

FOIL POLICY FREEDOM OF INFORMATION LAW (Reviewed on 7.23.2024)

Storefront Academy Charter Schools complies with New York State's "Freedom of Information Law" (FOIL). When the school receives a request for information under the Freedom of Information Law, it responds to it in the following manner:

- Any requests for school records or information from the school must be in writing and submitted to the school operations team
 - Bronx Campus requests (bronxoffice@storefrontacademycs.org)
 - 609 Jackson Ave, Bronx, N.Y, 10455
 - 646-758-7201
 - Harlem Campus requests (harlemoffice@storefrontacademycs.org)
 - 445 E 115th St, New York, N.Y, 10029
 - 646-328-9730
- Within five business days of receipt of a written request, the school shall make the information available to the person requesting it, deny the request in writing, or provide a written acknowledgment 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.

If Storefront Academy Charter Schools determines to grant access to the requested information, and if circumstances prevent disclosure to the person making the request within twenty business days of the acknowledgment of receipt of the request, the school shall state, in writing, both the reason for the delay and a date certain, within a reasonable period of time, depending on the circumstances, when the request will be granted in whole or in part. Failure of the school to conform to the provisions of paragraph one above or this paragraph two, shall constitute a denial of the request for information.

If an individual is denied access to a record, he or she may, within 30 days (or such period as defined by law, as may be modified over the course of the charter), appeal such denial to the Principal.

Upon timely receipt of such an appeal, Storefront Academy Charter Schools shall, within 10 business days of the receipt of the appeal (or such period defined by law, as may be modified over the course of the charter), fully explain the reasons for further denial or provide access to the record sought. The school also must forward a copy of the appeal, as well as its ultimate determination, to the New York State Committee on Open Government.

<https://opengovernment.ny.gov/>

Exceptions to disclosure:

Storefront Academy Charter Schools may deny access to a requested record for a variety of reasons, including 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/or
- such records are interagency or intra agency materials which are not statistical or factual tabulations of data, instructions to staff that affect the public or a final policy

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.

Storefront Academy Charter Schools Freedom of Information Law - Subject Matter List

Storefront Academy Charter Schools (the "School") subject matter list provides a reference of subjects or file categories under which records are maintained by the School. This list is not a compilation of every record used by the School to conduct daily business functions. Not all records listed here are publicly available under the Freedom of Information Law (FOIL). Under FOIL, certain records are exempt from disclosure, as more fully described in the School's FOIL Policy.

Administrative Records

- Grants and Contracts
- Charter & By-Laws
- Accountability Plans
- School Visit Reports
 - Renewal Reports
- Agendas and Minutes of Board & Committee Meetings
- Fixed Asset Inventory List
- Supplies List
- Property Documentation (leases, etc.)
- Fundraising Records
- Minutes of the Board of Directors and subcommittees
- Banking agreements
- Vendor invoices
- Tax Returns and Correspondence

Human Resources Records

- Employee Assignments and Garnishments
- Employee Benefit Plan Documents
- Employee Payroll Records and Reports
- Employee Personnel Records
- Employee Timesheets and Attendance Records
- Employee Workman's Compensation Documents
- Employment Applications

Financial Records

- Accounts Payable Ledgers and Schedules
- Accounts Receivable Ledgers and Schedules
- Audit Reports of Independent Accountants
- Depreciation Schedules
- Bank Statements & Reconciliations
- Canceled Checks
- Cash Receipts and Disbursements
- Expense Analyses & Distribution Schedules
- Financial Statements
- Fixed Asset Records & Appraisals
- General Ledgers
- W-2 / W-4 / 1099 Forms, etc.
- Invoices from Vendors

- Tax Returns and Correspondence

Insurance Records

- Accident Reports and Claims
- Policies
- Insurance - Policies (Expired) Permanent

Student Records

- Student Cumulative Education Record
- Other Student Records (registration record, Section 504 evaluations, counselor notes, etc.)
- Examination Test Results, Papers and Answer Sheets
- Enrollment Applications
- Lottery Results
- Student Portfolio (student's best work, progress reports and grades)
- Attendance Records
- Student Organization Records
- Athletic Records
- Fundraising Records
- Disciplinary Records
- Records of Gifts or Prizes Awarded to Students
- Special Education Files
- Education Funding Documents