

Katerina Watson
Fri, Sep 4, 4:01 PM (11 days ago)
to MICHAEL, me

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting copies of public records concerning staff training, retraining, professional development, directives, and guidance related to student safety and staff conduct.

For the period of May 1, 2026 through September 4, 2026, please provide the following:

1. Staff Training and Professional Development**

Records identifying any training, retraining, refresher training, professional development, meetings, presentations, or staff guidance concerning:

- * Mandated reporting of suspected child abuse or neglect;
- * Employees' individual mandated-reporter responsibilities;
- * Employees' responsibilities when witnessing concerning or inappropriate conduct by another staff member;
- * Appropriate physical contact or physical intervention with students;
- * Restraint, time-out, physical escort, or other physical management of students;
- * De-escalation and responding to distressed or noncompliant students;
- * Student injuries and parent/guardian notification;
- * Reporting and documentation of staff/student incidents; and
- * Investigation and reporting procedures following student-safety incidents.

2. Information Regarding Each Training**

For each responsive training or meeting identified above, please provide records sufficient to identify:

- * The date and time;
- * The title or subject;
- * Whether it was district-wide or building-specific;
- * Which buildings and/or categories of employees were required or invited to participate;
- * The trainer, presenter, organization, or training provider; and
- * Whether attendance or completion was mandatory.

3. Training Materials

Copies of materials used or distributed in connection with the responsive trainings, including:

- * PowerPoint presentations;
- * Handouts;
- * Agendas;
- * Training outlines;
- * Written guidance or memoranda;
- * Scripts or instructional materials; and
- * Videos or the titles/links to videos used during training.

4. Attendance and Completion Records

Attendance sheets, sign-in sheets, completion reports, certificates, electronic training-completion records, or other records documenting employee attendance or completion of the responsive trainings.

I am not requesting confidential personnel evaluations or disciplinary records.

5. Policies, Procedures, and Staff Guidance

Copies of any Board policies, administrative procedures, staff directives, protocols, guidance, or training materials concerning the subjects identified in Item #1 that were **created, revised, reviewed, redistributed, or reinforced** between May 1, 2026 and September 4, 2026.

6. Additional or Corrective Training

Records concerning any **additional, corrective, refresher, or supplemental training** provided between May 1, 2026 and September 4, 2026 concerning any of the subject matters identified in Item #1.

For each such training, please provide records sufficient to identify the date, subject matter, intended audience, participating building(s) or employee groups, training provider or presenter, materials used, and attendance or completion documentation.

7. September 4, 2026 District-Wide Training

Regarding the district-wide training conducted on September 4, 2026, please provide:

- * The title, subject, and agenda for the training;
- * Copies of training materials and presentations;
- * The identity of the trainer, presenter, or training provider;
- * The buildings, employee groups, and/or employees participating;
- * Attendance or completion records;
- * Records sufficient to establish **when the September 4 training was first scheduled, planned, requested, or approved**;

* Communications announcing, scheduling, organizing, or describing the purpose, subject matter, or content of the September 4 training.

I am not requesting student records, confidential information regarding individual students, or confidential employee disciplinary or evaluation records.

If responsive records contain information that the District believes is exempt from disclosure, please redact only the exempt portions and provide the remaining non-exempt portions. If any record or portion of a record is withheld, please identify the specific exemption under the Illinois Freedom of Information Act or other applicable law relied upon for the withholding.

If no responsive records exist for any particular category above, please indicate that no responsive records were located for that portion of the request.

Electronic copies by email are preferred.

Thank you,

Katerina Watson