

Regular Meeting of the Pleasantdale 107 Board of Education

Wednesday, February 8, 2023 6:00 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

IV.A. Approve Regular Meeting Minutes of January 18, 2023

IV.B. Approve Payment of January Payroll/February Warrants

IV.C. Declassify Closed Session Minutes

IV.D. Approve February 2023 Personnel Report

IV.E. Approve Overnight Field Trips: Outdoor Education, Student Council Conference, and 8th Grade Trip

V. Informational Updates

V.A. Facilities Development

V.B. Preliminary Staffing Update

VI. Administration's Report

VI.A. Transportation Report

VI.B. Five-year Financial Projections

VI.C. Student/Parent Handbook

VI.D. Review Governance and Planning (sec. 1) and General School Administration (sec. 3) Board Policies

VII. Items for Next Agenda:

VII.A. Facilities Development; School Improvement Plan Updates; Approve Pleasant Dale Park District Before and After School Program Intergovernmental Agreement; Re-employment of non-tenure Personnel and Non-renewal of Non-tenured Teachers.

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

IX. Written Reports

IX.A. **FOIA**

X. **Closed Session**

XI. **Adjournment**

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Administration Building 6:00 – 7:17 p.m. January 18, 2023

Members Present:

Arlene Cabana, Presiding Officer

Bill Brockob

Charles Zona

Becky Walters

Mary Lenzen

Tarryne Marchione

Absent

David Negron

ROLL CALL AND VISITORS

Present with Superintendent Dave Palzet were staff members Beth Parker, Jennifer Ban, Griffin Sonntag, Jeanine Arundel, Kathleen Tomei, Brianne Malatt and Carissa Zill. Members of the community in attendance included Karyn Lisowski, Jim Distasio, Carrie Storino, Herman Salgado, Ricky Storino-Salgado, Millie Storino-Salgado, Sue Gainers, Macayla Gainer, and Anna Wiswozwy (district auditor).

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by Macayla Gainer and Rikky Storino-Salgado, both students are members of our Special Olympics team. These athletes were introduced by their coach, Carissa Zill and provided the Board with information about their events and success as athletes.

OPEN FORUM

No community members spoke at this time.

ACTION NO. 17

Consent Agenda

Motion by Lenzen, second by Walters, that the Board of Education approve the consent agenda as presented consisting of meeting minutes of December 14, 2022 Board meeting; closed session minutes of December 14, 2022; payment of December payroll/January warrants; January personnel report containing the hiring of Daniela Treneska as a Lunchroom Aide at PES at a rate of \$16.18 per hour for 2.45 hours per day; approval of Board Policies 7:15, 7:50, 7:90, 7:220, 7:270, 7:275, 7:290, 7:300, 7:305, 7:340, 8:20, 8:90, and 8:110; approval of 2023-24 registration fees; and approval of the 2023-24 school calendar. Motion carried by a roll call of 6 ayes (Brockob, Walters, Cabana, Marchione, Zona, Lenzen). Absent Negron.

REPORTS AND DISCUSSION ITEMS

Facilities Development

Dr. Palzet provided the Board with an update on the work done over the past month including a rough plan for additional space in the district. The next step in the process is to narrow the cost of any potential projects, engage a research partner to

survey the community, and develop tax implications of potential projects. Additionally, a statement was read about the potential sale of the Willow Springs property located in the southwest corner of German Church Road and Willow Springs Road.

Audit Report

Anna Wiszowaty from the accounting firm of Baker Tilly presented the FY22 audit to the Board. The audit revealed that our business practices are sound and the district remains in a good financial position. Ms. Wiszowaty notified the Board that no management letters were issued and the audit found no deficiencies. Likewise, Ms. Wiszowaty shared that the district continues to achieve the highest financial recognition provided by the Illinois State Board of Education.

ACTION NO. 18

Approve Audit Report

Motioned by Lenzen, seconded by Brockob that the Board of Education approves acceptance of the FY23 audit report as presented by Anna Wiszowaty of Baker Tilly. Motion carried by a roll call of 6 ayes (Brockob, Walters, Cabana, Marchione, Zona, Lenzen). Absent Negrón.

School Safety Report

Dr. Palzet presented the annual safety plan update to the Board. The District safety plan was developed in consultation with a school safety expert, Paul Timm, who did a thorough review of the safety features of our buildings and grounds. A district safety committee then reviewed the report to develop the plan based on Mr. Timm's recommendations and their experiences within our district. The district continues to make good progress implementing the components of the plan and will continue to implement new safety measures each year.

Superintendent Advisory Team Update: Finance

Mr. Zona gave a brief update on the discussion that occurred at the Superintendent's Finance Advisory Team meeting on December 20, 2022. Items discussed included the district's financial position, five-year financial projections, and a discussion about an upcoming roofing project.

Review/Revision to Select Policies

Several policies require Board review on a regular interval (e.g, annually or every two years). The Board reviewed a variety of policies to ensure that the policies align with current state statute and reflect best practices. Policies reviewed include 4:165, 5:90, 6:50, 7:20, 7:70, 7:180, 7:190, and 7:285.

NEXT AGENDA

Facilities Development; Five-year Financial Projections; Declassify Closed Session Minutes; Board Policy 4:85 Cost Analysis for Programs (written); Review Governance and Planning (sec. 1) Board Policies; and Preliminary Staffing Recommendations; Transportation.

OPEN FORUM

Jim Distasio thanked the Board for their ongoing efforts regarding the potential sale of the Willow Springs property located at the southwest corner of German Church Road and Willow Springs Road.

ADJOURNMENT

Motion by Lenzen, second by Marchione, that the regular meeting adjourns at 7:17 p.m. Voice vote. Motion carried. Motion carried by a roll call of 6 ayes (Brockob, Walters, Cabana, Marchione, Zona, Lenzen). Absent Negrón

App. __ President _____ Secretary _____

February 2023 Board Report

REVENUES	FY23 Budget	January	YTD	% Realized
Educational	\$14,207,103	\$128	\$4,252,799	29.93%
Operation and Maintenance	\$2,082,000	\$262,042	\$1,085,592	52.14%
Debt Service	\$198,610	\$0	\$30,300	15.26%
Transportation	\$1,000,000	\$0	\$102,773	10.28%
IMRF/Social Security	\$356,200	\$0	\$202,302	56.79%
Capital Projects	\$1,000	\$0	\$335	33.52%
Working Cash	\$148,500	\$0	\$90,754	61.11%
Tort	\$146,090	\$0	\$40,412	27.66%
Fire Prevention & Life Safety	\$3,200	\$0	\$1,669	52.16%
Total	\$18,142,703	\$262,170	\$5,806,935	32.01%

EXPENSES	FY23 Budget	January	YTD	% Used
Educational	\$14,183,163	\$984,744	\$6,525,051	46.01%
Operation and Maintenance	\$1,553,277	\$94,545	\$831,662	53.54%
Debt Service	\$78,210	\$0	\$28,955	37.02%
Transportation	\$837,443	\$43,952	\$285,199	34.06%
IMRF/Social Security	\$356,200	\$27,926	\$174,953	49.12%
Capital Projects	\$639,144	\$0	\$0	-
Working Cash	\$0	\$0	\$0	-
Tort	\$128,187	\$0	\$121,144	94.51%
Fire Prevention & Life Safety	\$3,200	\$0	\$516	16.13%
Total	\$17,778,824	\$1,151,167	\$7,967,479	44.81%

SURPLUS (DEFICIT)	\$363,879	(\$888,998)	(\$2,160,544)
--------------------------	------------------	--------------------	----------------------

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1176

02/10/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Loreen M Pilster						
Check Group:						
January business office support		1 0		V985058 1/26/2023	10.5.2520.3100.300.0000	\$1,950.00
P-Card Payee: Loreen M Pilster						
Check #: 0						
PO/InvoiceTotal:						\$1,950.00
Vendor Total:						\$1,950.00
ProCare Therapy						
Check Group:						
D Yamane Jan 10 - Jan 13, 2023		1 0		205724407 1/15/2023	10.5.1205.3100.100.0000	\$2,484.00
P-Card Payee: ProCare Therapy						
Jan 17-Jan 20 social worker services		1 0		20578006 1/22/2023	10.5.1205.3100.100.0000	\$2,484.00
P-Card Payee:						
Check #: 0						
PO/InvoiceTotal:						\$4,968.00
Vendor Total:						\$4,968.00
Taylor & Francis Group, LLC						
Check Group:						
2nd Edition Jacobs ladder K-1		1 23114		TM-176615 9/6/2022	10.5.2213.4200.100.0000	\$52.45
P-Card Payee: Taylor & Francis Group, LLC						
Jacobs ladder 1-2		1 23114		TM-176615 9/6/2022	10.5.2213.4200.100.0000	\$45.00
P-Card Payee: Taylor & Francis Group, LLC						
Jacobs ladder Gr 3		1 23114		TM-176615 9/6/2022	10.5.2213.4200.100.0000	\$45.00
P-Card Payee: Taylor & Francis Group, LLC						
Jacobs ladder Gr 4		1 23114		TM-176615 9/6/2022	10.5.2213.4200.100.0000	\$45.00
P-Card Payee: Taylor & Francis Group, LLC						
Check #: 0						
PO/InvoiceTotal:						\$187.45
Vendor Total:						\$187.45

Tomei, Kathleen J

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1176 02/10/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: ES Supplies		1	0	V112806 1/25/2023	10.5.1001.4000.100.0000	\$27.97

Check #: 0

PO/InvoiceTotal:	\$27.97
Vendor Total:	\$27.97
Grand Total:	\$7,133.42

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon Capital Services, Inc						
Check Group:						
Construction Paper		1	0	1W3K-MJWH-7Q 7D 1/10/2023	10.5.1002.4000.200.0000	\$49.27
Check #: 0						
PO/InvoiceTotal:						\$49.27
Check Group:						
SUPPLIES3.6V 1000mAh Emergency/Exit Lighting Battery		1	23435	1CFQ-MY4N-1LW R 1/12/2023	20.5.2540.4000.300.0000	\$10.95
Tyco RFI White Flat Cover Plate - 139 Degrees		3	23435	1CFQ-MY4N-1LW R 1/12/2023	20.5.2540.4000.300.0000	\$56.37
Sentry Supply 650-6602 Slide Latch with 3-1/2" Centers, Chrome		1	23435	1CFQ-MY4N-1LW R 1/12/2023	20.5.2540.4000.300.0000	\$17.11
Check #: 0						
PO/InvoiceTotal:						\$84.43
Check Group:						
The Mouse Who Carried a House on His Back		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$18.99
Forever Home		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$17.99
Witch Hazel		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$17.99
Big and Small and In-Between		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$15.79
The Sun is Late and So is the Farmer		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$17.99

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Out of a Jar		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$14.99
Action! How Movies Began		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$17.69
The Universe in You: A Microscopic Journey		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$18.99
Tiny Dino		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$15.20
Pigeon & Cat		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$16.59
Somewhere in the Bayou		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$11.79
Lizzy and the Clud		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$13.69
I Don't Care		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$16.99
Hot Dog		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$14.59
Gibberish		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$8.99
Farmhouse		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$16.99
Treat!		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$10.99

