

# MT. ZION . . .

*a great place to LEARN*



## **MT. ZION SCHOOL DISTRICT #3 HANDBOOK/CALENDAR 2024-2025**

*Dr. Travis R. Roundcount,  
District Superintendent*

### MISSION STATEMENT

The Mt. Zion Community Unit School District: "A Great Place to Learn"...  
working with families to fully develop every child's ability to be a  
life-long learner and contributing member of society.

Dear Parents,

*This publication places in one concise guide much of the information which you will want or need to know about the Mt. Zion Community Schools for the current school year. It contains the rules, regulations, procedures, and many of the activities that take place in our school system.*

*This handbook is only a summary of Board policies and may be changed during the year without notice. The handbook cannot possibly cover all potential scenarios that may evolve during the course of the school year and is not intended to limit administrators' authority to address matters that may not be specifically identified in the handbook.*

*While this guide is comprehensive, you may have questions which it has not addressed; feel free to contact the principal of the building which your student attends for clarification.*

*Supportive community members, hard-working students and a dedicated staff and Board of Education can take pride in knowing they have contributed to quality education for students in the Mt. Zion Community Unit School District #3.*

*Together, we can become an integral part of one of the most important responsibilities of society, the education of our youth.*

*We look forward to the challenges of another year!*

Dr. Travis R. Roundcount  
Superintendent of Schools

### Mt. Zion School Song

On Mt. Zion, On Mt. Zion  
Charge right down that field  
Kick the ball right through the goal post  
Touchdown sure this time  
Rah! Rah! Rah!

Refrain:  
On Mt. Zion, On Mt. Zion  
Fight on for your fame  
Fight, fellows, fight  
and we will win this game.  
Rah! Rah! (clap, clap, clap)  
Rah! Rah! (clap, clap, clap)  
Rah! Rah! (clap, clap, clap)  
Say team rah!

On Mt. Zion, On Mt. Zion  
Run right down the floor  
Put the ball right through the basket  
Now we're sure to score  
Rah! Rah! Rah!  
Refrain



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*The District Administration has the ability to change policies  
in the handbook as circumstances dictate.*

**MT. ZION BOARD OF EDUCATION**

Mr. Jeffrey Sams, President  
 Mr. Nathan Brock, Vice President  
 Ms. Michelle Shumaker, Secretary  
 Ms. Regan Deering  
 Mr. Kyle Janvrin  
 Mr. Kent Newton  
 Ms. Kristi Niles

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**DISTRICT CENTRAL OFFICE**

1595 W. Main St.  
 Mt. Zion, IL 62549  
 Phone: 864-2366  
**Superintendent:**  
 Dr. Travis R. Roundcount  
 Email: [tr@mtzschoools.org](mailto:tr@mtzschoools.org)  
**Associate Superintendent:**  
 Mr. Brian M. Rhoades  
 Email: [bmr@mtzschoools.org](mailto:bmr@mtzschoools.org)

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**DISTRICT TRANSPORTATION**

Mr. Paul Reeve, Director  
 455 Elm St., Mt. Zion, IL 62549  
 Phone: 864-5233 Fax: 864-3621  
 Email: [reevep@mtzschoools.org](mailto:reevep@mtzschoools.org)

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**DISTRICT FOOD SERVICE**

Ms. Darcie Hayes, Director  
 305 S. Henderson St., Mt. Zion, IL 62549-1323  
 Phone: 864-9450 Fax: 864-5815  
 Email: [hayesd@mtzschoools.org](mailto:hayesd@mtzschoools.org)

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**BASAP (Before and After School Program)**

Mrs. Marie Johnson, Director  
 1320 West Main St.  
 Mt. Zion, IL 62549-1348  
 Email: [johnsonsh@mtzschoools.org](mailto:johnsonsh@mtzschoools.org)  
 Phone: 864-2814 (McG) or 864-3017 (MZG)  
 Program Sites: McGaughey & Mt. Zion Grade

**MCGAUGHEY ELEMENTARY (Gr Pre-K - 1)**

Ms. Heather Ethell, Principal  
 1320 W. Main St., Mt. Zion, IL 62549-1348  
 Phone: 864-2711 Fax: 864-4126  
 Email: [ethellh@mtzschoools.org](mailto:ethellh@mtzschoools.org)

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**MT. ZION GRADE (Gr 2 - 3)**

Mr. Gary Gruen, Principal  
 725 W. Main St., Mt. Zion, IL 62549-1335  
 Phone: 864-3631 Fax: 864-6131  
 Email: [grueng@mtzschoools.org](mailto:grueng@mtzschoools.org)

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**MT. ZION INTERMEDIATE (Gr 4 - 6)**

Mr. Randall Thacker, Principal  
 Email: [thackerr@mtzschoools.org](mailto:thackerr@mtzschoools.org)  
 Ms. Renea Smith, Special Education Administrator  
 Email: [smithr@mtzschoools.org](mailto:smithr@mtzschoools.org)  
 310 S. Henderson St., Mt. Zion, IL 62549-1384

Phone: 864-2921 Fax: 864-5175

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**MT. ZION JR. HIGH (Gr 7 - 8)**

Ms. Julie Marquardt, Principal  
 Mr. William Rockey, Curriculum & Technology Director  
 Ms. Kelly Fox, Dean of Students

315 S. Henderson St., Mt. Zion, IL 62549-1323  
 Phone: 864-2369 Fax: 864-6829  
 Email: [marquardtj@mtzschoools.org](mailto:marquardtj@mtzschoools.org)  
 Email: [rockeyw@mtzschoools.org](mailto:rockeyw@mtzschoools.org)  
 Email: [foxk@mtzschoools.org](mailto:foxk@mtzschoools.org)

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**MT. ZION HIGH SCHOOL (Gr 9-12)**

Mr. Justin Johnson, Principal  
 Mr. Ben Davis, Assistant Principal  
 Mr. Robert Prange, Athletic Director  
 305 S. Henderson St., Mt. Zion, IL 62549-1323  
 Phone: 864-2363 Fax: 864-5815  
 Email: [johnsonj@mtzschoools.org](mailto:johnsonj@mtzschoools.org)  
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**NONDISCRIMINATION COORDINATORS, COMPLAINT MANAGERS, & TITLE IX COORDINATORS**

Mr. Brian Rhoades, Associate Superintendent  
 Phone: 864-2366  
 Email: [bmr@mtzschoools.org](mailto:bmr@mtzschoools.org)  
 Mrs. Julie Marquardt, Junior High Principal

Phone: 864-2369

Email: [marquardtj@mtzschoools.org](mailto:marquardtj@mtzschoools.org)



## Mt. Zion School District #3

2024-2025

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	*15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
# attendance days:						12

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
# attendance days:						20

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
# attendance days:						21

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
# attendance days:						16

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
# attendance days:						15

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
# attendance days:						18

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
# attendance days:						19

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
# attendance days:						16

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
# attendance days:						20

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	*27	28	29	30	31
# attendance days:						18

June 2025						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
# attendance days:						0

\* First/Last Day for Students

] End of Quarter/Semester

No School/Non-Attendance Day

No School/Holiday

Half Day/School Improvement

No School/Teacher Institute Day

Half Day/Teacher In-Service

No School/Parent Teacher Conference Day

Make-up Days if Needed

## Mt. Zion School District #3

2025-2026

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	*15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	# attendance days:					11

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
# attendance days:						21

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
# attendance days:						21

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	# attendance days:					16

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
# attendance days:						15

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
# attendance days:						18

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
# attendance days:						19

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
# attendance days:						17

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
# attendance days:						20

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	*26	27	28	29	30
31	# attendance days:					17

June 2026						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
# attendance days:						0

\* First/Last Day for Students

] End of Quarter/Semester

No School/Non-Attendance Day

No School/Holiday

Half Day/School Improvement

No School/Teacher Institute Day

Half Day/Teacher In-Service

No School/Parent Teacher Conference Day

Make-up Days if Needed

### **ACCIDENT/ILLNESS**

Any illness or injury should be reported to the office. If the injury or illness appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding home address, home phone number, parents' place of employment and employment phone numbers, as well as emergency contacts, be kept current should emergencies arise.

Parents of students with special medical needs (e.g., hemophilia, diabetes, epilepsy, etc.) should inform the school nurse or building principal of such conditions so that appropriate action may be taken when and if necessary. Information pertaining to health conditions and/or physical restrictions should be supplied by the student's physician.

### **ALCOHOL/DRUG POLICY**

Any student exhibiting signs of possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana (including medically prescribed unless the student is authorized to be administered a medical cannabis infused product under Ashley's law), barbiturate, amphetamine, intoxicant, inhalant, drug paraphernalia, and/or any other controlled substance including any look-alike drug and/or look-alike non-alcoholic beverage, while on the campus, at a school activity, or in a vehicle used for transportation to school jurisdiction, shall be subject to discipline, including possible suspension/expulsion. The sale, distribution, intent to sell or deliver drugs including look-alike drugs and alcohol in the school building, on campus, school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus or at any time under school jurisdiction is prohibited. Police or juvenile authorities and the Superintendent of Schools shall be notified.

### **NOTICE TO PARENTS/STUDENTS RE: ASBESTOS MATERIALS**

This section is to inform the students, parents, and building occupants that the District's Asbestos Management Plan is available for review at the Office of the Superintendent. As required by the Asbestos Hazard Emergency Response Act (AHERA), our buildings were inspected for asbestos and a Plan to Manage building materials having asbestos was developed. AHERA also requires a periodic surveillance every six months and a complete reinspection of the buildings every three years. To review the most recent surveillance and reinspection call the school superintendent at (217) 864-2366 to schedule an appointment.

### **ASSIGNMENT/ PASSBOOK GUIDELINES (Grades 7-12)**

The assignment/passbook is an attempt to help students better organize their day through the use of a calendar planner. Each student will be given an assignment book on the first day of school.

- a) If a student loses an assignment book it will cost \$10 to replace it and he or she may lose some or all passes for that quarter.
- b) Each student will be given 2 days to either find, or replace his or her book. (During the time the student has no assignment book, no passes will be given.)

### **ATHLETIC CODE - STUDENTS**

#### **Academics**

The academic eligibility policy as stated in the IHSA and IESA Eligibility Rule sections of the Student/Parent Handbook will be strictly adhered to. The primary responsibility of a Mt. Zion athlete is his/her academics. In addition, high school athletes must meet IHSA Athletic Eligibility rules printed at the bottom of this section.

#### **5th & 6th Grade Extra-Curricular Participation**

All students in grades 5-6 are eligible to participate in Jr. High Athletics if the administration determines that the use of 5-6 graders is warranted.

#### **Requirements Before Participation**

Co-curricular participants are required to be full time students in the Mt. Zion School District grades 5-12. Students are required to submit the following information to the coach and/or Athletic Director prior to the beginning of participation:

- A. All athletic forms provided via online registration.
- B. Athletic Participation Fee Receipt (or waiver)
- C. Current Physical Examination Form - this is good for 395 days from the date of his/her physical exam. This form must be completed by an Illinois licensed physician and must be turned in prior to tryouts for all sports, including cheerleading and pom poms and show choir.
- D. Birth Certificate

### **Late Tryouts**

Late tryouts will be permitted under the following circumstances:

- 1) Student injury and/or illness - the student or parent must notify the Coach or Athletic Director in advance that the athlete will not be able to begin the season because of an injury (illness).
- 2) The student moves into the Mt. Zion District (or enrolls late) after the season has started.
- 3) A family commitment - the student must obtain approval from the Coach or Athletic Director before missing the first practice.
- 4) Conflict with another school activity - the student must notify the Coach or Athletic Director of the conflict prior to missing the first practice.

Exceptions may be made by the Athletic Director or the building Administrator, but shall be approved prior to the start of the season so that plans can be made accordingly.

### **Athletic Equipment Use**

Mt. Zion athletic equipment should not be worn in gym classes or elsewhere, other than in regular athletic contests or scheduled practices, unless directed by the Coach.

Athletes are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damages or lost articles must be paid for at replacement cost.

### **Student/Athlete Rules of Conduct**

All students/athletes must adhere to the rules and regulations of the *Mt. Zion Co-Curricular Code* distributed through online registration and electronically signed by parents at the beginning of each school year. The Co-Curricular Code will be enforced 24/7 365 days.

### **Suspension and Expulsion**

Suspension, expulsion, and right to hearing procedures, as stated in the District Student/Parent Handbook and other publications as may be promulgated, will apply to athletic disciplinary situations.

### **Athletic Participation Fee**

During the school year, all athletes must pay a participation fee. The cost of the athletic participation fee is \$40 per student/per sport for students in grades 5-8, and the fee is \$60 per student/per sport for High School students. There will be a \$260 annual maximum limit on participation fees for a family. The fee must be paid before a student is allowed to try out for a sport.

If the athletic participation fee cannot be paid and the student wishes to participate in a sport, he/she should contact the Athletic Director or Principal.

If the student decides to quit the sport, a refund of the participation fee will be given up until the first game. No refunds will be given after the first game or competition.

### **IESA ELIGIBILITY RULES**

#### **2.040 SCHOLASTIC STANDING**

- 2.041 All contestants shall be in grades five through eight and shall not have passed eighth-grade standing. At no time, may a student who is in fourth grade or lower practice or participate with a member school.
- 2.042 A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.
- 2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.
- 2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week.
- 2.045 For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.
- 2.046 In cases where a contest has been postponed or re-scheduled, the current week eligibility shall be used to determine a student's eligibility. For example, a contest is scheduled to be played on Tuesday and because of poor weather, the contest is rescheduled for two weeks later. A student who was grade eligible for the originally scheduled game

but is ineligible during the week of the rescheduled game is not eligible. Conversely, a student who was ineligible the week of the originally scheduled game and is grade eligible the week of the rescheduled contest is eligible to play.

#### 2.050 **RESIDENCE**

- 2.051 A student shall be eligible if he/she attends the member school in the district in which he/she resides.
- 2.052 If the parents of a student move from one school district to another during the school year, the student may retain eligibility for the remainder of the school year provided the student continues to attend the school in the district from which the parents moved.
- 2.053 In cases where ISBE has granted a legislative waiver for children of staff members to attend the school tuition-free, the student shall have eligibility at his/her school of attendance within the district where the parent/guardian is a full-time staff member
- 2.054 Tuition students may participate in interscholastic activities at the member school they are actually attending, providing that such nonresident students are paying 100% of the tuition cost as provided in the Illinois School Code.
- 2.055 Students in special education classes have the option of participating for their home school district, which is counting their attendance, and receiving state aid for them or at the attendance center of their special education class. Once the student has chosen the option, it will not be changed unless the student's special education Individualized Education Plan (IEP) changes

#### 2.060 **TRANSFER**

- 2.061 A transfer student is defined as one who transfers from one school to another school after the first day of classes at his/her school.
- 2.062 A student who transfers from one school to another school shall be eligible to participate under the following guidelines:
- a. The student would be eligible to participate in a sport at their new school during the current school year if during the IESA designated season for a sport, the student had NOT participated in a tryout, organized practice, or contest in that sport at their previous school. See By-Law 2.072 regarding student status as a member of a team.
  - b. A student who transfers from one school to another and is eligible in accordance with section (a) above shall become eligible to participate in contests for the new school on his/her eleventh day of attendance at the new school in any sport or activity and provided all other eligibility requirements are met.
- 2.063 A student who transfers from one school to another is eligible immediately if the school from which he/she transfers is involved in a co-op with the school to which he/she is transferring.

#### 2.070 **USE OF PARTICIPANTS**

- 2.071 Only students who are currently eligible under the rules and By-Laws are eligible to participate.
- 2.072 A student becomes a member of the school team when he/she practices with the school team or participates in a contest.

#### 2.080 **SCHOOLS WITH WHICH CONTESTS MAY BE HELD**

- 2.081 Member schools may permit eligible students to participate in interscholastic activities as school representatives pursuant with the following:
- Schools which are members of this Association;
  - Illinois elementary attendance centers containing any of the grades five through eight which are not members of this Association;
  - Any school (Illinois or non-Illinois) containing grades five through eight as long as that contest is held in an Illinois school;
  - Non-Illinois elementary attendance centers in states adjacent to Illinois which contain any of the grades five through eight.
- 2.082 Member schools may not permit students to participate as school representatives in interscholastic activities with high school or non-school groups. Please check with the Illinois High School Association (IHSA) regarding their policy on high school students practicing with students in grades 5-8.
- 2.083 Member schools are not allowed to practice against or with other schools, including high schools, or allow students from their own school to practice with a different school.

Refer to the IESA web site for additional information: [www.iesa.org](http://www.iesa.org).

### **IHSA ELIGIBILITY RULES**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### 1) Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

### 2) Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits)
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.
- C. A student can regain eligibility by successfully passing a course in summer school that is equivalent to the failed course.
- D. See Eligibility Requirement Policy for weekly eligibility requirements.

### 3) Residency

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4) Home School

Mt. Zion CUSD #3 does not allow home school students to participate in extracurricular activities.

### 5) Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer **after the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

#### 6) Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### 7) Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 8) Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### 9) Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

#### **10) School Team Sports Seasons**

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### **11) Playing in Non-School Competition**

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team or compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal /official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### **12) All-Star Participation**

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:
1. The high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

#### **13) Misbehavior During Contests**

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, Student Behavior.

### **ATTENDANCE REGULATIONS AND PROCEDURES**

Teachers and administrators of the Mt. Zion School District urge all parents and students to be aware of the value of regular school attendance. Attendance directly affects academic performance because basic skill development depends upon valuable classroom instruction and explanations. In addition, a student's attendance record is often considered by a potential employer along with academic performance.



It is the responsibility of parents to see that their sons/daughters are in school regularly. The District, in turn, realizes that unique circumstances may occasionally affect a student's attendance.

As per Illinois Statutes, for attendance record and report card purposes, a student must be present not less than 5 clock hours of classroom instruction to constitute a full day of attendance.

Exceptions may be made as allowable by IL law.

## **SCHOOL HOURS**

### **Jr. High/High School (Grades 7-12)**

**Regular school hours are 7:45 a.m. - 2:30 p.m.**

*JH/HS Early Bird Classes are 6:50 a.m.-7:35 a.m.*

All students should leave the school building/grounds at the end of the school day unless required/supervised by a staff member.

