

Regular Meeting

Wednesday, July 15, 2015 7:00 PM

Administration Building, 7450 S Wolf Road, Burr Ridge, IL 60527

I. Roll Call / Visitors

II. Pledge of Allegiance (1 Minute)

III. Open Forum: Board Policy 2:230 (individuals will be given five minutes to address the Board regarding agenda or non-agenda items) (10 Minutes)

IV. Additional Items to be Placed on the Agenda (1 Minute)

V. * Consent Agenda (5 Minutes)

V.A. Approve Regular Meeting Minutes of June 17, 2015

V.B. Approve Closed Session Minutes of June 17, 2015

V.C. Approve Payment of June Payroll/July Warrants

V.D. Establish Petty Cash Fund

V.E. Declassify Closed Session Minutes

V.F. Board Resolution for Serious Safety Hazard Approval

V.G. Middle School Painting Approval

VI. Reports and Discussion Items

VI.A. Superintendent's Report

VI.A.1. Elementary School Environmental Update (20 Minutes)

VI.A.2. Performance Evaluation Reform Act (PERA) Update (5 Minutes)

VI.A.3. Class Size Update (10 Minutes)

VI.A.4. District 2015-16 Goals Timeline (10 Minutes)

VI.A.5. Review Parent/Student Handbook (10 Minutes)

VI.A.5.a. Approve the Parent/Student Handbook

VI.A.6. Additional STAR Assessment Information (15 Minutes)

VI.A.7. Review Personnel (sec. 5) and Student (sec. 7) Board Policies (10 Minutes)

VI.A.8. Board of Education Information Requests (5 Minutes)

VI.A.8.a. *Approve Board of Education Information Requests

VII. Items for Next Agenda:
(5 Minutes)

VIII. Closed Session
(10 Minutes)

VIII.A. Collective negotiating matters between
the District and its employees or their
representatives.

VIII.B. The appointment, employment,
compensation, discipline, performance, or
dismissal of specific employees of the District.

IX. Action Item - *Approve July 2015 Personnel
Report

X. Written Reports

X.A. FOIA

X.B. Summer Academy Enrollment

X.C. Hiring Status Report

XI. Adjournment

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Administration Building 7:00 p.m. – 9:29 p.m. June 17, 2015

Members Present:

- Mark Mirabile, Presiding Officer
- Kim Barker
- Vipul Dedhia
- Gina Scaletta-Nelson – arrived at 8:11 p.m.
- Michael Rak – arrived at 7:02 p.m.
- Kristin Violante

Absent:

- David Negron

ROLL CALL AND VISITORS

Present were staff members Erika Sawosko, Candy Kramer, Catherine Chang, Matt Vandercar, John Glimco, Karyn Lisowski, Jen Maita, Tanya Kim and Joanne Histed; Derik Lantry of Carnow Conibear; and resident Tom Lisowksi.

ADD’TL ITEMS TO AGENDA

Board Secretary Kim Barker requested to discuss the closed session tapes and minutes to be released back to the district from the district attorney. Board President Mark Mirabile stated that this does not need to be a discussion item and has scheduled to have them returned to the district on July 1.

ACTION NO. 82 Consent Agenda

Motion by Violante, seconded by Barker, that the Board of Education approve the consent agenda consisting of: regular meeting minutes of May 20, 2015; closed session meeting minutes of May 20, 2015; payment of May payroll/May warrants; prevailing wage resolution; voluntary student insurance; transfer of interest; payment of June 30, 2015 warrants; imprest fund custodian; designation of depositories for school district funds; hot lunch/milk contract renewal; LADSE Articles of Agreement; special education consultant. Motion carried by a roll call vote of 5 ayes (Barker, Dedhia, Mirabile, Rak, Violante) absent – Negron, Scaletta-Nelson.

REPORTS AND DISCUSSION ITEMS

Elementary School Environmental Conditions Investigation

Business Manager Catherine Chang stated that Dr. Conibear was not able to fully prepare the cancer cluster report due to receiving information from TAP later than what she anticipated. If approved, testing at the elementary will begin on Monday. Dr. Conibear will present the report to the Board regarding the cancer cluster in July. If available, the environmental report will also be presented in July. Derek Lantry from Carnow, Conibear stated that a survey was received from the staff and due to the results of that survey, the proposal for testing was created. The investigation will focus on mold, bus exhaust odors, allergies, air circulation, and the ventilation system. There will be a visual assessment that will also take place. The report will provide recommendations to rectify the issues that are discovered. Joanne Histed questioned the type of visual testing that would occur. Board member Michael Rak stated that they will not be tearing down walls, etc without gaining Board approval first. Water was not included in the proposal due to the fact that city water testing results have been provided to Dr. Conibear. The testing will begin before the asbestos abatement. It was asked when additional radon testing would be done. Board President Mark Mirabile stated that the Board has approved annual testing. Confirmation of when the next cycle of testing will take place will be provided to the Board in a Friday packet by Business Manager Catherine Chang.

Joanne Histed stated that room numbers were left off the survey as advised by IEA and if this information was needed it was available.

ACTION NO. 82

Envir. Test Proposal

Motion by Violante, seconded by Barker, that the Board of Education approve the proposal from Carnow, Conibear, Ltd. to investigate environmental concerns at the elementary school in the amount of \$19,282.00. Motion carried by a roll call vote of 5 ayes (Barker, Dedhia, Mirabile, Rak, Violante) absent – Negron, Scaletta-Nelson.

Spring Testing Report

Asst. Superintendent of Teaching and Learning Candy Kramer provided testing results for AIMSweb, STAR, Learning.com, EXPLORE and behavioral data. STAR data is still being analyzed as the testing window closed in May. Asst. Supt. Candy Kramer will analyze the data to determine if there are any areas that show consistent gaps. Board President Mark Mirabile requested that Ms. Kramer analyze each subgroup/grade to acknowledge if there are any gaps and what will be done in the future so this does not continue. Spring data meetings provided the movement between tiers. There was a question on why kindergarten and grade 4 were not included in the RtI report. It was requested that percentages not be used because the results were hard to understand. The Board would like to see the report represented with students rather than percentages. Behavioral data for the elementary and middle school was presented. At Elementary the SEL team has completely updated the RtI behavioral plan. The expectations have been raised for the students, so what might not have been a level 1 in the past now is. Principal Matt Vandercar stated that the student behavior at the elementary is very good and this chart doesn't reflect how well-behaved the students are. The number of students with offenses has gone up due to the expectations being raised and there was a larger amount of repeat offenders. Board President Mark Mirabile stated that the significance of a weapons offense was more severe than a profanity offense. For future reports, level 4 offenses will list the specific offense. Board member Kristin Violante stated that the report does not represent the teachers who might have not reported an offense. Principal John Glimco stated that the middle school has detentions for level 2 and 3 offenses. Learning.com is a computerized assessment showing our students amongst age level peers with regards to technology. Pleasantdale only tests 8th grade where the norm is all middle school grades, it was stated that our whole middle school should be a part of this test if we would use the norming group for comparison. The Board questioned whether this assessment was providing the data the Board needed. Board President Mark Mirabile stated that we should assess all our students and then show growth from grade level to grade level. Principal Glimco would like to evaluate if there is a better assessment to show the growth of our students. EXPLORE results compared the average township score and the Pleasantdale scores. The high school will not be administering the EXPLORE in the future. Asst. Supt. Candy Kramer will provide a more disaggregated report on how the students moved in the RtI tier chart and adding those who remained in tier 1. Also curriculum changes will be brought to the Board for items coming out of the STAR testing after discussed with staff.

Math Materials Presentation

Asst. Superintendent Candy Kramer provided the Board with a background on our enVision math textbooks. There have been updates to the enVision textbooks, but the district has not purchased the updates. Grades 1 through 3 have moved to modules of Engage NY that were created for the Common Core. The modules have been published by Great Minds as Eureka Math. Board Secretary Kim Barker questioned why grade levels are using different materials to meet the same standards. Board member Kristin Violante stated that she had a discussion with Dr. Palzet and Eureka Math is a material and not a new curriculum. Great Minds is going to provide parent homework help and information for parents before a module is started. Eureka is online, so if a student forgets their book, they can go online to obtain the materials.

ACTION NO. 83

Great Minds Purchase Motion by Scaletta-Nelson, seconded by Rak, that the Board of Education approve the Great Minds, Eureka Math purchase for \$10,712.25. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

Summer Work Hours

Board President Mark Mirabile who stated that the Board has been presented with a modified summer work hour proposal. Asst. Supt. Candy Kramer stated that she will be the point person for summer work and will contact the staff to see what support she can provide. She will also confirm that the summer work was completed. Board President Mark Mirabile asked that Asst. Supt. Kramer address what will be accomplished during the school year to justify summer work hours for next year. Administration will provide the Board with a plan for summer work in January.

ACTION NO. 84

Summer Hours

Motion by Violante, seconded by Rak, that the Board of Education approve the summer work hours as presented in the amount of \$43,737.60. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

Board of Education Information Requests

There were no additional information requests from the Board this month. It was stated earlier in the meeting that the Board would be provided a schedule for radon testing.

ACTION NO. 85

Add'l Info

Motion by Scaletta-Nelson, seconded by Barker, that the Board of Education approve the information request stated earlier in the meeting to be provided a schedule for radon testing. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

Review Hot Lunch Fees

Business Manager Catherine Chang provided the Board background information on the costs for hot lunch. She is recommending an increase of \$.10, the maximum allowed by federal regulations. Fresh Expectations was discontinued in January 2015.

ACTION NO. 86

Lunch Fees

Motion by Rak, seconded by Violante, that the Board of Education approve the summer work hours as presented in the amount of \$43,737.60. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

NEXT AGENDA

Items submitted for the July 2015 agenda include:

Elementary Cancer Cluster and Environmental Report; STAR Data Analysis; Establish Petty Cash Fund; Summer Academy Update (written); Hiring Status Report (written); Review Parent/Student Handbook; Declassify Executive Session Minutes; District 2015-16 Goals; Class Size Update; and Review Personnel (sec. 5) and Students (sec. 7) Board Policies.

ACTION NO. 87

Closed Session

Motion by Scaletta-Nelson, seconded by Rak, that the Board of Education go into closed session at 8:55 p.m. to discuss matters related to collective negotiating matters between the District and its employees or their representatives; and matters relating to the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

The Board came out of closed session at 9:27 p.m.

ACTION NO. 88

June Personnel Rpt

Motion by Rak, seconded by Dedhia, that the Board of Education approve the June 2015 Personnel Report as amended consisting of: the resignation of Jillian Vonnahme, grade 5, teacher; hiring of Annette Szymczak, middle school ELA; Connie Savas, middle school math (.67 FTE); and Meagan Bubulka, grade 5 math. Motion carried by a roll call vote of 6 ayes (Barker, Dedhia, Mirabile, Scaletta-Nelson, Rak, Violante) absent - Negron.

ADJOURNMENT

Motion by Rak, seconded by Dedhia, that the regular meeting adjourns at 9:29 p.m. Voice vote. Motion carried.

App. ___ President _____ Secretary _____

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM						
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER	AMOUNT			
1.	5145 APPLE COMPUTER INC									
*R	PO BOX 281877									
*R	ATLANTA GA 30384 1877									
EXP	4342091356	6/11/2015	630	B	1 iPADS(TOTAL ORDERED 7)	1 2213 400	1971.48			
REV	4342091356	6/11/2015	630	B	2 IPAD/INCL IN ABOVE TOTAL PRCH	1 1920 0	681.52			
EXP	4342689692	6/16/2015	630	B	3 IPAD(1)	1 2213 400	379.00			
					SUB-TOTAL					3032.00
2.	11836 BMO MASTERCARD-MASTERCARD CORP CLIENT PA									
*R	PO BOX 71878									
*R	CHICAGO IL 60694 1878									
EXP	7670 AIRSQUIRRELS	6/10/2015	630	F B	1 WIRELESS RECEIVER	1 2213 400	14.99			
EXP	7669 JUSTAND VZE	6/11/2015	630	F B	2 JUSTAND W/ELECTRONIC MODULE & LIGH	1 2213 400	144.03			
EXP	7668 AMAZON	6/11/2015	630	F B	3 SCREEN PROTECTOR/KEYBOARD/IPAD CAS	1 2213 400	228.33			
EXP		6/09/2015	630	B	4 PRIVATE SCHOOL TITLE II SHARE	1 3700 312	100.00			
					SUB-TOTAL					487.35
3.	10447 CAMBIUM LEARNING									
*R	24949 NETWORK PLACE									
*R	CHICAGO IL 60676 1249									
EXP	RI1465622	6/12/2015	630	B	1 MISC INSTRUCT MATERIALS/TITLE I	1 1110 404 1	1795.30			
					SUB-TOTAL					1795.30
4.	2546 CDW GOVERNMENT									
*R	75 REMITTANCE DRIVE,SUITE 1515									
*R	CHICAGO IL 60675 1515									
EXP	7685 WB04258	6/10/2015	630	F B	1 LAPTOP&PRINTER/RESOURCE	1 2213 400	1200.35			
					SUB-TOTAL					1200.35
5	4900 CHARLOTTE RESCHKE									
*R	11078 W 85TH STREET									
*R	WILLOW SPRINGS IL 60480 0000									
EXP	0		630	B	1 REIMBURSE FOR MILEAGE	1 2410 332 2	93.88			
					SUB-TOTAL					93.88
6	1741 CURRENT TECHNOLOGIES CORP									
*R	1423 CENTRE CIRCLE									
*R	DOWNERS GROVE IL 60515 0000									
EXP	7694 5624	6/15/2015	630	F B	1 BARRACUDA SPAM FIREWALL	1 2225 640 2	699.00			
EXP	713502	5/31/2015	630	B	8 CISCO WIRELESS CONTROLLER IMPLEMEN	1 2225 310 1	357.50			
EXP	713502	5/31/2015	630	B	9 CISCO WIRELESS CONTROLLER IMPLEMEN	1 2225 310 2	357.50			
					SUB-TOTAL					1414.00
7	11620 DANYELLE DRON									
*R	ELEMENTARY SCHOOL									
EXP			630	B	1 REIMBURSE FOR TUITION	1 2213 230	1200.00			
					SUB-TOTAL					1200.00
8	2144 DIRECT ENERGY SERVICES									
*R	PO BOX 905243									
*R	CHARLOTTE, NC 28290-5243									
EXP	H15079022	6/05/2015	630	B	1 MAY HEATING CHG	2 2540 465 1	162.75			
EXP	H15079021	6/05/2015	630	B	2 MAY HEATING CHG	2 2540 465 2	712.36			
					SUB-TOTAL					875.11

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM					
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER	AMOUNT		
9. 2490	ERIKA SAWOSKO								
EXP	0	630	B	1	REIMBURSE FOR MILEAGE	1 2320 332	96.28		
					SUB-TOTAL		96.28		
10. 2044	FRANCZEK RADELET								
*R	300 S WACKER DR. - SUITE 3400								
*R	CHICAGO IL 60606 6785								
EXP	161891 6/16/2015	630	B	1	MAY PROF SRV/PTAB	1 2310 318	700.00		
					SUB-TOTAL		700.00		
11. 1959	GRAND PRAIRIE TRANSIT c/o of CIC								
*R	2100 CLEARWATER STE 250								
*R	OAK BROOK IL 60523 0000								
EXP	5/31/2015	630	B	1	MAY TRANSPORTATION	4 2550 338	10213.64		
					SUB-TOTAL		10213.64		
12. 5437	HEINEMANN								
*R	15963 COLLECTIONS CTR DR								
*R	CHICAGO IL 60693 0000								
EXP	7681 6483169 6/16/2015	630	F B	1	WRITING GUIDES	1 1110 404 1	324.50		
					SUB-TOTAL		324.50		
13. 11788	HEINEMANN								
*R	15963 COLLECTIONS CENTER DRIVE								
*R	CHICAGO IL 60693 0000								
EXP	7692 6483093 6/15/2015	630	F B	1	MISC INSTRUCT MATERIALS/TITLE I	1 1110 404 1	229.49		
					SUB-TOTAL		229.49		
14. 2888	HELPING HAND CENTER								
*R	9649 W. 55TH STREET								
*R	COUNTRYSIDE IL 60525 0000								
EXP	2833 6/02/2015	630	F B	1	MAY TUITION	1 1912 670	6125.76		
					SUB-TOTAL		6125.76		
15. 2442	JW PEPPER & SON INC								
*R	PO BOX 642								
*R	EXTON PA 19341 0000								
EXP	7610 11A82096 4/16/2015	630	F B	1	SHEET MUSIC	1 1114 417 2	40.99		
					SUB-TOTAL		40.99		
16. 2266	KENDALL HUNT								
*R	PO BOX 1840-ACCTS REC'V DEPT								
*R	DUBUQUE IA 52004 1840								
EXP	7697 6/19/2015	630	F B	1	CFGE LA PERSPECTIVES SG AND TG	1 1114 420 2	115.72		
					SUB-TOTAL		115.72		
17. 3586	MARINELOCK LLC								
*R	625 N ONTARIO ST PO BOX 416								
*R	DETOUR MI 49725 0000								
EXP	7684 ML-24693 6/09/2015	630	F B	1	LAPTOP DEPOT STORAGE STATIONS (2)	1 1110 404 1	1007.00		
					SUB-TOTAL		1007.00		

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM					
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER	AMOUNT		
31	11101 TERI MAKUTENAS								
EXP	0	630	B	1	REIMBURSE FOR MILEAGE	1 2520 332	59.29		
					SUB-TOTAL		59.29		
32	1838 US GAMES								
*R	P.O. BOX 660176								
*R	DALLAS TX 75266 0176								
EXP	7660 96950090	5/20/2015	630	F B	1 VOLLEYBALLS AND BATTING TEES	1 1110 409 1	430.32		
					SUB-TOTAL		430.32		

June 2015 Revenue and Expenses

REVENUES	Budget	June 2015	YTD	% Realized
Education	\$ 10,191,823	\$ 155,434	\$ 9,900,568	97.1%
Oper & Maint	\$ 1,609,953	\$ 12,864	\$ 1,594,200	99.0%
Bond/Int	\$ 600	\$ 1,012	\$ 2,431	405.1%
Trans	\$ 971,391	\$ 2,962	\$ 895,875	92.2%
IMRF	\$ 314,100	\$ 595	\$ 308,810	98.3%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ 1,200	\$ 874	\$ 3,248	270.6%
Tort	\$ 80,381	\$ 46	\$ 77,770	96.8%
Life Safety	\$ 1,400	\$ 984	\$ 3,689	263.5%
Total	\$ 13,170,848	\$ 174,771	\$ 12,786,591	97.1%

EXPENSES	Budget	June 2015	YTD	% Used
Education	\$ 10,135,456	\$ 1,645,517	\$ 9,497,301	93.7%
Oper & Maint	\$ 1,071,133	\$ 59,323	\$ 918,808	85.8%
Bond/Int	\$ 1,625,753	\$ 154,164	\$ 1,623,708	99.9%
Trans	\$ 814,259	\$ 113,208	\$ 707,193	86.9%
IMRF	\$ 314,100	\$ 35,990	\$ 303,633	96.7%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ -	\$ -	\$ -	-
Tort	\$ 80,133	\$ -	\$ 80,133	100.0%
Life Safety	\$ 17,650	\$ -	\$ 16,147	91.5%
Total	\$ 14,058,484	\$ 2,008,202	\$ 13,146,923	93.5%

Pleasantdale School District 107

Voucher Supplement Account Summary

Voucher Batch Number: 1008

07/15/2015

Fiscal Year: 2015-2016

Vendor Remit Name	Vendor #	Account	Description	Amount
AT&T		20.5.2540.3400.100.0000	COMMUNICATIONS	\$827.53
		20.5.2540.3400.200.0000	COMMUNICATIONS	\$670.80
		20.5.2540.3400.300.0000	COMMUNICATIONS	\$297.38
		Check #: 0	Vendor Total:	\$1,795.71
At&T Long Distance		20.5.2540.3400.100.0000	COMMUNICATIONS	\$19.95
		20.5.2540.3400.200.0000	COMMUNICATIONS	\$41.59
		20.5.2540.3400.300.0000	COMMUNICATIONS	\$20.79
		Check #: 0	Vendor Total:	\$82.33
Bedell, Wendy		10.5.2213.2300.300.0000	TUITION REIMBURSEMENT	\$524.25
		Check #: 0	Vendor Total:	\$524.25
Canyon Creek Software		10.5.2225.6400.200.0000	DUES AND FEES	\$239.00
		Check #: 0	Vendor Total:	\$239.00
CDWG		10.5.2225.5500.200.0000	CAPITALIZED EQUIPMENT	\$1,343.25
		Check #: 0	Vendor Total:	\$1,343.25
Chang, Catherine		10.5.2520.3325.300.0000	AUTO ALLOW	\$250.00
		Check #: 0	Vendor Total:	\$250.00
Circle Tractor Co		20.5.2540.4000.300.0000	SUPPLIES	\$68.71
		Check #: 0	Vendor Total:	\$68.71
CLIC		80.5.2360.3800.300.0000	WORKERS COMP	\$40,116.00
		80.5.2360.3801.300.0000	P & C INS	\$38,493.00
		Check #: 0	Vendor Total:	\$78,609.00
Comcast		20.5.2540.3400.100.0000	COMMUNICATIONS	\$361.04
		20.5.2540.3400.200.0000	COMMUNICATIONS	\$361.03

Pleasantdale School District 107

Voucher Supplement Account Summary

Voucher Batch Number: 1008

07/15/2015

Fiscal Year: 2015-2016

Vendor Remit Name	Vendor #	Account	Description	Amount
		Check #: 0		Vendor Total: \$722.07
Converjint Technologies Llc		20.5.2540.3200.200.0000	REPAIRS	\$560.00
		20.5.2540.4000.300.0000	SUPPLIES	\$135.52
		Check #: 0		Vendor Total: \$695.52
District Management Council		10.5.2213.3320.300.0000	TRAVEL/CONF	\$3,500.00
		Check #: 0		Vendor Total: \$3,500.00
Document Imaging Dimensions Inc		10.5.2225.4000.200.0000	SUPPLIES	\$526.00
		Check #: 0		Vendor Total: \$526.00
Fire & Security Systems,Inc		90.5.2530.3200.300.0000	LIFE SAFETY WORK	\$150.00
		Check #: 0		Vendor Total: \$150.00
Follett School Solutions		10.5.2220.3140.200.0000	PURCHASE SERVICES	\$550.00
		Check #: 0		Vendor Total: \$550.00
Frontline Technologies, Inc		10.5.2520.3160.300.0000	SUBSTITUTE CALLING	\$3,390.00
		Check #: 0		Vendor Total: \$3,390.00
GCA SERVICES GROUP		20.5.2540.3220.300.0000	CLEANING SERVICES	\$17,251.82
		Check #: 0		Vendor Total: \$17,251.82
Glimco, John A		10.5.2410.3325.200.0000	AUTO ALLOW	\$250.00
		Check #: 0		Vendor Total: \$250.00
Grand Prairie Transit		40.5.2550.3315.300.0000	SPECIAL ED	\$3,315.50
		Check #: 0		Vendor Total: \$3,315.50
Helping Hand Center		10.5.1912.6700.300.0000	SP ED TUITION	\$3,062.88
		10.5.1912.6701.300.0000	SP ED ESY TUITION	\$3,743.52

