



**REGULAR MEETING OF THE BOARD OF EDUCATION**

**Tuesday, March 10, 2026**

**6:30 PM**

**MEETING LOCATION:**

**MT. ZION C.U.S.D. #3 DISTRICT OFFICE- 1595 W. MAIN ST., MT ZION, IL 62549**



**AGENDA**

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1. CALL TO ORDER (ROLL CALL VOTE)
  2. PLEDGE OF ALLEGIANCE
  3. REGULAR MEETING MINUTES OF FEBRUARY 10, 2026 (ROLL CALL VOTE)
  4. VISITOR AND STAFF COMMUNICATIONS
    - A. VISITOR COMMUNICATIONS (INFORMATION ONLY)
    - B. STAFF COMMUNICATIONS (INFORMATION ONLY)
      1. JULIE MARQUARDT: JUNIOR HIGH SCHOOL UPDATES
  5. GENERAL DISCUSSION (INFORMATION ONLY)
  6. FACILITIES
    - A. TEN-YEAR HEALTH/LIFE/SAFETY SURVERY (ROLL CALL VOTE)
  7. EDUCATION
    - A. FIRST READING OF THE 2026-2027 DISTRICT HANDBOOK (ROLL CALL VOTE)
    - B. FIRST READING OF THE LIST OF POLICIES (ROLL CALL VOTE)
    - C. IHSA AND IESA MEMBERSHIP (ROLL CALL VOTE)
  8. FINANCIAL
    - A. FUND WARRANTS (ROLL CALL VOTE)
    - B. TREASURER'S REPORT (ROLL CALL VOTE)
    - C. BID AUTHORIZATIONS FOR PAPER/CUSTODIAL (ROLL CALL VOTE)
  9. EXECUTIVE SESSION
    - A. FOR THE PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF A SPECIFIC EMPLOYEE OR OFFICE OF THE PUBLIC BODY, NEGOTIATING MATTERS AND SAFETY PROCEDURES (ROLL CALL VOTE)
  10. RETURN TO OPEN SESSION (ROLL CALL VOTE)
  11. PERSONNEL
    - A. EMPLOYMENT OF CERTIFIED AND NON-CERTIFIED EMPLOYEES (ROLL CALL VOTE)
    - B. APPROVE THE RESIGNATIONS AND RETIREMENTS OF CERTIFIED AND NON-CERTIFIED EMPLOYEES (ROLL CALL VOTE)
    - C. APPROVE PRINCIPALS AND ADMINISTRATIVE ONE-YEAR CONTRACTS (ROLL CALL VOTE)
  12. NEXT BOARD MEETING: TUESDAY, APRIL 14, 2026, 6:30 P.M.; (INFORMATION ONLY)  
(2ND TUESDAY IN MARCH), MT ZION C.U.S.D. #3 DISTRICT OFFICE  
1595 W. MAIN ST., MT. ZION, IL 62549
  13. ADJOURNMENT (ROLL CALL VOTE)
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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.

**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3  
REGULAR MEETING OF THE BOARD OF EDUCATION  
February 10, 2026**

President Jeffrey Sams called the meeting to order at 6:30 p.m.	<b>CALL TO ORDER</b>
Board members present were: Kyle Janvrin, Jeffrey Sams, Eric Law, Kent Newton, Regan Deering, Michelle Shumaker, and Dr. Courtney Gaine Cuddy	<b>ROLL CALL</b>
Administration present consisted of: Dr. Travis R. Roundcount, Superintendent of Schools; Brian Rhoades, Associate Superintendent; Justin Johnson, Mt Zion High School Principal; Julie Marquardt, Mt Zion Junior High Principal; Randy Thacker, Mt. Zion Intermediate School Principal; Gary Gruen, Mt Zion Grade School Principal; Heather Ethell, McCaughey Elementary School Principal; Billy Rockey, Director of Curriculum and Technology; and Renea Smith, Special Education Director.	<b>ADMINISTRATION PRESENT</b>
The Pledge of Allegiance was led by Sloane Janvrin and Beau Beiler from Mrs. Talty's 3 <sup>rd</sup> grade class, and Brayden Ranatunga and Abigail Heidel from Mrs. Wendell's 3 <sup>rd</sup> grade class.	<b>PLEDGE OF ALLEGIANCE</b>
Kyle Janvrin introduced a motion to approve the Regular & Executive Meeting minutes of January 13, 2026. Seconded: Dr. Courtney Gaine Cuddy. Roll Call: Jeffrey Sams, Michelle Shumaker, Eric Law, Kyle Janvrin, Dr. Courtney Gain Cuddy, Regan Deering, and Kent Newton, yea. Motion carried: 7-0. (See Book of Attachments.)	<b>REGULAR/ EXECUTIVE MEETING MINUTES</b>
James Bond spoke about DUI's.	<b>VISITOR COMMUNICATIONS</b>
<u>Randy Thacker</u> gave Intermediate curriculum updates.  <u>Billy Rockey</u> gave an update on curriculum and technology, emphasizing on AI and media balance.  <u>Dr. Travis Roundcount</u> informed the panel that an email went out schoolwide informing parents of the procedures Richland Community College now has in place while they implement a new program which busses in prisoners to the college, allowing them to take college courses. As of current, there have been no questions or complaints regarding Richland's procedures in implementing this new program.	<b>STAFF COMMUNICATIONS</b>
Regan Deering presented a motion to approve keeping Executive Session Minutes prior to February 2026 closed. Seconded: Michelle Shumaker. Roll Call: Kent Newton, Jeffrey Sams, Eric Law, Regan Deering, Kyle Janvrin, Michelle Shumaker, and Dr. Courtney Gaine Cuddy, yea. Motion carried 7-0 (See Book of Attachments.)	<b>REVIEW AND RELEASE OF EXECUTIVE MINUTES PRIOR TO FEBRUARY 2026</b>
Dr. Courtney Gaine Cuddy presented a motion to authorize the destruction of the verbatim audio recordings from the closed session meetings of the Mt Zion Board of Education prior to August 2024. Seconded: Michelle Shumaker. Roll Call: Michelle Shumaker, Jeffrey Sams, Regan Deering, Kyle Janvrin, and Dr. Courtney Gaine Cuddy, yea. Kent Newton and Eric Law, nay. Motion carried 5-2 (See Book of Attachments.)	<b>DESTRUCTION AND DISPOSAL OF THE VERBATIM RECORDINGS PRIOR TO AUGUST 2024</b>
Michelle Shumaker presented a motion to authorize the district to enter into an agreement with Old King's Orchard Community Center to provide educational services as an alternative school program. Seconded: Kyle Janvrin. Roll Call: Regan Deering, Kent Newton, Jeffrey Sams, Eric Law, Michelle Schumaker, Kyle Janvrin, and Dr. Courtney Gaine Cuddy, yea. Motion carried 7-0. (See Book of Attachments.)	<b>MEMORANDUM OF UNDERSTANDING WITH OLD KING'S ORCHARD COMMUNITY CENTER</b>

<p>Regan Deering presented a motion that the presented Financial Treasurer's Report be accepted and filed for audit. Seconded: Eric Law. Roll Call: Regan Deering, Kent Newton, Jeffrey Sams, Michelle Schumaker, Eric Law, Kyle Janvrin, and Dr. Courtney Gainé Cuddy, yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>FUND WARRANTS</b></p>
<p>Eric Law presented a motion that the presented Financial Treasurer's Report be accepted and filed for audit. Seconded: Michelle Shumaker. Roll Call: Regan Deering, Kent Newton, Jeffrey Sams, Eric Law, Kyle Janvrin, Michelle Shumaker, and Dr. Courtney Gainé Cuddy, yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>FINANCIAL TREASURER'S REPORTS</b></p>
<p>Regan Deering introduced a motion to go into Executive Session at 7:21 p.m. for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of an employee or office of the public body, negotiating matters, and safety procedures. Seconded: Michelle Shumaker. Roll Call: Regan Deering, Kyle Janvrin, Kent Newton, Eric Law, Michelle Shumaker, Jeffrey Sams, and Dr. Courtney Gainé Cuddy, yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>EXECUTIVE SESSION</b></p>
<p>Michelle Shumaker presented a motion to return the meeting to order at 8:22 p.m. Seconded: Regan Deering Roll Call: Kyle Janvrin, Michelle Shumaker, Eric Law, Jeffrey Sams, Dr. Courtney Gainé Cuddy, Kent Newton, and Regan Deering, yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>RETURN TO OPEN SESSION</b></p>
<p>Regan Deering presented a motion to approve the following personnel as outlined below, pending a drug test and background check for new employees. Seconded: Kyle Janvrin. Roll Call: Eric Law, Regan Deering, Dr. Courtney Gainé Cuddy, Michelle Shumaker, Kent Newton, Kyle Janvrin, and Jeffrey Sams, Yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>PERSONNEL: AS PRESENTED</b></p>
<p>Regan Deering presented a motion to approve the new Intermediate Dean of Students Administrator Position one-year employment contract. Seconded: Eric Law. Roll Call: Michelle Shumaker, Eric Law, Dr. Courtney Gainé Cuddy, Kent Newton, Jeffrey Sams, Kyle Janvrin, and Regan Deering, Yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>PERSONNEL: AS PRESENTED</b></p>
<p>Kent Newton presented a motion for the Board to consider approving a resolution to dismiss and to authorize notice of dismissal and no-reemployment of a third-year non-tenured teacher, effective immediately. Seconded: Kyle Janvrin Roll Call: Michelle Shumaker, Eric Law, Dr. Courtney Gainé Cuddy, Kent Newton, Jeffrey Sams, Kyle Janvrin, and Regan Deering, Yea. Motion carried 7-0. (See Book of Attachments.)</p>	<p><b>PERSONNEL: AS PRESENTED</b></p>

**Memorandum**

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUNDABOUT  
**DATE:** FEBRUARY 4, 2026  
**RE:** PERSONNEL

**A. ADMINISTRATIVE RECOMMENDATION:**

To approve the following personnel as outlined below, pending a drug test and background check for new employees.

***\*\*SEE FOLLOWING PAGE: 2025/26 Educational Support Staff***

**EMPLOYMENT:**

Bryson Richardson Mt Zion High School	Volunteer HS Asst Track Coach Effective: February 10, 2026
Camden Coleman Mt Zion High School	Assistant High School Baseball Coach Effective: February 10, 2026

**EMPLOYMENT OF SUB TEACHERS (effective with the first day worked):**

Brenda Grotjan	Sean Martin	Connor Edwards	McKenzie Greene
Lindsey Scherer	Kailee Stewart	Keagan Kantor	Chance Mendenall
Diana Murphy	Hannah Sago	Colleen Scherer	

**EMPLOYMENT OF SHOW CHOIR VOLUNTEERS:**

Heidi Bullock Mt Zion High School	Show Choir Volunteer Effective: January 21, 2026
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**B. ADMINISTRATIVE RECOMMENDATION:**

To approve New Administrators' One-Year Employment Contract:

Bridget Yaeger Mt Zion Intermediate	Dean of Students Effective: July 1, 2026 Per Job Description Provided
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*TRR nmg*

EMPLOYMENT 2026-2027 EDUCATIONAL SUPPORT PERSONNEL (ESP) (Employees sorted by year of hire)

*The administrative recommendation is to approve the list of Personnel below including an annual salary increase of 4% for the 2026-2027 school year.*

**SCHOOL NURSES**

Jeanne	Luckenbill	INT	2015
Alex	Smith	MZG	2021
Cassandra	Mullins	JH/HS	2025
Carly	Morey	McG	2025

**SECRETARIES**

Tracy	Oliver	HS	2019
Penny	Davis	INT	2014
Amber	Shobe	MZG	2021
Alicia	Berg	McG	2023
Jennifer	Fisher	HS	2023
Rachel	Hull	HS	2023

**TEACHING ASSISTANTS**

Jane	Wood	JH	2016
Tonya	Freeland	MCG	2016
Denise	Toothman	MZG	2016
Colleen	Scherer	MZG	2017
Roseanne	Schollmeier	INT	2019
Melissa	Hilton	MCG	2020
Kristin	Bollhorst	MCG	2021
Ina	Brown	HS	2021
Michelle	Marion	HS	2021
Addison	Orris	MCG	2021
Shannon	Frank	HS	2022
Ashley	Suddarth	HS	2022
Shelby	McKenzie	INT	2023
Donald	Hudson	MZG	2023
Cody	Cannon	MZG	2024
Hannah	Eveland	INT	2024
Autumn	Runyen	MZG	2025
Andrea	Gensler	MZG	2025
Haley	Baker	HS	2025
Amanda	Richardson	MCG	2025
Lexi	Richardson	MZG	2025
Stephanie	Croft	McG/MZG	2025
Ann (Libby)	Durkee	McG	2025
Jacob	Watkins	HS	2025
Amanda	Hussey	MZG	2025
Rebecca	Hott	ALL	2025

**BUILDING CUSTODIANS**

Lora	Krater	INT	1998
Rickey	Coventry	HS	2012
Diana	Whickline	MZG	2014
Steven	Graham	MZG	2019

**BUILDING CUSTODIANS CONT...**

Daniel	Martin	INT	2020
Chris	Cochran	HS	2021
Ann	Jameson	JH	2022
Kristina	McKean	McG	2022
Ashley	Suddarth	McG	2022
John	Freeman	INT	2023
Cole	Heckwine	HS	2024
Corbin	Davis	HS	2025
Logan	Gruden	INT	2025

**PLAYGROUND/CAFETERIA SUPERVISORS**

Karen	Tharp	MZG	1999
Danette	Robinson	MZG	2001
Deborah	Aschenbrenner	INT	2002
Carey	Flesch	McG	2019
Danielle	Fair	MZG	2019
Adena	McCoy	MZG	2022
Jill	Trimby	INT	2023
Samantha	Niana	McG	2023
Robin	Pygott	INT	2025
Brianna	Stoneburg	McG	2025
Phyllis	Radley	McG	2025

**BASAP STAFF**

Karen	Tharp	MZG	1999
Jeanette	Gooch	MZG	2004
Chelsea	Dodwell	McG	2023
Katherine	Anderson	MZG	2024

**FOOD SERVICE MATERIAL HANDLER**

Jessica	Garver	FS	2023
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**FOOD SERVICE CO-DIRECTORS**

Pam	Mitchell	HS	1997
Nancy	Jesse	HS	2002

**FOOD SERVICE ASSISTANTS**

Jeannette	Gooch	INT	2004
Nancy	Hawley	HS	2005
Monica	Stuart	MZG	2015
Stacey	Stine	INT	2015
Vicki	Wehr	MZG	2018
Julie	Davis	INT	2018
Wendy	Albrecht	INT	2019
Pam	Dugan	INT	2019
Brenda	Snoke	JH/HS	2021
Nancy	Hall	HS	2022

EMPLOYMENT 2026-2027 EDUCATIONAL SUPPORT PERSONNEL (ESP) (Employees sorted by year of hire)

**FOOD SERVICE ASSISTANTS (CONT...)**

Paula	Farmer	JH/HS	2022
Katherine	Anderson	FS	2023
Tanya	Decotes	McG	2022
Magdalena	Smith	HS	2022
Adele	Meyer	HS	2023
Shawna	Lynch	MZG	2024
Norma	Martinez	McG	2024
Laury	Monette	HS	2024
Amber	Mathews	INT	2024
Jennifer	Dennis	HS	2025
Jamie	Zola	HS	2025
Stephanie	Morrison	INT	2025

**TRANSPORTATION DRIVERS**

Nicole	Snyder	Transp	2015
Lori	Martz	Transp	2015
Emilee	Weter	Transp	2015
Tonya	Cummins	Transp	2015
Teresa	Webb	Transp	2015
Joseph	Hupp	Transp	2015
Manuel	Garcia	Transp	2016
Cheryl	Haventer	Transp	2016
Peter	Hector	Transp	2016
Tracie	Manning	Transp	2022
Carey	Flesch	Transp	2019
Leroy	McIntyre	Transp	2020
Samantha	Beyers	Transp	2020
Marcia	Highley	Transp	2021
Byron	Cox	Transp	2021
Casey	Johnson	Transp	2021
Jeffrey	Miller	Transp	2021
Dianna	Puckett	Transp	2021
Gerilyn	Shreiner	Transp	2021
Clifford	Doty	Transp	2022
John	Shreiner	Transp	2022
Wesley	Benson-White	Transp	2023
Chance	Mendenall	Transp	2023
Patreina	Jacobs	Transp	2023
Avery	Bundy	Transp	2024
Samuel	Dixson	Transp	2025
Angela	McMullen	Transp	2025
Hannah	Drumm Gullett	Transp	2025
Shannon	Lynch	Transp	2025

**TRANSPORTATION MONITORS**

Brittany	Babb	Transp	2015
Rebecca	Gaylor	Transp	2021
Tatiana	Bustamonte	Transp	2023
Verna	Hoffman	Transp	2024
Karen	Williams	Transp	2025
Angela	Mendenall	Transp	2025
Robyn	Pygott	Transp	2025

**SALARY POSITIONS, SUPPORT STAFF**

Doug	Clifton	HS	2000
Sheila	Drum	MZG	2004
Mark	Lane	Maint	2006
Julie	McNamara	HS	2007
Paula	Cawthon	DO	2013
Daniel	Fleckenstein	Transp	2015
Kyle	Pflum	DO	2016
Denise	Flexer	INT	2019
Grant	Ryder	Maint	2019
Kaye	Moran	McG	2019
Paul	Reeve	Transp	2021
Nicole	Green	DO	2022
Laura	Beyers	HS	2022
Apryl	Stewart	JH	2022
Kelly	Cannon	DO	2023
Danny	Underwood	HS	2023
Shirley Marie	Johnson	McG	2023

**Mt. Zion CUSD #3 Personnel Hourly  
Pay Rates**

<b>Position</b>	<b>Starting/Sub 2023-24</b>	<b>Starting/Sub 2024-25</b>	<b>Starting/Sub 2025-26</b>	<b>Starting/Sub 2026-27</b>
Nurse	19.00	20.00	\$25.00 / \$30.00	\$25.00 / \$30.00
Teacher's Asst.	17.50	18.25	19.25	20.00
Custodian	15.25	16.00	17.00	18.00
Secretary	17.00	18.00	19.00	20.00
Student Worker	14.00	15.00	15.00	15.00
Playground	15.25	16.00	17.00	18.00
Food Service	15.25	16.00	17.00	18.00
BASAP	15.25	16.00	17.00	18.00
Bus Driver	18.50	19.50	20.50	21.50
Bus Monitor/Sub Driver	16.00	17.00	18.00	19.00
Summer Workers	15.00	15.00	16.00	17.00
BASAP Lead		\$1.00 more/hour		\$1.00 more/hour
2 <sup>nd</sup> shift custodian		\$0.50 more/hour		\$0.50 more/hour
3 <sup>rd</sup> shift custodian		\$2.00 more/hour		\$2.00 more/hour
Self-Contained TA		\$1.00 more/hour		\$2.00 more/hour
Substitute Teacher		\$150.00/day		\$160.00/day
Long-term Substitute Teacher		\$170.00/day		\$180/day

***Substitute teachers working for at least 30 consecutive days, or 50 days during the school year, will receive \$20 in addition to the established rate. Substitute teachers who have worked at least four years full-time in a certified position in the Mt. Zion School District will be eligible for \$30 additional pay per day. These previous teachers are also eligible for the \$20 additional pay if they work that number of days.***

Employees who were hired by the district prior to June 1, 2026 receive 4% increase or will be at least \$0.50 above starting rates, whichever is higher.

District Office clerical workers receive \$0.50 more/hr

All ESP staff also receive paid time off and pension benefits if eligible.

Full time ESP staff also receive Health and Life Insurance benefits.

**2025-26 Current employee wage ranges:**

Nurse	26.31-42.26
Teacher's Asst.	19.25-34.64
Custodian	17.00-22.92
Secretary	19.00-19.50
Playground	17.00-22.91
Food Service	17.50-20.91
BASAP	17.50-21.59
Bus Driver	20.50-21.00
Bus Monitor/Sub Driver	18.00-18.50

<p>Jeffrey Sams announced Tuesday, March 10, 2026, 6:30 p. m. as the next regular meeting of the Board of Education, to be held at the Mt. Zion C.U.S.D. #3 District Office, 1595 W. Main St., Mt. Zion, IL 62549.</p>	<p><b>NEXT REGULAR MEETING</b></p>
<p>Eric Law made a motion to adjourn the Board of Education Meeting at 8:24 p.m. Seconded: Regan Deering. Roll Call: Eric Law, Dr. Courtney Gaine Cuddy, Jeffrey Sams, Regan Deering, Michelle Shumaker, Kyle Janvrin, and Kent Newton yea. Motion carried 7 -0. (See Book of Attachments.)</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Jeff Sams, Board President Mt. Zion Board of Education</p>	<p>_____</p> <p>Michelle Shumaker, Secretary Mt. Zion Board of Education</p>
<p>MT. ZION COMMUNITY UNIT SCHOOL DISTRICT NO. 3</p>	

## Memorandum

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUND COUNT  
**DATE:** MARCH 4, 2026  
**RE:** TEN-YEAR HEALTH/LIFE/SAFETY SURVEY

**Administrative recommendation:** to approve the attached Mt. Zion School District's Ten-Year Health/Life/Safety surveys and authorize the District Architect to submit the necessary documents to the Illinois State Board of Education, as required.

**Comments:** The ten-year survey is required by the state and conducted by the district architect to determine work that needs to be completed over the next ten years, and determine if the use of health life safety funds is approved by the state to address these items. None of the items on this list was required to be in the urgent category, which would have meant they needed to be addressed within the next year. Instead, all of our items are recommended improvements, which gives us until 2031 to address them. However, the district will budget and address some items each year until they are complete.

The District architect said that overall, our buildings are well-maintained and in good shape. She will attend the board meeting to review the report and answer any questions.

TRR nmg

Attachments

# Mt. Zion Community Unit School District #3

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1595 W. Main St., Mt. Zion, IL 62549

## Safety Survey Report - 2025



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# Introduction



Every ten years, schools in Illinois are required to develop a “Safety Survey Report” for each educational facility in their district, outlining work that is needed to bring each facility into compliance with building codes.

BLDD Architects, Inc has been employed by Mt. Zion CUSD #3 to complete this Ten-Year Safety Survey Report as required by the Illinois School Code, 105 ILCS 5/2-3.12, for the following school district facilities.

- McGaughey Elementary School
- Mt Zion Grade School
- Mt Zion Intermediate School
- Mt Zion Junior High School
- Mt Zion High School

# Executive Summary

## Methodology

BLDD Architects, Inc. with our consultant, GHR Engineers, conducted a survey of the district's facilities identified on the previous page. The purpose of this on-site survey is to identify violations of the **Illinois School Code**. Based on our findings, we developed reports, drawings, and estimates of the costs pursuant to the guidelines for a Ten-Year Safety Survey Report.

A list of deficiencies with proposed corrective action and their associated costs is provided within the Appendix. Each violation was classified into one of three priority codes A, B, or C as defined by 105 ILCS 5/2-3.12.b.5.

### **A- Urgent**

Urgent identifies items that present an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building.

These items shall be corrected as soon as achievable but in no case more than one (1) year after the date of the State Superintendent of Education's approval of the recommendation.

*Examples are structural, egress, fire protection, or fire detection.*

### **B- Required**

Required identifies items that are necessary for a safe environment but present less of an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building.

These items shall be corrected in a timely manner, but in no case more than five (5) years from the date of the State Superintendent of Education's approval of the recommendation.

### **C- Recommended**

Recommended identifies items that do not present any immediate hazard to the students and do not reference any specific rule in the code that are applicable to the building as authorized by ILCS 5/17-2.11. These items are not required by code.

*Examples of recommended items are: energy conservation; security; repair of school sidewalks, playgrounds, parking lots, school bus turnarounds; or accessibility.*

Unless otherwise noted or agreed upon, these surveys include deficiencies noted from ground level that can be seen without taking destructive measures to expose a hidden surface. Additionally, there are improvements that cannot be included in an H/L S survey, for example, improving finishes like carpet, wall tile, or paint only because they are "outdated" or adding air conditioning to an unconditioned building. Fire Prevention/Safety funding cannot be accessed to add features to a school but only replace or repair existing systems that have deteriorated or failed.

Facilities that are not occupied by students or facilities that are not owned by the district are not included in the Safety Survey Report.

Code references noted in the report are based on the age of the building and any subsequent additions or alterations that followed. Therefore, it is important to understand what building code was in effect at the time of the design and to include retroactive codes where applicable. It is not unusual for a building with multiple additions to have codes applicable to only portions of the building. However, all these unique codes are all under the umbrella known as the **Illinois School Code**. For your information, provided below is a list of building codes for Pre-K through 12 Illinois public schools, excluding Chicago Public Schools.