**Early dismissal school hours are 7:45 a.m. – 11:05 a.m.**

### **Elementary Schools (K-6)**

**Regular school hours are 8:30 a.m. - 3:00 p.m.**

Students should not be on school property before 8:00 a.m.

**Early dismissal school hours are 8:30 a.m. – 11:35 a.m.**

Student supervision at the elementary school grounds begins at 8:00 a.m. and ends with the departure of the last bus. Students who walk or ride their bikes must leave the school playground as soon as school is dismissed.

Any absence from school will be classified as one of the following: (1) Excused, (2) Excused Anticipated, (3) Unexcused, (4) Truancy. **Removing students from school is discouraged**, but if a student has an anticipated absence (i.e. vacation), the parent/guardian and student must adhere to procedures listed below.

## **Absence Procedures**

- 1) Only the parent (custodial) has the authority to telephone an absence or early dismissal for a student. When a student is absent, the parent/guardian (custodial) must notify the school office. It will be necessary for the school to call the parents of absent children who have not notified the school within the first two hours of the day for students grades K-8. If the parent (custodial) is unavailable, emergency numbers will be used to contact appropriate individual(s).
- 2) A student whose absence has been excused by a phone call and/or note will be admitted to school upon their return. All doctor/medical excuses must be received in the school office within 48 hours of the student returning to school.
- 3) Parents (custodial) who find it impossible to telephone the school should make special arrangements through the principal for reporting absences.
- 4) A student who is absent due to illness during the school day will not be admitted to after school extra-curricular activities/performances. Excused appointments as delineated in the appointment section will not affect the option of attending after school activities.
- 5) Students that are on a medical homebound status are not allowed to attend any school functions until released from homebound status, unless authorized by the building principal in advance.

## **Anticipated Absences**

Removing students from school is discouraged. Therefore, in the event that a parent anticipates that their child will be absent from school (i.e. appointments, college visits\*, court appearances, etc.), every effort should be made to notify the school in advance of the absence. Also, students should notify respective teachers to make arrangements for homework to be completed.

\*High School students who are planning a college visit, must get a College Day Request form from the high school office or guidance office. The request portion of the form must be completed and turned into the high school attendance secretary no later than 3 PM. the day before your scheduled visit. The verification portion of the form must be signed and dated by an appropriate college employee and returned to the high school attendance secretary in order to be counted as an excused absence.

## **Excused Absences**

**(separate from Anticipated Absences)**

Students will be excused from school when the reason for the absence falls under the "Valid Cause" statement of the School Code of Illinois. Valid cause shall be defined as illness, observance of a religious holiday, death in the immediate family or family emergency, and may include situations beyond the control of the student/parents, voting, attending a military honors

funeral to sound TAPS<sup>1</sup>, military leave, civic event, and other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Seven (7) student absence days per semester will be considered excused. Any absence (vacation, illness, etc.) after 7 days is considered unexcused. Absences after 7 days that are related to illness may be excused if a note from a doctor is provided. For each day that a doctor's medical note is provided (within 48 hours of returning to school) that day will not count against the seven (7) allotted days per semester.

\*Students are allotted 5 Mental Health days per year (which fall under the 7 excused days per semester). Students who use two or more mental health days may be referred to School Counselor/Social Worker.

\*If a student is absent due to a pregnancy, the school will work with the student and family to develop a plan for acquiring work and making up any missed assignments. Please contact the building principal for further information.

The following reasons are examples of situations that will not be excused absences: pictures, personal grooming appointments not related to medical conditions, automotive maintenance, employment during school hours when not related to a Mt. Zion High School educational program, or oversleeping. High School students are not allowed to leave during the school day for medication or forgotten items. If a student forgot medication, please notify the principal. Determination of excused absences will be made by the administration.

### **Unexcused Absences**

A student shall receive an unexcused absence when:

- 1) He/she is truant.
- 2) Parent/guardian (custodial) fails to notify the office of an excusable absence prior to the student's return to school.
- 3) He/she has been absent more than seven (7) days per semester and does not produce a medical excuse from a physician.
- 4) Any absence that does not fall under the excused absence category.

### **Appointments**

Medical appointments, court appearances, etc., will be treated the same as other excuses. Custodial parents must call or send a note when requesting dismissal from school for an appointment. Students must return the School Appointment Form upon return to school to be excused.

Whenever possible, parents should schedule these appointments during non-school hours.

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.

The Illinois School Code defines chronic absenteeism as absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students with excused absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

### **Tardiness**

Students are expected to be in their assigned classroom when the bell rings.

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<sup>1</sup> Applies to grades 6-12 only, and this day will count as school business not an absence.

Students are tardy if they are not at their assigned stations (as designated by the teacher) when the bell rings. At the High School and Junior High School, if a student has an unexcused tardy to an individual class, they will follow the passbook procedures. A student that is five (5) or more minutes late to class without a pass will be considered truant.

Except for the passing periods, students are not to be in the hall without a student pass signed by some member of the staff. If a student is detained, and tardiness may result, the teacher must issue him/her a student pass.

### **Truancy Procedures**

- 1) Truancy will result in appropriate punishments, as determined by the building principal.
- 2) The Illinois Revised Statutes, Chapter 122, Section 26-2a defines a truant as a child subject to compulsory school attendance and who is absent without valid cause from attendance for a school day or portion thereof.

The following events are examples of truancy: leaving school without teacher or parental permission, staying home without parental permission, being absent without medical excuse. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence. Students considered truant are subject to school discipline.

A student who misses fifteen (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 for a period not to exceed two (2) years.

If a student is chronically or habitually truant (absent without valid cause for at least 5% [9 days] of the previous 180 school days), legal action may be taken against the parents and/or student. Referral will be made to the Assistant Regional Superintendent and Truant Officer and possible court action may follow.

Supportive services and resources will be made available for truants and chronic truants including Youth Advocate Counseling, Mental Health Center, Regional Office of Education's Truant Alternative Program, and Futures' Unlimited.

PARENTS ARE REQUIRED BY LAW TO ENSURE THAT THEIR CHILD ATTENDS SCHOOL. An attempt will be made to notify the parent each time a student is truant. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

### **Late To School**

Students that are late to school are required to sign in at the office. Students that are late will receive a pass from the office to inform the teacher that they have checked into the office. Each time a student is late to school it will be recorded.

Repeated instances of being late to school are subject to progressive discipline

### **Make-up Work/Incomplete Grades**

All students will have the opportunity to make up missed work. Contact the school office to make arrangements for homework. For grades K-6, call by 10:30 a.m. for 3:00 p.m. pick-up. For grades 7-12, call the office by 10:00 a.m. on the second consecutive day of absence for 2:30 p.m. pick-up. High school students are to email their teachers and may refer to Planbook.com and/or Google Classroom regarding missed work.

All students will be able to make up work missed during an absence. They will be given the number of days absent plus one to make up the work. Any work turned in after the allotted amount of days may result in a zero. It is the expectation that work that was assigned/due (prior to the absence) on one of the absence days should be returned the first day of attendance when the student returns. It is the responsibility of junior high and high school students to initiate contact with teachers regarding missed work upon their return. No incompletes will be given at the end of the school year except in emergency situations due to accident or illness.

Students who have irregular attendance and/or whose absences are unexcused may face grade retention due to lack of basic skill development.

## **BACCALAUREATE AND COMMENCEMENT**

High School Baccalaureate and Commencement exercises are formal ceremonies celebrating the successful completion of high school graduation requirements.

Only those who have satisfied all requirements established by the Mt. Zion Board of Education will be eligible to participate in the Commencement exercise. Although it is strongly recommended that eligible students choose to be a part of the Baccalaureate and Graduation ceremonies, participation is voluntary and not required.

If a student chooses not to participate in Baccalaureate or Commencement, his/her eligibility to receive a diploma is not adversely affected. Students should notify the senior counselor by the first week in May if they prefer not to participate in the Commencement exercises. Arrangements can be made for the receipt of the diploma after Commencement has taken place.

The established attire is the standard cap and gown with gold cords provided for National Honor Society members and gold honor tassels provided to the top ten students in the graduating class. Students have the right to wear or accessorize their graduation attire with items associated with their school or community organizations, culture, ethnic, or religious identity, or other characteristic or category protected under the IHRA.

Any students who are planning to graduate early are required to meet with their school counselor to discuss deadlines and requirements a year prior to their expected graduation date.

## **BACKPACKS AND BOOK BAGS**

### **K-High School:**

Bookbags shall not be carried in the building throughout the school day.

Athletic bags, equipment bags, purses, and any other backpacks must be stored in the student's locker.

## **BAND INSTRUMENTS AND INSURANCE**

Generally, the purchase or rental of an instrument for band is the student's responsibility. Band instructors will train students in the proper care and cleaning of their instruments, so that the instruments will remain in good condition.

Parents/guardians should check with their own individual insurance companies to ensure that stolen and/or vandalized instruments are covered.

## **BICYCLES AND WALKING TO SCHOOL**

Students who ride bicycles to school are required to park them in the racks provided and encouraged to lock their bicycles during the school day. All other modes of student powered transportation are prohibited (scooters, skateboards, rollerblades, etc.) Students who walk to school are advised to stay on sidewalk areas and to cross streets at corners or designated walkways.

In grades K-6, students who wish to change their regular mode of transportation on an occasional basis must bring a note from a parent/guardian granting permission to do so.

## **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 is an important District goal. Refer to #4 on page 30 for a definition of bullying.

*7:190, Student Discipline.* This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

*7:310, Restrictions on Publications and Written or Electronic Material.* This policy prohibits students from: (i) accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

*7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing or intimidating any student.

Individuals engaging in such activity shall be subject to disciplinary action from this institution as determined by such

administrative or Board action as is required by Illinois Law or by Board policy.

Cyber-bullying is prohibited. This would include bullying through the transmission of information from a computer that is accessed off school property or is from technology or an electronic device that is not owned by the school district **if it substantially interferes with or limits** the victim's ability to participate in opportunities offered by the school. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials, Complaint Manager, or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.

Anonymous reports can be sent to the building principals by regular mail, email, phone, Braves Tipline via the District website, or any other method in which the reporter prefers. Contact information including names, phone numbers, mailing addresses, and email addresses are provided on page 6 of this handbook. It's requested by the administration that when possible, a person reporting bullying contact the administrator within 5 days to ensure the report was received and to provide any additional information that the district administrator may need. The district administration will notify parents/guardians that their student is a potential victim of bullying or if their student has been accused of bullying. The district administration will notify within 24 hours of receiving the bullying report. The district administration will make reasonable efforts to complete investigations and notify parents of those involved within 10 days. The district prohibits retaliation against any person who reports bullying. A student's act of retaliation will be treated as bullying for purposes of determining consequences. A student will not be punished for reporting bullying or supplying information, even if the investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying. Appropriate interventions will be taken to address bullying. The district has social work services, counseling, and psychological services available to our students. Each building has males and females within its administration, social workers, and/or counselors who are available to receive information from students concerning gender sensitive issues.

Complaints of bullying, intimidation or harassment may be made in accordance with the District Harassment Procedure.

#### ***Harassment Complaint Procedure***

The administrative officers (principal and assistant principals, if available) are generally responsible for addressing complaints of harassment at each school in the District. This includes dealing with complaints that students bring to their attention, as well as identifying harassing situations on their own.

Complaints against students, employees, or third parties shall be immediately brought, in the first instance, to one of the assistant principals, if available (if none available, then to the principal). If the student does not feel comfortable, for any reason, reporting the harassment to any one of the assistant principals, or if there is no assistant principal available, then he or she should use the alternative procedure of reporting the harassment to the principal. If there is not an available assistant principal and the student does not feel comfortable, for any reason, reporting the harassment to the principal, then he or she should use the alternative procedure of reporting the harassment to the superintendent of the District. However, students may make a report of bullying or harassment to any staff member with whom the student is comfortable speaking. The selected administrative official will promptly investigate the matter and, if the allegation is sustained, the responsible party will be disciplined in a manner appropriate for ensuring that the harassing conduct ceases. In situations covered under the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq), the District will comply with all reporting procedures, including mandated contact with the Department of Children & Family Services.

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.

#### **Nondiscrimination Coordinators, Complaint Managers & Title IX Coordinators:**

Brian Rhoades, Associate Superintendent 1595 W. Main St. Mt. Zion, IL 62549 Phone: (217) 864-2366 Email: <a href="mailto:bmr@mtzschoools.org">bmr@mtzschoools.org</a>	Julie Marquardt, Junior High Principal 315 S. Henderson St., Mt. Zion, IL 62549-1323 Phone: 864-2369 Email: <a href="mailto:marquardtj@mtzschoools.org">marquardtj@mtzschoools.org</a>
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Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall keep the student who filed the complaint informed of the status of the investigation.

Additionally, notice of the outcome of the complaint shall be provided to the parties involved.

If the investigating administrative officer determines, after investigating a complaint of harassment or unlawful discrimination, that a student has provided false information regarding the complaint, then disciplinary action may be taken against the student who filed the false complaint or gave the false information. The District prohibits, however, retaliation of any kind against a student for filing a good faith complaint or participating, with good faith, in an investigation.

## **BUS DISCIPLINE**

### **I. Bus Discipline Philosophy**

Unacceptable behavior on the bus must be addressed clearly and consistently. All students, parents, and employees should understand what behavior is acceptable and unacceptable and what consequences may be administered for unacceptable behavior. Cameras may be utilized to monitor student behavior and bus safety.

### **II. Unacceptable Behavior**

- A. Use of profane language.
- B. Possession and/or use of tobacco, alcohol, or other drugs.
- C. Eating or Drinking.
- D. Standing or changing seats while the bus is in motion.
- E. Discarding, throwing, or spitting any material on the bus.
- F. Destroying, defacing, or removing any part of the bus.
- G. Riding the bus with knees on the seat, body facing toward the rear of the bus, or placing feet in the aisle after being seated.
- H. Disregarding laws such as keeping windows above line, storing material by the bus driver or in the aisle, putting any part of the body or any material out of the bus, etc.
- I. Riding a bus other than the one assigned or getting on or off at a stop other than the student's regular stop is not allowed without prior arrangements being made. If an alternate stop is needed, the parent/guardian must send a note, call the student's school, or call the transportation office at: 864-5233. Changes cannot be made by the student calling their parent/guardian via cell phone once the student is on their assigned bus.
- J. Talking/noise making at railroad tracks.
- K. Using hands or feet to annoy or injure another person on the bus such as hair pulling, shoulder tapping, kicking, fighting, etc.
- L. Physically or verbally showing disrespect for the bus driver such as not following the driver's directives.
- M. Possessing weapons (as defined by policy).
- N. Possessing play guns, scouting knives or other sharp instruments.
- O. Bringing an animal on the school bus.
- P. K-6 cell phones/recording devices must remain in backpack or pocket while on the bus.
- Q. Other behavior that the administration deems threatening to the safe operation of the bus and/or its occupants.

### **III. Bus Discipline Procedures**

The bus driver may verbally reprimand any student, or the bus driver may make a written request to the administration that a student be disciplined or suspended from riding the bus. Only the administration or School Board may suspend students from riding a school bus.

Students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal on a case-by-case basis. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer's report and take such action as it finds appropriate. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

## **CAFETERIA**

All students will go to the cafeteria during their lunch period where they may eat either prepared lunches or lunches brought from home. Milk or juice can be purchased by students bringing sack lunches. Glass containers are not allowed for safety

reasons. Students may not leave the cafeteria, for any reason, without prior permission from a supervisor, teacher or administrator.

With parent/custodial permission, a student will be allowed to leave school for lunch with a parent or designated adult.

### **Food Service Program - District #3 Overview**

The food service program for grades K-12 offers a lunch meal daily consisting of a meat/meat alternative, vegetable, fruit, bread, and milk. A breakfast meal is offered to students in grades K-12 each day before school. Ala Carte items are available for purchase during lunch each day for grades 4-12.

There may be times when school is not in session due to snow/emergency days. When students return to school, the lunch menu may change due to closing. The school office and teachers will notify students of the changes either during the daily announcements or in class. Parents/guardians may also inquire by calling the Food Service office on that day at 864-2114.

### **Lunch & Breakfast Prices**

Please refer to the Back-to-School publication for lunch and breakfast pricing or call the Food Service office at 864-2114.

### **Debit Account Overview**

Nutrition and Technology team-up in the Mt. Zion School District with an automated meal purchasing system. This program provides a positive identification process used to access a student debit account and record purchases of food service items. A debit account will be established for each user and sharing of accounts will not be allowed.

Students, parents, and staff may deposit advance sums of money to cover food service purchases. Advance deposits allow the user to draw from an individual debit account rather than having to handle cash during the lunch serving time. Payments and purchases are recorded daily.

### **Efunds**

An alternative electronic method of payment is efunds. This system makes payments for school expenses in real time. You must create an account with efunds using the link provided in the family access food service page or the link on the school web page. Once you create an account with efunds, you can select your child's name and make the appropriate payment by checking account transfer or credit card. This payment will go directly into the proper account. A convenience fee of \$1.25 per transaction for checking or \$2.85 per \$100 transaction for credit card will be charged by efunds.

### **Policy for Student Debit Account Deposits**

#### **Grades K-6**

- A. Funds may be deposited using efunds electronic payment system, and the account will be debited automatically.
- B. Payments will be accepted each morning school is in session and should equal at least one week of food service purchases.
- C. Payments should be sent in an envelope with student's name, student's ID number, and teacher's name.
- D. Payments should include lunch, milk, and a la carte money.
- E. Payments should include break-milk money for students in Kindergarten.
- F. Payments will be posted to student's debit account on day received and the cashier will maintain records of cash deposits.

### **Policy for Student Debit Account Deposits**

#### **Grades 7-12**

- A. Funds may be deposited using efunds.  
electronic payment system, and the account will be debited automatically.
- B. Payments will be accepted before **10:00 a.m.** each morning school is in session. Locked drop boxes are available in three locations in the Jr. & Sr. High Buildings. This method of payment collection will insure posting of deposit and funds will be available in the student's debit account before lunch serving time (10:20 a.m.).
- C. Payments made after 10:00 a.m. will be posted the following school day. Students will not be allowed to purchase ala carte items until payments are posted.
- D. Payments by check or money order are preferred and must contain student name and ID number to insure proper posting.
- E. Payments of cash will be accepted in a sealed envelope, available at drop box locations. Envelope must be labeled with student name, ID number, and amount of cash deposit.
- F. No change will be given to students.
- G. School cashier will maintain records of cash deposits.

