

Dr. Romy DeCristofaro
Wilmette Community Sp Ed Agreement
615 Locust Rd
Wilmette 60091 2237

Sent via email to decristr@wilmette39.org

Dr. Romy DeCristofaro,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140), the Chicago Tribune and ProPublica Illinois request you provide access to the following records in your organization's possession related to schools or school programs that you operate:

- All logs from August 1, 2017 to the present that detail the instances when students were placed in an isolated time out, seclusion, or any other type of confinement (referred to as "isolated time out" in the description below).
- All logs from August 1, 2017 to the present that detail instances when physical restraint was used (referred to as "restraint" in the description below).
- The written record of each incident of isolated time out and/or restraint that occurred between August 1, 2017 to the present, including but not limited to the following information:
 - o The date of the incident
 - o The beginning and ending times of the incident
 - o A description of any relevant events leading up to the incident
 - o A description of any interventions used prior to the implementation of isolated time out
 - o A description of the incident and/or student behavior that resulted in isolated time out
 - o A log of the student's behavior in isolated time out, including a description of the restraint techniques used and any other interaction between the student and staff
 - o A description of any injuries (whether to students, staff, or others) or property damage
 - o A description of any planned approach to dealing with the student's behavior in the future
 - o A list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out
 - o The date on which parental notification took place.
- The written notification to parents for each of the incidents of isolated time out and/or restraint from August 1, 2017 to the present, including but not limited to the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.
- Records of the training and orientation materials provided to district staff members about the district's isolation and/or seclusion procedures, and all training and orientation materials related to physical restraint.
- Records that show the staff members who were trained in and permitted to use physical restraint between August 1, 2017 to the present.

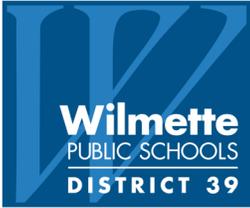
In the unlikely event that you claim any portion of the above public records to be exempt from disclosure under 5 ILCS 140, in writing please (i) identify which portion or portions you claim are exempt and the statutory provision or provisions you contend apply; (ii) set forth the reasons for your conclusion that such portion or portions are exempt; and (iii) release the remainder of such records for inspection and copying, redacting only the portion or portions you claim are exempt.

Please note that statute does not allow your agency to withhold documents in their entirety if only parts of the records may be exempt, so please redact student names but not the entire document, for example. Please provide the information within five days, as required by law.

If the records are kept electronically, please provide them that way and e-mail the information to jrichards@chicagotribune.com and Jodi Cohen at Jodi.Cohen@ProPublica.org.

Thank you,

Jennifer Smith Richards
Chicago Tribune



Mikaelian Education Center

615 Locust Avenue
Wilmette, IL 60091

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wilmette39.org

Ellen Crispino
Interim Business Manager

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December 13, 2018

Via Email

Jennifer Smith Richards
Chicago Tribune
Jrichards@Chicagotribune.com
312-222-5430

Jodi S. Cohen
ProPublica Illinois
Jodi.Cohen@Propublica.org
312-731-8867

RE: FOIA 5-DAY EXTENSION NOTICE

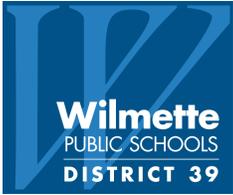
Dear Ms. Richards and Ms. Cohen:

Thank you for writing to Wilmette Public Schools District 39 with your request for information pursuant to the Illinois *Freedom of Information Act* (“FOIA”), 5 ILCS 140/1 *et seq.*, received on December 6, 2018.

Your request is restated below:

“In accordance with the Illinois Freedom of Information Act (5 ILCS 140), the Chicago Tribune and ProPublica Illinois request you provide access to the following records in your organization’s possession related to schools or school programs that you operate:

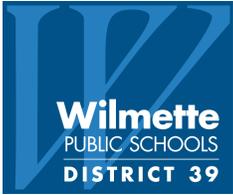
- All logs from August 1, 2017 to the present that detail the instances when students were placed in an isolated time out, seclusion, or any other type of confinement (referred to as “isolated time out” in the description below).
- All logs from August 1, 2017 to the present that detail instances when physical restraint was used (referred to as “restraint” in the description below).
- The written record of each incident of isolated time out and/or restraint that occurred between August 1, 2017 to the present, including but not limited to the following information:
 - The date of the incident
 - The beginning and ending times of the incident



- A description of any relevant events leading up to the incident
 - A description of any interventions used prior to the implementation of isolated time out
 - A description of the incident and/or student behavior that resulted in isolated time out
 - A log of the student's behavior in isolated time out, including a description of the restraint techniques used and any other interaction between the student and staff
 - A description of any injuries (whether to students, staff, or others) or property damage
 - A description of any planned approach to dealing with the student's behavior in the future
 - A list of the school personnel who participated in the implementation, monitoring, and supervision of isolated time out
 - The date on which parental notification took place.
- The written notification to parents for each of the incidents of isolated time out and/or restraint from August 1, 2017 to the present, including but not limited to the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.
 - Records of the training and orientation materials provided to district staff members about the district's isolation and/or seclusion procedures, and all training and orientation materials related to physical restraint.
 - Records that show the staff members who were trained in and permitted to use physical restraint between August 1, 2017 to the present.”

Under FOIA, a public body may extend the time to respond to a FOIA request by up to five business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by five business days for the following reasons:

- (i) The request requires the collection of a substantial number of specified records;



- (ii) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of FOIA or should be revealed only with appropriate deletions; and
- (iii) We cannot comply with the request for the records within the 5 business day time limit without unduly burdening or interfering with our operations.

We will respond to your request by December 20, 2018.

Sincerely,

Ellen Crispino
FOIA Officer

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