

## **Assurances**

*Directions: Please check off each item below and have the school leader sign the assurances document.*

The Education Corporation provides the following assurances:

### **1. Governance**

- ☐ **Open Meetings:** The education corporation provides a media notice regarding each board meeting and posts information regarding board meetings on its website in accordance with the Open Meetings Law.

### **2. Signage**

- ☐ **Exterior Signage:** Signage identifying the charter school is in place at each facility utilized by the school.
- ☐ **Religious Symbols:** The school space is free from all religious symbols, signs, or representations. The school has brought to the Institute's attention for review any items that are architectural and cannot be reasonably covered or removed.
- ☐ **Exit Signage and Evacuation Maps:** Appropriate exit signage and/or fire evacuation maps are in place in each room occupied or utilized by the school.

### **2. SPACE**

- ☐ **Safe and Secure Space:** The school space is safe and secure; entrance and egress from the school's space is adequately controlled.
- ☐ **Adequate Space:** The available space, including classrooms, restrooms, and special purpose rooms, meet the requirements of the program and the number of students using the space.
- ☐ **Accessibility:** The space is accessible to all students (including students with disabilities), clean, and well-lit. If the school building is not subject to current ADA requirements, the school has in place a plan to make reasonable accommodation for students, parents and staff to access the building.

### **3. SAFETY**

- ☐ **Fire Extinguishers:** Fire extinguishers on all floors occupied by the school have been inspected by duly qualified personnel within the past calendar year or as required by applicable law.
- ☐ **Hazardous Areas:** All electrical rooms, mechanical rooms, breaker or fuse boxes or other hazardous areas off limits to students are locked except when access is required by authorized personnel.
- ☐ **Automated External Defibrillator (AED):** The school has the requisite number of AEDs in place as required by 8 NYCRR § 136.4 to ensure ready and appropriate access, and an appropriate number of staff members are trained in AED operation and use in school and at school sponsored events.
- ☐ **SAVE (master safety) Plan:** The school keeps written plans in place for fire drills, lockdown drills, and emergency evacuation including safety plans in accordance with Project SAVE. Such plans are appropriately stored in accordance with Project SAVE.

- ☐ **The school has policies and procedures in place for annual school safety training for staff and students including annual staff training on the emergency response plan in accordance with Education Law § 2801(2)(h).**
- ☐ **The school has provided written materials to mandated reporters explaining the requirements and the school conducts annual training.**

#### **4. POSTINGS AND POLICIES**

- ☐ **State and Federal Employment Laws:** Required state and federal employment laws are posted in an area that staff can readily access/review them.
- ☐ **Complaint Policy:** A copy of the school's complaint policy is on file in the school office and available on the school's website.
- ☐ **FOIL:** The school's Freedom of Information Law (FOIL) notice is posted in the school office or another location accessible to parents and staff. (See the FOIL guidance [here](#) for more information).
  - a. The school maintains a category list of records held by the school.
  - b. The school maintains a list of employees, their work stations, titles and salaries.
  - c. The school's website contains required FOIL information.
- ☐ **Child Abuse or Neglect Reporting Information:** The school posts the toll-free telephone number operated by OCFS to receive reports of child abuse or neglect and the following website [link](#) to access the OCFS website: is **posted in a** highly visible area of each school site in English and Spanish; the school provides the same information on its website, where one exists; the school provides the information to parents and families once each year; and, the school provides the information to staff.
- ☐ **Flu Educational Material.** Pursuant to [Section 613](#) of the New York State Public Health Law, all schools are required to post flu educational material in plain view throughout the school building. The fliers are available [here](#) for schools:
- ☐ **Fingerprint Policy:** The education corporation has implemented a fingerprint/IdentoGO policy consistent with Institute policy (which requires that at least two staff members verify the clearance of each new employee/contractor hired by the education corporation prior to employment) (available at this [link](#)); and all cafeteria, maintenance and transportation personnel regardless of whether employed by the education corporation are covered by the policy.
- ☐ **Open Meetings Law:** The education corporation provides notice regarding each board meeting in accordance with the Open Meetings Law.
- ☐ **Code of Ethics:** The education corporation distributes its Code of Ethics to all new employees, officers and trustees in accordance with the General Municipal Law.
- ☐ **Finances:** The education corporation is not in material default of any bond, loan or other financial agreements.

## 5. RECORDS

- ☐ **Locked Student Records:** All student records (academic, IEPs, health, etc.) are stored in lockable storage containers or password protected electronic storage systems with access to staff members who need them; and, health records are stored separately from student records in a password protected electronic storage system.
- ☐ **FERPA Access Log:** Each student record file contains a FERPA Access Log to indicate who has accessed the file. (See the FERPA guidance at this [link](#) for more information). The school maintains a list of staff members that have access to files. **Note:** this should be an accessible school record and not an automatically, internally generated computer record that takes considerable effort to access.
- ☐ **FERPA Record List:** The school maintains a FERPA list of records typically found in a student file.
- ☐ **IEPs in Locked Storage:** Copies of student IEPs have been distributed to classroom teachers and are stored in lockable storage containers or password protected electronic storage systems.
- ☐ **Inventory:** The school maintains an inventory of school property in accordance with the education corporation's inventory policy.

## 6. NURSE OFFICE

- ☐ **Locked Storage for Medications:** All medications including self-directed medications should be locked unless a doctor has given permission to have the medication carried by student or staff (e.g., Epipen or inhaler). A lockable refrigerator for medications is a requirement.
- ☐ **Adequate Space and Equipment:** The school has adequate space for the nurse's office and equipment. The nurse's office is lockable and has lockable storage for students health records, medications, and refrigerated medications.
- ☐ **Disposal of Sharps:** The school has adequate provisions for the disposal of sharps.

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Signature

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Title

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Charter School Name

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Date

At the time of evaluation, the Institute team will verify certain information to ensure compliance in certain areas. Please provide the following to assist Institute staff in its review:

1. Please provide the website link to the Annual Report which should include the August 1<sup>st</sup> submission, the Accountability Plan Progress Report, and annual audit.
2. Please provide the link to the FOIL Policy which should include the appropriate link to the New York State Committee on Open Government.
3. Please provide the website link to the board of trustees' meetings notices, minutes, and materials.