

ILLINOIS FREEDOM OF INFORMATION ACT

Jonesboro Community Consolidated School District No. 43 will use the following procedures in an effort to provide information to the public under the requirements of the Illinois Compiled Statutes, Chapter 5, Section 140, et seq. (Freedom of Information Act – FOIA):

Procedures for Requesting Public Records

1. Individuals seeking to inspect public records and/or obtain copies of records may do so by contacting the current Jonesboro School District Superintendent, designated as the Freedom of Information Act Officer. Requests will be received on any day the District's Office is officially open for business, and will be processed in accordance with the provisions of the Freedom of Information Act. All requests must be in writing. To facilitate a timely reply, the District asks that all written requests include, at a minimum, the information listed below.
 - a. The date of the request.
 - b. The name, mailing address, and phone number of the requestor.
 - c. A statement that the information is being requested under the Freedom of Information Act.
 - d. Specific explanation why the request is being made in the public interest or for a commercial purpose.
 - e. A detailed description of the documents or information requested.
 - f. An indication of whether the records are to be inspected at the District's office or copied and mailed to the requestor.
2. Unless the Freedom of Information Act officer handling the request agrees otherwise, records that are requested and approved for release may only be inspected between the hours of 9:00 A.M. and 3:00 P.M. on days when the District's Office is officially open for business and the Freedom of Information Act officer is present.
3. Records which are stored and retrieved by electronic data processing means will be printed, as appropriate, and provided to the requestor. If information is requested on a disk or tape format, the requestor must pay for the cost of the disk or tape.
4. Unless the request is made for a commercial purpose, all paper copies shall be provided at no cost for the first fifty (50) pages, single sided copy, (letter or legal size) of black and white print. A charge of fifteen (15) cents per page will be assessed for copies made for a commercial purpose and for pages exceeding fifty. All data provided in any other format will be provided to the requestor for a fee equal to the cost of material to reproduce the data. The cost will be determined on the basis of current cost of material as determined by the business office at the time of the request. The business office will bill actual cost and the requestor must make payment of expenses prior to the release of requested information.

Procedures for District Response to Request for Public Records

1. The District shall respond to a written request for public records in one of four ways:
 - a. Approve the request.
 - b. Approve in part and deny in part.

- c. Deny the request as presented, but inform the requestor that the request is unduly burdensome and ask to confer with the requestor to determine how the request can be reduced to a manageable size.
 - d. Deny the request.
2. As specified in the FOIA, the District's failure to respond to a written request within five (5) business days may be considered by the requestor to be a denial of the request.
3. Unless the purpose for the request is commercial and the request is not denied, the District will respond to a written request for public records within five (5) business days after the receipt of such request.
4. The District may give notice of an extension of time to respond which does not exceed an additional five (5) business days. This written notice must be provided within the original five (5) business day time limit as specified by the FOIA.
5. A written denial to a request shall state the names and titles of the persons responsible for the denial and the reasons for the denial. The reasons should be supported with a detailed factual basis in accordance with Section 3(g), Section 7, or Section 7.5 of the FOIA. The denial must also explain that the requestor has the right to appeal to the Public Access Counselor whose address and phone number must be provided.
6. Requests creating an undue burden upon the District shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(g) of the FOIA.
7. Upon approval of a request for public records, the District may either provide the materials within the timeline specified by the FOIA or (if applicable) give notice that the materials shall be made available to the requestor upon payment of reproduction costs.

Types of Records Available for Public Inspection

The following list includes the following types of records available for public inspection:

1. Administrative Procedures and Board Policy unless exempted by subsection 7(1)(p) of the Act;
2. Final opinions and orders made in the adjudication of cases except an educational institution's adjudication of student or employee grievance or disciplinary cases;
3. Substantive rules;
4. Statements and interpretations of policy that have been adopted by a public body;
5. Final planning policies, recommendations, and decisions;
6. Factual reports, inspection reports, and studies whether prepared by or for the public body;

7. All information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds of public bodies;
8. The names, salaries, titles, and dates of employment of all employees and officers of public bodies;
9. Materials containing opinions concerning the rights of the State, the public, a subdivision of State or a local government, or of any private persons;
10. The name of every official and the final records of voting in all proceedings of public bodies;
11. Applications for any contract, permit, grant, or agreement except as exempted from disclosure by subsection 7(1)(g) of the Act;
12. Each report, document, study, or publication prepared by independent consultants or independent contractors for the public body;
13. All other information required by law to be made available for public inspection or copying;
14. Information relating to any grant or contract made by or between a public body and another public body or private organization;
15. Waiver documents filed with the State Superintendent of Education under Section 30-12.5 of the School Code;
16. Complaints, results of complaints, and Department of Children and Family Services staff findings of licensing violations at day care facilities, provided that personal and identifying information is not released; and
17. Records, reports, forms, writing letters, memoranda, books, papers and other documentary information, regardless of physical form or characteristics having been prepared, or having been or being used, received, possessed, or under the control of the Illinois Sports Facilities Authority dealing with the receipt or expenditure of public funds or other funds of the Authority in connection with the reconstruction, renovation, remodeling, extension or improvement of all or substantially all of an existing "facility" as that term is defined in the Illinois Sports Facility Authority Act 70.

This list is designed to provide assistance in determining whether particular records fall within the purview of the Act. Even though a particular document is not included in this list, however, it is still a public record under the Act if it was prepared, or was or is being used, received, possessed, or under the control of any public body.

Types of Records Readily Available for Public Inspection

The following list includes the following types of records readily available for public inspection:

1. Notice(s) of dates, times, and place of regular and special called Board of Education meetings;

2. Names and terms of current Board of Education members;
3. Board meeting agendas and approved open session minutes;
4. Board Policies and Administrative Procedures;
5. Collective Bargaining Agreements with another party;
6. Names and assignments of certified and non-certified employees;
7. Seniority lists of certified and non-certified employees;
8. District budgets, annual financial reports, annual statement of affairs, and other forms of financial records;
9. Federal and State grant applications;
10. School District Annual Reports Cards;
11. School Improvement Plans;
12. School Emergency Plans;
13. Student Handbooks; and
14. Subjects and curriculum that are taught in each grade.

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Additional information concerning the Freedom of Information Act may be accessed on the Illinois Attorney General's website at <http://foia.ilattorneygeneral.net/ethics.aspx>.