

Regular Meeting

Wednesday, April 17, 2019 7:00 PM

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

I. Roll Call / Visitors

II. Pledge of Allegiance

III. Open Forum: Board Policy 2:230 (those wishing to speak will be given time to address the Board regarding agenda or non-agenda items)

IV. * Consent Agenda (5 Minutes)

IV.A. Approve Regular Meeting Minutes of March 20, 2019

IV.B. Approve Closed Session Minutes of March 20, 2019

IV.C. Approve Payment of March Payroll/April Warrants

IV.D. Approve Board Policy 2:230 Public Participation at School Board Meetings...

IV.E. Approve FY20 Parent Student Handbook

IV.F. Approve Intergovernmental Agreement with LaGrange Library

IV.G. Approve April 2019 Personnel Report

V. Reports and Discussion Items

V.A. Informational Updates (25 Minutes)

V.A.1. Strategic Blueprint Update

V.A.2. Library Update

V.A.2.a. Approve Library Renovation Bid

V.B. Administration's Reports

V.B.1. Middle School Schedule Recommendation (15 Minutes)

V.B.2. Gym Floor Update (20 Minutes)

V.B.2.a. Approve Middle School Wood Athletic Flooring Replacement Bid

V.B.2.b. Approve Middle School Synthetic Flooring Replacement Bid

V.B.3. Review School Board (sec. 2) Board Policies (5 Minutes)

V.B.4. Review of Service Provider Bids/Contracts (10 Minutes)

V.B.5. Board of Education Information Requests (5 Minutes)

V.B.5.a. *Approve Board of Education Information Requests

VI. Items for Next Agenda: (5 Minutes)

VI.A. Organization of the Board, April 23, 2019 at 6:00 p.m. - Proclamation of Results; Oath of Office; Election of President, Vice President and Secretary; Appointment of Recording Secretary; Establish Regular Meeting Day, Time and Location.
May Meeting - Approve Middle School Schedule Recommendation; Approve FY19 Final School Calendar; Spanish Program Update and Recommendation; Summer Construction Update; Approve Paper Bid; Approve Cleaning Service Contract; Approve School Board (sec. 2) Board Policies; Food Service Update; and Hot Lunch fees.

VII. Open Forum: Board Policy 2:230 (those wishing to speak will be given time to address the Board regarding agenda or non-agenda items)

VIII. Closed Session (30 Minutes)

VIII.A. Litigation, when an action against, affecting or on behalf of the particular district has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probably or imminent, in which case the bias for the finding shall be recorded and entered into the closed meeting minutes.

IX. Action Item: Approve legal council to draft a letter to the Lyons Township Treasurers Office regarding the LTHS 204 lawsuit.

X. Written Reports

X.A. FOIA

XI. Adjournment

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Administration Building 7:00 p.m.– 9:33 p.m. March 20, 2019

Members Present:

- Mark Mirabile, Presiding Officer
- Jon Buralli
- Mary Lenzen
- Michael Rak
- Kristin Violante

Absent:

- Vipul Dedhia
- David Negron

ROLL CALL AND VISITORS

Present with Superintendent Dave Palzet were staff members Erika Sawosko, Jennifer Ban, Frank Adams, Kathleen Tomei, Debbie Lubeck, Griffin Sonntag, Brianne Malatt, Karyn Lisowski and Carrie Castaldo; Kevin Gordon, Kriha Law.

PLEDGE OF ALLEGIANCE

Elementary school teachers involved in co-teaching shared a video of their work and lead the pledge of allegiance.

ACTION NO. 24 Consent Agenda

Motion by Violante, seconded by Lenzen, that the Board of Education approve the amended (due to a change in a bill amount) consent agenda consisting of: regular meeting minutes of February 20, 2019; closed session meeting minutes of February 20, 2019; payment of February Payroll/March Warrants; General Counsel – Kriha Law Firm; Pleasant Dale Park District Before and After School Program Intergovernmental Agreement; FY20 Preliminary Staffing Recommendation; and March 2019 Personnel Report consisting of the retirement of Maureen Olsen and Wendy Rydberg at the end of the 2018-19 school year, Char Reschke effective January 15, 2020, Jeanne Williamson, Kristin McFadden, Judy Johnson, Kay Lewellyan and John Reid effective the end of the 2019-20 school year; resignation of Joy Tristano, resource teacher, effective April 23, 2019; extension of Fred Bell’s unpaid disability leave; honorable dismissal of Corey Gallai; and reemployment of certified personnel. Motion carried by a roll call vote of 5 ayes (Buralli, Lenzen, Mirabile, Rak, Violante) abstain – Dedhia, Negron.

REPORTS AND DISCUSSION ITEMS

Library Update

Superintendent Palzet reported over the course of the last month, the administration and our librarian met with our district architects to review the specs of the project. The bid package is expected to be completed on time which puts the project on schedule. The bid opening is scheduled for April 11th, and the Board will have the opportunity to accept the bids at the April Board of Education meeting. Our school libraries often serve as a library space for our families over the summer. With the proposed construction, we would not be able to offer this service to our families. We have been working with the LaGrange Public Library to provide temporary library services to our families, free of charge, while our school libraries undergo construction. The final plan to provide temporary library cards to our families will be on the April Board agenda for approval.

Strategic Blueprint Update

Dr. Palzet provided the Board an update on the focus of the Strategic Blueprint for the 2019-20 school year. Through the Strategic Blueprint, the district has updated facilities, enhanced professional development, and (most importantly) improved the student experience and student outcomes. There is great pride in the complete work, and the administration knows that true change and improvement must be sustainable. Therefore, the district will not take on new action steps for the 2019-20 school year. Instead, the plan is to take the next year to reflect on and refine the work that has been started. This does not mean we will stop the good work taking place. The administration expects to work just as hard to enhance our schools and improve what is done for kids. The goals are to ensure that the seeds we've planted take root and to perfect our current initiatives.

Professional Learning Update

Assistant Superintendent Dr. Jennifer Ban provided the Board with an update on the district's professional learning plan. Dr. Ban stated that over the course of the year, the district has worked hard to improve our professional learning plan. Professional learning falls under the Strategic Blueprint goal of Building Human Capital, which focuses on engaging our teachers in relevant, timely, pertinent, and personalized professional development. Dr. Ban reviewed the professional learning that teachers engaged in over the course of the year including instructional coaching, math, and writing trainings. Likewise, she reviewed the professional learning plan for the summer and the 2019-20 school year. All professional learning supports the outcomes of our Strategic Blueprint.

FY20 Parent/Student Handbook

The Board of Education reviewed and discussed the Parent/Student Handbook. Each year, our principals meet with a committee of parents and teachers to review the parent/student handbook. The purpose of the handbook is to ensure that parents, students, and schools have clear guidelines for ensuring the success of our students. The committee's handbook suggestions included updates which reflect changes in state law and model policy. "Parent/Student Handbook Approval" will be on the consent agenda at the April Board of Education meeting.

Program Cost Analysis

Having a true cost accounting of our non-mandated or fee-based programs allows the Board and the administration to make good decisions about the future of these programs. Business Manager Frank Adams reviewed the cost analysis of our 1:1 student computing program.

Review of Board Policy 2:230 Public Participation at School Board Meetings...

In order to ensure our current Board policy on topic of public comment meets the latest updates to the open meetings act, the Board considered recommendations to policy 2:230. The changes outline the length of time a community member can speak on a given topic and the amount of time allocated to each topic.

School Improvement Plan Update

Principals Ms. Tomei and Mr. Sonntag updated the Board on the progress made on each schools' improvement plan. These plans support and are a reflection of our district Strategic Blueprint. Highlights of the plan include the implementation of math and writing programs, implementation of the co-teaching model, safety upgrades, and improved grade-to-grade transitions.

eLearning Day Review

On February 19, the district launched the first eLearning day as a way to make up one of our three school closures this year. Dr. Palzet provided the Board with background on the eLearning day, how the day was structured, and the outcomes of our stakeholder surveys

about the eLearning day. While there are some improvements that can be made to our eLearning plan, the overall perception of the day was that it was a great success. The administration plans to hold another eLearning day on April 19 and the final make-up day will be a regular school day on April 22.

Board of Education Information Requests

No requests were made at this time.

NEXT AGENDA

Items submitted for the April agenda include: Middle School Schedule Recommendation; Approve Library Bids; Discuss Summer Construction Projects; Review School Board (sec. 2) Board policies; Review of Service Provider Contracts/Bids; Approve Board Policy 2:230.

OPEN FORUM

Board member Buralli thanked Mr. Tatina and Mr. Ratcliff for the work they did on the middle school play. He also commented that the lights in front of the middle school have been flashing 24 hours a day.

Board Vice President Violante thanked Mr. Emso and Mr. Reid for the fantastic job they do coaching volleyball with the grade 7 girls finishing in 1st place and grade 8 finishing in 2nd place.

ACTION NO. 25

Closed Session

Motion by Violante, seconded by Rak, that the Board of Education go into closed session at 8:18 p.m. discuss appointment, employment, compensation, discipline, performance, or dismissal of specific employees to the District; student disciplinary cases; and Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the findings shall be recorded and entered into the closed meeting minutes; Motion carried by a roll call vote of 5 ayes (Buralli, Lenzen, Mirabile, Rak, Violante) abstain – Dedhia, Negron.

The Board came out of closed session at 9:32 p.m.

ADJOURNMENT

Motion by Buralli, seconded by Lenzen, that the regular meeting adjourns at 9:33 p.m. Voice vote. Motion carried.

App. ___ President _____ Secretary _____

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1243 04/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boehnke, Karla M						
Check Group:						
Reimburse for classroom book purchases at the book fair		1 0		V726331 4/2/2019	10.5.1001.4017.100.0000	\$119.88
					Check #: 0	
						PO/InvoiceTotal: \$119.88
						Vendor Total: \$119.88
Emso, Almir						
Check Group:						
Reimburse for tuition		1 0		V838836 4/10/2019	10.5.2213.2300.300.0000	\$1,200.00
					Check #: 0	
						PO/InvoiceTotal: \$1,200.00
						Vendor Total: \$1,200.00
Griffin, Kerri A						
Check Group:						
Reimburse for classroom book purchases at the book fair		1 0		V615020 4/2/2019	10.5.1001.4103.100.0000	\$195.28
					Check #: 0	
						PO/InvoiceTotal: \$195.28
						Vendor Total: \$195.28
Lasko, Niki						
Check Group:						
Reimburse for classroom supplies		1 0		V483442 4/8/2019	10.5.1002.4019.200.0000	\$14.85
					Check #: 0	
						PO/InvoiceTotal: \$14.85
						Vendor Total: \$14.85
Lorimer, Jolene M						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1243

04/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimburse for instruction books		1	0	V166287 4/2/2019	10.5.1001.4017.100.0000	\$87.99
					Check #: 0	
						PO/InvoiceTotal: \$87.99
						Vendor Total: \$87.99
Macek, Stephanie						
Check Group:						
Reimburse for classroom book purchases at the book fair		1	0	V447820 4/2/2019	10.5.1001.4103.100.0000	\$195.28
					Check #: 0	
						PO/InvoiceTotal: \$195.28
						Vendor Total: \$195.28
Maly, Terry E						
Check Group:						
Reimburse for post testing "goody box"		1	0	V681168 4/10/2019	10.5.1001.4018.100.0000	\$231.00
					Check #: 0	
						PO/InvoiceTotal: \$231.00
						Vendor Total: \$231.00
Marrari, Juliette L						
Check Group:						
Reimburse for classroom book purchases at the book fair		1	0	V215925 4/2/2019	10.5.1001.4002.100.0000	\$43.94
Reimburse for tuition		1	0	V570638 4/10/2019	10.5.2213.2300.300.0000	\$1,200.00
Reimburse for art project materials		1	0	V606329 4/3/2019	10.5.1001.4002.100.0000	\$38.53
					Check #: 0	
						PO/InvoiceTotal: \$1,282.47
						Vendor Total: \$1,282.47

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1243 04/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Merchant, Dana						
Check Group:						
Misc gifted materials		1 0		V741039 4/2/2019	10.5.1650.4000.200.0000	\$78.30
					Check #: 0	
					PO/InvoiceTotal:	\$78.30
					Vendor Total:	\$78.30
Sonntag, Griffin L						
Check Group:						
Reimburse for mileage/Outdoor Ed		1 0		V7873 4/8/2019	10.5.2410.3320.200.0000	\$109.16
					Check #: 0	
					PO/InvoiceTotal:	\$109.16
					Vendor Total:	\$109.16
Tomei, Kathleen J						
Check Group:						
Reimburse for book purchases at the book fair		1 0		V383012 4/2/2019	10.5.2410.4000.100.0000	\$42.34
					Check #: 0	
					PO/InvoiceTotal:	\$42.34
					Vendor Total:	\$42.34
Windisch, Amy						
Check Group:						
Reimburse for classroom book purchases at the book fair		1 0		V806132 4/2/2019	10.5.1001.4103.100.0000	\$195.28
					Check #: 0	
					PO/InvoiceTotal:	\$195.28
					Vendor Total:	\$195.28

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1243

04/19/2019

Fiscal Year: 2018-2019

Vendor Remit Name
Description

Vendor #

QTY

PO No.

Invoice
Invoice Date

Account

Amount

Grand Total:

\$3,751.83

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
All-Types Elevators Inc						
Check Group:						
Srv elevator-admin bldg		1 0		9839639 3/21/2019	20.5.2540.3201.200.0000	\$508.00
Mar semi annual inspection/lift		1 0		9839873 3/31/2019	20.5.2540.3201.200.0000	\$139.00
Mar elevator maintenance		1 0		9839874 3/31/2019	20.5.2540.3201.200.0000	\$112.00
Mar elevator maintenance		1 0		9840525 3/31/2019	20.5.2540.3201.100.0000	\$144.00
Check #: 0						
PO/InvoiceTotal:						\$903.00
Vendor Total:						\$903.00
Amanda Davis						
Check Group:						
Reimburse for MS musical costumes and supplies		1 0		V761831 4/9/2019	10.5.1500.4031.200.0000	\$379.12
Check #: 0						
PO/InvoiceTotal:						\$379.12
Vendor Total:						\$379.12
Amazon Capital Services, Inc						
Check Group:						
AmazonBasics Nylon Braided USB A to Lightning Compatible Cable - Apple MFi Certified - Dark Grey, 3-Foot, 10-Pack		3	190500	1MFT-9KX9-MH9 X 4/3/2019	10.5.2225.4000.100.0000	\$203.97
Check #: 0						
PO/InvoiceTotal:						\$203.97
Vendor Total:						\$203.97
AT&T						
Check Group:						

Pleasantdale School District 107

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mar 25-Apr 24 phone chg		1	0	630662013903-19 3/25/2019	20.5.2540.3400.100.0000	\$209.70
Mar 25-Apr 24 phone chg		1	0	630662013903-19 3/25/2019	20.5.2540.3400.200.0000	\$210.21
Mar 16-Apr 15 phone chg		1	0	630R06123503/19 3/16/2019	20.5.2540.3400.300.0000	\$791.54
Mar 16-Apr 15 phone chg		1	0	630R06123503/19 3/16/2019	20.5.2540.3400.200.0000	\$599.49
Mar 16-Apr 15 phone chg		1	0	708R06290003/19 3/16/2019	20.5.2540.3400.100.0000	\$673.60
				Check #: 0		
					PO/InvoiceTotal:	\$2,484.54
					Vendor Total:	\$2,484.54
AT&T Long Distance						
Check Group:						
Feb 4-Mar 4 long distance chg		1	0	V564708 3/6/2019	20.5.2540.3400.100.0000	\$15.62
Feb 4-Mar 4 long distance chg		1	0	V564708 3/6/2019	20.5.2540.3400.200.0000	\$18.66
Feb 4-Mar 4 long distance chg		1	0	V564708 3/6/2019	20.5.2540.3400.300.0000	\$9.33
				Check #: 0		
					PO/InvoiceTotal:	\$43.61
					Vendor Total:	\$43.61
Automated Logic Corporation						
Check Group:						
Duct sensor/MS		1	0	229294 3/13/2019	20.5.2540.4000.300.0000	\$23.56
				Check #: 0		
					PO/InvoiceTotal:	\$23.56