BUILDING CODES	RETROACTIVE CODES
2024 IBC. For new construction contracted for design on or after January 1, 2025*	Retroactive 2024 IFC/IPMC requirements apply to construction contracted for design on or after January 1, 2025*
2015 IBC. For new construction contracted for design on or after July 1, 2016 and on or before December 31, 2024.	Retroactive 2015 IFC/IPMC Requirements apply to construction contracted for design on or after July 1, 2016
For construction contracted for design before July 1, 2016, allows compliance with IBC 2009, IBC 2006, IBC 2003, BOCA 96, BOCA 93, Part 175, or Part 185.	Retroactive ICC 300-12 requirements apply to bleachers contracted for design on or after July 1, 2016
2009 IBC. For new construction contracted for design on or after January 1, 2010, but before July 1, 2016.	Retroactive 2009 IFC/IPMC requirements apply to construction contracted for design on or after January 1, 2010, but before July 1, 2016.
For construction contracted for design before January 1, 2010, allows compliance with IBC 2006, IBC 2003, BOCA 96, BOCA 93, Part 175, or Part 185.	Retroactive ICC 300-07 requirements apply to bleachers contracted for design on or after January 1, 2010, but before July 1, 2016.
2006 IBC. For construction contracted for design on or after September 25, 2007 but before January 1, 2010.	Retroactive 2006 IFC/IPMC requirements apply to construction contracted for design on or after September 25, 2007, but before January 1, 2010.
For construction contracted for design before September 25, 2007, allows compliance with IBC 2003, BOCA 96, BOCA 93, Part 175, or Part 185.	Retroactive ICC 300-02 requirements apply to bleachers contracted for design on or after October 3, 2005, but before January 1, 2010.
2003 IBC. For construction contracted for design on or after October 3, 2005 but before September 25, 2007.	Retroactive 2003 IFC/IPMC requirements apply to facilities designed on or after October 3, 2005, but before September 25, 2007
For construction contracted for design before October 3, 2005, allows compliance with BOCA 96, BOCA 93, Part 175, or Part 185.	Retroactive ICC 300-02 requirements apply to bleachers contracted for design on or after October 3, 2005, but before January 1, 2010.
1996 BOCA. For construction contracted for design on or after July 6, 1998 but before October 3, 2005.	Retroactive 1996 BOCA Fire Prevention/Property Maintenance Code requirements apply to construction contracted for design on or after July 6, 1998, and before October 3, 2005.
For construction contracted for designed before October 3, 2005, allows compliance with BOCA 93, Part 175, or Part 185.	NFPA 102-1995 requires biennial by design professional for bleachers contracted for design on or after July 6, 1998 and before October 3, 2005.
1993 BOCA. For construction contracted for design on or after March 24, 1995 and before July 6, 1998.	Retroactive 1993 BOCA Fire Prevention/Property Maintenance Code requirements apply to facilities contracted for design before July 6, 1998.
For construction designed before March 24, 1995, allows compliance with Part 175 or Part 185.	NFPA 102-1992 requires biennial by design professional for bleachers contracted for design on or after July 6, 1998.

Part 175. For construction contracted for design on or after July 1, 1965 but before March 24, 1995.	Retroactive 1993 BOCA Fire Prevention/ Property Maintenance Code requirements apply to facilities contracted for design before July 6, 1998 unless Part 175 has something more stringent in those buildings contracted for design on or after July 1, 1965 but before March 24, 1995.
For construction contracted for design before July 1, 1965, allows compliance with Part 185.	Retroactive 93 BOCA Fire Prevention Code (Section 106.4) inspection requirements may be applied to bleachers contracted for design on or after July 1, 1965 but before March 24, 1995 where an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with NFPA 102 – 1967.
Part 185. For construction contracted for design before July 1, 1965.	Retroactive 1993 BOCA Fire Prevention/Property Maintenance Code requirements apply to facilities contracted for design before July 6, 1998, unless Part 185 has something more stringent in those buildings contracted for design before July 1, 1965.
For construction contracted for design before July 1, 1965, requires compliance with Part 185.	Retroactive 93 BOCA Fire Prevention Code (Section 106.4) inspection requirements may be applied to bleachers contracted for design before July 1, 1965; an approved agency or individual shall conduct the inspections and provide a written report regarding compliance with NFPA 102 –1957.

**Facility:** In accordance with Part 180.30, “facility” means land, buildings, structures, and improvements other than buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to this Part. This definition excludes facilities owned by a school district but not used for public school purposes, which shall be subject to local building codes” [and the Office of the State Fire Marshal’s adoption of NFPA 101-*Life Safety Code*]

Private facilities serving special education students where the public school district has certified that it is unable to serve said students—Health and Life Safety Code no longer applies; under Section 401.220(a), the Office of the State Fire Marshal will enforce its fire code and the local enforcement authority will enforce its local building code.

If the private organization is located in a public school building that is owned or leased by the school district and the program serves public school students, that facility must comply with the ISBE Health/Life Safety Code.

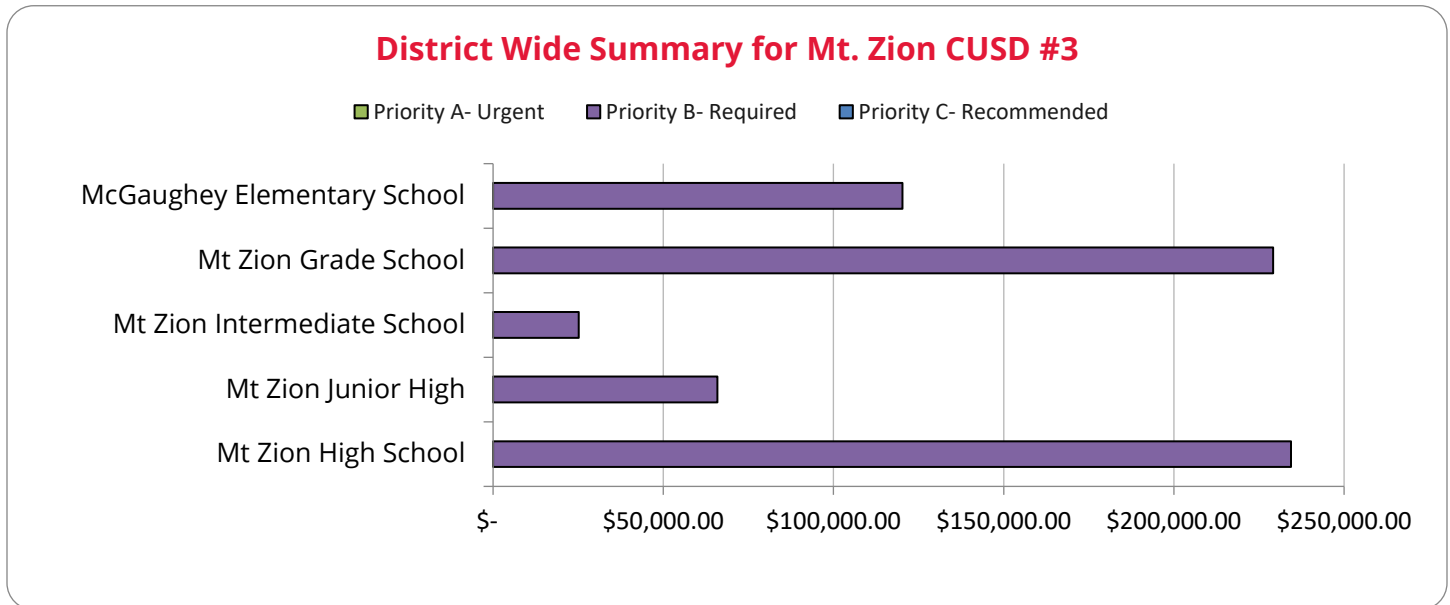
If a private organization leases from a public school district building, but does not serve public school students, that facility (the area of the building where the private organization is housed only) must comply with the OSFM’s adoption of NFPA 101-*Life Safety Code* and the locally adopted code.



# Executive Summary

## Findings

Based on the survey this report identifies a need of approximately **\$674,885** to address deficiencies as defined by the Illinois School Code. All items on the report are listed as Priority B- Required Items. The report includes no Priority A-Urgent nor Priority C- Recommended items.



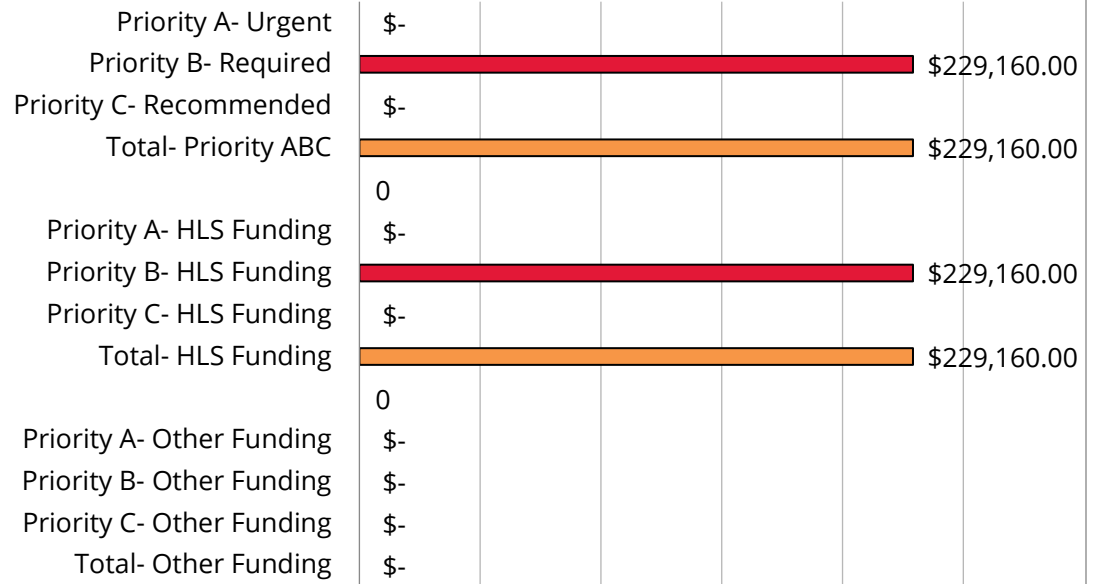
Included in the above totals, the district has identified approximately \$0 in Priority A-Urgent items, \$674,885 in Priority B-Required items, and \$0 in Priority C- Recommended items that will require the use of Fire Prevention/Safety Funding, also referred to as HLS or H/L S funding, for a total of **\$674,885**. To access these funds, the district will follow the amendment process. This amendment will be filed along with the Safety Survey Report through IWAS (ISBE Web Application Security), an internet-based system utilized to conduct business with ISBE (Illinois State Board of Education).

Construction costs identified within this findings section are shown in 2026 construction dollars and exclude contingencies and A/E Fees. If the construction start date is already known, the escalated value may be used. When the district files an amendment to access fire prevention/safety funding, twenty percent, as a default, will be added to the total amount shown as a contingency (10%) and for A/E Fees (10%).

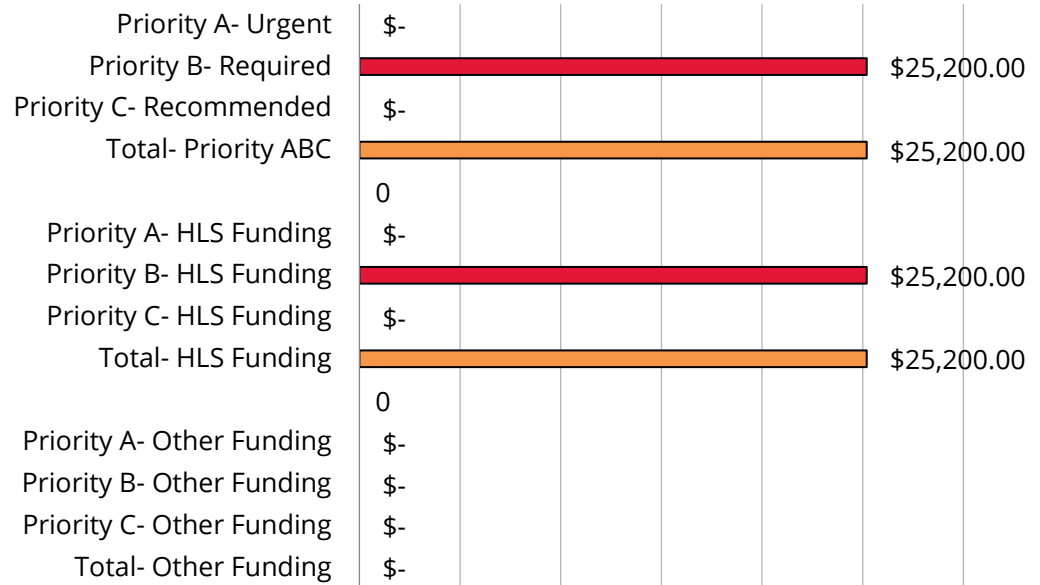
Therefore, with contingencies and fees, the total request for use of Fire Prevention/Safety Funding, also referred to as HLS or H/L S funding, is **\$809,862**. This total is for all facilities included in the survey; however, each facility will be submitted separately within the IWAS Health/Life Safety Processing System.



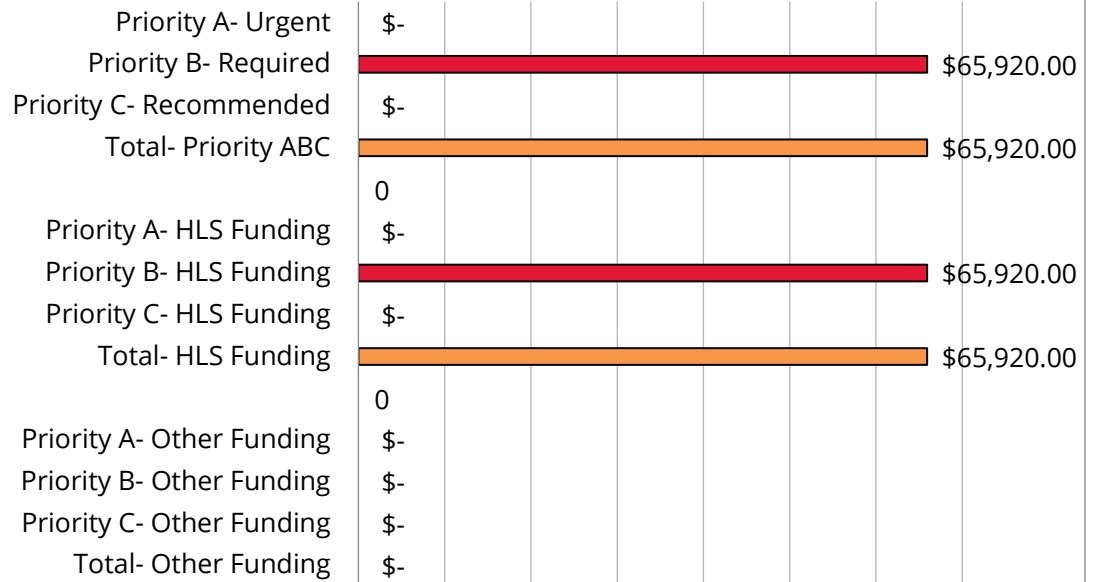
### Mt. Zion Grade school - Summary



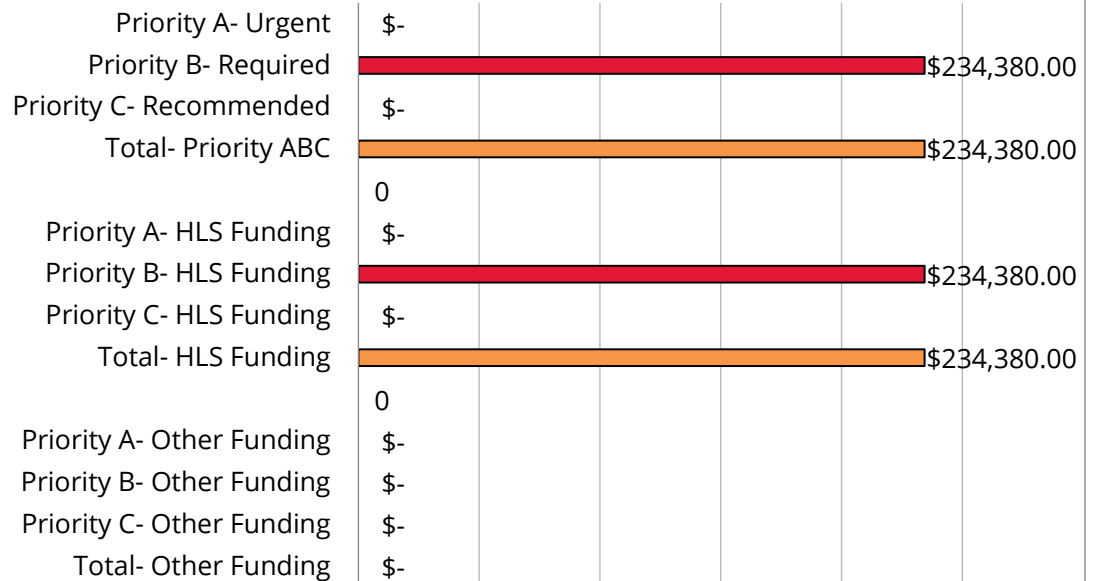
### Mt. Zion Intermediate School - Summary



### Mt. Zion Junior High School- Summary



### Mt. Zion High School- Summary



# History of Illinois School Code **Relating to Health/Life Safety**

School buildings and their repair is a concern that dates back to 1825, when the Free School Act charged local voters of districts to "... make such regulations for building and repairing schoolhouses as they may think necessary..." Then in 1874, in response to the Chicago fire, the legislature passed The Public Building Egress Act, an Act to regulate egress from public buildings.

In 1915, the Safety and Sanitation Law required the Office of the Superintendent of Public Instruction "to prepare specifications for minimum requirements for heating, ventilation and safety against fire."

It was the tragic fire at the Our Lady of the Angels School in 1958 that led to the establishment of the Code drafting committee. In 1963, the State Superintendent issued Circular Series A-157 (Part 185), entitled "Building Specifications for Health and Safety in Public Schools" and Circular Series A-156 (Part 175), entitled, "Efficient and Adequate Standards for the Construction of Schools." Currently Part 180, entitled "Health/Life Safety Code for Public Schools" is in effect for new schools.

In the 1970's, Section 17-2.11 of the Illinois School Code was amended to authorize the sale of bonds for Fire Prevention and Safety purposes.

In the 1980's, Section 2-3.12 of the Illinois School Code was amended to require a "re-survey" of the schools. Section 17-2.11 was again amended to add to the list of uses of Fire Prevention and Safety tax: the reconstruction, or when necessary, construction of new buildings and asbestos abatement.

In the 1990's, Section 2-3.12 and numerous related sections of the School Code dealing with Health/Life Safety and Fire Prevention and Safety financing were revised. Once again, Section 17-2.11 as amended to authorize the use of Fire Prevention and Safety tax for handicapped accessibility.

# The Ten-Year Health/Life Safety Process

1. Local School Board **Hires** a design professional (Architect or Engineer licensed in the State of Illinois) to survey and report on the safety of its school buildings every ten years. (or less than ten years if requested)
2. District Superintendent **Authorizes** the Design Professional to access the IWAS (ISBE Web Application Security) portal to gain architect access to the Health/Life Safety Processing System.
3. Design Professional **Researches and Gathers** known building information from the district to begin the development of safety reference plans and existing conditions report for use in the building walkthrough.
4. Design Professional **Surveys** buildings to identify violations of the Health/Life Safety Code for Public Schools, Part 180.
5. Design Professional and Designated District Representative(s) **Review and Discuss** the Safety Survey Report draft submitted by the design professional, identifying the violations (or those future violations if not remedied within the next 12 months) of the Health Life Safety Code and approves the recommendations for corrective action.
6. Designated District Representative(s) **Prioritizes** the time assigned to each item to complete any urgent, required, or recommended work contained in the Safety Survey Report. Designated District Representative(s) determines if fire prevention and safety funds will be needed to complete the work.
7. District Superintendent or Designated District Representative(s) **Reviews** the Safety Survey Report (and H/L S amendment, if submitted simultaneously) and presents it to the local school board for their approval.
8. Design Professional **Enters** the Ten-Year Safety Survey Report in the IWAS H/L S processing system (and H/L S amendment, if submitted simultaneously) including the Safety reference plans and description of existing conditions.
9. Design Professional **Prepares** an **Application for Approval of a Ten-Year Survey Report** form 35-86 and certifies by seal and signature on the application form that states that, “the survey referred to herein was prepared by me (the design professional) and to the best of my knowledge is true and accurate,”.
10. Design Professional **Forwards** the **Application for Approval of a Ten-Year Survey Report** form 35-86 to the School District for signatures of the President and Secretary of the Board of Education. Upon return, the Design Professional **Uploads** the executed document in the Health/Life Safety Processing system.
11. Design Professional **Enters** architect data in IWAS and **Approves** and **Submits** the survey (and H/L S amendment, if submitted simultaneously) to the District Superintendent through the IWAS H/L S processing system
12. District Superintendent or Authorized Representative **Receives** IWAS “architect approved” Ten Year Safety Survey Report (and H/L S amendment, if submitted simultaneously).
13. Local School Board through the District Superintendent or Authorized Representative **Enters** district data in IWAS and **Approves** and **Submits** the Ten-Year Safety Survey Report (and H/L S amendment, if submitted simultaneously) to the Regional Superintendent through the IWAS H/L S processing system.

14. Regional Superintendent **Receives** IWAS “district submitted” Ten Year Safety Survey Report (and HL/S amendment, if submitted simultaneously)
15. Regional Superintendent **Reviews** and **Checks** the accuracy and completeness of the Safety Survey Report submitted, including the safety reference plans with description of existing building conditions (and HL/S amendment, if submitted simultaneously)
16. Regional Superintendent **Approves** and **Submits** the Ten-Year Safety Survey (combined with a Health/life Safety amendment when the use of Fire Prevention and Safety Funds is requested) to the State Superintendent of Education through the IWAS H/L S Processing System.
17. ISBE Staff **Receives** and **Checks** the completeness of the Safety Survey Report submitted, the violation and recommendation schedule(s), including the safety reference plans with description of existing conditions.
18. ISBE Staff **Checks** the accuracy of the referenced code sections, as well as the priority and estimated timelines for completing the work.
19. ISBE Staff **Determines** authorization of fire prevention and safety funds to be used for each work item listed on the Schedule of Violations (if report is submitted with an amendment).
20. ISBE Staff **Submits** a recommendation for approval to the State Superintendent.
21. State Superintendent **Approves** or **Denies** all or part of the report.
22. State Superintendent **Issues** a **Certificate of Approval for the Ten-Year Survey Report** form 35-22 (and if combined with an amendment, authorizes the approval of fire prevention and safety funds to be used). Note: When the Certificate of Approval is signed by the State Superintendent, the certificate will be available through IWAS to be viewed or downloaded and printed by the design professional, school district, ROE, or ISBE.
23. District Superintendent or Authorized Representative **Reports** to the Regional Superintendent annually, the progress towards the completion of any recommendation to effectuate compliance with the Health/Life Safety and Building Codes.

For additional information regarding processing of the Survey within the IWAS system refer to the H/L S Instruction Manual, at the link provided below, or contact BLDD Architects, for additional assistance.

[https://www.isbe.net/Documents/HLS\\_Instruction\\_Manual.pdf](https://www.isbe.net/Documents/HLS_Instruction_Manual.pdf)



**Example**

**APPLICATION FOR APPROVAL OF  
TEN-YEAR SAFETY SURVEY REPORT**

(23 IL. Adm. Code Part 180, Sections. 180.310, 180.320, 180.330, 180.340)

<i>NAME OF SCHOOL BUILDING</i>	<i>SURVEY YEAR</i>
<i>NAME AND NUMBER OF SCHOOL DISTRICT</i>	<i>COUNTY</i>
<i>ARCHITECT NAME</i>	<i>FIRM</i>
<i>FIRM ADDRESS</i>	<i>TELEPHONE NUMBER</i>

I certify that the survey referred to herein was prepared by me and to the best of my knowledge is a true and accurate.

Building in Full Compliance.

Building Not in Compliance

\_\_\_\_\_  
*Date*                      *Printed Name Architect/Engineer*

\_\_\_\_\_  
*Date*                      *President of Board of Education*

\_\_\_\_\_  
*Date*                      *Secretary of Board of Education*

\_\_\_\_\_  
*Expiration Date*      *License Number*

*[Seal and Signature]*

Failure to submit accurate and complete safety survey reports as required shall subject a school district to the recognition provisions of 23 Illinois Administrative Code 180.

*Commentary: Design Professional will prepare, certify, and send this form to School District for signatures. Once signed, the district will return the form digitally to the Design Professional for uploading in IWAS.*



**Example**

## CERTIFICATE OF APPROVAL FOR A TEN YEAR SURVEY REPORT

(Section 2-3.12 of the School Code)

School Building	County
District Name and Number	

I, \_\_\_\_\_, State Superintendent of Education, acknowledge receipt of this ten-year safety survey report, approved for the year 0. Hence, the next safety survey report will be due in the year 0. The District architect has provided assurances that the building named above has been surveyed in accordance with 105 ILCS 5/2-3.12. This Certificate of Approval for a Ten Year survey Report does not necessarily imply that Fire Prevention and Safety Funds can be used for the work items listed in this survey report.

Date	Signature of State Superintendent of Education

**COMMENTS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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**OTHER COMMENTS:**

ITEM ID	DESCRIPTION	REASON
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(35-22) (7/07) Prescribed for ISBE for ISBE Use

*Commentary: Once approved, this document will be available in IWAS under Amendment Printable Documents. The form is electronically signed.*



# The Amendment Process

Any local school board that wishes to use Fire Prevention and Safety Funds to finance the repairs or alterations to any school building is required to file a "Request for Authorization" (i.e., an "amendment") to respond to findings of:

- a district-initiated inspection (180.40),
- an annual inspection conducted by the regional superintendent (180.300),
- a decennial inspection (180.310),
- a lawful order of any agency, other than a school board, having authority to enforce any school building code applicable to any facility that houses students, or any law or regulation for the protection and safety of the environment, pursuant to the Environmental Protection Act,
- a citation by a local fire department or fire protection district (105 ILCS 5/2-3.12), or
- errors and/or omissions found in a previously approved amendment.

As is the case with this Health/Life Safety Survey, an amendment will be processed in conjunction with the Ten-Year Safety Survey in IWAS. While there will be an overlap in processing the survey and amendments, below is an overview of the amendment process.