Pleasantdale School District 107

Voucher Supplement Account Summary

Voucher Batch Number: 1008

07/15/2015

Fiscal Year: 2015-2016

Vendor Remit Name	Vendor #	Account	Description	Amount
		Check #: 0		Vendor Total: \$6,806.40
Hodges,Loizzi,Eisenhammer,Rodick & Kohn		10.5.2310.3180.300.0000	LEGAL SERVICES	\$4,562.24
		Check #: 0		Vendor Total: \$4,562.24
Illinois Assoc Of School Boards		10.5.2310.3320.300.0000	TRAVEL	\$580.00
		10.5.2320.6400.300.0000	DUES AND FEES	\$4,731.00
		Check #: 0		Vendor Total: \$5,311.00
Industrial Electric		20.5.2540.4000.300.0000	SUPPLIES	\$292.20
		Check #: 0		Vendor Total: \$292.20
Kramer, Candice		10.5.2210.3325.300.0000	AUTO ALLOW	\$250.00
		Check #: 0		Vendor Total: \$250.00
Linda A. Edens		10.5.1913.6700.300.0000	PRE-K SP ED TUITION	\$2,100.00
		Check #: 0		Vendor Total: \$2,100.00
Lyons Township Superintendent'S Group		10.5.2320.6400.300.0000	DUES AND FEES	\$110.00
		Check #: 0		Vendor Total: \$110.00
Macek, Stephanie		10.5.2213.2300.300.0000	TUITION REIMBURSEMENT	\$816.00
		Check #: 0		Vendor Total: \$816.00
Mailfinance		20.5.2540.5501.100.0000	REPL EQUIPMENT	\$491.67
		Check #: 0		Vendor Total: \$491.67
Nextera Energy Services		20.5.2540.4660.100.0000	ELECTRICITY	\$4,325.44
		20.5.2540.4660.200.0000	ELECTRICITY	\$6,666.42
		Check #: 0		Vendor Total: \$10,991.86
Nicor Gas		20.5.2540.4650.100.0000	NATURAL GAS	\$179.61

Pleasantdale School District 107

Voucher Supplement Account Summary

Voucher Batch Number: 1008

07/15/2015

Fiscal Year: 2015-2016

Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.4650.200.0000	NATURAL GAS	\$363.09
		Check #: 0		Vendor Total: \$542.70
Omni Group		10.5.2520.3100.300.0000	CONSULTANTS	\$11.00
		Check #: 0		Vendor Total: \$11.00
Palzet, David E		10.5.2320.3325.300.0000	AUTO ALLOW	\$250.00
		Check #: 0		Vendor Total: \$250.00
Precision Control Systems		20.5.2540.3200.100.0000	REPAIRS	\$3,932.50
		20.5.2540.3200.200.0000	REPAIRS	\$521.00
		20.5.2540.4000.300.0000	SUPPLIES	\$756.00
		Check #: 0		Vendor Total: \$5,209.50
Rose Pest Solutions		20.5.2540.3293.100.0000	EXTERMINATOR	\$99.00
		20.5.2540.3293.200.0000	EXTERMINATOR	\$107.00
		Check #: 0		Vendor Total: \$206.00
Sam'S Club		20.5.2540.4000.300.0000	SUPPLIES	\$45.00
		Check #: 0		Vendor Total: \$45.00
Skyward		10.5.2410.4700.100.0000	SOFTWARE	\$2,451.00
		10.5.2410.4700.200.0000	SOFTWARE	\$2,451.00
		Check #: 0		Vendor Total: \$4,902.00
Sports Decals		10.5.1600.4000.300.0000	SUPPLIES	\$621.15
		Check #: 0		Vendor Total: \$621.15
Vandercar, Matthew D		10.5.2410.3325.100.0000	AUTO ALLOW	\$250.00
		Check #: 0		Vendor Total: \$250.00
Village Of Burr Ridge		20.5.2540.3192.300.0000	INSPECTIONS	\$105.00

Pleasantdale School District 107

Voucher Supplement Account Summary

Voucher Batch Number: 1008

07/15/2015

Fiscal Year: 2015-2016

Vendor Remit Name	Vendor #	Account	Description	Amount
		Check #: 0		Vendor Total: \$105.00
Wex Bank		20.5.2540.4640.300.0000	GASOLINE	\$175.43
		Check #: 0		Vendor Total: \$175.43
				Grand Total: \$157,312.31

End of Report

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM					
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER			AMOUNT
7080	*EDUCATIONAL BENEFIT COOPERATIVE								
*R	36767 TREASURY CENTER								
*R	CHICAGO IL 60694 0000								
LIB		6001	B	1	JUN MEDICAL INS	1 456	0		24321.79
LIB		6001	B	2	JUN SELF PAY	1 456	0		1199.50
					SUB-TOTAL				25521.29
3859	EDUCATIONAL BENEFIT COOPERATIVE								
*R	36767 TREASURY CENTER								
*R	CHICAGO IL 60694 6700								
EXP		6001	B	1	JUN MEDICAL INS	1 1110	222 1		7631.86
EXP		6001	B	2	JUN MEDICAL INS	1 1114	222 2		11739.95
EXP		6001	B	3	JUN MEDICAL INS	1 1205	222		10392.19
EXP		6001	B	4	JUN MEDICAL INS	1 1210	222		765.34
EXP		6001	B	5	JUN MEDICAL INS	1 1125	222 1		765.34
EXP		6001	B	6	JUN MEDICAL INS	1 1650	222		905.42
EXP		6001	B	7	JUN MEDICAL INS	1 2110	222		1227.75
EXP		6001	B	8	JUN MEDICAL INS	1 2213	222		1915.25
EXP		6001	B	9	JUN MEDICAL INS	1 2220	222 1		705.00
EXP		6001	B	10	JUN MEDICAL INS	1 2225	222 1		1915.25
EXP		6001	B	11	JUN MEDICAL INS	1 2225	222 2		660.44
EXP		6001	B	12	JUN MEDICAL INS	1 2134	222		705.00
EXP		6001	B	13	JUN MEDICAL INS	1 2320	222		2331.81
EXP		6001	B	14	JUN MEDICAL INS	1 2410	222 1		2502.34
EXP		6001	B	15	JUN MEDICAL INS	1 2410	222 2		2627.02
EXP		6001	B	16	JUN MEDICAL INS	1 2520	222		1302.40
EXP		6001	B	17	JUN MEDICAL INS	2 2540	222		950.73
EXP		6001	B	18	JUN MEDICAL INS	2 2540	222 1		382.67
EXP		6001	B	19	JUN MEDICAL INS	2 2540	222 2		382.67
EXP		6001	B	20	JUN MEDICAL INS	4 2550	222		390.92
EXP		6001	B	21	JUN MEDICAL INS	1 2213	223		5277.06
EXP		6001	B	22	JUN LIFE INS	1 1110	221 1		143.75
EXP		6001	B	23	JUN LIFE INS	1 1114	221 2		149.50
EXP		6001	B	24	JUN LIFE INS	1 1205	221		188.83
EXP		6001	B	25	APR/MAY ADJ	1 1205	221		11.50
EXP		6001	B	26	JUN LIFE INS	1 1210	221		11.50
EXP		6001	B	27	JUN LIFE INS	1 1125	221 1		11.50
EXP		6001	B	28	JUN LIFE INS	1 1650	221		11.50
EXP		6001	B	29	JUN LIFE INS	1 2110	221		11.50
EXP		6001	B	30	JUN LIFE INS	1 2134	221		17.25
EXP		6001	B	31	JUN LIFE INS	1 2213	221		21.85
EXP		6001	B	32	JUN LIFE INS	1 2220	221 1		5.75
EXP		6001	B	33	JUN LIFE INS	1 2220	221 2		5.75
EXP		6001	B	34	JUN LIFE INS	1 2225	221 1		5.75
EXP		6001	B	35	JUN LIFE INS	1 2225	221 2		5.75
EXP		6001	B	36	JUN LIFE INS	1 2320	221		57.50
EXP		6001	B	37	JUN LIFE INS	1 2410	221 1		44.74
EXP		6001	B	38	JUN LIFE INS	1 2410	221 2		44.28
EXP		6001	B	39	JUN LIFE INS	2 2540	221 1		5.75
EXP		6001	B	40	JUN LIFE INS	2 2540	221 2		17.25

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM					
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER		AMOUNT	
EXP		6001	B	41	JUN LIFE INS	1	2520 221	26.78	
EXP		6001	B	42	JUN LIFE INS	4	2550 221	6.69	
					SUB-TOTAL			56281.08	
	2371 GUARDIAN - APPLETON								
*R	PO BOX 677458								
*R	DALLAS TX 75267 7458								
EXP	408524	5/20/2015	6001	B	1	JUN DENTAL	1 1110 201 1	1847.33	
EXP	408524	5/20/2015	6001	B	2	JUN DENTAL	1 1114 201 2	1847.32	
LIB	408524	5/20/2015	6001	B	3	JUN COBRA PAYMENT	1 456 0	40.65	
					SUB-TOTAL			3735.30	

VENDOR #	VENDOR NAME & ADDRESS	VOC.	F/P	ITEM					
P.O. #	INVOICE # & INVOICE DATE	#	TYPE	NO	DESCRIPTION	ACCOUNT NUMBER	NUMBER	AMOUNT	
11836	BMO MASTERCARD-MASTERCARD CORP CLIENT PA								
*R	PO BOX 71878								
*R	CHICAGO IL 60694 1878								
EXP	SMENKENS	5/05/2015	6172	B	1 CONF/KRAMER	1 2213	332	399.00	
EXP	PATTI'SCAFE	5/06/2015	6172	B	2 IVEE TRAINING EXP	1 2213	400	45.15	
EXP	BIGSECURITY	5/06/2015	6172	B	3 CAMERA	2 2540	400	88.97	
EXP	BIGSECURITY	5/08/2015	6172	B	4 MEMORY CARD	2 2540	400	39.00	
EXP	ILPRINCASSOC	5/07/2015	6172	B	5 MODEL STUDENT HANDBOOK	1 2410	440 1	100.00	
EXP	ILPRINCASSOC	5/07/2015	6172	B	6 MODEL STUDENT HANDBOOK	1 2410	440 2	100.00	
EXP	IRA	5/08/2015	6172	B	7 CONF & EXP/LORIMER	1 2213	332	358.00	
EXP	RACKSPACE	5/09/2015	6172	B	8 BOE EMAIL RENEWAL	1 2310	640	65.00	
EXP	MAYERJOHNSON	5/08/2015	6172	B	9 FLIP N TALK KIT (YELLOW)	1 1210	400	54.95	
EXP	WALGREENS	5/20/2015	6172	B	10 RETIREMENT GIFT/SUPERINTENDENT	1 2310	490	213.93	
EXP	TONYS	5/26/2015	6172	B	11 SUPPLIES/NEW SUPERINTENDENT EVENT	1 2310	490	31.96	
EXP	TONYS	5/07/2015	6172	B	12 PARENT VOLUNTEER BREAKFAST	1 2410	490 1	18.57	
EXP	7654 EGGHARBOR	5/08/2015	6172	F B	13 BREAKFAST/PARENT VOLUNTEERS	1 2410	490 1	150.96	
EXP	7651 CABLETIES	5/06/2015	6172	F B	14 PLASTICE TIES FOR CABINETS	1 1110	400 1	47.89	
EXP	7655 AMAZON	5/11/2015	6172	F B	15 CALCULATOR RIBBON	1 2410	400 1	7.03	
EXP	7652 NAESP	5/12/2015	6172	F B	16 EXCELLENCE/CITIZENSHIP PINS	1 1110	472 1	236.00	
EXP	7659 AMAZON	5/15/2015	6172	F B	17 PORTABLE CD/BOOMBOX	1 2410	400 1	34.20	
EXP	7680 OFFICEDEPOT	5/28/2015	6172	F B	18 PAPER STOCK/AWARD CERTIFICATES	1 2410	400 1	15.99	
EXP	7676 SAMS	5/28/2015	6172	F B	19 iTunes CARDS (\$500)	1 2213	400	472.35	
EXP	WALGREENS	5/14/2015	6172	B	20 STUDENT OF THE MONTH PHOTOS	1 1114	400 2	9.36	
EXP	WALMART	5/31/2015	6172	B	21 GRADUATION SUPPLIES	1 1114	425 2	32.28	
EXP	SAMS	5/31/2015	6172	B	22 GRADUATION SUPPLIES	1 1114	425 2	170.20	
EXP	WALMART	6/02/2015	6172	B	23 GRADUATION SUPPLIES	1 1114	425 2	17.59	
EXP	HILDEBRAND	6/01/2015	6172	B	24 PLAQUE AND AWARD PLATES/GRADUATION	1 1114	425 2	100.00	
EXP	TONYS	6/02/2015	6172	B	25 GRADUATION SUPPLIES	1 1114	425 2	13.52	
EXP	WILLOWFLORIS	6/02/2015	6172	B	26 FLORAL ARRANGEMENTS/GRADUATION	1 1114	425 2	222.00	
EXP	WALGREENS	6/03/2015	6172	B	27 STUDENT OF THE MONTH PHOTOS	1 1114	400 2	9.36	
EXP	PALOS SPORTS	6/05/2015	6172	B	28 MEGAPHONE	1 1114	400 2	71.88	
EXP	HOMEDEPOT	5/04/2015	6172	B	29 WHEELS FOR MOWERS/WEED KILLER/HOSE	2 2540	400	311.51	
EXP	HOMEDEPOT	5/08/2015	6172	B	30 NEW MOWER FOR MIDDLE SCHOOL	2 2540	400	224.00	
EXP	MENARDS	5/22/2015	6172	B	31 MISC MAINT SUPPLIES/MS/ELEM	2 2540	400	244.33	
EXP	SAMS	5/31/2015	6172	B	32 MIDDLE SCHOOL SUPPLIES	1 1114	400 2	11.96	
					SUB-TOTAL			3916.94	

Date: July 10, 2015

To: Board of Education

From: Kim Barker, Board Secretary

Re: Closed Session Minutes Recommended for Declassification

Following a review, the closed session minutes listed below are recommended for declassification:

Date	Summary
2012:	
• 8/15	Appointment, employment, compensation, discipline, performance or dismissal of personnel; Probable or Imminent Litigation
• 12/19	Probable and/or Imminent Litigation (consideration of whether to appeal binding decision of Attorney General's office issued on December 11, 2012, regarding disclosure of individual student test scores); Appointment, employment, compensation, discipline, performance or dismissal of personnel
2014:	
• 8/27	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel
2015:	
• 1/28	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel
• 2/4	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel
• 2/5	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel
• 2/11	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel
• 2/12	Appointment, Employment, Compensation, Discipline or Dismissal of Personnel

Closed session audio tapes older than 18 months will be destroyed.

Pleasantdale School District 107

Administrative Office • 7450 S. Wolf Road • Burr Ridge, IL 60527
(708) 784-2172 • Fax: (708) 246-0161 • www.d107.org
Dr. Catherine Chang, Business Manager • cchang@d107.org

To: Dr. Palzet
From: Catherine Chang
Date: July 10, 2015
Re: Board Resolution for Serious Safety Hazard Approval

Article 5/29-3 requires the School Board to annually review all serious safety hazards approved by the Illinois Department of Transportation to verify that the hazardous conditions remain unchanged. This resolution is required as part of our reimbursement claim for transportation. Approval of the resolution allows reimbursement for transporting students who live less than 1.5 miles from school at a higher rate. This resolution was first enacted in 1980. Without the resolution, the District would only be able to claim a lower reimbursement for transporting students who live less than 1.5 miles without an approved serious safety hazard.

It is recommended that the board adopt the attached resolution.

Attachment: Resolution

Mission

Ensure that each student is a passionate learner empowered with the academic and social skills to responsibly choose and excel in life pursuits.

Pleasantdale School District 107

RESOLUTION

To authorize the administration to submit a request for continued free transportation for the school year 2014-2015 for the identified population approved at the August 20, 1980 Board meeting as part of a Serious Safety Hazard Finding application submitted to the Illinois Department of Transportation. The Board certifies that the Type I conditions identified for both Pleasantdale Middle School (North) and Pleasantdale Elementary (South) School remain unchanged and continue to constitute serious safety hazards for the 2014-2015 school year. The sequence numbers of the hazardous conditions are as follows – 107-80-1; 107-80-2; and 107-81-1.

Mark Mirabile
President, Board of Education
School District #107
Cook County, Illinois

ATTEST:

Kim Barker
Secretary, Board of Education
School District #107
Cook County, Illinois

Dated: July 10, 2015

B&T Services
29224 s Stoney Island
Beecher,Il.
708-248-3541/870-421-8301
btservices708@aol.com

School District 107
Plesentdale Middle School
Burr Ridge,Il

Restoration of paint in gym and apr.
Prep and install 2 coats of paint.
Base shall be flat paint material.
Finish coat color shall be determined by School District 107.
*INCLUDES FILLING CRACKS WITH PAINTABLE CAULK
*Includes 6 feet of painting ceiling and 4 ibeams in the south gym.
Total cost-\$22,625

• **Vendor Information**

Vendor Name:	B&T Services	Tax ID:	271288150
Quoted By:	Edward Becker	DUNS:	832772458
Title:	Owner	CAGE:	5th83
Phone:	870-421-8301	Business Size:	emerging small
Email:	btservices708@aol.com	Delivery :	30 days
Warranty:	90 days	Discount Terms:	0%

By signing this, you are certifying your quotation is valid for 30 days and the cost for shipping is included in your total price quote. Also, please ensure your company is registered in the SAM database at www.sam.gov and Wide Area Workflow prior to invoicing via <https://wawf.eb.mil/>.

Signed: Edward Becker _____ Customer/Signature _____
Services _____ Print name _____

B&T

Date: June 30, 2015

 <p>INTERIOR PROPOSAL</p>	<p>Independent Franchise Owner: Graz Matutis 7700 Brush Hill Road Suite 105 Burr Ridge, IL 60527 (708) 588-9705 Fax : (630) 578-2445 gmatutis@certapro.com</p>	<p>Job #: GMD70900215 Date: 07/01/2015</p> <p>Customer Address: Art Mccoy Pleasantdale School District 7450 Wolf Road Willowbrook* IL 60527 Phone: (708) 308-6685 Email: amccoy@d107.org</p>
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Full Workers Compensation Coverage/\$2,000,000 General Liability Insurance

CERTAINTY PLEDGE ®

Normal working hours are from 8:00 - 4:00.
Overnight storage and clean up areas are to be determined.

SPECIAL NOTES:

This proposal includes painting the walls of the "All Purpose Room" and smaller gym with 2 finish coats. Colors and sheen(s) are to be determined. Also included is painting the first row of ceiling along the north wall and 2 other areas where water damage occurred with 2 finish coats of flat white paint and scraping and applying 2 coats of a direct to metal paint the the flaking sections of the trusses in the gym.

Optionally painting of the entire trusses (total of 4) with 2 finish coats would be an additional charge of \$3800.00

The total cost includes labor (at prevailing wage), materials and prep work. The second coat is recommended to give an even finish and cover the existing color.

SET-UP TO BE DONE:

CertaPro will cover and protect:

Any fixtures that can't easily be removed are thoroughly masked., Large items such as chandeliers, are draped with plastic.

PREPARATION TO BE DONE:

Lightly sand all surfaces prior to painting or staining

Clean Up

Cleanup is ongoing and upon job completion.

Notes/Misc

CertaPro makes every effort to capture all expectations expressed by the customer at the time of the estimate, but sometimes an item is left out and not included in the proposal. Please let us know if we missed an item so that it can be priced and included in the final proposal.

PLEASE NOTE:

Here are some common issues that may increase your cost for the project: changing the scope of a project in any manner; work stoppage or delay; changing materials after purchase or painting has started; selecting colors that require more than the specified number of coats; adding accent walls or two-tone walls; rooms that are not ready to paint (pictures on walls, toys on floor, items in closets, etc.) All pricing changes will be discussed with the customer prior to additional work being completed.

Wall paper removal on time and materials basis @ \$45.00 per man-hour.

Not Responsible to remove refrigerators on hardwood floors or linoleum.

Repaint: (new color) This project is priced for spot priming of required areas and two full coats of 100% acrylic latex paint top coat. Exceptions to this are when very dark colors are specified or if a new light color is going over an existing dark color. Drastic color changes will require two finish coats over a FULL prime coat. An additional charge will be required for rooms with drastic color changes and will be provided at the time colors are finalized.

FINAL PRICING

PRICE OF INCLUDED ITEMS (All labor, paint, materials)	\$22400.0
SALES TAX (@ 0 %)	\$0.00
GRAND TOTAL	\$22400.00
DEPOSITS DUE	-\$0.00
PAYMENTS RECEIVED	-\$0.00
BALANCE DUE	\$22400.00

Signature of Authorized Franchise Representative: _____ Date: _____

Payment is due: In Full upon Job Completion

NOTES

>> We request that a lawn sign be placed in front of your home to promote our business- Thank You!<<
 > >We do accept Visa, Master Card and Discover credit cards. Payment may be made by check, payable to CertaPro Painters. If amounts due under this agreement are not paid, the customer will be responsible for costs of collection including reasonable attorneys fees plus interest of 1.5% per month.

DECLARATION

(I/WE) HAVE READ THE TERMS STATED HEREIN, THEY HAVE BEEN EXPLAINED TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THEM

(I/WE) HAVE EXAMINED THE JOB STATED HEREIN, THEY HAVE BEEN SHOWN TO (ME/US) AND (I/WE) FIND THEM TO BE SATISFACTORY, AND HEREBY ACCEPT THE JOB AS COMPLETE

SIGNATURE

DATE

SIGNATURE

DATE



RELATIONSHIP - The individual giving you this proposal is an independent contractor licensed by CertaPro Painters to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown in the upper right hand corner of the front of this proposal

DEFINITIONS AND CONDITIONS OF THIS CONTRACT

COLORS - Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS - Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL - This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OR CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT). THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

Date of Transaction

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO. THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO _____

(Name of Seller)

(Address of Seller's Place of Business)

NOT LATER THAN MIDNIGHT OF _____

(Date)

I HEREBY CANCEL THIS TRANSACTION. _____

(Date)

(Buyer's Signature)

LIMITED TWO YEAR WARRANTY

Subject to the limitations set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs, and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse, or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases. - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alterations, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of this Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OR DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above imitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters at 800.462.3782.

PROPOSAL



First Class Decorating, Inc.
627 Briarwood Dr.
Burr Ridge, IL 60527

490

Ph. 630-920-8585

TO:

Pleasantdale School
7450 Wolf Rd
Burr Ridge IL

PHONE	DATE
JOB NAME / LOCATION	6/14/2015
Art McCoy 708-308-6636	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

Office: Paint the walls with 2 coats of Benjamin Moores Regal Select Eggshell finish.

South Gymnasium, Ceiling: Prime the water stains then Paint, with flat finish paint from the walls to 6 feet into the ceiling at the first break point, around the entire gym. Remove the loose paint from the ceiling beams and paint with Benjamin Moores, Direct to Metal paint.

South Gymnasium walls: Caulk the noticable cracks in the cinder block, then Paint the walls with 2 colors, with the same colors as it is presently painted, using Benjamin Moores regal select eggshell finish paint, 1 coat.
Do not paint behind the bleachers.

Please add 475.00 if you choose to paint the electrical conduit pipes on the walls and 275.00 to fill all of the holes where there are acermens.

APR Room: caulk the cracks, fill the spewman holes, Paint the walls with 2 colors, with the same colors as it is presently painted, using Benjamin Moores Regal Select Paint. Paint the 1 foot tall wall on the front of the stage, paint with an epoxy paint. School will supply this paint.

***If a second coat is desired on the walls of the South Gymnasium and the APR room Please add 10,000.00 to the below total

\$24,490.00 Total

For contract, please sign and return one copy of this proposal with your deposit. Thank you.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications. for the sum of: _____ dollars (\$)

Payment to be made as follows:

One third upon acceptance of the proposal, one third when the South Gym or APR room is completed and balance upon completion of the Job.

First Class Decorating Inc. By: _____

All materials guaranteed to be as specified. All work to be completed in a professional manner, according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will constitute an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, theft, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

300 West Adams Street, Suite 835, Chicago, IL 60606
Tel: (312) 762-2959 (800) 359-1979 x362 Fax: (312) 551-2287
www.1oms.com

Shirley A. Conibear, M.D., M.P.H.
Occupational Medicine
Toxicology
Certified Medical Review Officer
Travel Medicine

Virginia A. Evans, M.D., M.P.H.
Occupational Medicine
Emergency Medicine
Certified Medical Review Officer
Travel Medicine

Date: July 9, 2015

To: Board of Education, District 107

From: Shirley A. Conibear, M.D., M.P.H.