### **Policy for Student Debit Account in Arrears**

#### **Grades K-6**

- A. When a student's debit account reaches \$10.00, \$5.00, and \$0.00 an email will be sent. If no email is listed in Skyward a notice will be sent home with the student.
- B. When a student's debit account is in arrears, **NO** Ala Carte purchases will be allowed.

#### **Grades 7-12**

- A. When a student's debit account balance reaches \$10.00, a verbal notice will be given to the student and an email will be sent. The computer screen will be in student's view for self-monitoring of debit account balance.
- B. When a student's debit account is in arrears, **NO** Ala Carte purchases will be allowed.

### **Student Debit Account Refund Policy**

- A. Upon student withdrawal from Mt. Zion School District #3, a parent or guardian may submit written request for refund of the debit account balance. The refund request should be directed to the Food Service Office. The request will be processed and mailed from the District's Administration Office.
- B. At year-end, all student debit account balances will be forwarded to the subsequent school year. If a student debit account balance is \$10.00 or more, a parent or guardian may submit written request for refund. The refund request should be directed to the Food Service Office. The request will be processed and mailed from the District's Administration Office.
- C. Parents/Guardians of graduating senior students will receive notification by mail in May explaining refund options of debit account balance. Requests will be processed and distributed accordingly at year-end.

### **Free/Reduced Meal Applications**

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Pursuant to the Hunger-Free Students' 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.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parent(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

### **Debit Account Policy for Students with Free/Reduced Status**

- A. Students with free/reduced status may only purchase a la carte items if his/her debit account has funds available to cover such items.
- B. Kindergarten students with free/reduced status wishing to purchase milk/juice for break time should make payment to cover such (\$.35 per carton) on a weekly or monthly basis.
- C. Students with free/reduced status may only receive one (1) free/reduced lunch and one (1) free/reduced breakfast per day.

### **CLASS CHANGES**

**High School:** Please refer to the High School Student Course Planning Handbook.

**Junior High/Intermediate:** Changes will not be made after the first two weeks of school unless it is in the best interest of the student and school. The final decision rests with the principal after the parent/guardian has had a conference with the teacher and a change of class form has been completed.



### **CLOSED CAMPUS**

In the morning, upon arrival on school property, students at the Junior/Senior High Complex must enter the building. At the lower elementary levels, weather permitting, students will play outdoors until the bell rings. No one may leave the building until scheduled to leave. Students are not allowed to go home for items they forgot or medication. Parents must bring it to them.

Any students in violation of this regulation will be considered truant and subject to appropriate disciplinary action.

Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without prior permission from the office. Intermediate students may occasionally walk to the high school for various reasons, under the supervision of school personnel.

### **CO-CURRICULAR ACTIVITIES**

Students are encouraged to participate in one or more school or community sponsored activities. Activity participation enables the student to achieve experience in social activities, develop leadership qualities, pursue leisure-time interests, develop new interests, enlarge friendships, learn the art and policy of government, and have fun!

At the Junior and Senior High Schools, athletic and non-athletic clubs and activities are varied and serve a wide range of student interests. At the elementary level, a few school-sponsored activities are available, and the community sponsors athletic programs for children, grades 4-6. Students are not allowed to leave and return to the building/athletic complex during extracurricular activities unless accompanied by their parent.

### **CO-CURRICULAR CODE (Grades 5-12)**

Students and parents will be required to sign a co-curricular code that will be distributed at the beginning of the school year. Students that have a medical exemption from participating in Physical Education will not be allowed to participate in any co-curricular activity that requires physical exertion. The school district will consult with medical professionals to provide adaptive Physical Education activities.

### **CO-CURRICULAR CONFLICTS**

Because of the increasing amount of activities (performances, games, contests, trips, projects, etc.) of both athletic and non-athletic co-curricular groups, students who wish to participate in more than one major activity are going to experience simultaneous demands on their time by two or more teams/clubs/ organizations to which they may belong.

The decision on an individual student's ability to participate in potentially conflicting activities, without jeopardizing the other participants, is to rest with the sponsors of the activities. If, however, an agreement cannot be reached which is mutually satisfactory, the principal and/or assistant principal will make a final decision.

### **COLLEGE ENTRY EXAMS AND INFORMATION**

**National Testing Dates for ACT/SAT:** It is required that college bound juniors, by graduation, take the national SAT. College bound juniors may also choose to take the ACT depending on the colleges they are applying to. These test results are one of the several criteria used by colleges to determine admission status and/or proper placement in specific courses. Up to date costs and online registration information for the ACT can be found at [www.actstudent.org](http://www.actstudent.org). Up to date costs and online registration information for the SAT can be found at [www.collegeboard.org](http://www.collegeboard.org). Registration deadlines are approximately one month before the testing date.

### **INFORMATION SHARING**

Counselors will periodically visit classrooms, update web page postings, distribute newsletters, and send emails or school reach messages. To ensure that all email communication gets to you, please be sure that our records indicate your correct email address. Also, please become familiar with the guidance department web page and check the daily announcements for the most up to date information.

### **COMPUTER NETWORK SYSTEM GUIDELINES FOR ACCEPTABLE USE**

#### **A. Acceptable Use**

The use of computers and related services and media in the Mt. Zion School District must at all times be consistent with the objectives of the District. Every user of computers and computer network services (the "computer network system" or "system") in the District must comply with these guidelines. The Superintendent or designee may revise these guidelines from time to time as needed for, or useful to, sound operation and management of the system.

## **B. Privileges**

The network is provided to conduct research and communicate with others; the Internet is to be used for educational research and/or academic purposes only. This includes when using personally-owned devices on the school campus and at school activities. Access of the district computers and networks, including the internet, is a privilege and not a right. Inappropriate use of the system may result in discipline, including loss of computer use privileges.

## **C. Authorization for Internet Access**

Each staff member, student and parent/guardian, and adult user of the network must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. Failure of any student, staff member, or adult user to follow the terms of the Authorization for Internet Access, or the policy, will result in the loss of privileges, disciplinary action and/or appropriate legal action. All use of the Internet may be tracked student, staff member, and adult.

### Child Internet Protection Act (CIPA)

The Mt. Zion School District will use Internet filtering mechanisms on all internet enabled computers to restrict the access of minors and adults to inappropriate Internet sites. Filtered sites will include obscene, child pornography, and other sites harmful to children. All online activities including electronic messaging or electronic communication by minors and adults will be monitored. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Unauthorized online access, including "hacking" and other unlawful activities, is prohibited.

It shall be the responsibility of all members of the Mt. Zion CUSD #3 staff to educate, supervise, and monitor appropriate usage of the online computer networks and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

## **D. Email/Student Web Pages**

Email provided to students by the District is primarily for internal educational communications. Student email is not private and students should have no expectation of privacy when utilizing school provided email. Student email addresses should not be available to the public unless deemed appropriate by the administration for educational purposes. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, and student to administrator email correspondence should follow proper etiquette guidelines and be within the scope of educational communication.

Any web pages created by a student using the System must be part of a district-sponsored activity, or otherwise be authorized by the appropriate district administrator. All content, including links of any web site created by a student using the system must receive prior approval by the classroom teacher or an appropriate district administrator. All contents of a website created by a student using the System must conform to the Acceptable Use Guidelines.

## **E. Security of System and Responsibilities of System Users**

Security in the system must be a high priority for all users. Do not disclose your log in ID or password to anyone, or attempt to log into the system as another person. The user is responsible for anything that occurs under their log in. If you become aware of any improper use of the system, or violation of security rules, you must notify an administrator, teacher, or the computer network system administrator immediately.

Users should not expect that files stored on school-based computer or district-controlled cloud storage environments (ie. Google Drive) will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain the integrity of the system and ensure that users are acting responsibly. Files will be scanned on a regular basis.

## **F. District Issued Devices**

Students receiving a district-issued device should strive to keep it in like-new condition. The device should be kept in the district issued case when transporting or storing the device. Students will be responsible for loss and/or any needed repairs outside the scope of normal wear-and-tear in the same manner as a textbook. All district devices are monitored for acceptable use regardless of location, whether on school premises or not, and student use of the device should always fall under the scope of this document. Students who misuse or abuse the device may face disciplinary action.

District issued devices may be used with headphones during study hours. Students should keep in mind that their supervising teacher has access to view all browsing activities and take screen shots of the student's screen at any given time during the school day. Students who are considered to be in violation of the Acceptable Use Policy may lose the privilege to utilize their device for a length of time up to the remainder of the school year.

In addition to the guidelines set forth in this document in regards to district-issued devices, students should strictly adhere to the "Use of Technology – Chromebook Procedures and Information for Students and Parents" document signed electronically via online registration prior to receiving the device, also available on the district webpage at <http://www.mtzschools.org> in the "Technology" section under the "Students" tab.

### **G. Prohibited Uses**

The following activities are unacceptable and prohibited, and shall result in disciplinary action which, in the case of students, may include disciplinary measures as provided under the Mt. Zion School Student Code of Conduct, as well as suspension or denial of computer network system privileges.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause 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, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

### **Do not use the system to:**

1. Retrieve, view or disseminate obscene, indecent or vulgar materials, or C.D.'s.
2. Retrieve, view or disseminate any material in violation of any federal or state regulation or school policy. This includes, but is not limited to, improper use of copyrighted material and improper use of passwords or access codes.
3. Transfer files or any software to or from a school computer without prior approval from an authorized staff member. No jump drives are to be used on the network without approval of the Technology Director. It is the District's intention to prevent the spread of technological viruses.
4. Engage in for-profit commercial activities, including advertising or sales.
5. Harass, threaten, intimidate, or demean any person or group of people.
6. Disrupt the educational process, or to interfere with the rights of others at any time, either during school days or after school hours. This includes Cyber Bullying as addressed in the district Bullying Policy.
7. Disrupt information network traffic, or to interfere with network and/or connected systems.
8. Gain access without permission to the files of others, or vandalize another user's data or files.
9. Gain unauthorized access to resources, entities or the network operations system.
10. Gain access to unapproved software programs. Improperly forge or alter electronic mail messages, or use an account owned by another user.
11. Invade another person's privacy. This includes but is not limited to disclosing the full name, home address, or phone number of any other person. To protect their own privacy, users should not use the system to disclose their own names, addresses, or phone numbers, either.
12. Download, copy, print or otherwise store or possess any data, which might be considered in violation of these rules.
13. Activate chat-rooms, e-mail (students) unless approved by the administration or a faculty member.
14. Video or audio record staff or other students during the school day without teacher or administration permission.

### **H. Vandalism**

Any type of vandalism or attempted vandalism (physical or electronic) to District computers, the District network, files of others or to the computer network system is prohibited, and may result in immediate cancellation of computer network system privileges, disciplinary action and potential legal action. Vandalism includes, but is not limited to, physical damage to district owned devices, as well as the downloading, uploading, or creation of computer viruses.

### **I. Sanctions**

If a user intentionally engages in any of the prohibited acts listed above, the user may be disciplined in accordance with the Mt. Zion School District Student Code of Conduct and may be subject to the following disciplinary actions:

1. Suspension of Internet access or privileges;
2. Revocation of Internet access or privileges;
3. Suspension of computer network access;
4. Revocation of computer network access;

5. Detention through recommendation for Expulsion up to 2 years;
6. Referral to legal authorities for prosecution.

#### **J. Disclaimer**

Mt. Zion School District No. 3 makes no warranties of any kind whether expressed or implied, for the computer network system which is provided for students and adults of the District. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the system is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the system. The District is not responsible for any unauthorized charges resulting from access to the Internet.

#### **School Web Page**

The Mt. Zion Community School District #3 provides a School Web Page for each school allowing for student work, pictures from field trips, and other activities to be posted on the Internet.

When using student work or pictures, NO last names will be used. If a picture or sample of student work is used, it will only be identified by group or student's first name. A parent who does not want a child's picture and/or work on the Internet must file the proper form in the school office.

#### **CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association or 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.

#### **CRISIS MANAGEMENT**

If a crisis occurs in the school setting, the District will provide Crisis Intervention through individual and/or group crisis intervention.

#### **DANCES**

**Grades 7-12 only:** When chaperoned by an adequate staff of responsible adults, dances and other social night activities are encouraged. Such activities and plans must be cleared through the class sponsor, who in turn must clear them through the principal to avoid any conflict in dates.

Senior High students may bring guests; however, all guests must be of high school age (under 21) and have a guest permission form on file in the office before the dance. Each student may bring only one guest. All guests will adhere to Mt. Zion High School's Student Code of Conduct. Guests will not be admitted at the door unless accompanied by the student registering the guests. At the Junior High level, guests will not be permitted.

Any student or guest who leaves during the dance will not be readmitted.

#### **DELIVERIES**

Deliveries of flowers, candy, balloons, food from delivery drivers, etc., for students will not be accepted at any Mt. Zion School District building.

#### **DETENTIONS**

Detentions may be given for a variety of misconducts including, but not limited to, tardiness, class disruption, food and/or gum where and when prohibited, and certain types of misconducts on school grounds. In grades K-6, notification will be sent home for parent signature and may indicate the need for transportation arrangements. In grades 7-12, students will be given 24-hour notice to make arrangements for their own transportation. Detentions are to be served with the building administrator's directives within five (5) days of issuance. Detentions cannot be served during class time.

**Teacher Detentions (Grades 7-12 only):** A teacher detention may last up to 30 minutes after the school day ends and will be served with the teacher who issued the detention.

**Office Detentions (Grades 7-12 only):** An office detention will last for 60 minutes and will be recorded in the office.

## **DIRECTORY INFORMATION**

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October 1 of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

### **Military Recruiters' Access to Directory Info**

As per federal law, the Mt. Zion High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above paragraph, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

## **DISCIPLINE CODE OF CONDUCT - STUDENTS**

### **Philosophy**

Discipline has been defined as: "Controlled behavior to develop within an individual responsibility for his/her own action in accordance with socially accepted conduct."

Schools have developed disciplinary policies with this definition as a guide, but in recent years it has become apparent that these policies have not always produced the desired results. Therefore, it has become necessary to review disciplinary policies and to develop a philosophy and policy which will enable schools to provide an atmosphere for the development of effective citizens for the society in which they exist.

**The Board of Education of Mt. Zion Community Unit School District No. 3 believes that the primary function of its schools must be the preparation of all students for meaningful, rewarding participation in our democratic society.** Each student has a right to those educational experiences which will enable him/her to meet his/her present and future needs and to realize his/her individual potential for participation. This right will be respected so long as it does not result in behavior which denies to others the same right. This is a basic concept of democracy which must be progressively nurtured in all of our students during their school years as a part of their normal physical, social and emotional maturation.

Every school district has the inherent right to require cooperation of its members, staff and students, in the performance of its educational function and to take appropriate action when the conduct of any of its members impedes, obstructs or threatens the harmony of the institution or the realization of its educational objectives.

It must be recognized from the outset that schools cannot do the job alone. The influence of the family, community and preschool training of children cannot be minimized. Parents cannot evade the important role they play in the development of the behavioral characteristics of their children. The parent is the child's first teacher and remains the most important teacher throughout the formative years.

The Mt. Zion School District is committed to the goal of safe schools and an orderly process of instruction. This commitment requires that everyone - students, parents, teachers, school administrators, central office personnel, and members of the Board of Education - assumes his/her share of responsibility toward the attainment of that goal. To do otherwise would be a great disservice to the young people of Mt. Zion.

### **Rights, Responsibilities and Regulations**

This code is intended, in general terms, to describe some of the rights and responsibilities of students in the Mt. Zion Community Unit Schools and to set forth regulations governing school behavior.

This code does not define ALL types and aspects of student behavior.

### **Establishment of Policies, Rules, Regulations**

The Board of Education and the Superintendent of Schools, through the authority granted by Illinois School Code Chapter 122, Article 10, Sect. 20.5, may establish written policies, rules and regulations of general application governing student conduct in all schools.

In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

### **Areas of Prohibited Student Conduct**

The Board of Education subscribes to the theory that a democratic society can function successfully only when there is

an intelligent citizenry.

The Board of Education also places strong emphasis upon individual student responsibility for both learning and behavior, but it is also essential that rules and regulations imperative in governing the relationship between the school and its members be communicated in clear, concise policies. Therefore, the Board of Education has enumerated some of the main areas of conduct which may lead to disciplinary action, including possible suspension for a period of ten (10) school days or expulsion not to exceed two (2) school years. The Superintendent of Schools is authorized to suspend and/or recommend to the Board of Education expulsion in cases of gross disobedience and misconduct. Gross disobedience and misconduct include, but not limited to the violations listed in the discipline policy.

Grounds for disciplinary action apply whenever the student's conduct is on school property or reasonably related to school or school activities including, but not limited to conduct occurring:

- 1) On, or within sight of, school grounds before, during, or after school hours;
- 2) Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- 3) Traveling to or from school or a school activity, function or event, in school provided and/or school authorized transportation;
- 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 POLICY & PROCEDURES FOR STUDENTS**

### **RANGE OF ADMINISTRATIVE CONSEQUENCES**

The following displays the range of consequences for misbehavior. It begins with the least severe consequence and ends with expulsion. The chart does not imply a required sequence of disciplinary actions.

Warning

Parent Contact Parent Conference

Detention/Saturday School Technology/Device Revocation Restitution

Social Probation

Office Supervision

In School Suspension

Referral to Outside Agencies

Out of School Suspension (1-10 Days) Mental Health Assessment

Referral to an Alternative Ed Program

Expulsion

Parent notification may occur at all levels in the "Range of Administrative Discipline Consequences", but will occur from the "Parent Contact" through "Expulsion" levels.

### **DEFINITIONS OF CONSEQUENCES**

#### **Warning**

Students are told that repeated offense(s) will result in more severe disciplinary action.

#### **Parent Contact**

Parent is notified of the discipline concern by phone, mail or in person.

#### **Parent Conference**

A formal scheduled meeting with parent/guardian to discuss a student's behavior.

#### **Detention/Saturday School**

Time assigned the student by a staff member or administrator to be served at the discretion of the administrator.

#### **Technology/Device Revocation**

Students who engage in a pattern of technology violations (two or more instances) may have their district-issued Chromebook confiscated for up to the remainder of the year. Students will still have access to a loaner Chromebook when needed for in-class work, but loaners are not to leave the building. Students are still responsible for all online work including that which needs to be completed outside of school hours.