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
The Amelia Six		2	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$15.98
The Losers Club		2	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$15.98
Twins		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$9.77
Eva Evergreen		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$7.99
Ice Cream Face		1	23436	1RKN-GDQC-9FR L 1/13/2023	10.5.2220.4300.100.0000	\$8.99
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$324.95
Check Group:						
Second step book - the swimsuit lesson		1	23440	1CFQ-MY4N-3HQ J 1/12/2023	10.5.2110.4000.100.0000	\$16.99
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$16.99
Check Group:						
Bandana's for Children or Adults 12 Animal Print		1	23444	1P7K-X6NH-JCR 4 1/25/2023	10.5.1002.4000.200.0000	\$11.95
12 Piece Classic Khaki Safari Hats		1	23444	1P7K-X6NH-JCR 4 1/25/2023	10.5.1002.4000.200.0000	\$8.99
10 Piece Fake Vines Artificial Greenery		1	23444	1P7K-X6NH-JCR 4 1/25/2023	10.5.1002.4000.200.0000	\$7.99
Valentines Day Heart Stickers 200 Stickers		2	23444	1P7K-X6NH-JCR 4 1/25/2023	10.5.1002.4000.200.0000	\$19.98

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$48.91
Check Group:						
75 Piece Mini Pop Fidget Keychains		1	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$8.19
Bic Round Ballpoint Pens Black 60 Count		2	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$10.28
Life Savers Wint-o-Green Pack of 2		1	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$21.99
Crayon King 150 Sets of 4 Pack		1	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$24.99
Chap Lip Butter Lip Balm		1	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$19.98
Kleenex On The Go Facial Tissues 72 Pack		1	23445	1HGC-NQYY-MK G9 1/22/2023	10.5.1002.4000.200.0000	\$21.99
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$107.42
Check Group:						
120 Pieces White Lace Round Paper Doilies		1	23446	1G9P-HKMX-11H C 1/19/2023	10.5.1001.4002.100.0000	\$8.95
ACTIVA Paper Mache Mix, 2 Pound, White		2	23446	1G9P-HKMX-11H C 1/19/2023	10.5.1001.4002.100.0000	\$27.14
Tulip Dimensional Fabric Pack, Non-Toxic and Permanent 3D Paint for Fashion Party 20 Pack		2	23446	1G9P-HKMX-11H C 1/19/2023	10.5.1001.4002.100.0000	\$28.78
Carykon Paint Scrapers for Art DIY, Pack of 4		7	23446	1G9P-HKMX-11H C 1/19/2023	10.5.1001.4002.100.0000	\$65.10

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$129.97
Check Group:						
Raymond-Geddes Positive Attitude key words and fun		4	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$29.99
Christmas Stickers Glitter Metallic		1	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$12.79
Advanced training practice keywords		1	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$14.99
About 232 Pcs painting decoration		1	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$33.98
Premium lanyard keychain crafting		2	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$17.78
Just play shrinky crative activity		2	23447	191H-YNNQ-KR7 P 1/22/2023	10.5.1001.4104.100.0000	\$21.06
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$130.59
Check Group:						
C-Line 3/4 x 3 " self adhesive labeling pockets 24 holder per pk clear		2	23448	1PR3-D3WW-HX HW 1/21/2023	10.5.1125.4000.100.0000	\$70.47
Circle punch for paper Crafts 3 pk paper punches		2	23448	1PR3-D3WW-HX HW 1/21/2023	10.5.1125.4000.100.0000	\$31.18
UCEC 2 Inch Paper Punch, Circle Paper Punch, DIY Handmade		2	23448	1PR3-D3WW-HX HW 1/21/2023	10.5.1125.4000.100.0000	\$27.76
Bira 2 " Star lever action craft punch Christmas punch for paper		2	23448	1PR3-D3WW-HX HW 1/21/2023	10.5.1125.4000.100.0000	\$21.98

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
3/8 x1 square lever action craft punch for paper crafting scrapbooking cards		2	23448	1PR3-D3WW-HX HW 1/21/2023	10.5.1125.4000.100.0000	\$33.98
				Check #: 0		
					PO/InvoiceTotal:	\$185.37
Check Group: 4x6 lined post it pads		2	23449	1P4P-14WQ-FH9 H 1/21/2023	10.5.1001.4000.100.0000	\$17.62
12x17 Large wall calendar 2023		1	23449	1P4P-14WQ-FH9 H 1/21/2023	10.5.1001.4000.100.0000	\$15.15
				Check #: 0		
					PO/InvoiceTotal:	\$32.77
Check Group: Ryze Tech Tello Mini Drone		2	23452	1QXT-GXQX-4M3 R 1/24/2023	10.5.1002.4000.200.0000	\$198.00
100 Piece Plastic Dragonfly Bamboo Copter		1	23452	1QXT-GXQX-4M3 R 1/24/2023	10.5.1002.4000.200.0000	\$12.98
				Check #: 0		
					PO/InvoiceTotal:	\$210.98
Check Group: Rainbow Wristbands		1	23453	1XLQ-LQFG-3QM G 1/23/2023	10.5.1002.4000.200.0000	\$35.99
Grosgrain Rainbow Ribbon 20 Yards		1	23453	1XLQ-LQFG-3QM G 1/23/2023	10.5.1002.4000.200.0000	\$14.98
500 Piece Safety Pins		1	23453	1XLQ-LQFG-3QM G 1/23/2023	10.5.1002.4000.200.0000	\$6.99
				Check #: 0		

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$57.96
Check Group:						
SnapWords List B teaching cards - flash cards sight		1	23454	1KGP-KQLL-16C 3 1/23/2023	10.5.1001.4013.100.0000	\$25.95
SnapWords list A pocket chart cards sight words flash cards		1	23454	1KGP-KQLL-16C 3 1/23/2023	10.5.1001.4013.100.0000	\$19.95
						Check #: 0
						PO/InvoiceTotal: \$45.90
Check Group:						
Big Joe Classic Bean Bag Chair Sapphire		2	23455	164Q-J6V7-6V9M 1/24/2023	10.5.1002.4000.200.0000	\$68.00
Meditation Floor Pillow Set of 2		1	23455	164Q-J6V7-6V9M 1/24/2023	10.5.1002.4000.200.0000	\$44.99
Xacto Pencil Sharpener Black		1	23455	164Q-J6V7-6V9M 1/24/2023	10.5.1002.4000.200.0000	\$13.39
						Check #: 0
						PO/InvoiceTotal: \$126.38
Check Group:						
Valley Forge 58211000-CH American Flag 5ft X 8ft Nylon, Red, White, Blue		2	23456	16DP-9HCP-1967 1/23/2023	20.5.2540.4000.300.0000	\$110.00
						Check #: 0
						PO/InvoiceTotal: \$110.00
						Vendor Total: \$1,661.89
American Building Services						
Check Group:						
Replace door and frame on staff bathroom		1	23210	4047958 1/24/2023	20.5.2540.3200.200.0000	\$1,855.08
						Check #: 0

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,855.08</u>
						Vendor Total: <u>\$1,855.08</u>
ASCD						
Check Group:						
Membership renewal Id # 1418574/Tomei		1	23361	0014300453 1/4/2023	10.5.1001.4400.100.0000	\$89.00
						Check #: 0
						PO/InvoiceTotal: <u>\$89.00</u>
						Vendor Total: <u>\$89.00</u>
Automated Logic Corporation						
Check Group:						
January - March 2023 Service Contract		1	0	429096 1/11/2023	20.5.2540.3202.200.0000	\$2,369.00
						Check #: 0
						PO/InvoiceTotal: <u>\$2,369.00</u>
						Vendor Total: <u>\$2,369.00</u>
Blick Art Materials						
Check Group:						
Blick Soap Eraser - Small Box of 24		2	23437	208624 1/25/2023	10.5.1002.4000.200.0000	\$11.08
Amaco Gum Solution Jar 16 Ounce		3	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$22.35
Fiskars Amplify Mixed Media Shears 8"		1	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$26.53
Fiskars Premier 8" Razor Edge Scissors		2	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$39.60
Glue Sticks For Mini Trigger Guns 5lbs		1	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$39.02
Scratch Art Sparkle Boards 8.5x11 Multicolor Pkg of 30		1	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$33.19

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Scratch Art Scratchboard Pack 8.5x11 Black	Pkg of 10	2	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$14.30
Stablio Colored Marking Pencil Yellow		2	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$3.34
Stablio Colored Marking Pencil White		8	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$13.36
Stablio Colored Marking Pencil Blue		2	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$3.34
Plaster Craft II 20 lb Package		3	23437	9949333 1/25/2023	10.5.1002.4000.200.0000	\$231.06
Check #: 0						
PO/InvoiceTotal:						<u>\$437.17</u>
Vendor Total:						<u>\$437.17</u>
Camplin Environmental Services, Inc.						
Check Group:						
Ceiling Tile Testing - MS		1	0	22114 1/11/2023	20.5.2540.3191.300.0000	\$750.00
Check #: 0						
PO/InvoiceTotal:						<u>\$750.00</u>
Vendor Total:						<u>\$750.00</u>
Chicago Metropolitan Fire Prevention Co						
Check Group:						
January - March 2023 Radio Use /Maintenance & Monitoring		1	0	IN00400718 1/15/2023	90.5.2530.3200.300.0000	\$99.00
Check #: 0						
PO/InvoiceTotal:						<u>\$99.00</u>
Vendor Total:						<u>\$99.00</u>
Children's Plus, Inc						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Little Polar Bear (English / Arabic) Beer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.95
Little Polar Bear (English / Russian) De Beer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$8.95
Little Polar Bear / El Osito Polar (English / Spanish) Beer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.95
Little Polar Bear / Il Piccolo Orestto Polare (English / Italian) Beer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.95
Little Red Bat (Simplified Chinese) Gerber		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Little Red Hen (Urdu\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Red Hen and the Grains of Wheat (Croatian\English) 2015 Paperback (Trade)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Red Hen and the Grains of Wheat (Greek\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Red Hen and the Grains of Wheat (Gujarati\English) Hen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Red Hen and the Grains of Wheat (Italian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Red Hen and the Grains of Wheat (Lithuanian\English)Hen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.50
Little Red Hen and the Grains of Wheat (Russian\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Little Skink's Tail (Simplified Chinese) Halfmann		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Living Things and Nonliving Things (Simplified Chinese) Kurtz		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Llorona No Me Asusta / La Llorona Can't Scare Me Garza		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.05
Machina przez Chiny (Machina by China) Wierzbicki		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$20.65
Mana kpawnx yacib (The Map of Good Memories) Nuno		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.00
Map into the World (Mandarin Edition) Yang		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.99
Marek and Alice's Christmas (Croatian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Marek and Alice's Christmas (Lithuanian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Martina the Beautiful Cockroach / Martina la Hermosa Cucaracha De Llano		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.95
Mi Ciudad Sings / My City Sings Harmony		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$16.19
Most Beautiful Thing (Mandarin Edition) Yang		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.99
Mungo Makes New Friends (Italian\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Mungo Makes New Friends (Lithuanian\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Mungo Makes New Friends (Polish\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Mungo Makes New Friends (Romanian\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Mungo Makes New Friends (Russian\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Mungo Makes New Friends (Urdu\English) Aitchison		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Newton and Me (Arabic) Mayer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Pandora's Box (Greek\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Pandora's Box (Gujarati\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Penguin on Vacation (Arabic) Yoon		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.19
Pied Piper (Arabic\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Pied Piper (Russian\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Pinocchio and the Real Boys (Lithuanian\English) Brof		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Pinocchio and the Real Boys (Russian\English) Brof		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Piotrus Pan (Peter Pan) Niedzwiecka		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Please, Mr. Panda / Por Favor, Sr. Panda		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$6.29
Polar Bear Bowler: A Story Without Words (Chinese Edition) Beckstrand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.99
Polar Bear Bowler: A Story Without Words (Russian Edition) Beckstrand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.99
Polar Bear Bowler: A Story Without Words (Serbian Edition) Beckstrand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.99
Polar Bear Bowler: A Story Without Words (Ukrainian Edition) Beckstrand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.99