RE: Report of the Investigation of an Apparent Cancer Cluster
at Pleasantdale Elementary School

INTRODUCTION

Teachers at Pleasantdale Elementary School (the "School") in La Grange, Illinois gradually became aware of nine (9) cancers of various types (the "original cluster") that were diagnosed among current and former staff members at the School within the last five years. This apparent clustering of 9 cancer cases in a short time period at their work site raised concerns that there might be something in the School's environment that was causing these cancers. The Board of Education, District 107 commissioned this investigation at their May 20, 2015 meeting.

A cancer cluster is generally defined as a time and space clustering of cancer cases. **REF #1** A "case" is a person diagnosed with cancer. The main goal of an investigation of a cancer cluster is to determine if the cancers are independent events or if they have a common cause. The distribution and rate of occurrence of cancer cases can be affected by environmental exposure, host susceptibility factors, chance occurrence and artifacts such as case finding efforts and reporting bias.

METHOD

Information was solicited from the teachers and staff by distributing the attached letter to all School staff members in mid-May, 2015. A meeting was held with teachers and staff at the School shortly thereafter, before school had adjourned for the year, at which I spoke and answered questions. After several weeks, the Teachers' Association of Pleasantdale District 107 became actively involved in the process of collecting information from and about cancer cases at the request of the Board of Education. No attempt was made by me to independently verify the diagnosis, the date of diagnosis, age at diagnosis or the date of hire.

More than half of the information about the individuals with cancer (the “cases”) was not obtained directly from the person with cancer. Many of the cases were identified only by initials in order to offer privacy.

Some of the cases were reported several times. Some of the cases’ dates of diagnosis were not given, in which instance the last year worked at the School was used. This may have both under and overestimated the cancer latency. (*Cancer latency is the time elapsed between first exposure to a carcinogen and the diagnosis of the cancer.*) In some cases age at diagnosis was estimated based on available information.

Parameters of interest such as tumor type, latency period, and age at diagnosis have been displayed in this report in such a manner that individuals are less likely to be identified to preserve their privacy.

Cancer statistics used for comparison were obtained from the American Cancer Society web site and are based on the incidence of cancer in the US population in 2015. The California Teachers Study data was also used for comparison purposes because of its size and its obvious relevance to this cohort. (A cohort is a term used to describe a group of people in terms of a specific time and space or activity. The Pleasantdale Elementary School graduating 8th grade class of 2015 is an example of a cohort.)

At my request, Superintendent Mark Fredisdorf provided information about the number of staff who worked at Pleasantdale Elementary School from the 1975-76 school year to the present school year. He provided actual census numbers for each year from 1996 through 2015. The number of staff leaving each year was provided from 2004 onward. This is shown in Table A. Actual census numbers for years earlier than 1995 were not available. Superintendent Fredisdorf recommended that the best estimate was 44 as the total staff census for each prior year. This information was used to estimate the total number of staff members in the cohort of people who had worked for at least one school year at Pleasantdale Elementary School since 1975. 1975 was used to define the cohort because it is the earliest year that an identified cancer case started work there. Table A describes in detail the calculation of the cohort size.

FINDINGS

In regard to the cohort size, the total number of staff who have worked for at least one school year at Pleasantdale Elementary School since 1974 was estimated to be 248. This number is the denominator that would be used to calculate a cancer incidence rate in the School population. More information such as date of birth would be needed to do this in a meaningful way. This rate could then be compared to other population incidence rates for all cancers and for particular cancers.

In regard to the cancer cases, Table B displays the year of diagnosis and the cancer type. 14 cancers were reported in 12 cases (persons). All of the cases were female. One skin cancer was reported and is included in the Table C and pie charts in Table D, although the 2 comparison populations used exclude skin cancer from the list of ten most common cancers. The skin cancer in the School cohort occurred in

a person who was also diagnosed with another cancer. One case has an unknown cancer type. One case had a diagnosis of breast cancer on the right and subsequently the left within six years. This was treated as a reoccurrence of the first breast cancer and was counted only once in the total cancers. Persons with two different tumor types had both counted in the cancer totals. The nine cancers identified in the Original Cluster can be seen to the right of 2010 on the x axis of the graph (Table B).

Age at diagnosis was unknown for 5 cases. Given and estimated ages at diagnoses were: early 30s, 39, early 40s, 53, 56, 61, and 70. Age at breast cancer diagnoses was available for only 4 of the 6 cases. Two were in their 30s, one in their 40s and one in their 70s.

Cancer latency, summarized in Table E, ranged from 0 years (cancer occurred during the first year of employment) to 36 years. The bar graph in the table shows the distribution by under and over ten years of latency. This break point was chosen because ten years is generally considered the lower limit at which biological plausibility for cancer causation can be established for work place or environmental exposure. 6 of the 14 cancers in this cohort had a latency of 11 years or greater.

A useful way to analyze and interpret a group of cancers in a suspected cluster is to compare the proportions of each cancer type found in the cluster to the proportions found in the general US population. In the case of teachers, another more specific comparison population is available. The California Teachers Study is a cohort of over 133,000 public school teachers and administrators who have been followed and studied since 1995. The purpose of this study was to document the excess risk of breast cancer among teachers and study the determinants of this excess of breast and other cancers in this cohort. **REF #2** These comparisons are shown in Table C and the pie charts, Table D.

Tables C and D display the same data in different formats. In Table C the list of cancers in the first two columns constitute the top ten most common cancers by incidence in US females of all ages in descending order for the US population and the California Teachers Study cohort. The third column shows the cancer types and numbers of cancers found in the Pleasantdale Elementary School cohort. The yellow highlighted cancers are found in common amongst the three groups. Notice that one of the Pleasantdale cancers, liver cancer, is not found among the top ten in either of the two comparison groups. Skin cancer is not included in either the US or the Teachers' lists by convention. The asterisks by the cancers in the CA Teachers column indicate that these cancers have been found in excess in the CA Teachers study cohort compared to the general population of California women. The pie charts display the same data. They can be read like a clock face starting at noon and going in clockwise rotation from most common to least common. Notice that the colored pie chart "slices" have been placed in the same order in all three charts to allow easy comparison. The Pleasantdale cohort has only one cancer in all of the "slices" except breast cancer.

CONCLUSIONS

Are the types of cancer different from those found in the general US population in any meaningful way? The types of cancer reported in Pleasantdale Elementary School staff are all found in the top ten except for liver cancer. The same is true when compared to the CA Teachers Study cohort. In addition, breast, thyroid, NHL and Melanoma cancers are present in CA Teachers at a higher rate than expected compared to California women who are not school teachers. All of these cancers were also found in the Pleasantdale cohort. The presence of one cancer in the Pleasantdale cohort not in the top ten is not necessarily indicative of an exposure at the School and is best regarded as due to chance alone.

Do the types of cancer reported suggest any particular exposure to a carcinogen? No. The cases are consistent with types most commonly found in the US population.

Do the types of cancer cases found in Pleasantdale staff suggest that radon or asbestos could be the cause? No. These two known carcinogens have been found to cause lung cancer and in the case of asbestosis, also mesothelioma. No mesothelioma was found in this investigation. Only one lung cancer was reported by this cohort. Lung cancer is the second most common cancer diagnosed in women in the US population. To find one lung cancer among 14 cancers in 12 women would not be unexpected.

Do the cancer cases at Pleasantdale point to or suggest a particular exposure period when risk was present? No, the cancer cases are clustered by diagnosis date in the last 5 years but this is likely to be an artifact of the way the information was collected rather than due to some common exposure at the school that occurred ten or more years ago. Cases were either currently or recently employed at the school or were known to someone in the same group. The short latency, under 10 years, of 8 of the 14 cancers, indicates that a causal relationship of workplace exposure to these cancers is unlikely.

Are the cancer cases at Pleasantdale occurring at a younger age than expected based on national statistics? No. Based on US mortality statistics, cancer of all types becomes the leading cause of death in women at age 35 to 44 and persists as the leading cause through age 84. Breast cancer incidence rate (diagnosis) in CA teachers starts to exceed that of comparable groups of CA women who are not school teachers at age 35. The California Teachers Study has documented that teachers have a risk of breast cancer that exceeds that of other women by a multiple of 2 times. This increased risk of breast cancer is not unique to the Pleasantdale cohort.

Are there more cancer cases in the Pleasantdale cohort than expected? This question cannot be estimated based on the information collected. It is apparent that the size of the exposed population is much larger than the 44 individuals currently working there at this time. It is also apparent from Table B that information on cancer cases diagnosed prior to 1995 is missing entirely. A denominator composed of all the Pleasantdale staff since 1975 would have to be identified by searchable parameters such as date of birth, SS # and name. Cancers diagnosed in this group would be assembled and a rate would be calculated. This is a long and expensive task that is not recommended. The size of this cohort is minuscule compared to the 133,000 plus women in the CA Teachers study and would lack statistical power to detect positive findings even if they existed. The CA Teachers Study provides reassurance that

certain cancers are found in excess in teachers and that this excess is found across the entire state, making a workplace specific causal agent unlikely. The Teachers Study has studied the relationship of pesticides and fine particulate in the environment as possible causal agents without finding an association. More than 50 scientific papers have been published on this group mainly focused on personal risk factors. These papers are available online for free. The website is listed at #3 in the References section.

Respectfully submitted on July 9, 2015 by:



Shirley A. Conibear, MD, MPH
Board Certified in Occupational Medicine

REFERENCES

1. Schulte PhD, Paul. "Investigation of Occupational Cancer Clusters: Theory and Practice."
American Journal of Public Health, 1987; 77: 52-56.
2. Bernstein, Leslie, et al., "High Breast cancer incidence rates among California teachers: results from the California Teacher Study (United States)", *Cancer Causes and Control*, 2002; 13: 625-635.
3. "California Teachers Study", <https://www.calteacherstudy.org/publications>. Accessed June 23, 2015.
4. American Cancer Society, "Facts and Figures (2015)", "Leading Sites of New Cancer Cases-2015, Estimate - Top 10 Female Cases, 2015.

Dear Staff Member of Pleasantdale Elementary School:

At the request of School District 107, I am surveying current and former staff members of Pleasantdale Elementary School, requesting information about yourself or others who have been diagnosed with cancer. If you or another staff member you know of has been diagnosed with cancer, I invite you to contact me by email at sconibear@loms.com or fax to 312 551 2287 or call me on my cell phone at 312 617 1677 with as much of the following information as you know:

- Initials of the person with cancer
- Sex
- Age at cancer diagnosis
- Year cancer diagnosed
- Year of death if deceased
- Type of cancer
- Year of cancer diagnosis
- Year the person started to work at Pleasantdale Elementary and year last worked
- Job title (example: custodian, 3rd grade teacher) at Pleasantdale Elementary
- Are you making the report for yourself or for someone you know of?
- How do you know this information?

You need not identify yourself in any of these communications but I would appreciate a way to contact you if I need clarification. I expect that multiple people will report the same cancer case which is the reason I am asking for initials.

I will be producing a written report summarizing this information and but will not provide enough information in the report such that any single person can be easily identified. My report will organize and describe this information in terms of cancer rates, cancer latency (time between first worked at Pleasantdale Elementary and diagnosis), calendar time and duration worked and types of cancer. Cancer rates at the school will be estimated based on current and prior staff census. I will present a summary of the published epidemiologic literature on cancer in school teachers and put the cancer survey information collected at Pleasantdale Elementary into perspective. I will not be

conducting any other data analysis at this time. All information collected for this survey will be used strictly for this purpose and not be re-released to anyone else or used for any other purpose.

The period for collection of information will last for 3 to 4 weeks after which I will assemble my report. I appreciate your help with this project.

If you have questions about this process as outlined above, feel free to call me. The need for environmental testing if any will be determined based on the results of my survey. Questions about this process should be addressed to Mark Fredisdorf.

Respectfully submitted by

A handwritten signature in black ink, appearing to read "Shirley Conibear". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Shirley Conibear MD, MPH

TABLE A

Pleasantdale Elementary School
Staff census data provided by Superintendent Mark Fredisdorf in June, 2015

School Year	Number of Staff	Number who Left *	Number added
1996-97 &	44	2	2
1997-98	48	2	6
1998-99	47	2	1
1999-00	48	2	3
2000-01	51	2	5
2001-02	50	2	1
2002-03	53	2	5**
2003-04	52	2	1
2004-05	55	4	7
2005-06	58	None	3
2006-07	56	5	3
2007-08	57	1	2
2008-09	57	3	3
2009-10	58	4	5
2010-11	61	2	5
2011-12	61	4	4
2012-13	64	5	8
2013-14	69	3	8
2014-15	70	TBD	1
Total		47	73

*Actual numbers not available before the 2003-004 school year. Estimated number who left is based on the average percent leaving from 2004-05 school year through current, calculated as average # leaving divided by average census (3/60) equals 5%.

**Calculated as the number of staff in the school year minus the staff in the previous year plus the number who left in the same school year.

& For 1996- 97 and previous for which no information is available, a staff size of 44 was used with two entering and 2 leaving each year for a total of 4.

For the period 1975-76 to 1995-96, a period of 21 years, the total number who added and left was estimated as 4 with a constant census of 44. $21 \times 4 = 84$ staff.

Adding 84 plus 47 plus 73 plus the original 44 in 1975 equals 248 persons. This is the size of the cohort defined as staff who worked at Pleasantdale Elementary School for at least a year from the date the first cancer case identified, 1975 to date.

TABLE B

Pleasantdale Cancer Timeline

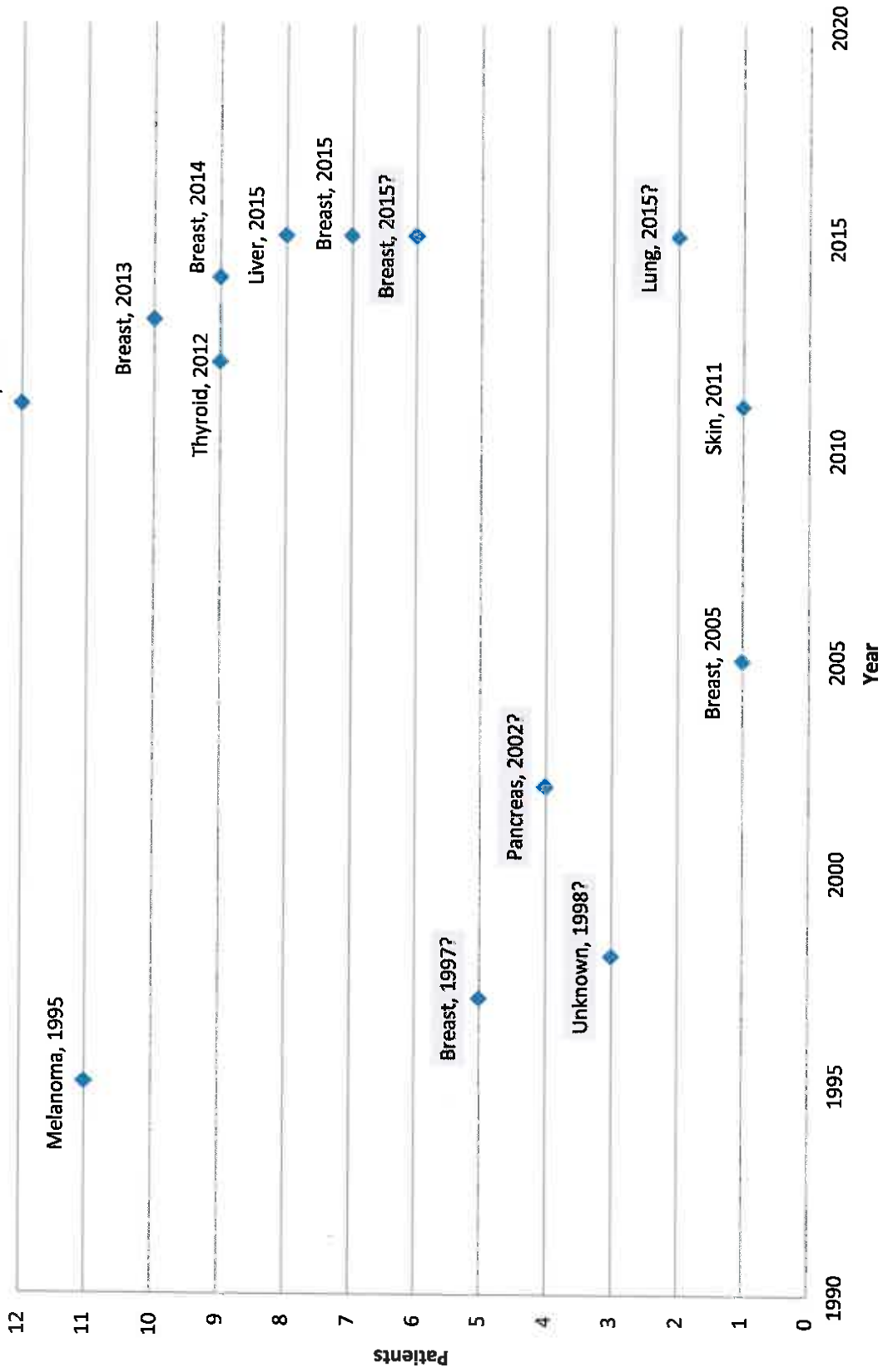


TABLE C

Comparison of Top 10 US Cancers, California Teachers Study cancer findings, Pleasantdale School cancer

Top 10 Female Cancers by incidence¹ (# of cases)	CA Teachers Study² (# of cases)	Pleasantdale Elementary³ (# of cases)
Breast (231,840)	Breast (1374)*	Breast (6)
Lung and Bronchus (105,590)	Lung (212)	Lung/trachea (1)
Colon and Rectum (63,610)	Colon and Rectum (233)*	Thyroid (1)
Uterine Corpus (54,870)	Uterine Corpus (256)*	Non-Hodgkin Lymphoma (1)
Thyroid (47,230)	Thyroid (52)*	Melanoma (1)
Non-Hodgkin Lymphoma (32,000)	Non-Hodgkin Lymphoma (126)*	Pancreas (1)
Melanoma (31,200)	Melanoma (134)*	Liver (1)
Pancreas (24,120)	Leukemia (55)*	Skin (1)
Leukemia (23,370)	Ovary (124)	Unknown (1)
Kidney/Renal pelvis (23,290)	Uterine Cervix (22)*	

References:

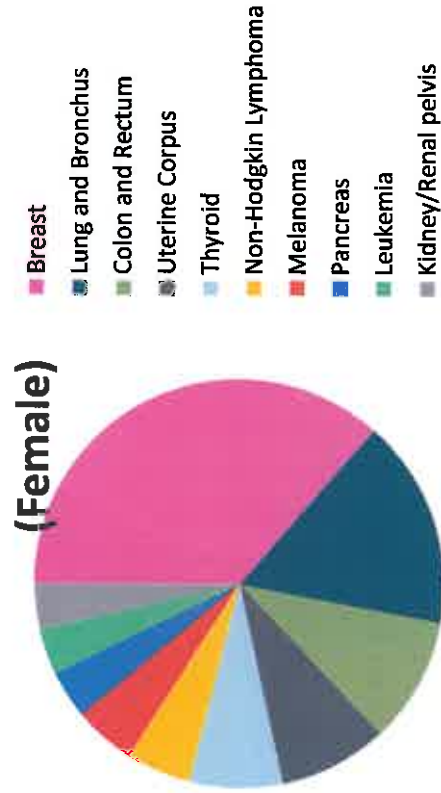
1 –American Cancer Society - Cancer Facts and Figures (2015) – Leading Sites of New Cancer Cases -2015 Estimate – Top 10 Female Cases (excludes skin cancer and in situ carcinoma)

2 – California Teachers Study (2002) – Table 3, top 10 cancers. * denotes statistically significant, higher rate ratio comparable US population standardized for race, age, and sex

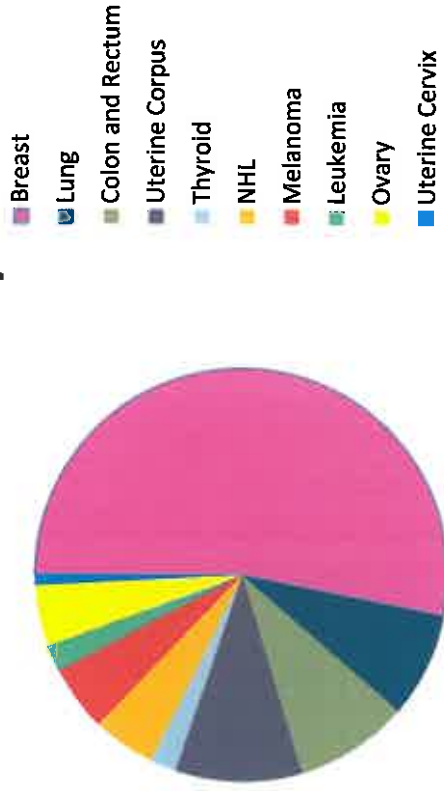
3 – Pleasantdale Elementary Staff – reports of cancer. 12 patients, 14 cancer diagnoses (two patients had two different cancers – unknown if metastatic)

TABLE D

**US Cancer Incidence TOP 10
(Female)**



CA Teachers Study



Pleasantdale Elementary Staff

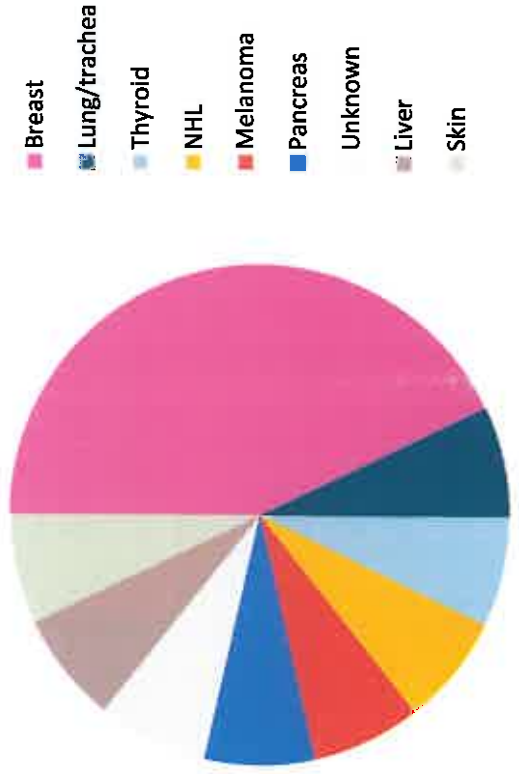
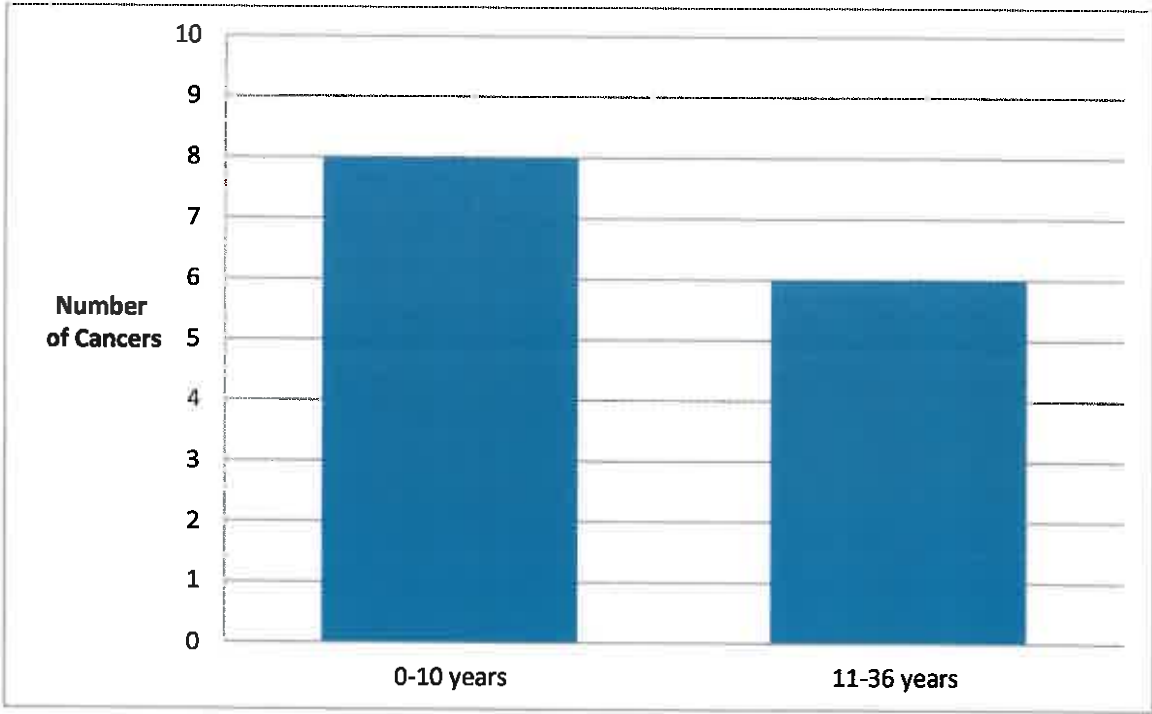


TABLE E

CANCER LATENCY IN YEARS (DATE STARTED WORK UNTIL CANCER DIAGNOSIS)



Anticipated enrollment/classroom usage for 2015-2016
as of June 25, 2016

Preschool a.m.