Restitution

The parent/guardian and student may be billed by the business office for the cost of damages. Students may be required to perform simple work consistent with the nature of the offense committed to remedy the damage which they or others have caused to property or grounds, for example: removal of gum from under desks and seats, repair of damaged property, removal of gang identifiers painted on buildings, repair of grounds damaged by vehicles, etc.

Social Probation

Exclusion from participation in and/or attendance at an extracurricular school-sanctioned activity.

Office Supervision

Temporary holding situation: Students are placed in a supervised area for one or two class periods after a staff member has removed them from a class or situation for disciplinary reasons. During a supervision period, the student will work on class assignments under the supervision of a district employee.

In-School Suspension

Alternative to out-of-school suspension, not to exceed ten days at a time. Students assigned for a full day will be required to attend seven hours of closely supervised instruction designed to help the student make appropriate behavior modifications and receive 100% credit. Students are excluded from all activities sanctioned by the Mt. Zion School District until time served is completed.

Referral to Outside Agencies

Referral for services to community agencies including, but not limited to, the local police department, the truancy office at Macon-Piatt Regional Office of Education, medical professionals, etc.

Out-of-School Suspension

A temporary exclusion of a student from school (including all activities sanctioned by the Mt. Zion School District), from all school district property, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) attendance days and receive 100% credit for work made up and submitted to the teacher. Students who have been suspended for 4-10 days may receive support services during the out-of-school suspension. Student will receive re-engagement services as determined by administrators upon their return to school. If suspension was a result of a threat, a student may be determined by the administration to require an evaluation from a mental health professional before returning to school. If such a determination is made, the building principal and the parent will meet and then a letter discussing the need for a mental health evaluation will be sent home with the parent.

Bus Suspension

A student may be suspended from riding the school bus in excess of ten (10) attendance days for safety reasons. If a student does not have alternative transportation to school, it is the parent/guardian's responsibility to inform the school that no such alternative transportation is available. If the District receives notice from the parent that no alternative transportation is available, that student can receive 100% credit for work made up and submitted to the teacher.

Referral to an Alternative Education Program

Referral to an alternative education program, which students attend in place of their regular attendance center.

Expulsion

Board of Education approved exclusion of a student for a period of time greater than ten (10) attendance days but not to exceed two (2) calendar years. Expelled students are not allowed on Mt. Zion School District property or allowed to attend any activity sanctioned by the Mt. Zion School District until their term of expulsion has been completed. Students will receive re-engagement services as determined by administrators upon their return to school.

**DISCIPLINE VIOLATIONS AND RANGES OF CONSEQUENCES**

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code.

- a. The guidelines do not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code. The asterisk (\*) also indicates violations that may be reported to the police. All parents/guardians and students should be aware that some of the acts listed below as well as violations of the District Handbook, can also bring criminal prosecutions and penalties in addition to school disciplinary action. The school, the police or state's attorney, parents/guardians, and/or students can also bring legal action against a student/parent for certain offenses. The District will notify the police department of any act involving drugs, weapons, and assault of district employees. Students should notify the administration of any violation of the discipline policy.

Out of school suspensions and expulsions are only used for legitimate educational purposes. The District will make all reasonable efforts to resolve threats, address disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion.

**1. Alarms, False (Including Bomb Threats)\***

Making a false fire alarm or any other knowingly false and disruptive rumor or report.

**2. Use, Under the influence or possession, Sale or Distribution of Drugs Including Alcohol\***

Any student exhibiting signs of possessing, using, selling, buying, transmitting, or secreting any alcoholic beverage, narcotic or hallucinogenic drug, marijuana (including CBD oils and/or other substances with THC) unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*, barbiturate, amphetamine, intoxicant, inhalant, drug paraphernalia and/or any other controlled substance including any look-alike drug and/or any look-alike non-alcoholic beverage, while on the campus, at a school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus, or at any time under school jurisdiction, shall be subject to discipline, up to and including suspension/expulsion. The sale, distribution, intent to sell or deliver drugs including look alike drugs and alcohol in the school building, on campus, school activity, or in a vehicle used for transportation to school and parked on or in the vicinity of the campus or at any time under school jurisdiction is prohibited. Police or juvenile authorities and the Superintendent of Schools shall be notified.

**3. Arson \***

**4. Bullying/Hazing**

Bullying includes cyberbullying 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.

Bullying includes, but is not limited to, aggressive or negative gestures, or written, verbal or physical acts that place another student in reasonable fear of harm to person or property, or that has the effect of insulting or demeaning any student in such way as to disrupt or interfere with the school's educational missions or education of any student. Please reference the bullying policy on Pages 18-19 for more details.

**5. Bus Misconduct (K-12)**

In the interest of safety, the Mt. Zion School District expects students who ride buses to follow its expectations for their behavior on the bus.

**6. Cheating**

Cheating is defined as engaging in academic dishonesty, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

- Plagiarism - is intellectual theft and fraud. It is the intentional or even unintentional submission of work that is not your own.
  - Examples of plagiarism:
    - Copying information from google utilizing either the copy/paste feature or direct transcription.
    - Submitting work from another student or any other person as your own either through the copy paste feature or direct transcription.
    - Failing to properly cite information that you obtained from another source. This can happen on purpose or even accidentally.
      - Borrowing information from a source and failing to cite that source because you changed a few words or used some synonyms in place of that author's original work.

**7. Destruction of or Damage to Public or Private Property/Vandalism (K-12) \***

Willfully or negligently defacing, destroying, damaging, stealing (or attempting to steal), or causing the same to be done to any school property or another person's personal property is prohibited. Police or juvenile authorities may be notified. The student will be held financially responsible for the cost of replacing or restoring such property to its original condition.



8. **Detention, Failure to Serve (K-12)**

9. **Disruptive Behavior/Horseplay (K-12)**

10. **Electronic Communication/ Entertainment Devices/Cell Phones/Wearable Technology (i.e. smart watches, etc.):**

The use of cell phones/devices/ wearable technology (i.e. smart watches, etc.) on school property by students is considered a privilege. Failure to follow the rules related to the use and possession of cell phones/devices/wearable technology (i.e. smart watches, etc.) may result in the loss of the privilege.

Mt. Zion CUSD #3 is not responsible for lost, damaged, or stolen electronic communication/entertainment devices/ cell phones/wearable technology (i.e. smart watches, etc.). Students are prohibited from connecting their communication/entertainment devices/cell phones/wearable technology to school wireless networks during school hours without consent of administration for educational purposes. Mt. Zion CUSD #3 is not responsible for monetary charges for students using data plans or other cell phone/device services. This is the responsibility of the owner of the cell phone/device.

**Cell Phones/Wearable Technology (i.e. smart watches, etc.) and other Electronic/ Communication Devices:**

**High School:** (7:45 a.m. - 2:30 p.m.) Cell phones/devices may be carried by the students, but they must be out of sight and silenced. During the school day, cell phones/device and wearable technology (i.e. smart watches, earbuds, etc.) may not be used unless authorized by administration or a faculty member. Students in grades 9-12 are allowed to use their cell phone/device wearable technology (i.e. smart watches, earbuds, etc.) during passing periods and during their lunch time as long as it is not disruptive to the educational process or infringing on the rights of others. Unauthorized use of a cell phone/device/wearable technology (i.e. smart watches, earbuds, etc.) during the school day will result in consequences.

During class time, authorized use of a cell phone/device/wearable technology (i.e. smart watches, earbuds, etc.) includes the consent of the classroom teacher **for academic purposes only**. Unsupervised/unauthorized use of a cell phone/device/wearable technology (i.e. smart watches, etc.) during class time is prohibited.

For the protection of students, employees, and the educational process, the use of cell phones/devices/wearable technology (i.e. smart watches, earbuds, etc.) is strictly prohibited for the locations and situations described below:

1. A student video or audio recording of staff or other students during the school day without teacher or administration permission
2. The use of a cell phone/device in a locker room or a restroom is prohibited. Circumstances may warrant a violation of this stipulation to be treated the same as sexual harassment/misconduct.
3. The use of a cell phone/device/wearable technology (i.e. smart watches, earbuds, etc.) during quizzes or tests may be treated the same as cheating/academic dishonesty.
4. Students serving In-school suspension, Detention, or Saturday School are prohibited from using a cell phone/personal device/wearable technology (i.e. smart watches, etc.).
5. Personal listening devices (i.e. headphones, earbuds, etc.) are prohibited during class time, unless approved by a teacher for academic purposes.

**Jr. High:** (7:35 a.m. - 2:30 p.m.) Cell phones/devices may be carried by the students, but they must be out of sight and silenced. During the school day, cell phones/devices may not be used and wearable technology (i.e. smart watches, etc.) may not be worn unless authorized by administration. Students in grades 7-8 are allowed to use their cell phones during their lunch time as long as it is not disruptive to the educational process or infringing on the rights of others. The use of cell phones/devices in restrooms and locker rooms is strictly prohibited. Unauthorized use of a cell phone/device/wearable technology (i.e. smart watches, etc.) during the school day may result in disciplinary consequences.

**K-6:** (8:00 a.m. - 3:15 p.m.) Cell Phones/Devices/Wearable Technology (i.e. smart watches, etc.) must be turned off and kept in either the student's locker or backpack. Cell Phones/Devices/Wearable Technology (i.e. smart watches, etc.) may not be carried or worn by students at any time during the school day.

11. **Failure to Follow Directions/ Insubordination**

Willful failure to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.

12. **Forgery/False Reports to Staff (K-12)**

13. **Gambling (K-12)**

Gambling is prohibited on school premises or at school events.

**14. Gang-Like Activities\* (K-12)**

As used herein, a gang is referred to as any group of two (2) or more persons whose purpose includes the commission of illegal acts that violate any local, state, or federal law. No student on school grounds, on a school bus or at any school or school-related activity shall engage in any gang related activity including wearing or displaying of known gang symbols (colors, signs, signals, gestures, graffiti, etc.).

**15. Harassment-Other Than Sexual (K-12)****16. Harassment-Sexual**

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

**17. Illegal Entry\* (K-12)****18. In an Unauthorized Area****19. Inappropriate Dress (K-12)**

Dressing, grooming, or behaving, in a manner which presents a clear and present danger to a student's health and safety, or in a manner that causes an interference with schoolwork or which creates a classroom or school disruption.

**20. Inappropriate Public Display of Affection (K-12)****21. Inappropriate Sexual Conduct (K-12)****22. Computer Acceptable Use Policy Violations****23. Parking Lot Violations****24. Participation in Acts Designed to Disrupt School (strikes, mass defiance etc.) (K-12)****25. Physical Confrontation/Physical Violence with Students**

Causing or attempting to cause physical injury to any student, or other person is unacceptable in the Mt. Zion Schools. The District expects all students to exhibit no violent behavior.

**26. Physical Confrontation/Physical Violence with Staff \***

Causing or attempting to cause physical injury to any employee, or authorized adult, including touching of the employee/person who is attempting to stop the confrontation, is unacceptable in Mt. Zion Schools. The District expects all students to exhibit no violent behavior.

**27. Profanity**

Profane and obscene language, gestures, or drawings and possession of magazines/literature with an overt sexual content are not tolerated.

**28. Saturday School, Failure to Serve****29. Sex Texting (Sexting) (K-12)**

Soliciting, sending, or displaying explicit materials.

**30. Unexcused Tardiness-Classroom (K-12)**

Students are expected to comply with state and local attendance laws including, but not limited to, truancy from specific classes and tardiness in general or to specific classes.

**31. Unexcused Tardiness - Late to School**

Students who are late to school are required to sign in at the office.

**32. Theft \*****33. Threats to Staff \***

Threatening or intimidating any teacher, other school employee or visitor is prohibited. An open previously published letter to parents depicts this theory. Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal, written or implied threats and/or discussions about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school.

**34. Threats to Students \***

Threatening or intimidating any student. An open previously published letter to parents depicts this theory. Interfering with school purpose or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. This includes verbal, written or implied threats and/or discussions about using weapons, guns, bombs, etc. which could alarm, disturb, or interfere with the orderly operation of the school.

**35. Use, Possession, Distribution, Purchasing or Selling Tobacco, Electronic/ Vapor Cigarettes or Tobacco Materials in any form**

The use, possession, distribution, purchase or sale of tobacco related products/paraphernalia on school grounds during school hours and during school functions is prohibited.

**36. Truancy**

Students are expected to comply with state and local attendance laws including, but not limited to, truancy from specific classes. Truancy includes being more than 5 minutes late to a class as well as no parent contact in relation to a student absence. Truancy will result in parent contact through referral to Macon-Piatt Regional Office of Education.

**37. Verbal Confrontation with Staff**

Obscenity and/or indecent conduct or language, including any verbal abuse of a teacher, secretary, food service worker, custodian, bus driver, and/or supervisor at school activities or on or off school property.

**38. Verbal Confrontation with Student**

Obscenity and/or indecent conduct or language, including any verbal abuse of a student at school activities or on or off school property.

**39. Weapon Related \***

Students are prohibited from possessing the following objects at school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school:

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

**40. Any Other Acts That Endanger the Well-Being of Students, Teachers, or Any Other Employees (K-12)****Students Suspended from Other Schools**

Any student suspended or expelled for any reason from any other public or private school in Illinois or any other state must complete the entire term of the suspension or expulsion before admission to this School District is permitted.

**Other Discipline Alternatives**

Other discipline measures which can be taken by teachers and/or appropriate administrative personnel include, but are not limited to the following: (1) verbal reprimand, (2) parent conferences, (3) time out, (4) detention, (5) Saturday School, (6) withdrawal of privileges, (7) behavioral contract, (8) peer counseling, (9) referral to counselor, (10) referral to social worker, (11) letter of apology/essay about proper conduct, (12) referral to police liaison officer, (13) rearrangement of class schedules, (14) directed study (in-house suspension), (15) restitution, (16) seizure of contraband, (17) mandatory counseling, and (18) social probation.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school

personnel, or persons, or for the purpose of self-defense or the defense of property.

### **Co-curricular Misconduct**

While participating in co-curricular activities (either as a participant or as a spectator), students will adhere to the Mt. Zion Community Unit School District No. 3 Discipline Code as well as all federal, state, and local laws. Student misconduct during co-curricular activities may be handled similarly to misconduct taking place during school hours on district premises. Appropriate discipline measures may be taken by the sponsor/teacher/coach as well as referrals to the administration for disciplinary action. This may cause the student to be removed from co-curricular activities and/or positions of leadership (e.g., Student Council, FFA, FBLA).

Students and parents are reminded that participation in activities is a privilege. Students must assume responsibility for their behavior during their participation and abide by any rules and codes as may be implemented.

### **41. Mt. Zion Village Ordinances**

The city ordinances are voted on by the Village of Mt. Zion. These are not rules or policies that Mt. Zion School District has any control over. They have been included to inform parents and students. For a complete list of Village ordinances please use the following link: <https://mtzion.com/ordinances>.

### **42. Isolated Time Out**

School officials have the right to use isolated time-outs and physical restraints as defined in the school code and regulations. Isolated time-outs and physical restraints are to be used only to maintain a safe and orderly environment for learning and preserve the safety of students and others, not as a form of punishment or a means of disciplining a student. A parent can request a copy of the district's policy by contacting the Superintendent.

### **43. Corporal Punishment**

Corporal punishment is banned. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property. Reasonable force or physical guidance may be used to restrain students in limited circumstances that include: a) for their safety, b) if they are a threat to others, c) to prevent damage to school property, or d) if a student behavior interferes with a classroom or other scheduled program.

### **DRESS AND APPEARANCE**

Students in the Mt. Zion School District are expected to wear clothing in a neat, clean and well-fitting manner. Students are to use discretion in their dress and are not permitted to wear apparel that is distractive or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process. Students who are in violation with these guidelines will be asked to change their attire immediately and will be given a warning. Subsequent violations may result in further disciplinary action.

- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote, or picture alcoholic beverages, illegal drugs, or illegal or violent behavior.
- Dress and grooming including accessories, shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.
- Clothes must be worn in a way such that all private parts are fully covered with opaque fabric.
- The following items are considered inappropriate: plunging necklines, bare midriffs, shirts with spaghetti straps, halter tops, strapless shirts, clothing made of see-through material that allow undergarments to be visible, clothes that do not cover hips and backside, sunglasses, head apparel that covers ears or rests below eye brows, and pajama bottoms.

Interpretation of dress code violations is up to building administration and is determined based on safety and appropriateness.

### **DUAL CREDIT STUDENTS**

Mt. Zion students enrolled in the dual credit program and attending classes at Richland Community College must adhere to all rules and regulations contained in the Mt. Zion School District No. 3 Handbook/Calendar and the District Board Policy Manual. Refer to the Student Course Planning Handbook on the Guidance Department website at: <https://www.mtzschools.org/guidance> regarding all details and policies related to dual credit opportunities for students.

Students absent from classes at Richland due to illness during the school day will not be admitted to after school extra-curricular activities. However, excused appointments as delineated in the appointment section of this handbook will not affect the option of attending after school functions.

### **RICHLAND TRANSFER ACADEMY**

Richland Community College has partnered with area high schools to offer an opportunity for students to earn up to 38-41 transferable college credits in a two-year Dual Credit Program.

Much like the students who attend the technical academy, students who enroll in the RTA will be at Mt. Zion High School 1/2 day and will attend RCC and be enrolled in three college level courses the remainder of the day, earning 9-10 college credits each semester. Courses offered to students in this program are "approved" by the Illinois Articulation Initiative to transfer as General Education Core Curriculum (GECC) to other 4-year colleges and universities in the State of Illinois. (For more information on the Illinois Articulation Agreement visit their website at <http://www.itransfer.org>.)

#### **Requirements for Admission:**

In order to enroll in the Richland Transfer Academy students must meet the following criteria:

1. Minimum 3.70 weighted cumulative HS GPA.
2. Junior or senior during the school year for which the student is applying.
3. Missed no more than 10 days of school the previous two semesters.
4. No Out of School disciplinary issues the previous two semesters.
5. Sophomore applicants: Have earned 9 credits by January of Grade 10.  
Junior applicants: Earned 15 credits by January of Grade 11.
6. Option 1: Successfully pass both the English and Math placement tests required by RCC.
7. Option 2: Earn approved ACT scores for placement into transferable coursework. Math 22, English 19, and reading 19.  
Students taking the ACT should have their scores sent directly to RCC.
8. Complete the MTZ - Richland Transfer Academy Application and have it turned in by the deadline.

