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# Pleasant Valley School District

*Home of the Bears*




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### Welcome

Welcome to the Pleasant Valley School District!  
*Home of the Bears*



**Excellence in Education:  
 A Community Commitment**

### Announcements

**Follow us on Facebook!!!**

Click on the link below to view news & posts for PVSD.



### Headlines

**BringingUp "Bringing Up" is Ready!**  
 Exciting News! PVE Families sign up for "Bringing Up!" a FREE parent resource to support your with your child(ren)... Click the link above for more information.

**PVSD ADULT ESOL CLASS**  
 The Pleasant Valley School District is providing an Adult ESOL (English Speakers of other languages) class. Click the Headline above for more information.

**Welcome Back To School**  
 The first day of school for ALL students Kindergarten through 12th grade is Monday, August 31st, 2015. Wishing you a great school year!

**Congratulations to MCTI Gates and PPL Award Winners**  
 Congratulations to all the MCTI students receiving the Elmer Gates Enterprise Awards and PPL Scholarship Recipients – Matthew Vazquez, Michael Lucchese, Gonzalo Zermeno, and Michael Vanchieri.

**Pre-K Counts Registration is Open**  
 Pleasant Valley School District has collaborated with The Growing Place to provide Pennsylvania Pre-K Counts, a high-quality preschool funded by the Pennsylvania Department of Education. This program is free to eligible families. Applications are now being accepted for the 2015-2016 school year. Space is limited. For more information, please call 570-402-0127 or visit thegrowingplacecenters.org.

**Powerlifting Success**  
 On Saturday, April 25 eight members of the Pleasant Valley varsity football team attended the PSCPA State Powerlifting Championships at Glen Mills High School. All of the competitors lifted in the Junior Varsity Raw division.

### Upcoming Events

**Today**  
 7:00 PM - 9:00 PM [Buildings and Grounds Meeting](#)

**Tomorrow**  
[PVE PTO Meeting](#)  
 9:30 AM - 12:00 PM [Diversity Task Force Meeting @ District Office](#)

**Wednesday**  
[PVHS PAC Meeting](#)  
 9:00 AM - 11:59 PM [PVMS PAC/PTO Meeting](#)

7:00 PM - 11:59 PM [PVHS Chorus Concert](#)  
[View Calendar](#)

Click on "Facility Use Request" to get into the Scheduling system.



Welcome! To begin, please enter your email address below.

Email Address

Submit

After clicking the link, you'll be asked for your email address here.


At the next screen, choose the type of Schedule. It's most likely going to be "Normal Schedule" Never choose "Irregular Schedule"

Maint Request | IT Request | **Schedule Request** | My Requests | Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP


**New Schedule**

**Normal Schedule**




- Single date
- Multiple dates
- Same location/areas

**Recurring Schedule**



- Daily
- Weekly
- Monthly
- Same location/areas

**Irregular Schedule**



- Single date
- Multiple dates
- Multiple Rooms/areas

Maint Request | IT Request | Schedule Request | My Requests | Settings

CIP: 216.162.114.130  
SID: MSB25  
DID: 3  
CUA: MSIE 10.0

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New Schedule

Booked by First Name  Last Name   
Email

Event Title   
Please be yourself, click [here](#) if you are not

Event Description

Area -- Select Area --

Location -- Select Location --

Rooms -- Select Room--

View Bookings

View Room Details

Event Date(s)

(Use the CTRL key to select multiple rooms.)

September 2015							October 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12		4	5	6	7	8	9	10
13	14	15	16	17	18	19		11	12	13	14	15	16	17
20	21	22	23	24	25	26		18	19	20	21	22	23	24
27	28	29	30					25	26	27	28	29	30	31

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Check Availability

Start Time

End Time

Setup Begin Time

Breakdown End Time

Duration  hours  minutes. Spans over  days.

Check Availability

Enter your Event Title and a short description.

“Area” is an optional selection to filter by Category.

Choose your location from the dropdown.

Click on the binoculars.



Maint Request | IT Request | **Schedule Request** | My Requests | Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend

New Schedule

Booked by First Name Last Name  
 Email  
 Please be yourself, click [here](#) if you are not

Event Title  
 Event Description

Area -- Select Area --

Location -- Select Location --

Rooms -- Select Room--

Event Date(s)  
 (Use the CTRL key to select multiple rooms.)

September 2015    October 2015

S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5			1	2	3			
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

Start Time 00:00    End Time 00:00

Setup Begin Time 00:00    Break End Time 00:00

Duration 00 hours 00 minutes. Spans over 1 days.

Clicking on “View Bookings” will show you the “Room View” which will display the selected rooms bookings for the month.

Room View

Select Month/Year: October 2015

Area: Athletic Field  
 Location: Pleasant Valley High School  
 Building: -- Select Building --  
 Room: -- Select Room --  
 Stadium