- Kavanaugh (16)
- Neuberg (10)
- Jarosik (15)
- New (3)

Preschool p.m.

- Kavanaugh (9)
- Neuberg (13)

Kindergarten (57)

- McFadden (20)
- Olsen (18)
- Oskroba (19)

1st grade (62)

- Arroyo/Sarwark (16)
- Holubecki (16)
- Maita/Bassett (15)
- Vidakovich (15)

2nd grade (79)

- Berwick (20)
- Brade (20)
- Halusek (19)
- Sheridan (20)

3rd grade (86)

- Borse (22)
- Camer (22)
- Griffin (21)
- Macek (21)

4th grade (82)

- Bedell (21)
- Crist (21)
- DuVall (20)
- Windisch (20)

To: Dr. Dave Palzet
 From: John A Glimco
 RE: Update on Class Size Enrollments
 Date: July 10, 2015

Student class enrollments for the upcoming school year are underway, with preliminary class number figures available at this time for grades 5-8.

This is a preliminary report, with additional adjustments and balancing to occur to ensure appropriate student ratios for special education, ongoing student testing for above level placement, and anticipated new students. Currently there are 14 students participating in independent summer math programs to advance in their class placements. The outcome of their assessments, scheduled in early August, could have a substantial impact on the current schedule at grades 7 and 8. In addition, there are 7 new students who have completed registration materials who require class schedules. These students will be placed into classes as soon as records are obtained from their previous schools, to assure appropriate class placement and services. An additional 4 students have initiated the registration process, bringing the total of new enrollments as of this date to 11 students at the middle school.

The below information only contains specific enrollments for core courses, excluding Physical Education and Specials (Music, Art, STEM, Health). Approximate numbers for the later courses are provided. These classes are simply scheduled, with students evenly divided in the class sections. Additionally, students enrolled in interventions and resource level instruction is not included. These enrollments are reflected in smaller class sizes in certain subjects, specifically Spanish and Social Studies, maintaining available class seats, should students progress out of interventions.

A more complete report will be made available following the start of the school year.

Grade 5 – 84 returning students, 1 new (awaiting class records to enroll)

Subject	Section1	Section 2	Section 3	Section4
AL Language Arts	22			
Language Arts	21	22	18	
AL Math	18			
Math	22	22	21	
Science	18	22	22	22
Spanish	22	18	17	17
Social Studies	19	17	18	22
Physical Education	21(per class)			
Specials	14(per class)			

Grade 6 – 101 returning students, 2 new (awaiting class records to enroll), 1 additional anticipated

Subject	Section1	Section 2	Section 3	Section4	Section 5
AL Language Arts	22	25			
Language Arts	19	20	14		
AL Math	16	19			
Math	17	22	14	12	
Science	22	16	22	23	18
Spanish	16	19	12	14	18
Social Studies	23	10	20	21	13
Physical Education	26				
Specials	17				

Grade 7 – 81 returning students, 3 new (awaiting class records to enroll), 2 additional anticipated

Subject	Section1	Section 2	Section 3	Section4
AL Language Arts	16	19		
Language Arts	23	21		
AL Math	22			
Math	11	18	22	
Science	22	22	20	16
Spanish	20	15	18	22
Social Studies	22	17	21	21
Physical Education	21			
Specials	14			

Grade 8 – 91 returning students, 1 new (awaiting class records to enroll), 2 additional anticipated

Subject	Section1	Section 2	Section 3	Section4
AL Language Arts	23	26		
Language Arts	22	20		
AL Math	23	15		
Math	22	17	15	
Science	26	25	21	19
Spanish	26	24	22	19
Social Studies	25	25	21	20
Physical Education	23			
Specials	16			

11 students will be participating in Math classes at Lyons Township High School.

11 students are anticipated to be participating in 8th Grade AL Math (Algebra) from 7th Grade.

To: Dr. Dave Palzet
From: John A. Glimco
Matt Vandercar
Date: July 9, 2015
RE: Parent/Student Handbook 2015-16

Attached is the proposed Parent/Student Handbook for 2015-16 for the review by the School Board at the July 15, 2015 meeting.

The greatest change to the Handbook this year is the format as well as inclusion of several new model and mandated policies. This past year, the District partnered with the Illinois Principals Association (IPA) with their Model Student Handbook. This service through the IPA provides partnering schools with the most current vetted legal policies and model procedures for inclusion in School Handbooks. The IPA handbook is continually reviewed and updated policies provided to partnering schools, updated to meet current mandates and legislation.

Our current handbook was re-organized and aligned to the IPA Model Student Handbook, both for ease of use by our families and to match, when possible, the structure of the Model IPA Handbook for ease of future amendments.

Current policies and practices were reviewed by a committee consisting of parent representatives, teachers, administrators, and social workers from both schools. The committee agreed to adopt the new format, proposed a few changes to current policies, and approved adding additional mandated policies.

Current policies that have proposed changes are identified by the current language crossed-out and new/additional language in red. Mandated policies that are new to the handbook are completely in red and have been adapted, as necessary, to align with current D107 policies/practices.

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Chapter 1 - Introductory Information & General Notices

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the school year without notice. A digital copy of the handbook is also available on our district website. The Board's comprehensive policy manual is available for public inspection through the District's website at www.d107.org or at the Board office, located at 7450 S. Wolf Road in Burr Ridge.

1.30 - General School Information

Board of Education

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Kristin Violante (2017)

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708-839-5383

violante@board107.org

The Board of Education of District 107 consists of seven members elected on a staggered basis. Board elections are held in April in odd numbered years.

The members serve without compensation, elect officers each year, and set meeting dates. The public is encouraged to attend these meetings, usually held on the third Wednesday of the month in the District Administration Building.

In addition to the regularly scheduled Board meetings, the Board of Education also holds special meetings as needed. Board meeting minutes are posted on the district website. All meetings are open to the public and a special portion of each meeting is set aside for questions and comments from visitors.

SCHOOLS AND STAFF

District Administrative Building
7450 S. Wolf Road
Burr Ridge, Illinois 60527
Telephone: (708) 784-2013

Superintendent:	Dr. Dave Palzet
Business Manager:	Dr. Catherine Chang
Director of Special Education:	Deborah Lubeck
Assistant Superintendent of Teaching and Learning	Candy Kramer
Superintendent's Secretary:	Erika Sawosko
Bookkeeper:	Teri Makutenas

Pleasantdale Elementary School (K-4)
8100 School Street
LaGrange, Illinois 60525
Telephone: (708) 246-4700
To report an absence: (708) 246-4700, press 5
Principal: Matt Vandercar

Pleasantdale Middle School (5-8)
7450 S. Wolf Road
Burr Ridge, Illinois 60527
Telephone: (708) 246-3210
To report an absence: (708) 246-3210, press 5
Principal: John Glimco

Secretary: Penny Defenbaugh

Secretaries: Charlotte Reschke
Marilyn Laskowski

Mascot: Eagle
Colors: Blue and White

Mascot: Tiger
Colors: Blue and White

Administrators

Administrators are hired by the School Board to implement policies through management and supervision.

Teachers

District 107 provides students with excellent professional and paraprofessional instructional services. In addition to experienced classroom teachers, the district employs art teachers, instrumental music teachers, vocal music teachers, resource teachers, librarians, registered nurses, social workers, speech and language therapists, computer instructors, and gifted/enrichment teachers.

Support Staff

Secretaries, bus drivers, lunchroom helpers and supervisors, and maintenance/custodial personnel assist the educational program of District 107 in a variety of ways.

Facilities

District 107's facilities are handicap accessible.

Whom do I call when I have a particular concern or question?

Pleasantdale School District is committed to timely and accurate communication with stakeholders. The following chart lists contacts to get questions answered most efficiently.

Topic	First Contact	Second Contact	Third Contact
Student Academics	Classroom Teacher	Principal	Superintendent
Student Discipline	Classroom Teacher	Elementary Principal Middle Principal	Superintendent
Co-Curricular • Athletics • Activities	Coach/Sponsor	Elementary Principal Middle Athletic Director	Superintendent

Bus Transportation	School Office	Business Manager	
Lunch Program	School Lunch Supervisor	Business Manager	
Special Education	Classroom Teacher	Special Education Case Manager	Director of Special Education
Medical Issues	Nurse	Principal	
Board Policy	Superintendent	Board of Education	
Friday Packet Communication	Superintendent's Secretary	Superintendent	

Elementary School 708-246-4700 (dial 5 before 8:30 a.m. to report an absence)
Middle School 708-246-3210 (dial 5 before 8:15 a.m. to report an absence)
District Office 708-784-2013

See website for complete list of phone numbers and email addresses.

1.35 – School Hours, Arrival/Departure Procedures
SCHOOL HOURS

Pleasantdale Elementary

Extended-day Kindergarten, 1 st – 4 th grade	8:40 a.m. - student arrival 8:55 a.m. - students enter building 9:00 a.m. - school starts 3:20 p.m. - dismissal
Half-day Kindergarten	8:55 a.m. - 11:40 a.m.
Bright Beginnings Preschool	Morning sessions 9:00 a.m. - 11:30 a.m. Afternoon sessions 12:30 p.m. - 3:00 p.m.

At the Elementary School, parents must make necessary arrangements so that their children do not arrive prior to 8:40 a.m. Supervision is not available prior to this time.

Pleasantdale Middle

Grades 5-8	8:00 a.m. student arrival 8:12 a.m. 5 th & 6 th grade students enter 8:15 a.m. 7 th & 8 th grade students enter 3:22 p.m. dismissal
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At the Middle School, parents must make necessary arrangements so that their children do not arrive prior to 8:00 a.m. Supervision is not available prior to this time.

Arrival / Departure Procedures

Pleasantdale Elementary

- Early Arrival – Students must report to the school office for any activity starting before 8:40 a.m.
- Morning Arrival is anytime between 8:40 – 9:00 a.m. – Each grade level is assigned an entrance door in the front of the building. Students report to their assigned location and line up with their grade level. Students enter the building from 8:55 – 9:00 a.m.

- Students will be directed into the gymnasium/APR upon arrival during inclement weather.
- Late Arrival – The doors are locked at 9:00 a.m. Students arriving after 9:00 a.m. are considered tardy and must report to the school office. Tardy students will receive a tardy slip which must be given to the classroom teacher.
- The school must be notified in writing by noon of alternative transportation arrangements. Students being picked up after school must wait until the parent comes to the west side doors at the end of the first grade hallway. Cars must be parked in the back lot. Staff members will not release students unless the parent is recognized. When a child does not have written permission regarding a change in pick-up, and the parent has not contacted the school to confirm such a change, the child will go home according to his/her regular schedule. The front main doors are not dismissal points for children picked up after school.
- Departure During School Hours -School district staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours, no student is to leave the grounds without permission and adult supervision. Parents picking up students during school hours must come to the elementary school office or the middle school nurse's office to sign out the child.
- After School Departure – All busses load in the front of the building. At the end of the school day, parents picking children up from school must park in the back of the building and meet their child at the back door. No student will be released until parents or guardians are recognized.
- A.M. half day kindergarten pick-up will be at 11:40 a.m. at the library doors.
- All pre-school drop-off and pick-up will be at the preschool doors.

Pleasantdale Middle

- Early Arrival - Students arriving before 8:00 a.m. to partake in an activity must report directly to their supervisor. If students are arriving for morning academic help, they must secure a pass from their teacher or supervisor. In special circumstances, students may contact the office for computer access.
- Morning Arrival - When students arrive, 5th and 6th grade students must wait for the bell in the front of the school. Seventh and 8th grade students must wait for the bell in the commons area. During inclement weather, 5th and 6th grade students wait for the bell in the front hallway. Seventh and 8th grade students wait for the bell in the lunchroom.
- Late Arrival - Students who are late to school must stop in the nurse's office to sign in and get a pass to class.
- Departure During School Hours -School district staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours, no student is to leave the grounds without permission and adult supervision. Parents picking up students during school hours must come to the elementary school office or the middle school nurse's office to sign out the child.
- After School Departure – Parents may pick students up in the front of the building. The fire lane in the front of the building must remain open.

1.36 – Returning to School After Hours

Pleasantdale Elementary

Organizing homework is part of the end-of-the-day classroom procedure designed to foster independence and responsibility. If a student forgets assignments at school, they may return to school to retrieve them by 4:30 p.m. The secretary or principal will escort students to get materials. An organizational plan may be put into place for students who habitually forget assignments at school.

Pleasantdale Middle

Students are urged to return to school for forgotten homework whenever necessary. However, the return trip needs to be made by 4:30 p.m. After that time, all school doors are locked and the office staff is unavailable. For security reasons, cleaning crew members will not allow entrance to the building after school hours.

1.40 - Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

1.50 - Equal Opportunity and Sex Equity

RIGHTS AND RESPONSIBILITIES

Policies of the District 107 Board of Education protect the rights of all students, in compliance with state and federal laws. The policies are available for inspection in school offices.

Gender Equity Policy

According to District 107 Board of Education Policy, all District 107 students have equal access to programs, activities, services and benefits. Students are not limited in the exercise of any right, privilege, advantage, or opportunity because of gender. Any students or parents who allege gender discrimination may file a complaint with the Superintendent or designee. A description of this procedure may be obtained from the District Office.

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

1.55 – Student, Parent, Teacher Rights and Responsibilities

STUDENT RESPONSIBILITIES

Academics

- Do your best to achieve excellence in personal conduct and academics.
- Improve your performance upon notice of unsatisfactory progress.
- Contribute to a good learning climate.
- Make every effort to graduate on time.
- Be punctual and attend every class.

Citizenship

- Have pride in your school.
- Respect the rights of fellow students, school personnel, and others.
- Be honest and courteous.
- Know and follow school rules and procedures.
- Seek assistance from school personnel to prevent or resolve conflicts.
- Report incidents or activities that may threaten or disrupt the school environment.
- Respect the property of other students, school personnel or Pleasantdale School District 107.

Dress and Grooming

- Observe basic standards of cleanliness, modesty, and good grooming.
- Dress in a manner that is neither disruptive to the educational program nor poses a safety hazard.

Extra Curricular Activities

- Follow school rules at all school sponsored events.
- Show good sportsmanship. Students or teams violating the ethics of competition or principles of good sportsmanship during a sporting event may be subject to appropriate disciplinary action that can include being barred from future participation as spectators or participants or both.

STUDENT RIGHTS

An Appropriate Public School Education

- To learn in an environment in which all students can excel academically and socially.
- To be graded on their academic performance.
- To be allowed to make up class work after an excused absence according to school/team policies.
- To be respected by staff and peers in a caring school community.

PARENT RESPONSIBILITIES

- Support the efforts of their children to achieve excellence in academics and personal conduct.
- Plan a time and place for homework assignments and provide necessary supervision.
- Assume responsibility for the student's prompt and regular compliance with attendance, rules, and procedures.
- Reinforce respect for school personnel.
- Instill respect for the law, including the rights of others.
- Communicate expected behavior at school.
- Work with the school in the best interests of the student on disciplinary matters.
- Attend all requested conferences.
- Present their case/cause to school officials in a calm, respectful manner.

PARENT RIGHTS

- To receive information concerning the complete program offered at school.
- To receive regular official reports of their children's academic progress.
- To be notified promptly of significant academic and/or behavioral problems.
- To receive an explanation of the basis for any grade given by the teacher.
- To be given time for a conference with teachers and/or administration.
- To exercise the right to appeal, when appropriate.
- To experience respectful relationships with teachers and other school personnel.

TEACHER RESPONSIBILITIES

- Demonstrate by attitude and actions genuine concern and respect for each student, parent, and fellow staff member.
- Know and enforce school rules courteously and fairly.
- Handle misconduct quickly and impartially.
- Inform parents about the academic progress and conduct of their student using established district criteria.
- Attend conferences when requested.

TEACHER RIGHTS

- Have guarantees as cited in the agreement between the Pleasantdale School District Board of Education and the Teacher's Association of Pleasantdale.
- Be present at any disciplinary conference concerning serious disruptions in the teacher's classroom.
- Be treated respectfully by fellow staff, administration, parents, and students.

1.60 - Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately

housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

1.70 - School Volunteers

Parents are encouraged to visit the school and their child's class. Parents must contact the classroom teacher to plan the time for the visit and appropriate volunteer activities. In order to maintain a secure building, visitors/volunteers must check in with the office, sign in, and receive an appropriate badge. Badge must be worn and visible for the duration of your visit. Once the visit is complete, visitors must return to the office and sign out. Regardless of familiarity, it is imperative that all visitors follow sign-in/sign-out procedures. All volunteers must attend an orientation meeting.

1.80 - Invitations & Gifts

Invitations to Private Parties

School is not an appropriate place to communicate birthday party information. Invitations often get misplaced, given to the wrong people, etc. Parents are requested to take care of birthday party invitations outside of school.

Gifts

All district employees are subject to Board Policy 2:105 *Ethics and Gift Ban* which can be viewed at the District web site at www.d107.org.

1.85 Treats & Snacks

Students are not allowed to share food. Teachers are not allowed to give food to students outside of approved School Board policy. Parents are not allowed to send food for any student other than their own.

1.86 Awards and Special Events

Awards – Pleasantdale Elementary

Teachers and/or entire grade levels are encouraged to recognize students on a regular basis.

Near the end of the year, members of the Student Recognition Committee will meet to determine the process for our Presidential and Eagle Awards for 3rd and 4th graders. This ceremony is held at the end of the year.

Pleasantdale Eagle Award –The purpose of this award is to recognize students who are excellent role models. This award is given to select 3rd and 4th grade students who consistently demonstrate the following traits:

Demonstrates academic responsibility (homework completion, class participation, effort, attendance)

Follows and models the Eagle Way inside and outside of the classroom with both authority figures and peers

Exhibits kindness and empathy

President's Award for Academic Excellence - This award is given to only 3rd and 4th grade students meeting stringent criteria. The purpose of this award is to recognize academic success in the classroom during this current school year. Students earning this award score in the top 10% nationwide on standardized tests given during the year and earn report card grades putting them in the top 10% of the class.

Awards – Pleasantdale Middle

At the end of each trimester, each grade level has an awards assembly in which Honor Roll certificates and other grade level team awards are presented. Every month, two students from each grade level are nominated by their teachers as "Students of the Month". Selections are made by the grade level teachers and are based on leadership, good citizenship and academic effort. Students of the Month are highlighted during morning announcements, and their pictures are displayed in the upstairs hallway.

President's Award for Academic Achievement - This award is given to 8^h grade students meeting stringent criteria. The purpose of this award is to recognize academic success in the classroom during this current school year. Students earning this award score in the top 10% nationwide on standardized tests given during the year and maintain a cumulative 3.5 grade point average for their 4 years of middle school.

President's Award for Academic Excellence - This awards is given to 8th grade students who have demonstrated educational growth and improvement; achievement in the arts; outstanding commitment to academic excellence.

8th Grade Awards are also presented at the end of the year honoring students in each of the academic subjects. In addition, locally sponsored awards are presented recognizing student service and leadership.

Student Recognition – Pleasantdale Elementary

Student recognition is a process that is incorporated in various ways throughout the school year. Certificates, communication via phone or letter, and being mentioned in the weekly newsletter are but a few of the ways that students are acknowledged for exceptional service or achievement.

Student Formal Recognition – Pleasantdale Middle

Student recognition occurs at the end of the first, second and third trimester during grade level assemblies, at which time students are recognized for academics and activity participation. In addition, students may be recognized for exceptional leadership and or service by their grade level teams throughout the school year.

Birthdays – Pleasantdale Elementary Celebration

Birthdays are special occasions for children. Birthdays and half-birthdays are recognized at school.

On their special day, students are sent to the office for special treatment. They receive a small gift from the office, their name is displayed on the lighted hallway sign, they announce their birthday over the intercom, and lead the school in the morning pledge and song.

Birthdays – Pleasantdale Middle

Student birthdays are highlighted during morning announcements. Parents are asked not to send edible treats to either lunch periods or classrooms because of concerns about allergies. Parents are encouraged to communicate individual birthday party information outside of school. Students are not allowed to decorate lockers in celebration of birthdays.

Birthday Treats – Pleasantdale Elementary

Sending birthday treats or gifts to school is not allowed. There are more serious allergies than ever. In fact, many parents have requested that no treats be given to their children. Children have the option of donating toward the school library as part of the PTA Book Club. A permanent personalized sticker is placed in the book. This is a recommended birthday treat. Parents will receive more information through the PTA.

Holiday Parties – Pleasantdale Elementary

PTA Room Reps will organize classroom parties for certain holidays during the school year. Since serious food allergies are prevalent, no food or candy will be served at holiday parties. Classroom parties will focus on holiday-related games and activities. A nominal fee will be assessed for each child payable to the PTA.

Picture Day

Pictures of students are taken each year to keep school records current. Parents may purchase photos for a nominal price.

1.87 – Parent Organizations

Parent Teacher Association (PTA)

The PTA actively strives to help parents and teachers cooperate in the education of children. PTA programs and fund-raising activities support many District 107 projects including classroom parties, special events, assemblies, field trips, etc. Every family is strongly encouraged to join annually. A link to PTA is located on the District web page.

1.88 – Building Usage

Although educational programs and school-sponsored activities have priority, District 107 school buildings are for community use as well. Applications for building use may be obtained from the District Office. School-sponsored events may preempt groups that have scheduled school building use, provided adequate notice is given.

Organizations that sponsor activities in school facilities outside of regular school hours should be aware of Board of Education policies (e.g. no smoking, no alcohol, or other drug use). Failure to observe these policies will result in cancellation of school-use privileges.

1.89 – Lost and Found

A lost and found area is maintained near the office at both schools. If an article is lost, a child should first check with the classroom teacher, then the lost and found area. The lost and found area should be checked regularly as lost items usually end up in the lost and found.

1.91 – Textbook/Library Book Procedures

Students are expected to return textbooks and library books in the condition they were issued. Loss of book or excessive wear and tear will result in reimbursement for the cost of the book. Families will be notified prior to the end of the year with replacement costs. Students with outstanding library and textbook fees may not be permitted to participate in end of year activities, including Field Day.

1.93 – Telephone Use

Students may use the office phone or classroom phone when it is extremely important. Permission from a teacher, the secretary, or principal is required.

1.93- Collection of Money

Money may not be collected from fellow students for any reason without first receiving approval from the principal.

1.90 - Emergency School Closings

The District uses an automated home messaging system to notify parents, students, and staff of a school closing. **In addition, when possible, emergency closing information will be posted on the district website and communicated through local media channels.**

1.95 - Communications

Parent/teacher communication is a priority. Parents are encouraged to contact staff members often. Every classroom is equipped with a telephone and computer designated for teacher use including email capabilities. Every staff member has a direct phone line and email address. Classroom telephones do not ring during the day. Parents are encouraged to leave messages during the day. In most instances, teachers will respond within 24 hours. The teacher is always the first point of contact for issues concerning students. Please do not contact the principal or superintendent prior to contacting the teacher.

