

Pharos Academy Charter School

Freedom of Information Policy

1. This policy provides information concerning the procedures by which records at Pharos Academy Charter School may be obtained under the Freedom of Information Policy.
2. Pharos Academy Charter School Board of Trustees is responsible for insuring compliance with this policy, and designates the following person(s) as Records Access Officer(s):

Courtney Russell
1001 Intervale Avenue, Bronx, NY 10459
646-241-7005
courtney.russell@pharosacademies.org

3. The Records Access Officer is responsible for insuring an appropriate response to public requests for access to records. The records access officer shall insure that school personnel:
 - a. Maintain an up-to-date subject matter list.
 - b. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
 - c. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
 - d. Upon locating the records, take one of the following actions:
 - (i) Make records available for inspection or,
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons for denial.
 - e. Upon request for copies of records:
 - (i) Make a copy available upon payment or offer to pay established fees, if any, or,
 - (ii) Permit the requester to copy those records.
 - f. Upon request, certify that a record is a true copy
 - g. Upon failure to locate records, certify that Pharos Academy Charter School is not the custodian for such records, or the records of which Pharos Academy Charter School is a custodian cannot be found after diligent search.
4. Records shall be available for public inspection and copying at: 1001 Intervale Avenue, Bronx, NY 10459. **A written request for records is required.**
5. Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are: 8:00 A.M. – 4:00 P.M. Monday-Friday except for legal holidays or other days the school may be closed.

6. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
7. A response shall be given within five business days of receipt of a request by:
 - a. Informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - b. Granting or denying access to records in whole or in part;
 - c. Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - d. If the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
8. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the school, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.
9. Subject matter list:
 - a. The Records Access Officer shall maintain a reasonably detailed current list by subject matter of all records in its possession and whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.
 - b. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
 - c. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.
10. Denial of access to records:
 - a. Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual identified as the Records Appeals Officer.
 - b. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Javier Lopez-Molina
President, Board of Trustees
1001 Intervale Avenue, Bronx, NY 10459
646-915-0025

11. Any person denied access to records may appeal in writing within thirty days of a denial.
12. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
 - a. The date and location of requests for records;
 - b. A description, to the extent possible, of the records that were denied; and
 - c. The name and return address of the person denied access.
13. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
14. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to: Committee on Open Government Department of State 41 State Street Albany, NY 12231
15. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government.
16. Fees:
 - a. There shall be no fee charged for:
 - (i) Inspection of records
 - (ii) Search for records; or
 - (iii) Any certification pursuant to this part.
17. Fees for copies will be charged shall be \$.25 cents per page for photocopies not exceeding 9 by 14 inches.
18. Family Education Rights and Privacy Act: The School will not disclose any information from a student's permanent record except as authorized pursuant to the Federal Education Rights and Privacy Act or in response to a subpoena as required by law. The parents or guardians of a student under the age of 18 years of age, or a student 18 years of age or older, are entitled to access to the student's school records by submitting a written request to the school leader.

Adopted by the Board of Trustees on August 20, 2020

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE CERTAIN PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

Pharos Academy Charter School has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at 1001 Intervale Avenue, Bronx, NY 10459.

The following officials will help you to exercise your right to access:

Records Access Officer(s)

Courtney Russell
1001 Intervale Avenue, Bronx, NY 10459
646-241-7005
courtney.russell@pharosacademies.org

If you are denied access to a record, you may appeal to the following person(s) or body:

Javier Lopez-Molina
President, Board of Trustees
1001 Intervale Avenue, Bronx, NY 10459
646-915-0025