

2023 Prior Actions

Written Assurances Signature Form

The following assurances correspond to the 2023 Prior Actions Guidance. The school leader (e.g., head of school, principal, executive director, etc.) must check each of the applicable assurances and sign the form at the bottom.

Note: A valid digital signature is required for this form; the Institute cannot accept typed or scanned signatures. Please see <https://acrobat.adobe.com/us/en/sign/how-to/create-digital-signature.html> for additional guidance if necessary.

_____ makes the following assurances:
[school name]

Governance

- ☐ The education corporation provides a media notice regarding each board meeting in accordance with the Open Meetings Law, and the education corporation posts information regarding board meetings on its website in accordance with the Open Meetings Law. More information is available at <https://www.newyorkcharters.org/open-meetings-law-guidance-update-for-september-13-2022/>

Serving Students with Disabilities

- ☐ The school has hired an appropriately certified students with disabilities coordinator for programs serving students with disabilities in accordance with Exhibit C of the Charter Agreement, Assurances Regarding Students with Disabilities. Certification may be in any students with disabilities title or the coordinator may hold a related license such as a counsellor or therapist and have specific experience with students with disabilities and the I.D.E.A./CSE processes.
- ☐ The school is able to serve these students or has/will contact the CSE within 10 days to provide services to students with disabilities.
- ☐ Copies of student IEPs will be distributed to classroom teachers and are stored in lockable storage containers or password protected electronic storage systems.

Operations

- ☐ The school has distributed handbooks, policies, calendars, and class schedules to students and parents, or will distribute them within 10 days of the first day of classes.
- ☐ The school has requested or received each student's prior school records.
- ☐ Each student has proper immunization and health records on file, and students who have not been immunized or exempted will be barred from school after 14 days. (Note that state law no longer permits religious exemptions. More information is available at www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/#immunization.)

- ☐ The board has developed and adopted both a comprehensive district-wide school safety plan and a building-level emergency response plan (“SAVE Plans”) in accordance with Education Law section 2801-a. With respect to the district-wide school safety plan, the board:
 - has/will convene make a copy of the draft plan available for public comment at least 30 days prior to adoption by the board;
 - hold a hearing to meet with required groups (parents and teachers) prior to adoption of the plan;
 - adopt a final SAVE plan; and,
 - send the final SAVE plan to NYSED, and revise the plan as directed by NYSED.
 - With respect to the building-level emergency response plan, the school has filed it with the appropriate local law enforcement agency and with the N.Y. State Police within 30 days of its adoption by the board.
- ☐ The school has adopted policies and procedures for annual school safety training for staff and students including annual staff training on the emergency response plan in accordance with Education Law subdivision 2801(2)(h).
- ☐ The school has provided written materials to mandated reporters explaining the requirement and that the school has conducted or will conduct annual training.

Finance

- ☐ An accounting system with internal controls and fiscal policies is in place for the school, and those policies are the same as other schools with the Education Corporation, as applicable.
- ☐ The school has established a payroll system and, if offered, properly allows employees to consent to 12 month payroll.
- ☐ The Initial Statement process in the Charter Agreement is complete including all follow-up steps.

Signature

Title

Date