Teachers are First Point of Contact

Should problems involving students occur, parents must first discuss the matter with the classroom teacher. The next person to contact is the principal if the problem is not resolved.

Email/Voicemail/Website

Teachers and administration have email and voice mail capabilities to communicate with parents. Email addresses are located on the school website at www.d107.org.

Skyward Family Access

Parents have the option of checking on homework assignments and their child's current grade status in each subject by means of a web-based program called Skyward Family Access. There will be opportunities for parents to receive instruction on how to access Skyward at the beginning of each year. Parents may contact the main office with questions about Skyward access at any point during the year.

Curriculum Night

Pleasantdale Elementary and Middle schools host this important event on separate nights early in September. Parents will receive information regarding communication, homework, curriculum, classroom management, advisory, and volunteering. Due to the nature of the evening, parents are encouraged to find alternative plans for their children.

Parent/Teacher Conferences

Parent involvement is highly valued and strongly encouraged in District 107. Conferences are scheduled in the month of November. Parents may schedule additional conferences by contacting the classroom teacher or grade level team leader.

1.100 - Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

1.120 - Students with Food Allergies

Food Allergy Management Program

While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations including proper treatment for allergic reactions. Board Policy 7:285 states that:

- No food or candy will be served at elementary classroom holiday parties. Classroom parties will focus on holiday-related games and activities.
- No food or candy will be sold directly to students during the school day outside of the lunch program ~~with the exception of PTA special lunches and special events as approved by the principal.~~
- Ingredients of food used as part of extra-curricular activity (cooking club) will be identified and communicated to parents in advance.
- Food sold as concessions outside of the school day at school or PTA sponsored events must be prepackaged with the ingredients listed. Parents must be notified in advance if any other foods besides prepackaged items will be sold.
- Food consumption is limited to identified areas of the building,

1.130 - Care of Students with Diabetes

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

Chapter 2 - Attendance, Instruction, Promotion & Graduation

2.10 - Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her

physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

2.20 - Student Absences

Parents or guardians must call the absence line before 8:20 a.m. for middle school student absences and 9:00 a.m. for elementary student absences. The caller must state the child's name, teacher/advisor, grade, reason for absence, and dates of absence. If a parent does not phone the absence line by the designated time, the school office/nurse will make every effort to contact the home to verify the absence. Illinois law requires that the school know the whereabouts of every child within the first two hours of school. If school personnel are unable to reach a parent or guardian, the police will be asked to check the residence to ensure the child's safety. Parents must notify the school office in writing for a planned absence. When a student has been absent three or more days due to illness, a doctor's statement is required before the child will be readmitted to school. A doctor's statement is required when a child returns following a contagious disease. An athlete must be present at school by 12:00 p.m. to participate in a game or practice on that day

Valid reasons for absence

District 107, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid and invalid causes for a student's absence:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Superintendent or Principal.

Invalid reasons for absence

- Oversleeping
- Missing the bus
- Babysitting
- Completing work for a class

A phone call from a parent or guardian will not excuse a student in these circumstances.

Tardy

A student is considered tardy if he/she arrives after **8:20 a.m.** for the **middle school** and **9:00 a.m.** for the **elementary school**. **Late arrival of school provided transportation does not constitute a tardy referral.** Students who are habitually late to school are a concern. Not only do they miss important information starting the school day, they are a disruption to the class. ~~Students will be assigned after school detentions for frequent tardiness.~~ **At the Middle School, students who are late to school/class more than 3 times a Trimester are subject to school discipline procedures.** The principal will contact parents when tardiness becomes chronic.

Extended Absence Procedures

Regular attendance is vital to success in school. Parents or guardians are expected to maintain a regular attendance pattern for their children and to inform the school of any absence and its cause. Family vacations planned on school attendance days are discouraged.

An extended planned absence constitutes five or more missed school days. Parents are requested to notify their child's teacher and the school office in writing five days prior to an extended planned absence, stating the specific dates the student will not be in attendance.

There are many different learning activities and opportunities going on in classrooms each day. Not all can be done independently as most require some level of prior instruction from the classroom teacher. Therefore, teachers will gather work as feasible. Other assignments will be saved for the child to do after the extended absence. Any work that is given at the beginning of an extended absence must be done by the time the child returns to school.

There are several ways to assist your child in the maintenance of his/her skills during an extended absence:

- Read books for pleasure.
- Practice math facts (flash cards).
- Write about the events each day in a journal.
- Learn interesting facts about the place being visited.

These procedures are intended to help parents and students understand the academic responsibilities relative to extended absences. Questions should be directed to teachers or the school office.

2.30 - Release Time for Religious Instruction & Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. Parents and/or guardians must give written notice to the school office five days before the student's anticipated absence for observance of a religious holiday.

2.40 - Make-Up Work [6-HS]

Students are responsible for their schoolwork when they are absent. Parents and students can use the Skyward Family Access to check for assignments. Arrangements should be made for someone to pick up the assignments from the school office between 3:20 and 4:00 p.m.

Although discouraged, students do accompany their parents on vacation trips while school is in session. It is very difficult for teachers to work out an appropriate program of study in advance for such absences. When the student returns, it is the responsibility of the parent and student to arrange for completion of work that has been missed.

Teachers will assist and determine a deadline for making up the missed work.

2.50 - Truancy

A chronic or habitual truant, as defined by Illinois School Code, is a student who misses 5% or more of the previous 180 regular attendance days without valid cause. Chronic or habitual truants could be referred to the county truancy service and/or the police department.

The following resources and supportive services are available as appropriate to students with chronic or habitual attendance problems and their parents or guardians (as indicated in 26.13 of the School Code):

- Conferences with school personnel
- Counseling/testing services of school counselors, social workers, and psychologists.
- Special education assessment and placement

Referral to community agencies for appropriate services

2.60 - Grading & Promotion

Report Cards

- Report cards are issued three times a year.
- Parents are encouraged to check their child's grades on Skyward on a regular basis. Midway through each trimester, an email is sent home to remind parents to check midterm grades. Midterm progress reports are mailed home to families who do not have internet access or who request a hard copy.
- Letter grades on report cards begin in 3rd grade. Students younger than 3rd grade receive a numerical grade as described below. In addition, Spanish, physical education, music, and art in the Elementary School also receive numerical grades.

Grading

District Subject Grading Scale:

A	100 – 92
B	91.99 – 83
C	82.99 – 74
D	73.99 – 65
F	64.99 or below

Life Skills

The calculation of students' academic scores is a reflection on their performance towards the district's mastery outcomes. Students' academic scores are purely based on academic success. Life Skills, such as level of participation are not factored into academic grades. Student progress in attaining Life Skills is reported separately. The district places high value on the attainment of Life Skills. Life Skills include: behavior, participation, work completion, and working in groups.

District Outcome & Life Skills Grading Scale:

4	Advanced
3	Proficient
2	Basic
1	Below Basic

Graduation Ceremony Eligibility

Grade 8 students are expected to meet academic expectations to participate in the graduation ceremony. Specifically, grade 8 students will not be allowed to participate in the graduation ceremony if they earn 6 or more "F's" during the school year, with at least one "F" occurring during the third trimester. If a student is at risk of nonparticipation due to academic performance, parents will be notified at the end of the trimester in which two (2) or more "F's" are accumulated on the report card. A plan to remediate will be developed jointly between the student, parent, and school. Grade 8 students who fail to remediate their academic performance given adequate notice, will not participate in the graduation ceremony. Students restricted from participating in the graduation ceremony due to academic deficiencies will be issued a certificate of attendance rather than a diploma. Grade 8 students may also be prohibited from participation in the graduation ceremony for incidents of gross disobedience and misconduct.

2.65 – Instructional Programs and Placements

Class/Teacher Assignments

The principal and teachers make decisions in the spring regarding the placement of students in classes for the following school year. A great deal of time is devoted to the development of class lists. Important academic, social, developmental, and behavioral factors are taken into consideration before decisions are made. Parent requests for a particular teacher cannot be honored as many factors are involved in this process.

Curriculum

Curriculum in District 107 is developed, reviewed, and refined on a yearly basis. The District's Curriculum Council is charged with evaluating present programs, analyzing research in the field, and designing a comprehensive program of study to meet the needs of all students in the district.

Connections Program – Elementary

The gifted/enrichment teacher meets regularly with PreK – grade 2 teachers to assess learning needs and help plan differentiated curriculum as needed. All students are screened as to their needs for academic acceleration using the district matrix beginning in grade 3. Students who are determined to need on-going challenge are identified for the Connections program. In addition, students in the Connections program are pulled out by the gifted/enrichment teacher for a differentiated program in language arts in grades 3-4. Extra challenge in the area of language arts is provided by differentiation in the regular classroom through the combined planning of classroom and gifted teachers.

Leveled Language Arts Classes - Middle

In grades 5-8, students are identified for either on-level or above level literature and composition classes. Middle School Students will receive enrichment support from the gifted teacher through their above level literature and composition classes. The gifted teacher co-plans and co-teaches with the teachers of all above level language arts classes and works directly with language arts classes twice a year for a three week unit of study that is directly related to the classroom curriculum.

Leveled Math Classes

In grades 3-8, students are identified for either on-level or above-level math classes. Classes are designed to meet the academic needs of all students and provide an appropriate level of challenge. Classes utilize a differentiated curriculum as needed.

Mastery of Learning Guidelines

In accordance with the district mission, further attempts will be provided to students using the following guidelines to ensure mastery of grade level outcomes.

1. Subjects within a grade level will consistently apply mastery of learning guidelines.
2. A student is eligible if he/she demonstrates that additional effort was put forth to improve learning. (e.g. study/preparation)
3. Age appropriate communication to students about further attempts will include the following:
 - Additional effort required to earn a further attempt
 - Which assessments will afford a further attempt (e.g. test, quizzes)
 - Teacher or student can initiate a request for a further attempt (teacher and/or student)
 - Opportunities available for re-teaching
4. Teachers may exercise discretion as to what sections/level of questions the student attempts. There may be circumstances under which further attempts may not be offered.
5. Whenever possible, a further attempt should be done within one week. Only one further attempt will be allowed for a written assessment as per teacher discretion.
6. When appropriate, an alternative form of the assessment will be used.
7. Whenever possible, the student will take the further attempt at a time other than direct instruction time. The further attempt can be given in or outside of the classroom. Both schools will provide locations and proctors for further attempts.
8. Teachers will determine how further attempts will be graded. They will communicate specific information about grading to students in advance.

2.70 - Homework

Homework is an integral part of the District 107 educational program. It is the expectation that homework will be a priority for our students. Homework offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. Homework should be meaningful and provide opportunities for practice, enrichment and extension of classroom activities. It also helps to develop student responsibility and necessary work habits such as time-management and self-discipline and the ability to work independently. It is an essential part of the educational process.

The following daily time allotments are listed as a general guideline:

Grades K-2	10 – 30 minutes per day
Grade 3	20 – 40 minutes per day
Grade 4	30 – 50 minutes per day
Grade 5	50 – 60 minutes per day
Grades 6-8	60 – 90 minutes per day

At the Elementary School

- The classroom teachers determine the type, frequency and quantity of homework. Assignments may include practice, drill, memorizing, review, work completion, error correcting, research projects and reading.
- Parents are encouraged to contact the classroom teacher immediately if they have questions about homework guidelines and/or level of challenge provided. Teachers can individualize homework if deemed necessary.

At the Middle School

Teachers will...

- Assign homework that is meaningful and purposeful
- Assign homework that targets students needs, learning styles and abilities
- Assign homework that is age appropriate in length and difficulty
- Explain directions, expectations and purpose for assignments in class
- Post assignments on Skyward and in the classroom
- Ensure that students receive feedback about homework assignments in a timely manner

Parents will...

- Provide an environment conducive to studying
- Offer guidance, not answers
- Monitor homework completion and emphasize its importance
- Communicate with both teacher and student regarding any on-going homework concerns
- Utilize Skyward as a tool for accessing information concerning homework and grades

Students will...

- Accurately fill out their assignment notebooks each day
- Be responsible for completing homework on time
- Seek out and complete all make up assignments
- Practice academic honesty when completing homework
- Exhibit self-advocacy by seeking additional help when needed
- Utilize Skyward as a tool for accessing information concerning homework and grades
- Return to school to pick up forgotten materials and /or homework whenever needed

2.100 - Home and Hospital Instruction

Homebound Tutoring

This service is available to all district students meeting eligibility requirements according to district policy at no charge to the family.

Chapter 3 - Student Fees and Meal Costs

3.00 - Registration

Registration for returning students can be completed online at www.d107.org. Parents or legal guardians of children who are eligible to attend school in Pleasantdale District 107, must show proof of residency and fill out the following papers for registration:

- Enrollment and Residency Form
- Authorization for Transfer of Student Records
- General Information Sheets

Parents/legal guardians must submit the following original documents:

- Child's birth certificate
- Custody papers in the case of divorce or guardianship
- Current physical
- Proof of residency listing the name and address

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. The district requests parent cooperation to help us maintain a safe environment and communicate correctly with all parties. If there is a current court order (i.e. divorce, order or protection, etc.) a copy of the portion that applies to custody or protection is required. The copy must include a stamp and signature of the court.

3.10 - Fees, Fines & Charges; Waiver of Student Fees

Fees

Grade 5	\$20.00	Includes PE lock and calculator
Grade 7	\$15.00	Includes calculator
Grade 8	\$30.00	Includes graduation fee
Milk	\$40.00	Full year – 1 carton per day
P.E. Uniform (Grades 5-8)		
Shorts	\$9.50	
Shirt	\$8.00	
Bag (optional)	\$15.00	

Voluntary Student Insurance

Student insurance is available through Gerber Insurance Company. Information can be obtained by contacting the district office.

Waivers

A parent or guardian may request a waiver of student fees from the business manager by submitting evidence of eligibility. Eligibility is based upon approval for receipt of public aid, or free and reduced price meals.

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The District Business Manager will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the District Business Manager at [insert address and phone number].

3.20 - School Lunch Program

All full-day students eat lunch at school. Students have the option of ordering hot lunch or bringing their own. Menus and order forms are sent home with students on a monthly basis. Students are not allowed to share lunches. District 107 provides financial assistance for lunch in accordance with federal and state laws. Eligibility requirements are available through the school office.

Chapter 4 - Transportation & Parking

4.10 - Bus Transportation

District 107 provides bus transportation for all students. Bus schedules are furnished at the beginning of the school year. Riding the bus is considered a privilege rather than a right and requires the cooperation of parents, students, staff and our

bus drivers to ensure a safe experience for every child. Each school bus is equipped with a front and rear video cameras to record student behavior.

Routes and Schedules

- In planning schedules, the District strives for safety considerations first.
- Students are not allowed to take any bus other than their assigned bus and must get off at their assigned bus stop.

Late Bus

- Late bus service is provided Monday, Tuesday, and Thursday.
- The late busses begin at the Elementary School and then go to the Middle School.
- The late busses leave at 4:20 p.m. from the **Elementary School**.
- The late busses leave at 4:30 p.m. from the **Middle School**.
- These busses will drop students off at locations in the general area of their homes, but not necessarily at the same stops as the morning and afternoon busses.
- Bus concerns/questions after office hours should be directed to the First Student Bus Company at 708/352-9050.
- Parents/guardians are encouraged to establish back-up plans with neighbors/friends in case the parent/guardian cannot be home at the time of drop-off.

Bus Safety

- The manufacturer's capacity for a bus shall not be exceeded.
- Only persons authorized by the school district shall be allowed to ride school buses. Parents are not allowed on the bus unless they are serving as a field trip chaperone.
- All busses are equipped with cameras. Parents should report any concern to the Principal or Assistant Principal.
- Younger students (kindergarteners and 1st graders on Elementary School busses and 5th and 6th graders on Middle School busses) are asked to sit at the front of the bus. Seats may be assigned on certain busses as necessary.
- Parents will be notified if their child (ren) is affected by a safety issue.

Bus Riding Behavior

School bus riders are expected to:

- Follow the instructions of the bus driver.
- Remain seated in appropriate/assigned seat at all times.
- Be on time at the designated bus stop.
- Remain at the side of the road while waiting for the bus.
- Wait for the bus to stop completely before boarding and unloading.
- Keep hands and head inside the bus at all times.
- Keep objects out of the aisle.
- Report immediately any damage to the bus seat(s) to the driver.
- Maintain appropriate behavior at all times.
- Refrain from eating or drinking on the bus.
- **Talk quietly on the bus. NO shouting or creating loud noises that may distract the driver. Tablets, iPods iPads, Smart Phones, and other electronic devices must be silenced on the bus unless a student uses headphones.**

Consequences of Improper Bus Riding Behavior

Pleasantdale Elementary

- Students are expected to follow the Eagle Way on the bus.
 - The Eagle Way
 - Be respectful – Keep hands and feet to yourself.
 - Be responsible – Talk but don't scream.
 - Be safe – Stay seated the entire ride.
- If a child behaves in a way that jeopardizes his safety or the safety of others, an anecdotal form will be filled out by the bus driver or supervising adult and given to the principal.
- In all cases, the seriousness of the offense will determine the level of consequence suitable. Consequences for improper bus riding behavior can range from written warning to a bus suspension for an amount of time determined by the principal.
- Parents will be notified in the event of a bus offense.

Pleasantdale Middle

- Inappropriate behavior may result in a verbal or written warning, after school detention(s), or a bus suspension of 1-10 days. (A child on a bus suspension is still expected to attend school.)
- Serious misconduct, such as fighting, property damage, endangering others, or possession of controlled substances, alcohol, tobacco products or weapons, can lead to a school suspension, permanent removal from the bus, and/or expulsion.

4.20 - Student Drop-off/Pick-up

Pleasantdale Elementary

Safety for children and adults is increased when parents driving automobiles adhere to the following safety guidelines:

- Enter the school parking lot staying to the right of the parking lot.
- Pull along the side of the school nearest the gym where your child may be dropped off on the sidewalk.
- Please do not allow your child to run across the parking lot to join his/her class.
- Do not drive into bus lanes at any time to drop off children. This area is restricted for buses.
- All drivers must obey bus stop signs.
- Adult supervision begins at 8:40 a.m. Children should arrive no earlier than 8:40 a.m.

Pleasantdale Middle

- The only entrance to our parking lot and drop-lane is on 74th Street (the street north of the school building)
- Parents who are picking up or dropping off students should form a single lane next to the side walk (no waiting next to the flag pole!)
- Please pull up as close as possible to the car in front.
- Exit only at the driveway onto Wolf Road midway between 74th and 75th Street.
- Please use the parking lot nearest to Wolf Road to park and enter the building.

As a reminder, nobody is allowed to talk on their cell phone when in a school zone.

4.30 – Other Forms of Student Transportation

Bicycles/Skateboards/Roller Blades

The decision and responsibility to let a student ride his/her bike to school rests with the parents. Once on school property, students must walk their bikes. A bicycle parking rack is located next to the baseball diamond at the elementary school and in front of the middle school building. Bicycle registration with the police and wearing helmets are highly encouraged. Bicycle-riding, skateboarding, or roller-blading while on school property is not permitted.

Chapter 5 - Health and Safety

5.10 - Immunization, Health, Eye & Dental Examination

ENTRANCE REQUIREMENTS

Illinois law requires that before a child can attend school **parents must produce an original copy of the birth certificate as proof of age**. In addition, students must be immunized against diphtheria, whooping cough, tetanus, pertussis, measles, Hepatitis B and Hib Haemophilus (influenza type B), mumps and rubella, chicken pox, and polio. Students without the immunizations listed above, will be denied entrance until the immunizations are completed. Parents who object on religious or medical grounds must submit a signed statement to that effect to the Superintendent of Schools. Objections due to medical grounds must be medically contraindicated and supported by a doctor's statement.

- Also, kindergartners, first graders who have not attended kindergarten, and sixth graders must have a current physical examination. The physical examination form must be completed and on file in the school by the first day of classes.
- A student transferring to District 107 from an Illinois school must have health and physical examination records forwarded or have a new examination within 15 days of enrollment. Also, the Illinois State Board of Education Student Transfer Form must be presented from the former school stating that the student is "in good standing".

- A student transferring from another state must have a physical examination completed in Illinois within 15 days of enrollment.
- The *Illinois Certificate of Child Health Examination* form must be completed and signed by a doctor. (required)
- The *Dental Examination Record* form must be completed and signed by a dentist. (required for K, 2nd and 6th grade)
- Kindergarten students are now required to have an eye exam on file by the first day of classes.

Accidents and Illnesses

- When a student suffers a minor accident or illness at school, first aid is given and the name, date, and cause recorded.
- The parent or person designated by the parent will be notified and asked to come to the school for the child if a child becomes ill or injured.
- No child shall be sent home if there is not a responsible adult, either parent, or someone designated by the parent to accept him/her.
- A student who has diarrhea, has vomited in school or has a temperature of 100° F or more must be sent home.
- Students should remain at home at least 24 hours after a fever has subsided or is symptom free without medication.
- Should a serious accident or illness occur which warrants emergency treatment, 911 will be called and parents notified.

Allergies

Many students are allergic to animals. No animals will be brought to school for show and tell, star of the week, etc. Due to food allergies, no food may be brought in to share in either the lunchroom or the classroom.

Ambulance Policy

In the event of a student health emergency, the school nurse will determine whether an ambulance is needed to transport the student to the hospital in order to ensure the student's safety. The cost of the ambulance, which is covered by many health insurance policies, will be the responsibility of the parent. Families who do not have health coverage can purchase student health insurance through the district. This guideline will apply at all school related activities whether on or off district grounds.

Cumulative Health Record

The school nurses keep a cumulative health record for each student and share the responsibility for keeping it up-to-date with parents. Should a student transfer out of the district, the health records are forwarded to the new school. Parents can use Skyward to monitor student visits to the nurse's office.

Hearing Tests

Students in preschool, kindergarten, first, second, third and fourth grade, and all students new to the district are given a hearing test. Tests may also be given if a teacher notices that a student is having difficulty hearing. Parent will be notified immediately if the nurse has concerns about the student's hearing.

Vision Tests

Vision tests are given in accordance with state guidelines under the supervision of the school nurse. Tests are also given if a teacher notices that a student is having difficulty. Parent will be notified immediately if the nurse has concerns about a student's vision.

5.20 - Student Medication

The parent or guardian must have a doctor complete a Pleasantdale School District 107 Medication Authorization Form and leave the medication with the school nurse. Prescription medication must be in an original pharmacy or physician labeled container with the student's name, the prescription number and date, the medication name and directions for use, the name of the prescribing physician, the pharmacy name, address and phone number, and the name or initials of the pharmacist. Non-prescription medication must be in the original unopened container and labeled with the student's name and directions for use. Students are not allowed to carry medication on their person or keep it in their lockers, unless a completed, signed "Parent/Guardian Authorization for Self-Administration of Asthma Medication" form has been provided to the school. Unless otherwise permitted by the above-described form, the school nurse or a specified staff member will dispense medication.

5.40 - Safety Drill Procedures

Drills

Drills required by the Illinois State Board of Education are conducted throughout the school year including fire, tornado/disaster, bus evacuation, and lockdown drills. Students are instructed in appropriate actions and behavior.

Tornado Watch

Students will be told to board their bus and/or go directly home if a tornado watch is in effect at dismissal time.

Tornado Warning

At the onset of a tornado warning, teachers direct their students to designated safety areas. Students remain in the school until release is considered safe if the warning occurs at dismissal time. Parents may pick up their child at school during a tornado warning. Parents sending someone else to pick up a child must send a note to the school requesting a child's release. **Please do not telephone the school during tornado watches and warnings.** Calls could interfere with outgoing emergency calls.

5.50 - Communicable Disease

Rules and regulations regarding communicable disease control shall be enforced as required by the Illinois Department of Public Health. Parents must notify the nurse if their child has a communicable disease. The student's teacher and the principal will be notified.

