

Freedom of Information Policy (FOIL)

The school will discuss, and make available to the guardians, any records on file. If guardians wish to examine their student's record, they should submit a request in writing to the Operations Manager. Confidential records will not be made available to any non-school personnel without written consent from the parent/guardian. In accordance with FERPA Law, guardians may request access to their student/s information including discipline files, transcripts, and immunization and health records.

The Operations Manager will make copies free of charge to the guardians or designated persons. Within five business days of receipt of a written request, the Operations Manager will:

- Oblige the request and make the information available to the guardian as requested
- Deny the request with written notice and explanation

Destine Preparatory Charter School may deny access to requested records if:

- 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; and/or
- Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

If the person requesting information is denied access to a record, s/he may, within 30 days, appeal the denial to the Head of School. The Head of School will respond to the request within 10 days. The school also forwards a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government immediately after receipt or determination, respectively. If further denied, the person requesting information may further appeal through an Article 78 proceeding. Likewise, if the School does not follow the FOIL appeal procedures, it will constitute a denial of the FOIL appeal for purposes of allowing the requester to bring as Article 78 proceeding.

The school maintains:

- Records of vote by the board of trustees
- 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 school's custody or possession.

PLEASE NOTIFY THE MAIN OFFICE OF ANY CHANGES IN YOUR CHILD'S CONTACT INFORMATION FOR THEIR SAFETY.