Start Time: 1:00 AM and greater

1 - 9 of total 9 listed

Day/Date	Location	Building	Area	Room #	Zone	Event	Organization	Contact	Time
Friday October 2	Pleasant Valley High School		Athletic Stadium Field			Football	Pleasant Valley Football	Joanne Russo	6:00PM-9:00PM
	Pleasant Valley High School		Athletic Stadium Field			Cheer Fundraiser	Pleasant Valley Cheerleading	Tracy Toth	6:30PM-9:00PM
Friday October 9	Pleasant Valley High School		Athletic Stadium Field			Bear Walk	PVE PTO	Michelle Westerman	3:00PM-8:00PM
Friday October 16	Pleasant Valley High School		Athletic Stadium Field			Football	Pleasant Valley Football	Joanne Russo	6:00PM-9:00PM
	Pleasant Valley High School		Athletic Stadium Field			Cheer Fundraiser	Pleasant Valley Cheerleading	Tracy Toth	6:30PM-9:00PM
Friday October 23	Pleasant Valley High School		Athletic Stadium Field			Bear Walk	PVE PTO	Michelle Westerman	3:00PM-8:00PM
Sunday October 25	Pleasant Valley High School		Athletic Stadium Field			SK Walk/Run	Women's Resources of Monroe County	Lauren Peterson	7:00AM-12:00PM
Friday October 30	Pleasant Valley High School		Athletic Stadium Field			Football	Pleasant Valley Football	Joanne Russo	6:00PM-9:00PM
	Pleasant Valley High School		Athletic Stadium Field			Cheer Fundraiser	Pleasant Valley Cheerleading	Tracy Toth	6:30PM-9:00PM
	Pleasant Valley High School		Athletic Stadium Field						

Check Availability

Location: Pleasant Valley High School

Rooms Selected: Stadium

Yellow date range: 10/23/2015 to 10/23/2015

Blocked    School Event Scheduled  
 X Time slot is booked.    X Time slot has multiple bookings.

Hourly Increment: Fri 10/23

12AM	00
1AM	00
2AM	00
3AM	00
4AM	00
5AM	00
6AM	00
7AM	00
8AM	00
9AM	00
10AM	00
11AM	00
12PM	00
1PM	00
2PM	00
3PM	00 X
4PM	00 X
5PM	00 X
6PM	00 X
7PM	00 X
8PM	00
9PM	00
10PM	00
11PM	00

Clicking on “Check Availability” will show the room Availability for the specific room and date you chose.

### Room Lookup

**Quick Search**

**Location:** Pleasant Valley Elementary School

1 - 15 of total 114 listed      ◀ Previous 15 Next 15 ▶

Room: 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L  
M N O P Q R S T U V W X Y Z All

Select all rooms is not available since there are over 50 rooms.

Room
<input type="checkbox"/> A106
<input type="checkbox"/> A115
<input type="checkbox"/> A117
<input type="checkbox"/> A118
<input type="checkbox"/> A119
<input type="checkbox"/> A121
<input type="checkbox"/> A150
<input type="checkbox"/> A151
<input type="checkbox"/> B129
<input type="checkbox"/> B139 - LGIA #1 (PTO)
<input type="checkbox"/> B142
<input type="checkbox"/> B145
<input type="checkbox"/> B148

This brings up the “Room Lookup” box. It will show you all the rooms in the location you selected.

You can search for the room you want by using the Quick Search box.

Also, if you chose to use the “Area” filter, only the “Rooms” that were categorized as the area you selected will show up.

To select multiple rooms, check the box for each room. The check boxes save as you proceed to a different page on the Room Lookup box.

New Schedule



**Booked by** First Name  Last Name   
 Email

**Event Title**

**Event Description**

**Area** -- Select Area -- ▾

**Location** -- Select Location -- ▾

**Rooms** -- Select Room--

[View Bookings](#)

[View Room Details](#)

**Event Date(s)** (Use the CTRL key to select multiple rooms.)

September 2015							October 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

**Start Time**

**End Time**

**Setup Begin Time**

**Breakdown End Time**

**Duration**  hours  minutes. Spans over  days.

[Check Availability](#)

Choose the date or dates you wish to schedule your event for.

Select the start and end time. This will automatically fill in your duration.

**Start Time** [v] [00] [v] [v]      **End Time** [v] [00] [v] [v]  
**Setup Begin Time** [v] [00] [v] [v]      **Breakdown End Time** [v] [00] [v] [v]  
 **Duration** [ ] hours [00] [v] minutes. Spans over [1] [v] days.  
  
**Tentative Booking?**  **Through Date** [ ] [ ] [ ] [ ]

---

**Organization Information**  
 **Organization** [-- Select Organization --] [v] [Note]  
**Contact Name** [-- No Contacts Available --] [v]  
 **First Name** [ ]       **Last Name** [ ]  
 **Email** [ ]       **Day-Time Phone** [ ]  
**Evening Phone** [ ]      **Cellular Phone** [ ]  
 **Billing Address** [ ] [v]  
 Use Organization Billing Address  
**Document Number** [ ] (e.g. contract or permit number)  
**PO Number** [ ]

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**Insurance Information**  
**Company** [ ]  
**Company Policy No** [ ]  
**Coverage** [ ]  
**Coverage Dates** [ ] [ ] To [ ] [ ]

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**Setup Requirements**

Required Maintenance Services	Service description
<input type="checkbox"/> Custodial	[ ] [v]
<input type="checkbox"/> Food Services	[ ] [v]
<input type="checkbox"/> Heating/Ventilation /Air Conditioning	[ ] [v]
<input type="checkbox"/> IT/Technology	[ ] [v]
<input type="checkbox"/> Security	[ ] [v]

Select the organization you are with and the contact for your organization (you can add a new one if needed)

You can also choose any services required at the bottom of this screen as well as add notes regarding what you'll need for the event. For example, check "Custodial" and type in the box the amount of tables and chairs you'll need.



**Number Attending**   
 Number of Adults   
 Number of Children   
  
 Number of extra chairs   
 Number of parking spaces   
**Other Needs**   
  
**Event Visibility** Display events on the facilities use calendar Yes  No

File Attachments [Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					
(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)					

**Password**   
[Forgot Password?](#)

Add the number of people attending, enter “password” for the password and hit save. This request will be submitted to be approved by the district and you will receive notification of it’s status via email.