



**ROADS CHARTER HIGH SCHOOL
FREEDOM OF INFORMATION POLICY**

ROADS Charter High School (“the School”) will comply with the State’s “Freedom of Information Law” (FOIL). When the School receives a request for information under FOIL, it shall be responded to in the following manner:

Procedure:

1. Within five business days of receipt of a written request, the School shall either make the information available to the person requesting it, deny the request in writing, or provide a written acknowledgement of receipt of the request that supplies an approximate date, which shall be reasonable under the circumstances, for when the request will be granted or denied.
2. If the School determines to grant access to the requested information, and if circumstances prevent disclosure to the person making the request within 20 business days of the School’s acknowledgment of receipt of the request, the School shall state, in writing, both the reason for the delay and a date certain by which the School will provide some or all of the records requested which must be reasonable under the circumstances. Failure of the School to conform to the provisions of paragraph one above or this paragraph two, shall constitute a denial of the request of information.
3. If an individual is denied access to a record he or she may, within 30 days, appeal such denial to the Executive Director of ROADS Schools Inc. or his/her designee.
4. Upon timely receipt of such an appeal, the ROADS Schools Inc. Executive Director shall, within 10 business days or the receipt of the appeal, fully explain the reasons for further denial or provide access to the record sought. The School also must immediately forward a copy of the appeal upon receipt of it, and its ultimate determination as soon as it is rendered, to the Committee on Open Government:

**NYS Department of State
Committee on Open Government
41 State Street**

Albany, NY 12231

Exceptions to disclosure:

The School may deny access to a requested record for a variety of reasons, including, but not limited to, that:

- such access would constitute an unwarranted invasion of personal privacy;
- such access would violate either state or federal law;
- such records are compiled for law enforcement purposes; and,
- such records are inter-agency or intra-agency materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, or a final policy.

(For a complete list of exceptions and procedures, see School FOIL Policy and Regulations located in School office.)

Except for records specified in Public Officers Law § 87(3), the School shall not be required to prepare any record that it does not maintain or have in its possession.

Fees:

To copy information, the School will charge the requesting party the greater of the statutory maximum or \$.025 per page. Copying costs in excess of \$25.00 shall be paid in advance of making copies. Checks and money orders will be accepted and should be made payable to ROADS Charter High School. Records will be made available for inspection and copying in the school office.

Note:

The Records Access Officer: ROADS Charter High School Director of Operations.

The Appeals Officer: Executive Director, Roads Schools, Inc., 81 Prospect St., Suite 7011, Brooklyn, NY 11201.