

HOMEWOOD-FLOSSMOOR  
COMMUNITY HIGH SCHOOL  
DISTRICT NO. 233

FREEDOM OF INFORMATION ACT  
GUIDELINES

Aug. 26, 2016  
rev. 12/23/21  
rev. 7/07/22

# TABLE OF CONTENTS

**Page No.**

## GUIDELINES

I.	Compliance .....	1
II.	Requesting Records .....	1
III.	Request for Student School Records.....	3
IV.	Responses to Requests for Records .....	3
V.	Intent to Deny Request.....	4
VI.	Right to Review by PAC and to Judicial Review .....	4
VII.	Exempt Records .....	4
VIII.	Extension of Time to Comply.....	4
IX.	Retrieval and Copying .....	4
X.	Inspection of Records .....	5
XI.	Catalog of Records.....	5
XII.	Central File for Denial Letters .....	5
XIII.	Fees .....	5
XIV.	Questions.....	5

## SCHOOL DISTRICT INFORMATION DIRECTORY

XV.	Schools and Administrative Center .....	6
XVI.	Board of Education .....	6
XVII.	Employees.....	7
XVIII.	Operating Budget.....	7
XIX.	Organizational Chart.....	7
XX.	List of Records.....	7

ORGANIZATIONAL CHART .....	8
----------------------------	---

TYPES OF RECORDS.....	9
-----------------------	---

## APPENDIX A: Homewood-Flossmoor Community High School District 233 Forms Relating to the Release of Records Under the Illinois Freedom of Information Act

Written Request for Inspection or Copying of Public Records .....	A1
Letter of Records Available For Inspection or Copying.....	A2
Letter of Disclosure.....	A3
Letter of Disclosure with Deletion of Exempt Material Pursuant to Section 7 of the Freedom of Information Act.....	A4
Extending Time for Disclosure.....	A5

Notice to Meet and Confer to Reduce Categorical Request  
to Manageable Proportions .....A6

Denial Letter – Unduly Burdensome .....A7

Denial Letter .....A8

Intent to Deny .....A9

## **GUIDELINES**

### ***I. Compliance***

It is the policy of the Board of Education, School District No. 233, to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act", (5 ILCS 140/1 et. seq.). The District acknowledges its obligation to provide public records to requesters as expediently and efficiently as possible pursuant to the Act. All public records as defined in the Act are presumed to be open to inspection and copying and unless a requested record is believed to be exempt from disclosure under Section 7 of the Act, it shall be so made available in a prompt and efficient manner.

### ***II. Requesting Records***

- A. With the exception of "Student Records" as defined by the Illinois School Student Records Act, a request for records must be in writing and directed to the School District. Requests should be sent to the District Office directed to the District Freedom of Information Officer, but requests received in any school office shall be processed. Upon receipt of a request for records, the request shall be immediately given to a District Freedom of Information Officer.

Any person requesting records for a commercial purpose must advise the School District that the request is for a commercial purpose and such a request will be handled in the manner described in sub part D below.

Any person orally requesting records shall be advised to put the request in writing to the District directed to the attention of a District Freedom of Information Officer. Any person requesting records may, but shall not be required to use the District's "Request for Inspection or Copying of Records" form. This form shall be made available to any person upon request.

Records will be made available for inspection and copying during regular business hours at:

Homewood-Flossmoor Community High School  
District Office  
999 Kedzie Avenue  
Flossmoor, Illinois 60422

- B. District Freedom of Information Officer.

The District has designated the following as Freedom of Information Officers:

Name: Carla Erdey  
Address: Homewood-Flossmoor High School District 233  
999 Kedzie Avenue, Flossmoor, IL 60422  
Phone: 708 335-5504; Email: HFfoiaofficer@hf233.org

Name: Jodi Bryant  
Address: Homewood-Flossmoor High School District 233  
999 Kedzie Avenue, Flossmoor, IL 60422  
Phone: 708 335-5550; Email: HFfoiaofficer@hf233.org

Name: Pat Gnaster  
Address: Homewood-Flossmoor High School District 233  
999 Kedzie Avenue, Flossmoor, IL 60422  
Phone: 708 335-5502; Email: HFfoiaofficer@hf233.org

Name: Nicole Castagna  
Address: Homewood-Flossmoor High School District 233  
999 Kedzie Avenue, Flossmoor, IL 60422  
Phone: 708 335-5581; Email: HFfoiaofficer@hfHF33.org

Upon receiving a request for a public record, the Freedom of Information Officer shall:

- (1) note the date the public body received the written request;
  - (2) compute the day on which the period for response will expire and make a notation of that date on the written request;
  - (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and
  - (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications related to the request.
- C. Content of Requests. All requests should, to the extent reasonably possible, specify with particularity, the records requested to be retrieved and copied. If any records are to be certified, it must be so indicated in the request, specifying which records are to be certified.
- D. Requests for Commercial Purposes.

