



FREEDOM OF INFORMATION POLICY

The Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. Elmwood Village Charter School has adopted a policy governing when, where, and how you can see public records. The policy can be seen at all places where records are kept.

1. Designation of Records Access Officer

- (a) The Board of Trustees is responsible for insuring compliance with the Freedom of Information Law, and designates the following person(s) as records access officer(s):

**Elizabeth Evans,
Director of Operations
Elmwood Village Charter Schools
40 Days Park
Buffalo, NY 14201**

2. Location and Hours

Records shall be available during all regular school hours for public inspection at:

Elmwood Village Charter School Days Park 40 Days Park Buffalo, NY 14201	Elmwood Village Charter School Hertel 665 Hertel Ave. Buffalo, NY 14207
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3. Denial of access to records

- (a) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the Board of Trustees.
- (b) If requested records are not provided promptly, as required in Section 6, such failure shall also be deemed a denial of access.
- (c) The Board of Trustees shall determine appeals regarding denial of access to records under the Freedom of Information Law:
- (d) Any person denied access to records may appeal within thirty days of a denial to:

**Jen Bernacki-Smith, Chair
Board of Trustees
Elmwood Village Charter Schools
665 Hertel Avenue
Buffalo, NY 14207**

4. 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.

The school maintains a reasonably detailed current list, by subject matter, of all records in the school’s custody or possession.



**ELMWOOD VILLAGE CHARTER SCHOOLS
FREEDOM OF INFORMATION PUBLIC NOTICE**

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Elmwood Village Charter Schools has adopted a policy governing when, where, and how you can see public records.

The policy can be seen at all places where records are kept. According to this policy, records can be seen and copied at:

Elmwood Village Charter School Days Park 40 Days Park Buffalo, NY 14201	Elmwood Village Charter School Hertel 665 Hertel Ave. Buffalo, NY 14207
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The Records Access Officer will help you to exercise your right to access these public records. The Records Access Officer is:

**Elizabeth Evans,
Director of Operations
Elmwood Village Charter Schools
40 Days Park
Buffalo, NY 14201**

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

**Jen Bernack-Smith, Chair
Board of Trustees
Elmwood Village Charter School
665 Hertel Avenue
Buffalo, NY 14207**

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