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Popicar Urs Polar: O Poveste Fara Cuvinte (Polar Bear Bowler: A Story Without Words) Beckstrand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.99
Quiet (Albanian\English) Alizadeh		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Quiet (Italian\English) Alizadeh		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Quiet (Lithuanian\English) Alizadeh		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Quiet (Russian\English) Alizadeh		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Quiet (Urdu\English) Alizadeh		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Rafa's First Day (Gujarati\English) Mills		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Rainbow Fish (English / Russian) Pfister		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$8.95
Rainbow Fish / IL Pesce Arcobaleno (English / Italian) Pfister		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$8.95
Samira's Eid (Arabic\English) Aktar		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Samira's Eid (Urdu\English) (Urdu\English) Aktar		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Sports Day In The Jungle (Russian\English) Newton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Squirrel Monkey (Ukrainian\English) Alfaro		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.50
Swirling Hijaab (Urdu\English) Robert		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.50
Very Hungry Caterpillar (Arabic\English) Carle		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Very Hungry Caterpillar (Urdu\English) Carle		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Walking Through the Jungle (Gujarati\English) Harter		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Walking Through the Jungle (Lithuanian\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Walking Through the Jungle (Mandarin\English) Harter		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Walking Through the Jungle (Urdu\English) Harter		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
We Laugh Alike / Juntos Nos Reimos Bernier-Grand		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.99
We're Going on a Bear Hunt (Arabic\English) Rosen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
We're Going on a Bear Hunt (Urdu\English) Rosen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Wild Washerwomen (Lithuania\English) Yeoman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Wild Washerwomen (Mandarin\English) Yeoman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Wild Washerwomen (Russian\English) Yeoman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Wild Washerwomen (Urdu\English) Yeoman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Yeh-Hsien: A Chinese Cinderella (Mandarin\English) Casey		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Zwierzeta (Animals)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.95
Kapco Covers for paperback books		164	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$369.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AV2 World Languages Database - 12 Languages (3-Year Subscription) 2018 Online Resource K12		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$999.99
101 Dalmatynczykow (101 Dalmatians) Naczynska		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Aladyn (Aladdin)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Ali Baba and the Forty Thieves (Arabic\English) Attard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Ali Baba and the Forty Thieves (Greek\English) Attard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Ali Baba and the Forty Thieves (Gujarati\English) Attard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Ali Baba and the Forty Thieves (Russian\English) Attard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Ali Baba and the Forty Thieves (Urdu\English) Attard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Aliens Love Underpants (Lithuanian\English) Freedman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Aliens Love Underpants (Russian\English) Freedman		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Animals are Sleeping (Simplified Chinese) Slade		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Augustus and His Smile (Albanian\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Augustus and His Smile (Lithuanian\English) Rayner		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Augustus and His Smile (Russian\English) Rayner		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Augustus and His Smile (Urdu\English) Rayner		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Auta. Kocham ten film: Disney/Pixar (I Love That Movie Cars)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.95
Bajka o mysiej rodzinie (Story of a Mouse Family) Bond		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.95
Be Who You Were Meant to Be (Spanish / English) Fischer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$18.99
Biscuit Moon (Albanian\English) Zaton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Biscuit Moon (Lithuanian\English) Zaton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Biscuit Moon (Polish\English) Zaton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Biscuit Moon (Russian\English) Zaton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Biscuit Moon (Urdu\English) Zaton		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Blackberry Banquet (Simplified Chinese) Pierce		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Brown Bear, Brown Bear, What Do You See? (Albanian\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Brown Bear, Bear, Brown Bear, What Do You See? (Arabic\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Brown Bear, Brown Bear, What Do You See? (Gujarati\English)		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Brown Bear, Brown Bear, What Do You See? (Urdu\English)Carle		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Cao Chong Weighs an Elephant (Simplified Chinese) Daemicke		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$21.55

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Caps for Sale (Simplified Chinese) Slobodkina		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$14.35
Clifford Wielki Czerwony Pies (Clifford the Big Red Dog (Vintage Edition) Bridwell		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.05
Crescent Moons and Pointed Minarets (Arabic) Khan		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.19
Crossover (Simplified Chinese) Alexander		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.80
Day in the Salt Marsh (Simplified Chinese) Kurtz		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Day on the Mountain (Simplified Chinese) Kurtz		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Day with Grandpa (Lithuanian\English) Rose		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Day with Grandpa (Polish\English) Rose		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Day with Grandpa (Romanian\English) Rose		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Deepak's Diwali (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Dragon's Tears (Gujarati\English) Gregory		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Duck! Rabbit! (Arabic) Rosenthal		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.99
Elmer (Polish) McKee		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.25
Elmer i Wilbur (Elmer and Wilbur) McKee		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.25
Elves and the Shoemaker (Lithuanian\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Encyklopedia dla dzieci: Technika (Encyclopedia for Children: Technology) Harris		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.45
Errol's Garden (Albanian\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Arabic\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Lithuanian\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Polish\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Romanian\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Russian\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Spanish\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Ukrainian\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Errol's Garden (Urdu\English) Hibbs		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Farmer Duck (Greek\English) Waddell		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Farmer Duck (Gujarati\English) Waddell		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Farmer Duck (Italian\English) Waddell		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Farmer Duck (Urdu\English) Waddell		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Food Food Fabulous Food (Italian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food Food Fabulous Food (Lithuanian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Food Food Fabulous Food (Russian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Food Food Fabulous Food (Urdu\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Fox Fables (Arabic\English) Casey		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Fox Fables (Greek\English) Casey		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Fox Fables (Gujarati\English) Casey		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Giant Turnip (Lithuanian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Giant Turnip (Ukrainian\English) Barkow		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Giraffe Who Was Afraid of Heights (Simplified Chinese) Ufer		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.95
Golden Domes and Silver Lanterns (Arabic) Khan		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.19
Goldilocks and the Three Bears (Arabic\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Goldilocks and the Three Bears (Gujarati\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Goldilocks and the Three Bears (Lithuanian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Goldilocks and the Three Bears (Russian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Goldilocks and the Three Bears (Urdu\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Good Night, Mr. Panda		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$6.29
Goose that Laid the Golden Egg (Lithuanian\English) Chatto		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Grandma's Saturday Soup (Gujarati\English) Fraser		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Grumpy Bird (Arabic) Tankard		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.19
Grunon Recien Exprimido (Grumpy Monkey Freshly Squeezed) Lang		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$16.15
Handa's Hen (Croatian\English) Browne		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Handa's Hen (Gujarati\English) Browne		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Handa's Surprise (Albanian\English) Browne		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Handa's Surprise (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Happy After All (Polish\English) Forzani		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Happy After All (Romanian\English) Forzani		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Happy After All (Russian\English) Forzani		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Happy After All (Urdu\English) Forzani		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Henry the Impatient Heron (Simplified Chinese) Love		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
How Do Dinosaurs Go to School (Arabic) Yolen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$7.19

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
I Took The Moon For A Walk (Lithuanian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
If A Dolphin Were A Fish (Simplified Chinese) Wlodarski		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
In My Back Yard (Simplified Chinese) Giogas		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$10.75
Isis and Osiris (Croatian\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Isis and Osiris (Greek\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Isis and Osiris (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Isis and Osiris (Russian\English) Casey		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Jill and the Beanstalk (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Journey Through Islamic Art (Arabic\English) Robert		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$15.50
Journey Through Islamic Art (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Journey Through Islamic Art (Urdu\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Keeping Up With Cheetah (Gujarati\English) Camp		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Keeping Up With Cheetah (Lithuanian\English) Camp		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Klasa 1b Fajne te okulary (Class 1b Cool Glasses) Bross		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.45
Klasa 1b Pomocy		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.45

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Kopciuszek (Cinderella) Niedzwiecka		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Krolewna Sniezka (Snow White) Niedzwiecka		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Ksiega Dzungli (Jungle Book) Usenko		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$11.65
Kurka sniezka i siedem sowe (Henk Sniezka and Seven Owls) Rossi		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$17.95
Let's Go to the Farm (Albanian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.90
Let's Go to the Farm (Lithuanian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.90
Let's Go to the Farm (Romanian\English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.90
Let's Go to the Park (Lithuanian/English) Clynes		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$9.90
Lima's Red Hot Chillli (Greek\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Lima's Red Hot Chillli (Gujarati\English) 2015 Paperback		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Lion Fables (Lithuanian\English) Ormerod		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Lion Fables (Russian\English) Ormerod		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Listen, Listen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Listen, Listen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95
Listen, Listen		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$13.95

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Little Book Matwuczuk		1	23365	224338 1/23/2023	10.5.1205.4000.300.1800	\$23.35
					Check #: 0	
						PO/InvoiceTotal: \$3,955.46
						Vendor Total: \$3,955.46
Comcast						
Check Group:						
January Phone Charge		1	0	163408926 1/1/2023	20.5.2540.3400.100.0000	\$507.04
January Phone Charge		1	0	163408926 1/1/2023	20.5.2540.3400.200.0000	\$511.17
					Check #: 0	
						PO/InvoiceTotal: \$1,018.21
						Vendor Total: \$1,018.21
Cook County Treasurer						
Check Group:						
Oct 1 - Dec 31, 2022 Traffic Signal Maintenance		1	0	2022-4 1/3/2023	20.5.2540.3294.300.0000	\$24.00
					Check #: 0	
						PO/InvoiceTotal: \$24.00
						Vendor Total: \$24.00
E2 Services, Inc						
Check Group:						
Barracuda Energize Updates - Subscription License - 1 License - elementary		1	23438	23308 1/27/2023	10.5.2225.4000.100.0000	\$1,800.00
Barracuda Energize Updates - Subscription License - 1 License - middle		1	23438	23308 1/27/2023	10.5.2225.4000.200.0000	\$1,800.00
					Check #: 0	
						PO/InvoiceTotal: \$3,600.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total:
						\$3,600.00
Follett School Solutions, LLC						
Check Group:						
Marvel super hero adventures. Spider-Man,Spider-sense of adventure.		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$31.40
The tomorrow army : starring Captain America		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$21.00
Dragon Kingdom of Wrenly. 5,Inferno New Year		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$17.07
Neymar		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$23.00
Neymar		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$23.00
Black Panther		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$4.99
Manchester United		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$24.04
AC Milan		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$24.04
Magically Maximus		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$13.89
Inside the Chicago Bears		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$22.04
Lamborghini		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$24.00
Tesla		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$24.00
Mary Anne's Bad Luck Mystery A Graphic Novel		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$19.47

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Captain America The Ghost Army		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$21.17
I survived Hurricane Katrina, 2005		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$18.47
A very Mercy Christmas		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$17.53
Cat Kid Comic Club #4 A Graphic Novel From the Creator of Dog Man		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$17.82
How to catch a class pet		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$10.49
Eva in the Band A Branches Book		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$13.77
Coyote Vs. Dingo		1	23376	583795F 1/12/2023	10.5.2220.4300.100.0000	\$13.37
Check #: 0						
PO/InvoiceTotal:						\$384.56
Vendor Total:						\$384.56
Franczek						
Check Group:						
Dec legal services		1	0	219299 1/24/2023	10.5.2310.3180.300.0000	\$30.00
Check #: 0						
PO/InvoiceTotal:						\$30.00
Vendor Total:						\$30.00
Grand Prairie Transit						
Check Group:						
December Transportation		1	0	RTINV1006068 12/31/2022	40.5.2550.3315.300.0000	\$8,391.08
December Aide Cost		1	0	RTINV1006068 12/31/2022	40.5.2550.3315.300.0000	\$3,009.10