1. Local School Board **Determines** that fire prevention and safety funds will be needed to correct the code violation. If the amendment is not part of the decennial survey, the school board contacts their architect or engineer to confirm the building violations and to prepare an amendment to the safety survey report.
2. District Superintendent **Authorizes** the Design Professional to access the IWAS (ISBE Web Application Security) portal to gain architect access to the Health/Life Safety Processing System.
3. Design Professional **Prepares** the amendment in the IWAS Health/Life Safety Processing System.
4. Design Professional **Completes** Part 1. Certification of Estimates Costs of the **Request for Authorization to Use Fire Prevention and Safety Funds** form 35-76 with their signature and seal and **Uploads** the form in IWAS.
5. Design Professional **Enters** architect data in IWAS and **Approves** and **Submits** the H/L S amendment (and H/L S survey, if submitted simultaneously) to the District Superintendent through the IWAS H/L S processing system
6. District Superintendent **Receives** IWAS "architect approved" amendment (and Ten-Year Safety Survey, if submitted simultaneously).
7. District Superintendent or Designated District Representative(s) **Reviews** the H/L S amendment (and Ten-Year Safety Survey, if submitted simultaneously) and presents it to the local school board for their approval, if not approved earlier.
8. District Superintendent or Authorized Representative **Enters** district data in IWAS, including information related to available district funds for the work indicated. This district data completes Part II. Certification of Need of the **Request for Authorization to Use Fire Prevention and Safety Funds** form 35-76.
9. Local School Board through the District Superintendent or Authorized Representative **Approves** and **Submits** the H/L S amendment (and Ten-Year Safety Survey, if submitted simultaneously) to the Regional Superintendent through the IWAS H/L S processing system.

10. Regional Superintendent **Receives** IWAS “district submitted” amendment (and Ten-Year Safety Survey, if submitted simultaneously).
11. Regional Superintendent **Reviews** and **Checks** the accuracy and completeness of the amendment submitted (and Ten-Year Safety Survey, if submitted simultaneously)
12. Regional Superintendent **Approves** and **Submits** the amendment (and Ten-Year Safety Survey, if submitted simultaneously) to the State Superintendent of Education through the IWAS H/L S Processing System.
13. ISBE staff **Receives** and **Checks** the accuracy and completeness of the amendment, determines whether the reported item(s) qualify for fire prevention and safety funds, under the provisions of the Illinois School Code Section 17-2.11., and forwards to the State Superintendent for approval.
14. If the State Superintendent **Approves** the amendment, a State Superintendent’s

**Certificate of Approval for the Expenditure of Fire Prevention and Safety Funds** form 35-22 is generated through the IWAS system.

15. The ROE **Prepares** and **Sends** an **Order to Effect Compliance with the Health/Life Safety Code for Public Schools** form 36-22 and the **Regional Superintendent’s Certificate of Approval to Raise or Use Fire Prevention and Safety Funds** form 36-21 to the District Superintendent or Authorized Representative.
16. Local school board **Submits** to the County Clerk the Certificate of Tax Levy, State Superintendent’s **Certificate of Approval for the Expenditure of Fire Prevention and Safety Funds** form 35-22, **Order to Effect Compliance with the Health/Life Safety Code for Public Schools** form 36-22, and **Regional Superintendent’s Certificate of Approval to Raise or Use Fire Prevention and Safety Funds** form 36-21, if Operations and maintenance funds or existing Fire Prevention and Safety Funds are insufficient.

Generally, the school district has one year to complete all urgent items and five years to complete all required items. However, the recommended completion date for each work item will be specified in the amendment.

Work utilizing Fire Prevention and Safety Funds cannot begin on site prior to the issuance of the State Superintendent’s Certificate of Approval. In other words, you cannot begin the remediation of violations prior to approval by the State Superintendent. The district may begin the design, bidding, and procurement of materials. However, doing so runs the risk of the amendment not being approved and utilization of Fire Prevention and Safety funding not being approved.

If an emergency exists, the State has procedures for **Health/Life Safety Emergency Funding Authorization**. Which, if approved, will allow work to begin prior to the amendment process being completed. For more information regarding emergency procedures refer to the Health/Life Safety Handbook, the link is provided below.

<https://www.isbe.net/Documents/HLS-Handbook.pdf>

Where fire prevention and safety funding is being requested for energy conservation, accessibility, security, playgrounds or paving, special guidelines apply. For your information, guidelines for recommended type work using fire prevention and safety funds can be found at the following link:

<https://www.isbe.net/Documents/hls-energy-security-paving-gdlns.pdf>

For additional information regarding processing of the Amendment within the IWAS system refer to the H/L S Instruction Manual, at the link provided below, or contact BLDD Architects, for additional assistance.

[https://www.isbe.net/Documents/HLS\\_Instruction\\_Manual.pdf](https://www.isbe.net/Documents/HLS_Instruction_Manual.pdf)

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

## PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The \_\_\_\_\_ school, located at \_\_\_\_\_, Illinois, and under the management and control of the Board of Education of School District # \_\_\_\_\_, \_\_\_\_\_ County, was surveyed by me on \_\_\_\_\_.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17-2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ \_\_\_\_\_.

Name of Architect/Engineer	Name of Firm
Phone Number	Fax Number
License Number	Expiration Date
Email Address	
(Seal and Signature)	

*Commentary: Design Professional will prepare, certify, and upload this form in IWAS. Part II of this form will appear to be missing important information. This is expected. The District Superintendent or Designated District Representative will provide this information when they enter "district data" in IWAS, immediately before approval/submission of the amendment to the ROE.*

## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- g. All work authorized by the District will be executed in conformity with all applicable codes.
- h. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

Example

## CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)

School Building	County
District Name and Number	

Total Previously Approved	
Approved to raise with this Amendment	
Total Approved to Date	
Existing District Funds Approved	

I, \_\_\_\_\_, State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

- |    |                          |  |
|----|--------------------------|--|
| 1. | <input type="checkbox"/> | to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.   |
| 2. | <input type="checkbox"/> | to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et,seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).   |
| 3. | <input type="checkbox"/> | to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above. |

I further certify that the estimate of total approval to date, in the amount of \$151,248.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

**EXPLANATORY NOTES:**

- |    |                                     |   |
|----|-------------------------------------|---|
| 1. | <input checked="" type="checkbox"/> | No items in this amendment were disapproved nor were any of the estimated costs adjusted.   |
| 2. | <input type="checkbox"/>            | One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate. |

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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(35-22) (7/07) Prescribed for ISBE for ISBE Use

Commentary: Once approved, this document will be available in IWAS under Amendment Printable Documents. The form is electronically signed.

Example

**ORDER TO EFFECT COMPLIANCE WITH THE HEALTH/LIFE SAFETY CODE FOR PUBLIC SCHOOLS**

(Section 2-3.12 of the School Code of Illinois)

<b>District Name and Number</b>	<b>County</b>
<b>Facility Name</b>	<b>Facility Location</b>

There has been submitted:

- Ten Year Survey by \_\_\_\_\_, \_\_\_\_\_, filed on \_\_\_\_\_ with this office; describing conditions of noncompliance with applicable codes, with respect to this facility; or
- An Amendment Number \_\_; in the amount of \$\_\_\_\_\_

As it is my duty to enforce the Health/Life Safety Code for Public Schools ( 23 Illinois Administrative Code Part 180) pursuant to the Provisions of Sections 2-3.12 and 3-14.2 and 3-14.21 of the School Code of Illinois;

Therefore, the Board of Education in \_\_\_\_\_ County, District #\_\_\_\_\_ is hereby ordered to make such repairs or alterations as necessary to effect full compliance with the applicable provisions of the Health/Life Safety Code for Public Schools, or complete the work itemized in Amendment Number \_\_ as approved. Urgent items must be completed within one year, while all other items should be completed within the timelines specified on Form 35-48.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

Name of Regional Superintendent
Signature of Regional Superintendent

(Form 36-22) (3/04) (Prescribed by the Regional Superintendent for the Use of the Regional Superintendent)

*Commentary: Once approved, this document will be available in IWAS under Amendment Printable Documents for use by the Regional Office of Education. The ROE will complete the document and send it to the District Superintendent or Authorized Representative. The signed document is not available for download in IWAS.*

Example

## REGIONAL SUPERINTENDENT'S CERTIFICATE OF APPROVAL TO RAISE OR USE FIRE PREVENTION AND SAFETY FUNDS

DISTRICT NAME AND NUMBER _____	COUNTY _____
FACILITY NAME _____	AMENDMENT NUMBER _____

A Certification of Need for Fire Prevention and Safety Funds was received from said district on \_\_\_\_\_  
Date

The aggregate amount of \$ \_\_\_\_\_ has been previously approved as evidenced by a Certificate of Approval dated \_\_\_\_\_.

The proposed work and estimate(s) of costs certified by \_\_\_\_\_  
*Design Professional's Name and Firm*  
as necessary to effect the repairs or alterations recommended in his/her safety survey report or amendment submitted to the local board of education on \_\_\_\_\_  
Date and accepted and adopted by them on \_\_\_\_\_  
Date, in the amount of \$ \_\_\_\_\_ appear to be within the scope of

Section 17-2.11 of the School Code.

**Therefore:**

Pursuant to the provision of Section 17-2.11 of the School Code of Illinois, I approve the increase in the aggregate amount of funds to be raised or used for Fire Prevention and Safety purpose to \$ \_\_\_\_\_.

An appropriate Order to Effect Compliance with the Health Life Safety Code of Public Schools will be issued by this office upon receipt of the Certificate of Approval of this amendment from the State Superintendent of Education.

This Certificate of Approval is computed on the basis of Amendment Number \_\_\_\_\_, dated \_\_\_\_\_ and supersedes any and all prior Certificates issued with regard to this facility.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

_____ <small>Signature of Regional Superintendent</small>	_____ <small>Phone Number</small>	_____ <small>Fax Number</small>
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Form 36-21 (3/04) Prescribed by Regional Superintendent for Regional Superintendent's use)  
180.500 d)

Commentary: This document is only available from the Health/Life Safety Handbook. The Regional Office of Education will complete the document and send it to the District Superintendent or Authorized Representative. The signed document is not available for download in IWAS.

# Addressing Violations

Addressing violations may require the services of a design professional (Architect or Engineer licensed in the State of Illinois) to prepare and proceed with all the necessary documents for bidding purposes, if subject to bidding requirements of Section 10-20.21 of the School Code (105 ILCS 5/10-20.21) or by board policy. A licensed design professional will also be necessary for work that requires a building permit.

Unless otherwise agreed upon, this will involve a separate contractual agreement. Typically, if the design professional is hired for the work of the amendment with the district, they will proceed with closing out the related amendment when the work is finished. However, an amendment can only be closed if all items identified within the amendment are complete.

1. When all the work covered in the amendment has been finished, the Local School Board **Hires** a design professional (Architect or Engineer licensed in the State of Illinois) to certify work is completed.
2. Design Professional **Reviews** completed work and **Prepares** a **Statement of Completion for Health/Life Safety Amendment** form 36-24 or **Statement of Completion for Work Not Affecting the Existing Certificate of Occupancy**, depending on the circumstance, and certifies by seal and signature the work is completed in compliance with 23 Illinois Administrative Code, Part 180.
3. Design Professional **Forwards** the **Statement of Completion for Health/Life Safety Amendment** form 36-24 or **Statement of Completion for Work Not Affecting the Existing Certificate of Occupancy** to the School District for signatures of the District Superintendent and President of the Board of Education. Actual expenses for all work items in the amendment will be added to the form at this time.
4. Upon return, Design Professional **Forwards** the **Statement of Completion for Health/Life Safety Amendment** form 36-24 or **Statement of Completion for Work Not Affecting the Existing Certificate of Occupancy** to the ROE for signature
5. Regional Superintendent **Reviews** the completeness and signs the form.
6. ROE **Uploads** applicable Statement of Completion in IWAS and the amendment is effectively closed in the system.

# STATEMENT OF COMPLETION FOR HEALTH/LIFE SAFETY AMENDMENT

(Required By 23 IL Administrative Code Part 180)

The Board of Education for \_\_\_\_\_, in \_\_\_\_\_ County, upon resolution adopted at a duly convened meeting, hereby proclaims the work outlined in the Health and Safety Survey/Amendment #\_\_ report for the \_\_\_\_\_ building at \_\_\_\_\_, Illinois, as required under section 2-3.12 of, the School Code of Illinois, approved by the State Superintendent on \_\_\_\_\_ in the amount of \_\_\_\_\_ and with an actual expense of \$....., has now been completed.

WHEREAS, the Safety Survey Report/Amendment described certain conditions of the building that did not comply with health and safety requirements as set out in **Building Specifications for Health and Safety in Public Schools**, 23 IL ADM code 185, **Efficient and Adequate Standards for the Construction of Schools**, 23 IL ADM Code 175, and/or **Health/Life Safety for Public Schools**, 23 IL ADM Code Part 180;

WHEREAS, The Board of Education of School District No \_\_\_\_\_, in \_\_\_\_\_ County, has caused to be effectuated such recommendations contained within the Safety Survey Report as necessary to cause compliance with Part 185, 175 and/or 180;

NOW, therefore, we , \_\_\_\_\_, President of the Board of Education of School District No. \_\_\_\_\_ in \_\_\_\_\_ County, Illinois and \_\_\_\_\_, the responsible architect or engineer, state that the above named Safety Survey Report or Amendment is now in compliance with Part 185, 175 and/or 180;

*Commentary: Design Professional will prepare, certify, and send this form to School District for signatures. Once signed, the district will return the form digitally to the Design Professional who sends it to the ROE for signing and uploading in IWAS.*

*Actual expenses will need to be entered on this form. This amount will be the total of all items included in the amendment.*

*If the district indicated they had available Fire Prevention and Safety Funds, Operations and Maintenance Funds, School Facility Occupation Tax Funds or Other Funds when entering District Data, the amount approved by the State Superintendent may show as low as \$0.00. This line is entered through IWAS. It is the "Total Funds to Raise" value*

\_\_\_\_\_  
Date Signature of President of the School Board

\_\_\_\_\_  
Date Signature of District Superintendent

\_\_\_\_\_  
Date Signature of Architect/Engineer

The report of District #\_\_\_\_\_ has been reviewed. The statements of the Architect and/or Engineer and District Officials provide assurance that all requirements of 23 IL ADM Code, Part 175, 185 & 180, have been met, regarding work at the \_\_\_\_\_.

\_\_\_\_\_  
Date Signature of Regional Superintendent

\_\_\_\_\_  
County

### STATEMENT OF COMPLETION FOR WORK NOT AFFECTING THE EXISTING CERTIFICATE OF OCCUPANCY

The Board of Education for \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_ County, upon resolution adopted at a duly convened meeting, hereby proclaims the work outlined in Building Permit # \_\_\_\_\_ for the \_\_\_\_\_ building at \_\_\_\_\_, Illinois, as required under section 2-3.12 of, the School Code of Illinois, approved by the Regional Superintendent on \_\_\_\_\_ in the amount of \$\_\_\_\_\_ and with an actual expense of \$\_\_\_\_\_, has now been completed.

WHEREAS, the Board of Education of School District No \_\_\_\_\_, in \_\_\_\_\_ County, has caused to be effectuated such work described in the application for building permit;

NOW, therefore, we, \_\_\_\_\_, President of the Board of Education of School District No. 0610 in Macon County, Illinois and \_\_\_\_\_, the responsible architect or engineer, state that the work described in the application for building permit is now completed in compliance with 23 IL ADM Code, Part 180.

*Commentary: Design Professional will prepare, certify, and send this form to School District for signatures. Once signed, the district will return the form digitally to the Design Professional who sends it to the ROE for signing and uploading in IWAS.*

*Actual expenses will need to be entered on this form. This amount will be the total of all items included in the amendment.*

*If the district indicated they had available Fire Prevention and Safety Funds, Operations and Maintenance Funds, School Facility Occupation Tax Funds or Other Funds when entering District Data, the amount approved by the State Superintendent may show as low as \$0.00. This line is entered through IWAS. It is the "Total Funds to Raise" value*

Date	Signature of President of the School Board
Date	Signature of District Superintendent
Date	Signature of Architect/Engineer

The applicable inspection records for this project of District # \_\_\_\_\_ have been reviewed. These records and the inspection statements of the district Architect and/or Engineer provide assurance that all requirements of 23 IL ADM Code 180, have been met, regarding work at the \_\_\_\_\_

Date	Signature of Regional Superintendent
County	

# Appendix

Each **Safety Survey Report** includes the following.

- Cover sheet with the current name of the facility and address.
- Description of Existing Conditions
- Violation and Recommendation Schedule (Printed from IWAS)
- Schedule of Recommended Work Items and Estimated Costs- Form 35-48 (Printed from IWAS)
- Safety Reference Plans including both site and building plans. \*

\* For security purposes, Safety Reference Plans are provided separately. They will be available in IWAS and remain on file at the named facility and the district office.

# Mt. Zion Community Unit School District #3

McGaughey Elementary School  
1320 West Main Street Mt. Zion, IL 62549

## Safety Survey Report - 2025



# Description of Existing Conditions

## McGaughey Elementary School

Mt. Zion CUSD #3

### GENERAL

LOCATION/ADDRESS:	McGaughey Elementary School 1320 West Main Street Mt. Zion, IL 62549
ENROLLMENT:	Grade Levels Served: PK-1 Total Enrollment: 370
CONSTRUCTION:	1960 Original Building: Type II, non-combustible 1963 Addition: Type II, non-combustible 1979 Addition: Type II, non-combustible 2000 Addition: Type IIB, non-combustible
MEANS OF EGRESS:	The means of egress is by corridors and stairs to grade exits, with 9 spaces having direct exiting. 13 grade exits.
LOCAL FIRE ALARM SYSTEM:	See "Private Protection"
NEAREST FIRE STATION:	Mt. Zion Fire Protection District. Located 1.2 miles away. 110 W Main St Mt Zion, IL 62549
CITY WATER:	
WATER UTILITY COMPANY:	City of Mt. Zion.
FIRE HYDRANT(S) LOCATED AT:	Southwest, southeast and northeast corners of the building.
DOMESTIC SERVICE SIZE:	2-1/2".
LOCATIONS:	Boiler Room-18.
FIRE/SPRINKLER SERVICE SIZE:	6".
LOCATIONS:	Mech-403.

### CONSTRUCTION DETAILS

YEAR BUILT:	1960 Original Building 1963 Addition 1979 Addition 2000 Addition
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HEIGHT:	One Story
GROUND FLOOR AREA:	1960 Original: 20,099 SF 1963 Addition: 4,431 SF 1979 Addition: 5,619 SF 2000 Addition: 13,120 SF
TOTAL AREA:	43,269 SF
EXTERIOR WALL CONSTRUCTION:	12" or 8" thick; 2000 addition 14" thick; face brick and concrete block. Classroom walls are masonry and aluminum window wall sections with steel insulated panels at top.
FLOOR CONSTRUCTION:	4" concrete on grade except former stage area (now teacher work room) which is 1-1/2" wood flooring on 2x8 wood joists, 3' above ground floor.
ROOF CONSTRUCTION:	Built up roofing on lightweight insulating concrete (thickness varies from 2-1/2" to 4") on metal deck on steel joists with metal acoustical panels and grid system or plaster ceilings under joists. Typical for all areas except corridors which have built-up roofing on lightweight insulating concrete on 2" thick tectum slabs with bulb tees deck. The tectum slabs are the corridor ceilings.  Roof on General Purpose Room and Stage is built-up roofing on 2" thick insulating tectum slabs with bulb tees deck on steel joists. The ceiling is the exposed structure.  Roof on 2000 addition is built-up roofing in 1-1/2" (at classroom) or 3" (at gym) metal deck on steel joists.
INTERIOR WALL CONSTRUCTION:	All interior walls are 12",8",or 6" thick concrete block except the common walls between the classrooms which are glazed tile 3' above floor and above the tile are 2x4 wood studs with 5/8" thick sheetrock surfaces.
INTERIOR FINISH:	Ceilings: Painted exposed deck/structure, acoustical ceiling tile system, and painted gypsum/plaster. Walls: Painted CMU. Floors: Exposed concrete, carpet, and vinyl composition tile.
TRANSOMS AND CEILING-LEVEL GLASS:	Transom and ceiling level glass is fixed glazing.

## EGRESS FACILITIES

GRADE EXITS:	13 grade exits. Adequate and well arranged.
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Exiting from former stage (now teacher work room) are wood construction.
RAMPS:	None.
WINDOWS:	None used for emergency exiting.
FIRE ESCAPE:	None.
EXIT SIGNS:	
ILLUMINATED EXIT LIGHT TYPE:	AC / DC.
LAMP TYPE:	Halogen, LED.
LOCATIONS:	Located Per Life Safety Reference Drawings.
EMERGENCY LIGHTING:	
FIXTURE TYPE:	Battery packs.
POWER SOURCE:	Batteries.
LOCATIONS:	Located Per Life Safety Reference Drawings.

## SPECIAL OCCUPANCIES

GENERAL PURPOSE ROOM:	General Purpose Room is used for Auditorium, Cafeteria and Gymnasium. This space with the former stage is separated from the rest of the building with a 1/2 hour construction.
BOILER ROOM:	The boiler rooms are separated from the rest of the building with 1-hour construction.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	No other mechanical or storage rooms are separated.

## HEATING PLANT

LOCATION:	Boiler Room-104 (West System)
TYPE:	Hot water.
BOILER:	(1) gas-fired, condensing type.
MANUFACTURER:	Lochinvar.
MODEL:	KBX0500N.
INPUT/OUTPUT:	500 mbh input.
FLUE TYPE:	PVC through wall.
COMBUSTION AIR:	PVC through wall.

PRESSURE RELIEF VALVES: Yes.  
 GAS PRESSURE SAFETIES: Internal.  
 LOW WATER CUT-OFFS: Internal.  
 EMERGENCY GAS SHUTDOWN: At both doors.  
 BACKFLOW PREVENTER ON MAKE-UP WATER: Yes.  
 FEEDWATER: N/A  
 CHEMICAL TREATMENT: No.  
 BOILER INSPECTION CERTIFICATE CURRENT?: Yes.  
 COMMENTS:
 

- Boilers have their own in-line circ pumps.
- Four-pipe system.
- This boiler needs to operate in summer to control temperature and humidity.

LOCATION: Boiler Room-18 (Center System)  
 TYPE: Hot water.  
 BOILER: (3) gas-fired, condensing type.  
 MANUFACTURER: Lochinvar.  
 MODEL: KBH801.  
 INPUT/OUTPUT: 800 mbh input.  
 FLUE TYPE: PVC through wall.  
 COMBUSTION AIR: PVC through wall.  
 PRESSURE RELIEF VALVES: Yes.  
 GAS PRESSURE SAFETIES: Internal.  
 LOW WATER CUT-OFFS: Internal.  
 EMERGENCY GAS SHUTDOWN: At both doors.  
 BACKFLOW PREVENTER ON MAKE-UP WATER: Yes.  
 FEEDWATER: N/A  
 CHEMICAL TREATMENT: Pot feeders.  
 BOILER INSPECTION CERTIFICATE CURRENT?: Yes.  
 COMMENTS:

- Boilers have their own in-line circ pumps.
- Four-pipe system.
- These boilers need to operate in summer to control temperature and humidity.

LOCATION: Mech-408 (East System)  
 TYPE: Hot water.  
 BOILER: (1) gas-fired, forced draft.  
 MANUFACTURER: Hurst.  
 MODEL: LPE-G-30-30W.  
 INPUT/OUTPUT: 1,255 mbh input.  
 FLUE TYPE: Galvanized through roof.  
 COMBUSTION AIR: Yes.  
 PRESSURE RELIEF VALVES: Yes.

GAS PRESSURE SAFETIES:	Yes.
LOW WATER CUT-OFFS:	Yes.
EMERGENCY GAS SHUTDOWN:	No.
BACKFLOW PREVENTER ON	Yes.
MAKE-UP WATER:	
FEEDWATER:	N/A
CHEMICAL TREATMENT:	No.
BOILER INSPECTION	Yes.
CERTIFICATE CURRENT?:	
COMMENTS:	<ul style="list-style-type: none"> <li>• Boiler is part of a two-pipe system.</li> <li>• There is no interconnection of the three heating systems.</li> </ul>

## HEATING DISTRIBUTION:

LOCATION:	South System
PIPE MATERIAL AND INSULATION:	Black steel with fiberglass.
PUMPING:	One in-line pump.
HEATING EFFECT:	Unit ventilators.
SPOT HEATING:	Fan coils.
COMMENTS:	4-pipe.
LOCATION:	Middle System
PIPE MATERIAL AND INSULATION:	Black steel. Fiberglass in Boiler Room.
PUMPING:	Two base-mounted pumps.
HEATING EFFECT:	Unit ventilators and air handling unit in Gym.
SPOT HEATING:	Fan coils, unit heaters.
COMMENTS:	4-pipe.
LOCATION:	North System
PIPE MATERIAL AND INSULATION:	Black steel. Fiberglass in Boiler Room.
PUMPING:	Two base-mounted pumps.
HEATING EFFECT:	Unit ventilators and air handling unit in Gym.
SPOT HEATING:	Unit heaters.
COMMENTS:	2-pipe system.

## VENTILATION

MECHANICAL:	Horizontal unit ventilators and air handling units.
NATURAL:	Not used as compliance path in general. A few small offices with fan coils employ operable windows.
HEAT RECOVERY:	No.
TOILET EXHAUST:	Yes.
TEACHER'S LOUNGE EXHAUST:	Ventilated.
KILN EXHAUST:	Hood and exhaust located in Art-206.
SPECIAL EXHAUST SYSTEMS:	N/A

VEHICLE EXHAUST:	N/A
DUST COLLECTION:	N/A
OTHER:	N/A
DISHWASHER EXHAUST:	N/A (no dishwasher).
RANGE HOOD EXHAUST:	North hood covers a residential range and a pair of ovens, stacked. Hood has Ansul coverage.
HEAT HOOD EXHAUST:	Greenheck heat hood on south wall has a reach-in cooler under it.
COMMENTS:	<ul style="list-style-type: none"> <li>• Air handling unit in General Purpose Room.</li> <li>• Air handling unit in Mech-403 serves Gymnasium.</li> </ul>

## AIR CONDITIONING

SYSTEM:	West and Center System
TYPE:	Chilled water.
CHILLER(S):	Trane RTAA-090A-YR01.
LOCATION:	Outside Boiler Room-104.
PIPE MATERIAL AND INSULATION:	Black steel with fiberglass.
PUMPING:	One base-mounted pump.
COOLING EFFECT:	Unit ventilator coils and air handling unit coils.
CHEMICAL TREATMENT:	None.
SPOT COOLING:	Fan coils.
COMMENTS:	Four-pipe system. System overcool due to lack of reheat energy. The lack of reheat prevents these systems from controlling humidity.