NOTE: Meeting the application criteria does not guarantee admission. Participation in the RTA can further be limited by Mt. Zion CUSD #3 or RCC based on the number of applicants, scheduling concerns, and other administrative considerations.

#### **Fee Information:**

The Mt. Zion School District pays for tuition and fees associated with enrollment in the Richland Transfer Academy. Students will be responsible for purchasing their own books for the program. Individual students will pay a program fee of \$400 per year for participation in the program. The program fee is due at the time of registration in August.

#### **GPA Information:**

It is important to note students do start their college GPA with enrollment in the dual credit courses, and this GPA may transfer to their intended 4-year college or university.

Students enrolled in the RTA would be expected to follow the attendance calendar of Richland Community College.

Students enrolled in the RTA would still be expected to meet the graduation requirements set forth by the Mt. Zion Board of Education to receive a Mt. Zion High School Diploma.

### **HEARTLAND TECHNICAL ACADEMY**

The Heartland Technical Academy offers 18 different programs to students who have specific career/college interests. Fifteen of these programs offer dual credit and most are taught at the Richland Community College campus. Parents and interested students can consult the website: [www.tech-academy.org](http://www.tech-academy.org) for program descriptions and further details.

#### **Requirements for Admission:**

Admission to the Heartland Technical Academy is based on the following guidelines:

1. Junior or senior during the school year for which the student is applying.
2. Academic success defined as a 1.8 overall GPA.
3. Missed no more than 10 days of unexcused school days the previous two semesters.
4. Counselor recommendation
5. Administrator recommendation pending review of discipline records for prior two semesters. Serious and/or repeat discipline offenses resulting in out of school suspension can result in loss of admission. Students must complete an application and transcripts are sent with that application.

#### **Fee Information:**

Students attending the Technical Academy will be charged \$200 per year which is due in August at the time of registration. Students on reduced lunches will be charged \$100 and students on free lunches will be charged \$50.

### **EARLY BIRD**

Early Bird education classes will be offered from 6:50 a.m. to 7:35 a.m. to allow students more flexibility in their schedules. It is the student's responsibility to provide his/her own transportation for this class. Early Bird is considered part of the normal school day. The Junior High offers one section of early bird Spanish to those students in a vocal or instrumental music class. Once scheduling is complete, the remaining seats will be offered to students in electives other than study hall.

### **ELIGIBILITY REQUIREMENT POLICY**

#### **Grades 5-12**

**High school** students must pass six academic classes per week in order to maintain "activities eligibility" in Mt. Zion High School. Weekly eligibility is determined by the total points accumulated for the current semester. Students who are not passing 6 classes will be prohibited from missing school for trips taken during the school day, provided the trip is not part of the grade earning process. Per IESA eligibility rules, students participating in junior high activities must pass all subjects to maintain "activities eligibility" and participate in out of classroom activities.

Students **WOULD** be allowed to participate in those activities which are part of the "grade earning" process. These would include band and choir concerts performed within the District. However, all such **NECESSARY** activities must be determined by the teacher **AND** the principal prior to the beginning of any grade period.

**High School athletes** are also required to maintain IHSA eligibility - a student must have passed and received credit toward graduation for 5 courses of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**Junior High School athletes** are also required to maintain IESA eligibility - a student shall be doing passing work as determined by the local school district in all subjects.

### **EMERGENCY SCHOOL CLOSINGS**

When the decision is made to close schools for the day, the District's parent communication system will be activated. Parents/guardians/staff will receive notification via home phone, cell phone, work phone and/or e-mail. Radio and television stations will also be notified.

WXFM	99.3 FM	Radio-Mt. Zion	WDZQ	95.1 FM	Radio-Decatur
WDKR	107.3 FM	Radio-Decatur	WSOY	1340 AM	Radio-Decatur
WZNX (The Fox)	106.7 FM	Radio-Decatur	WSOY (Y103)	102.9 FM	Radio-Decatur
WYDS (D93)	93 FM	Radio-Decatur	WAND	10/17	TV-Decatur
WEJT (Live 105)	105.1 FM	Radio-Decatur	WCIA	3	TV-Champaign
WDZ	1050 AM	Radio-Decatur	WICS	2/20	TV-Springfield

School officials will make every attempt to determine if conditions call for school closing by 6:30 a.m. at the latest. If there is no announcement, school will be open as usual.

In the event school is dismissed early or closed for the day due to weather conditions, the cancellation of all co-curricular activities and/or practices will be determined by the administration.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Mt. Zion School District is committed to providing educational programs and services designed to meet all students' individual needs and abilities. The District's educational environment will not discriminate against any individual for any protected status. Individuals who feel they have been discriminated against for any reason have the right to express their concern using the District grievance procedure.

### **EXAM WAIVER PRIVILEGE - MT. ZION HIGH SCHOOL**

All students at Mt. Zion High School are expected to take semester exams. The exception to this requirement is the final exam waiver privilege, which may be earned by students based on the following criteria:

#### **Exam Waiver Privilege**

A **senior** student may waive (not take) a semester exam(s) if the following 3 out of 4 criteria are met:

1. **Behavior Requirements:** No out-of-school suspensions or in-school suspensions issued by the office for major infractions (ie. drugs, alcohol, tobacco, weapons, physical/verbal aggression) for the semester. This requirement must be one of the three met in order to waive any exams.
2. **Attendance Requirement:** Three or fewer absences for the semester in order for attendance to be one of the three

requirements met. If a student has four or five absences from a course, they must meet requirements 1, 3, and 4 to be able to earn the exam waiver privilege in that course. Students that have more than five absences in a course are not eligible to waive the exam in that course regardless of meeting requirements 1, 3, and 4. Excused college days and other school-related activities during the school day will not count against the student.

3. Tardy Requirement: The student has had two or fewer tardies to school at the start of the school day for the semester.
4. Academic Requirements: The student maintains at least a "B" or higher academic average for the semester grade in the course.

Second semester exams for seniors may be scheduled prior to the regularly scheduled final exams for grades 9-11.

A **junior** student may waive (not take) up to two final exams second semester only if the three out of four of the following criteria are met:

1. Behavior Requirements: No out-of-school suspensions or in-school suspensions issued by the office for major infractions (ie. drugs, alcohol, tobacco, weapons, physical/verbal aggression) for the semester. This requirement must be one of the three met in order to waive any exams.
2. Attendance Requirement: Three or fewer absences for the semester in order for attendance to be one of the three requirements met. If a student has four or five absences from a course, they must meet requirements 1, 3, and 4 to be able to earn the exam waiver privilege in that course. Students that have more than five absences in a course are not eligible to waive the exam in that course regardless of meeting requirements 1, 3, and 4. Excused college days and other school related activities during the school day will not count against the student.
3. Tardy Requirement: The student has had two or fewer tardies to school at the start of the school day for the semester.
4. Academic Requirements: The student maintains at least a "B" or higher academic average for the semester grade in the course.

### **EXCHANGE PROGRAMS**

Mt. Zion High School will enroll no more than four students during any given semester. All exchange programs must be I.H.S.A. approved to be considered for placement at Mt. Zion High School. Placements must be for two semesters in the same academic year or a fall semester only. Placement requests must be made by May 15th of the prior year. All exchange student applicants must be 16 years old or older. Mt. Zion High School classifies all exchange students as a senior in high school. Every effort will be made to have no more than one student from a particular country during any given school semester. Acceptance of foreign exchange students is always to the discretion of administration. Exchange students attending Mt. Zion High School will be responsible for any and all costs charged to our student population.

### **FAMILY ACCESS PROGRAM**

The Family Access Program allows parents to view information about their student(s) via the Internet. Parents/guardians of students enrolled in Grades 1-12 will have "real-time" grades and can login to this secure web site (after obtaining a user login and family password).

To access the system, go to the district web site: [www.mtzschools.org](http://www.mtzschools.org) and select **Family Access**. The Mt. Zion Public Library provides computer Internet access for those residents that may not have a computer at home.

The information available is for the current school year; previous school year information is not available. You only need one login even if you have multiple students in the school district. You can access all of your students from the same screen.

Access will be allowed to student information as long as at least one student is enrolled in the Mt. Zion School District. When the last student of a family officially leaves the district, the account will be disabled.

E-mail [rockeyw@mtzschoools.org](mailto:rockeyw@mtzschoools.org) regarding questions and concerns about Family Access.

### **FEES**

<b><i>Instructional Fees</i></b>	
Instructional fees for this school year are as follows:	
Grades K-1	\$70.00
Grades 2-6	\$85.00
Grades 7-12	\$100.00

**FEES Continued****High School Course Fees**

High School course fees for this school year are as follows:

Agricultural Construction & Technology	\$25.00
Nutrition & Culinary Arts I & II	\$10.00
Driver's Education	\$40.00

**High School Program & Misc Fees**

High School Program Fees

Heartland Technical Academy	\$200.00
Richland Transfer Academy	\$400.00
Parking Permit	\$40.00 (Family Cap \$60.00)
Second Set of Books	\$65.00

**Chromebook Protection Plan**

Chromebook Protection Plan	\$25.00
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**Athletic Fees**

Athletic fees for this school year are as follows:

Grades 5-8	\$40.00	per sport
Grades 9-12	\$60.00	per sport
One Family	\$260.00	maximum limit

NOTE: Following September 1st, students with outstanding instructional or athletic fees will not be permitted to participate in any extracurricular activities or any school sponsored events.

**Athletic Pass Admission Prices**

Adult	\$50.00
Student	\$20.00
Family (Children K-12 only)	\$120.00
Senior Citizens (Living in MTZ District)	No Charge
Senior Citizens (Outside District)	\$20.00

NOTE: Each individual's pass will admit him/her to all home High School and Junior High School sporting events except conference and I.E.S.A. and I.H.S.A. tournaments.

**Single Event Admission Prices**

High School Events (Grades 9-12)

Football, Soccer, Basketball, Volleyball, and Wrestling:

Adult	\$4
Student	\$2
Golf, Cross Country, Track, Baseball, Softball, Tennis:	No Charge

Junior High /Mt. Zion Intermediate Events (Grades 5-8)

Basketball, Volleyball, and Wrestling:

Adult	\$2
Student	\$1
Track, Baseball, Softball, Cross Country:	No Charge

NOTE: Special Promotion Nights may be held from time to time; admission prices may be changed for those events upon the approval of the Athletic Director and Building Principal.

**BASAP Fees**

Fees for BASAP this school year are as follows:

Morning or Afternoon only	\$35.00
Both	\$50.00
Summer	\$80.00



### **Electronic Payment Process**

The district accepts electronic payment for student food service accounts, registration fees, and other payments made to the school district. This system usually takes up to a week to process so it is not intended for lunch balances below \$10.00 or other payments that need to be made immediately. Credit will not be applied to your child's account until the District has actually received the check from the bank. To utilize this free electronic payment system:

- 1) Go to your local banks online bill pay system. Enter a school building's name and address from the following list, as the company you wish to pay. For children in different buildings please make separate entries and the bank will send separate checks. If you are making a payment for Registration and Food Service to the same building we would again ask that you make separate entries and the bank will send separate checks. This will allow the District to better track the payments being made by the bank on your behalf.
- 2) On your banks online bill pay system, enter the amount of the payment you wish to make.
- 3) On your banks online bill pay system, enter in the memo line/description line the reason for the payment. Please be specific and provide as much information as possible (student's name, student's ID#, reason for payment-food service, registration fee, etc.).

### **Required Addresses**

MTZ-HS Food Service 305 S. Henderson St. Mt. Zion, IL 62549-1323	MTZ High School Office 305 S. Henderson St. Mt. Zion, IL 62549-1323
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MTZ-JH Food Service 315 S. Henderson St. Mt. Zion, IL 62549-1323	MTZ JH-School Office 315 S. Henderson St. Mt. Zion, IL 62549-1323
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MTZ INT-Food Service 310 S. Henderson St. Mt. Zion, IL 62549-1384	MTZ INT- School Office 310 S. Henderson St. Mt. Zion, IL 62549-1384
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MZG-Food Service 725 West Main St. Mt. Zion, IL 62549-1335	MZG-School Office 725 West Main St. Mt. Zion, IL 62549-1335
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McG-Food Service 1320 West Main St. Mt. Zion, IL 62549-1348	McG-School Office 1320 West Main St. Mt. Zion, IL 62549-1348
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MTZ-District Office  
1595 W. Main St.  
Mt. Zion, IL 62549-1314

### **Sample Notes And/Or Memo to Include On The Check**

- Please post to Acct. #123456-John Smith
- Lunch Acct. for John Smith
- Registration Fee for John Smith
- Athletic Fee for John Smith
- Pay Rider Fee for John Smith

### **Efunds**

An alternative electronic method of payment is efunds. This system makes payments for school expenses in real time. You must create an account with efunds using the link provided in the family access food service page or the link on the school web page. Once you create an account with efunds, you can select your child's name and make the appropriate payment by checking account transfer or credit card. This payment will go directly into the proper account. A convenience fee of \$1.25 per transaction for checking or \$2.85 per \$100 transaction for credit card will be charged by efunds.

### **Waiver of School Fees**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Students whose parents are unable to afford student fees may receive a waiver of some fees. However,

these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To maintain the quality of our educational programs, Mt. Zion School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

Students shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free and reduced meals program. Building principal or Assistant Superintendent of Business Operations will give additional consideration where one or more of the following factors are present:

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

For the purposes of this Administrative Regulation, "School Fees" shall be defined as any monetary charges to be collected by the Mt. Zion Community Unit School District #3 from a student, parent, or guardian of a student as a prerequisite for the student's participation in a school/district program. "School Fees" shall not include those supplies required and necessary for ordinary educational purposes (e.g., pencil, paper, notebook, physical education attire, etc.).

The following shall serve to provide specific reference for implementation and operation of this regulation:

**A. "School Fees" shall include, but not be limited to:**

1. Charges for textbooks and instructional materials.
2. Charges for field trips made during school hours, or made after school hours if the field trip is a scheduled and/or customary part of a class or extra-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences). Financial losses will not be refunded to students due to ineligibility, absence, etc.
3. Athletic Participation Fees.
4. Graduation Fees (e.g., caps, gowns).

**B. "School Fees" shall not include:**

1. Library fines and other charges assessed for the loss, misuse, or destruction of school property (e.g., musical instruments, library books, textbooks, athletic equipment or uniforms).
2. Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
3. Charges for optional travel undertaken by a school organization or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a Junior High School class trip.)
4. Charges for admission to school dances, athletic events or other social events.

**C. Standards for determination of eligibility include:**

1. A qualification for free lunches under the School Breakfast and Lunch Program Act [105 ILCS 125]
2. Eligibility for reduced price lunches
3. Significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage; or similar emergency situations.

**D. Notification to parents will be as follows:**

1. The waiver of school fees regulation will be communicated in writing to the parents of all students enrolled in the district at the start of the school year to the parents and guardians of all students enrolling in the district for the first time. A fee waiver application form will be included with this notice when it is sent to parents. The notification will be in English or otherwise translated for the home language of the parents to ensure their understanding of the district's policy. If translation of the notice is not feasible, interpreters, other students, family or neighbors capable of communicating this policy and related regulation will be utilized. The notice shall describe:
  - a. the district's policy, including the criteria and other circumstances under which the district will waive school fees;
  - b. the fees subject to waiver under the district's policy;
  - c. the procedure to be used by parents or guardians in applying for a waiver of school fees, including the availability of forms that may be used to request a fee waiver and the documents whose use is required by the school district in verifying income; and
  - d. the procedure to be used by parents in resolving disputes concerning the waiver of school fees.
2. The first announcement or notice sent to parents or guardians who owe fees shall state:
  - a. that the district waives fees for persons unable to afford them in accordance with its policy; and
  - b. the procedure for applying for a fee waiver, or the name, address and telephone number of the person to contact

for information concerning a fee waiver.

**E. Procedures for the resolution of disputes will be:**

1. All initial requests for waivers of fees will be decided by the building principal. When such a request is denied, notice of the decision will be mailed to the parents or guardians within thirty (30) calendar days of receipt of the request. The decision will state the reason for the denial and will inform the parents or guardians of their right to appeal, including the process and timelines for that action. The denial notice will also include a statement informing the parents or guardians that they may reapply for a waiver any time during the school year, if circumstances change.
2. All appeals will be decided by the Associate Superintendent of Schools. An appeal shall be decided within thirty (30) calendar days of the receipt of the parents' or guardians' request for an appeal. Parents and guardians will have the right to meet with the Associate Superintendent, who will decide the appeal in order to explain why the fee waiver should or should not be granted. If the appeal is denied, then the district will mail a copy of its decision to the parents. The decision will state the reason for the denial.
3. No fee shall be collected from any parent or guardian who is seeking a fee waiver in accordance with this regulation until the Building Principal and/or Associate Superintendent have acted on the initial request or appeal (if any is made), and the parents or guardians have been notified of the decision.

**F. If this fee waiver policy and/or procedure are substantially amended, then parents or guardians of students enrolled in the district will be notified in writing within thirty (30) calendar days following the adoption of the amendment(s).**

**G. School records that identify individual students as applicants for or recipients of fee waivers are subject to the Illinois School Student Records Act (Ill.Rev.Stat. 1989, Ch. 122, par. 50-1 et seq.). Information from such records is confidential and may be disclosed only as provided in the Act.**

**H. No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees. (Section 28-19.2(a) of The School Code).**

**FIELD TRIP TRANSPORTATION/OVERNIGHT TRIPS**

All students will be required to ride provided school bus transportation to and returning from an activity or event unless prior written permission is obtained from the administration 24 hours in advance.