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$11,400.18</u>
						Vendor Total: <u>\$11,400.18</u>
Illinois Assoc of Sch Business Officials						
Check Group:						
IASBO Membership - B. Carr		1 0		0039103 1/12/2023	20.5.2540.3320.300.0000	\$100.00
Facilities Operations Program - B Carr		1 0		0039106 1/12/2023	20.5.2540.3320.300.0000	\$220.00
Check #: 0						
						PO/InvoiceTotal: <u>\$320.00</u>
						Vendor Total: <u>\$320.00</u>
Johnson Floor Company, Inc.						
Check Group:						
carpet for conference room floor		1	23410	43076 1/10/2023	20.5.2540.5500.100.0000	\$3,350.00
Check #: 0						
						PO/InvoiceTotal: <u>\$3,350.00</u>
						Vendor Total: <u>\$3,350.00</u>
K12 Management DBA FuelEd						
Check Group:						
MIL Standard Instruction Add-on License		1 0		INV-39109 12/20/2022	10.5.1002.4000.200.0000	\$400.00
MIL Standard Instr Add-on License		1 0		INV-39337 1/23/2023	10.5.1002.4000.200.0000	\$400.00
Check #: 0						
						PO/InvoiceTotal: <u>\$800.00</u>
						Vendor Total: <u>\$800.00</u>
Konica Minolta Business Solutions						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Jan 24-Feb 23 digital support		1	0	284897557 1/24/2023	20.5.2540.3290.200.0000	\$80.00
Dec 2, 2022 - Jan 1, 2023 Copier Charge		1	0	9009074644 1/1/2023	20.5.2540.3290.100.0000	\$680.63
Dec 2, 2022 - Jan 1, 2023 Copier Charge		1	0	9009074644 1/1/2023	20.5.2540.3290.200.0000	\$645.38
Dec 2, 2022 - Jan 1, 2023 Copier Charge		1	0	9009074644 1/1/2023	20.5.2540.3290.300.0000	\$167.42
					Check #: 0	
						PO/InvoiceTotal: \$1,573.43
						Vendor Total: \$1,573.43
LaGrange Lock & Safe						
Check Group:						
New door locks for north gym bathrooms		1	0	23959 1/27/2023	20.5.2540.3200.200.0000	\$876.00
2nd floor bathroom lock service		1	0	23975 1/7/2023	20.5.2540.3200.200.0000	\$215.00
					Check #: 0	
						PO/InvoiceTotal: \$1,091.00
						Vendor Total: \$1,091.00
MacGill						
Check Group:						
Wrap on cold/hot therapy pads		1	23240	IN0811365 9/23/2022	10.5.2130.4000.100.0000	\$118.25
					Check #: 0	
						PO/InvoiceTotal: \$118.25
						Vendor Total: \$118.25
Midwest Mechanical						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Service boiler #1/middle school		1	0	1121135901 1/19/2023	20.5.2540.3200.200.0000	\$5,489.70
Install new blower motor		1	0	112136307 1/27/2023	20.5.2540.3200.100.0000	\$1,121.70
Srv water booster station pump systems		1	0	112136313 1/27/2023	20.5.2540.3200.100.0000	\$1,917.61
Srv univent		1	0	112136315 1/27/2023	20.5.2540.3200.100.0000	\$1,089.55
Check #: 0						
PO/InvoiceTotal:						<u>\$9,618.56</u>
Vendor Total:						<u>\$9,618.56</u>
NEUCO						
Check Group:						
Motor for Hot Water Return - MS		1	0	6521858 1/13/2023	20.5.2540.4000.300.0000	\$416.50
Check #: 0						
PO/InvoiceTotal:						<u>\$416.50</u>
Vendor Total:						<u>\$416.50</u>
Rose Pest Solutions						
Check Group:						
Monthly Pest Control		1	0	3254210 1/20/2023	20.5.2540.3293.200.0000	\$122.00
Monthly Pest Control		1	0	3254211 1/20/2023	20.5.2540.3293.100.0000	\$113.00
Check #: 0						
PO/InvoiceTotal:						<u>\$235.00</u>
Vendor Total:						<u>\$235.00</u>
Runco Office Supply						
Check Group:						

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
True Ray construction paper assorted cool/warm colors		5	23439	893643-0 1/23/2023	10.5.1001.4104.100.0000	\$34.90
True Ray construction paper assorted cool/warm colors		5	23439	893643-0 1/23/2023	10.5.1001.4104.100.0000	\$40.20
Post it self stick wall pad		1	23439	893643-0 1/23/2023	10.5.1001.4104.100.0000	\$89.16
sharpie flip chart marker		2	23439	893643-0 1/23/2023	10.5.1001.4104.100.0000	\$22.84
Check #: 0						
						PO/InvoiceTotal: <u>\$187.10</u>
						Vendor Total: <u>\$187.10</u>
School Speicalty, LLC						
Check Group:						
Childcraft Art Easel Center		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$1,523.92
Childcraft baby high chair		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$244.42
childcraft baby doll bed		1	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$140.96
Childcraft Baby doll Changing Table		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$698.92
Childcraft Corrugated Building Blocks		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$300.02
Plantoys Adorable My First Dollhouse		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$382.66
Learning Resources fruit salad set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$63.64
Melissa Doug wooden tea set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$84.52
Melissa Doug wooden toaster set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$39.98

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
creativity for kids ocean sensory		4	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$104.20
Marvel education career figures		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$85.24
childcraft multi ethnic family figures		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$231.10
community building block set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$211.68
learning Resources puppy play set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$63.64
childcraft dollhouse furniture		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$311.54
Pet vet play set		2	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$86.56
golf pencils		1	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$13.64
Shipping		1	23398	308104221824 1/25/2023	10.5.1205.4000.300.7998	\$391.23

Check #: 0

PO/InvoiceTotal: \$4,977.87

Vendor Total: \$4,977.87

Theatrical Lighting Connection

Check Group:

ColorSource PAR LED Fixture, Black w/Edison Power Cord	1	23301	22-738.	10.5.1001.4016.100.0000 1/11/2023	\$785.50
D40 Wide Round Diffuser in Frame, Black	1	23301	22-738.	10.5.1001.4016.100.0000 1/11/2023	\$30.00
ColorSource Spot	1	23301	22-738.	10.5.1001.4016.100.0000 1/11/2023	\$1,338.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Source Four 26° Lens Tube		1	23301	22-738. 1/11/2023	10.5.1001.4016.100.0000	\$270.00
					Check #: 0	
						PO/InvoiceTotal: \$2,423.50
						Vendor Total: \$2,423.50
University of Illinois at Chicago						
Check Group:						
2nd Payment MCMI Prof. Devel. Consortium		1	0	CN00073899 1/11/2023	10.5.2213.3120.300.4932	\$7,450.00
					Check #: 0	
						PO/InvoiceTotal: \$7,450.00
						Vendor Total: \$7,450.00
West 40 ISC #2.						
Check Group:						
Fingerprinting New Employees		1	0	230350 1/16/2023	10.5.2320.3901.300.0000	\$110.00
					Check #: 0	
						PO/InvoiceTotal: \$110.00
						Vendor Total: \$110.00
Wilson Language Training						
Check Group:						
Fundations Teacher's Manual 1 Second Edition		2	23434	1964826 1/23/2023	10.5.1125.4000.100.0000	\$500.00
: Fundations Teacher's Manual 2 Second Edition		2	23434	1964826 1/23/2023	10.5.1125.4000.100.0000	\$500.00
Shipping		1	23434	1964826 1/23/2023	10.5.1125.4000.100.0000	\$80.00
					Check #: 0	
						PO/InvoiceTotal: \$1,080.00
						Vendor Total: \$1,080.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1175

02/08/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Grand Total: \$61,424.76

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1149

01/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Educational Benefit Cooperative						
Check Group:						
Jan - ER HEALTH INSURANCE PAYABLE-ER		1 0		V261358 1/1/2023	10.2.0481.0000.000.9944	\$98,018.56
Jan - EE HEALTH INSURANCE PAYABLE-ee		1 0		V261358 1/1/2023	10.2.0481.0000.000.9943	\$25,797.92
Jan - LIFE INSURANCE PAYABLE-ER		1 0		V261358 1/1/2023	10.2.0481.0000.000.9942	\$840.75
					Check #: 0	
					PO/InvoiceTotal:	\$124,657.23
					Vendor Total:	\$124,657.23
Guardian - Appleton						
Check Group:						
Jan 23 - ER DENTAL INSURANCE PAYABLE-ER		1 0		V372097 1/1/2023	10.2.0481.0000.000.9946	\$3,906.49
Jan 23 - EE DENTAL INSURANCE PAYABLE-ee		1 0		V372097 1/1/2023	10.2.0481.0000.000.9945	\$2,214.63
Jan 23 - EE VISION INSURANCE-ee		1 0		V372097 1/1/2023	10.2.0481.0000.000.9947	\$968.28
Jan 23 - ER VISION INSURANCE-ER		1 0		V372097 1/1/2023	10.2.0481.0000.000.9948	\$253.21
					Check #: 0	
					PO/InvoiceTotal:	\$7,342.61
					Vendor Total:	\$7,342.61
					Grand Total:	\$131,999.84

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1163

01/20/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
School District 107 Imprest Fund						
Check Group:						
BOA holiday lunch		1 0		V672512 1/20/2023	10.5.2310.4900.300.0000	\$1,548.55

Check #: 0

PO/InvoiceTotal:	<u>\$1,548.55</u>
Vendor Total:	<u>\$1,548.55</u>
Grand Total:	<u>\$1,548.55</u>

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1162

01/24/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Justice-Willow Springs Water Commission						
Check Group:						
Nov 25 - Dec 22, 2022 Water		1 0		1818600441-00 1222 1/19/2023	20.5.2540.3700.100.0000	\$783.09
					Check #: 0	
					PO/InvoiceTotal:	\$783.09
					Vendor Total:	\$783.09
Village Of Burr Ridge						
Check Group:						
Oct 31, 2022 - Jan 3, 2023		1 0		V358603 1/19/2023	20.5.2540.3700.200.0000	\$171.94
Oct 31, 2022 - Jan 3, 2023		1 0		V573908 1/19/2023	20.5.2540.3700.200.0000	\$827.73
					Check #: 0	
					PO/InvoiceTotal:	\$999.67
					Vendor Total:	\$999.67
					Grand Total:	\$1,782.76

End of Report

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1164

01/25/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Mastercard-Mastercard Corp Client Pa						
Check Group:						
Public Storage - Storage Rental		1 0		010523 - BC 1/24/2023	20.5.2540.3250.300.0000	\$561.00
Home Depot - Supplies		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$176.55
Sherwin Williams - Paint Winter Projects		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$218.20
Home Depot - Tools & General Supplies		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$541.81
Menards - Boards & Hooks for ES Project		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$142.39
Sherwin Williams - Paint for ES Project		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$48.18
Menards - Hooks for ES Project		1 0		010523 - BC 1/24/2023	20.5.2540.4000.300.0000	\$45.88
Target - Prinicpal Supply		1 0		010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$68.14
Amazon - SEL Supplies		1 0		010523 - ST 1/24/2023	10.5.1002.4000.200.0000	\$139.99
Illinois Reading Council - Membership J Bocian		1 0		010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Illinois Reading Council - Membership B. Triggs		1 0		010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Walgreens - Nurse Supplies		1 0		010523 - ST 1/24/2023	10.5.2130.4000.200.0000	\$19.57
Illinois Reading Council - Membership K. Yana		1 0		010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Illinois Reading Council - Refund A.Embury		1 0		010523 - ST 1/24/2023	10.5.1002.6400.200.0000	(\$27.00)