SYSTEM:	East System
TYPE:	Chilled water.
CHILLER(S):	Trane air-cooled condensing unit. Heat exchanger in Mech-403.
LOCATION:	Outside Mech-403.
PIPE MATERIAL AND INSULATION:	Black steel with fiberglass.
PUMPING:	Two base-mounted pump.
COOLING EFFECT:	Unit ventilator coils and air handling unit coils.
CHEMICAL TREATMENT:	None.
SPOT COOLING:	Fan coils.
COMMENTS:	Two-pipe system. Numerous residential dehumidifiers observed. System can't control humidity.

## WATER HEATER

LOCATION:	Jan-28.
MANUFACTURER/MODEL	AO Smith ProMax.
TYPE:	Electric.
INPUT/OUTPUT:	5 gallon.
THERMOSTATIC MIXING VALVE:	In the janitor closet.
RECIRCULATION:	No.
COMBUSTION AIR:	N/A
COMMENTS:	

LOCATION: Jan-400.  
MANUFACTURER MODEL Not located.  
TYPE: Electric.  
INPUT/OUTPUT: 20 gallon.  
THERMOSTATIC MIXING VALVE: In the janitor closet.  
RECIRCULATION: Yes.  
COMBUSTION AIR: N/A  
COMMENTS:

LOCATION: Boiler Room-104.  
MANUFACTURER/MODEL AO Smith Model ENS-40-110.  
TYPE: Electric  
INPUT/OUTPUT: 4.5 KW.  
THERMOSTATIC MIXING VALVE: No.  
RECIRCULATION: No.  
COMBUSTION AIR: N/A  
COMMENTS:

LOCATION: Boiler Room-18.  
MANUFACTURER MODEL Rheem Model G168-100.  
TYPE: Gas-fired.  
INPUT/OUTPUT: 199 mbh input.  
THERMOSTATIC MIXING VALVE: No.  
RECIRCULATION: No.  
COMBUSTION AIR: No. The old wall louver that provided combustion air is now blanked and used for boiler piping.  
COMMENTS:

- Vents into the old masonry stack which is massively oversized.
- Consider replacement with condensing type. Heater is quite old.

LOCATION: Girls-2.  
MANUFACTURER/MODEL Vanguard.  
TYPE: Electric.  
INPUT/OUTPUT: Nameplate inaccessible.  
THERMOSTATIC MIXING VALVE: Yes.  
RECIRCULATION: No.  
COMBUSTION AIR: N/A  
COMMENTS: Appears to be for Toilet Room.

DISHWASHER BOOSTER HEATER: None. There is no dishwasher.

## **GAS SERVICE**

UTILITY: Ameren.  
SERVICE ENTRANCE LOCATION: Outside the Boiler Room-18.  
PIPE MATERIAL: Black steel.  
COMMENTS:

## **ELECTRICAL SERVICE**

UTILITY: Ameren.  
PRIMARY LOCATION: Overhead primaries along Westside Drive northeast of Mech-403 drop underground to feed transformer.  
UTILITY TRANSFORMER: Outside Mech-403. 500 KVA.  
LOCATION:  
ELECTRICAL SERVICE ENTRANCE: Mech-403.  
SERVICE VOLTAGE: 120 / 208 volt, three phase, four wire.  
SERVICE AMERAGE: 1,200 amps.  
DISTRIBUTION PANEL: Cutler Hammer MDP has main breaker.  
WIRING: Appears adequate.  
COMMENTS:

CLASSROOM LIGHTING TYPE: Appears to be LED retrofit.  
LIGHTING CONTROLS: Manual.  
OFFICE/CORRIDOR LIGHTING: Appears to be LED retrofit.  
CONTROLS: Manual.  
GYM LIGHTING: High output fluorescent fixtures with what appear to be LED replacement lamps.  
CONTROLS: Manual.  
ATHLETIC LIGHTING: N/A  
EXTERIOR LIGHTING: Building-mounted LED. Pole-Mounted LED.  
COMMENTS:

## **PLUMBING**

METER LOCATION: Boiler Room-18.  
DOMESTIC WATER PIPING: Galvanized iron in older portions. Copper in newer portions.  
COMMENTS:

PLUMBING FIXTURES: Floor-set water closets with auto-flush. Wall-hung lavatories with center set faucets. Wall-hung urinals with manual flush valves.

COMMENTS:

SANITARY SEWER: Gravity.  
DRAIN WASTER AND VENT SYSTEM: Cast iron in older portions. PVC in newer.  
STORM SEWER: Gravity to municipal system.  
ROOF DRAINAGE: Scuppers and downspouts. Internal drains with lambs tongues.  
OVERFLOW: Via scuppers.

SITE DRAINAGE: Catch basins. Site is flat.

## PRIVATE PROTECTION

FIRE ALARM SYSTEM:  
SYSTEM TYPE: Zone-type.  
APPEARS TO COMPLY WITH ADA: No.  
MANUFACTURER: Simplex Model 4005.  
CONTROL PANEL LOCATION: Located Per Life Safety Reference Drawings.  
BATTERIES AND CHARGER: Yes.  
ANNUNCIATOR LOCATION: At FACP.  
PULLSTATIONS: Located per Safety Reference Drawings.  
ALARM DEVICES: Located per Safety Reference Drawings.  
MAGNETIC HOLD-OPENS: Located per Safety Reference Drawings.  
SPRINKLER INTERFACE: Yes.  
MONITORED?: Yes. Via Potter PFC series auto dialer.  
COMMENTS:

AUTOMATIC SPRINKLERS:  
SPRINKLED?: North addition is sprinkled.  
SPRINKLER SERVICE: Mech-403.  
EQUIPMENT LOCATION: FIRE DEPARTMENT Exterior north wall of Mech-403.  
CONNECTION LOCATION: SYSTEM TYPE: Wet.  
COMMENTS: Post-indicator valve located outside of Mech-403.

AUTOMATIC HEAT DETECTION:  
SMOKE DETECTORS Located per Safety Reference Drawings.  
HEAT DETECTORS Located per Safety Reference Drawings.  
DUCT-MOUNTED SMOKE DETECTORS: Located per Safety Reference Drawings (none noted).  
CARBON MONOXIDE DETECTORS: In Mech-403.  
SPRINKLER SYSTEM TIE-IN Yes.

STANDPIPE HOSE LINES:  
STAGE: N/A  
OTHER: N/A

FIRE EXTINGUISHERS: Located per Safety Reference Drawings.

## SECURITY SYSTEM

CAMERA-CONTROLLED BUILDING ACCESS:	Lobby / vestibule.
SECURITY CAMERAS:	Yes.
SECURITY SYSTEM:	Yes.

## ENERGY CONSERVATION

CONTROL TYPE:	Pneumatic.
COMPRESSOR LOCATION:	Duplex temperature control air compressor in Mech-403.
AIR DRYER LOCATION:	Mech-403.
COMMENTS:	

## ASBESTOS

Refer to School District's Asbestos Management Plan (AHERA Ref. 40 CFR 763)

## LEAD PAINT

No peeling paint was observed at the time of observation.

## PAVING

The southeast parking lot and drive was under construction during the review.  
Bituminous paving is cracked  
Various concrete walkways are cracked around the perimeter of the building.

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>055, Macon</b>		2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>			3. FACILITY CODE/NAME <b>MCGAUGHEY ELEM SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Kitchen-20	b.	105 ILCS 5/10-20.57	Missing carbon monoxide detector.	Provide carbon monoxide detector.	
2	Kitchen-20	b.	185.395c2E	Detectors are covered by clear plastic tape.	Remove tape.	
3	East Corridor	b.	BOCA PM F Section 303 NFPA 72 Section 17.7.5.6	Smoke detectors missing at magnetically-held doors separating sprinkled area from unsprinkled area.	Provide smoke detectors on both sides of magnetically-held doors.	
4	Boiler Room-18	b.	"185.445 185.450 ISPC Section 890.1220"	Domestic water heater improperly vented into very large masonry stack and lacks combustion air.	Replace domestic water heater with new condensing-type unit. Provide piped combustion air and vent through roof. Blank off stack. Provide TMV.	
5	Vestibule 101	b.	93 BOCA PM 304.11	Exterior door frame is rusted. This can be seen at the base and at the hinge locations.	Remove rust, prime, and paint to protect from further deterioration	
6	Exterior 1960s building	b.	93 BOCA PM 304.11	Window sill joints have failed and what remains is at the end of its useful life. The lack of seal allows water to enter the exterior envelope	Rake out joints and reseal	
7	Exterior	b.	93 BOCA PM 304.6	End of downspout adjacent to the playground surface is broken. This creates sharp edges exposed to where children play	Repair end of downspout	
8	Exterior	b.	93 BOCA PM 304.7	Outside of Classroom 20 and classroom 18 the condensation drain pipe is missing an elbow. As a result water is potentially dripping inside of the brick exterior wall. This could also be a source of water within the carpet inside the rooms.	Extend drain pipe and seal the perimeter of the penetration	
9	Exterior near entrance	b.	93 BOCA PM 304.7 304.3	Steel columns of the entrance overhang are rusting at the base where they meet the concrete walkway.	Remove rust from both steel columns. Prime and paint to protect steel from further deterioration. Seal the joint between the base and adjacent concrete.	
10	Exterior near entrance	b.	93 BOCA PM 304.8	Paint is peeling off the underside of the canopy	Remove loose paint from the underside of the canopy and repaint to prevent further deterioration.	
11	Exterior 1960s building	b.	93 BOCA PM 304.9	Outside of Art 21 and classroom 20 the soffit is damaged. The deck filler is also missing, which is exposing insulation at the head of the window system	Remove rust, prime, and paint to protect from further deterioration. Seal fascia joint adjacent to the wet area.	

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
12	Exterior Chimney	b.	93 BOCA PM 304.9	The exterior of the chimney is missing grout. Water has entered the brick walls. Efflorescence is seen inside the boiler room 18	Tuckpoint chimney
13	Classroom 20	b.	93 BOCA PM 305.3	Carpet is unraveling at the seams. Other areas within the same room show a buckling of the carpet. This could potentially lead to a tripping hazard. There is water damage towards the exterior wall adjacent to the mechanical unit.	Replace carpet
14	Classroom 18	b.	93 BOCA PM 305.3	Carpet is water damaged. The wetness could cause mold. This area is below grade. The water appears to be coming from the the exterior wall but could not access the source	Replace carpet. Investigate the cause of the leak. Cost included is to replace the carpet only. A separate amendment will be created to address further findings.
15	Toilet 38	b.	93 BOCA PM 505.1	Lavatory basin has deteriorated. The edge has rusted and the enamel finish has broken off. This creates sharp edges in the bowl which could be a hazard	Replace lavatory
16	Gymnasium 209	b.	96 BOCA PM	VCT tile is popping up at the exterior doors. This could pose a tripping hazard	Replace the loose VCT
17	Mechanical 403	b.	96 BOCA PM 304.14	The exterior hollow metal door frame has rusted on both the interior and exterior. The doors within the same have broken at the bottom corners from the rusted metal.	Remove and replace exterior doors and frame.
18	Gymnasium 209	b.	96 BOCA PM 304.14	The exterior hollow metal door frames have rusted on both the interior and exterior. The doors within the same have broken at the bottom corners from the rusted metal. Their deterioration is causing some binding of the doors.	Remove and replace exterior doors and frames. There three two openings showing similar deterioration. Both are double doors.
19	Exterior Gymnasium 209	b.	96 BOCA PM 304.6	Brick face is missing from the brick at the lintel to the far northeast door opening.	Replace broken brick and perform minor tuckpointing adjacent to the lintel pocket
20	Gymnasium 209	b.	96 BOCA PM 304.7	The roof drains along both the east and west walls of the gymnasium appear to be leaking. While there may be some condensation also causing issues, the amount of damage from moisture is more significant, indicating a leak. This leak appears to be located at the elbow where it transitions into the exterior wall cavity due. The moisture within the cmu block core or wall cavity is significant enough that efflorescence is seen along the interior of the wall. Additionally paint is bubbling/peeling. The insulation where the drain pipe meets the wall is damaged. The discoloration indicates there may be mildew or mold growth. The wall base is detaching from the wall at the same location and there is evidence of moisture along the floor line.	Repair roof drain. Clean off efflorescence and loose paint from the interior of the wall. Prime the wall and paint. Replace the wall base and clean the flooring along the floor line.
21	Corridor 33	b.	96 BOCA PM 702.1	The marked exit door is swinging into the direction of egress, not with. The door should swing the opposite direction.	Change swing of door

## SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE <b>055, Macon</b>			2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>				3. FACILITY CODE/NAME <b>MCGAUGHEY ELEM SCHOOL</b>				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Provide carbon monoxide detector.	EA	1	1	\$100.00			3/10/2031	F
2	b	b.	Remove tape.	EA	20	1	\$200.00			3/10/2031	F
3	f	b.	Provide smoke detectors on both sides of magnetically-held doors.	EA	2	2	\$1,320.00			3/10/2031	F
4	f	b.	Replace domestic water heater with new condensing-type unit. Provide piped combustion air and vent through roof. Blank off stack. Provide TMV.	Lump Sum	1	2	\$19,800.00			3/10/2031	F
5	c	b.	Remove rust, prime, and paint to protect from further deterioration	Lump Sum	1	2	\$1,000.00			3/10/2031	F
6	c	b.	Rake out joints and reseal	Lump Sum	1	2	\$15,000.00			3/10/2031	F
7	c	b.	Repair end of downspout	Lump Sum	1	2	\$300.00			3/10/2031	F
8	c	b.	Extend drain pipe and seal the perimeter of the penetration	Lump Sum	1	2	\$500.00			3/10/2031	F
9	c	b.	Remove rust from both steel columns. Prime and paint to protect steel from further deterioration. Seal the joint between the base and adjacent concrete.	Lump Sum	1	2	\$2,000.00			3/10/2031	F
10	c	b.	Remove loose paint from the underside of the canopy and repaint to prevent further deterioration.	Lump Sum	1	2	\$1,500.00			3/10/2031	F
11	c	b.	Remove rust, prime, and paint to protect from further deterioration. Seal fascia joint adjacent to the wet area.	Lump Sum	1	2	\$7,500.00			3/10/2031	F
12	e	b.	Tuckpoint chimney	Lump Sum	1	2	\$5,000.00			3/10/2031	F
13	c	b.	Replace carpet	Sq Ft	885	2	\$13,275.00			3/10/2031	F
14	c	b.	Replace carpet. Investigate the cause of the leak. Cost included is to replace the carpet only. A separate amendment will be created to address further findings.	Sq Ft	882	2	\$13,230.00			3/10/2031	F

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
15	e	b.	Replace lavatory	Lump Sum	1	2	\$1,000.00			3/10/2031	F
16	c	b.	Replace the loose VCT	Lump Sum	1	2	\$2,500.00			3/10/2031	F
17	e	b.	Remove and replace exterior doors and frame.	EA	1	2	\$5,000.00			3/10/2031	F
18	e	b.	Remove and replace exterior doors and frames. There three two openings showing similar deterioration. Both are double doors.	EA	3	2	\$15,000.00			3/10/2031	F
19	c	b.	Replace broken brick and perform minor tuckpointing adjacent to the lintel pocket	Lump Sum	1	2	\$5,000.00			3/10/2031	F
20	c	b.	Repair roof drain. Clean off efflorescence and loose paint from the interior of the wall. Prime the wall and paint. Replace the wall base and clean the flooring along the floor line.	Lump Sum	1	2	\$6,000.00			3/10/2031	F
21	f	b.	Change swing of door	Lump Sum	1	2	\$5,000.00			3/10/2031	F

	Original Subtotal	\$120,225.00	Adjusted Subtotal	\$120,225.00
	Original 10.00% Contingency	\$12,022.50	Adjusted 10.00% Contingency	\$12,022.50
	Original 10.00% A/E Fees	\$12,022.50	Adjusted 10.00% A/E Fees	\$12,022.50
	Original Grand Total	\$144,270.00	Adjusted Grand Total	\$144,270.00

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

# Mt. Zion Community Unit School District #3

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Mt. Zion Grade School  
725 West Main Street Mt. Zion, IL 62549

## Safety Survey Report - 2025



# Description of Existing Conditions

## Mt Zion Grade School

Mt. Zion CUSD #3

### GENERAL

LOCATION/ADDRESS:	Mt Zion Grade School 725 West Main Street Mt. Zion, IL 62549
ENROLLMENT:	Grade Levels Served: 2-3 Total Enrollment: 355
CONSTRUCTION:	1953 Original Building: Type II - noncombustible 1959 Addition: Type II - noncombustible 1983 Addition: Type II - noncombustible 2014 Addition: Type IIB- non-combustible
MEANS OF EGRESS:	The means of egress is by corridors and stairs to grade exits, with 2 spaces having direct exiting. 10 grade exits.
LOCAL FIRE ALARM SYSTEM:	See "Private Protection"
NEAREST FIRE STATION:	Mt. Zion Fire Protection District. Located 0.5 miles away. 110 W Main St Mt Zion, IL 62549
CITY WATER:	
WATER UTILITY COMPANY:	Village of Mt. Zion.
FIRE HYDRANT(S) LOCATED AT:	Southeast and southwest corners of the building.
DOMESTIC SERVICE SIZE:	2".3".
LOCATIONS:	Mech-102.Boiler LL.
FIRE/SPRINKLER SERVICE SIZE:	N/A
LOCATIONS:	N/A

### CONSTRUCTION DETAILS

YEAR BUILT:	1953 Original Building- Gymnasium 1959 2 Classroom Addition 1983 East Classroom Addition 2014 South Classroom Addition.
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HEIGHT:	Two-Story. Partial upper level in 1983 addition and lower level in 1959 building
GROUND FLOOR AREA:	Original 1953 Building: 11,725 SF 1959 Addition: 2,531 SF 1983 Addition: 29,931 SF 2014 Addition: 4,162 SF
BASEMENT AREA:	Original 1953 Building: 4,593 SF
SECOND FLOOR AREA:	1983 Addition: 1,188 SF
TOTAL AREA:	54,130 SF
EXTERIOR WALL CONSTRUCTION:	1953 and 1959 buildings: 8" or 12" masonry wall-brick, CMU; 1983 building: 12" masonry wall-brick, 2" insulation, CMU; 2014 Addition - 16" masonry cavity wall - brick veneer, 3" rigid insulation, 8" CMU.
FLOOR CONSTRUCTION:	Concrete slab on grade. Mezzanine: Concrete slab on deck on bar joists.
ROOF CONSTRUCTION:	1953 building: built-up roofing on 2" "insulrock" (gypsum concrete) on bar joists. 1959, 1983 and 2014 buildings: shingles on 1/2" plywood on rigid insulation on metal deck on bar joists.
INTERIOR WALL CONSTRUCTION:	1953, 1959, 1983 Buildings: Masonry - 6" CMU, glazed till, 5/8" drywall on 3-5/8" metal studs and movable partitions; 2014 Addition - CMU.
INTERIOR FINISH:	Ceilings: Painted exposed deck/structure, acoustical ceiling tile system, and painted gypsum/plaster. Walls: Painted CMU and gypsum board. Exposed glazed block. Floors: Exposed concrete, wood athletic flooring, carpet, ceramic tile, sheet vinyl, and vinyl composition tile.
TRANSOMS AND CEILING-LEVEL GLASS:	Transom and ceiling level glass is fixed glazing.

## EGRESS FACILITIES

GRADE EXITS:	10 grade exits. Adequate and well arranged
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Stairway from LRC to mezzanine: ; metal pan construction with poured concrete treads. Stairways in gym portion of building: all poured concrete steps on fill. 6 risers at Lobby ML-SE.
RAMPS:	Ramp in lower level of 1959 building connecting mechanical room to exit and pre-kindergarten room
WINDOWS:	None used for emergency exiting.
FIRE ESCAPE:	None
EXIT SIGNS:	
ILLUMINATED EXIT LIGHT TYPE:	AC / DC.
LAMP TYPE:	Halogen, LED.
LOCATIONS:	Located Per Life Safety Reference Drawings.
EMERGENCY LIGHTING:	
FIXTURE TYPE:	Primarily battery packs. It appears a few self contained fixtures / batteries are located in south addition.
POWER SOURCE:	Batteries.
LOCATIONS:	Located Per Life Safety Reference Drawings.

## SPECIAL OCCUPANCIES

GYMNASIUM:	Gymnasium is used for assemblies. The space is separated from the remainder of the building with a 1/2-hour rating.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Mechanical and storage rooms are separated from the remainder of the building with 1-hour fire wall.

## HEATING PLANT

TYPE:	Hot water, gas-fired.
BOILER:	
MANUFACTURER:	Cleaver Brooks.
MODEL:	CB 700-125.
INPUT/OUTPUT:	5,230 mbh.
FLUE TYPE:	Galvanized steel.
COMBUSTION AIR:	Yes.
PRESSURE RELIEF VALVES:	Three.
GAS PRESSURE SAFETIES:	Yes.
LOW WATER CUT-OFFS:	Yes.
EMERGENCY GAS SHUTDOWN:	At doors.
BACKFLOW PREVENTER ON MAKE-UP WATER:	Yes. Serves hot water and chilled water systems.
FEEDWATER:	N/A
CHEMICAL TREATMENT:	No.
BOILER INSPECTION CERTIFICATE CURRENT?:	Yes.
COMMENTS:	The boiler was manufactured in 1982 and should be replaced by two or three condensing-type boilers. It has been repaired at least once by Jarvis Welding.

## HEATING DISTRIBUTION:

PIPE MATERIAL AND INSULATION:	Black steel. Fiberglass in Boiler Room.
PUMPING:	Two base-mounted pumps.
HEATING EFFECT:	Heating coils in unit ventilators and air handling units.
SPOT HEATING:	Unit heaters, fan coils, fin tube.
COMMENTS:	

## VENTILATION

MECHANICAL:	Virtually all of the building is mechanically ventilated.
NATURAL:	Does not appear to be used as a compliance path.
HEAT RECOVERY:	No.
TOILET EXHAUST:	Yes.
TEACHER'S LOUNGE EXHAUST:	Ventilated.
KILN EXHAUST:	Kiln with bottom exhaust in Art-22.
SPECIAL EXHAUST SYSTEMS:	N/A
VEHICLE EXHAUST:	N/A
DUST COLLECTION:	N/A
OTHER:	N/A
DISHWASHER EXHAUST:	N/A (no dishwasher).
RANGE HOOD EXHAUST:	No. This is a serving kitchen.
HEAT HOOD EXHAUST:	No. This is a serving kitchen.

COMMENTS:

- Four air handling units serve the Gym. Four pipe with heating coil in reheat position.
- An air handling unit is located in Mech-UL.
- Most classrooms have propeller fans.
- Classrooms served by four-pipe unit ventilators.

**AIR CONDITIONING**

TYPE:	Chilled water.
CHILLER(S):	Daikin Model AGZ041EDS. Daikin Model AGZ091EDH.
LOCATION:	On grade outside Boiler Room-LL.
PIPE MATERIAL AND INSULATION:	Black steel, fiberglass.
PUMPING:	Two base-mounted pumps on a single VFD.
COOLING EFFECT:	Chilled water cooling coils in unit ventilators and air handling units.
CHEMICAL TREATMENT:	Pot feeder.
SPOT COOLING:	
COMMENTS:	There are no dedicated chiller pumps.

**WATER HEATER**

LOCATION:	Cafeteria-ML.
MANUFACTURER/MODEL	AO Smith Model ENS-40-110.
TYPE:	Electric.
INPUT/OUTPUT:	4.5 KW.
THERMOSTATIC MIXING VALVE:	No.
RECIRCULATION:	No.
COMBUSTION AIR:	N/A
COMMENTS:	Appears dedicated to Kitchen.
LOCATION:	Boiler-LL.
MANUFACTURER MODEL	(Two) AO Smith Model BTH-199-100.
TYPE:	Gas-fired, condensing.
INPUT/OUTPUT:	199 mbh input.
THERMOSTATIC MIXING VALVE:	Yes.
RECIRCULATION:	Yes.
COMBUSTION AIR:	PVC piped from wall. Vent is PVC piped through wall.
COMMENTS:	

LOCATION:	Mech-102.
MANUFACTURER/MODEL	AO Smith / Model unknown.
TYPE:	Electric.
INPUT/OUTPUT:	Unknown.
THERMOSTATIC MIXING VALVE:	No.
RECIRCULATION:	Yes.
COMBUSTION AIR:	N/A
COMMENTS:	
 DISHWASHER BOOSTER HEATER:	 None. There is no dishwasher.