In accord with the requirement of the Act, any person requesting public records for a commercial purpose must inform the District that the requested records are to be used for a commercial purpose. The District's response to such a request shall be made within 21 days and shall otherwise be in accord with the applicable

provisions of the Act. Section 2c-10 of the Act defines commercial purpose to mean:

the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

### ***III. Request for Student School Records***

Requests from parents, students, or other persons authorized to request records under the authority of the Illinois School Student Records Act may be directed to the Building Principal or any Assistant Principal. Requests for student records by such persons shall be processed in accordance with the Student Records Act and the district's policies and regulations on student records.

### ***IV. Responses to Requests for Records***

Within five (5) working days after receipt of a written request for records the District Freedom of Information Officer will provide, one or more of the following responses to the person requesting the records:

1. Advise in writing that the records are available for inspection or copying at a designated location within the school district. If copies have been requested, that the records are available for pickup at a designated location within the school district along with a statement of the required fee if any. However, in the event that the fee for copying the requested records exceeds Ten Dollars, the records will not be copied unless the fee is paid in advance and the requesting party shall be advised of this requirement.
2. That the five-day limitation has been extended to not more than five (5) additional working days pursuant to Section VII below.
3. Advise in writing that the request is unduly burdensome due to its categorical nature or size and that the requesting party has the opportunity to meet and confer with a District Freedom of Information Officer to attempt to make the request manageable.
4. Deny, in whole or in part, the request in writing, stating the specific basis for denial to include a detailed factual basis for the application of the

claimed exemption. Any denial shall be made in writing and mailed or given personally within the five (5) day period or any extension thereof.

## ***V. Intent to Deny Request***

If the District receives a request for public records and asserts that the requested records are exempt from disclosure under either subsection (1)(c) or subsection (1)(f) of Section 7 of the Act, the District's Freedom of Information Officer shall, within the time limit for the response (five (5) working days), provide written notice to the requester and to the Public Access Counselor of the District's intent to deny the request in whole or in part. This notice shall include: (1) a copy of the request for the records; (2) the proposed response from the District; and (3) a detailed summary of the District's basis for asserting the exemption.

## ***VI. Right to Review by PAC and to Judicial Review***

Any denial of a request for public records shall include a statement that the person requesting the records has the right to a review of the denial by the Public Access Counselor and shall provide the address and phone number of the Public Access Counselor. The requester shall also be informed of the right to seek judicial review pursuant to Section 11 of the Act.

## ***VII. Exempt Records***

Certain public records are exempt from copying and inspection pursuant to Sections 7 and 7.5 of the Act. If any public record exempt from disclosure under Section 7 of the Act contains any material which is not exempt, the District may elect to redact the information that is exempt and make the remaining information available for inspection and copying.

## ***VIII. Extension of Time to Comply***

The time limit of five (5) working days to comply with a request for records may be extended in each case for not more than five (5) additional working days for certain reasons noted in the Act. If the time is to be extended, Notice shall be given to the requester in writing, indicating the reason for the extension of time for disclosure.

The requester and the District may agree in writing to extend the time of compliance for an agreed upon period of time.

## ***IX. Retrieval and Copying***

Retrieval and copying of records is limited only to employees of Homewood-Flossmoor Community High School District 233, designated by the Superintendent or other District Administrator.

## **X. Inspection of Records**

Inspection of records shall only be permitted in the presence of an employee of the school district, designated by the Superintendent or other District Administrator.

## **XI. Catalog of Records**

Records received or prepared beginning July 1, 1984, are catalogued by type as listed in these guidelines.

## **XII. Central File for Denial Letters**

A central file of copies of all denial letters, indexed by the type of exception for the denial, will be maintained by the Superintendent's Office.

## **XIII. Fees**

The fees for copies of records shall be as provided below or as otherwise determined by the Board of Education from time to time.