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1164

01/25/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amazon - MS Supplies		1	0	010523 - ST 1/24/2023	10.5.1002.4000.200.0000	\$18.28
Amazon - Principal Supplies		1	0	010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$16.49
Amazon - MS Supplies		1	0	010523 - ST 1/24/2023	10.5.1002.4000.200.0000	\$19.64
Illinois Reading Council - Membership A. Embury		1	0	010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Illinois Reading Council - Membership N. Schmager		1	0	010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Illinois Reading Council - Membership e. McGuire		1	0	010523 - ST 1/24/2023	10.5.1002.6400.200.0000	\$47.00
Amazon - Nurses Supplies		1	0	010523 - ST 1/24/2023	10.5.2130.4000.200.0000	\$3.39
Sams Club - Principal Supplies		1	0	010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$362.28
Sams Club - Principal Supplies		1	0	010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$15.78
Amazon - Principal Supplies		1	0	010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$23.99
NU Athl Ticket Office - Athletics		1	0	010523 - ST 1/24/2023	10.5.1500.4030.200.0000	\$73.00
Walgreens - Principal Supplies		1	0	010523 - ST 1/24/2023	10.5.2410.4000.200.0000	\$33.14
Amazon - MS Supplies		1	0	010523 - ST 1/24/2023	10.5.1002.4000.200.0000	\$19.80
Dollar Tree - Student Council		1	0	010523 - ST SAct 1/24/2023	10.5.1002.4000.200.0000	\$7.50
Jewel - Student Council		1	0	010523 - ST SAct 1/24/2023	10.5.1002.4000.200.0000	\$42.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1164

01/25/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Country House Restaurant - Staff Breakfast		1	0	010523 - TM 1/24/2023	10.5.2410.4000.100.0000	\$525.00
Labor Law Center - State & Fed Law Posters		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$217.65
Amazon - Office Supplies		1	0	010523 - TS 1/24/2023	10.5.2520.4000.300.0000	\$17.98
Farm & Fleet - Office Supplies		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$11.76
ISU Conferences - ASCD Pre-K & Kdgtn Conference		1	0	010523 - TS 1/24/2023	10.5.1001.3320.100.0000	\$675.00
Amazon - Books		1	0	010523 - TS 1/24/2023	10.5.2213.4000.300.0000	\$154.75
USPS - Mailing		1	0	010523 - TS 1/24/2023	10.5.2310.3180.300.0000	\$11.84
Dunkin Donuts - Sub Gifts		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$100.00
Dunkin Donuts - Sub Gifts		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$100.00
Dollar Tree - Gift Bags		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$26.18
MicroSoft - Monthly Subscription		1	0	010523 - TS 1/24/2023	10.5.2225.6400.200.0000	\$66.93
2023 SecurED Schools - A. Schoen		1	0	010523 - TS 1/24/2023	10.5.1002.3320.200.0000	\$40.00
Sam's Club - Holiday Party		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$47.92
Dollar Tree - Holiday Party		1	0	010523 - TS 1/24/2023	10.5.2320.4000.300.0000	\$79.93
ISU Conference - ASCD Pre-K & Kdgtn Conf		1	0	010523 - TS 1/24/2023	10.5.1001.3320.100.0000	\$248.00

Pleasantdale School District 107

Voucher Detail Listing

Voucher Batch Number: 1164

01/25/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Illinois Music Ed - Conference T. Tatina		1	0	010523 - TS 1/24/2023	10.5.1002.3320.200.0000	\$100.00
Illinois Music Ed - Membership T. Tatina		1	0	010523 - TS 1/24/2023	10.5.1002.3320.200.0000	\$75.00
Constant Contact - Monthly Fee		1	0	010523 - TS 1/24/2023	10.5.2320.6400.300.0000	\$45.00
ISU Conference - IASCD Conference		1	0	010523 - TS 1/24/2023	10.5.1001.3320.100.0000	\$274.00
Check #: 0						
						PO/InvoiceTotal: <u>\$5,668.94</u>
						Vendor Total: <u>\$5,668.94</u>
WEX Health, Inc						
Check Group:						
FSA Monthly Fee - DecceMBER 2022		1	0	0001653617-IN 12/31/2022	10.5.2520.3100.300.0000	\$80.75
Check #: 0						
						PO/InvoiceTotal: <u>\$80.75</u>
						Vendor Total: <u>\$80.75</u>
						Grand Total: <u>\$5,749.69</u>

End of Report

Date: February 2, 2023

To: Pleasantdale Board of Education

From: Mary Lenzen, Board Secretary

Re: Closed Session Minutes Recommended for Declassification

Following a review and in compliance with the Open Meetings Act, the closed session minutes listed below are recommended for declassification:

Date	Summary
2021	
5/19/2021	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal council for the District, including hearing testimony on a complaint lodged against an employee or against legal council for the District to determine its validity.
3/17/2021	Student disciplinary cases
2/17/2021	Litigation, when an action against, affecting or on behalf of the particular district has been filed and is bending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the bias for the finding shall be recorded and entered into the closed session meeting minutes The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal council for the District, including hearing testimony on a complaint lodged against an employee or against legal council for the District to determine its validity. Student disciplinary cases
2019	
2/20/2019	Student disciplinary cases
1/16/19	The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal council for the District, including hearing testimony on a complaint lodged against an employee or against legal council for the District to determine its validity.

Personnel Report

February 8, 2023

1. Retirement of Personnel:

The Superintendent received one letter of retirement from Mr. Dan Pisanko who serves as a custodian at the Middle School.

Recommendation

That the Board accepts the resignation of Dan Pisanko effective 6/30/2023.

2. Resignation of Personnel:

The Superintendent received no letters of resignation this month.

3. Employment of Personnel

The Superintendent recommends the hiring of Emma Frye as Building Secretary at PES at a rate of \$20.98/hour. The Superintendent recommends a salary adjustment for Paula Berger based on the submission of updated transcripts from MA12/step 7 \$58,124 (prorated to \$45,029) to MA24/step 7 \$60,524 (prorated to \$46,902).

Recommendation

The Board approves the hiring of Emma Frye as a building secretary at PES at a rate of \$20.98 per hour. The Board approves a salary adjustment for Paula Berger based the submission of updated transcripts from MA12/step 7 \$58,124 (prorated to \$45,029) to MA24/step 7 \$60,524 (prorated to \$46,902).

Name	Position	Salary/Rate
Emma Frye	PES Building Secretary	\$20.98 per hour

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

Beginning in November, the administration reviews staffing needs for the following school year. When determining the staffing needs for the next school year, the administration looks at many factors. A few of these factors include observing Board policy regarding class size, ensuring students with special needs (e.g., EL, IEP, 504) have the required resources and maintaining a fiscally responsible staffing pattern.

Elementary School Staffing Plan: Based on our current student enrollment, we believe four sections in grades K, 2, 3, and 4 is sufficient to meet our students' needs. However, given the larger-than-typical enrollment in our current Kindergarten, we will need five sections of first grade. We do not anticipate an overall increase in staffing for general education programs at PES. Likewise, we do not anticipate an increase in staffing for specials (Art, PE, Music, etc.). The elementary school is requesting an increase of .30 FTE to better support our English Language Learners with an increase from 1.70 to 2.0 FTE. Finally, the elementary school proposes an increase in the allocation of reading specialists from 1.80 FTE to 2.0 to support our new literacy program and address students' reading needs. Two special education teachers are currently assigned to fourth grade. The double allocation in fourth grade will follow the students to fifth grade. While this is a reduction of 1.0 for the elementary school, the overall district allocation remains unchanged.

Middle School: The middle school staff is often more complicated and uneven due to leveled courses and the middle school schedule. This is not unique to Pleasantdale, as all middle schools experience irregular staffing plans due to the schedule's structure and the students' needs. The general education staffing at the middle school will remain flat. There will be slight shifts from one grade level to another, but the overall impact is neutral. Likewise, the staffing of specials teachers will remain flat. The middle school proposes an increase to English Language (EL) staffing of .20 and an increase to our special education allocation of .50 for an overall increase of .70 FTE for the middle school.

Conclusion: The administration recommends a staffing pattern that meets class size guidelines governed by Board policy and driven by students' needs. Likewise, this year's staffing plan calls for an overall increase of certified teaching positions of 1.30 FTE and an increase of instructional aides of 3.0 FTE. This increase in instructional aides will support students with special education needs who are returning to school from a therapeutic setting.

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

To: Dr. Dave Palzet, Superintendent
From: Griffin L. Sonntag, Business Manager/CSBO/Director of Transportation
Re: Transportation Executive Summary
Date: February 1, 2023

Background:

The district, along with Western Springs 101, LaGrange 102, Lyons 103, LaGrange (South), 105, and Lyons Township High School 204, contracted with First Student Transportation in 2008. The original contract was for a term of three years. School Code allows school districts to renew contracts on a yearly bases after the original contract term expires. The district has renewed the contract every year since the original contract sunset. The district provides transportation to all students in Kindergarten through 8th grade free of charge. Over the course of our relationship with First Student, we have operated between 6 and 9 bus routes per school. This year, the district operates six routes at each school during the AM and PM. Additionally, the district offers a late bus at each school for students that stay at school past the regular dismissal time. Our routes are “paired” routes which means that our drivers often complete routes for other districts before coming to Pleasantdale to run our routes. This allows us to realize a significant savings in transportation costs. Ridership in the district fluctuates over the course of the year, from a low of approximately 40% to a high of nearly 80%.

Current State of Transportation:

This year, the district operates six AM and PM routes at each school. At the beginning of each year, we expect some inconsistencies as drivers learn new routes and get to know their riders. This year, we found that these disruptions lasted well past when we would have expected them to normalize. We also realized that the transportation industry was not immune to the impacts of the COVID-19 global pandemic, which resulted in a significant shortage of drivers. In addition, two of our drivers had a long-term illness or injury that required a sub-driver to be assigned to these routes. When a sub is assigned, it is often a different driver each day. This resulted in additional delays and inconsistencies in service. The administrative team has worked to hold First Student accountable and ensure the best service possible. We’ve made morning calls to the Hodgkins dispatch center and will frequently check in via text with individual drivers. Additionally, the administration reviewed and reconfigured the routes at the start of the year with First Student to be more efficient and ensure a more timely pick-up/drop-off. As a convenience to parents, we have implemented systems to notify parents when routes will be late. These notifications come in the form of text messages, emails, and/or phone calls. Even with these interventions and systems in place, it has taken longer for our transportation issues to be resolved. We continue to work closely with First Student to monitor and improve the service they provide our students and families.

Future Improvement/Planning:

As we look ahead to next year and beyond, we are using this year’s situation as a learning experience for the future. We intend to begin the routing process earlier to review routes well before the start of the school year. We will be requesting additional routes for both the elementary and middle school in order to shorten the time the students are on the bus. We are reviewing the feasibility of having the late routes be separated by school instead of by geography within the district. Additionally, we will demand that First Student drivers practice their routes multiple times prior to the start of the year. Currently, drivers practice their routes at least one time before the start of the year. We have also been working

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

with First Student to allow our maintenance staff with the required training to obtain a CDL license. This would allow our custodians and maintenance staff to drive routes if a regular driver is unavailable. Likewise, it could allow our staff to drive field trip routes and athletic routes.