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$23.56
Businessolver.com, Inc.						
Check Group:						
ACA 1095C employee statement mailing and postage		1 0		0052833 3/21/2019	10.5.2520.3100.300.0000	\$270.60
						Check #: 0
						PO/InvoiceTotal: \$270.60
						Vendor Total: \$270.60
Clear Alternative, The						
Check Group:						
Apr-Jun water cooler rental		1 0		44309 4/1/2019	10.5.2410.4000.100.0000	\$65.85
Apr-Jun water cooler rental		1 0		44488 4/1/2019	20.5.2540.4000.300.0000	\$110.85
						Check #: 0
						PO/InvoiceTotal: \$176.70
						Vendor Total: \$176.70
Climatemp						
Check Group:						
Service RTU for ES library		1 0		S13634 1/3/2019	20.5.2540.3200.100.0000	\$534.84
Air testing for unit vent		1 0		S13649 1/7/2019	20.5.2540.3200.100.0000	\$534.84
Roof top unit evaluations		1 0		S13799 1/23/2019	20.5.2540.3192.300.0000	\$1,495.34
Inspection and evaluation of rooftop HVAC		1 0		S14480 3/27/2019	20.5.2540.3192.300.0000	\$1,020.84
Replace RTU belt		1 0		S14481 3/27/2019	20.5.2540.3200.100.0000	\$174.15
						Check #: 0

Pleasantdale School District 107

Voucher Detail Listing

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$3,760.01</u>
						Vendor Total: <u>\$3,760.01</u>
Comcast						
Check Group:						
Apr dedicated internet		1	0	79143350 4/1/2019	20.5.2540.3400.100.0000	\$2,661.06
Apr dedicated internet		1	0	79143350 4/1/2019	20.5.2540.3400.200.0000	\$2,661.07
						Check #: 0
						PO/InvoiceTotal: <u>\$5,322.13</u>
						Vendor Total: <u>\$5,322.13</u>
DEMCO						
Check Group:						
Design Your Own Bookmarks Blank 6"x2" 100/Pkg 10 Colors		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$6.51
Marvel Be Super READ Bookmark 36/pkg.		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$4.18
Animal Fun Birthday Bookmarks 2" x 6" 6 Designs 200/Pkg		2	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$16.73
Googly Eyes Bookmarks 2" x 6" 6 Designs 200/Pkg		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$8.37
Scotch Heavy Duty Shipping Tape2Rls & Disp 1.88"Wx54.6Yds		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$26.40
Scotch Heavy Duty Shipping Tape1.88"Wx54.6 Yards 6 Rolls		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$46.74
Post-it Pop-Up Notes Refill 3" x 3" 12/Pkg		2	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$32.87
Sharpie Metallic Permanent Marker Silver 2/Pkg		4	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$20.64

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sharpie Fine Tip Marker Black 12/Pkg		3	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$54.59
magbox Acrylic Display For Standard Size Periodical 2/Box		1	190522	6581349 4/1/2019	10.5.2220.4000.100.0000	\$72.98
Check #: 0						
PO/InvoiceTotal:						\$290.01
Vendor Total:						\$290.01
Dominic Imburgia						
Check Group:						
Mar blog and website suport		1	0	V649634 4/3/2019	10.5.2310.3100.300.0000	\$63.20
Check #: 0						
PO/InvoiceTotal:						\$63.20
Vendor Total:						\$63.20
Elevator Inspection Service Company, Inc						
Check Group:						
Mar 19 elevator inspection/ES		1	0	83302 3/19/2019	20.5.2540.3192.300.0000	\$175.00
Check #: 0						
PO/InvoiceTotal:						\$175.00
Vendor Total:						\$175.00
Elim Christian School						
Check Group:						
Mar tuition		1	0	1000126-INV 3/31/2019	10.5.4220.6700.300.0000	\$5,666.24
Check #: 0						
PO/InvoiceTotal:						\$5,666.24
Vendor Total:						\$5,666.24
Emedco Inc						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crosswalk sign		1	0	9339651009 3/13/2019	20.5.2540.4000.300.0000	\$541.71
					Check #: 0	
					PO/InvoiceTotal:	\$541.71
					Vendor Total:	\$541.71
First Student, Inc						
Check Group:						
Mar regular bus route		1	0	11562054 3/27/2019	40.5.2550.3310.300.0000	\$44,700.48
Mar band route		1	0	11562054 3/27/2019	40.5.2550.3314.300.0000	\$2,832.64
Mar activity route		1	0	11562054 3/27/2019	40.5.2550.3313.300.0000	\$1,593.36
Mar math shuttle		1	0	11562054 3/27/2019	40.5.2550.3310.300.0000	\$1,024.96
Mar Kdg route		1	0	11562054 3/27/2019	40.5.2550.3310.300.0000	\$1,416.32
Boy's softball		1	0	46942 9/19/2018	40.5.2550.3311.300.0000	\$232.87
Girl's volleyball		1	0	82465 3/14/2019	40.5.2550.3311.300.0000	\$232.87
Girl's volleyball		1	0	82466 3/14/2019	40.5.2550.3311.300.0000	\$232.87
ES students to Morraine College Theatre		1	0	85852 3/28/2019	40.5.2550.3312.300.0000	\$522.60
Battle of the Books		1	0	85853 3/28/2019	40.5.2550.3312.300.0000	\$174.20
MS students-Scholastic Bowl		1	0	85854 3/28/2019	40.5.2550.3312.300.0000	\$174.20
MS band students to ES		1	0	85855 3/28/2019	40.5.2550.3312.300.0000	\$348.40

Pleasantdale School District 107

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MS students to Ronald McDonald House		1	0	85856 3/28/2019	40.5.2550.3312.300.0000	\$232.87
					Check #: 0	
						PO/InvoiceTotal: \$53,718.64
						Vendor Total: \$53,718.64
Franczek						
Check Group:						
Feb legal service/PTAB		1	0	189776 3/19/2019	10.5.2310.3180.300.0000	\$174.00
					Check #: 0	
						PO/InvoiceTotal: \$174.00
						Vendor Total: \$174.00
Frank Cooney Company						
Check Group:						
PantoSwing-Lupo, chair w/polypropylene seat and backrest, Red Dot (38cm), Dark Grey Seat and Black/Arctic Metal, 2 Component Glide		5	190328	68821 11/9/2018	20.5.2540.4000.100.5000	\$540.00
					Check #: 0	
						PO/InvoiceTotal: \$540.00
						Vendor Total: \$540.00
FSCI						
Check Group:						
Review life safety drawings for ES and MS library projects		1	0	2019-603 4/8/2019	20.5.2530.3100.300.0000	\$1,275.00
					Check #: 0	
						PO/InvoiceTotal: \$1,275.00
						Vendor Total: \$1,275.00
GCA Services Group						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

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Fiscal Year: 2018-2019

Vendor Remit Name Description:	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apr custodial service		1	0	975707 4/1/2019	20.5.2540.3220.300.0000	\$17,862.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$17,862.00</u>
						Vendor Total: <u>\$17,862.00</u>
Gopher Athletic						
Check Group:						
tennis twist ball machine		1	190493	9578451 3/22/2019	10.5.1001.4009.100.0000	\$373.23
cart traveler bag		1	190493	9578451 3/22/2019	10.5.1001.4009.100.0000	\$174.33
rainbow fast track scooters		1	190493	9578451 3/22/2019	10.5.1001.4009.100.0000	\$431.73
volleyballs		2	190493	9578451 3/22/2019	10.5.1001.4009.100.0000	\$278.46
roller racer		1	190493	9578451 3/22/2019	10.5.1001.4009.100.0000	\$146.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,404.00</u>
						Vendor Total: <u>\$1,404.00</u>
Grainger						
Check Group:						
Toilet bowl		1	0	9115165418 3/14/2019	20.5.2540.4000.300.0000	\$261.93
Toilet bowl		1	0	9115165426 3/14/2019	20.5.2540.4000.300.0000	\$154.50
String timmer		1	0	9136701225 4/4/2019	20.5.2540.4000.300.0000	\$231.29
					Check #: 0	
						PO/InvoiceTotal: <u>\$647.72</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$647.72
Grand Prairie Transit						
Check Group:						
Feb transportation		1 0		TRINV1002826 2/28/2019	40.5.2550.3315.300.0000	\$8,233.35
						Check #: 0
						PO/InvoiceTotal: \$8,233.35
						Vendor Total: \$8,233.35
Groot Industries						
Check Group:						
April disposal/recycling		1 0		3182525 4/1/2019	20.5.2540.3210.300.0000	\$1,744.20
						Check #: 0
						PO/InvoiceTotal: \$1,744.20
						Vendor Total: \$1,744.20
Guitar Center Management						
Check Group:						
Shure R185BQ Replacement Cardiod Cartridge		1 0		3342618309 3/13/2019	10.5.1001.4016.100.0000	\$167.96
						Check #: 0
						PO/InvoiceTotal: \$167.96
						Vendor Total: \$167.96
Hermitage Art Company, Inc						
Check Group:						
Graduation Program Cover No. 9819 (pack of 100)		6	190427	10161142 2/13/2019	10.5.1002.4021.200.0000	\$59.39
						Check #: 0
						PO/InvoiceTotal: \$59.39
						Vendor Total: \$59.39

Hodges Loizzi Eisenhammer Rodick & Kohn

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: Jan legal services		1 0		44549 1/31/2019	10.5.2310.3180.300.0000	\$2,262.68
					Check #: 0	
					PO/InvoiceTotal:	\$2,262.68
					Vendor Total:	\$2,262.68
Illinois Assoc of Sch Business Officials						
Check Group: Conf/Adams		1 0		V242336 4/11/2019	10.5.2520.3320.300.0000	\$220.00
					Check #: 0	
					PO/InvoiceTotal:	\$220.00
					Vendor Total:	\$220.00
Illinois School Services, Inc.						
Check Group: 1.75" Custom Brass Medallion with School Etching on Face, attached to a 1.5" Wide Royal Blue and White Neck ribbon and Class of 2019 on the back		100	190444	EEPLEAS19 4/4/2019	10.5.1002.4021.200.0000	\$815.00
					Check #: 0	
					PO/InvoiceTotal:	\$815.00
					Vendor Total:	\$815.00
Indoor Sciences, Inc						
Check Group: Mold inspection/ES		1 0		8502 3/26/2019	20.5.2540.3192.300.0000	\$650.00
					Check #: 0	
					PO/InvoiceTotal:	\$650.00
					Vendor Total:	\$650.00
Industrial Electric						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Fuses for roof top unit/MS		1 0		1034 4/10/2019	20.5.2540.4000.300.0000	\$74.70
Floor light		1 0		1035 4/10/2019	20.5.2540.4000.300.0000	\$18.00
Conduit hole puncher and drill bit		1 0		687 3/22/2019	20.5.2540.4000.300.0000	\$66.32
Check #: 0						
PO/InvoiceTotal:						\$159.02
Vendor Total:						\$159.02
Interprenet, Ltd						
Check Group:						
Interpreter services		1 0		81220 3/12/2019	10.5.1205.3100.300.0000	\$239.18
Check #: 0						
PO/InvoiceTotal:						\$239.18
Vendor Total:						\$239.18
Interstate Gas Supply, Inc						
Check Group:						
Feb gas sales		1 0		303916 3/29/2019	20.5.2540.4650.200.0000	\$3,224.85
Feb gas sales		1 0		303916 3/29/2019	20.5.2540.4650.100.0000	\$2,138.20
Check #: 0						
PO/InvoiceTotal:						\$5,363.05
Vendor Total:						\$5,363.05
ITR Systems						
Check Group:						
May 2019-Apr 2020 Burglar alarm monitoring		1 0		98380 3/15/2019	20.5.2540.3291.100.0000	\$359.40

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
May 2019-Apr 2020 Burglar alarm monitoring		1	0	98380 3/15/2019	20.5.2540.3291.200.0000	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$659.40
Vendor Total:						\$659.40
J & S Plumbing, Inc						
Check Group:						
Repair, replaced and rodded pipes/MS		1	0	182442 3/5/2019	20.5.2540.3200.200.0000	\$850.00
Repair drains in boys and girls washrooms		1	0	182693 3/1/2019	20.5.2540.3200.200.0000	\$389.00
Service plumbing pipes/MS		1	0	183815 3/7/2019	20.5.2540.3200.200.0000	\$1,250.00
Service faucet in Kdg room		1	0	183828 3/15/2019	20.5.2540.3200.100.0000	\$800.00
Check #: 0						
PO/InvoiceTotal:						\$3,289.00
Vendor Total:						\$3,289.00
Just A Dash Catering						
Check Group:						
Mar hot lunches/MS		1	0	PD 24/3-19 3/31/2019	10.5.2560.4040.300.0000	\$7,388.01
Mar hot lunches/MS		1	0	PD 24/3-19ES 3/31/2019	10.5.2560.4040.300.0000	\$7,567.00
Check #: 0						
PO/InvoiceTotal:						\$14,955.01
Vendor Total:						\$14,955.01
JW Pepper						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Singabahambayo		10	190530	1485756 4/3/2019	10.5.1002.4016.200.0000	\$26.15
Larger Than Life		20	190530	1485756 4/3/2019	10.5.1002.4016.200.0000	\$50.07
Ahrirang		20	190530	1485756 4/3/2019	10.5.1002.4016.200.0000	\$50.07
Hurling Down the Pine		10	190530	1485756 4/3/2019	10.5.1002.4016.200.0000	\$21.70
Check #: 0						
						PO/InvoiceTotal: <u>\$147.99</u>
						Vendor Total: <u>\$147.99</u>
Konica Minolta Business Solutions						
Check Group:						
March copier usage		1	0	9005569759 4/1/2019	20.5.2540.3290.200.0000	\$443.43
March copier usage		1	0	9005569759 4/1/2019	20.5.2540.3290.100.0000	\$486.84
March copier usage		1	0	9005569759 4/1/2019	20.5.2540.3290.300.0000	\$161.36
Check #: 0						
						PO/InvoiceTotal: <u>\$1,091.63</u>
						Vendor Total: <u>\$1,091.63</u>
LaGrange Area Dept Of Special Education						
Check Group:						
5th grade outdoor ed/Ladse staff member providing student accomadation support		1	0	FY19-321-107 4/8/2019	10.5.1500.1001.200.0000	\$670.82
Check #: 0						
						PO/InvoiceTotal: <u>\$670.82</u>
						Vendor Total: <u>\$670.82</u>

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LaGrange Lock & Safe						
Check Group:						
Door keys		1	0	18894 2/7/2019	20.5.2540.4000.300.0000	\$61.50
Check #: 0						
PO/InvoiceTotal:						\$61.50
Vendor Total:						\$61.50
Mac To School						
Check Group:						
Lenovo Chromebook 11", 1.5GHz Intel Celeron, 4GB RAM, 16GB SSD		1	190485	MTS70840 3/12/2019	10.5.2225.4000.200.0000	\$1,299.00
Check #: 0						
PO/InvoiceTotal:						\$1,299.00
Vendor Total:						\$1,299.00
Medical Device Depot Inc.						
Check Group:						
Per Quote #13905 for Clinton Upholstered Apron Couch with Double Drawer Storage, Pillow Wedge Headrest		1	190483	A95086 3/11/2019	10.5.1002.5501.200.0000	\$722.00
Door/Drawer Lock (Single)		1	190483	A95086 3/11/2019	10.5.1002.5501.200.0000	\$68.00
Shipping and Insurance		1	190483	A95086 3/11/2019	10.5.1002.5501.200.0000	\$192.85
Check #: 0						
PO/InvoiceTotal:						\$982.85
Vendor Total:						\$982.85
Nextera Energy Services						
Check Group:						
Dec 5-Jan 8 electric chg		1	0	357116497308 2/19/2019	20.5.2540.4660.100.0000	\$3,617.76