5.60 - Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Chapter 6 - Discipline and Conduct

6.20 - School Dress Code & Student Appearance

Dress Code – Pleasantdale Elementary

Any type of clothing that calls unnecessary attention to a child, disrupts the instructional program, or interferes with the safety of a child, is not suitable for an elementary school. Note the following requirements:

- Shoes must be worn at all times while in school. Elementary students are involved in many activities during their day. Closed toe shoes are recommended for safety.
- Clothing must be appropriate to the age group.
- Any clothing with an inappropriate written or visual message is not to be worn.
- Hats are not to be worn in school.

Dress Code – Pleasantdale Middle

Students are expected to keep themselves well groomed and neatly attired.

- Students are not to wear clothing that allows undergarments to be seen. Tops with spaghetti straps are not to be worn. **A general rule for straps on tops is that they must be at least 3-fingers wide.**
- Students are not to wear clothing that allows the midriff to show.
- Students are not to wear clothing, jewelry, or accessories that contain obscene or suggestive slogans, statements, or pictures that advertise or promote tobacco products, unlawful substances, alcohol, weapons, or disrespectful television shows or stars.
- Hats are not to be worn.
- Shorts and skirts cannot be shorter than the tips of the fingers when arms are held at the side **mid-thigh.**

- Students should not wear clothing that is too form fitting or sheer without appropriate coverage. (ie tights worn without a covering top/shorts)
- Shoes must be worn at all times while in school.

Any child ignoring these rules will be asked to call home for a change of clothing, or he/she will have to wear his/her gym uniform (Pleasantdale Middle) for the rest of the day.

6.30 - Student Discipline

Corporal Punishment

District 107 does not allow school personnel to administer corporal punishment to students according to Board Policy. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self-defense or the defense of property.

Use of Isolated Time Out and Physical Restraint

This policy applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students as a form of punishment. Isolated time out and physical restraint are considered restrictive interventions and are only used in emergency situations by certified staff members or when less restrictive interventions have been attempted and failed. This Policy does not apply to the restriction of a student's movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles.

Discipline Plans -- Pleasantdale Elementary

The Pleasantdale Elementary School community of staff and parents believes that each child is responsible for his/her behavior. Based on this belief:

- The role of parents and staff is to guide and assist students in making appropriate behavioral choices, and understanding that all actions have consequences.
- The student's role is to develop skills and strategies for coping with conflict, and to accept responsibility for his/her choices.
- Pleasantdale Elementary students will become responsible and respectful citizens through their efforts and the shared commitment of parents and staff.

Pleasantdale Elementary School maintains a building behavior plan, The Eagle Way. The Eagle Way must be followed at all school sponsored activities, including field trips and bus routes.

- The Eagle Way
 - Be respectful
 - Be responsible
 - Be safe
- Each teacher establishes a set of classroom rules and procedures. These rules are on display in the classroom for all to see. These classroom rules include hallway, bathroom, and recess guidelines.
- A system has been set up during lunch and recess called "Eagle's Nest" for children who fail to follow the Eagle Way. The "Eagle's Nest" is located in an office near the lunchroom and is supervised by a staff member. Parents will be notified unless the supervisors feel the infraction was minor and communication home not necessary. Students are given appropriate behavioral intervention ideas ("flight plan") and skills so that negative behaviors do not become habitual.

Discipline Plans -- Pleasantdale Middle

It is our goal at Pleasantdale Middle School to provide a safe and positive learning environment. To achieve this environment, expectations of behavior and conduct have been established which govern the entire school operation, including classroom and instructional areas, co-curricular groups and activities and school facilities. Students are expected to accept responsibility for their actions and the consequences of those actions. Parents and teachers also have rights and responsibilities in their role of support for continued student growth. In order to ensure student confidentiality, the district policy is not to give out information about a student's behavior to other parents.

“The “I’s” of the Tigers” is our positive and proactive approach to school behaviors, and is the heart of our program. We ask our students to affirm the following statements in their actions and behaviors while at or representing Pleasantdale Middle School:

I am Respectful

I am Responsible

I am Safe

Expectations are taught, and when necessary, re-taught to illustrate the above statements through various areas within the building, including hallways, classrooms, lunchroom, recess, assemblies, and on the bus. All staff members are encouraged to support and recognize positive examples of “The “I’s” of the Tigers” through home communications and “Tiger Stripes” presented to the student.

Inappropriate Behaviors – Level 1

- Tardiness (late to school – late to class)
- Missed detention
- Disrespect
- Disturbance during class, assemblies, field trips, before or after school activities, and in locker room, halls and lunchroom
- Inappropriate physical contact
- Loitering in unsupervised areas
- Reckless behavior
- Repeated inappropriate behavior

Range of Consequences

- Behavioral referral
- Parent contact
- Detention
- Detention plus meeting with student
- Detention plus meeting with student and administrator.
- In-school suspension

Inappropriate Behaviors – Level 2

- Blatant disrespect
- Disruptive behaviors
- Insubordination
- Demonstrating a bullying behavior
- Profanity or abusive language
- Damaging property or others’ belongings
- Misuse of computers or other school materials
- Stealing
- Reckless behavior
- Inappropriate physical contact
- Uncooperative with substitutes
- Repeated inappropriate behavior

Range of Consequences

(one or more of the following may occur)

- Conduct referral

- Student meeting with the administrator
- Parent contact
- Parent conference
- Detention(s)
- One week of detentions for inappropriate behavior with substitutes
- Out of all activities up to five days (spectator or participant)
- One to three days in-school suspension
- Reimbursement for damaged property

Inappropriate Behaviors – Level 3

- Bullying
- Harassing or threatening others
- Sexual Harassment
- Fighting
- Any act of physical aggression toward others
- Hazing
- Gross disrespect towards others
- Smoking
- Vandalism
- Using, selling, or distributing illicit drugs, narcotics, alcohol, or illegal substances (including “look-alikes”)
- Prescribed or non-prescribed medication possession
- Possession of weapons
- Any gang related activity, literature, or items
- Arson
- Explosives
- Repeated inappropriate behavior

Consequences

- Conduct referral
- Student sent to administrator’s office
- Parent conference
- In-school or out-of-school suspension(s)
- Confiscation of prohibited objects
(one or more of the following may occur)
 - Expulsion by the School Board
 - Notification of incident to proper authorities
 - Counseling program

Cheating Policy – Middle School

Students must consider all assigned work to be individual unless a teacher specifies otherwise. Each teacher will discuss cheating and plagiarism as it applies to his/her class and discuss the consequences. Students receive instruction about the proper way to cite sources appropriate to their grade level.

Examples of cheating or plagiarism

- Copying homework
- Looking on another students’ test or quiz
- Allowing another student to look on your test or quiz
- Using other secretive methods of giving answers for tests or quizzes
- Working with others on any assignment that was meant to be done by individuals
- Taking papers in part or whole from the Internet or other publications or other students

- Taking information from another source that is not properly attributed
- Taking any part of a test to use or give to others

1st Offense

- Student receives a failing grade for the assignment
- The teacher confers with the student's parents about the offense

2nd Offense

- Student receives a failing grade for the assignment
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.
- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.

3rd Offense

- Student receives a failing grade for the assignments
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.
- The student will have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time, for no credit.
- The student will not be allowed to receive any school wide academic honors, such as honor roll status or special academic recognition at the end of the year.

DISCIPLINE DEFINITIONS

- **Alcohol:** Possession, use or transfer of any alcoholic beverage.
- **Blatant Disrespect:** Disrespect to other students or staff that persists after a warning has been given.
- **Bullying:** Bullying is intentionally using power to repeatedly make someone feel bad. See bullying policy for more information.
- **Communication/Electronic/Laser devices:** The use of cell phones and other electronic devices, i.e. portable stereos, electronic games, are prohibited during instructional time. Staff will determine if the use of such devices are appropriate during non-instructional time.
- **Disrespect:** To call derogatory names, dishonor, or in any other manner, abuse verbally or in writing any member of the school staff or student body.
- **Disruption:** Any act that disrupts the educational process or setting.
- **Extortion:** The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
- **Drugs:** A term that is intended, for this purpose, to include cannabis, controlled substances, any illegal or illicit drugs, prescription drugs and over-the-counter drugs.

- **Drug paraphernalia:** Devices that are used to ingest, inhale, or inject cannabis or any controlled substances into the body.
- **Fighting:** Aggressive, hostile bodily contact with students, and/or adults.
- **Forgery:** The act of falsely writing the name of another person, falsifying dates, grades, addresses, or other information on school forms.
- **Gang-related activity:** Any group of two or more people whose purpose includes the commission of illegal acts. Gang-like activity shall mean any conduct engaged in by a student:
 - on behalf of any gang
 - to perpetuate the existence of any gang
 - to effect the common purpose and design of any gang
 - to represent a gang affiliation, loyalty or membership in any way while attending a school function.
- Gross Disrespect: **Disrespect toward staff or student that is of a threatening or aggressive nature.**
- **Harassment:** Constant torment and intent to harm emotionally.
- **Hazing:** Any intentional, knowing, or reckless act directed towards a student for the purpose of initiation, affiliation, holding office, maintaining membership in any organization, club, or athletic team. Soliciting, encouraging, aiding, or engaging in hazing is prohibited.
- **In-appropriate Displays of Affection:** Displays of affection of a sexual nature that are not appropriate in a school environment
- **Inciting others to misconduct/misbehave:** By words, acts or deeds, giving encouragement to demonstrations and protest, which disrupt the normal educational process of the school.
- **Indecency:** The act of offending commonly recognized standards of health, safety, or propriety, or inappropriate displays of affection.
- **Insubordination (failure to conform to staff request):** The failure to respond or carry out a reasonable request by authorized school personnel.
- **Intimidation:** The act of verbally or by gesture threatening/intimidating the well being, health or safety of any person on school property or en route to or from school.
- **Loitering:** The act of being in or about the school building or in a specifically restricted area of the school at unauthorized times or without specific authorization of school personnel.
- **Obscenity:** The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on school property.
- **Physical assault:** The act of physically assaulting or attacking any person on or near school property including any activity under school sponsorship.
- **Profanity:** Inappropriate language that is deemed offensive to others.
- **Reckless behavior:** Behavior that can lead to serious harm, involvement of unsuspecting victims, and usually taking place in a non-structured area not taking surroundings into consideration.
- **Sexual harassment:** The act of sexual harassment, whether verbal, non-verbal or physical including but not limited to gestures, touching, brushing the body, and sexual propositions.

- **Tardiness:** Lateness to school, class, advisory, or any other part of the student’s schedule.
- **Theft:** The act of taking or acquiring the property of others without that person’s consent.
- **Unlawful drugs/Use of tobacco/Electronic smoking devices:** Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription. This includes any form of hallucinogenic drugs or marijuana.
- **Vandalism:** The act of willful destruction of property belonging to others.
- **Weapons:** The act of possessing, using, controlling, transferring, or threatening to use any weapon. A weapon is a gun or firearm, loaded or unloaded or any look alike. Also, any instrument used with the intent of inflicting or threatening bodily harm. Knives or other items deemed inappropriate by school officials may be declared contraband and will be confiscated. In accordance with state and federal law, we have a “no-tolerance” weapons policy.

6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment

BULLYING POLICY

Statement of Intent

The district is committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur at school, school related activities, or on busses, all pupils should report and know that incidents will be dealt with promptly and effectively.

What Is Bullying?

Bullying is intentionally using power to repeatedly make someone feel bad. Bullying can be emotional (systematically excluding, tormenting), physical (pushing, kicking, hitting, punching), racist (racial taunts, graffiti, gestures), sexual (unwanted physical contact or sexually abusive comments), homophobic (focusing on the issue of sexuality), verbal (name-calling, sarcasm, spreading rumors, teasing), cyber (email and social networking misuse), mobile threats (text messaging and calls), or misuse of associated technology (i.e. camera & video).

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- 5.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Procedures

- Report bullying incidents to any staff member. If further follow up is needed, contact Principal or Assistant Principal.
- Bullying incidents will be recorded by staff
- In serious cases, parents of all involved students will be informed and asked to attend a meeting to discuss the problem
- As necessary and appropriate, police will be consulted in extreme cases
- Bullying behavior will be investigated as soon as possible
- Confirmed offenders will have consequences that may include suspension, meeting with the assistant principal, participating in peer mediation, or participating in small group or individual counseling.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Prevention

Staff members will use various methods as needed to prevent bullying. Class meetings in the elementary school and homeroom activities in the middle school are the main venues for discussing bullying with students. Students are encouraged and taught to stand up for a student who is being bullied when they are a bystander. When appropriate, whole school assemblies and parent education may be utilized.

6.45 - Sexual Harassment & Teen Dating Violence Prohibited

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;

- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal or social worker. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

6.50 - Cafeteria Rules and Procedures

Lunchroom Conduct

Students are expected to eat their lunch in an orderly manner, remain seated, and practice appropriate table manners. Only quiet talking is allowed. Students are not allowed to share or exchange food at lunch.

Lunch Procedures

Pleasantdale Elementary

Students who bring their own lunches to school are instructed to put them in the portable classroom lunch bins. This task is part of the morning classroom routine. At some time during the morning, the lunch bin is taken to the cafeteria so the lunches will be available when children come in for recess.

On occasion, students may forget to perform the task of putting their own lunch into the lunch bin during the morning classroom routine. Students will never go without food during lunch unless it is their choice. During the first 2 weeks of school, as students get accustomed to new classroom routines, a cafeteria supervisor, classroom teacher, or the principal will escort the child back to the classroom to get his/her lunch. In order to reinforce student responsibility and keep the student/adult ratio in the cafeteria at a safe level, after the first two weeks of the school year, each student is allowed one trip back to the classroom to retrieve a forgotten lunch. Subsequently, students who forget will not be allowed to retrieve their lunch from the classroom. Instead, they will be allowed to eat anything from the Fresh Expectations table. If the student is still hungry, they will be allowed time in the classroom to eat their lunch at a time designated by the teacher. The classroom teacher will reinforce the importance of following the morning routine and will contact parents of repeat offenders.

Considerations will be made for unique circumstances involving special diets, medical concerns, substitute teachers, field trips, assemblies, etc. that might cause changes in classroom and lunchroom routines.

Pleasantdale Middle

Before their lunch period, students stop at their lockers to drop off books and pick up their lunches if they aren't buying them. Students who forget their lunch may stop in the office to call home or they can borrow money from the school secretary to purchase a lunch as available. Borrowed money needs to be repaid the next day. Parents may drop off forgotten lunches in the office. The lunches will be delivered to the lunchroom and put on the stage for pick-up.

Recess – Pleasantdale Elementary

Recess times:

- Kindergarten: 11:45 – 12:00 p.m.
- 1st and 2nd grades: 11:45 – 12:05 p.m.
- 3rd and 4th grades: 12:15 – 12:35 p.m.

Students have outdoor recess whenever possible. Students perform better when they get outdoors, even if only for a few minutes. The office staff and principal will make the decision for recess based on the following:

- **Outdoor Recess** (20 minutes)
 - 15 degrees F and higher (including wind chill)
- **Brief Outdoor Recess** (5-15 minutes)
 - 5-14 degrees F (including wind chill)
- **Inside Recess**
 - below 5 degrees F (including wind chill)

Student must have boots, gloves and snow pants to play in the snow. Those who don't must stay on the blacktop area. Parents should assist children in preparing and wearing appropriate clothing for the weather conditions. Children who do not have proper outdoor clothing will either stay inside for Noon Study or use extra clothing from the nurse's office. Students (or parents) can request to stay inside for Noon Study.

The school provides outdoor equipment for students to use at recess. For safety purposes, please do not bring equipment from home.

Rec / Study Hall – Pleasantdale Middle

All students have a 22 minute rec/study hall period before or after lunch.

When weather permits, students go outside for rec. The library is also available as an indoor study option.

Students in 7th and 8th grade will have 3 days of mandatory study hall.

Students in 5th and 6th grade will have 2 days of mandatory study hall.

All students may participate in a study hall or social room during inclement weather.

- **Outdoor Recess**
 - 15 degrees F and higher (including wind chill)
- **Inside Recess**
 - below 15 degrees F (including wind chill)

6.60 - Field Trips

An integral part of the educational program is the opportunity to attend field trips. Field trips are planned around units of study at each grade level. Field trips provide an extension or hands-on experiences that help to expand the classroom experience and enhance the learning of all children. When a field trip is planned, each child must return a signed permission slip. No child will be permitted to participate without parent permission. Children not participating in the field trip activity will receive alternative instruction within the school as arranged by the teacher. Field trips are planned and implemented at the discretion of the grade level team. Some field trips take place out of the building, and others are on-site experiences.

6.70 - Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

6.80 - Student Use of Electronic Devices

Use or visible possession of electronic devices including, but not limited to: cell phones, iPods, or other audio/video devices are only allowed:

- With permission in the main office before and during the school day
- After school outside the building or in the main office

Students bringing these devices to school must have them powered off and not visible or present throughout the day.

Faculty members are to direct any student violating this policy to the office. The Pleasantdale School District will not accept responsibility for electronic devices belonging to students that are lost or stolen. Inappropriate use of a cell phone on the school buses in a manner that compromises the safety of any student is also prohibited.

Students who violate the policy are subject to the following consequences:

1st Offense: Student is sent to the office and the device is held and parents are notified. Device is returned to the student at the end of the school day.

2nd Offense: Student is sent to the office and the device is held and parents are notified. Device is held in the office until a parent retrieves it.

More than two offenses will be considered blatant disregard for school rules and may result in one or more of the following:

- In school suspension
- Loss of the right to have the electronic device in school for the rest of the year

Chapter 7 - Internet, Technology & Publications

7.10 - Internet Acceptable Use

Internet

All Pleasantdale students and parents must sign an Acceptable Use Policy. (Refer to Appendix I)

Acceptable Use Policy

Each student and parent/guardian is required to sign an Acceptable Use Policy (AUP) annually.

Acceptable Use Policy for the District's Electronic Network

School District 107 believes that the District's Electronic Network (its computers, its local and/or wide area network, and access to the Internet through its computers or local and/or wide area network) offers resources and opportunities for learning and preparing our students for the future. The educational purpose of the District's Electronic Network is to assist with the gathering and exchanging of information related to District curriculum and educational programs and activities. Using the District's Electronic Network effectively enriches the classroom experience.

Copyright and Fair Use

All use of materials in District 107 must honor and abide by the Copyright and Fair Use Guidelines for Educational Multimedia. These guidelines may be reviewed at: <http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm>

Privilege

The use of the District's Electronic Network is a privilege, not a right, and inappropriate use may lead to access privileges being revoked, school disciplinary action, and/or appropriate legal action.

Inappropriate Use

Based upon the Netiquette guidelines in this policy, the staff will deem what is inappropriate use.

Netiquette

The use of the District's Electronic Network must be in support of and consistent with the mission and educational objectives of the District and the generally accepted rule of network etiquette, "netiquette". These include, but are not limited to, the following:

- Be polite.
- Use appropriate language.
- Use time efficiently and plan ahead.
- Keep personal name, addresses, phone numbers, and other personal identifying information confidential.
- Treat all communication and information accessible via the District's Electronic Network as private property.
- Do not download from the District's Electronic Network without teacher permission.

- Do not access or send data that is racist, sexist, inflammatory, abusive, obscene, vulgar, threatening or in any way inconsistent with the District’s code of conduct, and report it promptly if you receive such data.
- Do not access, use, or possess any material that constitutes or furthers academic fraud, plagiarism, or forgery.
- Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, illegal activities, copyrighted material, threatening or obscene materials, or material protected by trade secret. Messages relating to, or in support of, inappropriate activities will be reported to the relevant authorities and may result in discipline, up to and including expulsion.

Security

Security on any computer system is a high priority. Only authorized accounts may be used. Any attempt to log onto the District’s Electronic Network as another user or using a private account will result in disciplinary action as described in the privilege section. Computer accounts, passwords and other types of authorization that are assigned to individual users will not be shared with others in order to maintain confidentiality.

Password guidelines include:

- Students may not give passwords to anyone or allow anyone else to access their account.
- Students may not use anyone else's password.
- Students are responsible for all activity relating to their account.

Email and Social Networking Guidelines

- Students are not allowed to reveal identifiable information or establish relationships on the District’s Electronic Network unless a teacher has coordinated the communication.
- The District will not create personal email accounts for students.
- Students may not use personal email at school.
- Students are not allowed to individually access social networking sites, chat rooms, bulletin boards, podcasts, instant messaging, etc., without permission from and monitoring by school staff.
- Students are not allowed to make audio or video recordings of another student or staff member without his or her permission.

Off Campus Email and Social Networking Guidelines

Social networking sites include but are not limited to MySpace, FaceBook, and Xanga. Users of such sites have little control over the content that “friends” post on their site because these sites are in the public domain. With this in mind, no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes Pleasantdale School District 107.

The following guidelines apply:

- Pleasantdale families/students may not use District information such as logos, official seals, or photographs.
- Pleasantdale families/students may not link their personal website to Pleasantdale School District 107 website.
- Pleasantdale families/students may not post inappropriate photographs or content containing any form of Pleasantdale School District 107 identification.
- Pleasantdale families/students may not post inappropriate or harassing content, including blogs or online journaling, linking them in any way to Pleasantdale School District 107.

The District reserves the right to apply disciplinary consequences for computer-related activities conducted off campus if such activity adversely affects or interrupts classroom instruction, District operations, or the safety or well being of students and staff or other members of our community, or constitutes behavior embarrassing to the school. Adults who violate this policy will be reported to the appropriate authorities.

Classroom Technology Use

- Students may only use classroom technological resources for educational purposes with the permission of the classroom teacher.
- No personal software may be installed.

Vandalism

For purposes of this Policy, vandalism is defined as any malicious attempt to harm or destroy any part of the Electronic Network, including the data of any other user. Vandalism will result in disciplinary action as described in the privilege section.

Privacy

Any electronic communications or files created on, stored on, or sent to, from, or via the District's Electronic Network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such communications and files. Use of the District's Electronic Network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files and to turn them over to the appropriate authorities if appropriate.

Responsibilities

Effective use of the Internet becomes a joint commitment for all users. The following list reflects shared responsibilities.

The District will:

Ensure that each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes provided the person receives prior permission from the Superintendent or system administrator.

The District shall monitor the use of the computer network by students and any other minor users to ensure compliance with this policy and any other terms or conditions of Electronic Network access imposed under administrative regulations.

The Superintendent or designee shall include measures in this policy's implementation plan that:

- Prohibit student access to inappropriate matter as well as restricting access to harmful materials;
- Assure student safety and security through direct supervision;
- Prohibit unauthorized access, including "hacking" and other unlawful activities; and
- Prohibit unauthorized disclosure, use and dissemination of personal identification information.

Parents/Guardians will:

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Talk to their children about setting up family guidelines for using the District's Electronic Network
- Accept full responsibility for supervision of students' use of the Internet while not in school.
- Monitor materials generated at home to determine appropriateness for the school setting.

Students will:

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Report any incident or information that violates this policy.

Chapter 8 - Search and Seizure and Personal Property

8.10 - Search and Seizure

INSPECTION/SEARCH OF SCHOOL PROPERTY AND EQUIPMENT

Given reasonable suspicion, the administration may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by Pleasantdale District 107, as well as personal effects left in those places by a student, without notice to or consent of the student or parent/guardians, and without a search warrant. The administration may request the assistance of law enforcement officials for the purpose of conducting inspections and searches. If a search produces evidence that a student has violated or is violating either the law, local ordinances, or the school's policies or rules, such evidence may be seized by the administration and disciplinary action may be taken. The administration may also turn over such evidence to law enforcement officials.

8.20 – Personal Property

Toys, games, cameras, radios, and similar personal property should not be brought to school without prior approval. The school cannot provide safeguards for such items. Students must not keep valuables in their lockers. Middle school students are expected to keep locker combinations confidential.

Chapter 9 - Athletics and Extra-Curricular Activities

9.10 - Extracurricular Athletic Activities Code of Conduct

Pleasantdale Elementary

Pleasantdale Elementary offers all students an opportunity to develop their abilities and skills through participation in a variety of after school clubs/activities and seasonal sport offerings. Participation in and/or attendance at activities is a privilege and not a right.