**GAS SERVICE**

UTILITY:	Ameren.
SERVICE ENTRANCE LOCATION:	Outside the Boiler Room.
PIPE MATERIAL:	Black steel.
COMMENTS:	

**ELECTRICAL SERVICE**

UTILITY:	Ameren.
PRIMARY LOCATION:	Underground from the street.
UTILITY TRANSFORMER	On grade outside Boiler Room-LL. 500 KVA.
LOCATION:	
ELECTRICAL SERVICE ENTRANCE:	Storage-LL (next to Boiler Room).
SERVICE VOLTAGE:	120 / 208 volt, three phase, four wire.
SERVICE AMERAGE:	1,200 amps.
DISTRIBUTION PANEL:	General Electric MDP-1 has a main breaker.
WIRING:	Generally appears adequate.
COMMENTS:	
 CLASSROOM LIGHTING TYPE:	 Appears to be LED retrofit lamps in fluorescent fixtures.
LIGHTING CONTROLS:	Manual.
OFFICE/CORRIDOR LIGHTING:	Appears to be LED retrofit lamps in fluorescent fixtures.
CONTROLS:	Manual.
GYM LIGHTING:	Fluorescent high output fixtures (may have LED retrofit lamps).
CONTROLS:	Automatic.
ATHLETIC LIGHTING:	N/A
EXTERIOR LIGHTING:	LED building-mounted fixtures. Pole-mounted LED.
COMMENTS:	

## PLUMBING

METER LOCATION:	One in Mech-102 and the other in Boiler Room-LL.
DOMESTIC WATER PIPING:	Galvanized in older building. May have ACM pipe covering. Copper in newer areas.
COMMENTS:	
PLUMBING FIXTURES	Gymnasium wing has floor-set, tank-type water closets and wall-hung lavatories with center set fittings. Urinals are wall-hung with group flush tanks.
COMMENTS:	The group flush tanks should be eliminated in favor of individual sensor-operated flush valves.
SANITARY SEWER:	Gravity to municipal system.
DRAIN WASTER AND VENT SYSTEM:	Cast iron in older portion, likely PVC in newer additions.
STORM SEWER:	Municipal system.
ROOF DRAINAGE:	Scuppers and downspouts. Gutters and downspouts. Sloped roof sections in some areas have built-in gutter system.
OVERFLOW:	Via gutters and scuppers.
SITE DRAINAGE:	Catch basins and curb inlets. Site has some relief so drainage is not an issue.

## PRIVATE PROTECTION

FIRE ALARM SYSTEM:	
SYSTEM TYPE:	Addressable. Appears to employ zone-addressable modules.
APPEARS TO COMPLY WITH ADA:	No.
MANUFACTURER:	Simplex Model 4007.
CONTROL PANEL LOCATION:	Located Per Life Safety Reference Drawings.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	Located Per Life Safety Reference Drawings.
PULLSTATIONS:	Located Per Life Safety Reference Drawings.
ALARM DEVICES:	Located Per Life Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located Per Life Safety Reference Drawings.
SPRINKLER INTERFACE:	N/A
MONITORED?:	Appears to be monitored by "CMS".
COMMENTS:	
AUTOMATIC SPRINKLERS:	
SPRINKLED?:	No.
SPRINKLER SERVICE:	N/A
EQUIPMENT LOCATION:	
FIRE DEPARTMENT CONNECTION LOCATION:	N/A
SYSTEM TYPE:	N/A
COMMENTS:	N/A

AUTOMATIC HEAT DETECTION:	
SMOKE DETECTORS	Located per Safety Reference Drawings.
HEAT DETECTORS	Located as indicated on the drawings.
DUCT-MOUNTED SMOKE DETECTORS:	Located as indicated on the drawings.
CARBON MONOXIDE DETECTORS:	In Boiler Room-LL.
SPRINKLER SYSTEM TIE-IN	N/A
STANDPIPE HOSE LINES:	
STAGE:	N/A
OTHER:	N/A
FIRE EXTINGUISHERS:	Located per Safety Reference Drawings.

**SECURITY SYSTEM**

CAMERA-CONTROLLED BUILDING ACCESS:	At Entry / Exit-1.
SECURITY CAMERAS:	Yes.
SECURITY SYSTEM:	Yes.

**ENERGY CONSERVATION**

CONTROL TYPE:	Hybrid pneumatic / DDC.
COMPRESSOR LOCATION:	Duplex temperature control air compressor in Boiler-LL.
AIR DRYER LOCATION:	In Boiler-LL.
COMMENTS:	<ul style="list-style-type: none"> <li>• DDC is Johnson Controls "Metasys".</li> <li>• The pneumatic controls should be eliminated in favor of DDC.</li> </ul>

**ASBESTOS**

Refer to School District's Asbestos Management Plan (AHERA Ref. 40 CFR 763)

**LEAD PAINT**

No peeling paint was observed at the time of observation.

**PAVING**

Drives, parking lots and sidewalks are generally in good condition with some cracks in the drives.

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>055, Macon</b>		2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>			3. FACILITY CODE/NAME <b>MT ZION ELEM SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Girls Locker-LL	b.	185.370a6B	Missing exit light.	Provide AC / DC LED exit light.	
2	Storage-LL	b.	185.395c2A	Missing detector.	Provide smoke detector.	
3	Lobby-ML-SE	b.	185.370a6C	Missing emergency light at ramp.	Provide LED battery pack to illuminate ramps and landing.	
4	Corridor Outside Kindergarten-15	b.	185.370a6C	Missing emergency light.	Provide LED battery pack.	
5	Copy-ML	b.	185.580 NFPA 72 Section 24.4.3.16	Missing visual alarm notification device.	Provide visual alarm notification device.	
6	Office/Storage-ML-2	b.	185.385c2A	Missing detector.	Provide smoke detector.	
7	Corridor-5	b.	BOCA PM 96 Table 1011.4 NFPA 72 Section 17.7.5.6	Missing detectors at magnetically-held doors to sprinkled wing.	Provide smoke detectors on both sides of magnetically-held doors.	
8	Classroom-18	b.	185.580 NFPA 72 Section 24.4.3.16	Missing visual alarm notification device.	Provide visual alarm notification device.	
9	Cafeteria 117	b.	93 BOCA PM 305.3	Flooring is damaged in the most of the cafeteria and vestibule in the east corner of the room. Some floor failures are hidden under floor mats and carpets. Sections of the floor have become detached and flooring is broken. The wall base around the perimeter is missing and loose in most of the space.	Remove the flooring and base throughout the room. Prepare slab and install new vinyl flooring throughout. Seal the base of the exterior wall. Install resilient base	
10	Cafeteria 117 Vestibule	b.	93 BOCA PM 305.3 702.1	The threshold at the exterior door is loose. The loose threshold causes a potential tripping hazard. The lack of sufficient air stripping is allowing air to infiltrate the space	Attach the threshold. Install weather stripping	
11	Corridor 00	b.	93 BOCA PM 304.11 702.1	Exterior door frame is rusted at the base.	Remove rust, prime, and paint frame to prevent further deterioration	
12	Gymnasium 00	b.	93 BOCA PM 304.11 702.1	Exterior door frame is rusted.	Remove rust, prime, and paint to protect from further deterioration	
13	Exterior gymnasium	b.	93 BOCA PM 304.3	Various lintels have rusted	Remove rust, prime, and paint to prevent further deterioration	
14	Corridor 00	b.	93 BOCA PM 304.3 304.11	Paint on window frame is peeling exposing the wood on both the interior and exterior. Boards are split and rotted	Remove loose paint, prime and paint wood. Replace rotted wood	
15	Exterior	b.	93 BOCA PM 304.5	At the east wall of the cafeteria there is a metal access panel. The panel has rusted through and there is a gap at the top.	Replace the panel to seal the opening	
16	Exterior	b.	93 BOCA PM 304.5	Between classroom 2 and classroom 3 there is a metal access panel. The panel has rusted through and there is a gap at the top.	Replace the panel to seal the opening	

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
17	Toilet 00	b.	93 BOCA PM 304.5	In the women's toilet room, glazed block is out of the wall plane near the top east corner of the room. Corner is cracked.	Although it appears to not be entirely loose. Patch crack and paint to match the room. Monitor for further movement.
18	Exterior Gymnasium	b.	93 BOCA PM 304.5	Various joints are missing and there are cracks in the brick exterior wall. These are most prominent above the upper windows around the roof line and at corners. There are also cracks a lintels at the locker room area.	Tuckpoint the brick
19	Locker room 7	b.	93 BOCA PM 304.5 304.11	Cavity of exterior wall is open to the interior at the exterior windows. Spray foam insulation appears to have been used to block the gap.	Remove spray foam insulation. Insulate, block, and install trim around the perimeter of the window
20	Storage 10	b.	93 BOCA PM 304.5 304.11	Cavity of exterior wall is open to the interior at the exterior windows. Spray foam insulation appears to have been used to block the gap.	Remove spray foam insulation. Insulate, block, and install trim around the perimeter of the window
21	Classroom 15	b.	93 BOCA PM 304.5 304.11	Daylight is seen at the side of the window frame.	Seal the perimeter of the window frame.
22	Exterior Gymnasium Entrance	b.	93 BOCA PM 304.5 304.6 304.7 304.11	Wood fascia is warped and pulling away from the building. Various wood details are unprotected from the elements and have deteriorated.	Replace rotted wood. Prime and paint
23	Gymnasium 00	b.	93 BOCA PM 304.6	Insulation on roof drain is missing and torn off the pipe entering the west wall	Complete insulation of the downspout at wall
24	Exterior	b.	93 BOCA PM 304.6	Sealant at the roof edge is missing. The gap is large enough it appears to be a birds nest inside.	Rake out sealant and replace sealant.
25	Exterior 1983 building	b.	93 BOCA PM 304.6 304.8	There is a bird hole in the plaster soffit. at the corner of classroom 4. There are various other crack and holes around the perimeter	Patch and repair surface to prevent birds from entering the soffit area.
26	Gymnasium 00	b.	93 BOCA PM 305.3 702.1	Nosing on the edge of the stairs leading into the gymnasium is broken. This could lead to a tripping hazard.	Repair edge of stair
27	Gymnasium 00	b.	93 BOCA PM 305.3 702.1	Nosing on the edge of the stairs leading to the south west exterior door and down to the locker room is broken. This could lead to a tripping hazard.	Repair edge of stair

## SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 055, Macon			2. DISTRICT CODE/NAME 0030, Mt Zion CUSD 3				3. FACILITY CODE/NAME MT ZION ELEM SCHOOL				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Provide AC / DC LED exit light.	EA	1	2	\$660.00			3/10/2031	F
2	f	b.	Provide smoke detector.	EA	1	2	\$660.00			3/10/2031	F
3	f	b.	Provide LED battery pack to illuminate ramps and landing.	EA	1	2	\$660.00			3/10/2031	F
4	f	b.	Provide LED battery pack.	EA	1	2	\$570.00			3/10/2031	F
5	f	b.	Provide visual alarm notification device.	EA	1	2	\$720.00			3/10/2031	F
6	f	b.	Provide smoke detector.	EA	1	2	\$600.00			3/10/2031	F
7	f	b.	Provide smoke detectors on both sides of magnetically-held doors.	EA	2	2	\$1,320.00			3/10/2031	F
8	f	b.	Provide visual alarm notification device.	EA	1	2	\$720.00			3/10/2031	F
9	c	b.	Remove the flooring and base throughout the room. Prepare slab and install new vinyl flooring throughout. Seal the base of the exterior wall. Install resilient base	Sq Ft	3120	2	\$46,800.00			3/10/2031	F
10	c	b.	Attach the threshold. Install weather stripping	Lump Sum	1	2	\$250.00			3/10/2031	F
11	c	b.	Remove rust, prime, and paint frame to prevent further deterioration	Lump Sum	1	2	\$1,000.00			3/10/2031	F
12	c	b.	Remove rust, prime, and paint to protect from further deterioration	Lump Sum	1	2	\$1,000.00			3/10/2031	F
13	c	b.	Remove rust, prime, and paint to prevent further deterioration	Lump Sum	1	2	\$25,000.00			3/10/2031	F
14	c	b.	Remove loose paint, prime and paint wood. Replace rotted wood	Lump Sum	1	2	\$15,000.00			3/10/2031	F
15	e	b.	Replace the panel to seal the opening	Lump Sum	1	2	\$250.00			3/10/2031	F
16	e	b.	Replace the panel to seal the opening	Lump Sum	1	2	\$250.00			3/10/2031	F
17	c	b.	Although it appears to not be entirely loose. Patch crack and paint to match the room. Monitor for further movement.	Lump Sum	1	2	\$500.00			3/10/2031	F

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
18	c	b.	Tuckpoint the brick	Lump Sum	1	2	\$100,000.00			3/10/2031	F
19	c	b.	Remove spray foam insulation. Insulate, block, and install trim around the perimeter of the window	Lump Sum	1	2	\$2,500.00			3/10/2031	F
20	c	b.	Remove spray foam insulation. Insulate, block, and install trim around the perimeter of the window	Lump Sum	1	2	\$2,500.00			3/10/2031	F
21	c	b.	Seal the perimeter of the window frame.	Lump Sum	1	2	\$500.00			3/10/2031	F
22	c	b.	Replace rotted wood. Prime and paint	Lump Sum	1	2	\$25,000.00			3/10/2031	F
23	c	b.	Complete insulation of the downspout at wall	Lump Sum	1	2	\$500.00			3/10/2031	F
24	c	b.	Rake out sealant and replace sealant.	Lump Sum	1	2	\$500.00			3/10/2031	F
25	c	b.	Patch and repair surface to prevent birds from entering the soffit area.	Lump Sum	1	2	\$500.00			3/10/2031	F
26	c	b.	Repair edge of stair	Lump Sum	1	2	\$600.00			3/10/2031	F
27	c	b.	Repair edge of stair	Lump Sum	1	2	\$600.00			3/10/2031	F

	Original Subtotal	\$229,160.00	Adjusted Subtotal	\$229,160.00
	Original 10.00% Contingency	\$22,916.00	Adjusted 10.00% Contingency	\$22,916.00
	Original 10.00% A/E Fees	\$22,916.00	Adjusted 10.00% A/E Fees	\$22,916.00
	Original Grand Total	\$274,992.00	Adjusted Grand Total	\$274,992.00

Items with a Funding Type of 'O' are not included in the cost calculation.  
 35-48 (7/07) (Prescribed by ISBE for Local Board Use)

# Mt. Zion Community Unit School District #3

Mt. Zion Intermediate School  
310 S. Henderson St Mt. Zion, IL 62549

## Safety Survey Report - 2025



# Description of Existing Conditions

## Mt Zion Intermediate School

Mt. Zion CUSD #3

### GENERAL

LOCATION/ADDRESS:	Mt Zion Intermediate School 310 S. Henderson Street Mt. Zion, IL 62549
ENROLLMENT:	Grade Levels Served: 4-6 Total Enrollment: 557
CONSTRUCTION:	Type 2C, unprotected.
MEANS OF EGRESS:	The means of egress is by corridors and stairs to grade exits, with 5 spaces having direct exiting. 13 grade exits.
LOCAL FIRE ALARM SYSTEM:	See "Private Protection"
NEAREST FIRE STATION:	Mt. Zion Fire Protection District. Located 0.6 miles away. 110 W Main St Mt Zion, IL 62549
CITY WATER:	
WATER UTILITY COMPANY:	City of Mt. Zion.
FIRE HYDRANT(S) LOCATED AT:	<ul style="list-style-type: none"><li>• At sidewalk west of the building near main entry.</li><li>• At play area east of building near transformer.</li><li>• At southeast corner of building.</li><li>• At southwest corner of building.</li></ul>
DOMESTIC SERVICE SIZE:	4" (enters as part of a 6" combined domestic / irrigation service).
LOCATIONS:	Mech-128.
FIRE/SPRINKLER SERVICE SIZE:	8".
LOCATIONS:	Mech-128.

### CONSTRUCTION DETAILS

YEAR BUILT:	2000
HEIGHT:	One story with elevated mechanical mezzanine.
GROUND FLOOR AREA:	81,500 sf

EXTERIOR WALL CONSTRUCTION:	14" cavity wall: 8" CMU, 2" rigid insulation, face brick.
FLOOR CONSTRUCTION:	Slab-on-grade - 4" concrete; Mezzanine - concrete on metal deck.
ROOF CONSTRUCTION:	Standing seam metal roofing on sloped roofs. Low slope roofs have membrane roofing.
INTERIOR WALL CONSTRUCTION:	CMU and gypsum board on metal studs.
INTERIOR FINISH:	Ceilings: Painted exposed deck/structure, acoustical ceiling tile system, and painted gypsum board. Walls: Painted CMU and gypsum board. Vinyl wall covering Floors: Exposed concrete, wood athletic flooring, carpet, epoxy paint, and vinyl composition tile.
TRANSOMS AND CEILING-LEVEL GLASS:	None

## EGRESS FACILITIES

GRADE EXITS:	13 grade exits. Adequate and well arranged
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Concrete on grade within corridors near exits. Concrete pad ship ladders (2) providing access to mechanical mezzanine.
RAMPS:	Ramp in corridor
WINDOWS:	None used for emergency exiting.
FIRE ESCAPE:	None
EXIT SIGNS:	
ILLUMINATED EXIT LIGHT TYPE:	AC / DC.
LAMP TYPE:	Halogen, LED.
LOCATIONS:	Located Per Life Safety Reference Drawings.
EMERGENCY LIGHTING:	
FIXTURE TYPE:	Battery packs.
POWER SOURCE:	Batteries.
LOCATIONS:	Located Per Life Safety Reference Drawings.

## SPECIAL OCCUPANCIES

MULTI-PURPOSE ROOM:	Separated from the remainder of the building by one-hour fire-rated construction.
GYMNASIUM:	Separated from the remainder of the building by one-hour fire-rated construction.
BOILER ROOM:	Separated from remainder of school with smoke partitions
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Storage rooms > 50 sf and < 100 sf are separated from remainder of school with smoke partitions, storage rooms > 100 sf are separated from remainder of school with 1 hour construction.

## HEATING PLANT

TYPE:	Hot water, gas-fired, condensing type.
BOILER:	
MANUFACTURER:	(Two) Thermal Solutions.
MODEL:	Model EVA2000 BN1-OADM.
INPUT/OUTPUT:	2000 mbh input each.
FLUE TYPE:	Stainless steel through roof individually.
COMBUSTION AIR:	Galvanized sheet metal through roof individually.
PRESSURE RELIEF VALVES:	Yes.
GAS PRESSURE SAFETIES:	Internal.
LOW WATER CUT-OFFS:	Internal.
EMERGENCY GAS SHUTDOWN:	At both doors.
BACKFLOW PREVENTER ON MAKE-UP WATER:	Yes.
FEEDWATER:	N/A
CHEMICAL TREATMENT:	Pot feeder.
BOILER INSPECTION CERTIFICATE CURRENT?:	Yes.
COMMENTS:	It appears the boiler flues had to be extended to accommodate wind conditions created by the high sloping roof.

## HEATING DISTRIBUTION:

PIPE MATERIAL AND INSULATION:	Black steel with fiberglass.
PUMPING:	Two base-mounted pumps.
HEATING EFFECT:	Hot water coils in air handling units and "Terminal Air Boxes".
SPOT HEATING:	Unit heaters, fan coils.
COMMENTS:	

## VENTILATION

MECHANICAL:	Entire building is mechanically ventilated. The ceiling cavity may be a return air plenum.
NATURAL:	Not used as a compliance path.
HEAT RECOVERY:	Not observed.
TOILET EXHAUST:	Yes.
TEACHER'S LOUNGE EXHAUST:	Space is well ventilated.
KILN EXHAUST:	N/A
SPECIAL EXHAUST SYSTEMS:	N/A
VEHICLE EXHAUST:	N/A
DUST COLLECTION:	N/A
OTHER:	N/A
DISHWASHER EXHAUST:	None. There is no dishwasher.
RANGE HOOD EXHAUST:	<ul style="list-style-type: none"><li>• AVTEC hood with griddle and two pairs stack ovens. Has Ansul.</li><li>• AVTEC hood with steam table and microwave. Has Ansul. These hoods could be rearranged and downgraded.</li></ul>
HEAT HOOD EXHAUST:	See "Range Hood Exhaust".
COMMENTS:	<ul style="list-style-type: none"><li>• Food is prepared off site.</li><li>• Large Rupp Air (Model RXH218-1250) gas-fired AHU in Mech-128 has a two-circuit DX coil that operates with a Trane ACCU. Has forced draft burner and draft inducer with Selkirk vent through the roof.</li><li>• Four large AHU's in Mech-201. All have return fans with both the supply fans and the return fans on Variable Frequency Drives.</li></ul>

## AIR CONDITIONING

TYPE:	DX.
CHILLER(S):	Air-cooled condensing unit.
LOCATION:	On grade outside Mech-128.
PIPE MATERIAL AND INSULATION:	Copper tube.
PUMPING:	N/A
COOLING EFFECT:	DX coil in Rupp Air Unit.
CHEMICAL TREATMENT:	N/A
SPOT COOLING:	
COMMENTS:	

TYPE:	Chilled water.
CHILLER(S):	Packaged air-cooled chiller.
LOCATION:	On roof.
PIPE MATERIAL AND INSULATION:	Black steel.
PUMPING:	Two base-mounted pumps in Mech-201.
COOLING EFFECT:	Chilled water cooling coils in the four large air handling units.
CHEMICAL TREATMENT:	Has glycol feeder.
SPOT COOLING:	
COMMENTS:	
TYPE:	DX.
CHILLER(S):	Air-cooled condensing unit Trane RAUC-80.
LOCATION:	On grade outside Mech-007.
PIPE MATERIAL AND INSULATION:	Copper tube.
PUMPING:	N/A
COOLING EFFECT:	DX coil in AHU located in Mech-007.
CHEMICAL TREATMENT:	N/A
SPOT COOLING:	
COMMENTS:	
TYPE:	DX.
CHILLER(S):	Air-cooled condensing unit.
LOCATION:	On roof.
PIPE MATERIAL AND INSULATION:	Copper tube.
PUMPING:	N/A
COOLING EFFECT:	DX coil in RTU.
CHEMICAL TREATMENT:	N/A
SPOT COOLING:	
COMMENTS:	

## WATER HEATER

LOCATION:	Mech-128.
MANUFACTURER/MODEL	Two PVI Model 1250-P-400A-TP.
TYPE:	Forced draft, natural gas.
INPUT/OUTPUT:	1,000 mbh input each.
THERMOSTATIC MIXING VALVE:	Yes, high / low.
RECIRCULATION:	Yes, 2 pumps.
COMBUSTION AIR:	Yes. Heaters vented individually through roof in Type B galvanized.
COMMENTS:	<ul style="list-style-type: none"> <li>• These heaters are way oversized since the showers are lightly used.</li> <li>• Inspection certs current.</li> </ul>

DISHWASHER BOOSTER HEATER: There is no dishwasher.

## **GAS SERVICE**

UTILITY: Ameren.  
SERVICE ENTRANCE LOCATION: Mech-128.  
  
PIPE MATERIAL: Black steel.  
COMMENTS: Appears to be a 2 psig system.

## **ELECTRICAL SERVICE**

UTILITY: Ameren.  
PRIMARY LOCATION: Underground from overhead primaries located along South Henderson Street.  
UTILITY TRANSFORMER LOCATION: Outside Mech-128. 1,500 KVA.  
ELECTRICAL SERVICE ENTRANCE: Mech-128.  
  
SERVICE VOLTAGE: 277 / 480 volt, three phase, four wire.  
SERVICE AMERAGE: 1,600 amps.  
DISTRIBUTION PANEL: Cutler Hammer MDP in Mech-128 has main switch with ground fault protection.  
  
WIRING: Excellent condition.  
COMMENTS: 500 KVA transformer in Mech-128 feeds 120 / 208, 2,000 amp Cutler Hammer distribution panel.  
  
CLASSROOM LIGHTING TYPE: Fluorescent / LED retrofit.  
LIGHTING CONTROLS: Manual and automatic.  
OFFICE/CORRIDOR LIGHTING: Fluorescent / LED retrofit.  
CONTROLS: Manual and automatic.  
GYM LIGHTING: LED retrofit.  
CONTROLS: Appears manual.  
ATHLETIC LIGHTING: N/A  
EXTERIOR LIGHTING: LED building-mounted. Pole-mounted LED.  
COMMENTS: There is a small photovoltaic array on the south side of the building.

## PLUMBING

METER LOCATION:	Mech-128. The combined 6" service splits into a 4" metered domestic (with BPV) and a 2" (with BPV) metered irrigation (with BPV and pump).
DOMESTIC WATER PIPING:	Copper.
COMMENTS:	<ul style="list-style-type: none"><li>• Domestic hot water is softened. Marlo system.</li><li>• It appears the intent is to meter irrigation water separately-likely for billing reasons. On day of survey lawn watering was underway from hose bibbs that are not on the irrigation meter.</li></ul>
PLUMBING FIXTURES	In general, wall-hung flush valve water closets, wall-hung urinals with auto-flush and Bradley wash stations in gang toilets.
COMMENTS:	Fixtures in excellent condition.
SANITARY SEWER:	Gravity to City system.
DRAIN WASTER AND VENT SYSTEM:	PVC.
STORM SEWER:	Gravity to City system.
ROOF DRAINAGE:	Sloped metal roofs with gutters and downspouts. Many downspouts are direct-connected.
OVERFLOW:	Via the gutters.
SITE DRAINAGE:	Catch basins, curb inlets. The site has plenty of slope.

## PRIVATE PROTECTION

FIRE ALARM SYSTEM:	
SYSTEM TYPE:	Addressable.
APPEARS TO COMPLY WITH ADA:	Efforts.
MANUFACTURER:	Simplex Model 4010.
CONTROL PANEL LOCATION:	Located Per Life Safety Reference Drawings.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	Vestibule-101.
PULLSTATIONS:	Located per Safety Reference Drawings.
ALARM DEVICES:	Located per Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located per Safety Reference Drawings.
SPRINKLER INTERFACE:	Yes.
MONITORED?:	Reportedly.
COMMENTS:	

AUTOMATIC SPRINKLERS:  
 SPRINKLED?: Yes.  
 SPRINKLER SERVICE: Mech-128.  
 EQUIPMENT LOCATION:  
 FIRE DEPARTMENT East exterior wall of Mech-128.  
 CONNECTION LOCATION:  
 SYSTEM TYPE: Wet.  
 COMMENTS: Service has BPV.