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dec 5-Jan 8 electric chg		1	0	357116497308 2/19/2019	20.5.2540.4660.200.0000	\$5,765.71
					Check #: 0	
						PO/InvoiceTotal: \$9,383.47
						Vendor Total: \$9,383.47
Nicor Gas						
Check Group:						
Feb 14-Mar 19 heating chg		1	0	34-43-97-0000 5-3/19 3/21/2019	20.5.2540.4650.200.0000	\$1,279.57
Feb 16-Mar 21 heating chg		1	0	91-17-97-0000 9-3/19 3/22/2019	20.5.2540.4650.100.0000	\$617.58
					Check #: 0	
						PO/InvoiceTotal: \$1,897.15
						Vendor Total: \$1,897.15
Oak Brook Office Solutions						
Check Group:						
HP DesignJet 110 Plus		1	190484	51521 2/28/2019	10.5.2225.3200.200.0000	\$40.00
HP DesignJet 110 Cutter		1	190484	51521 2/28/2019	10.5.2225.3200.200.0000	\$135.00
HP DesignJet 110 Black Printhead		1	190484	51521 2/28/2019	10.5.2225.3200.200.0000	\$68.00
HP DesignJet 110 Color Printheads		3	190484	51521 2/28/2019	10.5.2225.3200.200.0000	\$218.85
					Check #: 0	
						PO/InvoiceTotal: \$461.85
						Vendor Total: \$461.85
Omni Group						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mar participant fee		1 0		1904-7231 4/1/2019	10.5.2520.3100.300.0000	\$13.50
					Check #: 0	
						PO/InvoiceTotal: \$13.50
						Vendor Total: \$13.50
Pleasantdale Elementary School						
Check Group:						
Reimburse for markers		1 0		V278161 4/10/2019	10.5.1001.4102.100.0000	\$22.81
					Check #: 0	
						PO/InvoiceTotal: \$22.81
						Vendor Total: \$22.81
Precision Control Systems						
Check Group:						
Service RTU/ES		1 0		SB26677 3/19/2019	20.5.2540.3200.100.0000	\$445.50
					Check #: 0	
						PO/InvoiceTotal: \$445.50
						Vendor Total: \$445.50
ProShred						
Check Group:						
Shredding service		1 0		1001126219 3/29/2019	20.5.2540.3210.300.0000	\$170.00
					Check #: 0	
						PO/InvoiceTotal: \$170.00
						Vendor Total: \$170.00
Quinlan & Fabish Music Co						
Check Group:						
Trumpet mouthpiece		1 0		11084785 2/4/2019	10.5.1001.4016.100.0000	\$56.00

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Toot 2.0		1	0	11093579 2/7/2019	10.5.1001.4016.100.0000	\$1,871.22
Custom timpani mallets		1	0	11170136 3/12/2019	10.5.1001.4016.100.0000	\$29.99
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,957.21</u>
						Vendor Total: <u>\$1,957.21</u>
R & M Specialties, Ltd.						
Check Group:						
3/4" x 17 1/2" Sublimated Lanyards w/detachable buckle, full color imprint on both sides, & Neck Breakaway per quote		100	190287	69145 3/14/2019	10.5.2410.3600.200.0000	\$225.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$225.00</u>
						Vendor Total: <u>\$225.00</u>
Research Press						
Check Group:						
tough kid social skills book		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$38.50
stop that angry thought		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$24.19
the tough kid tool box		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$44.00
I can problem solve		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$51.69
tough kid book		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$44.00
connecting with others		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$47.29

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Born for greatness		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$13.08
bee still		1	190496	F627873 3/20/2019	10.5.2110.4000.100.0000	\$19.79
Check #: 0						
PO/InvoiceTotal:						\$282.54
Vendor Total:						\$282.54
Robert Crown Center for Health Education						
Check Group:						
Invoice #2019552 for 7th Grade Presentation on 5/1/2019 and 5/2/2019 for Science Behind Drugs - Influencers		30	190527	2019552 5/1/2019	10.5.1002.4004.200.0000	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00
Runco Office Supply						
Check Group:						
3 oz cold cups		6	190481	740470-1 3/13/2019	10.5.1001.4104.100.0000	\$22.14
Check #: 0						
PO/InvoiceTotal:						\$22.14
Check Group:						
Learning count & build tot		2	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$33.98
Design & drill robot play set		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$12.99
washable school blue		3	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$49.80
washable yellow paint 1 gal		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$17.99

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washable violet paint		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$17.99
washable white paint		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$18.00
washable red paint		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$17.99
Primier Tempura paint Crayola		1	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$15.93
Black construction paper 50 sheets		4	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$7.92
Yellow construction paper 50 sheets		4	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$7.92
Pink construction paper 50 sheets		4	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$8.12
Brown construction paper 50 sheets		4	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$7.92
white construction paper 50 sheets		4	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$7.92
Light green construction paper 50 sheets		8	190491	740961-0 3/15/2019	10.5.1125.4000.100.0000	\$11.12
Learning count & build tot		2	190491	740961-1 3/19/2019	10.5.1125.4000.100.0000	\$33.98
Design & drill robot play set		3	190491	740961-1 3/19/2019	10.5.1125.4000.100.0000	\$38.97
					Check #: 0	
						PO/InvoiceTotal: <u> </u> \$308.54
Check Group:						
10-Ply string ball		3	190507	741898-0 3/25/2019	10.5.1001.4104.100.0000	\$16.35
					Check #: 0	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal:
						\$16.35
Check Group:						
Remanufactured Q5950A (643A) Toner, Black		2	190529	742742-0 4/2/2019	10.5.2225.4000.200.0000	\$309.98
Remanufactured Q5951A (643A) Toner, Cyan		3	190529	742742-0 4/2/2019	10.5.2225.4000.200.0000	\$599.97
Remanufactured Q5952A (643A) Toner, Yellow		2	190529	742742-0 4/2/2019	10.5.2225.4000.200.0000	\$399.98
Remanufactured Q5953A (643A) Toner, Magenta		2	190529	742742-0 4/2/2019	10.5.2225.4000.200.0000	\$399.98
HP 87X (CF287X) High Yield Black Original LaserJet Toner Cartridge		5	190529	742742-0 4/2/2019	10.5.2225.4000.200.0000	\$1,671.45
Remanufactured Q5950A (643A) Toner, Black		1	190529	742742-1 4/5/2019	10.5.2225.4000.200.0000	\$154.99
						Check #: 0
						PO/InvoiceTotal:
						\$3,536.35
Check Group:						
Heavy duty binder 4", cap Red		1	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$18.99
Round ring binder 2" yellow		1	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$11.67
Rubber finger tips 11 1/2 medium		3	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$9.15
Round stic ballpoint pen, 1.3mm blk		2	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$15.02
Woodcase pencil, #2 yellow		1	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$2.04
Unruled index cards 3x5, white 100		2	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$0.96

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Index cards, 3x5 assorted, 100		2	190536	743034-0 4/4/2019	10.5.1001.4000.100.0000	\$3.12
Check #: 0						
PO/InvoiceTotal:						\$60.95
Check Group:						
D batteries		1	190547	743412-0 4/8/2019	10.5.1001.4000.100.0000	\$17.84
c batteries		1	190547	743412-0 4/8/2019	10.5.1001.4000.100.0000	\$13.25
Check #: 0						
PO/InvoiceTotal:						\$31.09
Check Group:						
3x3 90/pad miami colors		3	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$65.97
Flair bullett porous point stick pen .7mm		7	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$118.93
3x3 100 sheet original pads		3	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$55.05
3x3 BoraBora 12/pk		1	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$12.69
Pocket highlighter chisel tip asst 12 pk		7	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$69.23
Low odor dry erase marker chisel tim 16 set		7	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$104.93
Low odor dry erase marker fin tip 12/st asst		2	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$30.58
Rubber bands		1	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$8.99
Masking tap asst.		3	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$133.50

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Medium binder clips		7	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$4.13
Jumbo paper clips		2	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$12.38
Sharpie bullet pt flip chart markers		9	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$118.35
Chisel Pt 210 staples		3	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$13.08
Dry Erase Cleaner		7	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$237.93
shake n squeeze correction pen		1	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$10.89
correction tape		5	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$30.95
Easel Pads/flip charts unruled 27x34		5	190548	743545-0 4/9/2019	10.5.1205.4000.100.0000	\$100.00

Check #: 0

PO/InvoiceTotal: \$1,127.58

Vendor Total: \$5,103.00

School Nurse Supply Inc

Check Group:

Thermoscan Pro 6000 probe covers		1	190495	0733131-IN 4/4/2019	10.5.2130.4000.100.0000	\$102.65
5oz. wax lined flat bottom cup		6	190495	0733131-IN 4/4/2019	10.5.2130.4000.100.0000	\$35.52
Professional Towels		1	190495	0733131-IN 4/4/2019	10.5.2130.4000.100.0000	\$32.53
3/4"x3" Coverlet bandages		1	190495	0733131-IN 4/4/2019	10.5.2130.4000.100.0000	\$55.40

Check #: 0

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$226.10
						Vendor Total: \$226.10
School Specialty, Inc.						
Check Group:						
Tru Ray 18 x 24 White Construction Paper 50 sheets per pack		4	190486	208122544288 3/13/2019	10.5.1002.4019.200.0000	\$33.56
						PO/InvoiceTotal: \$33.56
Check Group:						
Cardstock Bright White 8.5 x 11 65 lb. 250 sheets		6	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$94.98
Copy Paper Bright Red 20 lb. ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$12.91
Copy Paper Bright Green 20 lb. ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$12.91
Copy Paper Bright Orange 20 lb. ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$12.91
Copier Paper Pulsar Pink 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Celestial Blue 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Venus Violet 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Plasma Pink 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Gravity Grape 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Orbit Orange 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Copier Paper Martian Green 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Sunburst Yellow 24 lb.ream		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Color Paper Rocket Red 24 lb.		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Color Paper Galaxy Gold 24 lb.		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copier Paper Blast-Off Blue		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$15.03
Copy Paper Turquoise-Kaleidoscope		1	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$16.05
Poster Board Railroad White 22 x 28 pack of 100		3	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$87.57
2 Pocket Folder Red Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
2 Pocket Folder Dk. Blue Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
2 Pocket Folder Black Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
2 Pocket Folder Green Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
2 Pocket Folder White Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
2 Pocket Folder Lt. Blue Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
Seal Recognition Citizenship		2	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$16.04
Pencils Ticonderoga #2 Striped pack of 10		20	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$81.60

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2 Pocket Folder Yellow Pack of 25		4	190487	208122544297 3/13/2019	10.5.1002.4105.200.0000	\$35.00
Check #: 0						
PO/InvoiceTotal:						\$745.30
Check Group:						
Mats Premium Precut Black 22 x 28, Pack of 10		1	190506	208122593252 3/22/2019	10.5.1002.4002.200.0000	\$50.65
Balance of cost of mats charged to Middle School Supplies		1	190506	208122593252 3/22/2019	10.5.1002.4000.200.0000	\$3.00
Check #: 0						
PO/InvoiceTotal:						\$53.65
Check Group:						
Glue All Now Stronger Elmers Gallon		2	190525	308103279408 4/4/2019	10.5.1002.4005.200.0000	\$32.10
Glue Stick 0.43 in. Diam X 4 in. Long All Temp Pack of 50		4	190525	308103279408 4/4/2019	10.5.1002.4005.200.0000	\$25.68
Felt 8 1/2 X 12 Sheets Assorted Pastels Set of 100		1	190525	308103279408 4/4/2019	10.5.1002.4005.200.0000	\$21.02
Iron Filings, Coarse 150 G		1	190525	308103279408 4/4/2019	10.5.1002.4005.200.0000	\$3.13
Mag Field Demonstrator SM		8	190525	308103279408 4/4/2019	10.5.1002.4005.200.0000	\$13.36
Check #: 0						
PO/InvoiceTotal:						\$95.29
Vendor Total:						\$927.80
Shaw Media						
Check Group:						
Legal ad for library renovations		1	0	03190070353 3/31/2019	10.5.2310.3500.300.0000	\$205.90
Check #: 0						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$205.90
						Vendor Total: \$205.90
STR Partners, Llc.						
Check Group:						
Project 18039.00-MS gym floor replacement		1 0		18039.00-3 3/25/2019	20.5.2530.3100.300.0000	\$4,650.00
Project 18106.00-ES and MS library		1 0		18106.00-2 3/25/2019	20.5.2530.3100.300.0000	\$44,800.00
						Check #: 0
						PO/InvoiceTotal: \$49,450.00
						Vendor Total: \$49,450.00
Tour Services, Inc						
Check Group:						
Motor coach for outdoor ed		1 0		322201901 3/22/2019	40.5.2550.3312.300.0000	\$3,700.00
						Check #: 0
						PO/InvoiceTotal: \$3,700.00
						Vendor Total: \$3,700.00
Trane						
Check Group:						
Filters		1 0		5939375 3/20/2019	20.5.2540.4000.300.0000	\$90.72
Tape		1 0		5956194 3/25/2019	20.5.2540.4000.300.0000	\$11.34
Wire		1 0		5986633 4/1/2019	20.5.2540.4000.300.0000	\$54.30
						Check #: 0
						PO/InvoiceTotal: \$156.36
						Vendor Total: \$156.36

Verizon

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Feb 24-Mar 23 phone chg		1	0	9826777298 3/23/2019	20.5.2540.3400.200.0000	\$92.13
Feb 24-Mar 23 phone chg		1	0	9826777298 3/23/2019	20.5.2540.3400.100.0000	\$92.11
Feb 24-Mar 23 phone chg		1	0	9826777298 3/23/2019	20.5.2540.3400.200.0000	\$92.11
				Check #: 0		
					PO/InvoiceTotal:	\$276.35
					Vendor Total:	\$276.35
VEX Robotics, Inc.						
Check Group:						
STEM LED		4	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$42.87
STEM Drive Shaft		3	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$17.67
STEM Shaft Collars		6	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$51.43
STEM 3/32 Hex		2	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$11.26
STEM 5/64 Hex		1	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$5.63
STEM Motor		2	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$32.16
STEM Screw		2	190498	367624 3/21/2019	10.5.1002.4005.200.0000	\$10.72
				Check #: 0		
					PO/InvoiceTotal:	\$171.74
					Vendor Total:	\$171.74

Village of Willow Springs

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1242 04/17/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Mar-Apr sewer chg		1	0	V246100 4/8/2019	20.5.2540.3700.100.0000	\$153.79
					Check #: 0	
						PO/InvoiceTotal: \$153.79
						Vendor Total: \$153.79
West 40 ISC #2						
Check Group:						
Fingerprinting/Nichen, J		1	0	19-2137 3/29/2019	10.5.2320.3901.300.0000	\$55.00
					Check #: 0	
						PO/InvoiceTotal: \$55.00
						Vendor Total: \$55.00
Wex Bank						
Check Group:						
Gas for truck		1	0	58722382 4/6/2019	20.5.2540.4640.300.0000	\$157.64
					Check #: 0	
						PO/InvoiceTotal: \$157.64
						Vendor Total: \$157.64
						Grand Total: \$214,738.50

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1207 03/05/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Educational Benefit Cooperative						
Check Group:						
March health ins-ER		1 0		V953380 3/1/2019	10.2.0481.0000.000.9944	\$78,220.88
March health ins-EE		1 0		V953380 3/1/2019	10.2.0481.0000.000.9943	\$18,867.34
March life ins		1 0		V953380 3/1/2019	10.2.0481.0000.000.9942	\$827.08
Check #: 0						
						PO/InvoiceTotal: <u>\$97,915.30</u>
						Vendor Total: <u>\$97,915.30</u>
Guardian - Appleton						
Check Group:						
March dental ins-ER		1 0		V525599 2/20/2019	10.2.0481.0000.000.9946	\$3,657.91
March dental ins-EE		1 0		V525599 2/20/2019	10.2.0481.0000.000.9945	\$2,645.32
March vision ins-EE		1 0		V525599 2/20/2019	10.2.0481.0000.000.9947	\$986.63
March vision ins-ER		1 0		V525599 2/20/2019	10.2.0481.0000.000.9948	\$216.19
Check #: 0						
						PO/InvoiceTotal: <u>\$7,506.05</u>
						Vendor Total: <u>\$7,506.05</u>
						Grand Total: <u>\$105,421.35</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1220 03/20/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Tumbleweed Press Inc						
Check Group:						
TumbleBook Library annual subscription		1	0	93534 4/30/2019	10.5.2220.4400.100.0000	\$124.79