**GUIDELINES FOR OVER NIGHT TRIPS**

- All overnight trips for athletic teams, music groups, co-curricular groups, and other school organizations must be approved by the Principal or Athletic Director in advance of announcing trip reservations for students and or parents and chaperones.
- All trips must occur within the Continental USA, unless approved by the Superintendent.
- Overnight trips (when school days are missed) must be related to competitions, athletic events, state or national organization conventions, meetings, parades, activities such as "half-time shows," or some unique performing and educational opportunity (evaluated by the Principal and/or Superintendent).
- Coaches/Sponsors are encouraged to link trips over extended weekends, in-service days, etc., to reduce the amount of time students are away from class. The following maximum limits (per trip) will be in effect (unless approved by the Superintendent):
  - 2.5 student attendance days (if the trip includes an in-service or school improvement day).
  - 3 student attendance days (if the trip does not include an in-service or school improvement day).
- A tentative trip itinerary and proposed schedule of activities should be submitted at the time of the request.
- All security and chaperone related issues should be outlined for the Administration prior to leaving for the trip.
- The 8<sup>th</sup> grade trip will not depart until after the 5<sup>th</sup> emergency day.

**MT. ZION FOUNDATION FOR QUALITY EDUCATION**

**Foundation's Mission** The mission of the Mt. Zion Foundation for Quality Education is to enhance the quality of educational programs and services available to all Mt. Zion students through the generation, attraction and distribution of financial and other resources to the Mt. Zion Schools. These resources shall be used to provide students with expanded and enriched learning opportunities.

**What Is the Purpose of the Foundation?** The Foundation has been created to enrich the lifelong learning programs of the Mt. Zion Community Unit School District #3. It will provide funds beyond the normal operating budget for community educational programs not available through tax revenues.

**Where Do the Funds Come From?**

Foundation funds are obtained from individual and corporate tax-deductible contributions, as well as from other foundations. The contributions can be general in nature or can be given to support a particular project.

**What Types of Projects Will Be Funded?**

The Foundation Board has determined that funds will be awarded to a variety of programs and identified educational needs including, but not necessarily limited to, technology, fine arts and other educational opportunities.

**Who Decides How the Money Will Be Spent?**

All donations to the Foundation are spent with the approval of the Board of Trustees. The use of the funds must be consistent with the Foundation's mission and goals. The Foundation Board encourages program suggestions and recommendations from district employees, alumni and community patrons.

**Your Support of the Foundation Is Vital!**

Contributions can be made to the Foundation in several ways. Make a gift of cash, check, securities and/or personal property in any amount. You may choose to pledge a certain dollar amount selecting either monthly or annual payments. Designate gifts as a memorial to loved ones, living or deceased. Include the Foundation as a beneficiary in your estate planning.

**What Are the Goals Of The Foundation?****To encourage student development:**

- A. Provide enrichment programs and activities designed to offer students opportunities to excel.
- B. Provide students with expanded services in areas such as career counseling, study skills development and other academic needs.
- C. Provide resources for the acquisition and implementation of advanced educational technology in areas such as telecommunications.
- D. Provide opportunities for enhancing student appreciation and skill levels in the fine arts.

**To encourage excellence through professional growth of staff and teachers:**

- A. Provide resources to teachers and staff for the development of innovative ideas and programs within the school environment.
- B. Recognize outstanding achievements and contributions by of the educational community.
- C. Provide opportunities and resources for the ongoing professional development of staff and teachers.

**To encourage school/community partnerships:**

- A. Provide a vehicle for organizations and individuals to share resources with the schools for the purpose of enriching and expanding learning opportunities.
- B. Promote knowledge and awareness both within and without the community about educational challenges and opportunities.

\*Please use the following link for more information regarding the Mt. Zion Foundation:

<https://www.mtzschools.org/cms/lib/IL02218373/Centricity/ModuleInstance/1367/mtzqed1.pdf>

**FUNDRAISING**

All school related fundraisers must be approved by the building principal.

**GRADE REPORTING**

Grades 2-12 report cards will be posted on Family Access each 9 weeks. Parents need to notify the school office if they would like a print out of these reports. The calendar attached provides the anticipated dates that report cards are posted.

K-1 report cards will be sent home at the end of each 9-week period.

**GRADES**

The regular grading system uses the letters A, B, C, D, and F to report the achievement in each marking period. The final grade for the semester at the High School is the average of the reported period grades including the final examination. A student must pass a course in order to receive credit. An explanation of the letter grades follows:

- A: Superior (90-100): The student's achievement in all areas of the subject is clearly superior and the quality and quantity of work are consistently excellent.
- B: Above Average (80-89): Achievement in many areas of the subject is above average, and quality and quantity of work are consistently excellent.

- C: Average (70-79): Achievement in most areas of the subject is average and the quality and quantity of work are generally acceptable.
- D: Below Average (60-69): Achievement in the subject is barely passing and the quality and quantity of work are the minimum acceptable for credit.
- F: Poor (59 & below): Achievement is poor or progress is lacking, minimum requirements have not been met, and credit is not granted.

Grade reporting will be available through Family Access.

### **Audit Policy**

A student who has earned a "D" in a course may choose to audit that course to prepare for the next sequential course and/or to earn a better grade needed for admission to post-secondary programs. Also, a student that has failed a course 2nd semester but passed 1st semester has the option to audit that course. A student must have a counselor recommendation and administrative approval.

#### **When a student audits a class:**

- 1) No additional credit is earned.
- 2) The new grade (if higher than the original grade) will replace the previous grade.
- 3) Audit courses may only be taken the next consecutive year or semester of the original course.
- 4) The student must be enrolled in 7 courses.

### **Honor Roll**

An honor roll recognizes student academic achievements in grades 5-12.

#### **Grades 5-8**

- Students whose grade point average is 3.00-3.50 will be placed on the honor roll.
- Students whose grade point average is 3.51-4.00 will be placed on high honor roll.

#### **Grades 9-12**

- SUMMA CUM LAUDE - A's in all courses.
- HIGH HONOR ROLL - 3.51-4.80 average in all courses.
- HONOR ROLL - 3.00-3.50 average in all courses. A "D" or "F" in any subject disqualifies a student from any honor roll.

### **GRADUATION HONORS**

Each year a valedictorian and salutatorian are chosen from the graduating class. Each must have attended Mt. Zion High School four semesters in order to qualify. The senior with the highest "weighted" grade point average at the end of the eighth semester is the valedictorian and second highest is the salutatorian. In naming the valedictorian and salutatorian, students who take the same number of weighted classes and receive A's in the extra non-weighted classes will not be penalized; co-valedictorians and/or co-salutatorians could be named (i.e., a student must be enrolled at Mt. Zion High School prior to the beginning of his/her second semester of the sophomore year).

### **GRADUATION REQUIREMENTS**

Mt. Zion High School students must earn 24 credits to graduate. The following courses must be part of those credits:

- **4 credits of English:**  
English I, II, III and IV, or RCC ENG 101 and RCC ENG 102, and/or Advanced English I, II, III, and English Literature & Composition AP
- **3 credits of Mathematics:**  
One course must be Algebra and another course must include Geometry content
- **3 credits of Science:**  
Including 1 credit of Biological Science and 1 credit of Physical Science, effective the graduating class of 2021
- **2 credits of Social Science:**  
Including 1 credit of U.S. History during 11th grade, 1/2 credit of Civics, and 1/2 credit of Modern World History
- **2 credits of Physical Education:**  
Students must take Wellness/PE every semester unless a waiver applies and is approved
- **1 credit of Fine Arts:**  
May be: Music, Art, Foreign Language, or Vocational Education
- **1/2 credit of Keyboarding**
- **1/2 credit of Health**
- **1/4 credit of Consumer Education**

### **Additional Graduation Guidelines:**

1. **A student must be enrolled at Mt. Zion High School the semester immediately preceding graduation.** With the approval of the High School Principal, a senior student who lacks credits to be graduated with his or her class may attend summer school or take correspondence courses following his or her senior year and then receive a diploma. However, said students may not participate in graduation activities prior to the completion of all graduation requirements.
2. All students whose class has not graduated must be enrolled for a full day program with a minimum load of six (6) classes. Exceptions may be granted by the high school principal only when a scheduling conflict exists.
3. **Diplomas will be issued at the time of regular graduation to those who have met the requirements.** Students who complete their work at mid-year will receive a diploma at the time of the regular graduation and may take part in graduation exercises at the end of the year. Any student that has outstanding debts (suspensions, detentions, fees, fines, etc.) will not be allowed to participate in graduation/promotion ceremonies.
4. Anyone who attended Mt. Zion High School, failed to graduate, and subsequently passed entrance requirements to an approved college or university and, thereafter, successfully completed one full year of college study, shall be issued a Mt. Zion High School diploma upon receipt of an official college transcript which verifies the successful completion of 32 semester hours of college credit.
5. **All students whose class has graduated may enroll as special students in those classes needed to fulfill graduation requirements and shall receive their diplomas when the requirements are met.** Said students may enroll in credit classes and transfer those credits to Mt. Zion High School for graduation requirements.
6. Not more than four total credits earned through correspondence course work may count toward regular high school graduation (graduation with one's class). All credits earned in another state-recognized high school will transfer to Mt. Zion High School. Students transferring to Mt. Zion High School from approved schools will have their transcripts evaluated by the Guidance Department; previous coursework may be substituted for one or more of the Mt. Zion graduation requirements, subject to the approval of the High School Principal. However, the substituted coursework must have been successfully completed prior to enrollment at Mt. Zion High School.
7. A student with a disability whose Individualized Education Program ("IEP") prescribes special education, transition planning, transition services, and related services beyond the student's four years of high school, and who has completed four years of high school by the end of the school year, will be allowed to participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion. Notification to the high school principal of intent to participate in the graduation ceremony under these guidelines must occur by February 1. Nothing in the policy or procedures prohibits the Superintendent or designee from prohibiting a student from participating in the graduation ceremony of his/her graduating class or a subsequent graduating class for other reasons (such as disciplinary sanctions or non-payment of fees), which would disqualify students without disabilities from participating in the graduation ceremony.
8. Mt. Zion Junior High School students will not receive High School credit for courses (Spanish I and II, French I and II, Algebra, and Geometry) taken while enrolled at Mt. Zion Junior High School; however, these courses will be listed on their High School Transcript.

### **For All Students:**

High School credits will be awarded as follows:

- a. 1 credit will be awarded for the successful completion of other courses meeting five days per week, one period each day for one year.
- b. 2 credits will be awarded to work program students for one full year of work experience.

Two (2) credits of physical education are required unless the student has a physical education exemption signed by a doctor.

### **For the Vocational Education Program:**

2 credits (4 semesters) of vocational classes must be completed prior to admission to the Work Program or Decatur Area Vocational Center. The Keyboarding requirement will account for 3 semesters of this stipulation.

### **For the College Preparatory Program:**

The Illinois Board of Higher Education recommends these credits prior to admission to any state college or university for entering freshman beginning with the class of 1990:

- ✓ 4 credits of English,
- ✓ 3 credits of math (Algebra I or above),
- ✓ 3 credits of science (laboratory sciences),
- ✓ 3 credits of social science, and education

Re-alignment of the above requirements is permitted at some colleges and universities; check with the appropriate admissions office. Rules governing dual credit students are outlined herein. See section on Dual Credit.

### **Diplomas for Veterans**

A school board of any district maintaining grades 10-12 is allowed to award a diploma to any honorably discharged veteran

who: served in the armed forces of the United States during World War II, the Korean Conflict or the Vietnam Conflict; resided within an area currently within the district; left high school before graduating in order to serve in the armed forces of the United States; and has not received a high school diploma. For further information, please contact the Illinois Department of Veteran's Affairs at: 1-800-437-9824.

### **GRIEVANCE PROCEDURE- DISCRIMINATION**

No student shall, based on any protected status, 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. Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the C.U.S.D. No. 3 District Office. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### **HANDICAP ACCESSIBLE**

Mt. Zion School District #3 buildings are handicap accessible. Please contact the building Principal or office if you should need any assistance.

### **HEALTH/MEDICAL**

#### **Administrative Code**

The **School Code of Illinois** requires parents to show proof that their student has met **physical, dental, and eye** examinations, and immunization requirements. Failure to meet the physical exam and immunization requirements by October 15 of the current school year results in **exclusion** from Illinois schools until these requirements are met. A student may return once completed paperwork is submitted to the school offices. Health/Medical forms are available on the school district website or in the school offices. Dental exam requirements are due by May 15 of the current school year.

#### **Physical Examinations**

A **physical examination is required** for a student's first entrance into **Preschool, Kindergarten or 1st grade, 6th grade, 9th grade**, or when **transferring from an out of state school into an Illinois school**. The exam must be dated within one year prior to the date the student enters school and is **due on the first day of school, but no later than October 15** of the current school year, or within 6 weeks from enrollment, if enrolling after the start of the school year.

In order to be a **valid Health Physical Exam**, the exam must be documented on the proper **State of Illinois** form, the **"Certificate of Child Health Examination"**, available for download from the district website. Also, the **"Health History"** portion (Yes/No questions on the back of the form) **must be completed and signed by the parent/guardian**. (An exam completed on a **"Sports Physical"** form is **not an acceptable school physical** exam, however, the school exam form may be used to meet the requirement of a sports physical.)

#### **Immunizations**

**Minimum Immunization requirements must be met and submitted on the first day of school, but no later than October 15 of the current school year.** An approved **medical or religious immunization exemption form** must be submitted and on file with the school **if you are claiming exemption to Immunizations or exams**.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences.

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the District office. When a Certificate of Religious Exemption form is presented, the District will inform the parents/guardians of exclusion procedures pursuant to Board policy [7:280](#), *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Asthma**

An **Asthma Action Plan** is to be submitted annually from parents/guardians of a student with **Asthma**. An example/copy of an **Asthma Action Plan** for your student is available for download on the district website. Students may carry, or leave their prescribed Emergency/Rescue Inhalers in the nurse's office. The inhaler needs to be labeled with the student's name on it, and a copy of or the actual prescription label must be submitted to the school nurse annually.

The Mt. Zion School District now has an ***Asthma Episode Emergency Action Protocol***; a copy of the protocol is located on the district website.

### **Diabetes**

Students diagnosed with **Type 1 Diabetes (IDDM)** are required, by law, to submit a ***Diabetic Medical Management Plan (DMMP)*** at the start of every school year. The plan should be updated as needed throughout the school year if/when changes are made to treatment and care by the attending physician/practitioner. A copy of a DMMP is available for download from the district website.

### **Dental Examinations**

**Dental examinations are required** for students entering **Kindergarten, 2nd, 6<sup>th</sup>, and 9th grade** for the first time. Dental exams must be performed by a licensed dentist and are due by May 15 of the current school year and must be dated within 18 months of the May 15 due date. Dental exams are to be completed on the **"State of Illinois Proof of School Dental Examination Form"**, available for download from the website. Dental exam waiver forms are available if a dental exam is unobtainable for a specific reason. Please refer to the waiver form for the specifics.

### **Eye/Vision Examinations**

**Eye/vision examinations are required** for all students' first entry into **Kindergarten** or upon **first entry to an Illinois school** at any grade level. The form, **"State of Illinois Eye Examination Report"** is the acceptable form to be used and is available for download from the district website. Eye exams are due on or before October 15 of the current school year, or within 6 weeks from the date of enrollment. An eye exam waiver form is available if an exam is unobtainable for specific reasons. Please refer to the waiver form for specifics.

### **Hearing and Vision Screenings**

Impaired vision and hearing in children can seriously impede learning and may contribute to the development of emotional and behavior problems. Screening of a child's vision and hearing can lead to early discovery and treatment which can prevent or alleviate many of these problems. The **State of Illinois mandates vision and hearing screenings as outlined in the "Rules and Regulations of the Child Vision and Hearing Test Act"**. These mandated vision and hearing screenings are provided to students during school hours at no charge to the parent/guardian. The screens are performed by State of Illinois certified vision and audiometric technicians. The **purpose of these screenings is to identify those children who might have vision and/or hearing problems and to then refer those children for further medical evaluation**. Further medical evaluation, regarding the referral concern, is at the parent/guardian's expense. Should you **not** want your child to participate in the vision and hearing screenings at school, **please put the request in writing** and provide to the school office and/or school nurse at the start of each school year.

**Vision screenings are provided annually** for all **preschool** children 3 years of age or older, and all children in **kindergarten, 2nd and 8th grades, teacher referrals, students who are new to the district and all students receiving special education services**. (Kindergarten students who have met the required eye exam will not be screened.)

**Hearing screenings are provided annually** for all **preschool** children 3 years of age or older, and all children in **kindergarten, 1st, 2nd and 3rd grades, teacher referrals, students new to the district and all students receiving special education services**.



**HEALTH INFORMATION - CONTAGIOUS DISEASE REFERENCE CHART**

The following are general recommendations by the Illinois Department of Public Health. It should be noted that these diseases are primarily transmitted by direct contact with the infected individual through coughing, sneezing, or unsanitary conditions.

<i>Disease</i>	<i>Incubation Period</i>	<i>Early Signs &amp; Symptoms</i>	<i>Exclude Until</i>
Chicken Pox	14-21 days	Slight fever, followed by rash which looks like small blisters. Blisters dry up to form scabs and fall off in about 14 days.	For not less than 6 days after the appearance of last eruption - no temperature and blisters dry.
Rubella (3-day) Measles	14-21 days	Slight fever and swelling of glands on back of neck. Pinkish-red blotches, beginning on face.	For not less than 5 days after appearance of rash.
Measles	10-14 days	Starts like a cold with fever, watery eyes and nose and cough. Within 3-5 days a rash of dull red blotches appears, starting on face, spreading downward on body.	No nasal or ear discharge, at least 1 week.
Mumps	12-26 days	Fever and nausea. Pain and swelling at angles of the jaw and in front of the ears.	Until all swelling disappears - at least 9 days.
Scarlet Fever	1-3 days	Sudden fever, sore throat, and red tongue with white spots. Red pinpoint dot rash, first on neck and upper chest. Scarletina is a light case of scarlet fever.	Minimum 24 hours after antibiotics are started.
Whooping Cough	10 days, commonly 7 days	Starts with symptoms of a cold and cough; characteristic "whoop" develops in cough, followed by vomiting.	Has received 5 days of treatment or appropriate antibiotic.
ILLNESS GUIDELINES: The child's temperature should be normal for 24 hours before returning to school (under 100 degrees without the aid of any fever medication).			

