

Valley View School District 365U

Information Accessibility procedures

Valley View School District 365U believes that the public has a right to access to all public records, as defined in the Illinois Freedom of Information Act.

It is also the belief of the district that members of the public have a right to expect prompt and thorough responses to requests for information, whether through personal inspection or through copying.

Filing a request for information

1. Contact Larry Randa, the Freedom of Information Officer for Valley View School District 365U, using one of the following methods. Please be specific about the information you request.
 - E-mail: PR@vvsd.org
 - Fax: 815-886-7294
 - Telephone: 815-886-2700, Ext. 261 (written or e-mailed follow up is required)
 - Letter: Mail request to 755 Dalhart Avenue, Romeoville, IL 60446
 - In person: Stop by 755 Dalhart Avenue, Romeoville, IL 60446

2. Unless we determine your request is for commercial purposes, you will receive one of the following responses within five (5) business days. Please note that the first business day is considered to start at 7:30 a.m. the day after the request is received. Saturday, Sunday and all school holidays are not considered business days. If your request is deemed a commercial request, you will receive a response with 21 business days.
 - a. You will receive the materials you requested. In some cases this may be information on how you may access the materials on line.
 - b. We need more information on the materials you are seeking or the request is for so many materials that it is unduly burdensome and will require an additional number of days up to a maximum of five (5) to produce.
 - c. Certain materials in your request are not considered part of the public record. (You will receive a very specific written explanation as to why. A copy of this denial will also be forwarded to the Illinois Attorney General's Office.)
 - d. All of the materials in your request are not considered part of the public record. (You will receive a very specific written explanation as to why. A copy of this denial will also be forwarded to the Illinois Attorney General's Office.)

3. If you are told we need more information, we will also ask that you give us an additional five (5) days to respond to you once you have given us the additional information.
4. When you receive your materials, please inspect them to make sure they are what you requested. If they are what you requested, no further action is required of either party. If you feel they are not what you requested or that something is missing, please contact the Freedom of Information Officer as soon as possible and we will work together to rectify the situation in a fair and prompt manner.
5. If you are informed that some or all of the materials you requested are not a matter of public record and you disagree, you do have the right to appeal as outlined below.

If my request is granted, how will I receive my materials and at what cost?

1. If the materials are stored electronically you will either be given information as to how to access them via the Internet or you will receive an e-mail with the information included as an attachment.
2. If the materials are stored as hard copies, you will receive a printed copy of the material either by e-mail or some alternative delivery method or, if the materials are too cumbersome, you will be informed that they will be left at the reception desk of the Valley View Administration Center for pickup.
3. In some cases the volume of materials may require that you view these materials in person in which case you will be notified as such.
4. There is no charge for materials stored electronically.
5. There is no charge for the first 50 pages of black and white copies. The fee is 15 cents per page for each additional copied page beyond 50 copies. Consideration of a fee waiver will be made if you request such a waiver based on the fact that your request is in the public's interest as defined in the Illinois Freedom of Information Act.
6. There is no charge for the staff time used to collect the materials.

What happens if I disagree with your decision?

1. Contact the Valley View School District 365U Freedom of Information Officer and we will be happy to discuss it with you.
2. You may also contact the Public Access Counselor in the Office of the Attorney General of the State of Illinois at 217-558-0486 or at publicaccess@atg.state.il.us
You may also write to them at 500 S. 2nd St., Springfield, IL 62706

What appeals recourse do I have?

1. You may contact the Public Access Counselor in the Office of Lisa Madigan, the Attorney General of the State of Illinois, 500 S. 2nd Street, Springfield, IL 62706. 217-558-0486 or e-mail at publicaccess@atg.state.il.us. Appeals must be filed in writing within 60 days of the discovery of a possible violation of the Illinois Freedom of Information Act. The Public Access Counselor has seven business days to determine if a violation may have occurred. If the Public Access Counselor finds no violation occurred, no further action will be taken. If the Public Access Counselor has some concerns that a violation may have occurred, the Public Access Counselor will ask the Valley View School District 365U Public Access Officer to review the decision. The Valley View School District 365U Public Access Officer has seven (7) business days to either produce the materials requested or respond to the allegations made by the Public Access Counselor. A copy of Valley View School District 365u's response will be provided to you. You may, but do not have to, respond to the Valley View School District 365U response within an additional seven business days. The total maximum time in the process will be 21 days unless the Public Access Counselor extends the period with a written notice to everyone involved. The Public Access Counselor will issue a binding opinion within 60 days from the first day the office initiated the review. Mediation may be used. Under certain circumstances, the Public Access Counselor may also ask the Will County State's Attorney's Office to become involved in the investigation.

About Valley View School District 365U

1. Located in Southwest Suburban Chicago, the district provides a first class education for more than 18,000 pre-school through 12th grade students in 21 schools. The district encompasses portions of Romeoville, Bolingbrook, Downers Grove, Plainfield and Naperville.
2. With an annual operating budget of more than \$217 million, the district provides employment for more than 2,500 people.
3. The Board of Education consists of President Steven Quigley, Vice President Jim Curran, Secretary Liz Campbell and members Leo Venegas, Mike Evans, and Ronnie Bull.
4. The Senior Leadership team includes Superintendent Dr. Phillip Schoffstall; Assistant Superintendents Gary Grizaffi and Faith Dahlquist, and Executive Director of Human Resources Sharon Hawks.
5. School Board Committees include the Special Education Task Force, the Future Growth Committee and the Gifted and Talented Task Force.