Finally, we have been keeping a close watch on First Student's bus tracking app, *FirstView*. Based on information on First Student's website: *FirstView*® gives you real-time tracking so you can view your entire transportation system in one view and on one screen. The *FirstView Parent App* gives caregivers peace of mind knowing where their child's bus is. It's also a convenient way to communicate with parents through push-messages. Dr. Palzet and I met with members of the First Student team responsible for deploying *FirstView*. At that meeting, the representatives explained that the Hodgkins location would be responsible to ensure that the tracking systems are connected to the correct buses. When we asked about the structures and systems in place to do this, especially with a substitute driver or a different bus than usual for a particular route, we were told that those systems are currently being put in place. They also discussed the fact because we have paired routes with other local districts, they are working to improve their accuracy at this point. User feedback of the app is also not positive. Using the website justuseapp.com we found that the *FirstView* app received 5530 reviews with 73.6% of the reviews rating the app as negative and 26.4% of the respondents rating the app as positive experience. While we do believe that First Student is making good progress improving the app and the implementation of *FirstView*, we recommend waiting to implement this system until it is able to provide more consistent information to users.

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

To: Dr. Dave Palzet, Superintendent
From: Griffin L. Sonntag, Business Manager/CSBO/Director of Transportation
Date: February 1, 2023
Re: Five-Year Financial Projections Executive Summary

Purpose

Annually, following the completion and presentation of the audit, the Board is provided with a report examining the financial health of the district five years into the future. This is an important step in the process of keeping the district on a successful financial path going forward. This report illustrates the district's ability to pay for and provide the necessary services to educate our students. It also supports the preparation of the next fiscal year's budget as well as long-term planning.

The ability to examine different scenarios is vital as there are so many unknowns each year. We use a powerful web-based product called 5Cast which allows us to change the variables within the models that we create. These variables are called assumptions and are outlined below.

Assumptions

There are many assumptions that must be made as the future is unknown. These assumptions include trends, history, current data, enrollment, staffing, capital needs, technology, salaries, benefits, economic conditions, new property growth, and new legislation just to name some of them. By making changes to these assumptions, the impact can be extrapolated out into the future.

Upcoming Known Capital Expenditures

Following the five-year capital spending plan conducted last school year, there are some known expenditures needed. This summer, we are planning to replace the middle school roofs, the APR roof at the elementary, rooftop HVAC units at both the elementary school and middle school, and remove the first-grade walls. Looking ahead to the future years, we need to replace the univents at the elementary school, replace the building automation system across the district (HVAC controls), redesign play spaces/parking lots at the middle school, and other items identified in the five-year capital spending plan. While we don't have the exact costs of these expenditures, we have estimates that are factored into our five-year projections.

Conclusions

Overall, the district's financial health is very good. As is reported in the FY22 Annual Financial Report, our fund balances are \$15,755,929. I want to acknowledge and give credit to past school boards, administrators, and staff who have been great stewards of our taxpayers' money while providing an exceptional education for our students. While these capital projects are necessary, the projections show that if the district continues to monitor its overall spending, these projects, and others that may come up, can be accomplished while maintaining the overall financial health of the district.

Executive Summary of Updates to the 2023-2024 Parent/Student Handbook January 25, 2023

Recommended revisions submitted by:

Ms. Kathleen Tomei, Principal of Pleasantdale Elementary School

Dr. Jeanine Arundel, Principal of Pleasantdale Middle School

The Pleasantdale School District #107 Parent/Student Handbook is a very comprehensive document. It is clear that many hours have been spent reflecting on the practices, expectations, and legal mandates required in a Parent/School Handbook and aligning these to school board policy. Previous administrators and school boards should be commended for their work on this document.

Over the past several years, we have been reviewing and updating the document to reflect our current practices, policies, and laws. As you will see in the changes reflected in the proposed 2023-2024 Parent/Student Handbook, they continue to be very minor in nature. The recommended changes are a result of the Illinois Principals' Association (IPA) model handbook. These changes meet new legal requirements and have been vetted by the IPA legal team.

Updating the Parent/Student Handbook involved a three-step process:

1. The current handbook was read by current administrators, staff, and select parents.
2. A meeting occurred to discuss any needed changes or lack of clarity in the language. This meeting occurred on Monday, January 23, 2023. Thank you to our review committee this year who consisted of Lindsay Hosanna, PTO Board Member, Kara Mulder, Kindergarten teacher, Kathleen Tomei, Pleasantdale Elementary Principal, and Jeanine Arundel, Pleasantdale Middle School Principal.
3. Ms. Tomei and Dr. Arundel worked together to propose the final document.

The proposed changes to the Parent/Student Handbook generally fell into three categories outlined below:

1. The majority of the recommended updates come from the Illinois Principals' Association (IPA) Model Student Handbook (MSH) in which the IPA provides legal updates and suggestions based upon the laws enacted within the State of Illinois over the past year. This Model Student Handbook verbiage also aligns with the PRESS board policy recommended updates.
2. The second category of updates continues the process of cleaning up the handbook and aligning it with changing practices.

3. The final category of updates are simply cosmetic changes aligning colors and fonts.

Specific changes to the Parent/Student Handbook:

1. The most meaningful changes included the addition of new language. These new sections help protect students and better outline standards for staff.
 - a. 1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations
 - b. 1.185 - Employee Conduct Standards
 - c. 1.190 - Prevention of Anaphylaxis
 - d. 7.27 - Access to Non-School Sponsored Publications
 - e. 12.80 - Pesticide Application Notice
2. Language was added to existing sections to reflect current mandates or laws. Some examples of these changes are included below.
 - a. middle school students are permitted one day-long excused absence per school year for the purpose of attending a civic event.
 - b. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.
 - c. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.



Parent/Student Handbook

2023-2024

Table of Contents

Chapter 1 - Introductory Information and General Notices

- 1.30 - General School Information
- 1.35 - School Hours, Arrival/Departure Procedures
- 1.36 - Returning to School After Hours
- 1.40 - Visitors/Volunteers
- 1.50 - Equal Opportunity and Sex Equity
- 1.55 - Student, Parent, Teacher Rights and Responsibilities
- 1.60 - Animals on School Property
- 1.80 - Invitations and Gifts
- 1.84 - Birthdays
- 1.86 - Awards
- 1.87 - Parent Organizations
- 1.88 - Building Usage
- 1.89 - Lost and Found
- 1.90 - Emergency School Closing
- 1.91 - Textbook/Library Book Procedures
- 1.92 - Telephone Use
- 1.93 - Collection of Money
- 1.95 - Communications
- 1.100 - Video and Audio Monitoring System
- 1.110 - Accommodating Individuals with Disabilities
- 1.120 - Students with Food Allergies
- 1.130 - Care of Students with Diabetes
- 1.140 - Suicide and Depression Awareness and Prevention
- 1.170 - Student Appearance
- 1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations
- 1.185 - Employee Conduct Standards
- 1.190 - Prevention of Anaphylaxis

Chapter 2 - Attendance, Instruction, Promotion and Graduation

- 2.10 - Attendance
- 2.20 - Student Absences
- 2.30 - Release Time for Religious Instruction & Observance
- 2.40 - Make-Up Work
- 2.50 - Truancy
- 2.60 - Grading & Promotion
- 2.65 - Instructional Programs and Placements
- 2.70 - Homework
- 2.100 - Home and Hospital Instruction

Chapter 3 - Registration, Student Fees and Meal Costs

- 3.00 - Registration
- 3.10 - Fees, Fines & Charges; Waiver of Student Fees
- 3.20 - School Lunch Program

Chapter 4 - Transportation & Parking

- 4.10 - Bus Transportation
- 4.15 - Bus Conduct
- 4.20 - Parking [K-8]
- 4.30 - Other Forms of Student Transportation

Chapter 5 - Health and Safety

- 5.10 - Immunization, Health, Eye & Dental Examination
- 5.20 - Student Medication
- 5.40 - Safety Drill Procedures
- 5.50 - Communicable Disease
- 5.60 - Head Lice

Chapter 6 - Discipline and Conduct

- 6.10 - General Building Conduct
- 6.20 - School Dress Code ~~& Student Appearance~~
- 6.30 - Student Behavior
- 6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment
- 6.45 - Sexual Harassment & Teen Dating Violence Prohibited
- 6.50 - Cafeteria Rules
- 6.60 - Field Trips
- 6.70 - Access to Student Social Networking Passwords & Websites
- 6.80 - Student Use of Electronic Devices

Chapter 7 - Internet, Technology & Publications

- 7.10 - Internet Acceptable Use
- 7.20 - School Sponsored & Non-School Sponsored K-8
- 7.27 - Access to Non-School Sponsored Publications
- 7.40 – Annual Notice to Parents About Educational Technology

Chapter 8 - Search and Seizure and Personal Property

- 8.10 - Search and Seizure
- 8.20 - Personal Property

Chapter 9 - Athletics and Extracurricular Activities

- 9.10 - Extracurricular Athletic Activities Code of Conduct
- 9.30 - Student Athlete Concussions and Head Injuries

Chapter 10 - Special Education and Support Services

- 10.10 - Education of Children with Disabilities
- 10.20 - Discipline of Students with Disabilities
- 10.25 - Support Services
- 10.60 - Related Service Logs

Chapter 11 - Student Records & Privacy

- 11.10 - Student Privacy Protections
- 11.20 - Student Records

Chapter 12 - Parental Right Notifications

- 12.10 - Teacher Qualifications
- 12.20 - Standardized Testing
- 12.30 - Homeless Child's Right to Education
- 12.40 - Sex Education Instruction
- 12.60 - English Learners
- 12.80 - Pesticide Application Notice
- 12.90 - Mandated Reporter
- 12.110 -Sex Offender Notification Law
- 12.120 - Violent Offender Community Notification
- 12.170 - School Visitation Rights

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 (alphabetically)

Bill Brockob (2023) 708-753-3932
11044 84th Place, Willow Springs, 60480

Arlene Cabana, President (2025) 708-837-1424
7924 Buck Trail, Burr Ridge, 60527

Mary Lenzen (2025) 630-201-0702
8241 School Street, LaGrange, 60525

Tarryne Marchione, Vice President (2025) 815-403-3737
9000 Orchard Road, Willow Springs, 60480

David Negron (2023) 630-853-2870
8524 Candlelight Drive West, Willow Springs, 60480

Becky Walters (2025) 773-704-8713
11408 Nueport Drive West, Willow Springs, 60380

Charles Zona (2023) 708-701-3708
11317 Tecumseh Lane, Indian Head Park, 60525

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

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

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

Schools and Staff

District Administrative Building

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

Superintendent:	Dr. Dave Palzet
Business Manager:	Mr. Griffin Sonntag
Director of Special Education:	Ms. Beth Parker
Assistant Superintendent of Teaching and Learning:	Dr. Jennifer Ban
Superintendent’s Secretary:	Ms. Tousha Summers
Bookkeeper:	Ms. Mary Zwolinski

Pleasantdale Elementary School (PreK-4)

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

Principal: Ms. Katheen Tomei
 Secretary: Ms. Emma Frye
 Clerical Aide: Ms. Dawn Blackmore
 Mascot: Eddie the Eagle
 Colors: Blue, Yellow, and White

Pleasantdale Middle School (5-8)

7450 S. Wolf Road
 Burr Ridge, Illinois 60527
 Telephone: (708) 246-3210
 To report an absence: Log into PickUp Patrol

Principal: Dr. Jeannine Arundel
 Assistant Principal: Ms. Brianne Malatt
 Secretary: Ms. Stacey Tantillo
 Clerical Aide: Ms. Maria Cuevas
 Mascot: Tiger
 Colors: Navy Blue, Carolina 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

Instructional aides, 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.