Check #: 0

PO/InvoiceTotal:	\$124.79
Vendor Total:	\$124.79
Grand Total:	\$124.79

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1232 03/25/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Discovery Benefits						
Check Group:						
Feb FSA monthly fee		1 0		0000989491-IN 2/28/2019	10.5.2520.3100.300.0000	\$122.50

Check #: 0

PO/InvoiceTotal:	<u>\$122.50</u>
Vendor Total:	<u>\$122.50</u>
Grand Total:	\$122.50

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233

03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Mastercard-Mastercard Corp Client Pa						
Check Group:						
Home depot/screws, drill bits, wrenches		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$62.30
Home depot/screws, washers, bits		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$26.17
Menards/coat hooks/tape		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$135.14
Menards/shovels		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$36.98
Home depot/towels, air freshener, trowl, adhesive, simple green, fuse puller, bulbs		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$152.99
Home depot/insulation, plywood		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$83.80
Home depot/pebbles, knobs		1 0		AM-030519-RI 3/5/2019	20.5.2540.4000.300.0000	\$37.16
Party City/items purchased for Friday Night Live		1 0		CR-030519-00-RI 3/5/2019	10.5.1002.4018.200.0000	\$4.95
Spring Forest/student group lunch		1 0		CR-030519-00-RI 3/5/2019	10.5.1002.4018.200.0000	\$39.98
Walgreens/student of the month photo		1 0		CR-030519-00-RI 3/5/2019	10.5.1002.4018.200.0000	\$0.33
Tonys/PAWS breakfast items		1 0		CR-030519-00-RI 3/5/2019	10.5.1002.4018.200.0000	\$43.57
TotallyPromotional.com/outdoor ed backpacks		1 0		CR-030519-ACT-RI 3/5/2019	10.5.1002.6400.200.0000	\$180.63
Tax refund for backpacks		1 0		CR-030519-ACT-RI 3/5/2019	10.5.1002.6400.200.0000	(\$10.63)

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233

03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Custom Ink/outdoor ed hoodies		1	0	CR-030519-ACT-RI 3/5/2019	10.5.1002.6400.200.0000	\$1,405.93
Amazon/supplies for outdoor ed		1	0	CR-030519-ACT-RI 3/5/2019	10.5.1002.6400.200.0000	\$52.56
Admin academy/Lubeck		1	0	ES-030519-RI 3/5/2019	10.5.1205.3320.300.0000	\$211.68
ICE conf/McAtee		1	0	ES-030519-RI 3/5/2019	10.5.1001.3320.100.0000	\$200.00
ICE conf/Gallai/Szymczak		1	0	ES-030519-RI 3/5/2019	10.5.1002.3200.200.0000	\$330.00
Rackspace monthly fee/BOE email		1	0	ES-030519-RI 3/5/2019	10.5.2310.6400.300.0000	\$65.00
Constant Contact monthly fee		1	0	ES-030519-RI 3/5/2019	10.5.2320.4400.300.0000	\$45.00
File folders		1	0	ES-030519-RI 3/5/2019	10.5.2520.4000.300.0000	\$19.49
Quicken softward		1	0	ES-030519-RI 3/5/2019	10.5.2225.4700.100.0000	\$24.99
Quicken softward		1	0	ES-030519-RI 3/5/2019	10.5.2225.4700.200.0000	\$25.00
Custom Ink/outdoor ed hoodies and t-shirts		1	0	ES-030519-RI 3/5/2019	10.5.1002.6400.200.0000	\$1,400.00
Dunkin donuts/2nd cup of coffee		1	0	ES-030519-RI 3/5/2019	10.5.2320.4000.300.0000	\$38.47
Printable post cards		1	0	ES-030519-RI 3/5/2019	10.5.2320.4000.300.0000	\$13.48
Preschool screening supplies		1	0	ES-030519-RI 3/5/2019	10.5.1205.4000.100.0000	\$6.95
Laptop cas and cables		1	0	TM-030519-00-RI 3/5/2019	10.5.2225.4000.100.0000	\$87.71

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233

03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Misc classroom books		1	0	TM-030519-00-RI 3/5/2019	10.5.1125.4000.100.0000	\$224.95
Check #: 0						
PO/InvoiceTotal:						\$4,944.58
Check Group:						
Fellowes Safecut Rotary Trimmer 12-Inch Replacement Cutting Mats		2	190407	CR-030519-02-R E 3/5/2019	10.5.1002.4000.200.0000	\$25.80
Check #: 0						
PO/InvoiceTotal:						\$25.80
Check Group:						
6" Mini Red Heart Valentine's Day Centerpiece Decorations, 4ct.		1	190410	CR-030519-01-RI 3/5/2019	10.5.1002.4018.200.0000	\$12.99
Check #: 0						
PO/InvoiceTotal:						\$12.99
Check Group:						
Amazon Order #112-4166388-5998632 (for Science) for Yeonha Toys Pull Back Vehicles, 12 Pack Mini Assorted Vehicles		2	190421	CR-030519-05-RI 3/5/2019	10.5.1002.4012.200.0000	\$17.94
Hot Wheels Car & Mega Track Pack		1	190421	CR-030519-05-RI 3/5/2019	10.5.1002.4012.200.0000	\$19.99
Hot Wheels 20 Car Gift Pack (styles vary)		1	190421	CR-030519-05-RI 3/5/2019	10.5.1002.4012.200.0000	\$18.89
American Educational 2 Piece Economy Dynamics Car Set 5"		1	190421	CR-030519-05-RI 3/5/2019	10.5.1002.4012.200.0000	\$16.76
Check #: 0						
PO/InvoiceTotal:						\$73.58
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233

03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon #112-6464133-8369848 for DHZ Big Font Violet Gradient Keyboard Cover Silicone Skin (for Natalie Schmager)		1	190422	CR-030519-04-RI 3/5/2019	10.5.1002.4019.200.0000	\$6.89
Check #: 0						
PO/InvoiceTotal:						\$6.89
Check Group:						
Amazon Order #112-7176264-5814603 (for Maggie McCarter) for Amazon Basics Presharpened Wood Cased #2 HB Pencils, 150 Pack		3	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$32.70
120 Glitter Gel Pens Set		1	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$18.99
Smart Colored Pens (36 Colors)		1	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$13.99
Foonea Colorful Magic Bendy Flexible Sof Pencil with Eraser, package of 30		1	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$6.99
Amazon Order #112-1700129-459451 for Zebra Cadoodles Mechanical Pens, Pack of 40		1	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$13.49
Amazon Order #112-0378005-7540219 for Fun Express Mini Grip Mechanical Pencils (48 Pack)		1	190423	CR-030519-03-RI 3/5/2019	10.5.1002.4019.200.0000	\$10.44
Check #: 0						
PO/InvoiceTotal:						\$96.60
Check Group:						
Black & Decker dust buster		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$34.15
bic wit-oute		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$23.49
Chevron storage bag		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$9.99

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233 03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crayola classic markers		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$43.25
Arteza dry erase markers 36 pk		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$23.98
Arteza dry erase markers 52 pk		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$29.99
whiteboard eraser		1	190430	TM-030519-01-RI 3/5/2019	10.5.1001.4109.100.0000	\$7.99
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$172.84
Check Group:						
Amazon Order #112-8905557-4237846 for 100 pcs mixed Leaves		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$6.98
RedSky Trader Boatswains Whittle or Bosun Pipe: Nautical Collection		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$6.28
Forum Novelties, Fake Dynamite Party Decor		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$6.93
Amazon Order #112-6296104-6453869 for Shure RK376/2 Clips 1 Winscreen Replacement Kit		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$19.50
Amazon Order #112-4794348-2081809 for Clear-Com CC-26K-X4 Single Ear Lightweight Headset with XLR-4F Connector		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$205.00
eBoot 5 Pack Mini-size Lapel Headset Microphone Windscreen, Black		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$4.99
AmazonBasics AA Performance Alkaline Batteries (48 Count)		5	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$69.95
AmazonBasics 9 Volt Everyday Alkaline Batteries (8-Pack)		3	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$29.97

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1233

03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AmazonBasics D Cell Everyday Alkaline Batteries (12-Pack)		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$12.49
DearHouse I01732 84 Ft-12 Pack Artificial Ivy Leaf Plants Vine Hanging Garland Fake Foilage		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$12.88
Glowiu Flameless Window Candles (set of 4)		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$19.99
Buttons Galore FA127 Needle Arts, Multi		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$8.15
bbloop Medium Vintage Sewing Basket with Notions Package, Blue Peacock Style		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$19.99
Sulyn SUL51121 4 oz. Glitter Jar - Silver		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$5.99
Tiny Glass Vials, pack of 9, Assorted Sizes		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$8.88
Axe Sickle 24 pcs 10 ml Cork Stoppers Glass Bottles		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$8.99
Adventure Awaits - 2 pack Handmade Wooden Bow and Arrow Set		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$22.97
Twisted Manila Rope Hemp Rope (1/4 in. x 50ft.)		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$10.95
Shure RK355WS Black Foam Windscreen for SM93, Set of 4		1	190431	CR-030519-06-RI 3/5/2019	10.5.1500.4031.200.0000	\$14.49
Check #: 0						
						PO/InvoiceTotal: \$495.37
Check Group:						
NUOMI Credit Card Size Pocket magnifier Lens		2	190432	TM-030519-02-RI 3/5/2019	10.5.1001.4104.100.0000	\$17.98

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Voucher Detail Listing

Voucher Batch Number: 1233 03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Kinglake 8 Pcs 4"plastic flower pot		10	190432	TM-030519-02-RI 3/5/2019	10.5.1001.4104.100.0000	\$89.90
Check #: 0						
PO/InvoiceTotal:						<u>\$107.88</u>
Check Group:						
McGraw Hill Science Gr 2		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$28.00
DK Readers L2 the great Panda tale		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$3.99
Motion Science Readers		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$9.99
Balanced & Unbalanced Forces		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$7.46
Friction Science Readers		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$9.99
Solids, Liquids, & Gases		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$4.95
What is Matter		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$4.95
What are Atoms		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$4.95
Atoms & Molecules		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$3.99
Acids & Bases		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$8.95
National Geographic Little Kids 1st Book of Space		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$10.46
Saturn Planest: Dash! Level 3		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$22.77
From Hubble to Hubble		1	190433	TM-030519-03-RI 3/5/2019	10.5.1205.4000.100.0000	\$9.99

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$130.44
Check Group:						
Oukey Tactical Green Hunting Rifle Scope Sight Laser Pen, Demo Remote Pen Pointer Projector Travel Outdoor Flashlight, LED Interactive Baton Funny Laser Toy		1	190446	CR-030519-11-RI 3/5/2019	10.5.1500.4031.200.0000	\$15.99
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$15.99
Check Group:						
BIC dry erase marker fine pt		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$21.62
Gxin Ergonomic magnetic dry eraser		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$12.40
10 pk magnetic dry erase erasers		3	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$34.10
LegoLot of 10 Minifigures		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$22.18
Polly Pocket Hangout		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$113.71
Polly Pocket Polly doll		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$23.03
Mini doll 12-pk playset		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$26.88
Polly Pocket Adventure SUV		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$23.36
Hot Wheels 20 cars		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$19.54
Hot wheel track		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$10.33

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Voucher Detail Listing

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03/26/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Hot Wheel loop		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$15.47
Bratz 4 piece fashion pk		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$31.02
glue sticks 30 pk		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$15.50
Playmobil 3 horses		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$18.61
Create a space storage		4	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$71.20
Plastic caddies		2	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$28.86
push pins		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$6.22
scotch tape		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$20.67
60 pk glue stick		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$18.49
ETA hand2mind rulers		3	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$27.77
clipboards		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$15.88
5" school pk of kids sicissors		2	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$28.94
3 pk stackable desk file		5	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$97.58
erasable colored pencils		8	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$124.02
Kidsco foam dice		2	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$20.66

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Voucher Detail Listing

Voucher Batch Number: 1233 03/26/2019

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
desktop paper storage baskets		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$31.02
Frozen Little Kingdom		1	190449	TM-030519-04-RI 3/5/2019	10.5.1001.4109.100.0000	\$33.09
Check #: 0						
PO/InvoiceTotal:						\$912.15
Check Group:						
Chevron storage bag		5	190450	TM-030519-05-RI 3/5/2019	10.5.1001.4109.100.0000	\$49.95
whiteboard eraser		1	190450	TM-030519-05-RI 3/5/2019	10.5.1001.4109.100.0000	\$7.99
Check #: 0						
PO/InvoiceTotal:						\$57.94
Check Group:						
Education Week subscription		1	190451	TM-030519-06-RI 3/5/2019	10.5.2410.6400.100.0000	\$79.00
Check #: 0						
PO/InvoiceTotal:						\$79.00
Check Group:						
Amazon Order #112-3936030-4673830 for School Smart Folding Bristol Tagboard, 18 X 24 in., White, Pack of 100		9	190456	CR-030519-08-RI 3/5/2019	10.5.1002.4007.200.0000	\$337.14
Check #: 0						
PO/InvoiceTotal:						\$337.14
Check Group:						
Amazon Order #112-5797892-3843442 for "To Kill a Mockingbird: A Graphic Novel		8	190459	CR-030519-12-RI 3/5/2019	10.5.1002.4010.200.0000	\$130.48
Check #: 0						
PO/InvoiceTotal:						\$130.48
Check Group:						

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Voucher Detail Listing

Voucher Batch Number: 1233 03/26/2019

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Order #112-9217826-5737052 for Terror at Bottle Creek (Novel for Lit Circle for Annette Szymczak)		4	190460	CR-030519-17-RI 3/5/2019	10.5.1002.4010.200.0000	\$27.92
Check #: 0						
PO/InvoiceTotal:						\$27.92
Check Group:						
Amazon Order #112-4615651-0649866 for Expo Low Odor Dry Erase Markers, Chisel Tip Assorted, 36 Count, Multicolor		1	190461	CR-030519-19-RI 3/5/2019	10.5.1002.4019.200.0000	\$23.40
EXPO Low-Odor Dry Erase Markers, Fine Tip, Black, 36-Count		1	190461	CR-030519-19-RI 3/5/2019	10.5.1002.4019.200.0000	\$21.44
Amazon Order #112-1084658-6157802 for Scotch Magic Tape Writable, 3/4 x 1000 in. , boxed, 6 rolls		1	190461	CR-030519-19-RI 3/5/2019	10.5.1002.4019.200.0000	\$10.34
BIC Xtra-Life Mechanical Pencil, Medium Point, 40 Count		1	190461	CR-030519-19-RI 3/5/2019	10.5.1002.4019.200.0000	\$7.90
Salare 20 pcs. 12-inch wooden rulers		1	190461	CR-030519-19-RI 3/5/2019	10.5.1002.4019.200.0000	\$8.19
Check #: 0						
PO/InvoiceTotal:						\$71.27
Check Group:						
Amazon Order #112-7563229-7010622 for Amazon Basics Pre-sharpened Wood Cased #2 HB Pencils, 30 pack		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$4.99
Magnetic Poetry - Rock & Roll Kit - Words for Refrigerator Write Poems and Letters and the Fridge		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$12.95
Samsill 100 Non-Glare Standard Weight Sheet Protectors, box of 100		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$8.99
Heroes and She-roes: Poems of Amazing and Everyday Heroes		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$14.39

