



Heather Phillips <hphillips@panaschools.com>

Fwd: FW: Pana FOIA Request

5 messages

Jason Bauer <jbauer@panaschools.com>
To: Heather Phillips <hphillips@panaschools.com>

Thu, May 23, 2019 at 1:39 PM

This for the FOIA Request

----- Forwarded message -----

From: **Lyn Becker** <lyn.becker@midstatespec.org>
Date: Thu, May 23, 2019 at 1:22 PM
Subject: FW: Pana FOIA Request
To: jbauer@panaschools.com <jbauer@panaschools.com>
Cc: Kelly Suey <Kelly.Suey@midstatespec.org>

Hi Jason,

Please see the attached CPI information needed for your district's FOIA request. Let me know if we can provide you with any additional information.

From: Shera Hunt
Sent: Thursday, May 23, 2019 1:20 PM
To: Lyn Becker
Subject: Pana FOIA Request

Shera Hunt

Secretary

Mid-State Special Education

217.526.8121 x232

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Mr. Jason Bauer
Superintendent - Pana CUSD #8
14 E. Main Street
Pana, IL 62557
Phone: (217) 562-1500
Fax: (217) 562-1501

 **Pana CPI Training Material - Sign In Sheets.pdf**
1236K

Jason Bauer <jbauer@panaschools.com>
To: Heather Phillips <hphillips@panaschools.com>

Thu, May 23, 2019 at 1:44 PM

FYI

Kelly Suey should be getting us the additional information.

Jason
[Quoted text hidden]


 **Pana CPI Training Material - Sign In Sheets.pdf**
1236K

Heather Phillips <hphillips@panaschools.com>
To: "Smith Richards, Jennifer" <jrichards@chicagotribune.com>

Mon, Jun 3, 2019 at 1:09 PM

Jennifer - Attached you will find the CPI information for the FOIA Request dated May 21, 2019. As soon as I get the other information I will forward that on to you.

Heather Phillips
PCUSD 8
Bookkeeper
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 **Pana CPI Training Material - Sign In Sheets.pdf**
1236K

Smith Richards, Jennifer <jrichards@chicagotribune.com>
To: Heather Phillips <hphillips@panaschools.com>

Wed, Jun 19, 2019 at 10:52 AM

Hi Heather,

I'm checking in on the status of this request. Are there more records coming?

Thanks,

Jennifer

From: Heather Phillips [mailto:hphillips@panaschools.com]
Sent: Monday, June 03, 2019 1:10 PM
To: Smith Richards, Jennifer
Subject: Fwd: FW: Pana FOIA Request

EXTERNAL SOURCE

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Heather Phillips <hphillips@panaschools.com>

Fri, Jun 21, 2019 at 7:20 AM

To: "Smith Richards, Jennifer" <jrichards@chicagotribune.com>

Cc: Nicole Blodgett <nblodgett@panaschools.com>, Jason Bauer <jbauer@panaschools.com>

Jennifer - An email was sent out to all building administrators asking them to review the FOIA request concerning isolated time out and restraint over the last 3 years. They were to forward any log times that contained this request (if applicable). At this time none of our buildings show that they have used any physical restraint or isolated time out. On June 3rd I sent you the CPI manual concerning the training and orientation of materials provided to staff members. I also believe that contained a list of staff members who were trained in and permitted to use physical restraint.

Thank you for your time and patience as we looked into this request.

Heather Phillips

PCUSD 8

Bookkeeper

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Heather Phillips <hphillips@panaschools.com>

FOIA Request

2 messages

Jason Bauer <jbauer@panaschools.com>

Fri, May 24, 2019 at 12:21 PM

To: Cheri Wysong <cwysong@panaschools.com>, Kelly Millburg <kmillburg@panaschools.com>, Juletta Ellis <jellis@panaschools.com>, Casey Adam <cadam@panaschools.com>

Cc: Heather Phillips <hphillips@panaschools.com>

We received quite a lengthy FOIA request from the Chicago Tribune dealing with isolated time out and restraint.

Please forward any time logs that contain isolated time out or restraint used in your buildings during the last 3 years. (if applicable)

Please respond regardless if you have utilized a log for this or not. If you have, please attach and send back. If not, just say no log used. Thanks.

Jason

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Mr. Jason Bauer
Superintendent - Pana CUSD #8
14 E. Main Street
Pana, IL 62557
Phone: (217) 562-1500
Fax: (217) 562-1501

Jason Bauer <jbauer@panaschools.com>

Mon, Jun 3, 2019 at 11:20 AM

To: Heather Phillips <hphillips@panaschools.com>

FYI

----- Forwarded message -----

From: **Juletta Ellis** <jellis@panaschools.com>

Date: Wed, May 29, 2019 at 10:02 AM

Subject: Re: FOIA Request

To: Jason Bauer <jbauer@panaschools.com>

We have not used physical restraint in the last 3 years.

[Quoted text hidden]

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Juletta A. Ellis
Principal
Pana Junior High School
[Quoted text hidden]



Heather Phillips <hphillips@panaschools.com>

Tribune-ProPublica FOIA request

2 messages

Smith Richards, Jennifer <jrichards@chicagotribune.com>
To: "hphillips@panaschools.com" <hphillips@panaschools.com>

Tue, May 21, 2019 at 4:55 PM



Heather Phillips, FOIA Officer

Pana CUSD #8

PO Box 377

Pana 62557 0377

Sent via email to hphillips@panaschools.com

Heather Phillips, FOIA Officer,

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.

For the purposes of the request, isolated time-out and physical restraint are meant as terms spelled out in the Illinois school code:

"Isolated time out" means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

"Physical restraint" means holding a student or otherwise restricting his or her movements. "Physical restraint" as permitted pursuant to this Section includes only the use of specific, planned techniques (e.g., the "basket hold" and "team control").

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

jrichards@chicagotribune.com

312-222-5430

Jodi S. Cohen

ProPublica Illinois

Jodi.Cohen@Propublica.org

312-731-8867



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Heather Phillips <hphillips@panaschools.com>
To: Jason Bauer <jbauer@panaschools.com>

Thu, May 23, 2019 at 11:00 AM

Jason - See the FOIA request below. I am not sure exactly how to get this information.

Heather Phillips
PCUSD 8
Bookkeeper
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