AUTOMATIC HEAT DETECTION:  
 SMOKE DETECTORS Located per Safety Reference Drawings.  
 HEAT DETECTORS Located per Safety Reference Drawings.  
 DUCT-MOUNTED SMOKE  
 DETECTORS: Located per Safety Reference Drawings.  
 CARBON MONOXIDE  
 DETECTORS: None observed.  
 SPRINKLER SYSTEM TIE-IN Yes.

STANDPIPE HOSE LINES:  
 STAGE: N/A  
 OTHER: N/A

FIRE EXTINGUISHERS: Located per Safety Reference Drawings.

**SECURITY SYSTEM**

CAMERA-CONTROLLED Yes.  
 BUILDING ACCESS:  
 SECURITY CAMERAS: Yes.  
 SECURITY SYSTEM: Yes.

**ENERGY CONSERVATION**

CONTROL TYPE: DDC Johnson Controls, Inc.  
 COMPRESSOR LOCATION: N/A  
 AIR DRYER LOCATION: N/A  
 COMMENTS:

**ASBESTOS**

Refer to School District's Asbestos Management Plan (AHERA Ref. 40 CFR 763)  
 Due to the age of the facility, no asbestos containing products are expected to be found within this facility.

**LEAD PAINT**

No peeling paint was observed at the time of observation.

**PAVING**

Drives, parking lots and sidewalks are in good condition.

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>055, Macon</b>		2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>		3. FACILITY CODE/NAME <b>MT ZION INTERMEDIATE SCHOOL</b>		
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Girl's Locker-306 and Boy's Locker-307	b.	BOCA PM-F: 503	Missing audio visual alarm notification device.	Provide audio visual alarm notification device with wireguard.	
2	Kitchen-127	b.	"105 ILCS 5/10-20.57"	Missing carbon monoxide detector.	Provide carbon monoxide detector.	
3	Special Ed 204	b.	NFPA 10	Cooking equipment is in this room. There should be a fire extinguisher	Provide fire extinguisher	
4	Exterior	b.	96 BOCA PM 304.14	Various aluminum frames have separated at the corners. Sealant at the gap has failed and is beyond its useful life	Patch frame and seal	
5	Mechanical 128	b.	96 BOCA PM 304.16	Hollow metal frame is rusted through at the base and split.	Remove rust, patch the frame, prime, and paint	
6	Commons 134-Corridor	b.	96 BOCA PM 304.16	Hollow metal frame is rusted through at the base of the exterior door	Remove rust, patch the frame, prime, and paint	
7	Exterior	b.	96 BOCA PM 304.2 304.4	Paint on lintels is peeling leaving steel unprotected.	Remove loose paint, prime, and paint.	
8	Exterior- Near exit 9	b.	96 BOCA PM 304.6	The corner of the masonry low wall is damaged. The cap is cracked allowing water into the cavity of of the low wall. Brick has spalled at the corner and the corner joint has failed.	Tuckpoint masonry wall. Rake out and replace sealant at the corner joint.	
9	Exterior	b.	96 BOCA PM 304.7	On the exterior outside of classroom 501 the gutter is broken and bent	Repair gutter	
10	Multiple Locations	b.	96 BOCA PM 305.2 305.3	Various cracks in CMU were found around the building.	Patch cracks and paint to match the existing. Monitor for further movement	
11	Classroom 504	b.	96 BOCA PM 305.3	Damaged wall due to moisture. The wall paper (Durasan) has buckled at the corner.	Repair wall. Cost if for materials only. Further investigate source of moisture	
12	Multiple Locations	b.	96 BOCA PM 305.3	Damaged ceiling due to moisture must must be replaced to maintain fire safety standards	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.	
13	Gymnasium 143	b.	96 BOCA PM 305.3	The glass is cracked and the panel has shifted within the door in the northwest corner of the room, opening to the corridor 147.	Replace glazing within the door	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

## SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE <b>055, Macon</b>			2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>				3. FACILITY CODE/NAME <b>MT ZION INTERMEDIATE SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type	
1	f	b.	Provide audio visual alarm notification device with wireguard.	EA	2	2	\$1,600.00			3/10/2031	F	
2	f	b.	Provide carbon monoxide detector.	EA	1	1	\$200.00			3/10/2031	F	
3	f	b.	Provide fire extinguisher	Lump Sum	1	1	\$0.00			3/10/2031	O	
4	c	b.	Patch frame and seal	Lump Sum	1	2	\$2,500.00			3/10/2031	F	
5	c	b.	Remove rust, patch the frame, prime, and paint	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
6	c	b.	Remove rust, patch the frame, prime, and paint	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
7	c	b.	Remove loose paint, prime, and paint.	Lump Sum	1	2	\$10,000.00			3/10/2031	F	
8	c	b.	Tuckpoint masonry wall. Rake out and replace sealant at the corner joint.	Lump Sum	1	2	\$3,500.00			3/10/2031	F	
9	c	b.	Repair gutter	Lump Sum	1	2	\$300.00			3/10/2031	F	
10	c	b.	Patch cracks and paint to match the existing. Monitor for further movement	Lump Sum	1	1	\$2,000.00			3/10/2031	F	
11	c	b.	Repair wall. Cost if for materials only. Further investigate source of moisture	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
12	c	b.	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.	Lump Sum	1	1	\$2,000.00			3/10/2031	F	
13	c	b.	Replace glazing within the door	Lump Sum	1	2	\$100.00			3/10/2031	F	

	Original Subtotal	\$25,200.00	Adjusted Subtotal	\$25,200.00
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4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
						Original 10.00% Contingency	\$2,520.00	Adjusted 10.00% Contingency	\$2,520.00		
						Original 10.00% A/E Fees	\$2,520.00	Adjusted 10.00% A/E Fees	\$2,520.00		
						Original Grand Total	\$30,240.00	Adjusted Grand Total	\$30,240.00		

Items with a Funding Type of 'O' are not included in the cost calculation.  
 35-48 (7/07) (Prescribed by ISBE for Local Board Use)

# Mt. Zion Community Unit School District #3

Mt. Zion Junior High School  
315 S. Henderson St. Mt. Zion, IL 62549

## Safety Survey Report - 2025



# Description of Existing Conditions

## Mt Zion High School

## Mt Zion Junior High School

Mt. Zion CUSD #3

### GENERAL

LOCATION/ADDRESS:

Mt Zion High School  
305 S. Henderson Street  
Mt. Zion, IL 62549

Mt Zion Junior High School  
315 S. Henderson Street  
Mt. Zion, IL 62549

Both Schools Occupy the same facility. They have separate addresses,

ENROLLMENT:

Mt Zion High School  
Grade Levels Served: 9-12  
Total Enrollment: 748

Mt Zion Junior High School  
Grade Levels Served: 7-8  
Total Enrollment: 370

CONSTRUCTION:

1967 High School Original Building - Type II, non-combustible, Plan Type "CP", multi-story with enclosed interior; 2000 Addition - Type 2C, unprotected.  
1974 Junior High School Original Building - Type II, non-combustible construction, Plan Type "A", single story; 2000 Addition - Type 2C, unprotected.  
2013 Fieldhouse/Auditorium addition - Type IIB, non-combustible. Multi-story building with enclosed interior

MEANS OF EGRESS:

The means of egress is by corridors and stairs to grade exits, with 14 spaces having direct exiting. 32 grade exits and one fire escape exiting to grade.

LOCAL FIRE ALARM SYSTEM:

Simplex, Multi-Zone System

NEAREST FIRE STATION: Mt. Zion Fire Protection District. Located 0.5 miles away  
110 W Main St  
Mt. Zion, IL 62549

CITY WATER:  
WATER UTILITY COMPANY: Village of Mt. Zion.  
FIRE HYDRANT(S) LOCATED AT:

- Henderson Street even with south end of 2013.
- East face (centered) of 2013.
- Northeast corner of 2013.
- Northwest corner of 2013.
- Southwest corner of 2013.
- Southwest corner of 1974.
- Southeast corner of 1974

DOMESTIC SERVICE SIZE:

- 4". Location: FP Room.
- 3". Location: Boiler Room-ML.
- ?. Location: Storage-ML1?

LOCATIONS: See "Domestic Service Size" above.  
FIRE/SPRINKLER SERVICE SIZE:

- 8". Location: FP Room.
- 6". Location: Mech-108A (in Classroom-108).

LOCATIONS: See "Fire/Sprinkler Service Size" above.

## CONSTRUCTION DETAILS

YEAR BUILT: 1967 Original Building  
1974 Addition  
2000 Addition  
2013 Addition

HEIGHT: Two-story

GROUND FLOOR AREA: Original 1967 Building: 65,327 SF  
1974 Addition: 46,859 SF  
2000 Addition: 10,615 SF  
2013 Addition: 78,263 SF

SECOND FLOOR AREA: Original 1967 Building: 38,685 SF  
2000 Addition: 5,774 SF  
2013 Addition: 22,076 SF

TOTAL AREA: 267,599 SF

EXTERIOR WALL CONSTRUCTION: 1967 Building: 10" or 12" masonry wall - brick, 3/4" insulation and CMU.  
2000 Addition: 14" CMU cavity wall.  
2013 Addition: Precast insulated tilt-up concrete wall

FLOOR CONSTRUCTION:	1st floor - concrete slab on grade. 2nd floor - 2 1/2" concrete deck on steel frame and bar joists.
ROOF CONSTRUCTION:	Built up roofing on metal deck and bar joists.
INTERIOR WALL CONSTRUCTION:	Masonry CMU, or gypsum board on steel studs
INTERIOR FINISH:	Ceilings: Painted exposed deck/structure, acoustical ceiling tile system, painted plaster, and painted gypsum board. Walls: Painted CMU and gypsum board. Exposed brick. Floors: Exposed concrete, wood athletic flooring, carpet, epoxy paint, rubber sports floor, sheet vinyl, and vinyl composition tile.
TRANSOMS AND CEILING-LEVEL GLASS:	Transom and ceiling level glass is fixed glazing.

## **EGRESS FACILITIES**

GRADE EXITS:	32 grade exits. Adequate and well arranged.
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Original Building and 2000 Addition: Stairs are metal pan construction with poured concrete tread. 2013 Addition: Precast terrazzo stair with C15x33.9 stringer All other stairs are concrete.
RAMPS:	Ramp connecting lobby level of 2013 addition to auditorium and fieldhouse level
WINDOWS:	None used for emergency exiting.
FIRE ESCAPE:	One located at southwest corner of 2-story building.
EXIT SIGNS:	
ILLUMINATED EXIT LIGHT TYPE:	AC / DC.
LAMP TYPE:	Halogen, LED.
LOCATIONS:	Located Per Life Safety Reference Drawings.
EMERGENCY LIGHTING:	
FIXTURE TYPE:	Battery packs except for the Theater Addition and the Field House Addition.

POWER SOURCE:

- Myers battery / inverter Model 6-E-7-BD2010S in Mech-204, 8 KW.
- Myers battery / inverter Model 1-E-5-S-EX2020S.
- It appears a portion of the Auditorium lighting is backed by battery / inverter.

LOCATIONS: Located Per Life Safety Reference Drawings.

### SPECIAL OCCUPANCIES

AUDITORIUM/FIELD HOUSE: 2013 Auditorium and adjacent locker rooms are separated from the 2013 fieldhouse and 1967 original building by a 2-hour fire rated enclosure. The auditorium is separated from the rest of the building by a 1-hour fire rated enclosure.

GYMNASIUM: Upper and lower level gymnasium in 1967 building are surrounded by a 1-hour fire rated enclosure.  
Large gymnasium in 1967 building is surrounded by 30-minute fire rated enclosure

MECHANICAL EQUIPMENT & STORAGE ROOMS: Mechanical rooms on upper level of 1967 and 2013 buildings are surrounded by 1-hour fire rated enclosure

### HEATING PLANT

Boiler Room-ML  
Hot water, gas-fired condensing.

TYPE: Hot water, gas-fired condensing.

BOILER: Lochinvar (two).

MANUFACTURER: Model FBN 2001.

MODEL: 1,999 mbh input.

INPUT/OUTPUT: PVC through roof.

FLUE TYPE: PVC through wall.

COMBUSTION AIR: Yes.

PRESSURE RELIEF VALVES: Internal.

GAS PRESSURE SAFETIES: Internal.

LOW WATER CUT-OFFS: At door.

EMERGENCY GAS SHUTDOWN: Yes.

BACKFLOW PREVENTER ON MAKE-UP WATER: N/A

FEEDWATER: Pot feeder.

CHEMICAL TREATMENT: Not noted.

BOILER INSPECTION

CERTIFICATE CURRENT?:

COMMENTS:

- Boilers have in-line circ pumps.
- The Junior High originally employed electric resistance heat.

	Mech-204
TYPE:	Hot water, gas-fired condensing.
BOILER:	
MANUFACTURER:	Aerco (two).
MODEL:	Model BMK 3000.
INPUT/OUTPUT:	3,000 mbh input.
FLUE TYPE:	Insulated pipe through roof.
COMBUSTION AIR:	Insulated pipe through roof.
PRESSURE RELIEF VALVES:	Yes.
GAS PRESSURE SAFETIES:	Internal.
LOW WATER CUT-OFFS:	Internal.
EMERGENCY GAS SHUTDOWN:	Not noted.
BACKFLOW PREVENTER ON MAKE-UP WATER:	Yes.
FEEDWATER:	N/A
CHEMICAL TREATMENT:	Pot feeder.
BOILER INSPECTION CERTIFICATE CURRENT?:	Yes.
COMMENTS:	Boilers have in-line circ pumps.

#### HEATING DISTRIBUTION:

PIPE MATERIAL AND INSULATION:	Black steel.
PUMPING:	Three base-mounted pumps in Boler Room-ML.
HEATING EFFECT:	Coils in air handling units.
SPOT HEATING:	Fan coils, convectors, unit heaters.
COMMENTS:	

PIPE MATERIAL AND INSULATION:	Black steel.
PUMPING:	Two base-mounted pumps in Mech-204 on VFD.
HEATING EFFECT:	Coils in air handling units.
SPOT HEATING:	Unit heaters.
COMMENTS:	

## VENTILATION

MECHANICAL:	Entire building is mechanically ventilated via one of the many systems.
NATURAL:	Not used as a compliance path.
HEAT RECOVERY:	Not noted.
TOILET EXHAUST:	Yes.
TEACHER'S LOUNGE EXHAUST:	Ventilated.
KILN EXHAUST:	Two kilns in Kiln Room-211A share a single exhaust hood.
SPECIAL EXHAUST SYSTEMS:	N/A
VEHICLE EXHAUST:	N/A
DUST COLLECTION:	A very modest dust collection system was observed in Shop Area-ML.
OTHER:	
DISHWASHER EXHAUST:	There is no dishwasher in this facility which prepares meals for three schools.
RANGE HOOD EXHAUST:	One combination grease hood / heat hood covers three fryers and three stacked ovens. Has Ansul system.
HEAT HOOD EXHAUST:	One long heat hood over two kettles, a stacked oven, a table and a rolling food storage unit.
COMMENTS:	<ul style="list-style-type: none"><li>• Stage has four smoke vents.</li><li>• Horizontal classroom unit ventilators (approximately 18 classrooms).</li><li>• Roof Top Units with DX cooling.</li><li>• Residential Clothes Dryers:<ul style="list-style-type: none"><li>o Classroom-111 (vented to outside).</li><li>o Home Ec-208 (vented to room).</li><li>o Equipment Room-ML (vented to outside).</li></ul></li><li>• Five Electric Ranges in Home Ec-208 appear to be served by general exhaust.</li></ul>

## AIR CONDITIONING

TYPE:	Chilled water - Junior High.
CHILLER(S):	Size unknown - Enclosure is locked.
LOCATION:	On grade outside Equipment Room-ML.
PIPE MATERIAL AND INSULATION:	Black steel.
PUMPING:	One base-mounted pump.
COOLING EFFECT:	Cold air from chilled water cooling coils.
CHEMICAL TREATMENT:	
SPOT COOLING:	Split-system in Server Room-ML, Office-A.
COMMENTS:	
TYPE:	Chilled water - High School.
CHILLER(S):	Fire modules Model UCR085AFAECEJS ClimaCool plus one Model UCRO15AFACMBS Model. This has five circuits to air-cooled condensers on roof.

LOCATION: Mech-204.  
 PIPE MATERIAL AND INSULATION: Black steel.  
 PUMPING: Two base-mounted pumps on VFD's.  
 COOLING EFFECT: Cold air from chilled water cooling coils.  
 CHEMICAL TREATMENT: Pot feeder.  
 SPOT COOLING:  
 COMMENTS: Employs two large buffer tanks for the ClimaCool chiller.

## WATER HEATER

LOCATION: Boiler Room-ML.  
 MANUFACTURER/MODEL AO Smith Model BTP-400-1000.  
 TYPE: Forced draft.  
 INPUT/OUTPUT: 1,000 mbh input.  
 THERMOSTATIC MIXING VALVE: Yes.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: No. Add MOD to old boiler combustion air duct through roof approximately 24 x 24.  
 COMMENTS:

LOCATION: Receiving-ML.  
 MANUFACTURER MODEL AO Smith (two) Model DRE-120-920 and Model EG54-120-G.  
 TYPE: Electric.  
 INPUT/OUTPUT: 54 KW and 50 KW.  
 THERMOSTATIC MIXING VALVE: No.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: N/A

LOCATION: Janitor-ML2 and Janitor-ML1.  
 MANUFACTURER/MODEL Rheem (Model number not visible). Two such.  
 TYPE: Electric.  
 INPUT/OUTPUT: Unknown  
 THERMOSTATIC MIXING VALVE: Yes.  
 RECIRCULATION: No.  
 COMBUSTION AIR: N/A  
 COMMENTS:  
 LOCATION: Mech-204.  
 MANUFACTURER MODEL Two AO Smith Model BTH-199-200.  
 TYPE: Gas-fired condensing-type.  
 INPUT/OUTPUT: 199 mbh input each.  
 THERMOSTATIC MIXING VALVE: No.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: Piped through roof in PVC. Vented through roof in PVC.  
 DISHWASHER BOOSTER HEATER: There is no dishwasher. There is no booster heater.

## **GAS SERVICE**

UTILITY: Ameren.  
SERVICE ENTRANCE LOCATION: East side of building in general location of Classroom-105. Meter and regulation.  
PIPE MATERIAL: Black steel.  
COMMENTS: Boiler Room-ML is fed from the meter on the east side of the building.

## **ELECTRICAL SERVICE**

UTILITY: Ameren (High School)  
PRIMARY LOCATION: Underground from overhead primaries along South Henderson Street.  
UTILITY TRANSFORMER LOCATION: On grade outside PE Office-116.  
ELECTRICAL SERVICE ENTRANCE: Electrical-205 (second floor).  
SERVICE VOLTAGE: 277 / 480 volt, 3 phase, 4 wire.  
SERVICE AMERAGE: 2,000 amp.  
DISTRIBUTION PANEL: 2,000 amp Square D MDP in Elect-205 has main switch with ground fault protection.  
WIRING: Excellent.  
COMMENTS: Dry-type transformers step-down to 120 / 208 volt, 3 phase, 4 wire.

UTILITY: Ameren (Junior High).  
PRIMARY LOCATION: Underground from overhead primaries along south end of the site.  
UTILITY TRANSFORMER LOCATION: On grade outside Office-8.  
ELECTRICAL SERVICE ENTRANCE: Mechanical Room-A.  
SERVICE VOLTAGE: 120 / 208 volt, 3 phase, 4 wire.  
SERVICE AMERAGE: 4,000 amp.  
DISTRIBUTION PANEL: 4,000 amp GE MDP has main switch with ground fault protection.  
WIRING: Adequate numbers of receptacles and circuits in most locations.  
COMMENTS: Building originally employed electric resistance heating.

CLASSROOM LIGHTING TYPE: High School  
LIGHTING CONTROLS: N/A  
OFFICE/CORRIDOR LIGHTING: Fluorescent / LED.  
CONTROLS: Automatic.  
GYM LIGHTING: LED retrofit.  
CONTROLS: Automatic.  
ATHLETIC LIGHTING: Appears to be HID.  
EXTERIOR LIGHTING: LED pole-mounted, LED building-mounted.  
COMMENTS:

CLASSROOM LIGHTING TYPE:	Junior High
LIGHTING CONTROLS:	Fluorescent / LED retrofit.
OFFICE/CORRIDOR LIGHTING:	Manual and automatic.
CONTROLS:	Fluorescent / LED retrofit.
GYM LIGHTING:	Manual and automatic.
CONTROLS:	LED retrofit.
ATHLETIC LIGHTING:	Appears to be manual.
EXTERIOR LIGHTING:	N/A
COMMENTS:	Pole-mounted LED, building-mounted LED retrofit.

## PLUMBING

METER LOCATION:	<ul style="list-style-type: none"> <li>• One meter and 3" service in Boiler Room-ML.</li> <li>• One meter and 4" service in FP Room.</li> </ul>
DOMESTIC WATER PIPING:	Galvanized iron in older structures. Pipe covering material is indeterminate. New piping is copper with fiberglass insulation.
COMMENTS:	
PLUMBING FIXTURES	Generally floor set water closets with auto flush valves, wall-hung urinals with auto flush and wall-hung lavs with center set fittings.
COMMENTS:	<ul style="list-style-type: none"> <li>• Duplex pressure booster in FP Room.</li> <li>• Service in FP Room has a BPV.</li> </ul>
SANITARY SEWER:	Gravity to City system.
DRAIN WASTER AND VENT SYSTEM:	Cast iron in older portions and in newer portions.
STORM SEWER:	Gravity to City system.
ROOF DRAINAGE:	<ul style="list-style-type: none"> <li>• Newer flat roofs have internal drains with overflow.</li> <li>• Several sloped roofs drain to internal drains that discharge at grade.</li> </ul>
OVERFLOW:	Present in the newer construction.
SITE DRAINAGE:	Catch basins and curb inlets.

## PRIVATE PROTECTION

FIRE ALARM SYSTEM:	
SYSTEM TYPE:	Zone in Junior High.
APPEARS TO COMPLY WITH ADA:	No.
MANUFACTURER:	Simplex Model 4007 ES.
CONTROL PANEL LOCATION:	Located Per Life Safety Reference Drawings. Vestibule East.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	At FACP in Vestibule-East.
PULLSTATIONS:	Located Per Life Safety Reference Drawings.
ALARM DEVICES:	Located Per Life Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located Per Life Safety Reference Drawings.
SPRINKLER INTERFACE:	Yes.

MONITORED?:	Yes. Reportedly by "CMS"?
COMMENTS:	<ul style="list-style-type: none"> <li>• Interconnected with High School.</li> <li>• This system is noticeably less robust than the newer one.</li> </ul>
SYSTEM TYPE:	Addressable in High School.
APPEARS TO COMPLY WITH	No.
ADA:	
MANUFACTURER:	Simplex Model 4010 ES.
CONTROL PANEL LOCATION:	Mech-204.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	Vestibule-101.
PULLSTATIONS:	Located Per Life Safety Reference Drawings.
ALARM DEVICES:	Located Per Life Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located Per Life Safety Reference Drawings.
SPRINKLER INTERFACE:	Yes.
MONITORED?:	Yes. Reportedly by "CMS".
COMMENTS:	Interconnected with Junior High.
AUTOMATIC SPRINKLERS:	
SPRINKLED?:	Partially.
SPRINKLER SERVICE:	FP Room.
EQUIPMENT LOCATION:	
FIRE DEPARTMENT	<ul style="list-style-type: none"> <li>• Exterior of FP Room on north side.</li> </ul>
CONNECTION LOCATION:	<ul style="list-style-type: none"> <li>• Exterior of Classroom-108 (addition).</li> </ul>
SYSTEM TYPE:	Wet.
COMMENTS:	<ul style="list-style-type: none"> <li>• Has a 40 HP fire pump with an Eaton fire pump controller.</li> <li>• Has a jockey pump.</li> </ul>
AUTOMATIC HEAT DETECTION:	
SMOKE DETECTORS	Located per Safety Reference Drawings.
HEAT DETECTORS	Located per Safety Reference Drawings.
DUCT-MOUNTED SMOKE	Located per Safety Reference Drawings.
DETECTORS:	
CARBON MONOXIDE DETECTORS:	Observed in Boiler Room-ML
SPRINKLER SYSTEM TIE-IN	Yes.
STANDPIPE HOSE LINES:	
STAGE:	Standpipes observed on both sides of Stage-110.
OTHER:	N/A
FIRE EXTINGUISHERS:	Located per Safety Reference Drawings.

## SECURITY SYSTEM

CAMERA-CONTROLLED BUILDING ACCESS:	• Vestibule East.
SECURITY CAMERAS:	• Lobby-ML E.
SECURITY SYSTEM:	Yes.
	Yes.

## ENERGY CONSERVATION

CONTROL TYPE:	Appears to employ DDC and conventional electronic thermostats. Overall, the controls are Johnson Controls, Inc.
COMPRESSOR LOCATION:	Duplex air compressor in Boiler Room-ML appears operable.
AIR DRYER LOCATION:	Dryer is unplugged.
COMMENTS:	It's not clear where, if anywhere, pneumatic controls are employed.

## ASBESTOS

Refer to School District's Asbestos Management Plan (AHERA Ref. 40 CFR 763)

## LEAD PAINT

No peeling paint was observed at the time of observation.

## PAVING

Drives, parking lots and sidewalks are in good condition.

