

Great Oaks Charter School FOIL Policy

Adopted January 8, 2013

Great Oaks Charter School Charter School (“Great Oaks” or the “School”) shall be subject to the Article 6 of the New York Public Officers Law, pursuant to Education Law § 2854(1)(e).

Requests for public information must be in writing and submitted to the School Leader at the School’s address. Upon the receipt of a request for School records and information, the School will respond to the request in the following manner:

Within five business days of receipt of a written request, the School will, depending on the requested information, either

1. Make the information available at the School’s principal location during normal business hours to the person requesting it
2. Deny the request in writing
3. Or provide 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, he or she may, within 30 days, appeal such denial to the Head of School or his or her designee. Upon timely receipt of such an appeal, the School will, within 10 business days of the receipt of the appeal, fully explain, in writing, the reasons for further denial or provide access to the record(s) sought. The School also will forward a copy of the appeal, as well as its ultimate determination, to the New York State Committee on Open Government.

In the event an appeal for records is denied, the person requesting the information may bring a proceeding for review of such denial in pursuant to Article 78 of the Civil Practice Law and Rules.

The School may deny access to requested records for one or more of the following grounds:

- 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 or are submitted to the School by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of such 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)(3);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes;
- Such records are inter-agency or intra-agency materials that are not statistical or

factual tabulations of data, instructions to staff that affect the public, or a final policy or external audits.

- Examination questions or answers

The School shall maintain a record setting forth the name, public office address, title and salary of every officer or employee of the School and a reasonably detailed current list, by subject matter, of all records in the School's custody or possession.

The School may charge a copying fee for each page requested to be copied. The fee can be no more than the fee allowed by State law.