



February 7, 2018

WSPY News

VIA EMAIL – wspynews@gmail.com

Re: FOIA Request Dated February 6, 2018 and received February 6, 2018

Subject: A copy of the following information: Faculty Handbook and or Employee Policy for teachers administrators and staff working at Long Beach Elementary School for the school years 2008, 2009, 2010, 2011, 2012.

Dear WSPY News:

This letter will serve as Community Unit School District 308's response to your February 6, 2018 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is that there are no records of faculty handbooks for Long Beach during the years specified. All employee policies may be found on our website at, www.sd308.org.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #18-12*.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request.

Please let me know if you have additional questions. Thank you.

A handwritten signature in black ink, appearing to read "Theresa Komitas".

Theresa Komitas
Freedom of Information Officer