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>055, Macon</b>		2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>			3. FACILITY CODE/NAME <b>MT ZION JR HIGH SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Corridor-ML-E	b.	175.480a	Missing directional exit light at east wall.	Provide AC / DC LED exit light.	
2	Library-ML	b.	175.480a	Missing directional exit light at south wall.	Provide AC / DC LED exit light with two emergency lighting heads.	
3	Corridor-ML-SW and Corridor-ML-SE	b.	175.255 NFPA 72 Section 17.7.5.6	Missing smoke detectors at magnetically-held doors that separate unsprinklered areas from sprinkled areas.	Provide smoke detectors.	
4	Corridors-ML-E and ML-W North Ends	b.	175.255 NFPA 72 Section 17.7.5.6	Missing smoke detectors on both sides of magnetically-held doors.	Provide smoke detectors.	
5	Storage-A	b.	175.460a4	Missing detectors.	Provide smoke detector.	
6	Kitchen-ML	b.	105ILCS 5/10-20.57	Missing carbon monoxide detector.	Provide carbon monoxide detector.	
7	Corridor-ML-S	b.	175.255 NFPA 72 Section 17.7.5.6	Missing smoke detectors at both sides of magnetically-held doors into Hall ML-2.	Provide smoke detectors.	
8	Office-A, Office-114A	b.	175.470 NFPA 72 Section 24.4.3.16	Missing visual alarm notification device.	Provide visual alarm notification device.	
9	Conference Room in Library-ML	b.	175.470 NFPA 72 Section 24.4.3.16	Missing visual alarm notification device.	Provide visual alarm notification device.	
10	Storage-ML-2	b.	175.460a4	Missing detector.	Provide smoke detectors.	
11	Weight Room 114	b.	93 BOCA PM 304.11	Exterior door exit device is bent.	Repair/replace hardware. Adjust to operate.	
12	Classroom W	b.	93 BOCA PM 305.3	Door in fire rated opening is required to be self closing.	Repair and adjust door to operate properly.	
13	Exterior of 1974 Junior High School	b.	93 BOCA PM 304.5	The exterior masonry of the one-story building exhibits mortar deterioration, with failed joints in brick. There are a few expansion joints that are not completely filled. There are a few spalled bricks towards the base of the wall.	Tuckpoint the exterior and reseal failed joints. Replace broken bricks	
14	Exterior of 1974 Junior High School	b.	93 BOCA PM 304.5 304.6	Facia is cracked at the southeast corner of classroom E3. At the same roof corner the sheet metal cap is broken and peeled up.	Repair roof edge and patch crack in fascia.	
15	Exterior of 1974 Junior High School	b.	93 BOCA PM 304.8	The edge of the east canopy has a sheet metal edge that is mangled and broken	Repair metal edge of canopy	
16	Multiple Locations	b.	93 BOCA PM 305.3	Damaged ceiling due to moisture must must be replaced to maintain fire safety standards.	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.	

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>055, Macon</b>			2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>				3. FACILITY CODE/NAME <b>MT ZION JR HIGH SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type	
1	f	b.	Provide AC / DC LED exit light.	EA	1	2	\$660.00			3/10/2031	F	
2	f	b.	Provide AC / DC LED exit light with two emergency lighting heads.	EA	1	2	\$700.00			3/10/2031	F	
3	f	b.	Provide smoke detectors.	EA	2	2	\$1,320.00			3/10/2031	F	
4	f	b.	Provide smoke detectors.	EA	4	2	\$2,640.00			3/10/2031	F	
5	f	b.	Provide smoke detector.	EA	1	2	\$660.00			3/10/2031	F	
6	f	b.	Provide carbon monoxide detector.	EA	1	1	\$200.00			3/10/2031	F	
7	f	b.	Provide smoke detectors.	EA	2	2	\$1,320.00			3/10/2031	F	
8	f	b.	Provide visual alarm notification device.	EA	2	2	\$1,440.00			3/10/2031	F	
9	f	b.	Provide visual alarm notification device.	EA	1	2	\$720.00			3/10/2031	F	
10	f	b.	Provide smoke detectors.	EA	1	2	\$660.00			3/10/2031	F	
11	c	b.	Repair/replace hardware. Adjust to operate.	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
12	c	b.	Repair and adjust door to operate properly.	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
13	c	b.	Tuckpoint the exterior and reseal failed joints. Replace broken bricks	Lump Sum	1	2	\$50,000.00			3/10/2031	F	
14	c	b.	Repair roof edge and patch crack in fascia.	Lump Sum	1	2	\$600.00			3/10/2031	F	
15	c	b.	Repair metal edge of canopy	Lump Sum	1	2	\$1,000.00			3/10/2031	F	
16	c	b.	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.	Lump Sum	1	1	\$2,000.00			3/10/2031	F	

							Original Subtotal	\$65,920.00	Adjusted Subtotal	\$65,920.00	
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4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
						Original 10.00% Contingency	\$6,592.00	Adjusted 10.00% Contingency	\$6,592.00		
						Original 10.00% A/E Fees	\$6,592.00	Adjusted 10.00% A/E Fees	\$6,592.00		
						Original Grand Total	\$79,104.00	Adjusted Grand Total	\$79,104.00		

Items with a Funding Type of 'O' are not included in the cost calculation.  
 35-48 (7/07) (Prescribed by ISBE for Local Board Use)

# Mt. Zion Community Unit School District #3

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Mt. Zion High School  
305 S. Henderson St. Mt. Zion, IL 62549

## Safety Survey Report - 2025



# Description of Existing Conditions

## Mt Zion High School

## Mt Zion Junior High School

Mt. Zion CUSD #3

### GENERAL

LOCATION/ADDRESS:

Mt Zion High School  
305 S. Henderson Street  
Mt. Zion, IL 62549

Mt Zion Junior High School  
315 S. Henderson Street  
Mt. Zion, IL 62549

Both Schools Occupy the same facility. They have separate addresses,

ENROLLMENT:

Mt Zion High School  
Grade Levels Served: 9-12  
Total Enrollment: 748

Mt Zion Junior High School  
Grade Levels Served: 7-8  
Total Enrollment: 370

CONSTRUCTION:

1967 High School Original Building - Type II, non-combustible, Plan Type "CP", multi-story with enclosed interior; 2000 Addition - Type 2C, unprotected.  
1974 Junior High School Original Building - Type II, non-combustible construction, Plan Type "A", single story; 2000 Addition - Type 2C, unprotected.  
2013 Fieldhouse/Auditorium addition - Type IIB, non-combustible. Multi-story building with enclosed interior

MEANS OF EGRESS:

The means of egress is by corridors and stairs to grade exits, with 14 spaces having direct exiting. 32 grade exits and one fire escape exiting to grade.

LOCAL FIRE ALARM SYSTEM:

Simplex, Multi-Zone System

NEAREST FIRE STATION: Mt. Zion Fire Protection District. Located 0.5 miles away  
110 W Main St  
Mt. Zion, IL 62549

CITY WATER:  
WATER UTILITY COMPANY: Village of Mt. Zion.

FIRE HYDRANT(S) LOCATED AT:

- Henderson Street even with south end of 2013.
- East face (centered) of 2013.
- Northeast corner of 2013.
- Northwest corner of 2013.
- Southwest corner of 2013.
- Southwest corner of 1974.
- Southeast corner of 1974

DOMESTIC SERVICE SIZE:

- 4". Location: FP Room.
- 3". Location: Boiler Room-ML.
- ?. Location: Storage-ML1?

LOCATIONS: See "Domestic Service Size" above.

FIRE/SPRINKLER SERVICE SIZE:

- 8". Location: FP Room.
- 6". Location: Mech-108A (in Classroom-108).

LOCATIONS: See "Fire/Sprinkler Service Size" above.

## CONSTRUCTION DETAILS

YEAR BUILT: 1967 Original Building  
1974 Addition  
2000 Addition  
2013 Addition

HEIGHT: Two-story

GROUND FLOOR AREA: Original 1967 Building: 65,327 SF  
1974 Addition: 46,859 SF  
2000 Addition: 10,615 SF  
2013 Addition: 78,263 SF

SECOND FLOOR AREA: Original 1967 Building: 38,685 SF  
2000 Addition: 5,774 SF  
2013 Addition: 22,076 SF

TOTAL AREA: 267,599 SF

EXTERIOR WALL CONSTRUCTION: 1967 Building: 10" or 12" masonry wall - brick, 3/4" insulation and CMU.  
2000 Addition: 14" CMU cavity wall.  
2013 Addition: Precast insulated tilt-up concrete wall

FLOOR CONSTRUCTION:	1st floor - concrete slab on grade. 2nd floor - 2 1/2" concrete deck on steel frame and bar joists.
ROOF CONSTRUCTION:	Built up roofing on metal deck and bar joists.
INTERIOR WALL CONSTRUCTION:	Masonry CMU, or gypsum board on steel studs
INTERIOR FINISH:	Ceilings: Painted exposed deck/structure, acoustical ceiling tile system, painted plaster, and painted gypsum board. Walls: Painted CMU and gypsum board. Exposed brick. Floors: Exposed concrete, wood athletic flooring, carpet, epoxy paint, rubber sports floor, sheet vinyl, and vinyl composition tile.
TRANSOMS AND CEILING-LEVEL GLASS:	Transom and ceiling level glass is fixed glazing.

## **EGRESS FACILITIES**

GRADE EXITS:	32 grade exits. Adequate and well arranged.
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Original Building and 2000 Addition: Stairs are metal pan construction with poured concrete tread. 2013 Addition: Precast terrazzo stair with C15x33.9 stringer All other stairs are concrete.
RAMPS:	Ramp connecting lobby level of 2013 addition to auditorium and fieldhouse level
WINDOWS:	None used for emergency exiting.
FIRE ESCAPE:	One located at southwest corner of 2-story building.
EXIT SIGNS:	
ILLUMINATED EXIT LIGHT TYPE:	AC / DC.
LAMP TYPE:	Halogen, LED.
LOCATIONS:	Located Per Life Safety Reference Drawings.
EMERGENCY LIGHTING:	
FIXTURE TYPE:	Battery packs except for the Theater Addition and the Field House Addition.

POWER SOURCE:

- Myers battery / inverter Model 6-E-7-BD2010S in Mech-204, 8 KW.
- Myers battery / inverter Model 1-E-5-S-EX2020S.
- It appears a portion of the Auditorium lighting is backed by battery / inverter.

LOCATIONS: Located Per Life Safety Reference Drawings.

## SPECIAL OCCUPANCIES

AUDITORIUM/FIELD HOUSE: 2013 Auditorium and adjacent locker rooms are separated from the 2013 fieldhouse and 1967 original building by a 2-hour fire rated enclosure. The auditorium is separated from the rest of the building by a 1-hour fire rated enclosure.

GYMNASIUM: Upper and lower level gymnasium in 1967 building are surrounded by a 1-hour fire rated enclosure.  
Large gymnasium in 1967 building is surrounded by 30-minute fire rated enclosure

MECHANICAL EQUIPMENT & STORAGE ROOMS: Mechanical rooms on upper level of 1967 and 2013 buildings are surrounded by 1-hour fire rated enclosure

## HEATING PLANT

Boiler Room-ML  
Hot water, gas-fired condensing.

TYPE: Hot water, gas-fired condensing.

BOILER: Lochinvar (two).

MANUFACTURER: Model FBN 2001.

MODEL: 1,999 mbh input.

INPUT/OUTPUT: PVC through roof.

FLUE TYPE: PVC through wall.

COMBUSTION AIR: Yes.

PRESSURE RELIEF VALVES: Internal.

GAS PRESSURE SAFETIES: Internal.

LOW WATER CUT-OFFS: At door.

EMERGENCY GAS SHUTDOWN: Yes.

BACKFLOW PREVENTER ON MAKE-UP WATER: N/A

FEEDWATER: Pot feeder.

CHEMICAL TREATMENT: Not noted.

BOILER INSPECTION

CERTIFICATE CURRENT?:

COMMENTS:

- Boilers have in-line circ pumps.
- The Junior High originally employed electric resistance heat.

	Mech-204
TYPE:	Hot water, gas-fired condensing.
BOILER:	
MANUFACTURER:	Aerco (two).
MODEL:	Model BMK 3000.
INPUT/OUTPUT:	3,000 mbh input.
FLUE TYPE:	Insulated pipe through roof.
COMBUSTION AIR:	Insulated pipe through roof.
PRESSURE RELIEF VALVES:	Yes.
GAS PRESSURE SAFETIES:	Internal.
LOW WATER CUT-OFFS:	Internal.
EMERGENCY GAS SHUTDOWN:	Not noted.
BACKFLOW PREVENTER ON	Yes.
MAKE-UP WATER:	
FEEDWATER:	N/A
CHEMICAL TREATMENT:	Pot feeder.
BOILER INSPECTION	Yes.
CERTIFICATE CURRENT?:	
COMMENTS:	Boilers have in-line circ pumps.

#### HEATING DISTRIBUTION:

PIPE MATERIAL AND	Black steel.
INSULATION:	
PUMPING:	Three base-mounted pumps in Boler Room-ML.
HEATING EFFECT:	Coils in air handling units.
SPOT HEATING:	Fan coils, convectors, unit heaters.
COMMENTS:	

PIPE MATERIAL AND	Black steel.
INSULATION:	
PUMPING:	Two base-mounted pumps in Mech-204 on VFD.
HEATING EFFECT:	Coils in air handling units.
SPOT HEATING:	Unit heaters.
COMMENTS:	

## VENTILATION

MECHANICAL:	Entire building is mechanically ventilated via one of the many systems.
NATURAL:	Not used as a compliance path.
HEAT RECOVERY:	Not noted.
TOILET EXHAUST:	Yes.
TEACHER'S LOUNGE EXHAUST:	Ventilated.
KILN EXHAUST:	Two kilns in Kiln Room-211A share a single exhaust hood.
SPECIAL EXHAUST SYSTEMS:	N/A
VEHICLE EXHAUST:	N/A
DUST COLLECTION:	A very modest dust collection system was observed in Shop Area-ML.
OTHER:	
DISHWASHER EXHAUST:	There is no dishwasher in this facility which prepares meals for three schools.
RANGE HOOD EXHAUST:	One combination grease hood / heat hood covers three fryers and three stacked ovens. Has Ansul system.
HEAT HOOD EXHAUST:	One long heat hood over two kettles, a stacked oven, a table and a rolling food storage unit.
COMMENTS:	<ul style="list-style-type: none"><li>• Stage has four smoke vents.</li><li>• Horizontal classroom unit ventilators (approximately 18 classrooms).</li><li>• Roof Top Units with DX cooling.</li><li>• Residential Clothes Dryers:<ul style="list-style-type: none"><li>o Classroom-111 (vented to outside).</li><li>o Home Ec-208 (vented to room).</li><li>o Equipment Room-ML (vented to outside).</li></ul></li><li>• Five Electric Ranges in Home Ec-208 appear to be served by general exhaust.</li></ul>

## AIR CONDITIONING

TYPE:	Chilled water - Junior High.
CHILLER(S):	Size unknown - Enclosure is locked.
LOCATION:	On grade outside Equipment Room-ML.
PIPE MATERIAL AND INSULATION:	Black steel.
PUMPING:	One base-mounted pump.
COOLING EFFECT:	Cold air from chilled water cooling coils.
CHEMICAL TREATMENT:	
SPOT COOLING:	Split-system in Server Room-ML, Office-A.
COMMENTS:	
TYPE:	Chilled water - High School.
CHILLER(S):	Fire modules Model UCR085AFAECEJS ClimaCool plus one Model UCRO15AFACMBS Model. This has five circuits to air-cooled condensers on roof.

LOCATION: Mech-204.  
 PIPE MATERIAL AND INSULATION: Black steel.  
 PUMPING: Two base-mounted pumps on VFD's.  
 COOLING EFFECT: Cold air from chilled water cooling coils.  
 CHEMICAL TREATMENT: Pot feeder.  
 SPOT COOLING:  
 COMMENTS: Employs two large buffer tanks for the ClimaCool chiller.

## WATER HEATER

LOCATION: Boiler Room-ML.  
 MANUFACTURER/MODEL AO Smith Model BTP-400-1000.  
 TYPE: Forced draft.  
 INPUT/OUTPUT: 1,000 mbh input.  
 THERMOSTATIC MIXING VALVE: Yes.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: No. Add MOD to old boiler combustion air duct through roof approximately 24 x 24.  
 COMMENTS:

LOCATION: Receiving-ML.  
 MANUFACTURER MODEL AO Smith (two) Model DRE-120-920 and Model EG54-120-G.  
 TYPE: Electric.  
 INPUT/OUTPUT: 54 KW and 50 KW.  
 THERMOSTATIC MIXING VALVE: No.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: N/A

LOCATION: Janitor-ML2 and Janitor-ML1.  
 MANUFACTURER/MODEL Rheem (Model number not visible). Two such.  
 TYPE: Electric.  
 INPUT/OUTPUT: Unknown  
 THERMOSTATIC MIXING VALVE: Yes.  
 RECIRCULATION: No.  
 COMBUSTION AIR: N/A  
 COMMENTS:  
 LOCATION: Mech-204.  
 MANUFACTURER MODEL Two AO Smith Model BTH-199-200.  
 TYPE: Gas-fired condensing-type.  
 INPUT/OUTPUT: 199 mbh input each.  
 THERMOSTATIC MIXING VALVE: No.  
 RECIRCULATION: Yes.  
 COMBUSTION AIR: Piped through roof in PVC. Vented through roof in PVC.  
 DISHWASHER BOOSTER HEATER: There is no dishwasher. There is no booster heater.

## **GAS SERVICE**

UTILITY: Ameren.  
SERVICE ENTRANCE LOCATION: East side of building in general location of Classroom-105. Meter and regulation.  
PIPE MATERIAL: Black steel.  
COMMENTS: Boiler Room-ML is fed from the meter on the east side of the building.

## **ELECTRICAL SERVICE**

UTILITY: Ameren (High School)  
PRIMARY LOCATION: Underground from overhead primaries along South Henderson Street.  
UTILITY TRANSFORMER LOCATION: On grade outside PE Office-116.  
ELECTRICAL SERVICE ENTRANCE: Electrical-205 (second floor).  
SERVICE VOLTAGE: 277 / 480 volt, 3 phase, 4 wire.  
SERVICE AMERAGE: 2,000 amp.  
DISTRIBUTION PANEL: 2,000 amp Square D MDP in Elect-205 has main switch with ground fault protection.  
WIRING: Excellent.  
COMMENTS: Dry-type transformers step-down to 120 / 208 volt, 3 phase, 4 wire.

UTILITY: Ameren (Junior High).  
PRIMARY LOCATION: Underground from overhead primaries along south end of the site.  
UTILITY TRANSFORMER LOCATION: On grade outside Office-8.  
ELECTRICAL SERVICE ENTRANCE: Mechanical Room-A.  
SERVICE VOLTAGE: 120 / 208 volt, 3 phase, 4 wire.  
SERVICE AMERAGE: 4,000 amp.  
DISTRIBUTION PANEL: 4,000 amp GE MDP has main switch with ground fault protection.  
WIRING: Adequate numbers of receptacles and circuits in most locations.  
COMMENTS: Building originally employed electric resistance heating.

CLASSROOM LIGHTING TYPE: High School  
LIGHTING CONTROLS: N/A  
OFFICE/CORRIDOR LIGHTING: Fluorescent / LED.  
CONTROLS: Automatic.  
GYM LIGHTING: LED retrofit.  
CONTROLS: Automatic.  
ATHLETIC LIGHTING: Appears to be HID.  
EXTERIOR LIGHTING: LED pole-mounted, LED building-mounted.  
COMMENTS:

CLASSROOM LIGHTING TYPE:	Junior High
LIGHTING CONTROLS:	Fluorescent / LED retrofit.
OFFICE/CORRIDOR LIGHTING:	Manual and automatic.
CONTROLS:	Fluorescent / LED retrofit.
GYM LIGHTING:	Manual and automatic.
CONTROLS:	LED retrofit.
ATHLETIC LIGHTING:	Appears to be manual.
EXTERIOR LIGHTING:	N/A
COMMENTS:	Pole-mounted LED, building-mounted LED retrofit.

## PLUMBING

METER LOCATION:	<ul style="list-style-type: none"> <li>• One meter and 3" service in Boiler Room-ML.</li> <li>• One meter and 4" service in FP Room.</li> </ul>
DOMESTIC WATER PIPING:	Galvanized iron in older structures. Pipe covering material is indeterminate. New piping is copper with fiberglass insulation.
COMMENTS:	
PLUMBING FIXTURES	Generally floor set water closets with auto flush valves, wall-hung urinals with auto flush and wall-hung lavs with center set fittings.
COMMENTS:	<ul style="list-style-type: none"> <li>• Duplex pressure booster in FP Room.</li> <li>• Service in FP Room has a BPV.</li> </ul>
SANITARY SEWER:	Gravity to City system.
DRAIN WASTER AND VENT SYSTEM:	Cast iron in older portions and in newer portions.
STORM SEWER:	Gravity to City system.
ROOF DRAINAGE:	<ul style="list-style-type: none"> <li>• Newer flat roofs have internal drains with overflow.</li> <li>• Several sloped roofs drain to internal drains that discharge at grade.</li> </ul>
OVERFLOW:	Present in the newer construction.
SITE DRAINAGE:	Catch basins and curb inlets.

## PRIVATE PROTECTION

FIRE ALARM SYSTEM:	
SYSTEM TYPE:	Zone in Junior High.
APPEARS TO COMPLY WITH ADA:	No.
MANUFACTURER:	Simplex Model 4007 ES.
CONTROL PANEL LOCATION:	Located Per Life Safety Reference Drawings. Vestibule East.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	At FACP in Vestibule-East.
PULLSTATIONS:	Located Per Life Safety Reference Drawings.
ALARM DEVICES:	Located Per Life Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located Per Life Safety Reference Drawings.
SPRINKLER INTERFACE:	Yes.

MONITORED?:	Yes. Reportedly by "CMS"?
COMMENTS:	<ul style="list-style-type: none"> <li>• Interconnected with High School.</li> <li>• This system is noticeably less robust than the newer one.</li> </ul>
SYSTEM TYPE:	Addressable in High School.
APPEARS TO COMPLY WITH	No.
ADA:	
MANUFACTURER:	Simplex Model 4010 ES.
CONTROL PANEL LOCATION:	Mech-204.
BATTERIES AND CHARGER:	Yes.
ANNUNCIATOR LOCATION:	Vestibule-101.
PULLSTATIONS:	Located Per Life Safety Reference Drawings.
ALARM DEVICES:	Located Per Life Safety Reference Drawings.
MAGNETIC HOLD-OPENS:	Located Per Life Safety Reference Drawings.
SPRINKLER INTERFACE:	Yes.
MONITORED?:	Yes. Reportedly by "CMS".
COMMENTS:	Interconnected with Junior High.
AUTOMATIC SPRINKLERS:	
SPRINKLED?:	Partially.
SPRINKLER SERVICE:	FP Room.
EQUIPMENT LOCATION:	
FIRE DEPARTMENT	<ul style="list-style-type: none"> <li>• Exterior of FP Room on north side.</li> </ul>
CONNECTION LOCATION:	<ul style="list-style-type: none"> <li>• Exterior of Classroom-108 (addition).</li> </ul>
SYSTEM TYPE:	Wet.
COMMENTS:	<ul style="list-style-type: none"> <li>• Has a 40 HP fire pump with an Eaton fire pump controller.</li> <li>• Has a jockey pump.</li> </ul>
AUTOMATIC HEAT DETECTION:	
SMOKE DETECTORS	Located per Safety Reference Drawings.
HEAT DETECTORS	Located per Safety Reference Drawings.
DUCT-MOUNTED SMOKE	Located per Safety Reference Drawings.
DETECTORS:	
CARBON MONOXIDE DETECTORS:	Observed in Boiler Room-ML
SPRINKLER SYSTEM TIE-IN	Yes.
STANDPIPE HOSE LINES:	
STAGE:	Standpipes observed on both sides of Stage-110.
OTHER:	N/A
FIRE EXTINGUISHERS:	Located per Safety Reference Drawings.

## SECURITY SYSTEM

CAMERA-CONTROLLED BUILDING ACCESS:	• Vestibule East.
SECURITY CAMERAS:	• Lobby-ML E.
SECURITY SYSTEM:	Yes.
	Yes.

## ENERGY CONSERVATION

CONTROL TYPE:	Appears to employ DDC and conventional electronic thermostats. Overall, the controls are Johnson Controls, Inc.
COMPRESSOR LOCATION:	Duplex air compressor in Boiler Room-ML appears operable.
AIR DRYER LOCATION:	Dryer is unplugged.
COMMENTS:	It's not clear where, if anywhere, pneumatic controls are employed.

## ASBESTOS

Refer to School District's Asbestos Management Plan (AHERA Ref. 40 CFR 763)

## LEAD PAINT

No peeling paint was observed at the time of observation.

## PAVING

Drives, parking lots and sidewalks are in good condition.

**VIOLATION AND RECOMMENDATION SCHEDULE**

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>055, Macon</b>		2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>			3. FACILITY CODE/NAME <b>MT ZION HIGH SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Lobby-ML-NE and Lobby-ML-NW	b.	175.255 NFPA 72 Section 17.7.5.6	Missing smoke detectors on both side of magnetically-held doors that separate sprinkled area from unsprinklered.	Provide smoke detectors.	
2	Lobby-ML-NE and Lobby-ML-NW	b.	175.255 NFPA 72 Section 17.7.5.6	Missing smoke detectors on south side of north doors that separate 2013 Addition from 2000 Building.	Provide smoke detectors.	
3	Womens-122 and Mens-126	b.	BOCA PM-F Section 610.2	Missing exit lights at doors to hallway.	Provide exit lights wired to battery / inverter system.	
4	Corridor-118 and Corridor-123	b.	BOCA PM NFPA 72 Section 17.7.5.6	Missing smoke detectors on both sides of magnetically-held doors to Field House (one-hour separation).	Provide smoke detectors.	
5	Cust-101	b.	BOCA PM-F Section 506.1	Missing sprinkler head in fully sprinkled Field House.	Provide sprinkler head.	
6	Stair-UL-SE, Stair-UL-W, Stair-UL-E	b.	175.265 NFPA 72 Section 17.7.5.6	Missing smoke detectors on both sides of magnetically-held doors.	Provide smoke detectors.	
7	Girls Locker Room-UL-N	b.	NFPA 72 Section 24.4.3.16	Missing audio visual alarm notification device.	Provide audio visual alarm notification device.	
8	Classrooms-223 and 224, Hall-UL-SE	b.	175.480c	Missing emergency lights.	Replace exit lights with AC / DC LED exit lights with two emergency lighting heads.	
9	Office-UL-1	b.	175.480a	Missing emergency light.	Replace exit lights with AC / DC LED exit lights with two emergency lighting heads.	
10	Office-208A (Now Storage)	b.	175.460a4	Missing detector.	Provide smoke detector.	
11	Room-236 (Now Corridor)	b.	175.480c	Missing emergency light.	Provide LED battery pack.	
12	Computer Lab-204	b.	BOCA PM	Missing detector.	Provide smoke detector.	
13	Corridor Segment Outside Distance Learning-207	b.	BOCA PM-F Section 610.2	Missing emergency light.	Replace existing exit light with new AC / DC LED exit light having two emergency lighting heads.	
14	Bridge-201	b.	BOCA PM NFPA 72	Missing smoke detectors on the south sides of magnetically-held doors into Area B.	Provide smoke detectors.	