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cesar: Si, se puede! Yes, we can!		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$6.49
Gel Pens Colors, set of 160 pens		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$19.99
Neenah Cardstock Heavy Weight White, 1 ream		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$11.99
Taboo Party Board Game		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$19.99
Scotch Magic Tape Refill, 6 rolls		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$10.34
Tickets Mini Accents Variety Pack, 6 packs		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$26.94
Sharpie Highlighters, chisel Tip, Assorted Colors, 12-Count		3	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$29.37
Amazon Discount		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	(\$0.96)
Amazon Order #112-3451067-5750662 for Springhill Colored Cardstock Paper, Ivory		1	190463	CR-030519-07-RI 3/5/2019	10.5.1002.4019.200.0000	\$13.56
				Check #: 0		
					PO/InvoiceTotal:	\$179.03
Check Group:						
Amazon Order #112-8504959-1754618 for Honeywell MK9540-32A38 VoyagerCG Handheld Barcode Reader		1	190465	CR-030519-10-RI 3/5/2019	10.5.2410.4000.200.0000	\$82.05
					Check #: 0	
					PO/InvoiceTotal:	\$82.05
Check Group:						
disposable 6" plates		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$18.48

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
post it super stick dry erase surface		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$465.86
Low odor dry erase markes		6	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$104.28
1.6" large binder clips		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$6.99
2" binder clips		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$9.79
mini Lavalier		48	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$575.52
Expo dry erase eraser		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$14.64
Whiteboard cleaning spray		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$15.12
8 oz dry erase spray bottle		1	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$11.38
fill in personal poster		3	190466	TM-030519-07-RI 3/5/2019	10.5.1001.4103.100.0000	\$40.29
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$1,262.35
Check Group:						
All the small poems & 14 more book		4	190467	TM-030519-08-RI 3/5/2019	10.5.1001.4102.100.0000	\$39.96
Check #: 0						
						PO/InvoiceTotal: <u> </u> \$39.96
Check Group:						
A terrible thing happened		1	190468	TM-030519-09-RI 3/5/2019	10.5.2110.4000.100.0000	\$8.45
Doll family of 7 African Americian		1	190468	TM-030519-09-RI 3/5/2019	10.5.2110.4000.100.0000	\$17.95

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Hape Asian wodden doll house		1	190468	TM-030519-09-RI 3/5/2019	10.5.2110.4000.100.0000	\$16.81
wireless mouse		1	190468	TM-030519-09-RI 3/5/2019	10.5.2110.4000.100.0000	\$22.41
Seanmi Dollhouse people		1	190468	TM-030519-09-RI 3/5/2019	10.5.2110.4000.100.0000	\$12.98
				Check #: 0		
					PO/InvoiceTotal:	<u>\$78.60</u>
Check Group: Amazon Order #112-0197358-5131432 for TOMSOO Dimmable LED Magnifying Glass with Light		1	190469	CR-030519-18-RI 3/5/2019	10.5.1002.4019.200.0000	\$37.99
				Check #: 0		
					PO/InvoiceTotal:	<u>\$37.99</u>
Check Group: Amazon Order #112-5210839-9773008 for Sani Professional Wipes, 300 per canister, 6 canisters per case		8	190470	CR-030519-09-RI 3/5/2019	10.5.1002.4000.200.0000	\$440.16
				Check #: 0		
					PO/InvoiceTotal:	<u>\$440.16</u>
Check Group: Amazon Order #112-2435181-1046623 for Classroom Keepers 30-Slot Mailbox, Blue (001318)		1	190471	CR-030519-13-RI 3/5/2019	10.5.1002.4009.200.0000	\$51.02
				Check #: 0		
					PO/InvoiceTotal:	<u>\$51.02</u>
Check Group: Amazon Order #112-8312395-1733058 for Pactogo 11" Aluminum Foil Pie Pans (Pack of 12)		1	190472	CR-030519-14-RI 3/5/2019	10.5.1002.4018.200.0000	\$12.95
Metal Whistles Pack of 12		1	190472	CR-030519-14-RI 3/5/2019	10.5.1002.4018.200.0000	\$7.49

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
GiftExpress 12 pcs. 33" Metallic Green Bead Necklaces		1	190472	CR-030519-14-RI 3/5/2019	10.5.1002.4018.200.0000	\$5.99
12-Pack Heavy Duty Green Plastic Tablecloths		1	190472	CR-030519-14-RI 3/5/2019	10.5.1002.4018.200.0000	\$17.69
				Check #: 0		
					PO/InvoiceTotal:	\$44.12
Check Group:						
Amazon Order #112-7871311-3604259 for Mylec Mini Foan Puck (3-pack)		2	190473	CR-030519-16-RI 3/5/2019	10.5.1002.4009.200.0000	\$29.38
A & R Sports Pro Series Lighting Speed Foan Pucks (2 per pack)		2	190473	CR-030519-16-RI 3/5/2019	10.5.1002.4009.200.0000	\$23.98
				Check #: 0		
					PO/InvoiceTotal:	\$53.36
Check Group:						
DuPage-ROE Course Registration for Workshop titled "The Ten Essentials of Collaborative Leadership" on 5/3/2019 8:00 a.m. - 3:00 p.m.		1	190474	CR-030519-15-RI 3/5/2019	10.5.2410.3320.200.0000	\$215.00
				Check #: 0		
					PO/InvoiceTotal:	\$215.00
Check Group:						
BIC Round Stic Xtra Life Ballpoint Pen, Medium Point, Black, 144 Count, 4-Pack		1	190475	CR-030519-20-RI 3/5/2019	10.5.1002.4000.200.0000	\$79.89
				Check #: 0		
					PO/InvoiceTotal:	\$79.89
					Vendor Total:	\$10,262.39
					Grand Total:	\$10,262.39

End of Report

March 2019 Revenue and Expenses

REVENUES	FY19-Budget	February FY19	YTD	% Realized
Education	\$ 11,353,788	\$ 3,745,835	\$ 10,547,453	92.9%
Oper & Maint	\$ 1,772,300	\$ 449,260	\$ 1,452,567	82.0%
Bond/Int	\$ 1,315,492	\$ 537,993	\$ 1,316,452	100.1%
Trans	\$ 959,262	\$ 235,104	\$ 774,454	80.7%
IMRF	\$ 457,124	\$ 96,128	\$ 388,134	84.9%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ 3,500	\$ -	\$ 2,583	73.8%
Tort	\$ 89,491	\$ 27,893	\$ 78,066	87.2%
Life Safety	\$ 3,943	\$ -	\$ 2,726	69.1%
Total	\$ 15,954,900	\$ 5,092,213	\$ 14,562,434	91.3%

EXPENSES	FY19-Budget	February FY19	YTD	% Used
Education	\$ 11,602,865	\$ 1,303,196	\$ 7,187,655	61.9%
Oper & Maint	\$ 1,976,987	\$ 88,458	\$ 837,683	42.4%
Bond/Int	\$ 1,898,686	\$ 356	\$ 1,878,231	98.9%
Trans	\$ 818,003	\$ 70,806	\$ 459,885	56.2%
IMRF	\$ 346,516	\$ 29,056	\$ 218,091	62.9%
Site/Construction	\$ -	\$ -	\$ -	-
Working Cash	\$ -	\$ -	\$ -	-
Tort	\$ 72,043	\$ -	\$ 75,045	104.2%
Life Safety	\$ 6,500	\$ 159	\$ 3,151	48.5%
Total	\$ 16,721,600	\$ 1,492,031	\$ 10,659,742	63.7%

School Board

Public Participation at School Board Meetings and Petitions to the Board

At each regular and special open meeting, the members of the public and District employees may comment to the School Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to ~~5 minutes~~ **3 minutes with only 15 minutes allotted per topic**. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than ~~5 minutes~~ **3 minutes**.
- ~~3. Abide by the Board President's authority to shorten or lengthen an individual's opportunity to speak. The President may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past 2 months.~~
4. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise covered in Board policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, *8:30 Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF.: 105 ILCS 5/10-6 and 5/10-16.

ADOPTED: June 18, 2008

REVISED: June 20, 2012

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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 of Education’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

Mark Mirabile (2019) President	630-734-1741
<i>7985 Woodside Lane, Burr Ridge 60527</i>	<i>mirabile@board107.org</i>
Kristin Violante (2021) Vice President	708-473-8672
<i>8226 Scenic Drive, Willow Springs 60480</i>	<i>violante@board107.org</i>
Mary Lenzen (2021) Secretary	630-201-0702
<i>8241 School Street, LaGrange 60525</i>	<i>lenzen@board107.org</i>
Jon Buralli (2021)	708-784-9462
<i>7243 Flagg Creek Drive, Indian Head Park 60525</i>	<i>buralli@board107.org</i>
Vipul Dedhia (2019)	708-539-3961
<i>11047 W. 72nd Street, Indian Head Park 60525</i>	<i>dedhia@board107.org</i>
David Negron (2019)	312-985-6179
<i>8524 Candlelight Drive West, Willow Springs 60480</i>	<i>negron@board107.org</i>
Michael Rak (2019)	708-467-0568
<i>8631 Dunbar, Willow Springs 60480</i>	<i>rak@board107.org</i>

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

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of each meeting is set aside for comments from visitors.

SCHOOLS AND STAFF

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

Superintendent:
Business Manager:
Director of Special Education:
Assistant Superintendent of Teaching and Learning
Superintendent's Secretary:
Bookkeeper:

Dr. Dave Palzet
[Frank Adams](#)
[Dr. Catherine Chang](#)
Deborah Lubeck
Dr. Jennifer Ban
Erika Sawosko
Teri Makutenas

Pleasantdale Elementary School (PreK-4)

8100 School Street
LaGrange, Illinois 60525
Telephone: (708) 246-4700
To report an absence: Log into Pickup Patrol

Principal: Kathleen Tomei

Secretary: [Terry Maly](#)
[Leah London](#)
Clerical Aide: [Sandra Nichin](#)
[Terry Maly](#)
Mascot: Eagle
Colors: Blue and White

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
or email: middleattendance@d107.org

Principal: Griffin Sonntag
Assistant Principal: [Brienne Malatt](#)
[Meg Knapik](#)

Secretary: Charlotte Reschke
Clerical Aide: Maria Cuevas
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

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Student Discipline	Classroom Teacher	Principal/Assistant Principal	Superintendent
Co-Curricular ← Athletics Activities	Coach/Sponsor	Office Staff	Principal/Assistant Principal
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	

See www.d107.org for complete list of phone numbers and email addresses.

1.35 – School Hours, Arrival/Departure Procedures

SCHOOL HOURS

Below are the normal school hours. See page [_____](#) for information about changes in start times due to inclement weather.

Pleasantdale Elementary

Bright Beginnings Preschool	9:10 - 11:40 a.m. morning session 12:40 - 3:10 p.m. afternoon session
Extended-day Kindergarten, 1 st – 4 th grade	8:40 a.m. - student arrival begins 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. - 12:00 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 8:20 a.m. classes begin Lunch periods start: 11:27 a.m. 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 Arrival

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- 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. [Students who are tardy disrupt their learning and the learning of other students.](#) Tardy students will receive a tardy slip which must be given to the classroom teacher.

Departure

- The school must be notified via Pickup Patrol by 2:30 p.m. of alternative transportation arrangements or attendance at after-school activities. 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. The front main doors are not dismissal points for children picked up after school.
- When a child does not [have](#) permission via Pickup Patrol regarding a change in pick-up, the child will be dismissed according to his/her default Pickup Patrol schedule.
- 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 to sign out their child.
- After School Departure – All busses load in the front of the building. At the end of the school day [or after school activities](#), 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 12:00 p.m. at the library doors.
- All preschool drop-off and pick-up will be at the preschool doors. Parents are to walk preschool students to the preschool door for drop-off and pick-up.

Pleasantdale Middle

- Early Arrival - Students arriving before 8:00 a.m. to partake in an activity [or receive morning academic help](#) must sign in on the computers in the main lobby. ~~StudentsIf students are arriving for morning academic help, they should make pre-arrangements with~~[secure a pass from](#) their teacher. ~~or supervisor in advance.~~
- Morning Arrival - When students arrive, 5th and 6th grade students must wait for the bell in the front of the school. 7th and 8th grade students ~~will~~[must](#) wait for the bell in the outside commons area. During inclement weather, 5th and 6th grade students [will](#) wait for the bell in ~~the front~~[hallway outside the north gym.](#) 7th and 8th grade students [will](#) wait for the bell in the lunchroom.
- ~~TardyLate Arrival~~- Students who are late to school must stop in the main 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 main 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 may be unavailable. For security reasons, cleaning crew members will not allow entrance to the building after school hours.

1.40 – Visitors/Volunteers

All visitors/[volunteers](#), 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/[volunteers](#) must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. [Visitors/volunteers will provide their driver's license or state ID to be scanned by our security system and kept in the office.](#) 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/[volunteers](#) 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 [and retrieve their ID.](#)

Visitors/[volunteers](#) are expected to abide by all school rules [and the visitor/volunteer guidelines](#) during their time on school property. A visitor/[volunteers](#) 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 Educational Opportunities**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.
- 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.~~

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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

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 adhere to the volunteer guidelines.

1.80 - 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.

1.84 - Birthdays

Birthdays – Pleasantdale Elementary

Birthdays are special occasions for children. Birthdays and half-birthdays are recognized at school. They receive a small gift from the office, announce their birthday over the intercom, and lead the school in the morning pledge and song. Sending birthday treats or gifts to school is not allowed. Children have the option of donating toward ~~at the recommended~~ birthday book in the library. ~~Parents~~ Parents will receive more information ~~about birthday books from~~ through the PTO.

The distribution of party invitations can often create a disturbance to the school environment. At times, school may not an appropriate place to communicate (birthday) party information. ~~Invitations often get misplaced, given to the wrong people, etc.~~ Parents ~~must be requested to~~ take care of birthday party invitations outside of school ~~for grades 2 through 4.~~

~~However, we also recognize that our youngest students (Preschool through first grade) may need to distribute invitations at school. Therefore, the below rules must be adhered to.~~

1. Distribution can only occur during non-instructional hours (before the start of class or at the end of the day) and to your child's classroom only.
2. To the greatest extent possible the child will be responsible for distribution, but staff will make ensure that all students in the class receive an invitation.
3. ALL children in the class must receive an invitation.
4. The invitations must be nondescript and not addressed to specific children but simply indicating the time, location, date, etc.

~~Grades two through four should not distribute party invitations at school.~~

Birthdays – Pleasantdale Middle

Student birthdays and half-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 ~~must be encouraged to~~ communicate individual birthday party information outside of school. Students are not allowed to decorate lockers in celebration of birthdays. The middle school ~~Spirit Squad~~ spirit squad may decorate student lockers on the students' birthdays or half-birthdays. ~~Grades five through eight should not distribute party invitations at school.~~

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 - Student Recognition

There are many opportunities at both schools for students to be recognized throughout the school year. Positive student recognition is an important part of both schools' child-centered philosophies.

1.87 - Parent Organizations

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Parent Teacher Organization (PTO)

The PTO actively strives to help parents and teachers cooperate in the education of children. PTO programs and fundraising 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 the PTO is located on the District web page.

Holiday Parties – Pleasantdale Elementary

PTO Room Reps will organize classroom parties for certain holidays during the school year. No food or candy will be served at holiday parties. –Valentine cards cannot include anything edible. Classroom parties will focus on holiday-related games and activities. Photos taken during parties will be shared in a school album and should not be posted on personal social media pages. ~~A nominal fee will be assessed for each child payable to the PTO.~~

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 School or District Offices. 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 ~~located~~maintained near the office in the elementary school and near the gymnasium in the middle school. If an article is lost, a child should first check with the classroom teacher, then the lost and found area. If an item is believed to have been left on a school bus, the student should report this as soon as possible to the main office.~~The lost and found area should be checked regularly as lost items usually end up in the lost and found.~~

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, social media, and communicated through local media channels.

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.

1.92 - 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. Personal cell phones and other communication devices possessed by students should be off and out of sight during the school day.

1.93 - Collection of Money

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

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. 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.

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Email/Voicemail/Website

Teachers and administration have email and voicemail 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 their child's current grade status in each subject by means of a web-based program called Skyward Family Access. ~~The quantity of homework assignments and current grade status vary depending on the age of the child.~~ 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.