### **Medications at School**

Medications will be administered at school under the guidelines outlined under School Board Policy. The school nursing staff, principal, and secretary may administer or supervise self-administration of medications only with specific directions from a physician. Both prescription and non-prescription medications, including emergency medications require the following:

- **Medication Authorization Form** signed by both the physician and the parent/guardian (valid for one school year only).
- The Medication Authorization form is available via download from the district website.
- Medication Authorization for each individual medication that is to be administered.
- A Medication authorization form is required each school year for each medication to be administered.
- Self-administration and self-carrying of certain emergency medications will be allowed under certain conditions: Parents must sign a written release of liability, the student must demonstrate responsibility, it must be authorized by the physician and the building principal.

### **Additionally:**

- All prescription medications must be labeled by the pharmacist or the prescriber with the name of the child, name of the medication, the amount to be given, the time to be given, name of the prescriber, and the date of the prescription.
- Over the counter medications (OTC or non-prescription) should be brought in with the manufacturer's original label with the list of active ingredients and the child's name affixed or written clearly on the label.
- Medications must be picked up by a parent/guardian at the end of the school year, medication will not be sent home with a child. Medications not picked up will be destroyed.

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

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and procedures.

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

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed the Medication Authorization form. An Emergency Action Plan will be developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed the Medication Authorization form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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 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.

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy 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.

The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to a child if the District or school would lose federal funding as a result.

### **Food Allergies**

Food allergies can be life threatening. The risk of accidental exposure to food allergens can be reduced when schools, students, parents and physicians work together to minimize the risk for exposure, providing a safe environment for food-allergic students.

- Notify the school of your child's allergies. Be sure to provide food allergy information to the school cafeteria, school bus personnel, before and after school programs and coaching staff.
- **Provide written medical documentation, instructions, and medications as directed by a physician.** Use of the **Food Allergy Action Plan** is highly recommended and is available via download on the school website.
- Emergency medications should be provided as per district policy with a Medication Authorization form signed by the physician and parent/guardian, and labeled as required.
- Provide accurate and updated emergency contact information.

### **Fever**

**Students with a temperature over 100.4 degrees or higher cannot be at school.** If a student has a temperature, vomiting, and/or diarrhea due to illness at school, a parent/guardian will be notified and the student must be picked up from school. Students cannot return to school until they are symptom free for 24 hours, without the use of medications.

### **Head Lice**

The Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school. The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Following identification by the school nurse, the parents will be notified and the child will be sent home. The student may return to school the morning after the first treatment with medicated shampoo for the head lice and medicated shampoo for scabies. Student absences after being sent home due to head lice will be excused for two days, any day following will be counted as an unexcused absence. We prefer you notify your doctor and use the product he/she recommends.

### **Illness/Injury/Accident**

Any illness, injury or accident should be reported to the school office. If the illness or injury appears to warrant it, parents will be contacted for information and instruction. It is important that all pertinent information regarding emergency contact information be kept current.

Parents of students with special medical needs (e.g. hemophilia, diabetes, epilepsy/seizures, life threatening allergies, etc.) should inform the school nurse or building principal of such conditions so that appropriate action can be taken when and if necessary. Information pertaining to health conditions and/or physical restrictions should be supplied by the student's physician.

### **HOMELESS STUDENTS - RIGHTS**

Mt. Zion School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available as prescribed in the McKinney-Vento Homeless Assistance Act. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Mt. Zion School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

### **HOMEWORK**

Some learning experiences may be enhanced by extending class work through the assignment of work to be done outside regular class times. Teachers may give homework to pupils to aid in their development.

The type, frequency, and quantity of homework should be based on the needs of the individual student as determined by the professional judgement of the teacher. Homework shall be an application or adoption of a classroom experience and shall not be assigned for disciplinary purposes.

### **HONORS AND AWARDS**

Mt. Zion High School will follow the NASSP approved programs booklet for awards and honors.

### **INDEPENDENT STUDY COURSES**

Mt. Zion Schools believe that the best model for learning is achieved through direct instruction, peer to peer interaction and in person learning that actively engages students. Therefore, Mt. Zion High School discourages independent study courses;

however, upon administrative approval independent study courses may be entered into under the following guidelines:

- Students may only enroll in 1 independent study course each semester.
- Teachers are not required to take on independent study students.
- Teachers who are new to Mt. Zion Schools are not eligible to teach an independent study course.
- Courses that are in a piloting phase (the first year that a course is offered) are not eligible for independent study.
- If an instructor agrees to hold the course, then it must also be offered to any other student who wishes to enroll in the Independent Study
- Independent Study courses will not receive weight.
- To ensure the integrity of course requirements, Richland Dual Credit Courses or EIU Dual Credit Courses will not be offered as independent study courses.
- Independent studies are not guaranteed.
- Courses such as Art III/IV and French IV/V are not considered independent study courses as the material is connected and the students receive differentiated instruction, not an entirely different course.

### **INSURANCE - SUPPLEMENTAL STUDENT ACCIDENT**

All students enrolled at Mt. Zion Community Unit School District #3 are covered under the district's supplemental student accident insurance. The student Accident Policy provides an annual maximum of \$50,000 coverage for medical expenses as a result of an accident while attending regular school sessions.

**Excess Provision** - This coverage is provided as secondary insurance to parents and students in the district. If there is other insurance, benefits are paid on the unpaid balances after the primary insurance has paid. If there is no other insurance, this becomes primary coverage.

**Benefit Period** - Expenses incurred after one year from the date of injury are not covered, even though the service is a continuing one or one that is necessarily delayed beyond one year from the date of injury. Benefit claim forms are available in each school's office. The District assumes no responsibility for any accident or for the filing of claims. Claims must be filed immediately after an accident by the student/parent.

### **Guidelines for Sending Claims**

In regard to making a claim, the parent/guardian must observe the following procedures and time limits:

- 1) Within 30 days from the date of the injury, a licensed medical physician must treat the student.
- 2) Within 30 days of a covered accident or as soon as possible parents must complete and file a School Insurance Claim Form, which can be obtained from the office at each school.
- 3) Return the completed Claim Form with any billings that you might have received from the physician and/or facility and mail to the address on the form.
- 4) Parents may submit copies of itemized bills and other carriers' explanation of benefits as long as treatment does not exceed one year from the date of the accident.
- 5) If the student and/or parent have any questions regarding claims, they may contact Brian Rhoades, Associate Superintendent at: 864-2366.

### **LIBRARIES**

Libraries are open to students during the hours determined by each principal and librarian. Students are reminded that self-discipline is necessary so as not to disrupt or prevent anyone's use of the library. Talking must be kept to a minimum and always conducted in a low voice. Proper care of library materials and equipment is necessary at all times.

All library materials must be checked out properly and according to the librarians' directions. C.D.'s and "R" rated films are not to be checked out through the library. Materials may be used in the library without checking them out; reference materials are not to leave the library.

Fines will be assessed for overdue materials; it is important to return materials on or before the due date.

### **LOCKERS**

**Grades 4-12:** Students are assigned a corridor locker for their books and other personal belongings. Each locker is equipped with a combination lock. Locker combination directions are:

- 1) Clear the lock by turning it past zero two times.
- 2) Stop at zero.
- 3) Turn to the RIGHT to your first number.
- 4) Turn to the LEFT past your second number.
- 5) Stop at the second number the second time.
- 6) Turn to the RIGHT to your third number.

In case of lock failure, the student should report to the main office for assistance.

School officials reserve the right to examine both the locker and the contents of the locker at any time. The purpose of such examination shall include, but not be limited to, attempts to locate fire and/or other hazards, for normal maintenance and other sanitary conditions, attempts to locate lost or stolen articles, and efforts to locate prohibited and/or dangerous materials.

The school is not responsible for items lost out of lockers. Students should not reveal locker combinations to other students and are expected to use only their assigned lockers.

**Gym Lockers (Grades 7-12 only):** Each student must have a padlock (preferably a combination lock) for his/her assigned locker. The school is not responsible for items lost from gym lockers.

### **LOST AND FOUND**

Inquiries concerning misplaced articles should be directed to the principal's office and an appropriate form will be completed by the student. If any article is found, it should be turned in to the office. Please label all personal property, clothing, books, equipment, bags, lunch boxes, etc.

### **NATIONAL HONOR SOCIETY SELECTION PROCEDURES**

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll. Each student's academic, leadership, service, and character records are carefully considered by the Faculty Council.

Membership is open to qualified juniors and seniors who have been in the school equivalent of one semester. This period is necessary for students to establish themselves and for the faculty to get to know them. Students with a 3.75 grade point average or above are considered for NHS.

After a student has been determined to have the necessary academic requirements, he/she is required to complete a student activity information form. These surveys are not applications for membership, and the review of information gathered does not guarantee election. The Faculty Council reviews each information form.

The following items are to be documented (during high school) on the student's information form for the Faculty Council to review:

1. Documentation of scholastic achievement (GPA of 3.75 or higher)
2. Documentation of 20 or more non-profit community service hours
3. Documented involvement in at least 4 community/school activities or sports
4. Documented leadership position in school and/or community activities
5. Letter of recommendation (submitted with student information form)
6. Honorable character (demonstrated by the student's behavior, via student information form & review of discipline records)

Per Section 4 of the National NHS Constitution, a student does not become a member of NHS until he/she has been inducted at a formal ceremony. Inductees are highly encouraged to attend the formal ceremony. However, in the event that extenuating circumstances prevent an inductee from being able to attend the formal ceremony, he/she can be inducted by reciting the NHS Pledge and signing the NHS Member Book in the presence of the NHS Sponsor and Chapter President.

Any student inducted into National Honor Society is expected to uphold the NHS virtues of scholarship, leadership, service, and character. Members or inductees may be given a probationary notice or removed from NHS for failure to uphold any of the NHS virtues. Failure to uphold the NHS virtues includes but is not limited to any type of suspension for

disciplinary reasons, accumulating consequences for several small disciplinary infractions, violating the District's Co-Curricular Handbook, failure to accumulate required hours for community service, and a cumulative grade point average that drops below a 3.75.

### **PASSES**

Students in grades 7-12 will use the school issued planner/passbook for passes out of class. Students in grades 7-8 are limited to 15 passes per quarter while students in grades 9-12 are limited to 10 passes per quarter. If a student loses their passbook they must buy another one (\$10).

### **PASSIVE ALCOHOL SENSOR/HAND HELD METAL DETECTOR**

Any student may be expected to submit to a passive alcohol sensor or handheld metal detector while on school property or at any school event. Any student having a positive reading may be subject to disciplinary action.

### **PEST MANAGEMENT**

Mt. Zion School District #3 has an Integrated Pest Management (IPM) Policy which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe, effective means of pesticide application. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency when pesticides must be used immediately, we will notify you as soon as possible. Contact your school's office if you wish to be added to the registry.

If you have any further questions, please feel free to contact Dr. Travis R. Roundcount at: (217) 864-2366.

### **PHYSICAL EDUCATION**

#### **Physical Education Waiver Policy**

Illinois School Code requires that all high school students take P.E. every semester; however, students may be exempt from P.E. for the semester if they meet any of the following criteria:

- 1) The student is in grade 7-8 and is a participant in interscholastic or extracurricular athletics.
- 2) The student is in grade 9-12 and 1) is a participant in Marching Band program for credit (1<sup>st</sup> semester exemption only)  
2) Ongoing participation in an interscholastic or extracurricular athletic program
- 3) The student is in grade 11 or 12 and must enroll in a class that, if not taken, would prevent the student from graduating.
- 4) The student is in grade 11 or 12 and must enroll in a class that, if not taken, would prevent the student from admission to an institution of higher learning of the student's choice.
- 5) The student presents 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.

All students must obtain 2 credits of P.E. with no option of waiver except for students with a physician documented medical condition that would prevent a student's ability to participate in P.E.

A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. 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 2) The student's class schedule.

### **HS Gym Uniforms**

Students are required to have a regulation gym uniform to participate in Physical Education. This uniform shall consist of plain black shorts or sweatpants and a plain red crewneck t-shirt, long sleeve t-shirt, or sweatshirt. The red top or black bottom may have an MTZ graphic. Socks and gym shoes are also required.

### **JH Gym Uniforms**

Every student is required to have a regulation gym uniform to participate in Physical

### **Grades K-6 only**

All students must wear gym shoes to participate in Physical Education.

### **POSTERS/CIRCULARS**

Any sign, poster, or notice displayed or circulated on school property must be approved or initialed by the Superintendent or designee. Notices pertaining to school associated activities will most generally be approved.

Any poster, sign or notice posted without the administration's approval will be removed.

### **PUBLICATIONS**

Each building offers a yearbook to its students each year. Cost and acquisition information will be distributed to all students. Schools also publish monthly/weekly newsletters which provide information about events, activities, curriculum, and other items of interest.

### **RECESS/P.E. K-6**

Students will be permitted to stay inside for recess with a note from a parent or guardian for three (3) consecutive days or less. Any student needing to remain inside longer than three (3) consecutive days must obtain a note from the doctor; subsequently, prior to returning to recess, a physician's release will be required.

Students will be excused from P.E. activities with a note from a parent or guardian for three (3) consecutive days or less. Any student needing to remain out of P.E. longer than three (3) consecutive days must obtain a note from the doctor. Prior to returning to P.E., a physician's release will be required. Additionally, any student excused from P.E. will also be excused from all recess activities.

### **RECORDS ACCESS - STUDENTS**

**The Superintendent of Schools is the official records custodian of the Mt. Zion Community Unit School District #3 Schools.**

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

- 1) **The student permanent record consists of basic identifying information, academic transcript, attendance record, health record, record of release of permanent record information, scores received on state assessment tests, evidence required under the Missing Children Records Act, and may also consist of records of awards and participation in school-sponsored activities.** No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation, transfer, or permanent withdrawal.
- 2) **The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record.** It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher anecdotes, and disciplinary information.  
A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record may be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents after.
- 3) **Parents or any person specifically designated as a representative by a parent have the right to:**
  - a. Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record. No parent or student shall be denied a copy of

school student records due to inability to bear the cost of such copying.

- b. Have present at the option either of the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of a professional employed by the school.
- c. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, by requesting a hearing with the school.
  - (i) The request of a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
  - (ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
  - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
  - (iv) Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence, and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record, or (b) removal of the challenged contents of the student record; or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
  - (v) Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves accuracy; relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry and whose special education skills are relevant to the subjects of the entry in question. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located.

**4) No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:**

- a. to a parent or student or person specifically designated as a representative by a parent;
- b. to an employee or official of the school or school district or the State Board of Education with a current demonstrable or educational or administrative interest in the student, in furtherance of such interest
- c. "Federal law permits the school district to disclose personally identifiable information in the student's education records to "school officials with legitimate educational interests." School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to...transportation personnel...);...or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service...Such individuals may have a legitimate educational interest to review an education record in order to fulfill his or her professional and/or official responsibility. A legitimate educational interest also exists where the staff member or other individual works directly with students and needs to review education records to increase his/her awareness of steps necessary for the safety and welfare of students and staff members"; (IDEA, Sec. 300.572 (d))
- d. to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school;
- e. to any person for the purpose of research, statistical reporting or planning provided that no student of parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records;
- f. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, the nature and substance of the information proposed to be released in compliance with such order and an



- opportunity to inspect, copy and challenge the contents of the school student records;
- g. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents;
  - h. subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified no later than the next school day after the date the information is released, the date of release, the person, agency or organization, and the purpose of the release;
  - i. to any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records.
- 5) **Parents may insert in their child's school student record a statement of reasonable length setting forth their position on any disputed information contained in that record.** The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.
  - 6) Parents will be given reasonable prior notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted.
  - 7) Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA,
  - 8) **A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents, student, and the official records custodian.** The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.
  - 9) **All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service whichever occurs first.** Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
  - 10) **The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released:** student's name and address, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.
  - 11) No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.
  - 12) **Upon graduation or permanent withdrawal of a student with a disability, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents.** The school will explain to the student and the parent the future usefulness of records.
  - 13) Any policies of the school relating to school student records which are not included in the Act or Rules are considered a part of this handbook.
  - 14) Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or Rules are available for review in the office of the school records custodian and the district superintendent.

### **RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. The District charges \$.35 per page for copying but no one

will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student. 105 ILCS 5/10-22.3c and 10/5a; 750 ILCS 60/214(b)(15).

- 2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the eligible student's education records, except to the extent that FERPA or ISSRA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities or contractual obligations with the District.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.
- 5) The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student's change in attendance centers, whichever occurs first.
- 6) The right to prohibit the release of directory information concerning the parent's/ guardian's child. Throughout the school year, the District may release directory information regarding its students, limited to: student's name and address, grade level, birth date and place, parent's name and address, academic awards, degrees and honors,

information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.*

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

- 7) The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.
- 8) The right contained in this statement: **No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

#### **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") -

- 1) Political affiliations or beliefs of the student or student's parent;
- 2) Mental or psychological problems of the student or student's family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or parents; or
- 8) Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Mt. Zion School District has developed procedures, in consultation with parents, regarding these rights, as well as

arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Mt. Zion School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Mt. Zion School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Mt. Zion School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of  
Education 400 Maryland  
Avenue, SW Washington,  
D.C. 20202-5901

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT TO KNOW, the Mt. Zion School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child's teacher or paraprofessional.

This information regarding the professional qualifications of your child's teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

#### Student Survey Rights

If a parent or guardian would like to opt their child out of participating or request access to surveys given, please contact building administration or district office.

### **RESIDENCY REQUIREMENTS**

In accordance with the Illinois School Code, permanent records must indicate that the parent/legal guardian resides within the boundaries of this school district.

1. Present a certified birth certificate for the student.
2. Present proof of residency within the District by providing the required number of documents from each of the following categories within thirty (30) days of the student's enrollment date:

#### Category 1 (One document required)

- Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)
- Letter from manager and proof of last month's payment, e.g., canceled check or receipts (mobile home resident)
- Letter of residence from landlord in lieu of lease (See Building Principal)

#### Category II (Two documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill

- Current public aid card
- Current homeowner/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill

Military Personnel Enrolling a Student for the First Time in the District.

(Must provide one of the following within 60 days after the date of student's initial enrollment)

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

### **RESPECT FOR PEERS/PROPERTY**

Physical conflict will not be tolerated. If a disagreement should develop between students, it is the student's responsibility to seek assistance from any staff member in an effort to resolve the situation in a non-violent manner.

Damages to the building, its equipment, or the property of others will not be tolerated. Restitution for any damages may be required. Students are expected to show respect for the property of others.