Pleasantdale Middle

Pleasantdale Middle School offers a variety of athletic and co-curricular opportunities throughout the year. Participation in these activities is a privilege and not a right. It is the students' responsibility to maintain eligibility by meeting all academic and behavioral standards. Students staying after school must remain in a supervised area.

Academic Eligibility Rules for Athletics and Co-Curricular Activities

- A student with three D class averages or any F class average is ineligible to **participate** in any practice or game.
- Ineligible students **must** report to library for academic study time during games and practices.
- A student remains ineligible until their averages are raised to meet the criteria.
- Every Friday, students' eligibility will be determined.

Other Eligibility Rules for Athletics

- A current sports physical is required to be on file in the school nurse's office **prior** to participation.
- Written permission must be given by parent/guardian
- Compliance with **Code of Conduct** is required.

Code of Conduct

As a member of a Pleasantdale Middle school athletic team, athletes are considered to be in positions of leadership, representing themselves, their families, the team, school, district and community. Therefore, along with the privilege of participation comes the expectation of a higher standard of behavior and conduct.

Students are expected to:

- Follow the district's discipline plan at all times
- Display good sportsmanship and citizenship
- Maintain good conduct and performance in classrooms
- Support individual and whole team efforts

9.30 - Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Chapter 10 - Special Education and Support Services

10.10 - Education of Children with Disabilities

Special Education

District 107's children with disabilities between the ages of 3 and 15 who have been evaluated and identified as requiring special education services based on State and Federal criteria, will be provided a free appropriate elementary public education in the least restrictive environment possible.

10.20 - Discipline of Students with Disabilities

BEHAVIORAL INTERVENTION POLICY

Students with Disabilities

The use of positive behavioral interventions with students with disabilities will be given the highest priority in District 107. When behavioral interventions are used, they will be used in consideration of the child's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a student's right to placement in the least restrictive environment. Parents and students will be informed annually of the existence of the policy in each school's Student Handbook.

10.25 – Support Services

Teachers will contact the grade level team or principal to arrange a meeting to review the current level of performance when concerned about a student's academic progress. The following are special services available:

English Language Learners (ELL) Services

Pleasantdale School District offers a Transitional Program of Instruction (TPI) for the limited English proficient student. This program teaches non-English and low-English proficient students' oral language skills and literacy skills.

Reading Explorers – Pleasantdale Elementary

This program is targets children who need individual or small group instruction/reinforcement in reading. The reading specialist, in conjunction with the classroom teacher, reviews students' reading progress periodically during the school year. This review includes an analysis of achievement results, phonics tests, and additional diagnostic information. Following the identification of students, parents are contacted regarding permission for additional assessment. In most cases, the child completes an informal reading assessment that identifies the child's independent, instructional, and frustration reading levels. A reading improvement program for the child is recommended to the parents if results indicate a need for reinforcement of reading skills.

Reading Lab – Pleasantdale Elementary

Students who have been identified as reading substantially below grade level will receive Reading Lab services. Instead of attending Spanish, students remain in the classroom with their homeroom teacher and focus on reading comprehension strategies. Parents will be notified during the summer and/or at the beginning of the school year if their child is in Reading Lab including details about this program.

Math Lab – Pleasantdale Elementary

Students who have been identified as performing below grade level in math are assigned to attend Math Lab during or after school. The program is designed to help students improve math performance so that they are functioning at grade level or above.

Reading Lab/Math Lab - Pleasantdale Middle

Students whose test scores indicate reading comprehension or math skills that are significantly below average, and whose teachers have indicated a need for extra support, will be considered for an extra period of reading and/or math. Reading Lab and Math Lab classes are small and limited to one grade level. Parents will be notified of this schedule change and will receive results of standardized assessments and students' progress during the course of the year.

Social Work

As part of Pleasantdale District 107's mission, the district recognizes the need for each student to develop appropriate social, emotional, and behavioral skills. To that end, social work services are provided to students and their parents in collaboration with teachers and administrators.

Speech/Language

Students who have speech and/or language difficulties may be referred to the speech/language therapist for evaluation. In addition, the speech therapist completes a yearly screening of primary-age students. Parents are contacted following the initial screening when it is determined that further screening is necessary. Following parent permission, the child is screened, and the parent and therapist meet to review the results and discuss a plan of speech/language instruction. The child may meet with the therapist individually, in a small group, or receive support in the regular classroom setting.

Student Support Team (SST)

The Student Support Team consists of professionals from different disciplines who utilize a problem solving process to develop, monitor, and evaluate intervention plans for improving the school performance of identified students. Parents are encouraged to contact their child's teacher with any concerns.

Rtl (Response to Intervention)

A detailed explanation of the Rtl process is located on the District website.

Summer Academy

A booklet containing course descriptions, tuition, and other pertinent information is available by early spring of each school year.

Chapter 11 - Student Records & Privacy

11.10 - Student Privacy Protections

Student and Family Privacy Act

Student and family privacy rights are protected under Board Policy 7:15 which can be viewed on the district website at www.d107.org

11.20 - Student Records

Every effort is made to ensure the rights of parents and students as provided under the 1974 Family Educational Rights and Privacy Act and the Illinois School Student Record Act of 1975. Copies of these laws pertaining to student records are available in each school building.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children. Record review information, including forms requesting access to records, is available in the school offices.

In cases where parents are divorced, the non-custodial natural parent has right to records, notice of meetings, conferences, etc., upon request to the building principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

All temporary student records are destroyed within five years after graduation, transfer or other permanent withdrawal of the student. Permanent records are maintained for 60 years.

Student Permanent Record means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information may include the student's name, birth date, address, grades and grade level, parents' names and addresses, attendance records, and such other entries as the State Board may require or authorize.

Student Temporary Record means all information contained in a school student record but not contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. The information shall include information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. In addition, the student temporary record shall include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another.

Parents are notified prior to the transfer of records and, within a period of 10 days, may request permission to inspect all records being transferred.

By parent request, family names may be excluded from any listing published by the school for general distribution.

Chapter 12 - Parental Right Notifications

12.20 - Standardized Testing and District Assessments

STUDENT ASSESSMENTS

Preschool Screening

All District 107 children between 36 months and 60 months of age are eligible for a free preschool screening to determine if a child is developing within expected benchmarks for his/her age group. The screening includes speech and language, vision, hearing, gross and fine motor development. The screenings are held in October and February at the Elementary School. Parents may call the Elementary Office for more information or to schedule an appointment. Dates of screenings are listed in local newspapers.

AIMSWEB

AIMSWEB is a Curriculum Based Measurement (CBM) assessment. It is a benchmark and progress monitoring system based on direct, frequent, and continuous student assessment. This assessment is designed to be a short (one minute) measure to monitor the development of pre-reading and early reading skills. AIMSWEB reading is administered in the fall, winter and spring to all students at the Elementary School. AIMSWEB math is administered to students in kindergarten and first grade. Results are sent home to parents on a regular basis.

Standardized Tests

Students in grades 3-8 are given the PARCC examination, the Illinois State Board of Education required national assessment. This assessment measures student performance in English Language Arts and Math, and is comprised of a formative Performance Based Assessment (PBA) in March and a summative End of Year assessment in April/May.

Additionally, the STAR assessment is given three times annually, at the start, end and mid-year. This assessment measures student growth and performance in math and English language arts.

12.30 - Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

12.40 - Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

12.90 - Mandated Reporter

All certified staff members are required by law to report suspected incidents of child abuse and/or neglect to the Department of Children and Family Services. Our role is to protect children from harm. Details regarding any individual child's protection are a matter held in strictest confidence by all adults involved.

12.110 - Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony

12.120 - Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

STAR Assessment

Data Breakdown

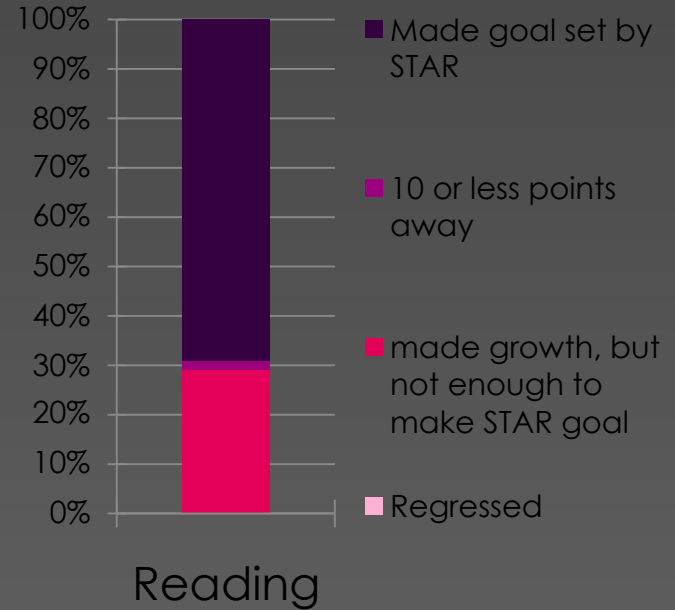
Important Points to Remember:

- computer adaptive assessment
- beginning percentile matters
- timed questions
- first year of test administration

Grade 1

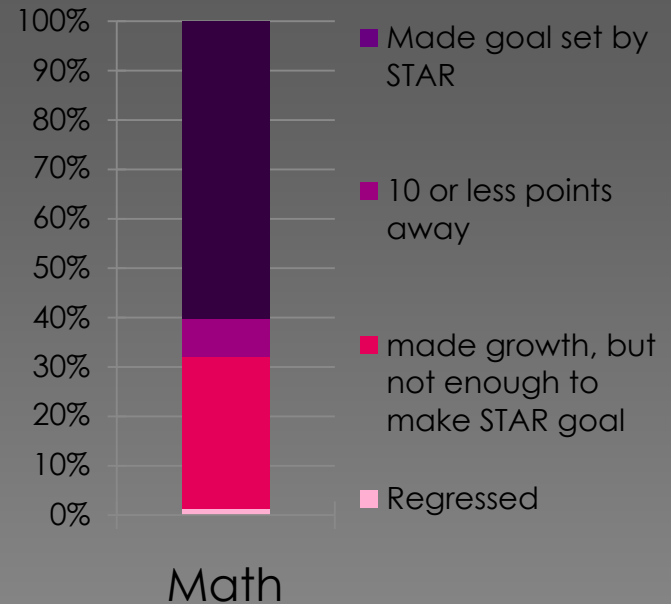
Reading:

- ❖ began the year at the 68th percentile
- ❖ average scaled score gain of 169



Math:

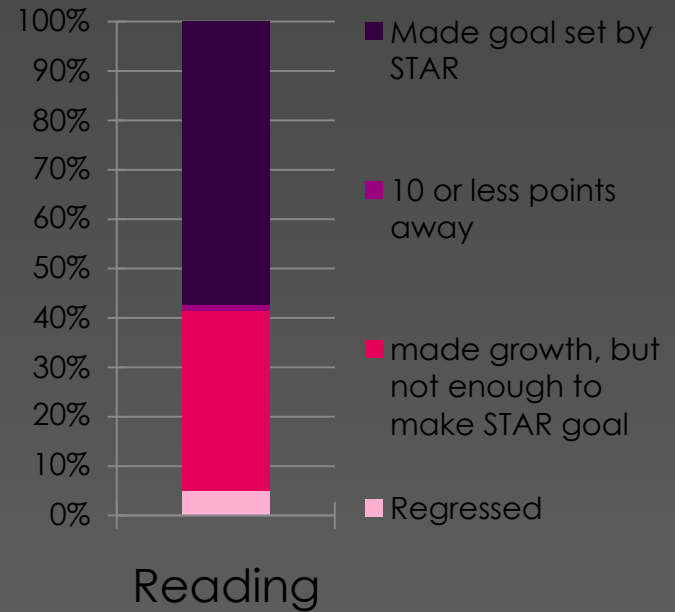
- ❖ began the year at the 74th percentile
- ❖ average scaled score gain of 130
- ❖ all but 1 student demonstrated scaled score growth (1 student remained the same, that student began in the 85th percentile)



Grade 2

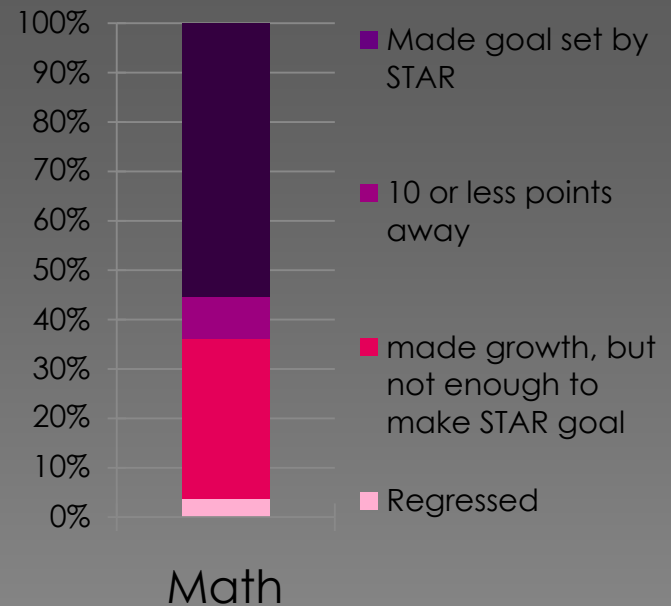
Reading:

- ❖ began the year at the 66th percentile
- ❖ average scaled score gain of 127
- ❖ 4 students regressed, all starting at or above the 50th percentile



Math:

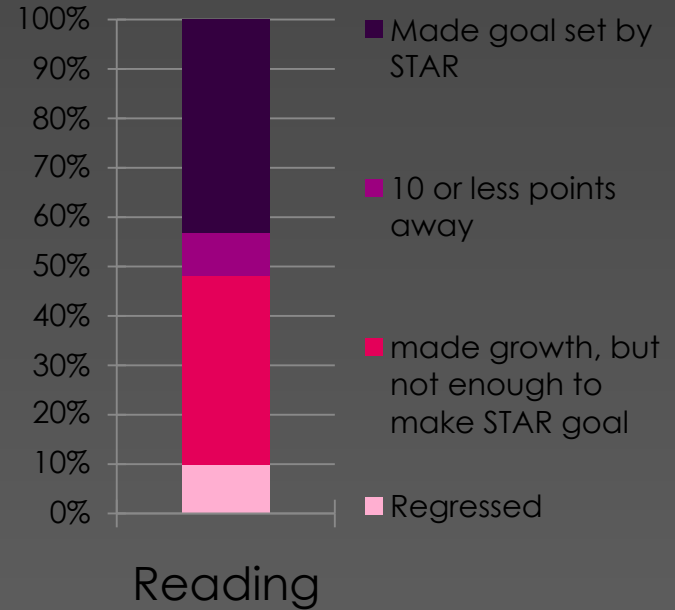
- ❖ began the year at the 71st percentile
- ❖ average scaled score gain of 109
- ❖ 3 students regressed, all starting at or above the 84th percentile



Grade 3

Reading:

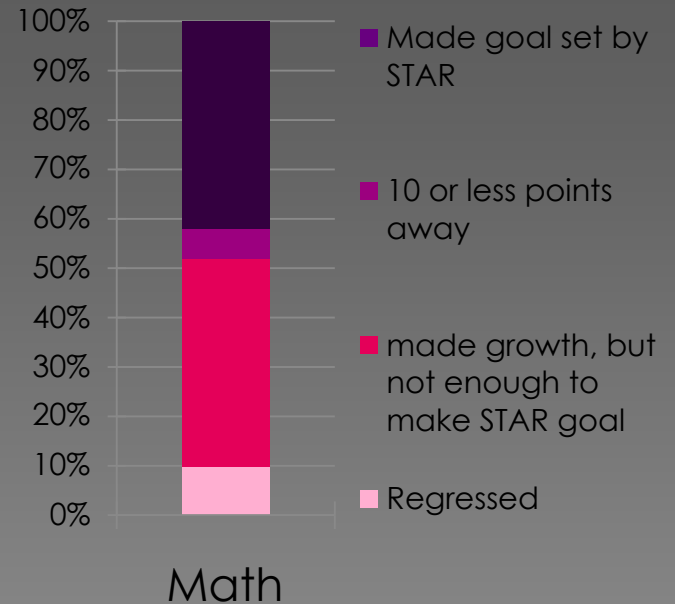
- ❖ began the year at the 67th percentile
- ❖ average scaled score gain of 96
- ❖ 8 students regressed, 3 with IEPs, 1 in Above Level, 1 received Rtl services



Reading

Math:

- ❖ began the year at the 89th percentile
- ❖ average scaled score gain of 66
- ❖ 8 students regressed, all starting at or above the 69th percentile (6 of the 8 began at or above the 97th percentile)

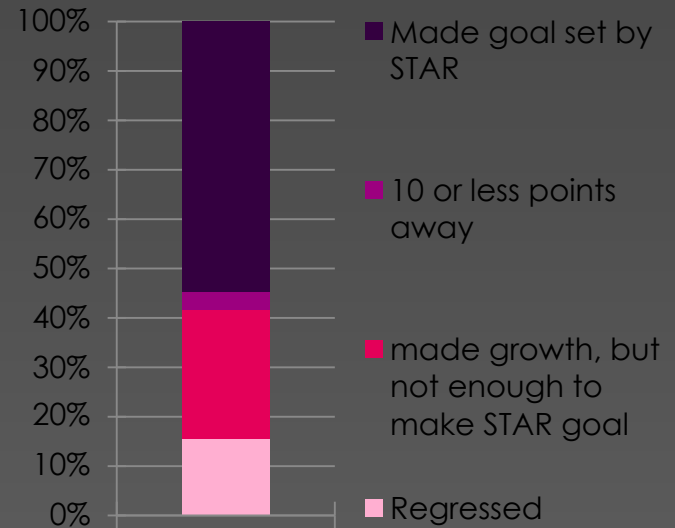


Math

Grade 4

Reading:

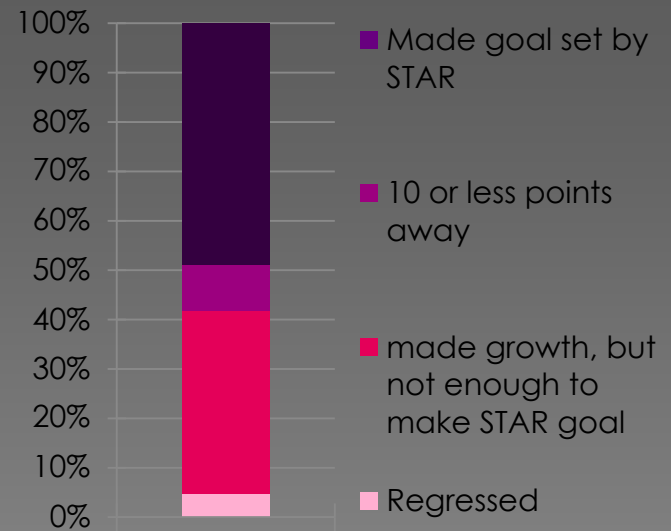
- ❖ began the year at the 67th percentile
- ❖ average scaled score gain of 108
- ❖ 13 students regressed, 2 with IEPs, 6 began above the 75th percentile



Reading

Math:

- ❖ began the year at the 76th percentile
- ❖ average scaled score gain of 75
- ❖ 4 students regressed, 1 with an IEP, 2 began above the 75th percentile

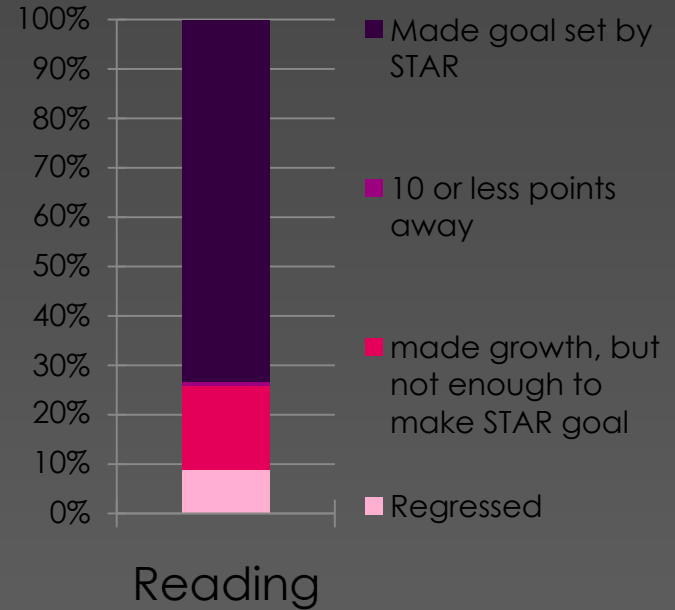


Math

Grade 5

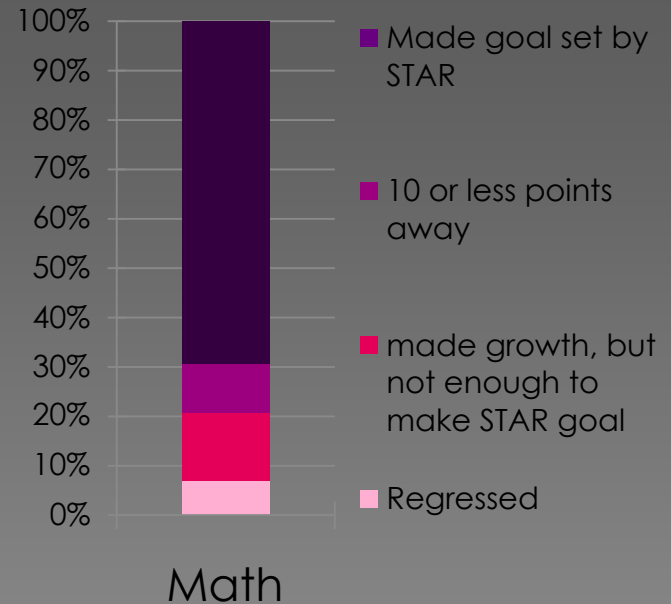
Reading:

- ❖ began the year at the 60th percentile
- ❖ average scaled score gain of 161
- ❖ 9 students regressed, 7 began above the 70th percentile



Math:

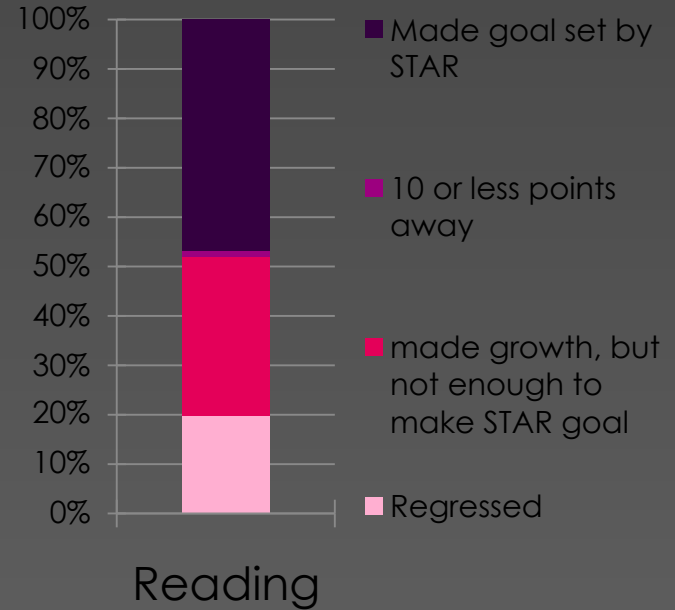
- ❖ began the year at the 76th percentile
- ❖ average scaled score gain of 83
- ❖ 7 students regressed, all began above the 74th percentile