Schoology Access

Our district uses a Learning Management System (LMS) called Schoology for students and parents to access information about class learning and assignments, including directions, resources, and due dates. Schoology can be accessed at <http://pleasantdale.schoology.com>. There will be opportunities for parents to receive instruction on how to access Schoology at the beginning of each year. Parents may contact the main office with questions about Schoology access at any point during the year.

Seesaw Access

Teachers in Pre-K-2nd grades may use a similar program called SeeSaw. Information about how to access this will come from the classroom teacher.

Curriculum Night

Pleasantdale Elementary and Middle schools host this important event on separate nights at the beginning of the school year. Parents will receive information regarding communication, homework, curriculum, classroom management, 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 during the week of Thanksgiving. [The middle school schedules additional conferences during 2nd trimester, as needed.](#)

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.
- Ingredients of food used as part of extracurricular activity (cooking club) will be identified and communicated to parents in advance.
- Food sold as concessions outside of the school day at school or PTO sponsored events must be prepackaged with the ingredients listed unless parents are notified in advance that 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 your child has diabetes and requires assistance with managing this condition while at school and school functions, a

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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.

1.140 - Suicide and Depression Awareness and Prevention

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. School Social Workers maintain resources and information that can be shared with families.

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, or have a religious reason requiring absence.~~

2.20 - Student Absences

Daily student attendance is vital for our schools to best educate our students.

Elementary

Parents or guardians must log their child's absence into Pickup Patrol before 9 a.m. for elementary student absences. If a parent does not log the absence 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 knows 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 may 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 may be required before the child will be readmitted to school. A doctor's statement may be required when a child returns following a contagious disease. [A student must be present at school by 12:00 p.m. to participate in after school/evening activities.](#)

[A student is considered absent if he/she misses 20 minutes or more in the morning or afternoon.](#)

Middle School

Parents or guardians must [email \(middleattendance@d107.org\)](mailto:middleattendance@d107.org) or call the absence line before 8:15 a.m. for middle school student absences. The caller/[email](mailto:middleattendance@d107.org) must state the child's name, grade, reason for absence, and date(s) of absence. If a parent does not [email](mailto:middleattendance@d107.org)/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 knows 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 may 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 may be required before the child will be readmitted to school. A doctor's statement may be required when a child returns following a contagious disease. [A student/An athlete](#) must be present at school by 12:00 p.m. to participate in [after school/evening activities/a game or practice on that day](#).

Reasons for Absence

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

Valid/excused reasons for absence

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Attending a military honors funeral to sound TAPS
- 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/unexcused reasons for absence

- Oversleeping
- Missing the bus
- Babysitting
- Completing work for a class
- [Non-school sponsored activities](#)
- Vacation

A phone call from a parent or guardian will not excuse a student in these circumstances. The school district will initiate preventive and supportive measures for students who are absent from school excessively, especially invalid/unexcused absences.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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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. At the Middle School, students who are late to school/class more than 3 times in a Trimester are subject to school discipline procedures. The principal or assistant 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. [It is the parent responsibility to ensure that their children make up what needs to be made up.](#)

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 [may not be able to provide](#) will gather work [ahead of time, as feasible](#). Other assignments will be saved for the child to do after the extended

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absence. Any work that is given at the beginning of an extended absence should 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 (flashcards).
- 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. Prior to the holiday, parents and/or guardians should inform the school of the absence and reason for the absence.

2.40 - Make-Up Work

Students are responsible for their schoolwork when they are absent. Parents and students can use Schoology, our online Learning Management System, or email teachers directly to check for assignments. After two consecutive days of absence, arrangements may be made for someone to pick up the assignments from the school office between 3:20 and 4:00 p.m.

Family vacations while school is in session are discouraged. When the student returns, it is the responsibility of the parent and student to arrange for completion of work that has been missed.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

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 critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more than 1% but less than 5% of the previous 180 regular school attendance days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Chronic or habitual truants could be referred to the county truancy service and/or the police department.

If chronic truancy persists after support services and other

The following resources and supportive services are made 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 and district will take further action, including personnel
- Counseling/testing services of school social workers and school psychologists.
 - Referral to the truancy officer
 - Reporting to officials under the Juvenile Court Act
 - Referral to the State's Attorney
 - Appropriate school discipline

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* [A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support community agencies for appropriate services, cannot be compelled to return to school is subject to expulsion from school.](#)

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* [A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.](#) [Special education assessment](#)

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2.60 - Grading & Promotion

Report Cards

- Report cards are posted throughout the year through Skyward. The third trimester report card will be mailed home after school lets out for the summer.
- Parents are encouraged to check their child's grades on Skyward on a regular basis. Letter grades on report cards begin in 3rd grade. Students younger than 3rd grade receive a numerical grade as described on the report card. In addition, Spanish, physical education, music, and art in the Elementary School also receive numerical grades. At the middle school, midway through each trimester, an email is sent home to remind parents to check midterm grades.

Grading

District Subject Grading Scale (3rd-8th Grades):

A	100 – 90
B	89.99 – 80
C	79.99 – 70
D	69.99 – 60
F	59.99 or below

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. Grade 8 students may also be prohibited from participation in the graduation ceremony [or other 8th grade activities and privileges](#) 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.

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Connections Program – Elementary

The gifted/enrichment teacher meets regularly with PreK – grade 3 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 at the end of grade 3. Students who are determined to need ongoing challenge are identified for Connections, our talented and gifted program.

Leveled English Language Arts Classes - Middle

In grades 5-8, students are identified for either on-level, extended, or advanced (grades 7 & 8) English Language Arts (ELA) classes.

Leveled Math Classes

In grades 5-8, students are identified for either on-level or accelerated 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.

Qualifications for accelerated or extended instruction in English Language Arts and Math are detailed in the district's Talented and Gifted (TAG) Program document, found on the school district's website.

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 [\(and many grade levels expect that students and parents will read for a minimum of 20 minutes per day\):](#)

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

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.
- Families are encouraged to set aside time each day to read. This provides the opportunity to practice reading and helps establish a life-long habit.
- 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.

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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 Schoology 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 Schoology and 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 Schoology and Skyward as a tool for accessing information concerning homework and grades
- Return to school to pick up forgotten materials and /or homework whenever needed

2.80 - Exemption from the Physical Education Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

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A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

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Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

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Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases and the students class schedule.

2.100 - Home and Hospital Instruction

Homebound Tutoring

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. This service is available to all district students meeting eligibility requirements according to district policy 6:150 at no charge to the family.

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Chapter 3 - Student Fees and Meal Costs

3.00 - Registration

Registration for returning students can be completed online at www.d107.org. Additionally, students advancing to Grade 5 will need to verify residency before the first day of student attendance.

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: Information regarding Grade Level Fees, PE uniforms, School Lunch, Technology, and other items will be included in the annual registration packet.

Voluntary Student Insurance

Student insurance information can be obtained by contacting the district office.

Waivers

Fines, Fees, and Charges; Waiver of Student Fees

~~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~~

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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.

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Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As a student is eligible for a fee waiver if at least one of the following prerequisites is met: 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.

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1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

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The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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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 (708)784-2013.

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3.20 - School Lunch Program

All full-day students eat lunch at school. Students have the option of purchasing hot lunch or bringing their own. Menus will be posted each month on our district's website so parents and students are aware of the food that will be served in advance. 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 or district office.

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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 front and rear video cameras to record student behavior.

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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.
- Parents/guardians of kindergarten students must meet their child at the 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.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- Wait for the driver's signal before crossing the street and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, Smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.

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Consequences of Improper Bus Riding Behavior

Pleasantdale Elementary

- Students are expected to follow the Eagle Way on the bus.
 - o 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.

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- 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.

4.15 - Bus Conduct - Suspension of Services

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

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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 along the Kiss and Go lane.
- Please do not allow your child to run across the parking lot to join his/her class.
- Do not drive into bus lanes (painted yellow curb area) 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.
- Parents of preschool students are to park their car and walk their student to the door for drop off and pickup.

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 sidewalk (no waiting next to the flagpole).
- 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.

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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 preschool rooms at the elementary school and in

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front of the middle school building. Bicycle registration with the police and wearing helmets are highly encouraged. Bicycle-riding, skateboarding, or rollerblading while on school property is not permitted.

Chapter 5 - Health and Safety

5.10 - Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization including: DTP/DtaP, Tdap, Hepatitis B, Polio, MMR, Varicella, and MCV4 are required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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 school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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.

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- 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. Parents will be notified if the nurse has concerns about the student’s hearing.

Vision Tests

Students in preschool, kindergarten, second, and eighth grades are given vision tests 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. Parents will be notified if the nurse has concerns about a student’s vision.

5.20 - Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 by completing a “School Medication Authorization Form.”

No school or district employee is allowed to 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. No student is allowed to 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 procedure.

Self-Administration of Medication

A student may possess an epinephrine ~~auto~~-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a ~~School~~ Student Medication Authorization Form. The school and 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 agree to 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 asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

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The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*.

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

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. Schools may add additional drills, as deemed appropriate. Students are instructed in appropriate actions and behavior.

Tornado Watch

If a tornado watch is in effect at dismissal time, no changes will take place to the previously arranged dismissal procedures.

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 notify 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 the following procedures regarding head lice.

- Parents will be contacted when it is suspected that their child is infested with lice.
- Parents are asked to notify the school nurse if they suspect their child has head lice.
- The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
- It is advised by the CDC that students return to school after appropriate treatment has begun.

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Chapter 6 - Discipline and Conduct

6.20 - School Dress Code & Student Appearance

Appropriate student dress is the responsibility of each student at Pleasantdale SD 107. Pleasantdale SD 107 hopes that parents will take an active part in assisting their children in making decisions about their appearance in school. Any clothing viewed as inappropriate or disruptive in any way will not be allowed. Students with inappropriate clothing will be asked to change. Parents may be contacted to bring a change of clothes. Additionally, students may be asked to wear their gym uniform, if necessary. Expectations for appropriate student dress are in effect for all extra-curricular and school-related activities (i.e. after-school sporting events, Student Council events, Clubs, etc.). Judgment of disruption is at the discretion of building administration. Specific guidelines are:

- Students and parents have the right to make clothing and accessory selections so that they feel comfortable and confident at school.
- Students and parents have the responsibility to make clothing and accessory selections that are appropriate for the educational environment. Clothing choices should not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety, and decency.
- Students should not wear hats or head covering of any kind (except that of established religious groups or medical exceptions) in the building, except when allowed for special spirit days.
- Apparel that promotes or advertises weapons, drugs, alcohol, tobacco products, gangs, or other inappropriate activities is not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Shoes must be worn at all times.

Concerns about student dress will be handled through the main office. _____

6.30 - Student Discipline

As part of our district wide multi-tiered system of support (MTSS), the Pleasantdale Elementary School has established a three tiered Positive Behavior Support System (PBSS). PBSS is a systematic approach for implementing proactive schoolwide discipline. The purpose of PBSS is to improve school climate and prevent student problem behaviors across all school settings. Essential elements of our PBSS include: (1) building a culture within the whole school that will serve as a foundation for both social and academic success, (2) emphasizing early identification and prevention of problem behavior, (3) directly teaching appropriate social skills to all students, and modifying or rearranging the school context when necessary to prevent problem behavior, (4) using a three-tiered continuum of behavior support practices in order to prevent problem behavior, and (5) actively using data for decision-making.

All students receive the support they need for success based on a continuum of need and intensity. Our PBSS program uses:

- Student achievement data to inform instruction
- A problem-solving model
- A multi-tiered service delivery model
- Targeted interventions in addition to the core curriculum
- Regular progress monitoring

For special education students, please refer to page 3840 of the [Parent/Student/student](#) handbook, section 10.20 "Discipline of Students with Disabilities," for additional information.

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 students.

When and Where Conduct Rules Apply

The grounds for disciplinary action also 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.

Inappropriate Behaviors – Level 1

- Tardiness (late to school – late to class)
- Missed detention

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- Disrespect
- Disturbance during class, assemblies, field trips, before or after school activities, and in locker room, halls and lunchroom
- Inappropriate physical contact
- Inappropriate online behavior
- 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, including online
- 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, including cyberbullying
- Harassing or threatening others
- Sexual Harassment
- Fighting
- Any act of physical aggression toward others
- Hazing
- Gross disrespect towards others
- Smoking
- Vandalism
- Using, possessing illicit drugs, narcotics, alcohol, or illegal substances (including “look-alikes”)
- Possession of prescribed or non-prescribed medication
- Possession of weapons
- Any gang related activity, literature, or items

- Inappropriate physical contact
- Repeated inappropriate behavior

Range of Consequences (one or more of the following may occur)

- Conduct referral
- Student sent to administrator’s office
- Parent conference
- [Parent pay for determination of type of substance](#)
- In-school or out-of-school suspension(s)
- Confiscation of prohibited objects
 - Recommendation for expulsion to School Board
 - Notification of incident to proper authorities
 - Counseling program

Inappropriate Behaviors - Level 4

- Using, possessing, selling, or distributing illicit drugs, prescribed/non-prescribed medication, narcotics, alcohol, or illegal substances (including “look-alikes”)
- Selling or distributing prescribed/non-prescribed
- Possession-/use of weapons
- Fighting, mob action
- Arson
- Explosives
- Repeated significant inappropriate behavior(s)

Range of Consequences (one or more of the following may occur)

- Notification to proper authorities
- [Parent pay for determination of type of substance](#)
- In-school or out-of-school suspension(s)
- Alternative behavior school placement
- Assessment/Participation in behavior, substance, counseling program
- Recommendation for expulsion to School Board

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.

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Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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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 trained 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.

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Cheating Policy

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 student's test or quiz
- Allowing another student to look on your test or quiz
- Using other secretive methods of obtaining or 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 ~~may receive~~receives a failing grade for the assignment
- The teacher confers with the student's parents about the offense
- The student may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. Credit may or may not be given.

2nd Offense

- Student ~~may receive~~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 may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. Credit may or may not be given.

~~The student will~~

3rd Offense

- ~~Student may receive a failing grade for the assignments~~
- ~~The teacher reports the offense to the principal/assistant principal who will meet with the student, his/her parents and the teacher about the incident.~~
- The student may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. ~~Credit may or may not be given, 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:** Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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. Prohibited conduct specifically includes, without

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limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”

- **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.
- **Inappropriate 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 proprietary, 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, nonverbal 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, immigration status, 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 non school-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.

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 (Superintendent) 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 detention, 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. Social Emotional Learning activities in both schools 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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

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, assistant 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 from 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. An organizational plan may be put into place for students who struggle with this process.

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.

Lunch Procedures-Pleasantdale Middle

Before their lunch period, students stop at their lockers to drop off books and pick up their lunches, if they are not buying them. Parents may drop off forgotten lunches in the office. Lunch periods begin at 11:27 a.m. The lunches will be delivered to the lunchroom and put on the stage for pick-up. Parents are encouraged to open an account with the school lunch program, providing students both with a primary meal plan and as a backup option.

Recess Procedures-Pleasantdale Elementary

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** (15-20 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. 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

~~Students~~All students have a recess option just prior to or just following their lunch period. There are also supported 22 minute rec/study hall options for students who choose this instead of recess. At times 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 be assigned have 3 days a week of mandatory study hall. Students in 6th grade will have 2 days a week of mandatory study hall. Students in 5th grade will have rec 5 days a week. All students may participate in a study hall or social room during this time in element 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 not 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. However, the student may be required to share the content that is reported on his/her social networking website or app to allow school officials to make a factual determination if a rule or policy was violated.

6.80 - Student Use of Electronic Devices

Acceptable Use Policy

Each student and parent/guardian is required to sign the district's [1:1 User Agreement](#) and Acceptable Use Policy (AUP) annually.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at anytime, except with the express permission of the building principal.

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During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

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Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, while outside the building.

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Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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

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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. School discipline rules will apply.

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

- [Students checking phone into the office each day](#)
- Detention(s)
- In school suspension
- Loss of the right to have the electronic device in school for a period of time up to, and including, the rest of the school year

Chapter 7 - Internet, Technology & Publications

7.10 - Internet Acceptable Use

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 reviewed at: <http://guides.lib.utexas.edu/copyright/fairuse>

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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.
- Students may not use personal email at school, unless permitted by a teacher or administrator.
- 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 SnapChat, FaceBook, and Instagram. 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 while in school.
- 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

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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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 and lockers locked at all times.

