely fashion, medications accepted for school administration generally may be given up to one hour before and no later than one hour after the prescribed time. However, parents and licensed prescribers will be advised, so that they can advise TRCS 2 if there is a time-specific concern regarding administration of the medication.

Parents, students, and the nurse will work together to ensure the student receives his/her medication at the appropriate time. If a student fails to come for a dose, the administration will provide support to nurse, such as a school safety agent, administrative or clerical staff to locate the student. If the medication has not been given for any reason within the prescribed time frame, TRCS 2 will make all reasonable efforts to notify the family that day, as the family may need to adjust a home dose accordingly. If students chronically fail to come for medications, TRCS 2 nurse will contact the parent to address the problem. The licensed prescriber will be informed of the poor compliance, so that the medication protocol can be reviewed and possible adjustments made, i.e., home administration, extended release medication. Ongoing communication and collaboration between TRCS and parents will occur to assist students in assuming personal responsibility for their health behaviors.

A medication may be changed or discontinued by a written order of the licensed prescriber at any time. If a parent requests discontinuation of a prescribed medication without the prescriber's order to do the same, TRCS 2 will send a confirmation to the parent with a copy to the prescriber of TRCS 2's intention to discontinue the medication on the parent's request. When the dose of a medication is changed by a licensed prescriber's written order and a parent request, and the old pharmacy bottle label has not been corrected, the nurse may label the bottle with the correct dose until the new pharmacy labeled prescription bottle is received. The importance of parent compliance with sending in a new bottle quickly will be conveyed.

1. Storage of Medication:

- (a) No medication will be brought into TRCS 2 without knowledge of the nurse. Procedures that facilitate this practice so that parents and students do not feel the need to hide medication or to circumvent cumbersome procedures will be publicized; and
- (b) All medications, except as otherwise arranged, will be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer and refrigerator, as well as a lock to the outside health office door. Controlled substances will always be secured and will never be left open or accessible to the public at any time. Even self-directed students will not be given unsupervised access to controlled substances under the care of TRCS 2. Whenever possible, medication storage units will be secured to the wall or floor, and will not have breakable glass doors. If possible, all medications will be stored in a health office. However, there may be instances when requests are made by a parent and physician for a student to carry and self-administer medications because of the emerging nature of the health problem or the severity of the health condition.

2. Carry and Self-Administer Medication:

If the TRCS 2 nurse receives a request from a parent and licensed prescriber to permit a student to carry and self-administer her/his own prescribed medication, such decisions will be made on an individual basis and in accordance with the following criteria:

- (a) Severity of health care problems, particularly asthmatic or allergic conditions;
- (b) Licensed prescriber's order directing that the student be allowed to carry her/his medication and self-administer;
- (c) Parent statement requesting compliance with licensed prescriber's order;
- (d) Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school;
- (e) School nursing assessment that student is self-directed to carry and self-administer her/his medication properly; and
- (f) Parent contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact will be documented. Any student self-administering medication without proper authorization will be counseled by TRCS 2 nurse. In addition, the parents will be notified. In all instances, school administration will also be informed. Periodic reevaluation of the effectiveness of the procedure will be instituted.

3. Emergency Medication:

The requirements allowing registered professional nurses to administer agents used in the emergency treatment of anaphylaxis include:

- (a) Following non-patient specific standing orders and protocols authorized by a physician or a nurse practitioner; and
- (b) Maintaining or ensuring the maintenance of a copy of the standing order(s) and protocol(s) that authorizes them to administer anaphylactic treatment agents. Non-FDA Sanctioned Requests/Herbal Remedies, Dietary Supplements and Natural Products: TRCS 2 will not honor requests for use of herbal remedies, dietary supplements and natural products as they are not sanctioned by the FDA. Such matters will be explained to the parent whose cooperation will be sought to have such medications administered outside of school. An appropriate notation should be made on the student's health record.

R. Student Attendance Policy and Addressing Chronic Absenteeism

While we have methods to track average daily attendance (ATS), addressing chronic absenteeism requires a comprehensive approach that engages and calls to action all stakeholders – the student, the family, teachers, counselors, administrators, other school staff and community partners.

We define chronic absenteeism as missing 10 percent or more of a school year or approximately 18 days in a school year for days that are unexcused. It is the school's determination of what constitutes an excused absence that we use since sometimes parents/guardians try to legitimize absences that we do

not deem acceptable. Students who are ill or have otherwise excused absences, are not categorized as chronically absent, but nevertheless do require support and monitoring to ensure that they are able to stay on track academically or get back on track and readjust well back into to school community after being out for a long period. We do utilize similar interventions for these students as documented below.

According to research data, students who are chronically absent in the middle school have a higher rate of dropping out of school. In the high school, attendance is a better predictor of dropping out than test scores. We also see students from pre-kindergarten through elementary missing large amounts of time from school and this has serious consequences including: lower readiness skills for the next grade and lower overall performance in future grades.

The best intervention for chronic absenteeism is prevention. As such, TRCS 2 takes the following steps to keep our students from being absent from school –

- 1) Creating a welcoming environment that engages students and families. This includes building positive relationships with our families that motivates parents to send their children to school and for students to want to be in school. We also provide extensive opportunities for after-school and three meals a day in our cafeteria to eliminate barriers outside of the school day that might discourage attendance.
- 2) Engage families about the importance of good attendance at parent-teacher conferences, family conferences, general meetings and through our website and school messenger service. Additionally, notices are sent home when students have excessive absences.
- 3) Reach out to families individually, in their home language if necessary, to discuss attendance concerns *before* they become bigger issues.
- 4) Including attendance as one factor in our promotional policy to families understand its importance.
- 5) Monitor attendance data frequently and take actions in a timely manner.
- 6) Provide counseling support and other support as needed to promote good attendance.

These supports can be illustrated in a tiered system of support as follows which will combine both prevention and intervention as needed –

Tier 1 (Prevention):

- Engaging school climate
- Positive relationships with students and families
- Early communication to students and families
- Impact of absences on achievement widely understood
- Attendance data monitored frequently and shared
- Good and improved attendance recognized
- Common barriers identified and addressed

Tier 2 (Early Intervention):

- Personalized early outreach
- Action plan addresses barriers and increases engagement
- Staff mentors / Counseling

Tier 3 (Specialized Support):

- Coordinated school and interagency response
- Legal intervention (last resort)