

Freedom of Information Law (FOIL) policy

Any requests for school records or information from the school must be in writing and submitted to the school's director of operations, or to Andrew Epstein, chief financial officer and FOIL officer for Ascend Charter Schools, at andrew.epstein@ascendlearning.org. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by making the information available at the school itself during normal business hours to the person requesting it; denying the request in writing; or providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied. If the person requesting information is denied access to a record, s/he may, within 30 days, appeal such denial to the school director.

Upon timely receipt of such an appeal, the school, within ten business days of the receipt of the appeal, will fully explain the reasons for further denial or provides access to the record(s) sought. The school will also forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government. If further denied, the person requesting information may appeal through an Article 78 proceeding.

The school may deny access to requested records if any of the following conditions apply:

- Such records are specifically exempted from disclosure by state or federal statute
- Such access would constitute an unwarranted invasion of personal privacy
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e)
- Such records, if disclosed, would endanger the life or safety of any person
- Such records are computer access codes
- Such records are internal materials that are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits

The school may charge a copying fee for each page requested to be copied. The fee will be no more than the fee allowed by state law. Types of records held by the school may include student health records, student immunization records, student medical records, safety records, school SAVE plan, reports of fire department inspections, school contracts, management contract records, outside contract records, personnel files, fingerprint clearance records, and certification records.