Chapter 9 - Athletics and Extracurricular Activities

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 student's 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.

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- 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

Student athletes must comply with Illinois’ Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

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.

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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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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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.

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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 targets children who need individual or small group instruction in reading. The reading specialist, in conjunction with the classroom teacher, reviews students' reading progress during the school year. This review includes an analysis of screening data, achievement results, phonics tests, and additional diagnostic information. Parents will be notified if their child is identified for reading explorers including details about the program

Reading Lab – Pleasantdale Elementary

Students who have been identified as benefitting from additional reading support 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 if their child is identified for Reading Lab including details about this program.

Math RtI – Pleasantdale Elementary

Students who have been identified as benefitting from additional math support will receive Math RtI services. Parents will be notified if their child is identified for Math RtI services including details about this program.

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.

Math RtI – Pleasantdale Elementary

Students who have been identified as benefitting from additional math support will receive Math RtI services. Parents will be notified if their child is identified for Math RtI services including details about this program.

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.

RtI (Response to Intervention) / MTSS (Multi-tiered System of Support)

The RtI/MTSS 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.

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

Summer Academy

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

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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 noncustodial 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, birthdate, 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

12.10 - Teacher Qualifications

Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the district office.

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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.

Fastbridge

FastbridgeAIMSWEB

~~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 a yearly state assessment as required by the Illinois State Board of Education. This assessment measures student performance in English Language Arts and Math. Additionally, in grades 5 and 8, there is a yearly state assessment in science.

Other assessments that are administered include the MAP assessment that is given three times annually, at the start, mid-year, and end. This assessment measures student growth and performance in math and language arts. The CoGat assessment is additionally administered annually, measuring students' learned reasoning abilities in the three areas: Verbal, Nonverbal and Quantitative.

12.30 - Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by 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.

12.60 - English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Debbie Lubeck at 708-784-2175.

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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/>.

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**INTERGOVERNMENTAL AGREEMENT BETWEEN LA GRANGE
PUBLIC LIBRARY AND PLEASANTDALE SCHOOL DISTRICT #107**

THIS AGREEMENT (“Agreement”) is made between the La Grange Public Library (“Library”) and Pleasantdale School District #107 (“School District”) this ____ day of _____ 2019.

RECITALS

WHEREAS, the School District and the Library are authorized by Article VII, Section 10 of the Illinois Constitution and by the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) to enter into agreements with each other regarding matters of mutual concern; and

WHEREAS, the Library has authority under Section 5/4-7(12) of the Illinois Local Library Act (75 ILCS 5/4-7(12)) (the "Act") to enter into contracts with any public corporation or entity for the purpose of providing library services and performing any and all other acts necessary and proper to carry out the responsibilities, the intent, and the provisions of the Act; and

WHEREAS, the Library has authority under Section 5/4-7(12) of the Act, 75 ILCS 5/4-7(12), to extend the privileges and use of the library without charging a nonresident fee pursuant to the terms of a reciprocal agreement with a public corporation or entity; and

WHEREAS, the Library wishes to enter into an agreement to make library services and materials available for use to the students of the School District while the school library is closed for four to six months for renovation by providing the students with temporary library cards so that they are able to obtain library materials without payment of non-resident fees during the renovation, irrespective of whether they reside within the jurisdictional boundaries of the Library (“Temporary Card”); and

WHEREAS, the Library and the School District believe that access to the Library can be a benefit to the School District’s students during the short-term closure of their school library and believe that it is in the best interests of the community to provide temporary assistance to a neighboring school library and to enter into this Agreement; and

NOW THEREFORE, in consideration of the mutual undertaking and covenants of the parties as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the Board of Library Trustees of the Village of La Grange and the Board of Education of the Pleasantdale School District #107. The entities whose signatures are set forth below hereby agree as follows:

1. The School District shall, by May 1, 2019, provide the Library with a list of Pleasantdale School District #107 students, including those who are not a resident within the jurisdictional boundaries of the Library, to be authorized to obtain a Temporary Card. This Temporary Card will not grant students borrowing privileges at any other library pursuant to any of the Library’s other reciprocal agreements nor will they have any Library related rights, privileges and/or services which are provided exclusively to: (1) residents of the Village of LaGrange; (2) those library card holders who

have paid taxes to the Library; or (3) those patrons who have purchased a non-resident library card from the Library. The School District shall distribute pertinent information about the Temporary Card program to parents or legal guardians of the students. A Temporary Card may be obtained at the Library. Temporary Cards shall be valid until October 31, 2019 and shall not be renewed. Students shall be subject to and shall be required to comply with Library rules, regulations and policies.

2. The School District shall be financially responsible for all fees, fines and costs for lost or damaged library materials. The Library will notify the School District's designated contact person of any lost, damaged or overdue items at the end of October, 2019. At the end of October, a bill will be sent to the School District's designated contact person detailing any lost or damaged books. The School District will be financially responsible for paying this final bill, in full, by the end of November, 2019.

3. This Agreement may be terminated by either party upon thirty (30) days prior written notice or by the Library, without notice, for cause, including, but not limited to, the failure to provide information required under this Agreement, the provision of false information or violation of Library policies, rules or regulations by any person who utilizes Library services under this Agreement. Termination of this Agreement does not terminate the School District's liability to pay all fees, fines and costs as discussed in Paragraph 2 above.

4. The Library reserves the right to revise any or all general library services at the Library during the term of this Agreement.

5. Both parties agree that all registration and circulation records of the Library pertaining to the Temporary Cards will remain confidential in accordance with the Illinois Library Records Confidentiality Act and any other applicable statutes and will not be disclosed except in accordance with the Illinois Library Records Confidentiality Act. Library registration and circulation records are specifically exempt from disclosure under the Illinois Freedom of Information Act. Both parties agree to work together to ensure compliance with all applicable laws and statutes.

6. The School District, through its school librarian shall work jointly with the Library to provide appropriate assistance as mutually agreed by the School District and Library department heads;

7. No modification of this Agreement shall be effective unless and until such modification is evidenced in writing and signed by both parties.

8. This Agreement contains the entire understanding between the parties and supersedes any prior understanding or written or oral agreements between them regarding the within subject matter. There are no representations, agreements, arrangements or understandings, oral or written, between and among the parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

9. This Agreement is for the benefit of the parties and does not confer any rights or benefits on any third party, including any employee of any party.

10. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same Agreement.

11. If any provision of this Agreement, or any paragraph, sentence, clause, phrase or word, or the application thereof, in any circumstances, is held invalid, the remainder of the Agreement shall be construed as if such invalid part were never included herein and the Agreement shall be and remain valid and enforceable to the fullest extent permitted by law.

12. The laws of the State of Illinois shall govern the interpretation and enforcement of this Agreement.

14. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency partnership, joint venture, or employment between the parties. The parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligation under this Agreement.

15. The Recitals of this Agreement are hereby adopted as if fully set forth herein.

Adopted by the parties on the date written above.

LAGRANGE PUBLIC LIBRARY

PLEASANTDALE SCHOOL DISTRICT #107

By: _____

By: _____

Personnel Report

April 17, 2019

1. Resignation of Personnel

The Superintendent received a letter from Stephanie Pragides, instructional aide, regarding her resignation effective the end of the 2018-19 school year.

Recommendation:

That the Board of Education accept the resignation of Stephanie Pragides, instructional aide, effective the end of the 2018-19 school year.

2. Employment of Educational Support Personnel

It is being recommended to hire James Nichin for the position of instructional aide at Pleasantdale Elementary School.

Recommendation:

That the Board of Education approve the hiring of James Nichin as elementary instructional aide effective April 1, 2019 at a rate of \$14.73 per hour/6.75 hours a day.

3. Dismissal Educational Support Personnel for Reasons other than Reduction in Force

That the Board of Education adopt a Resolution of Dismissal of Educational Support Personnel Employees for Reasons Other Than Reduction in Force.

Recommendation:

That the Board of Education adopt a Resolution of Dismissal of Educational Support Personnel Employees for Reasons other Than Reduction in Force at the close of the 2018-19 school year for Patricia Gully and Gina Czerniak.

4. Dismissal/Non-Reemployment of Part-time Educational Support Personnel

That the Board of Education adopt a Resolution of Honorable Dismissal of Part-time Educational Support Personnel Employees.

Recommendation:

That the Board of Education adopt a Resolution of Honorable Dismissal of Part-time Educational Support Personnel Employees at the close of the 2018-19 school year for part-time instructional aide: Kristyn Lisowski.



Background: Over the course of the past several years, the district has made great strides in helping students to better grasp the Four C's: Communication, Collaboration, Creativity, and Critical Thinking. Likewise, the district has implemented a robust Strategic Blueprint to ensure that each student becomes an inspired learner. One of our Strategic Blueprint goals seeks to improve our learning environments: *We will provide flexible learning environments that promote purposeful collaboration and a balanced educational approach to create inspired 21st century learners.* The specific action step that supports this goal is: *Seek community input and develop a plan for constructing modern library space at both schools that will support our mission to create a community of inspired learners.*

To that end, the district has spent the better part of the 2018-19 school year investigating the feasibility of updating our library spaces. To accomplish this goal, the District convened a group called L!BRARY 2.0 Task Force to investigate the possibility of updating our library spaces. The Task Force was made up of parents, students, teachers, administrators, and the district architect. This group met five times over a 10-week period with the intent of learning about modern learning spaces and making recommendations to the Board of Education.

The L!BRARY 2.0 Task Force started their work by learning about modern learning environments and how school libraries are used by today's students. At the first meeting, the committee developed a list of "This we believe..." statements that would guide their work. Some of these statements included:

- Libraries are collaborative spaces.
- Libraries should contain book collections.
- Libraries should be comfortable, welcoming, and safe.
- Libraries should be able to support multiple activities at once.
- Libraries should be flexible enough to support 100 students at a time.
- Libraries should be inspiring spaces where students choose to be.
- The library should be the learning hub of the school.

With these belief statements in mind, the L!BRARY 2.0 committee designed updated library spaces and communicated their work to the larger community through a district newsletter and a town hall meeting.

Process/Recommendation:

As the district engaged in this work we drafted the below timeline.



Pleasantdale Elementary School
8100 School Street
La Grange, IL 60525
708.246.4700 Fax: 708.246.4625



Pleasantdale Middle School
7450 S. Wolf Road
Burr Ridge, IL 60527
708.246.3210 Fax: 708.352.0092

Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

As you can see from the above graphic the district is on schedule with this project. Over the course of the last month the district has engaged our district architects to develop a bid package. On April 1 at 3:30 PM the district hosted a pre-bid meeting where potential bidders were able to ask questions about the project and tour our facilities. The bid opening occurred on April 11 at 4:30 PM. After careful review of the bidders the district recommends to engage FBG Corporation as the lowest responsible bidder to complete the updating of our elementary school and middle school libraries for \$1,628,000.

Attached you will find a memo submitted from Mike Henderson (district architect) that outlines the scope of the work.



STR PARTNERS LLC
350 WEST ONTARIO STREET
SUITE 200
CHICAGO IL 60654
T 312.464.1444
F 312.464.0785
www.strpartners.com

April 12, 2019

Mr. Frank Adams
Business Manager/CSBO
Pleasantdale School District 107
7450 South Wolf Road
Burr Ridge, Illinois 60527

**Re: Award Recommendation for
Library Renovations at Pleasantdale Elementary and Middle Schools**
STR Project No. 18106

Five proposals were received for the Library Renovations at Pleasantdale Elementary and Middle Schools. These proposals were publicly opened and read aloud at the Pleasantdale School District 107 Office, at 7450 South Wolf Road, Burr Ridge, Illinois 60527 on Thursday, April 11, 2019, 4:30 p.m. local time.

We have enclosed a copy of the Bid Tabulation Sheet summarizing the bid proposals received. Following the bid opening, STR contacted the low-bid Contractor to confirm that they had included all bidding requirements.

We have enclosed the letter from the lowest bidder, FBC Corporation, confirming that they fulfilled all of the bid requirements and will accept a contract award per their bid proposal. We have checked references of the contractor and have found no reason to reject their bid.

Based on the preceding, we summarize our contract award recommendations as follows:

A. GENERAL WORK RECOMMENDATION

FBG Corporation.
1015 South Route 83
Elmhurst, IL 60126

Base Bid **\$ 1,628,000.00**

The preceding recommendation represents our interpretation and understanding of the bids submitted. If you have questions regarding the above or if you need additional information, please do not hesitate to contact us.

Very truly yours,
STR PARTNERS LLC

Mike Henderson, AIA
Principal

cc: Project file

Enclosures: Bid Tabulation Sheet
Letter from FBG Corporation

TO: Pleasantdale Board of Education
FROM: Mr. Griffin Sonntag, Principal at Pleasantdale Middle School
DATE: April 11, 2019
SUBJECT: Proposed Middle School Schedule (Executive Summary)

This Executive Summary provides information about the potential of a new master schedule at the middle school for the 2019-2020 school year and the process that has been taken to reach this recommendation. The impetus for reviewing the existing schedule is predicated within the District's Strategic Blueprint. In the Building Human Capital goal area, one of the action steps states, "*Establish building and district schedules allowing staff the time to have the greatest impact on teaching and learning.*" In addition, over the past year and a half, I have observed challenges that have been brought on by certain nuances contained within the current master schedule. In the end, a priority for our building from a teacher and administrative point of view is to review the current master schedule and make improvements to it for our students.

The largest change to the overall proposed new master schedule is that we are suggesting moving from a nine (9) period day to a ten (10) period school day for the students. This additional period would allow the students to have more class time in the area of math daily, Spanish, intervention, or resource every day, and more time for our staff to work together to plan for instruction. The length of classes would move from 44 or 43 minutes to 40 or 39 minutes. The cost of this change would be one (1) additional staff member at the middle school.

Process:

November 7, 2018, Staff Meeting-Previewing the Schedule Review Process

At this staff meeting, I presented our schedule review process to the staff and provided a tentative timeline for completion of a review and proposal of a new master schedule for our students.

November 14, 2018, Department Meeting

During this Wednesday Department Meeting, departments were asked to create lists of priorities that would be considered to be implemented within the new master schedule. It was requested that these priorities be student-centered and along with the priorities, the rationale and positive impact from that department's perspective were provided.

December 5, 2018, Staff Meeting-"Prioritizing the Priorities"

At this meeting, our staff engaged in an activity to review and "prioritize the priorities" that were submitted by each of the departments. This exercise provided the staff with the differing perspectives of their colleagues and helped us clarify the components of the schedule that are most impactful for students. From here, the staff contributed by placing dots on the priorities of each department. Because the number of dots per person was limited, trends emerged and we reviewed the data at the following the meeting.

Priorities (not necessarily in this order):

- Additional time for math
- Classes meeting every day instead of some classes being every other day
- 5th grade flexibility to support student transition to middle school
- Grade level specials' classes back to back
- Spanish every day in every grade level
- Resource and intervention classes every day
- Co-planning and curricular meeting time during the school day

Scheduling Committee Meetings

Once the priorities were set, all staff were invited to join the Middle School Scheduling Committee. There were three teachers with an interest and passion for serving in this capacity. Mr. Reid, Mrs. Ayala, and Mrs. Beronio joined Mrs. Malatt and me to work on creating the new schedule, keeping in the forefront of our minds the priorities developed over the preceding months by the staff. The scheduling committee was able to develop a schedule that allowed the school to realize the stated priorities. We cannot thank these individuals enough for all of the extra time and efforts they have put into this process.

April 3, 2019, Staff Meeting

At this staff meeting, updates were shared with the entire staff regarding the proposed new schedule. The vision of a better schedule seemed to be possible and the feedback from staff was very positive. Teachers and administration are hopeful that the draft schedule would ultimately be approved and implemented.

April 10, 2019

A draft schedule was sent to staff for their review and feedback. While we know that there is no perfect master schedule that meets all needs, we feel like this proposed schedule incorporates many of the priorities into it.