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

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

Topic	First Contact	Second Contact	Third Contact
Student Academics	Classroom Teacher	Principal	Superintendent
Student Discipline	Classroom Teacher	Principal/Assistant Principal	Superintendent
Co-Curricular 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 Special Education
Medical Issues	Nurse	Principal	
Technology	School Tech	Principal	
Board Policy	Superintendent	Board of Education	
Friday Packet Communication	Superintendent's Secretary	Superintendent	

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

1.35 – School Hours, Arrival/Departure Procedures

School Hours

Below are the normal school hours.

Pleasantdale Elementary

Bright Beginnings Preschool 8:30 a.m. - 11:00 a.m. morning session
12:00 - 2:30 p.m. afternoon session

Full-day Kindergarten, 1st-4th grade 8:45 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 8:45 a.m. - student arrival begins
8:55 a.m. - students enter building
9:00 a.m. - school starts
12:00 p.m. - dismissal

At the Elementary School, parents must make necessary arrangements so that their children do not arrive prior to 8:45 a.m. Supervision is not available prior to this time.

Pleasantdale Middle

5th-8th grade 8:00 a.m. - student arrival begins
8:12 a.m. - students enter building
8:20 a.m. - classes begin
3:22 p.m. - dismissal

Arrival / Departure Procedures

Pleasantdale Elementary

Prior to arrival

- Any child not feeling well must not come to school. Parents should not give their child fever lowering medication for the sole purpose of having their child at school as this may spread infection to others. If you are not sure if your child should come to school, please contact our school nurse, Lisa Penrod.

Arrival at School

- Students are to arrive at PES between **8:45-8:55 AM**.
- As buses arrive, students will line up by classroom outside their designated door. (See below).
- As cars arrive, students will line up by classroom outside their designated door.
- Cars will be directed to pull up as far as possible in the drop off lane for drop offs. Students will walk to their assigned door. Do not stop at the door closest to your child's assigned door as this will slow our arrival process for everyone.
- To accommodate the number of cars dropping off students, cars will be routed through the back parking lot (see chart below). Please drive slowly and follow the traffic route.
- Upon dropping off your child, please exit onto School Street. Remember to yield to school buses as they exit our parking lot.

K-4 Dismissal

- Bus riders will be dismissed first. This is to accommodate the number of cars picking up students at the end of the day.
- Parents/Guardians are asked not to arrive prior to **3:10 PM** to allow for buses to enter the parking lot and the bus lane.
- Cars will be routed through the back parking lot as is done during arrival.
- Parents are to remain in their car at all times. Students will be dismissed from the front of school.
- Cars will be directed to pull up as far as possible in the pick up lane to collect their child(ren). Students will walk from their assigned door to their parent/guardian. Do not stop at the door closest to your child's assigned door as this will slow our dismissal process for everyone.
- The school must be notified via PickUp Patrol by 2:30pm of alternative transportation arrangements or attendance at after school activities. 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.
- During school hours 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 students are not permitted to leave school 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.

- All preschool drop off and pick up will be at the preschool doors. Parents are to walk preschool students to/from the preschool doors 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 using their iPad in the main lobby. Students should make pre-arrangements with their teacher.
- Morning Arrival - When students arrive, 5th grade students must wait for the bell in the front of the school by the North gym and 6th grade students must wait for the bell in the front of the school. 7th and 8th grade students will wait for the bell in the outside commons area. During inclement weather, 5th grade students will wait in the hallway by the North gym and 6th grade students will wait for the bell in the main hallway. 7th and 8th grade students will wait for the bell in the cafeteria.
- Tardy- 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 middle school main office to pick up their 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 may 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/volunteer 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

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.

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.
- Speak and act respectfully towards peers and staff members.
- 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.

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.

1.80 - 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. Sending birthday treats or gifts to school is not allowed. Children have the option of donating toward a birthday book in the library. Parents will receive more information about birthday books from the PTO.

The distribution of party invitations can often create a disturbance to the school environment. At times, school may not be an appropriate place to communicate (birthday) party information. Parents must 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 sure 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.

Birthdays – Pleasantdale Middle

Student birthdays and half-birthdays are highlighted during morning announcements. Parents are not to send edible treats to either lunch periods or classrooms. Parents must communicate individual birthday party information outside of school. Students are not

allowed to decorate lockers in celebration of birthdays. The middle school Spirit Squad may decorate student lockers on the students' birthdays or half-birthdays.

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

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, 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.

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 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.

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 may 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 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.

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. Middle school students have Gmail access to communicate within the d107 domain and are expected to follow the Acceptable Use Policy (AUP) while using Gmail.

Skyward Family Access

All families have access to our Student Management System (SMS) called Skyward. It is the responsibility of parents to update contact information on an on-going basis (ie. Phone number changes, email updates, family living arrangements, etc.) Parents may contact the main office with questions about Skyward access at any point during the year. Elementary parents have the ability of checking on their child's current grade status in each subject by checking Skyward. There will be opportunities for parents to receive instruction on how to access Skyward at the beginning of each year.

Schoology Access

Our middle school uses a Learning Management System (LMS) called Schoology for middle students and parents to access information about class learning and assignments, including directions, resources, and due dates. Grades are also posted within Schoology. 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

Our district uses a Learning Management System (LMS) called Seesaw for elementary students and parents to access information about class learning and assignments, including directions, resources, and due dates. 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. Middle school students are strongly encouraged to attend conferences with their parent(s). 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 Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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.

1.150 – Pandemic Preparedness, Management, and Recovery

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

1.170 – Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age

- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization

- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1.185 - Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website at this [link](#) or requested from the Superintendent's office.

1.190 - Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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.

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 may be considered absent if he/she misses 20 minutes or more in the morning or afternoon.

Middle School

Parents or guardians must notify the school of an absence by calling or emailing the office (middleattendance@d107.org) prior to 8:00 a.m. The parent should convey the reason for the absence. If a parent does not report 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 must be present at school by 12:00 p.m. to participate in after school/evening activities.

Pursuant to Public Act 102-981 (effective 1-1-23), middle school students are permitted one day-long excused absence per school year for the purpose of attending a civic event.

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, including mental or behavioral health of the student and doctor's appointments
- 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.

Student Mental Health Days

A 2021 law was passed that allows students to use up to 5 mental health days as excused absences. Our district works closely with families and if students are absent due to mental health reasons, we mark them excused and work to support the family. While not required, it is strongly recommended by our legal counsel that supports be put in place for students that use these mental health days. As such, we will follow the below practice when mental health days are used.

- 1st absence: No intervention.
- 2nd absence: The student will meet with the school social worker.
- 3rd absence: A meeting will be held with the student, parent, principal, and social worker.
- 4th absence: The students will undergo an emotional health screening and when appropriate be offered a referral to outside services.
- 5th absence: The team will develop a formal plan to support the student's emotional health.

Tardy

A student is considered tardy if he/she arrives after 8:22 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's 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 and reason 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 work ahead of time. Other assignments will be saved for the child to do after the extended absence. Any work that is given at the beginning of an extended absence should be done by the time the child returns to school.

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.

2.40 - Make-Up Work

Students are responsible for their schoolwork when they are absent. Parents and students can use Schoology or Seesaw, our online Learning Management Systems, 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.

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

Student attendance 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 more than 1% but less than 5% of the prior 180 regular school 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.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

2.60 - Grading & Promotion

Report Cards

- Report cards are posted three times a year on Skyward Family Access.
- Elementary 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, parents are encouraged to check their child's grades on Schoology on a regular basis.

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.

Enrichment Program – Elementary

The enrichment learning specialist meets regularly with K – grade 4 teachers to assess learning needs and help plan differentiated curriculum as needed. Students who are determined to need ongoing challenge are identified for enrichment. At the beginning of 4th grade, student profiles are reviewed to determine placement. A student's profile includes a variety of measures: CogAt, MAP, student grades, writing sample (for ELA), and teacher input. In grade 4, students are identified for either on-level or extended English Language Arts (ELA) classes. Also in grade 4, students are identified for either on-level or accelerated math classes.

Leveled English Language Arts (ELA) Classes - Middle

In grades 5-8, students are identified for either on-level or extended 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 Advanced Learning and Talent Development document, found on the school district's website.

2.70 - Homework

The district recognizes that carefully planned homework can play an important role in student learning and can enhance student growth. Homework should support the learning taking place in the classroom and be respectful of students' family and personal time. When assigning homework, teachers should consider each student's ability to complete the homework, time constraints, and special circumstances.

Homework is any task assigned by teachers, including unfinished class work, intended for students to complete during non-instructional hours. Homework serves several purposes including to preview or review material, to practice concepts taught in class, and to support executive functioning skills. Effective homework provides students with low-stress work that can be completed independently and is reasonably differentiated for students.

When creating/assigning homework teachers should consider the following principles to ensure homework is manageable and supports student learning:

- Teachers should clearly communicate the purpose of the homework to students.
- Grade level teams should discuss and coordinate homework assignments and assessments.
- The total amount of homework assigned should be manageable and respect students' family life.

Below are guideline ranges for homework for each school attendance day which includes 15-minutes of independent reading:

- Kindergarten-Grade 1: Not to exceed 20 minutes
- Grades 2 - 3: Not to exceed 30 minutes
- Grades 4 - 6: Not to exceed 60 minutes
- Grades 7 - 8: Not to exceed 75 minutes
- A student's economic/home life reality should not impact their ability to complete homework.

The following practices should be considered for students, staff, and families:

- Teachers should discuss approximate time ranges for homework with students.
- Feedback to students on homework should be timely and fit the purpose of the work.
- Homework should have a minimal impact on a student's overall grade.

- Homework assignments over extended school breaks and non-attendance days should be limited and, to the greatest extent possible, no new work should be assigned.
- Families should encourage learning through homework and provide students with a quiet and distraction free environment to complete homework.
- A homework support program should be provided at school.
- If students are regularly spending more than the recommended time on homework, students should discuss with the teacher. Families should also reach out to the child's teacher to discuss the situation.
- Families should support students to complete work independently.
- School administration will support the effective use of homework and communicate important information about homework to parents.
- The district will notify families about Homework Administrative Procedures and how to be aware of their child's homework completion.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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.

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.

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.

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.

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 of 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

~~Fees, Fines, and Charges; Waiver of Student Fees~~

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

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

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);
3. **The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;**
4. **The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.**

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or

- When one or more of the parents/guardians are involved in a work stoppage.

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.

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.

If you have any questions regarding the fee waive process, you may contact the District Business Manager at (708) 784-2013.

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.

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.

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.

Consequences of Improper Bus Riding Behavior

Pleasantdale Elementary

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

Pleasantdale Middle

- Students are expected to follow the “The “I’s” of the Tigers” **on the bus.**
 - **I am respectful – Keep hands and feet to yourself.**
 - **I am responsible – Talk but don't scream.**
 - **I am safe – Stay seated the entire ride.**
- Inappropriate behavior may result in a verbal or written warning, after school detention(s), or a bus suspension. (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 school rules 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.

4.20 - Student Drop-off/Pick-up

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

Pleasantdale Elementary

- 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 or 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 8:45 a.m. Children should arrive no earlier than 8:45 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.

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 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 grade; 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.

- 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 **that may be related to vision**. 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 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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. 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 requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

5.40 - Safety 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. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. Other safety drills may or may not be preceded by a warning to students based on the circumstances.

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.

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 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 by the principal and/or assistant principal.

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 section 10.20 “Discipline of Students with Disabilities,” of the Parent/Student Handbook, for additional information.

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.

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 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. Staff have been trained in and encouraged to use the CHAMPS model of behavior expectations. CHAMPS is an acronym for briefly explaining the expectations prior to each activity and stands for Conversation (how loud of a voice level), Help (how to access it), Activity (what should you be doing), Movement (what do I do if I need to move around), Participation (how will you participate), Success (how will you know you were successful). In addition, 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.