### **RETENTION**

In striving to reach a decision in regard to retention, consideration will be given to: the possible effects of retention, the likelihood of gain resulting from retention, psychiatric advice if available, results of standardized tests, and grades.

Retention is justifiable in cases where achievement is too far below standard and is caused by any of the following: frequent or prolonged absence, lack of effort by capable students, physical immaturity, and social immaturity.

The decision to retain is the sole responsibility of the school, as per Illinois School Statutes and Mt. Zion Board Policy.

### **SAFETY DRILLS**

Fire drills are held at regular intervals. The signal for the fire drill is a steady sounding of the fire horn. Procedures to be followed in case of a fire drill are posted in all classrooms and discussed by each teacher. When the fire alarm is sounded, all work should be stopped immediately, and people should move to the exit indicated and out of the building in a quiet and orderly manner.

If a student should accidentally turn on a false alarm, he/she must report to the office immediately and give the location of the broken box. If a student deliberately pulls a false fire alarm, the punishment for such an offense may include suspension and/or expulsion from school, as well as being turned over to the police.

Tornado drills are held at regular intervals.

Again, procedures are posted in each classroom and discussed by the teacher. In case of a tornado drill or alert, the principal will give information over the intercom or, by messenger, in case of power failure. All students will be moved, according to their location, to an area considered safer than the classroom. Every student and teacher will participate in these drills.

Earthquake procedures should be posted in each classroom and reviewed with the students. Earthquake drills will be conducted.

The actual saving of lives may depend on obedience to instructions. There should be absolutely no talking during the drills, as it may be necessary to give different, emergency instructions.

In addition, the District has a Crisis Intervention Plan for implementation in the case of extraordinary conditions which might endanger student safety and welfare.

Bus evacuation and law enforcement drills to address the incident of a school shooting will also occur at least once per year.

### **SCHOOL COUNSELORS**

Students may see school counselors as a result of self-referral, request by counselor, parent referral, administrative/teacher/staff referral, and/or friend referral. Parents can and are encouraged to call, make appointments, and attend guidance office events. School counselors provide services for academics, social emotional concerns, peer relations, family issues, crisis situations, special needs, health issues, individual/group counseling, test preparation

information, and college & post-secondary planning.

### **SEARCH AND SEIZURE**

In order to maintain order 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 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 Superintendent 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.

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search that results in an out of school suspension **or any time** when an out of school suspension results **from a discipline situation**, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

In accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. 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.
2. 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.

### **SEXUAL ABUSE AND ASSAULT AWARENESS AND PREVENTION EDUCATION**

Students will not be required to take or participate in any class or course in recognizing and avoiding sexual abuse 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 sexual abuse education instruction.

### **SEX EDUCATION**

The District does teach a traditional health curriculum, but does not adopt or teach a course in sex education at any grades related to the National Sex Education Standards.

### **SEX OFFENDER NOTIFICATION**

Pursuant to Public Act 94-994, a school district is required to notify the parents of children attending schools within the district that they may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them. For your information, the Illinois Sex Offender Registry is available through a link on the

Illinois State Police website: <http://www.isp.state.il.us/sor>.

### **SEXUAL HARASSMENT POLICY**

It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. No person, including a District employee or agent, or student, shall harass, intimidate or bully another student. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Sexual harassment of students as defined in Title IX is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30)
4. any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations.

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, rape, sexual battery, sexual abuse, and sexual coercion.

### **Definitions from 34 C.F.R. §106.30**

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation. *Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

### **Title IX Sexual Harassment Prevention and Response**

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual

Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

#### Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this handbook policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

#### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

#### Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.



- b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **SNACKS-CLASSROOM (Grades K-6)**

Often students bring treats or snacks to school to share on special occasions. While bringing snacks does not pose a problem, food allergies, health and sanitation concerns dictate what treats are acceptable. Store or Food Service bought treats are the only treats allowed. To order birthday party snacks from Food Service contact Darcie Hayes at 864-2114.

If the administration/classroom teachers are made aware of students with food allergies, they will make every effort to prevent that type of product from being brought into the classroom. Our schools will continue to celebrate these special occasions with our students.

### **SOCIAL SERVICES**

District social services are available for students and families. Typically, the social services assists students with weaknesses in three basic areas that are critical for positive educational and social growth: motivation (completing school work on time and making passing grades), behavior (following school and classroom rules), and social skills (fitting into groups and working cooperatively with others). Teachers often refer students for this service, and you are welcome to contact your school for more information about these services.

### **SPECIAL EDUCATION**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with

appropriate educational services.

The District provides a free appropriate public education and necessary related services to all children with disabilities residing within District, required under the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children and disabilities means children between 3 and 21 for whom it is determined that special education services are needed. For additional information on the referral process or parents' rights refer to the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or contact District administration.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parent(s) who believe that their child may require special services should contact the local building principal. If it is determined that a case study evaluation is needed to determine eligibility for special education services, parent(s) will be required to consent to such a case study evaluation being conducted and have the right to a report of the evaluation information and attend any meetings to determine eligibility for services. If parents have questions regarding their child's referral for a case study evaluation, please direct questions to the building principal. If parents would like a copy of the Procedural Safeguards and Responsibilities for Parents/Guardians of Children with Disabilities, parents should contact the building principal.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 even though they do not require services pursuant to the IDEA. Pursuant to Public Act 100-1112 students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child

- (i) has a physical or mental impairment that substantially limits one or more major life activities,
- (ii) has a record of a physical or mental impairment, or
- (iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

The District will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations or who have questions about access should contact the building principal.

## **STATE TESTING**

### **IAR & ISATESTS**

The state has mandated that students in grades 3-8 be assessed in both English Language Arts and Mathematics each spring using an assessment known as the Illinois Assessment of Readiness (IAR).

Also in the spring, according to the Illinois State Board of Education guidelines, students in grades 5, 8, and 11 will take a science test known as the Illinois Science Assessment (ISA).

## **SAT & PSAT/NMSQT TESTS**

During the school year, the state is requiring all Illinois students in grades 9-11 to take the PSAT 8/9, PSAT 10 and SAT test. The SAT is widely used by many colleges and universities for admission purposes. It also can be used as an indicator for career readiness as well. The high school will notify students and parents of when, where, and how the SAT will be administered.

An optional test that is available to juniors is the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test). This test is given at Mt. Zion High School on a specified Wednesday in October during school hours. A student must sign up in advance with the school counselor in order to take the exam. The PSAT/NMSQT test score is used by various companies to determine scholarship candidates.

Please see the Guidance Department website at: <https://www.mtzhschools.org/guidance> for further information about testing, post-secondary options, and career/college exploration resources.

## **SURVEILLANCE/EMERGENCY EQUIPMENT**

Mt. Zion School District #3 uses video surveillance equipment on its premises for monitoring and safety purposes. A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in 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 only.

It is a crime if a person knowingly damages, sabotages, destroys, or causes a permanent or temporary malfunction in any physical or electronic security, fire, or life safety system or any component part of any of those systems. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

## **SUSPENSION OR EXPULSION AND RIGHT TO HEARING**

### **General Discipline**

When a student commits an act of gross disobedience or misconduct as defined by the School Board, the student's right to an education may be temporarily withheld. But no governmental agency, such as a school, may deprive a student of rights without due process of law. A student is entitled to procedural due process and must be allowed to present a defense and explain the circumstances of the actions in question.

The basic differences in suspension and expulsion are as follows:

- 1) A suspension is not to exceed 10 school days. An expulsion is up to a maximum of two (2) school years.
- 2) The Board of Education, the Principal, Assistant Principal, or the District Superintendent may suspend a student; only the local Board of Education can expel a student.
- 3) A student may be EXPELLED after a formal hearing.

### **Suspension**

- 1) The suspending school official must give the student oral or written notice of the charges and evidence to support the charges.
- 2) If the student denies the charges, (s)he must be given an opportunity to present an explanation in a conference with the suspending school official. The school official must inform the student whether or not the suspension is to be imposed.

A student whose presence poses a continuing danger to persons, property, or an ongoing threat of disruption of the academic process may be immediately removed from school. In such case, the requirements of a suspension proceeding should follow as soon as practical.

- 1) **A student may be suspended by the Administration.** The student's parents must be notified immediately by the Principal, Assistant Principal, or designee of the suspension, the number of days of suspension (may not exceed 10 school days) and the right of review of the suspension by the local School Board.
- 2) Upon request of the parents or guardian, the Board or a hearing officer appointed by the Board shall review such action of the Superintendent or principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.
- 3) A record of the proceedings will be retained by the school and provided to the student or representative on request upon reasonable reimbursement of incurred expenses.

- 4) If the suspension decision is reversed, all references to it in the student's records must be removed.

### **Social Probation**

Students on social probation are not allowed on school property outside of the school day. If a student has an outstanding detention (or fee not determined to be the responsibility of the parent or guardian) he/she may be placed on social probation until the matter is resolved. Students may also be placed on social probation for inappropriate behavior/ unsportsmanlike conduct during after school activities.

### **In-school Suspension**

**Most district students who are suspended will be assigned to a "directed study" area, as determined by the administration.** Parental notification and due process will be given. During the period of in-school suspension, they will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises, except during school hours. The student is expected to complete all assignments missed due to the suspension, including tests on a daily basis as required by the teacher.

#### **In-School Suspension Rules**

- No Talking.
- No sleeping or laying head down.
- Students should be completing assigned work while in in-school suspension.
- Students are prohibited from using a cell phone/ personal device/ wearable technology (i.e. smart watches, etc.).
- The restroom may be used during the third and fifth periods.
- Students are not to leave in-school suspension without office permission.
- The teacher will direct the students to lunch at 10:45 a.m.

### **Out-of-School Suspension**

**A student may be suspended for up to ten (10) school days for acts of gross disobedience or misconduct.** Parental notification and due process are required. The student will not be permitted to attend or participate in any activities, athletic events, programs, meetings, etc. The student is to remain off school premises during the period of suspension. This includes weekend events, if applicable.

### **Expulsion**

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

In expulsion cases, the following is required:

- 1) The student and the student's parents will be notified of the reasons for the expulsion, including a full statement of the reasons, the length of the expulsion and the date, time and place of the expulsion hearing. The expulsion does not take place until after the School Board meeting.
  - a) At the hearing conducted by the School Board or a Hearing Officer appointed by the Board, the student has a right to a lawyer at the student's own expense, the right to question the person who made the recommendation to expel, the right to present evidence, call and question witnesses, and the right to make a statement on his/her own behalf.
  - b) After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue if the student committed the act of gross disobedience or misconduct and take such action as it finds appropriate. If the Board acts to expel the student, its written expulsion decision shall:
    - Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    - Provide a rationale for the specific duration of the recommended expulsion.
    - Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
    - Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of

the school.

- 2) A record of the proceedings will be retained by the school and provided to the student or representative upon request and on a reimbursable basis.

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.

### **TEEN DATING VIOLENCE**

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. 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. Parents, staff or students who have concerns regarding an incident of teen dating violence may file a complaint pursuant to the District's Harassment Complaint Procedure.

### **TELEPHONE**

Students are not called to the office to answer incoming calls except for an emergency. If parents need to have an urgent message delivered, office personnel will take the message and see that the student receives it. Students and parents are urged to keep all telephone messages to a minimum. Students may use the office telephone only after obtaining permission from the office staff.

### **THERAPY DOGS**

Mt. Zion School District may have a therapy dog(s) on school premises. Please contact building administration with any questions or concerns.

### **TRANSPORTATION - NOTICE TO PARENTS/GUARDIANS**

Parent(s) or legal guardian(s) who must provide transportation to and from school, because free transportation is not available for their children, may be eligible to receive money from the State to help offset some of the cost, for example bus fares, or mileage reimbursement for private automobiles at the current rate.

If you can answer yes to the following questions for the school year, you may be eligible to receive reimbursement if providing transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1-1/2 miles or more from school or live less than 1-1/2 miles from school but must be transported due to a serious safety hazard resulting from vehicles? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, to complete a claim application. Claim forms should be available from February through June.

**Parent(s)/guardian(s) who have pupils living less than 1-1/2 miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools Office for the county in which they live by February 1 of the current school year.** The Regional Superintendent of Schools is required to send the application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days.

Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is verified, the parent/guardian must go to the school the pupil attends and complete the claim form. Parents who received verification of a safety hazard during or after October 1, 1999, and whose children will attend the same school and live at the same address, do not have to reapply for safety hazard verification.

**Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If**

your claim is approved, you should receive a check directly from the State for the lesser of the cost of transporting your

child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be pro-rated.

If you have any questions, please call or come to the school as soon as possible.

### **VALUABLES**

All articles and valuables are brought to school at the owner's risk. Money and valuables should not be kept in lockers. If you have valuables when you report to physical education, put them in your physical education locker and lock the locker or give them to the physical education teacher.

### **VEHICLE RULES AND REGULATIONS**

The Illinois Motor Vehicle Code shall in all respects be complied with by users on school property. The following regulations shall apply 24 hours a day, 7 days a week, to all operators of vehicles entering onto Mt. Zion Community Unit School District #3 property.

- 1) Speed Limit: 10 (ten) miles per hour.
- 2) Reckless driving is prohibited and shall be defined for the purpose of this policy to include any person who drives a motor vehicle on school property disregarding the rights of others or in a manner as to endanger any person or property. (Determination shall be made by the Administration.)
- 3) Vehicles must come to a complete stop at all stop signs.
- 4) Operators of motor vehicles must yield the right of way to school buses.
- 5) Operators of motor vehicles shall observe all signs posted or painted on driveways.
- 6) Throwing or dumping any waste materials such as garbage, cans, bottles, wires, glass, or paper from any motor vehicle is prohibited.
- 7) Driving or parking vehicles on non-paved areas is prohibited.
- 8) Operating any motor vehicle without the knowledge or consent of the owner or other person in control of the vehicle is prohibited.
- 9) Operating a motor vehicle in a speed contest, including those commonly known as "drag racing", is prohibited.
- 10) No illegal matter such as drugs, alcohol, weapons, explosives, or stolen property may be transported, secreted, or kept in any motor vehicle brought on school property. The school district has the right to a reasonable search of any vehicle entering or parked on school property suspected of carrying such matter. The police/K-9 units may assist the school when conducting vehicle searches. (Also see Handbook/Calendar for discipline.)
- 11) Cruising (indiscriminate movement) on school property is prohibited.
- 12) Once a vehicle enters school property, it must be parked at the earliest opportunity unless its intended purpose is "dropping off" or "picking up" a passenger.
- 13) Honking horns and loud music are not acceptable in the school parking lot.
- 14) "Squealing" and "burning rubber" is prohibited.

### **VEHICLE PARKING RULES AND REGULATIONS**

- 1) Any student vehicle to be parked on school property during regular school hours must be approved for said privilege by submitting a Motor Vehicle Registration Form to the office and display a current parking permit.
- 2) Parking permits [high school students only \$40 1st semester, \$20 if purchased after January 2 (with a \$60 per family cap)] must be purchased in the high school office and displayed appropriately and visible from the front of the vehicle. This permit must be visible at all times while the car is on school property. If a parking permit is lost, a replacement must be purchased in the High School Office for \$5.00. Failure to abide by the vehicle rules could result in discipline ranging from assigned parking through suspension from school. In the event that you drive another vehicle, you must register with the office.
- 3) When new licenses or car transfer certificates are issued by the State, such information must be registered with the office.
- 4) All student driven vehicles must be parked in designated student parking areas (within the yellow lines). Student parking is restricted to areas painted with yellow lines. There is absolutely no student parking allowed in staff parking areas (white lines) or in other areas designated as no parking areas (red lines) which may or may not be posted with signs.
- 5) Operators of motor vehicles shall not transport other persons in pickup beds or fenders of vehicles etc., while on school property.
- 6) Students who purchase parking permits for other students or other persons will automatically lose driving privileges for a specified amount of time (to be determined by the administration).

**Failure to abide by these rules may result in the removal of driving privileges and/or discipline, including possible suspension from school.**

**The Mt. Zion Community Unit School District #3 assumes NO responsibility for loss of personal property or damage to motor vehicles parked on school property.**

### **VISITATION RIGHTS OF PARENTS**

The *School Visitation Rights Act* permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the

school their child attends. 810ILCS147/1 et seq. As per Statute, the Mt. Zion School District hereby notifies parents of the following:

- 1) Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their children's classroom activities or school conferences which cannot be scheduled during non-work hours.  
For regularly scheduled, non-emergency visitations, the Mt. Zion School District will make time available for visitation during both regular school hours and evening hours.
- 2) The Mt. Zion School District will provide documentation to the parent of the time and date of each school visitation upon a parent's assertion of their rights under the Act.

### **VISITORS - SCHOOL VISITS**

All visitors must use the school's buzz-in system for entry into the school. Upon entering the school, visitors must immediately report to the office. Visitors during the school day, in particular during instructional time, are allowed to visit at the discretion of the administration. Former students will not be allowed to visit students or teachers during the school day.

### **WEAPONS POLICY**

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

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

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

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

Use of any weapon, defined above or hereinafter, that is used for the purpose of intimidating or injuring others in a school building on campus (school grounds), or at a school activity is also prohibited. Items including, but not limited to medical paraphernalia, knives, baseball bats, pipes, bottles, locks, sticks, pencils and pens if used or attempted to be used in a threatening manner or to cause bodily harm will be considered a weapon.

The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a weapon to school. See 'Discipline Policy & Procedures for Students' in this Handbook for the consequences of violating the Weapon Policy.

### **WEIGHTED GRADES**

Please see the Student Course Planning Handbook on the Guidance Department website at:

<https://www.mtzschoools.org/guidance> for a listing of current weighted courses, policies related to weighted courses, and calculation of weighted grades.

### **WITHDRAWING FROM SCHOOL**

- K-3** Parents should notify the office one week prior to withdrawing.
- 4-8** Students should notify the office one week prior to withdrawing. On the last day of attendance, they should obtain a withdrawal form from the office.
- 9-12** It is the student's responsibility to obtain a withdrawal form from his/her counselor. Each teacher must sign the sheet

indicating all book materials, and school property have been returned. After the sheet has been signed by the student and parent, it must then be returned to the counselor or the office.

### **WORK PERMITS**

- 1) Bring a certificate of employment from your employer to the office. If your employer does not have one of these forms, you may pick one up in the office.
- 2) Bring the completed employment form to the office. A birth certificate may be required if the office cannot certify the date of birth.