Grade 6

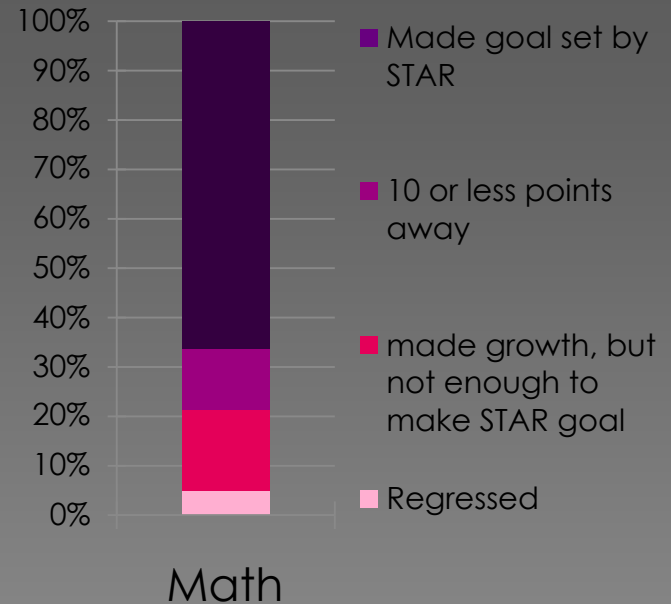
Reading:

- ❖ began the year at the 64th percentile
- ❖ average scaled score gain of 90
- ❖ 16 students regressed, 1 with an IEP, 2 in Reading Lab, 4 in Above Level, 7 began above the 70th percentile



Math:

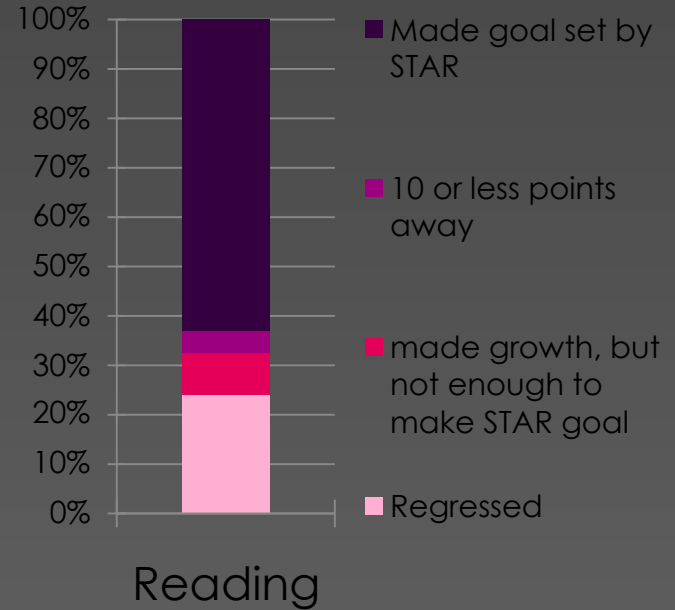
- ❖ began the year at the 81st percentile
- ❖ average scaled score gain of 64
- ❖ 4 students regressed, 2 began at or above the 80th percentile



Grade 7

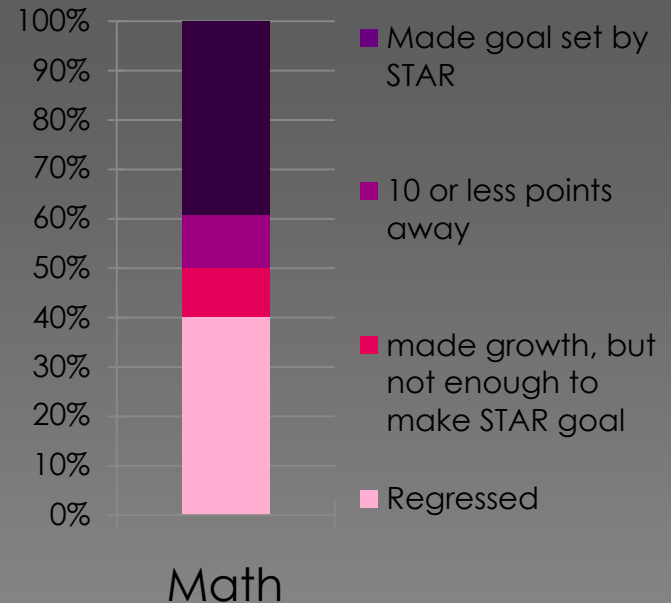
Reading:

- ❖ began the year at the 63rd percentile
- ❖ average scaled score gain of 106
- ❖ 22 students regressed, 3 with IEPs, 4 in Reading Lab, 11 in Above Level, 11 began above the 70th percentile



Math:

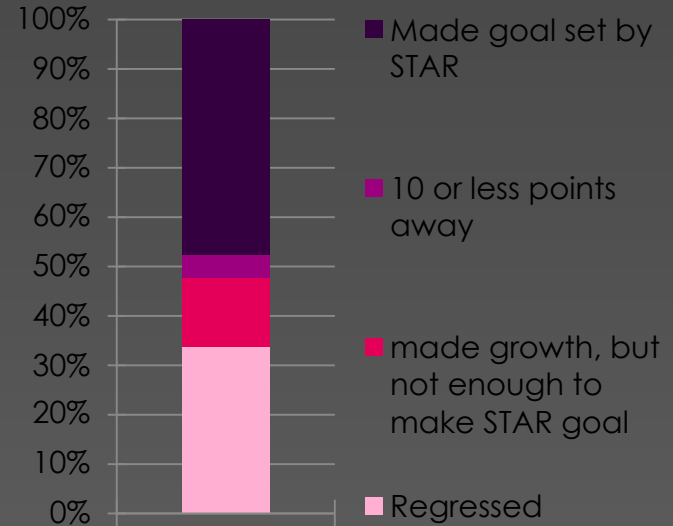
- ❖ began the year at the 82nd percentile
- ❖ average scaled score gain of 14
- ❖ 37 students regressed, 4 with IEPs, 3 in Math Lab, 20 in Above Level, 22 began at or above the 90th percentile (2 of these students actually began and ended in the 99th percentile, but had a slight decline in scaled score points)



Grade 8

Reading:

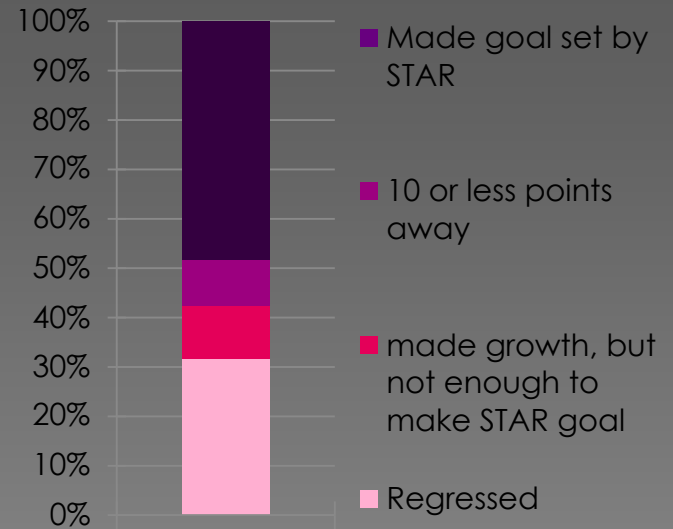
- ❖ began the year at the 57th percentile
- ❖ average scaled score gain of 47
- ❖ 29 students regressed, 1 with an IEP, 1 in Reading Lab, 13 in Above Level, 8 began above the 70th percentile



Reading

Math:

- ❖ began the year at the 70th percentile
- ❖ average scaled score gain of 21
- ❖ 27 students regressed, 2 with IEPs, 5 in Math Lab, 7 in Above Level, 15 began at or above the 80th percentile



Math

Next Steps:

- ① continued training and data meetings with teachers
- ① continued discussion with students about the “how” and “why” of the STAR assessment
- ① additional parent information about the STAR assessment and its reports
- ① watch for trends in data in order to:
 - adjust curricular design
 - monitor effectiveness of resources
 - provide appropriate student services



Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Complaint Manager(s) per school Board policy 2:260 *Uniform Grievance Procedure*. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

~~Mark Fredisdorf, Dave Palzet~~, Superintendent
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2170
Telephone

Complaint Managers:

~~Mark Fredisdorf, Dave Palzet~~, Superintendent
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2170
Telephone

Catherine Change, Business Manager
Name
7450 S. Wolf Road
Address
Burr Ridge, IL 60527
708-784-2172
Telephone

The Superintendent shall use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
 Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
 Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
 Equal Pay Act, 29 U.S.C. §206(d).
 Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
 Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
 Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
 Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.
 Genetic Information Protection Act, 410 ILCS 513/25.
 Ill. Whistleblower Act, 740 ILCS 174/.
 Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102.
 Religious Freedom Restoration Act, 775 ILCS 35/5.
 Employee Credit Privacy Act, 820 ILCS 70/.
 Ill. Equal Pay Act of 2003, 820 ILCS 112/.
 Victims' Economic Security and Safety Act, 820 ILCS 180/30.
 23 Ill.Admin.Code §1.230.

APPROVED: September 23, 2009

REVISED: August 18, 2010; October 15, 2014

Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

Sexual Harassment

The School District shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting sexual harassment as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of sexual harassment to the Complaint Manager(s) per School Board policy 2:260 *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Making a Complaint: Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260 *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Complaint Manager(s) per school the Board policy 2:260 *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee’s same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dave Palzet, Superintendent

Name

7450 S. Wolf Road

Address

Burr Ridge, IL 60527

708-784-2170

Telephone

Complaint Managers:

Dave Palzet, Superintendent

Name

7450 S. Wolf Road

Address

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Catherine Change, Business Manager

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Address

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708-784-2172

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act, 42 U.S.C. §2000e et seq., 29 C.F.R. §1604.11.
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. §1604.11.
 775 ILCS 5/2-101(E) and 5/2-102(D).
 56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 118 S.Ct. 2257 (1998).
Crawford v. Metro. Gov’t of Nashville & Davidson County, 129 S. Ct. 846 (2009).
Faragher v. City of Boca Raton, 118 S.Ct. 2275 (1998).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Harris v. Forklift Systems, 114 S.Ct. 367 (1993).
Jackson v. Birmingham Board of Education, 125 S.Ct. 1497 (2005).
Meritor Savings Bank v. Vinson, 106 S.Ct. 2399 (1986).
Oncala v. Sundown Offshore Services, 118 S.Ct. 998 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff’s Dept. v. Ill. Human Rights Com’n, 908 N.E.2d 39 (Ill., 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

ADOPTED: September 23, 2009

REVISED: August 18, 2010

General Personnel

Compliance with the Fair Labor Standards Act

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.” “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. “Overtime” is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor’s express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee’s written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*.

Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.: 820 ILCS 105/4a.
Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778,
and 785.

ADOPTED: March 16, 2005

REVISED: September 23, 2009; September 21, 2011

Personnel

Suspension of Employees

Philosophy

In order to maintain an environment conducive to learning and effective professional performance, the Superintendent is authorized to suspend any employee with or without pay for investigatory or disciplinary purposes as specified below.

I. Suspension Without Pay

The Superintendent may suspend without pay any employee as a disciplinary measure for up to thirty (30) employment days for misconduct that is detrimental to the District. If the Superintendent is recommending an employee's discharge to the Board of Education, he may also suspend the employee without pay pending Board action and/or a formal dismissal hearing as required under the School Code. The Superintendent will follow the notice and hearing procedures set forth in A. below.

Misconduct that is detrimental to the District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or administrative procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any Illinois or federal law that relates to the employee's duties; and
- Other sufficient causes, including, but not limited to, unauthorized absences and failure to perform assigned duties.

A. Pre-Suspension Meeting

Prior to a suspension without pay, the Superintendent will conduct a meeting with the employee to review the alleged charges that could result in a disciplinary suspension. The employee will be afforded reasonable notice of the time and location of the pre-suspension meeting and shall have an opportunity during the meeting to hear the reasons for the suspension and present his or her response to the reasons and the proposed suspension. If the Superintendent determines after the meeting to impose a suspension without pay, he shall provide written notice to the employee summarizing the reasons for the suspension, the duration of the suspension, and the opportunity for a review before the Board of Education.

B. Opportunity for Post-Suspension Review

The Board of Education will provide a reasonable opportunity for a hearing after a suspension without pay has been imposed. Any employee desiring a post-suspension review must serve the Superintendent with a written request for a hearing within five (5) employment days after receipt of written notification of the suspension. The President of the Board of Education and the Superintendent, in their discretion, will determine whether the hearing shall take place before the Board itself or before an independent hearing officer.

After the written request is received, the employee will be provided with notice of the date and location of the review hearing.

The hearing shall be informal. The formal rules of evidence will not apply. The employee may be represented, may cross-examine witnesses, and may present evidence on his or her own behalf. The Board of Education or the hearing officer will have discretion to determine the number of witnesses, the length of the hearing and all other matters pertaining to the hearing. Any decision rendered by the Board of Education, either based on a hearing conducted before the Board or upon the hearing

officer's report, shall be final. If the Board of Education, upon review, determines that the suspension was not properly invoked or was excessive, the employee's records will so note and the employee will be reimbursed for all lost pay or for so much of the suspension as was excessive.

If a suspension without pay is implemented pending Board consideration of a recommended dismissal or pending a formal dismissal hearing as required under the School Code, any requested post-suspension review hearing shall be combined with a hearing on the dismissal.

II. Suspension With Pay

The Superintendent is authorized to suspend an employee with pay (1) during an investigation into allegations of misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the District (as defined in paragraph I above), or (3) pending a Board hearing to suspend an employee without pay.

The Superintendent or his or her designee will meet with the employee to notify the employee of the reasons for the suspension, to provide the employee with the opportunity to present his or her response to the reasons and the proposed suspension, and to inform the employee of the dates that the suspension shall begin and end. If the Superintendent cannot, for reasonable reasons, meet with the employee prior to the suspension, he or she shall offer to meet with the employee as soon as practicable after the commencement of the suspension. After the meeting, the Superintendent will provide the employee with written notice of his or her decision. The decision of the Superintendent shall be final.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

III. Governance Reporting Requirements

The Superintendent will report to the Board of Education on any contemplated or actual suspension..

Personnel

Communicable and Chronic Infectious Disease

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and School Board policies.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq. **amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.**
Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.
20 ILCS 2305/6.
105 ILCS 5/24-5.
820 ILCS 40/1 et seq.
Personnel Record Review Act, 820 ILCS 40/.
Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

ADOPTED: September 23, 2009

Personnel

Drug, Tobacco, and Alcohol-Free Workplace

All District workplaces are drug, tobacco and alcohol-free workplaces. All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance.
2. Distribution, consumption, use, possession, or being under the influence of alcohol.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

In order to make employees aware of dangers of drug, tobacco, and alcohol abuse, the District will:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

ADOPTED: September 23, 2009

REVISED: August 14, 2013

Personnel

Ethics and Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. **In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy.** Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

LEGAL REF.: U.S. Constitution, First Amendment.

5 ILCS 420/4A-101 and 430/.

50 ILCS 135/.

105 ILCS 5/22-5 and 5/24-22.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

ADOPTED: September 23, 2009

REVISED: August 18, 2010; September 19, 2012

Personnel

Leaves of Absence

Each of the provisions in this policy applies to all personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

Leaves for Victims of Domestic or Sexual Violence

Any staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

LEGAL REF.: 20 ILCS 1805/30.1 et seq.

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 et seq. and 180/1 et seq.

ADOPTED: September 23, 2009

REVISED:

Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. ~~Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee will ensure that the District performs a complete criminal history records check pursuant to 105 ILCS 5/10-21.9; i.e. *background check* or *background investigation*.~~ **No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code is permitted to student teach or complete field or other clinical experience.**

Before permitting an individual to student teach or participate in any field experience in the District, the Superintendent or designee shall ensure that:

- 1. The District performed a *complete criminal history records check* as described below; and**
- 2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.**

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

LEGAL REF.: 105 ILCS 5/10-22.34.
105 ILCS 5/21-14(e)(3)(E)(viii).
23 Ill.Admin.Code § 25.875.

ADOPTED: September 23, 2009

REVISED: August 17, 2011; September 19, 2012; August 14, 2013

Personnel

Educational Support Personnel Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Paraprofessionals and Teacher Aides

~~“Paraprofessionals” and “teacher aides” are noncertificated personnel with instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a “statement of approval” issued by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor’s degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.~~

~~A paraprofessional or teacher aide in a targeted assistance program that is paid with federal funds under Title I, Part A, or in a school wide program that is supported with such funds, shall hold a “statement of approval,” issued by the ISBE, for this purpose.~~

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

Noncertificated Personnel Working with Students Performing Non-Instructional Duties

Noncertificated personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

LEGAL REF.: No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).
 34 C.F.R. §§200.58 and 200.59.
 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
 625 ILCS 5/6-104 and 5/6-106.1.
 23 Ill.Admin.Code §§25.510, 25.520.

ADOPTED: September 23, 2009

REVISED: August 18, 2010; September 19, 2012

Students

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct, **including sexual violence**, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.
 - e. Placing the student in reasonable fear or harm to the person or property; or
 - f. Causing a substantially detrimental effect on the student's physical or mental health.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. **The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.**

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Nondiscrimination/Complaint Manager, Building Principal or Assistant Building Principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Dave Palzet, Superintendent

Name

7450 S. Wolf Road

Address

Burr Ridge, IL 60527

708-784-2170

Telephone

Complaint Managers:

Dave Palzet, Superintendent

Name

7450 S. Wolf Road

Address

Burr Ridge, IL 60527

708-784-2170

Telephone

Catherine Change, Business Manager

Name

7450 S. Wolf Road

Address

Burr Ridge, IL 60527

708-784-2172

Telephone

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment by informing them in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy as documented in the Parent/Student Handbook. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

ADOPTED: February 20, 2008

REVISED: August 17, 2011; September 19, 2012

Students

School Admissions and Student Transfers To and From Non-District Schools

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health and Dental Examinations, Immunizations, and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. **Board policy 6:140, *Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.***

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
20 U.S.C. §1400 et seq.
42 U.S.C. §12101 et seq.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, and 10/8.1.
325 ILCS 55/1 et seq. and 50/1 et seq.
23 Ill.Admin.Code §375 et seq.

ADOPTED: February 20, 2008

REVISED: August 18, 2010

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 15 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

~~Until June 30, 2015,~~ A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. **School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.**

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/27-8.1.
410 ILCS 45/7.1 and 315/2e.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 695.

ADOPTED: August 19, 2009

REVISED: August 17, 2011; August 14, 2013

Students

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the

posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below;

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

~~Mark Fredisdorf~~ **Dave Palzet**, Superintendent

Name

7450 S. Wolf Road, Burr Ridge, IL 60527

Address

~~mfredisdorf@d107.org~~ **dpalzet@d107.org**

Email

708-784-2170

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Educational Framework*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing or intimidating a another student .
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
 - h. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILS 49 Children's Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

ADOPTED: August 19, 2009

REVISED: August 17, 2011; October 15, 2014

Students

Student Discipline

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's instructions. **The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.**
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly or dilated pupils.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally in or in part of the refusal of the student's parent/guardian to administer or consent to the administration or psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Parent/Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A parent/student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, and 5/31-3.
23 Ill.Admin.Code §1.280.

ADOPTED: February 20, 2008

REVISED: August 19, 2009, August 18, 2010; September 19, 2012; August 14, 2013

Students

Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school; (2) **emphasize that hazing and bullying activities are strictly prohibited**; and (3) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board as part of the Parent/Student Handbook.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, instruction on steroid abuse prevention **to students in grades 7 and 8 participating in these programs.** ~~shall be provided.~~

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).
105 ILCS 5/24-24, 5/27-23.3.

ADOPTED: February 20, 2008

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian and physician. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®), (Twinjet) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian and physician have completed and signed a "School Medication Authorization Form" and emergency plan for the EpiPen® and Twinjet. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Parent/Student Handbook and shall provide a copy to the parents/guardians of students.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.*

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District's prescription for **undesignated** school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30

ADOPTED: February 20, 2008

REVISED: August 14, 2013

Students

Student Fund-Raising Activities

~~Students should not be used to promote fund raising activities by non school sponsored groups except those which are of a school wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.~~

~~Fund raising plans approved by the Building Principal shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student activities.~~

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.
7. Any fund-raising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement of any message's content by the District."

LEGAL REF.: 105 ILCS 5/10-20.19(3).

ADOPTED: March 20, 1996

REVISED: February 20, 2008



Sheet Metal Workers' International Association
Local Union 265

205 Alexandra Way, Carol Stream, IL 60188

Phone (630) 668-0110 | Fax (630) 668-0932

Date: June 12, 2015

Pleasantdale SD 107 (School District)
7450 S Wolf Rd
Burr Ridge, IL 60527
Business Phone: (708) 784-2013
Business Fax: (708) 246-0161

117161031-12-31-2015

Freedom of Information Officer;

Under the Freedom of Information Act I'm requesting any and all information for summer construction and/or maintenance work planned for any building owned or leased by your school district which includes the scopes listed below. In addition, if any contracts have already been awarded, please include the names and contact information of those contractor(s) and/or sub-contractor(s).

HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems.

Architectural Metals used for weatherproofing and/or ornamental purposes.

Gutters and /or Downspouts.

New installation and/or replacement of lockers.

New installation and/or replacement of toilet partitions.

Kitchen Renovations.

The information requested can be faxed, emailed, or mailed to the address listed on this request; whichever is more convenient for you. **This FOIA is for private use.** If the required 5 day turnaround cannot be met, please contact me with your extension request.

Thank you for your cooperation and public service,

Robert A Baier

Robert A Baier

Email: bob@smw265.org
SMART Local 265
205 Alexandra Way
Carol Stream, IL. 60188
Email: bob@smw265.org

Catherine Chang

From: Catherine Chang
Sent: Thursday, June 18, 2015 5:32 PM
To: 'Robert Baier'
Subject: FOIA Request

Dear Mr. Baier,

Thank you for writing to Pleasantdale School District 107 with your request for information, dated June 12, 2015, pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. Specifically, you requested for "any and all information for summer construction and/or maintenance work planned for any building owned or leased by the school district which includes the scopes listed below and to include the names and contact information of those contractor(s) and/or subcontractor(s) if any contracts have already been awarded:

- HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems
- Architectural Metals used for weatherproofing and/or ornamental purposes
- Gutters and/or Downspouts
- New installation and/or replacement of lockers
- New installation and/or replacement of toilet partitions
- Kitchen renovations."

Currently, the District does not have any summer work scheduled for the scope you listed.

Sincerely,
Catherine Chang
Freedom of Information Officer
Pleasantdale School District 107
708-784-2172

cc: Board of Education

2015 Summer Academy Enrollment

Grade Level	Reading	Math
1 & 2 combined	15	10
3	11	8
4 & 5 combined	12	15
6	5	6
7 & 8 combined	10	6
Total	53	45

2014 Summer Academy Enrollment

Grade Level	Reading	Math
1	12	10
2	14	10
3	8	7
4 & 5 combined	18	15
6	7	6
7 & 8 combined	8	9
Total	67	57

2013 Summer Academy Enrollment

Grade Level	Reading	Math
1	6	5
2	10	8
3	6	8
4	6	5
5 & 6 combined	8	9
7 & 8 combined	6	7
Total	42	42

2012 Summer Academy Enrollment

Grade Level	Reading	Math
1	10	10
2	9	7
3 & 4 combined	9	10
5 & 6 combined	13	11
7 & 8 combined	8	9
Total	49	47

2011 Summer Academy Enrollment

Grade Level	Reading	Math
1 & 2 combined	13	9
3	8	8
4	7	7
5	10	12
6, 7 & 8 combined	11	14
Total	49	50

Pleasantdale School District 107

Administrative Office • 7450 S. Wolf Road • Burr Ridge, IL 60527
(708) 784-2013 • Fax: (708) 246-0161 • www.d107.org

July 10, 2015

To: Board of Education
From: Dave Palzet
Re: Hiring Status Report

Hiring for 2015-16

Matt Vandercar is in the process of interviewing candidates for the part-time preschool teacher.

John Glimco is in the process of reviewing candidates for resource position.

Mission

Ensure that each student is a passionate learner empowered with the Academic and social skills to responsibly choose and excel in life pursuits.