- A. No fee shall be charged for the first 50 pages of black and white copies requested.
- B. \$.15 per page, after 50 for black and white copies.
- C. Actual cost for color copies or electronic medium.
- D. \$1.00 per certificate if the copies are to be certified.

If the person making the request for records states that the purpose of the request is for health, safety and welfare or legal rights of the general public rather than for personal benefit or commercial gain and requests that the fee be waived or reduced, the Superintendent may, upon inquiry of the precise reason for the request, grant such waiver or reduction as he deems appropriate. Should any person wish to appeal a fee waiver or reduction decision of the Superintendent, such appeal is to be made to the Board of Education, in writing.

## **XIV. Questions**

Should any person have any questions regarding access to public records of the School District that are not answered in the Guide, those questions may be addressed to the District's Freedom of Information Officer.



## SCHOOL DISTRICT INFORMATION DIRECTORY

### ***XV. Schools and Administrative Center***

School District 233 is a public school district located in Homewood-Flossmoor, Cook County, Illinois. The district is organized under the laws of the State of Illinois for the purpose of providing its residents with schools for Grades 9 through 12 for the education of all eligible persons in the school district.

The school district operates the following schools, all located in Flossmoor, Illinois. There is an office in each of the listed schools.

Homewood-Flossmoor High School  
999 Kedzie Avenue  
Flossmoor, IL 60422

The Administrative offices for the school district are located at

Homewood-Flossmoor High School  
999 Kedzie Avenue  
Flossmoor, IL 60422

### ***XVI. Board of Education***

- A. Members. The school district is governed by a seven member Board of Education. The Board's office is located in the District Office located at 999 Kedzie Avenue, Flossmoor, Illinois. Present members of the Board of Education are:

Gerald Pauling, President  
Debbie L. Berman, Vice President/Secretary  
Steve Anderson  
Michelle Hoereth  
Pam Jackson  
Nathan Legardy  
Cynthia Turnquest

- B. Committees. The Board of Education maintains 3 standing committees as follows:

**Committee**  
Planning Committee  
Finance Committee  
Personnel Committee

**Chairperson**  
Nathan Legardy  
Steve Anderson  
Debbie L. Berman

## ***XVII. Employees***

The school district employs approximately 380 full-time employees.

## ***XVIII. Operating Budget***

The operating budget of the school district in FY 2022 was \$63,559,098.

## ***XIX. Organizational Chart***

A block diagram of the functional subdivisions of the School District is set forth on page 8 of these Guidelines.

