



INNOVATION CHARTER HIGH SCHOOL
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FREEDOM OF INFORMATION LAW (“FOIL”) POLICY OF INNOVATION CHARTER HIGH SCHOOL

Innovation Charter High School (“Innovation” or “the School”) complies fully with the New York State Freedom of Information Law (Article 6 of the New York Public Officers Law; also known as “FOIL”).

Requests for school records or information must be stated in writing and sent by mail or email to Innovation’s Records Access Officer (“RAO”), Executive Director, Stephen Falla Riff. Requests by mail should be sent to: Executive Director, Innovation Charter High School, 410 East 100th St., NY, NY 10029; Requests by email should be sent to: info@innovationhighschool.org.

Within five business days of receipt of a written request for records or information, the School, depending on the type of request, will respond in one of the following ways:

- by making the information available at the School itself during normal business hours to the person requesting it or, if requested, sending existing electronic documents via email; or
- by denying the request in writing that includes a lawful basis for the denial; or
- by providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied, and the time provided for a response to the request shall be reasonable, under the circumstances

If a request will be granted in whole or in part, but cannot be granted within 20 business days of the date of the school’s acknowledgement of the request, the School will state in writing the reason why additional time is needed and provide a date when it will be granted in whole or in part. The additional time for compliance shall be reasonable, under the circumstances.

If the person requesting information is denied access to a record, they may, within 30 days, appeal such denial to the Secretary of the Innovation Board of Trustees. (The Records Access Officer and the appeals entity shall not be the same person.) Upon timely receipt of such an appeal, the School, within 10 business days of the receipt of the appeal, will fully explain the

reasons for further denial or provide 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 the appeal to the Secretary of the Board is denied, or is not rendered within 10 business days of receipt, the person requesting information may initiate a judicial proceeding to challenge the denial of access under Article 78 of the Civil Practice Law and Rules.

The 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.

The School maintains a Subject Matter List of records retained in the course of school operations. The records are all under the custody of the Records Access Officer.

There is no fee to inspect or search for records. Photocopies of records can be made on-site for 20 cents per page. By law, the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. The fee for photocopies of records which are not an appropriate size for the school's photocopy equipment shall not exceed the actual reproduction cost, which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

This FOIL Policy may also be viewed on the [Innovation website](#).

Innovation's Records Access Officer maintains a Subject Matter List of all records in their possession, whether or not records are available pursuant to subdivision §87(3)(c) of the Public Officers Law.

For additional information, please see the Committee on Open Government, [Freedom of Information Law. FAQ page](#).

Last revised July 25, 2023