## assurances

The Education Corporation provides the following assurances:

1. Exterior signage identifying the charter school is in place at each facility utilized by the school.
2. Appropriate exit signage and/or fire evacuation maps are in place in each room occupied or utilized by the school.
3. 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.
4. 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.
5. Required state and federal employment laws are posted in an area that staff can readily access/review them.
6. All student records (academic, IEP, health, etc.) are stored in lockable storage containers or password protected electronic storage systems.
	* 1. Each student record file contains a FERPA Access Log to indicate who has accessed the file. (See the FERPA guidance at [www.newyorkcharters.org/confidentiality-student-records/](http://www.newyorkcharters.org/confidentiality-student-records/) for more information).
		2. The school maintains a list of staff members that have access to files.
		3. The school maintains a FERPA list of records typically found in a student file.
		4. Copies of student IEPs have been distributed to classroom teachers and are stored in lockable storage containers or password protected electronic storage systems.
7. The education corporation has implemented a fingerprint/Livescan 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 www.newyorkcharters.org/criminal-background-checks-fingerprinting/); and all cafeteria, maintenance and transportation personnel regardless of whether employed by the education corporation are covered by the policy.
8. A copy of the school’s complaint policy is on file in the school office and accessible to parents.
9. 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 at www.newyorkcharters.org/freedom-information-law-foil/ for more information).
10. The school maintains a category list of records held by the school.
11. The school maintains a list of employees, their work stations, titles and salaries.
12. The school’s website contains required FOIL information.
13. The education corporation provides a media notice regarding each board meeting in accordance with the Open Meetings Law.
14. The education corporation posts information regarding board meetings on its website in accordance with the Open Meetings Law.
15. The education corporation distributes its Code of Ethics to all new employees, officers and trustees in accordance with the General Municipal Law.
16. The education corporation is not in material default of any bond, loan or other financial agreements.
17. The school maintains an inventory of school property in accordance with the education corporation’s inventory policy.

|  |
| --- |
| Education REQUIRED SIGNATURES |
| School Leader Signature: |  | Education Corporation Board Chair Signature: |  |  |