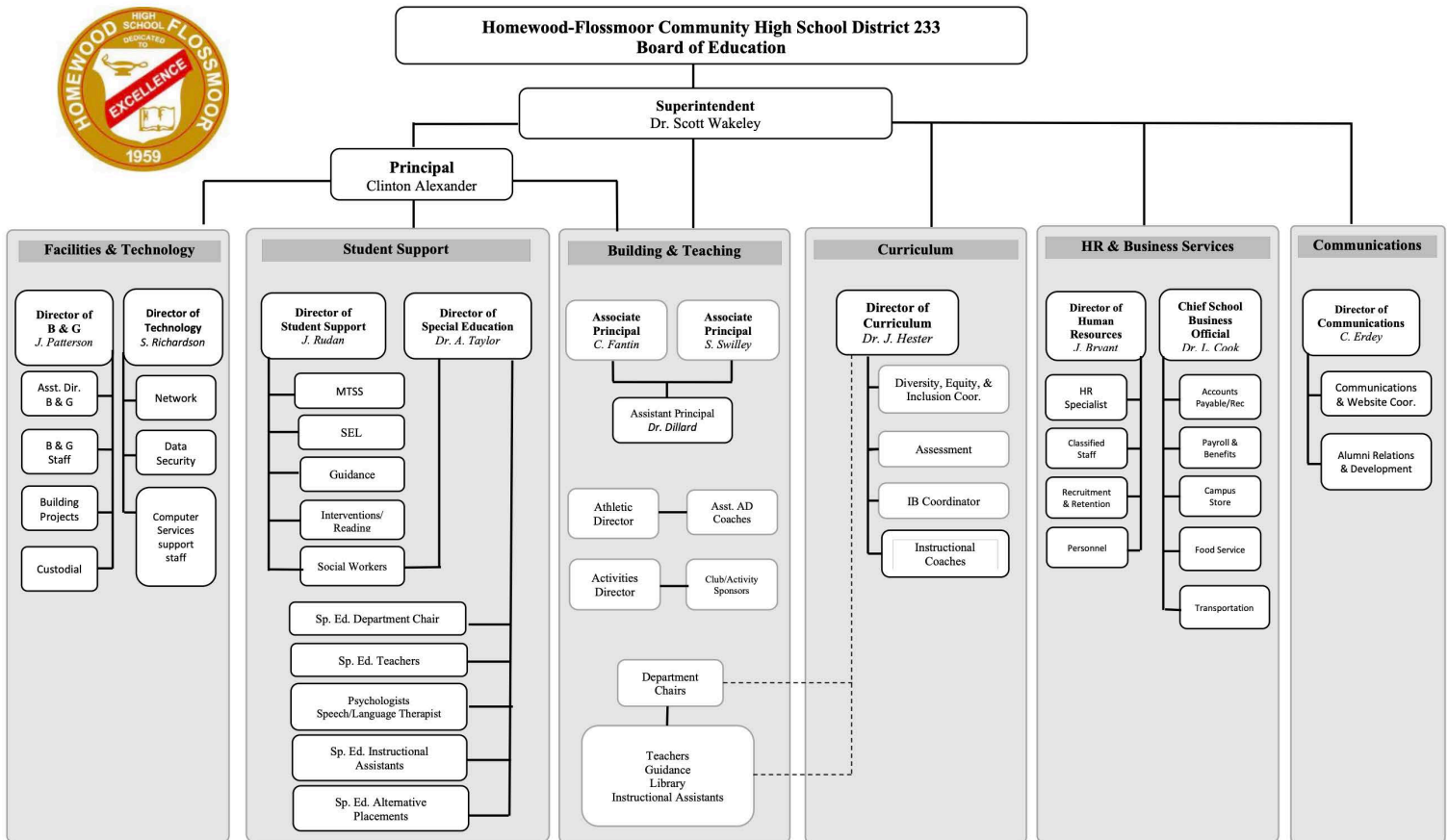
## ***XX. List of Records***

A records list of the types or categories of records maintained by the School District is set forth on page 9 of these Guidelines.

# ORGANIZATIONAL CHART

The following block diagram of the functional subdivisions of the School District.

## Homewood-Flossmoor School District 233 2022-23 Organizational Chart



## TYPES OF RECORDS

1. Accident Reports
2. Accreditation and School Visitation Reports
3. Activity Fund Records
4. Agreements (Intergovernmental)
5. Annual Finance Report
6. Annuity Providers
7. Attendance Registers and Reports
8. Audits
9. Bid Documentation and Specifications
10. Bills and Invoices
11. Blue Prints - Buildings
12. Board Members
13. Board Resolutions
14. Board Meetings
15. Board Agenda and Minutes
16. Bonds
17. Budget
18. Building Schedules
19. Bus Records
20. Calendar
21. Cash Receipts and Deposit Slips
22. Committee Agenda and Minutes
23. Contracts
24. Deeds
25. Educational Program Plan
26. Election Records
27. Employee Handbook
28. Enrollment Reports and Records
29. Fall Housing Report
30. Federal Title Programs
31. Fire Inspection Records
32. Forms
33. Freedom of Information Requests and Denials
34. Goals and Objectives - District
35. Graduation Records
36. Grant Programs
37. Immunization Report
38. Imprest Fund Records
39. IMRF Records
40. Insurance Policies
41. Insurance Claims
42. Inventory
43. Legal Notices
44. Life Safety Records
45. Newsletters (current)
46. Payroll Summaries and Check Register
47. Permits
48. Personnel Names, Titles and Dates of Employment
49. Policies
50. Procedures
51. Professional Meeting Records
52. Profile - District
53. PTO Member Names (current)
54. PTO Goals and Objectives
55. Purchase Orders
56. Real Estate Tax Receipts
57. Requisitions
58. Revenue Receipts and Reports
59. Salary Reports and Schedules
60. School Report Cards
61. Special Education Program Records
62. Standardized Testing Records
63. State Aid Records
64. Student Fee Reports (current)
65. Surveys
66. Tax Levies
67. Textbook Program Records
68. Textbooks
69. Unemployment Reports
70. Use of Facilities Reports and Records
71. Utility Bills and Reports
72. Vehicle Records