In this proposed schedule, the following are the biggest changes from our current schedule:

1. Additional time for math

In 5th and 6th grade, math time will be very similar to our current schedule, but the additional time will be daily, instead of every other day. In 7th and 8th grades, math will be a double period.

2. Classes meeting every day instead of some classes meeting every other day

Spanish, resource and intervention (math/reading lab) classes will meet daily.

3. 5th grade flexibility to support student transition to middle school

This proposed schedule will allow 5th grade teachers the flexibility to adjust their schedule during the day in order to best meet the needs of our youngest students in the building. This allows for a smoother transition for students and eases them into a middle school schedule.

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8100 School Street
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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

4. Grade level specials classes back-to-back

When teaching very different topics to different grade levels, placing the specials classes back to back will help the setup and preparation for the teachers and maximize the time for student learning in these areas.

5. Spanish every day in every grade level

When learning a new language, daily usage has been shown to be the most effective way. In the new schedule, all grade levels will have Spanish every day (instead of every other day for 5th and 6th grades).

6. Resource and intervention classes every day

In addition, resource and intervention classes will be every day to support our students' learning when they need additional learning experiences and repetition with material.

7. Co-planning and curricular meeting time during the school day

We believe that we are stronger and better when we work together. By having co-planning and curricular meeting time during the school day, we will be able to better devise, develop, and differentiate lessons and units to meet the individual needs of our students.

When I interviewed for the position of Principal at Pleasantdale Middle School, I was asked by the parent interview committee how we can make Pleasantdale Middle School the number one feeder school into Lyons Township High School. I firmly believe moving toward this new collaboratively developed schedule will support our students being even better prepared for high school and beyond. This schedule will also support the growth and development of our teachers into even better teachers. I don't know if it will make us the number one feeder into LT, but it will provide more opportunities for our students to reach their potential.

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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

Background: In 2007, the district constructed a new gym facility at the Pleasantdale Middle School. At that time, the new gym was outfitted with a synthetic floor. The general contractor for the project was Gilbane Building Company, and the installer was Kiefer Flooring. In 2016, it was discovered that the gym floor in the north gym had begun to debond from the cement slab. After reviewing the contract, it was the district’s understanding that the floor was under warranty. The administration entered into conversations with both Gilbane and Kiefer to repair the debonded sections of the floor. Unfortunately, our efforts to ensure that the contractor and installer honored their commitment were not reciprocated. To encourage the contractor and installer to honor their commitment, the district convened a study to determine the cause of the debonding. Through this process, it was discovered that the installer did not properly complete the moisture mitigation process on the floor. At this point, the district sought restitution from the contractor and installer. The district was able to come to an agreement with the contractor, Gilbane, for restitution in the sum of \$20,000. However, the district entered into a protracted dispute with the installer, Kiefer, who did not take responsibility for the debonding issue. In 2018, after several years of work and negotiation, the district settled with Kiefer for \$15,000.

Flooring Options: With the debonding issue settled, the district entered into conversations with the district architecture firm, STR Partners, about replacing the gym floor. The goal of replacing the floor is to provide our students with the highest quality, safest, and longest-lasting surface possible. To that end, the district administration began to investigate two possible ways to replace the floor: synthetic and wood. The district architect projected a substantial cost difference between the cost of a synthetic floor versus a wood floor. However, to ensure we had the full and true costs of the two options, the district engaged in a bidding process for both synthetic and wood floors. As the bids came in, it was clear that the cost difference between the two materials was much less than anticipated. The additional cost of a wood floor is \$31,000. The following costs include material, labor, and moisture mitigation.

Synthetic Athletic Flooring Replacement	Wood Athletic Floor Replacement
\$229,800	\$260,800

Recommendation: The administration worked with our PE teachers and coaches as we discussed potential replacement options and recommends replacing the current floor with a wood athletic floor. The current floor is an 8 mm thick synthetic rubber flooring that lays over concrete. A hardwood floor will be a better surface for all students in our physical education classes. In addition, the interscholastic basketball and volleyball teams will benefit from the wood surface. Hardwood, specifically maple, provides the ideal surface in terms of cushioning and friction coefficients for working out and athletic competition. In making this recommendation, the administration considered the multiple uses for our gyms. While they are used daily for PE classes and athletic practices and competitions, they are also used for music and drama performances, as well as assemblies and our graduation ceremony. The

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708.246.4700 Fax: 708.246.4625



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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

district reached out to several districts who use their gyms in similar ways and have wood floors, including all LT associate schools. These schools all stated that they have not experienced damage to the floor when using the space for purposes other than athletic practices/competitions. In all of these cases, standard folding chairs are used on the floor and do not cause damage to the floor. Finally, the administration has spoken with numerous music instructors who have experienced the improved acoustics for their band concerts, orchestra concerts, chorus concerts and other events that are hosted in a gymnasium with a wood floor.

A wood floor does come with additional maintenance and upkeep over a synthetic floor. It is recommended to re-coat wood every year and to restore every 12 to 15 years. Re-coat requires a light screening and new coat of finish, which can cost as little as \$1000 for a small gym and as much as \$6000 for a large high school sized gym. The administration anticipates that for a gym the size of ours, we can expect to pay between \$2,000 and \$5,000. To restore the floor would require the floor be sanded down, repaint lines and logos, and then refinish. The cost to restore is between \$15,000 (small gym) and \$30,000 (large high school gym). The administration anticipates that our gym would cost about \$20,000. While we would incur additional maintenance costs with a wood floor, it is important to remember that a wood floor can last up to 80 years before being replaced, compared with the 20-year life span of a synthetic floor.

Given the reasons stated above, it is the administration's recommendation that the district enter into a contract to install a wood floor in the north gym at Pleasantdale Middle School.



STR PARTNERS LLC
350 WEST ONTARIO STREET
SUITE 200
CHICAGO IL 60654
T 312.464.1444
F 312.464.0785
www.strpartners.com

March 13, 2019

Mr. Frank Adams
Business Manager/CSBO
Pleasantdale School District 107
7450 South Wolf Road
Burr Ridge, Illinois 60527

**Re: Award Recommendation for
Gym Flooring Replacement at Pleasantdale Middle School**
STR Project No. 18039

Two proposals were received for the Pleasantdale Middle School gym flooring replacement work that is comprised of two Base Bids. Base Bid – 1, for the replacement of the existing gym flooring with a Synthetic Athletic Flooring System, and Base Bid – 2, for the replacement of the existing gym flooring with a Wood Athletic Flooring System. These proposals were publicly opened and read aloud at the Pleasantdale School District 107 Office, at 74503 South Wolf Road, Burr Ridge, Illinois 60527 on Thursday, March 07, 2019, 9:30 a.m. local time.

The proposal by TROOP Contracting has been withdrawn due to a bidding error by the contractor. Attached you will find a copy of the letter from Troop Contracting with their request for removal from the bidding selection.

We have enclosed a copy of the Bid Tabulation Sheet summarizing the bid proposals received. Following the bid opening, STR contacted the low-bid Contractor to confirm that they had included all bidding requirements.

We have enclosed the letter from the second-lowest bidder, Top Performance Corp., confirming that they fulfilled all of the bid requirements and will accept a contract award per their bid proposal. We have checked references of the contractor and have found no reason to reject their bid.

Based on the preceding, we summarize our contract award recommendations as follows:

A. GENERAL WORK RECOMMENDATION

Top Performance, Corp.
810 Huber Lane
Glenview, IL 60025

Base Bid - 1 **\$ 229,800.00**
(Synthetic Athletic Flooring Replacement)

OR

Base Bid – 2 **\$ 260,800.00**
(Wood Athletic Flooring Replacement)

The preceding recommendation represents our interpretation and understanding of the bids submitted. If you have questions regarding the above or if you need additional information, please do not hesitate to contact us.

STR

Very truly yours,
STR PARTNERS LLC

A handwritten signature in black ink, appearing to read "Mike Henderson".

Mike Henderson, AIA
Principal

cc: Project file

Enclosures: Bid Tabulation Sheet
Letter from Top Performance Corp.

School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors, as the case may be) of *(name of School District)*, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Pleasantdale School District 107;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for Pleasantdale School District 107; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*.

LEG. REF: 105 ILCS 5/10-16.5.

ADOPTED: June 18, 2008

REVISED: May 18, 2011

School Board

Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, and Secretary. These officers are elected at the Board's organizational meeting.

President

The Board elects a President from its members for a **2-year term** ~~1-year term~~. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise;
3. Be permitted to attend and observe any meeting of a Board committee;
4. Represent the Board on other boards or agencies;
5. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the Head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings;
9. Administer the oath of office to new Board members; and
10. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board elects a Vice President from its members for a **2-year term** ~~1-year term~~. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary

The Secretary shall be a member of the Board who serves a **2-year term** ~~1-year term~~. The Secretary may receive reasonable compensation, not to exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The Secretary shall perform or delegate the following duties:

1. Prepare Board meeting agendas and provide them, along with prior meeting minutes, to Board members before the next meeting;
2. Keep records of the Board's official acts, and sign them, along with the President, before submitting them annually to the Treasurer on the first Monday of April and October and on such other times as the Treasurer requests;
3. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Immediate Service Center; and
4. Sign official District documents requiring the Secretary's signature.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. If the secretary is absent from any meeting, the Board may appoint a secretary pro tempore to perform the duties of secretary. The secretary pro tempore may or may not be a Board member. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary may receive such compensation as shall be fixed by the Board. The Recording Secretary's primary responsibility shall:

1. Keep Board meeting minutes; and keep the verbatim record for all closed Board meetings;
2. Assist the Secretary by taking the minutes for all open Board meetings;
3. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting;
4. Keep records in bound books with numbered pages, of all transactions of the Board in regular and special open meetings;
5. Maintain all closed meeting minutes;
6. Act as the local election authority for all Board elections;
7. Arrange public inspection of the budget before adoption;
8. Publish required notices;
9. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation;
10. Maintain Board policy, financial reports, publicity, and correspondence; and
11. Mail meeting notification and agenda to news media who have officially requested copies.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means, pursuant to policy 2.220.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

ADOPTED: June 18, 2008

REVISED: June 16, 2010; June 20, 2012; May 21, 2014

School Board

Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

- ~~1. Each Board member must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.~~ **Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term.**
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President or designee may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

ADOPTED: June 16, 2010

REVISED: June 20, 2012; May 21, 2014; May 17, 2017

School Board

Organizational School Board Meeting

~~Annually~~, **During a March meeting in odd-numbered years**, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and 105 ILCS 5/10-16.5.

ADOPTED: June 18, 2008

REVISED:

Board of Education

Uniform Grievance Procedure

The Board desires that complaints brought by students, parents/guardians, employees, or community members be resolved through a fair and equitable process. To promote the effective processing of grievances, therefore, the procedure outlined below should be followed when authorized by Board Policy or when a complaint involves any of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's

Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

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

Nondiscrimination Coordinator:

Dave Palzet
 Name
7450 S. Wolf Road, Burr Ridge, IL 60527
 Address
dpalzet@d107.org
 Email
708-784-2170
 Telephone

Complaint Managers:

Dave Palzet
 Name
7450 S. Wolf Road, Burr Ridge, IL 60527
 Address
dpalzet@d107.org
 Email
708-784-2170
 Telephone

Jennifer Ban
 Name
7450 S. Wolf Road, Burr Ridge, IL 60527
 Address
jban@d107.org
 Email
708-784-2177
 Telephone

- LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
 Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
 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.
 McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
 Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
 Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
 Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
 Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
 Illinois Genetic Information Privacy Act, 410 ILCS 513/.
 Illinois Whistleblower Act, 740 ILCS 174/.
 Illinois Human Rights Act, 775 ILCS 5/.
 Equal Pay Act of 2003, 820 ILCS 112/1 et seq.
 Victims' Economic Security and Safety Act, 826 ILCS 180/56 Ill.Admin.Code Part 280.
 Employee Credit Privacy Act, 820 ILCS 70/.
 23 Ill.Admin.Code §§1.240 and 200-40.

APPROVED: April 18, 2012

REVISED: February 19, 2014; May 18, 2016; May 16, 2018

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Pleasantdale School District 107 | 7450 S. Wolf Road | Burr Ridge, IL 60527 | 708.784.2013 | Fax: 708.246.0161 | www.d107.org

TO: Dr. Dave Palzet, Superintendent

FROM: Frank Adams, Business Manager/CSBO

DATE: April 10, 2019

RE: FY20 Contract Recommendations

EXECUTIVE SUMMARY:

Annually, the Board of Education approves our larger contracts at the May Board of Education meeting. Each year there is an increase in the cost of living and as such, our contracted services costs increase as well. Administration requests draft renewal contracts from our vendors for review. When necessary, administration will request rational for increases as well.

BACKGROUND AND RATIONALE:

Paper Bid

Paper has been bid annually for the entire township for over a decade. As in prior years, Lyons School District 103 will conduct the bid opening in May.

Auditor

The district went out to bid for Auditing services five years ago. Miller Cooper & Co., Ltd's fee is expected to be \$23,500, an increase of \$500 from last year. This increase is equal to CPI at 2.1%. The administration recommends continuing with Miller Cooper for 2019-2020.

First Student – Transportation

First Student was awarded the bid contract when we bid the transportation services in April 2008. The contract was extended for an additional two years in 2011-2012 and subsequently for an additional year thereafter. Per School Code, the District may extend on a year-to-year basis unless a timely request from another interested contractor is received. The increase for transportation services is 4.0%. The rationale behind the 4% increase is that First Student will be increasing their starting wage from \$18 to \$19 an hour in an effort to retain drivers, addition of electronic routing software for Hodgkins routes, adding a dedicated router position and facility improvements/repairs. Administration recommends extending the contract for the FY20 year.

Food Service/Milk Bid

The District sent out bid packages for food service and milk to various vendors on March 8, 2017. Just A Dash Catering, LLC., our current food service provider, was awarded the food service contract. Administration recommends extending the contract with Just A Dash Catering with no increase in pricing. The cost per meal and per carton of milk remains at \$3.30 and \$0.30 respectively.

GCA Services Group – Cleaning Service

The District has been using the same cleaning service since 1998 when the contract was last bid. The increase for 2019-2020 is 2%. The increase is equal to CPI and a 2% wage increase will be passed on to all our GCA workers. GCA continues to provide excellent service at a reasonable rate and we recommend renewing the contract with GCA.

RECOMMENDED BOARD ACTION:

That the Board of Education consider the renewal of contracts for Fiscal Year 2020.

This email is in response to your e-mailed request under the Freedom of Information Act ("FOIA"), 5 ILSC 140/I et seq., dated March 26th, 2019. You have requested that Pleasantdale School District 107 produce the following public records:

<p>Request Dated 3/26/19</p>	<p>Please provide me with documents showing which school buildings in your district each have a storm shelter that meets the minimum requirements of the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) [published jointly by the International Code Council and the National Storm Shelter Association and available at https://codes.iccsafe.org/content/ICC5002014?site_type=public], including the location of each shelter relative to its assigned school building.</p> <p>For those school buildings in Pleasantdale School District 107 that do not have a storm shelter that meets the minimum requirements described above, please provide me with documents showing how and where the children in each of those school buildings are to be sheltered, in case of a tornado emergency, including the location of each shelter relative to its assigned school building.</p>
<p>Response Dated 4/2/19</p>	<p>Pleasantdale School District 107 does not have storm shelters. In the event of a tornado emergency, staff and students move to designated safe spaces (e.g., interior rooms and spaces free of windows). We will not be able to provide exact locations or maps for the purpose of safety and security, therefore we are unable to fulfill that portion of the request.</p>

As the FOIA Officer of the District, Mr. Adams is responsible for granting and denying requests for records under the Freedom of Information Act. The District's responses attached to this email intend to be fully responsive to your specific request. If we have misinterpreted your request, please clarify your request to him in writing.

You have a right to appeal a denial of records to the President of the Board of Education by written request directed to the President at the District office 7450 S. Wolf Road, Burr Ridge, IL 60527 within fourteen (14) working days of your receipt of this email.