

XXIV. PUBLIC ACCESS TO RECORDS AND FREEDOM OF INFORMATION LAW

Access to records of the Niagara Charter School (the “School”) will be consistent with the rules and regulations established by the State Committee on Open Government and comply with all the requirements of the New York State Public Officers Law §§ 87 and 89.

A Records Access Officer will be designated by the Chief Academic Officer, subject to the approval of the Board of Trustees, who will have the duty of coordinating the School's response to public request for access to records.

The School will provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the School can reasonably do so regardless of burden, volume or cost of the request.

Requests for Records via Email

If the School has the capability to retrieve electronic records, it must provide such records electronically upon request. The School will accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the School. This information will be posted on the School website, clearly designating the email address for purposes of receiving requests for records via this format.

When the School maintains requested records electronically, the response will inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

NYS Education Department Subject Matter List: P-12 Education (Not All Applicable to NCS)

Bilingual Education & Foreign Language Studies

- General Correspondence
- Title I Consolidated Application and related documents
- Part 154 Plan's

Career and Technical Education

- Federal VTEA documents
- Driver Education Teacher & Course Approvals
- General Correspondence

Child Nutrition Program Administration Including the Summer Food Service Program

- Program Operational Material - National School Food Service Program
- Correspondence & Training Reports
- Administrative Files/Office Management Files

- Audits of National School Food Service Programs
- Federal Reports
- Management Company Contracts

Civil Rights/Intercultural Relations

- Project, Program, Research Files
- Complaint Files
- Administrative Files
- Advisory Councils, Commissions, Committees
- School & Central School School Files
- Technical Assistance & Training

Curriculum, Assessment and Educational Technology

- BEDS Reports & Chapter I Projects
- NYS English/Language Arts Curriculum K-12
- English Tests - Past Usage
- Administration Files
- Federal & State Mandates, Recommendations, Issues
- Curriculum/Program Development
- Assessments - Students/Programs
- Staff Development Records
- Social Studies Curriculum
- Examination & Test Files - non-secure only
- TAG - Technical Advisory Group
- Legislation
- Administrative & Correspondence Files
- BOCES & Public School Files

ESEA/NCLB Title I

- Title I Consolidated Application and related documents
- Title II Application materials
- ECIA Chapter 1/PSED grant application – Migrant
- Migrant Education projects & correspondence
- Homeless Application materials and correspondence

School Improvement

- General Subject & Resource Files
- Grants Program Files
- Special Project Files
- Development & Training Files

- School Files
- Staff Administrative Files
- Administrative Files
- Resource Files
- Development & Training
- Federal & State Programs

School Operations and Management Services (Facilities Planning / Education Management)

- School Bus Driver & Instructor Training Records
- School District Capital Project & Correspondence Files
- Plans & Specific of School District Capital Construction
- State Environmental Quality Review Act & Site Approvals
- General Correspondence

Student Support Services

- Administrative & General Subject Files
- Regents Records
- School District Files
- Program Files

Special Education Services

- Child Count Records
- IDEA Applications for Federal Funds
- Administrative & Correspondence Records
- Legal guidelines & Publications
- Site Visit Reports & Documentation
- Application for Requests for Approval for Services
- Interagency Placement of Students with Disabilities
- Administrative Records
- Miscellaneous Subject files
- School Program Files
- Statewide Training Program Materials
- Impartial Hearing Officer Records
- Parent Center files
- Preschool approvals and modifications
- SED approved school-age special education program approvals and revisions
- PBIS Records
- Statewide Special education quality assurance monitoring reports
- Special education policy
- Special education publications

- Early childhood direction center records
- Non-district Unit records

Education Law § 2116

Public Officers Law §§ 87 and 89

21 NYCRR Parts 1401 and 9760