

On Sat, Sep 13, 2025 at 10:56 AM 'Joe Anderson' via foiaofficer <foiaofficer@summithill.org> wrote:

Date: 9/13/2025

Freedom of Information Act Officer

Summit Hill School District 161
20100 s Spruce Drive
Frankfort, IL 60423

Re: FOIA Request — Policies, Protocols, Training, and Records Related to Sept 9, 2025 Incident at Indian Trail Elementary

Dear Ms. Stearns,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting the following records from Summit Hill School District 161:

1. District Policies and Protocols

- Written policies and procedures related to:
 - Student-on-student harassment, assault, or inappropriate contact
 - Playground supervision requirements
 - Incident reporting and parent notification
 - Evidence preservation and record retention
 - Title IX grievance procedures applicable to elementary school students

2. Training Materials

- Copies of any staff training materials related to Title IX, student safety, incident reporting, or harassment prevention provided in the past three (3) years.

3. Playground Duty Rosters

- Staff duty rosters or schedules for Indian Trail Elementary covering recess/playground supervision on **September 9, 2025**.

4. Security Camera Retention Policy

- Written policies, manuals, or schedules showing how long security video is retained and when it is overwritten/deleted for Indian Trail Elementary.

5. Incident Reporting Guidance

- Any internal memos, manuals, or instructions provided to staff regarding procedures for documenting and reporting student-on-student incidents and notifying parents.

I request these records in **electronic format (PDF via email)** if possible. If any portion of this request is denied, please provide a written explanation citing the specific exemption(s) under FOIA, and release all segregable portions of otherwise exempt material.

As provided under Illinois FOIA, I expect a response within five (5) business days. Please contact me at [your phone/email] if clarification is needed.

Thank you for your prompt assistance.

Sincerely,
Joe Anderson