LEVEL 1 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures *Listed in alphabetical order	RESTORATIVE PRACTICES (Targeting specific behavior)
Dress Code violation Excessive noise in the halls Food or beverages in the classroom Improper display of affection Littering Missed Detention Possession/Use of and distractive nuisance Disruptive Behavior Running in school Tardy to Class Tardy to School Unprepared for class	Confiscation Detention Formal conference with teacher and Administrator Informal conference with the teacher May be required to change into PE uniform Parent contact (Phone calls, Emails, meetings) Planner Mark Warning From Teacher Working Lunch	May include: Reteach, (e.g. lesson on bus behavior, being responsible, respect...) Restorative Practices (e.g. letter of apology, face to face apology) Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools) Referral to Social Worker Attend an organizational session

LEVEL 2 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures *Listed in alphabetical order	RESTORATIVE PRACTICES (Targeting specific behavior)
Aggressive behavior, which is not determined to be a fight Bus disturbance (first offense) Cheating Disruptive behavior Entering another student's locker/personal belongings Forgery, plagiarism, lying or other forms of deception Gross disobedience or disrespect Improper use of a cellular phone or other electronic devices Inappropriate comments Insubordination Offensive or abusive material (e.g. t-shirts, magazines, etc.) Spitting Unexcused failure to serve detention Use of profane words or gestures Violation of normal school rules	After school Homework Club Alternative Learning Environment in the Student Support Center Confiscation Confiscation with parent contact Detention Formal Conference with Teacher and Administrator Informal/ Formal Conference with Teacher Loss of Privileges May be required to change into PE uniform Parent contact (Phone calls, Emails, meetings) Redo assignment Saturday Detention Working Lunch	May Include: Reteach, (e.g. lesson on bus behavior, being responsible, respect...) Restorative Practices (e.g. letter of apology, face to face apology) Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools) Referral to Social Worker Redo assignment Check In/ Check Out Attend an organizational session Peer mediation (facilitated by a staff member)

LEVEL 3 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures *Listed in alphabetical order	RESTORATIVE PRACTICES (Targeting specific behavior)
<p>Bullying Cheating Chronic misbehavior Extortion Fighting Gross Insubordination Lunchroom disturbances: ex: Throwing food or objects, failure to follow rules Participation in a public school fraternity, sorority, secret society, (e.g., gang) as defined in the Illinois School Code in furtherance of any of the following activity:</p> <ul style="list-style-type: none"> a. demand or request for payment of dues or other forms of ‘protection’ from any students b. physical or verbal intimidation/abuse of any student or staff member c. participation in, or the intent to invite others to participate in any forms of physical violence or vandalism <p>Possession of items associated with tobacco use, including electronic cigarettes and vaping devices Profanity/abusive language Physical altercation Serious Bus disturbance or second offense Sexual/Social Harassment Vandalism Stealing, theft of articles belonging to others Threats, other forms of intimidation of others, including cruelty Truancy/unexcused absence from class Use of a Laser Pointer in School or while using District Transportation Vandalism, destruction, defacing of property</p>	<p>Alternative Learning Environment in the Student Support Center</p> <p>External Suspension</p> <p>Formal Conference with Teacher and Administrator</p> <p>Informal/ Formal Conference with Teacher</p> <p>Loss of Privileges</p> <p>No Contact Contract</p> <p>Parent contact (Phone calls, Emails, meetings)</p> <p>Police referral</p> <p>Saturday Detention</p> <p>Truant Officer</p>	<p>May include: Reteach, (e.g. lesson on bus behavior, being responsible, respect...)</p> <p>Restorative Practices (e.g. letter of apology, face to face apology)</p> <p>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)</p> <p>Restitution</p> <p>Referral to Social Worker</p> <p>Attendance letters sent home</p> <p>Attendance Plan</p> <p>Check In/ Check Out</p> <p>Peer mediation (facilitated by a staff member)</p> <p>Any Level 3 infraction may result in the loss of the end of the year field trip or privileges.</p>

<p>LEVEL 4 INFRACTIONS</p>	<p>DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures</p> <p>*Listed in alphabetical order</p>	<p>RESTORATIVE PRACTICES (Targeting specific behavior)</p>
<p>Arson or setting fire Bomb threats, false fire alarms & false reporting Communication gang memberships through words or gestures Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or students Major incident of disrespect toward an adult Physical assault/threat on a staff member Physical assault/threat on another student Possession of drug paraphernalia Repeated acts of misbehavior, including repeated refusal to comply with school rules Use of or possession of a weapon or an object as a weapon Use, possession, sale, conspiracy to sell or distribution of drugs, marijuana, and other controlled substances, including alcohol or “look alike” drugs, placebos, pills or inhalants Any other acts which directly or indirectly jeopardize the health, safety & welfare of school personnel or other students and/or seriously disrupt the educational process</p> <p>Note: Drugs, physical assault, activating false alarm, fire extinguisher, or bomb threat will result in automatic police referral plus other appropriate disciplinary actions. Any student who is determined to have brought a firearm, as defined by U.S. Code to school shall be expelled for a period of one year (or about 180 school days), except that the expulsion period may be modified by the School Board on a case-by-case basis.</p>	<p>Contact Fire Marshal External Suspension External Suspension and parent conference required Formal Conference with Teacher Loss of Privileges Parent contact Police Referral Recommendation for expulsion Referral to Counselor or Social Worker Restriction</p>	<p>May include: Reteach, (e.g. lesson on bus behavior, being responsible, respect...) Restorative Practices (e.g. letter of apology, face to face apology) Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools) Restitution Referral to Social Worker Check In/ Check Out</p> <p>Any Level IV infraction may result in the loss of the end of the year field trip or privileges.</p>

Disciplinary Measures

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

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.

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. **The use of prone restraint is prohibited.**

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 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 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.

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.
- 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 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.
- **Vaping:** Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- **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.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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;
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; or
5. During periods of remote learning.

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.

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager (Superintendent) or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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 the 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.

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;
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; or
5. During periods of remote learning.

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.~~

Students who bring their own lunches to school will place them in the area designated by their teacher. Students who purchase their lunch and/or milk will take their individual lunch card from the designated area and give it to the lunch staff as they receive a lunch and/or milk. Students will never go without food during lunch unless it is their choice. Parents who do not want their child to purchase lunch or milk at school, may request a permanent removal of their child's lunch card by contacting the front office.

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. 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. Food may not be delivered by outside vendors for students.

Recess Procedures-Pleasantdale Elementary

Students will have a total of 30 minutes of daily recess. Students have outdoor recess whenever possible. Students perform better when they get outdoors, even if only for a few minutes. The office staff and principal will make the decision for recess based on the following:

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

Students 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.

Recess Procedures-Pleasantdale Middle

Students in grades 6, 7, and 8 have a 20-minute recess option just prior to or just following their lunch period. Fifth-grade students will receive 30 minutes of recess during the school day.

- **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, Apple/smartwatch, 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.

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.

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

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).

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

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.

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

- 1st Offense: Student is sent to the office and the device is held and parents are notified. Device is returned to the student at the end of the school day.
- 2nd Offense: Student is sent to the office and the device is held and parents are notified. Device is held in the office until a parent retrieves it. 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 be reviewed at: <http://guides.lib.utexas.edu/copyright/fairuse>

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.

7.27 - Access to Non-School Sponsored Publication

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

7.40 – Annual Notification to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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.

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.

Student Searches

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.

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. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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. 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 or other co-curricular activities.
- Ineligible students should report to the library for academic study time during games and practices or Tiger Time.
- A student remains ineligible until their averages are raised to meet the criteria.
- Every Friday, students' eligibility will be determined.

Other Eligibility Rules for Athletics

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

9.10 Athletic 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

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

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.

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.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Behavioral Intervention Policy

Students with Disabilities

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

10.25 – Support Services

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

English Language Learners (ELL) Services

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

Pleasantdale School District offers two specific programs for the limited English proficient student:

The Transitional Program of Instruction (TPI) is a mandated program to serve students from low incidence language backgrounds. The program provides support to help students succeed in academic subjects and learn English. The methodology of English instruction makes connections to the home language to the greatest extent possible and focuses on language development through meaningful experiences within content areas.

The Transitional Bilingual Education (TBE) Program is a mandated program for students of the same language background when there are 20 or more students. Opportunities are provided for the students to learn English while supporting comprehension in their native language.

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 Intervention – Pleasantdale Elementary

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

Reading Lab/Math Lab - Pleasantdale Middle

Students whose test scores indicate reading or math skills that are below average, and whose teachers have indicated a need for extra support, will be considered for an extra period of reading and/or math. Parents will be notified of this schedule change and will receive results of standardized assessments and students' progress during the course of the year.

Social Work

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

Speech/Language

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

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 **MTSS** 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.

10.60 – Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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.

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 **by appointment only** ~~in October and February~~ at the Elementary School. Parents may call the ~~Elementary District~~ Office for more information or to schedule an appointment. ~~Dates of screenings are listed in local newspapers.~~

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.

Fastbridge is a benchmark and progress monitoring system based on direct, frequent, and continuous student assessment in academic areas and social and emotional functioning.

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 in grades 3, 4, 6, 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.

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 the director of ~~special education~~ **student services** at 708-784-2175.

12.70 – School Visitation Rights Act

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

12.80 - Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 - Mandated Reporter

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

12.110 - Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

12.120 - Violent Offender Community Notification

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

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

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

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

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

Governance and Planning

Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. Pleasantdale School District 107 located in Cook County, Illinois (“the District”) is governed by Illinois laws for school districts having a population of not fewer than 1,000 and not more than 500,000.

The District constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF: Ill. Const., Article X, Section 1, 105 ILCS 5/10-1 et seq.

ADOPTED: December 14, 1994

REVISED: April 21, 2004; March 18, 2015

REVIEWED: February 8, 2023

School District Organization

School District Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

ADOPTED: March 16, 2016

REVIEWED: February 8, 2023

General School Administration

Goals and Objectives

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

ADOPTED: April 15, 2020

REVIEWED: February 8, 2023

Governance and Planning

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

ADOPTED: June 18, 2008

REVISED: April 15, 2020

REVIEWED: February 8, 2023

General School Administration

Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

ADOPTED: April 15, 2020

REVIEWED: February 8, 2023

General School Administration

Administrative Responsibility of the Building Principal

Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

ADOPTED: April 15, 2020

REVIEWED: February 8, 2023

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

This email is in response to your e-mailed request under the Freedom of Information Act ("FOIA"), 5 ILSC 140/I et seq., dated January 26, 2023. You have requested that Pleasantdale School District 107 produce the following public records:

Requested by:

<p>Request Dated: 1/26/23</p>	<p>To whom it may concern,</p> <p>I am writing to you on behalf of LocalLabs which is an online publication that reports on and informs the public about local government activities. If you are not the public records officer please forward it to the public records officer or reply to this email with the correct contact. Please provide the following: Employee Information, specifically teachers, with the following data points for the years 2020, 2021, and 2022:</p> <ul style="list-style-type: none"> -First Name -Last Name -Position/Job Title -Department -Pay Rate -Year to Date Gross Pay <p>The purpose of the request is to access and disseminate information as a matter of public interest and is not for the principal purpose of personal or commercial benefit. Thank you in advance for your cooperation and assistance. Please let me know if you have any questions.</p> <p>Kind regards, Josiah Chatterton Local Labs</p>
<p>Response Dated: 1/27/23</p>	<p>Please see the attached EIS Reports from School Years 2020, 2021, and 2022 with the requested information.</p>

As the FOIA Officer of the District, Mr. Sonntag 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.