

Assurances-Single Entity

Directions: Please check off each item below and have the board chair sign the assurances document.

The Education Corporation provides the following assurances:

1. 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:** 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 Safety Report:** The education corporation has submitted the most recent annual public school fire safety inspection report as to each school facility with the New York State Education Department including the record of the required fire and safety drills for each instructional school facility per NY Education Law §§ 807 and 807-a.
- ☐ **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 at each instructional school facility 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 each instructional school facility and at every school sponsored event.
- ☐ **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.

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 in each school facility.

- ☐ **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 each school facility's main office or another location accessible to parents and staff. (See the [FOIL guidance](#) on the Institute's website 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.
- ☐ **Petty Cash:** If the school has a petty cash policy, ensure that clear controls are in place for monitoring. The Institute recommends having less than \$200 of cash on hand. Petty cash should be stored in a lockable unit.
- ☐ **Child Abuse or Neglect Reporting Information:** Each school site posts the toll-free telephone number operated by OCFS to receive reports of child abuse or neglect and [this website link](#) to access the OCFS website 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.
- ☐ **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) ([guidelines](#) are available on the Institute's website); 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 a media notice regarding each board meeting in accordance with the Open Meetings Law.
 - d. The education corporation posts information regarding board meetings on its website 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.
- ☐ **Flu Educational Material.** Each school site posts, 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](#) on the NYS Department of Health website.

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. ([FERPA guidance](#) is available on the Institute's website). 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 has lockable storage for medical records.
- ☐ **Disposal of Sharps:** The school has adequate provisions for the disposal of sharps.

Signature, Board Chair

Print Name

Charter School Name (Print)

Date