



## FREEDOM OF INFORMATION POLICY

Ivy Hill Preparatory Charter School (hereinafter Ivy Hill Prep) shall be subject to 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 Ivy Hill Prep Records Access Officer who shall be designated by the Head of School. Upon the receipt of a request for Ivy Hill Prep records and information, the request will be responded to in the following manner:

- Within **5 business days** of receipt of a written request, Ivy Hill Prep will, depending on the requested information, either make the information available at Ivy Hill Prep principal location during normal business hours to the person requesting it, or
- deny the request in writing, 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 (such designee shall not also serve as Ivy Hill Prep Records Access Officer). Upon timely receipt of such an appeal, Ivy Hill Prep 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. Ivy Hill Prep 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 New York State Civil Practice Law and Rules.

Ivy Hill Prep 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 Ivy Hill Prep 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;

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- 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

Ivy Hill Prep shall maintain: a record of the final vote of each trustee in every proceeding in which the trustees vote; a record setting forth the name, public office address, title and salary of every officer or employee of the education corporation; and a reasonably detailed current list, by subject matter, of all records in the Education Corporation's custody or possession.

Ivy Hill Prep 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.

**Adopted by the Ivy Hill Prep's Governing Board on February 28, 2019**

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