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
			Section 17.7.5.6		
15	Stair UL-E	b.	93 BOCA PM 305.3 702.1	Nosing on the edge of the stairs leading into the gymnasium is broken. This could lead to a tripping hazard.	Repair edge of stair
16	Second floor Corridor, Room 236	b.	93 BOCA PM 305.3 702.1	The doors into the stair on the south end of the corridor is hitting the frame and will not close without force.	Repair and adjust door to operate. properly
17	Server Room ML	b.	93 BOCA PM 305.3 704.2	Closer is missing on fire rated space.	Install closer
18	Men 129 and Women's 128 toilet room	b.	IPC Section 890	During a regular school day, the required plumbing count is not met if the Mens 129 and Womens 128 are locked unless all toilets within the locker room are unlocked.	During a regular school day either both the Mens 129 and Womens 128 toilet rooms or all locker room toilets must be unlocked and available to students. Additionally all other toilet rooms within both the Junior High School and High School must be unlocked.
19	Exterior of Field House	b.	2009 IBC 304.7	The metal drip edge below the metal panel is bent on the east and north walls.	Repair drip edge. Bend down to drain.
20	Field House Storage 134	b.	2009 IPMC 304.6 305.2	Adjacent to the door, there is a horizontal crack in the wall panel.	Patch and repair wall. Paint to match the existing.
21	Field House 133	b.	2009 IPMC 304.6 305.2	The joint of the precast panel is cracked and the sealant has detached. While the wall does not appear to be moving more, the materials of joint may fall out. The location is along the east wall south of the overhead door.	Rake out the existing sealant, reseal, and paint to match the existing wall
22	Upper balcony in Auditorium	b.	2009 IPMC 304.7 305.3	There is a leak, likely from the roof, dripping down onto conduit. There is rust seen on ceiling above but also splashed onto the wall running off the conduit.	Clean and paint the wall to match the existing. Investigate cause of leak. A separate amendment will be filed once the cause is determined.
23	Mechanical 204	b.	2009 IPMC 702.1	There are a number of items stored in the mechanical room. The mechanical room is not a storage room.	Move storage to allow for access to equipment
24	Exterior of 1967 High School	b.	93 BOCA PM 304.1 304.5	Expansion joints within the one-story high school building are beyond their useful life and have failed. In the same one-story wing, various areas of brick exhibit mortar deterioration.	Rake out sealant and re-seal joints around the perimeter. Tuck point as required.
25	Exterior of 1967 High School	b.	93 BOCA PM 304.1 304.5	The exterior masonry of the two-story building exhibits mortar deterioration, with failed joints in both the brick and stone. Additionally, the stone parapet coping has experienced cracked and separated joints.	Tuckpoint the exterior and reseal failed joints. Clean the brick/stone to remove the staining.
26	Classroom 219	b.	93 BOCA PM 304.11	Exterior window insulated glazing has lost its seal	Replace glazing
27	Classroom 514	b.	93 BOCA PM 304.11	Exterior window insulated glazing has lost its seal	Replace glazing
28	Exterior	b.	93 BOCA PM 304.5	The stone cap at the perimeter of the roof has open joints.	Rake out sealant and reseal joints

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
29	Exterior of 1967 High School	b.	93 BOCA PM 304.8	Various metal panel soffits around the perimeter of the gymnasium ML-E have detached. Birds are nesting in the open space between the soffit and metal panels	Replace the soffit panels
30	Vault ML	b.	93 BOCA PM 305.2 305.3	CMU Block in upper southeast corner is broken and there is a hole in the wall in both the north and south walls.	Patch crack and paint to match the existing. Monitor for further movement.
31	Equipment Room ML	b.	93 BOCA PM 305.2 305.3	CMU wall near the stairs on both the east and south wall is cracked.	Patch wall, prime, and paint to match the existing. Monitor for movement
32	Multiple Locations	b.	93 BOCA PM 305.3	Damaged ceilings due to moisture must be replaced to maintain fire safety standards.	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.
33	Corridor (East)	b.	93 BOCA PM 305.3	Glass is broken in display case east of Library ML	Replace glass
34	Classroom 103	b.	93 BOCA PM 305.3	Glass is broken in display case.	Replace glass
35	Corridor north of Computer Lab 210	b.	93 BOCA PM 305.3	In northeast corner near the exterior wall and Stair UL-E, there is a crack in the wall at the corner	Patch, prime, and paint wall. Monitor for further movement
36	Girl's Locker Room UL-N	b.	93 BOCA PM 305.3	Some of the built in locker room benches are loose or broken.	Replace benches where broken. Re-anchor benches to floor
37	Coach UL-1	b.	93 BOCA PM 605.1	Light fixtures are broken	Replace light fixtures
38	Weight Room-114	b.	175.480b	Missing emergency light.	Provide LED battery pack.

## SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE <b>055, Macon</b>			2. DISTRICT CODE/NAME <b>0030, Mt Zion CUSD 3</b>			3. FACILITY CODE/NAME <b>MT ZION HIGH SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Provide smoke detectors.	EA	7	2	\$4,620.00			3/10/2031	F
2	f	b.	Provide smoke detectors.	EA	2	2	\$1,320.00			3/10/2031	F
3	f	b.	Provide exit lights wired to battery / inverter system.	EA	2	2	\$1,400.00			3/10/2031	F
4	f	b.	Provide smoke detectors.	EA	2	2	\$1,320.00			3/10/2031	F
5	f	b.	Provide sprinkler head.	Lump Sum	1	2	\$1,600.00			3/10/2031	F
6	f	b.	Provide smoke detectors.	EA	5	2	\$3,300.00			3/10/2031	F
7	f	b.	Provide audio visual alarm notification device.	EA	1	2	\$780.00			3/10/2031	F
8	f	b.	Replace exit lights with AC / DC LED exit lights with two emergency lighting heads.	EA	3	2	\$1,980.00			3/10/2031	F
9	f	b.	Replace exit lights with AC / DC LED exit lights with two emergency lighting heads.	EA	1	2	\$570.00			3/10/2031	F
10	f	b.	Provide smoke detector.	EA	1	2	\$660.00			3/10/2031	F
11	f	b.	Provide LED battery pack.	EA	1	2	\$570.00			3/10/2031	F
12	f	b.	Provide smoke detector.	EA	1	2	\$660.00			3/10/2031	F
13	f	b.	Replace existing exit light with new AC / DC LED exit light having two emergency lighting heads.	EA	1	2	\$660.00			3/10/2031	F
14	f	b.	Provide smoke detectors.	EA	2	2	\$1,320.00			3/10/2031	F
15	c	b.	Repair edge of stair	Lump Sum	1	2	\$600.00			3/10/2031	F
16	c	b.	Repair and adjust door to operate. properly	Lump Sum	1	2	\$500.00			3/10/2031	F
17	e	b.	Install closer	Lump Sum	1	2	\$500.00			3/10/2031	F
18	f	b.	During a regular school day either both the Mens 129 and Womens 128 toilet rooms or all locker room toilets must be unlocked and available to students. Additionally all other toilet rooms within both the Junior High School and High School must be unlocked.	Lump Sum	1	1	\$0.00			3/10/2031	O

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
19	c	b.	Repair drip edge. Bend down to drain.	Lump Sum	1	2	\$600.00			3/10/2031	F
20	c	b.	Patch and repair wall. Paint to match the existing.	Lump Sum	1	2	\$500.00			3/10/2031	F
21	c	b.	Rake out the existing sealant, reseal, and paint to match the existing wall	Lump Sum	1	2	\$500.00			3/10/2031	F
22	c	b.	Clean and paint the wall to match the existing. Investigate cause of leak. A separate amendment will be filed once the cause is determined.	Lump Sum	1	1	\$650.00			3/10/2031	F
23	f	b.	Move storage to allow for access to equipment	Lump Sum	1	1	\$0.00			3/10/2031	O
24	c	b.	Rake out sealant and re-seal joints around the perimeter. Tuck point as required.	Lump Sum	1	2	\$4,500.00			3/10/2031	F
25	c	b.	Tuckpoint the exterior and reseal failed joints. Clean the brick/stone to remove the staining.	Lump Sum	1	2	\$175,000.00			3/10/2031	F
26	e	b.	Replace glazing	Lump Sum	1	2	\$350.00			3/10/2031	F
27	e	b.	Replace glazing	Lump Sum	1	2	\$350.00			3/10/2031	F
28	c	b.	Rake out sealant and reseal joints	Lump Sum	1	2	\$5,000.00			3/10/2031	F
29	c	b.	Replace the soffit panels	Lump Sum	1	2	\$12,000.00			3/10/2031	F
30	c	b.	Patch crack and paint to match the existing. Monitor for further movement.	Lump Sum	1	1	\$500.00			3/10/2031	F
31	c	b.	Patch wall, prime, and paint to match the existing. Monitor for movement	Lump Sum	1	1	\$500.00			3/10/2031	F
32	c	b.	Repair damaged ceiling. Cost is for materials only. Further investigate source of moisture.	Lump Sum	1	1	\$7,000.00			3/10/2031	F
33	e	b.	Replace glass	Lump Sum	1	2	\$250.00			3/10/2031	F
34	e	b.	Replace glass	Lump Sum	1	2	\$250.00			3/10/2031	F
35	c	b.	Patch, prime, and paint wall. Monitor for further movement	Lump Sum	1	2	\$500.00			3/10/2031	F
36	c	b.	Replace benches where broken. Re-anchor benches to floor	Lump Sum	1	2	\$2,000.00			3/10/2031	F
37	e	b.	Replace light fixtures	EA	2	2	\$1,000.00			3/10/2031	F
38	f	b.	Provide LED battery pack.	EA	1	2	\$570.00			3/10/2031	F

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
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							Original Subtotal	\$234,380.00	Adjusted Subtotal	\$234,380.00	
							Original 10.00% Contingency	\$23,438.00	Adjusted 10.00% Contingency	\$23,438.00	
							Original 10.00% A/E Fees	\$23,438.00	Adjusted 10.00% A/E Fees	\$23,438.00	
							Original Grand Total	\$281,256.00	Adjusted Grand Total	\$281,256.00	

Items with a Funding Type of 'O' are not included in the cost calculation.  
 35-48 (7/07) (Prescribed by ISBE for Local Board Use)

## Memorandum

**TO:** BOARD OF EDUCATION

**FROM:** TRAVIS R. ROUNDABOUT

**DATE:** MARCH 04, 2026

**RE:** FIRST READING – 2026-2027 DISTRICT HANDBOOK CHANGES

**Administrative recommendation:** that the First Reading of the Mt. Zion School District Handbook be approved with changes as indicated on the attachment.

**Comments:** the proposed changes to be made in the Mt. Zion School District Handbook are attached. The handbook and calendar can be printed and distributed upon request. The document is also available electronically via the District website and online registration.

The Student Handbook Committee is composed of board members, teachers, administrators, parents, and students.

TRR nmg

Enclosure

## Mt. Zion District Handbook Suggestion & Rationale '26-'27

### 1st Reading

<u>Page #</u>	<u>Topic</u>	<u>Change/Addition</u>	<u>Rationale</u>
2-5	Table of Contents	1. Page number changes as necessary for the document	1. Accuracy
6	Names	1. Update personnel	1. Updated as needed for new hires
8	Calendar	1. 27-28 Calendars	1. Proposed 27-28 Calendar
15-17	Attendance Regulations and Procedures	1. In this absenteeism and truancy program 2. Attendance policy location	1. Make current with the updated attendance policy
25	Acceptable Use of Technology	1. Include #4: <i>For all classroom activities, students must use school-issued Chromebooks rather than personal laptops or tablets, except when using teacher-designated scientific calculators or devices required by a student's IEP, ELL, or 504 plans</i>	1. Align with current practices. This allows for any device used for academic purposes during the school day is monitored by our system
21, 37-38, 40	Fees	1. Efunds 2. Driver Education 3. Course Fees 4. Parking Permits 5. Event Admission Prices 6. School Lunch Prices 7. Basap Fees	1. Efunds fees can be subject to change 2. Many fees have not been raised in several years and are being raised to match costs. We are also eliminating the parking fee, clarifying basap fees section, and raising lunch prices as required by 10 cents.
44	Graduation Requirements	Define the correspondence courses used	1. Clarity for current practices
51	Gym Lockers	1. Include following language <i>Each student will be issued a padlock for his/her assigned gym locker. Students are responsible for the cost of replacement for any lost/damaged gym lock. The cost of a replacement lock will be \$10</i>	1. JH and HS have moved to issuing locks and storing combination in hopes of protecting items in the locker rooms.

Mt. Zion District Handbook Suggestion & Rationale '26-'27

53	JH Gym Uniforms	<p>1. Include following language:</p> <p><i>Every student is required to have a regulation gym uniform to participate in Physical Education. This uniform shall consist of plain black or grey shorts or sweatpants and a plain red/grey 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.</i></p>	<p>1. Aligning with similar expectations in the high school.</p>
60	Sexual Abuse and Assault Awareness and Prevention Education	<p>1. Adding the link to the resources</p>	<p>1. The link was mistakenly left off</p>
68-69	Vehicle Parking Rules and Regulations	<p>1. Removing the language regarding purchasing and cost of parking passes.</p> <p>2. Including language on access to permits</p>	<p>1. Parking permits will still be used for vehicle identification.</p>

# MT. ZION . . .

*a great place to LEARN*



## MT. ZION SCHOOL DISTRICT #3 HANDBOOK/CALENDAR **2025-2026 2026 - 2027**

*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. Kyle Janvrin, Vice President  
 Ms. Michelle Shumaker, Secretary  
 Ms. Regan Deering  
 Mr. Kent Newton  
 Dr. Courtney Gainé Cuddy  
 Mr. Eric Law

**DISTRICT CENTRAL OFFICE**

Superintendent:  
 Dr. Travis R. Roundcount  
 Associate Superintendent:  
 Mr. Brian M. Rhoades  
 1595 W. Main St, Mt. Zion, IL 62549  
 Phone: 217-864-2366 Fax: 217-864-3621  
 Email: [tr@mtzschoools.org](mailto:tr@mtzschoools.org)  
 Email: [bmr@mtzschoools.org](mailto:bmr@mtzschoools.org)

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

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

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 Ms. Renea Smith, Special Education  
 Administrator & District PUNS Coordinator  
 Bridget Yaeger Dean of Students  
 310 S. Henderson St. Mt. Zion, IL 62549  
 Phone: 217-864-2921 Fax: 217-864-5175  
 Email: [thackerr@mtzschoools.org](mailto:thackerr@mtzschoools.org)  
 Email: [smithr@mtzschoools.org](mailto:smithr@mtzschoools.org)  
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**DISTRICT FOOD SERVICE**

Ms. Nancy Jesse, Co-Director  
 Ms. Pam Mitchell, Co-Director  
 305 S. Henderson St., Mt. Zion, IL 62549  
 Phone: 217-864-9450 Fax: 217-864-5815  
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 Email: [mitchellp@mtzschoools.org](mailto:mitchellp@mtzschoools.org)

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

Ms. Marie Johnson, Director  
 1320 W. Main St, Mt. Zion, IL 62549  
 Phone: 217-864-2814 (McG) or 217-864-3017 (MZG)  
 Email: [johnsonh@mtzschoools.org](mailto:johnsonh@mtzschoools.org)  
 Program Sites: McGaughey & Mt. Zion Grade

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

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 1320 W. Main St, Mt. Zion, IL 62549  
 Phone: 217-864-2711 Fax: 217-864-4126  
 Email: [ethellh@mtzschoools.org](mailto:ethellh@mtzschoools.org)

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

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 Mr. Rob Prange, Assistant Principal  
 Ms. Diann Durbin, Athletic Director  
 305 S. Henderson, Mt. Zion, IL 62549  
 Phone: 217-864-2363 Fax: 217-864-5815  
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**NONDISCRIMINATION COORDINATORS,  
COMPLAINT MANGAGER, & TITLE IX  
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 Phone: 217-864-2366 Fax: 217-864-3621  
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**MT. ZION JR. HIGH (Gr 7-8)**

Ms. Julie Marquardt, Principal  
 Mr. William Rockey, Director of Technology and  
 Curriculum  
 Ms. Kelly Fox, Dean of Students, Article 26A Resource  
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 Phone: 217-864-2369 Fax: 217-864-6829  
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# Mt. Zion School District #3

# 2026-2027

August 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:				11

September 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:						21

October 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:						20

November 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:				17

December 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:						14

January 2027						
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:				19	

February 2027						
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 2027						
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

April 2027						
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 2027						
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:				13

June 2027						
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

# 2027-2028

July 2027						
Su	M	Tu	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	31
# attendance days:						0

August 2027						
Su	M	Tu	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	21				
# attendance days:						10

September 2027						
Su	M	Tu	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:						21

October 2027						
Su	M	Tu	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
31	# attendance days:					19

November 2027						
Su	M	Tu	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:						18

December 2027						
Su	M	Tu	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	31	
# attendance days:						13

January 2028						
Su	M	Tu	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	31	# attendance days:				19

February 2028						
Su	M	Tu	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				
# attendance days:						20

March 2028						
Su	M	Tu	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	31	
# attendance days:						22

April 2028						
Su	M	Tu	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:					18

May 2028						
Su	M	Tu	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	31			
# attendance days:						15

June 2028						
Su	M	Tu	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/Holiday
- No School/Teacher Institute Day
- No School/Parent Teacher Conference Day
- No School/Non-Attendance Day

- Half Day/School Improvement
- Half Day/Teacher In-Service
- 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****2.40 SCHOLASTIC STANDING**

2.41 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.

2.42 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.

2.43 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.

2.44 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.

2.45 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.

2.46 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.

2.50 **RESIDENCE**

- 2.51 A student shall be eligible if he/she attends the member school in the district in which he/she resides.
- 2.52 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.
- 2.53 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
- 2.54 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.
- 2.55 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

2.60 **TRANSFER**

- 2.61 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.
- 2.62 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.
- 2.63 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.

2.70 **USE OF PARTICIPANTS**

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

2.80 **SCHOOLS WITH WHICH CONTESTS MAY BE HELD**

- 2.81 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.
- 2.82 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.
- 2.83 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

Home school participation is subject per Administrative guidelines provided on the district website and Policy 7:40.

### 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.

#### **ATHLETIC STATE SENDOFFS**

The administration will coordinate with the Police Department for an escort out of town for all IHSA or IHSA State Appearances. Teams qualifying for a top four finish in state may receive a police and/or fire escort back into town following the top four finish in a state series. These arrangements are subject to officer and fire department availability at the time.

## **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.

**In this absenteeism and truancy program**, 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 should 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 (applies to 6-12 only), 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.

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.

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. [Attendance policy 7:70 is on our website for additional details.](#)

### **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. Electric powered scooters, bicycles or modes of transportation are not allowed in the school building and are subject to the same requirements.

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/nicotine, alcohol, THC 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 lunch scheduled for the snow/emergency day will be served on the day school resumes. The lunch originally planned for the return day will be skipped. Following the first day back, the monthly menu will resume as scheduled. 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.

### **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. **\*The transaction fees are subject to change by the 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 parents(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:** It is required that juniors, by graduation, take the ACT. College bound juniors may also choose to take the SAT 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.

**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.

**DIGITAL CITIZENSHIP POLICY****Introduction**

The Mt. Zion CUSD 3 provides access to digital resources and networks to support the educational mission of the district. The use of these resources is a privilege, not a right, and carries responsibilities. This policy outlines acceptable use, promotes digital citizenship, and ensures a safe and productive learning environment.

**Digital Citizenship**

In essence, digital citizenship is about being a good citizen in the digital world, just as in the physical world. Digital citizenship includes but is not limited to:

1. Using technology in a safe, legal, respectful, and ethical manner with integrity.
2. Understand that things shared/posted online will always be there and may have consequences.

3. Understand that things found on the Internet may not be verified or accurate and it is the responsibility of the user to verify accuracy.
4. Responsible use of online tools, including artificial intelligence

### **Acceptable Use of Technology**

1. All use of district digital resources must align with the district's educational objectives.
2. Users must comply with all applicable laws, regulations, and district policies.
3. Access to district networks and resources may be monitored and tracked.
4. For all classroom activities, students must use school-issued Chromebooks rather than personal laptops or tablets, except when using teacher-designated scientific calculators or devices required by a student's IEP, ELL, or 504 plans
5. Users are responsible for maintaining the security of their accounts and passwords. Sharing login credentials or attempting to access another user's account is prohibited.
6. Users should not expect privacy for files stored on school-based computers or district-controlled cloud storage environments. Administrators and faculty may review files and messages to ensure responsible use.

### **Artificial Intelligence (AI) Usage**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include Gemini, ChatGPT, and other chatbots and large language models.

Mt. Zion CUSD 3 recognizes that artificial intelligence (AI) is a rapidly evolving technology with the potential to significantly impact education. The district is committed to a thoughtful and proactive approach to exploring the impacts of AI on teaching and learning. During the 2025-2026 school year, we will engage faculty and staff in professional development and collaborative discussions. Our aim is to create a learning environment that empowers students to thrive in an AI-driven world while maintaining the core values of human interaction, critical thinking, and ethical responsibility. We are committed to thoughtfully integrating AI to benefit our students while maintaining a focus on core educational values.

1. AI is not a substitute for schoolwork that requires original thought.
2. Students may not claim AI generated content as their own work.
3. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited.
4. The use of AI for these purposes constitutes cheating or plagiarism.
5. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.
7. Students may use AI as authorized in their Individualized Education Program (IEP).
8. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
10. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **District-Issued Devices**

1. Students are responsible for the care and maintenance of district-issued devices.
2. Devices should be kept in the provided case when not in use.
3. Students are liable for loss or damage beyond normal wear and tear.
4. District-issued devices are subject to monitoring, regardless of location.
5. Use of headphones is permitted during study hours, as directed by supervising staff.
6. Supervising staff have the ability to monitor browsing activity and take screenshots.
7. Students must adhere to the "Use of Technology – Chromebook Procedures and Information for Students and Parents" document.

### **Prohibited Uses**

The following activities are prohibited and will result in disciplinary action:

1. Accessing or distributing content that:
2. Disrupts the educational environment.
3. Violates the rights of others (e.g., libel, invasion of privacy, copyright infringement).
4. Is obscene, pornographic, or contains inappropriate language.
5. Is primarily intended for solicitation of funds.
6. Retrieving, viewing, or disseminating obscene, indecent, or vulgar materials.
7. Violating federal, state, or district regulations (e.g., copyright infringement, unauthorized access).
8. Transferring files or software without authorization.
9. Engaging in commercial activities.

10. Harassing, threatening, or intimidating others (including cyberbullying).
11. Disrupting network traffic or interfering with system operations.
12. Gaining unauthorized access to files or accounts.
13. Forging or altering electronic communications.
14. Invading another person's privacy (e.g., disclosing personal information).
15. Downloading, copying, printing or storing data in violation of these rules.
16. Activating unauthorized chat rooms, including within documents
17. Emailing students or staff for non-educationally related activities
18. Video or audio recording staff or students without permission.
19. Physical or electronic vandalism of district resources.

### **Child Internet Protection Act (CIPA)**

1. The district utilizes internet filtering to restrict access to inappropriate content.
2. All online activities are subject to monitoring.
3. Unauthorized disclosure of minors' personal information is prohibited.
4. Unauthorized online access (e.g., hacking) is prohibited.
5. All staff are responsible for supervising and monitoring student internet use.

### **Email and Student Web Pages**

1. Student email is for educational purposes only and is not private.
2. Student email addresses should not be publicly available without administrative approval.
3. Personal use of district email resources is prohibited.
4. Student web pages must be part of a district-sponsored activity or have administrative approval.
5. All web page content must be approved by a teacher or administrator.

### **Sanctions**

Violations of this policy may result in the following disciplinary actions:

1. Suspension or revocation of internet access.
2. Suspension or revocation of network access.
3. Detention to expulsion (up to 2 years).
4. Referral to legal authorities.

### **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.

### **Authorization**

Use of district digital resources constitutes acceptance of this policy.

### **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/Nicotine, Electronic/ Vapor Cigarettes or Tobacco/Nicotine Materials in any form**

The use, possession, distribution, purchase or sale of tobacco/Nicotine 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 distracting 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, hoods worn up 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.

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/nicotine, 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/nicotine, 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@mtzschools.org](mailto:rockeyw@mtzschools.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	\$85.00
Grades 2-6	\$100.00
Grades 7-12	\$100.00

### **FEES Continued**

<b><i>High School Course Fees</i></b>	
High School course fees for this school year are as follows:	
Agricultural Construction & Technology	\$25.00
Nutrition & Culinary Arts I & II	<del>\$40.00</del> 15.00
Driver's Education	<del>\$40.00</del> 90.00

<b><i>High School Program &amp; Misc Fees</i></b>	
High School Program Fees	
Heartland Technical Academy	\$200.00
Richland Transfer Academy	\$400.00
<del>Parking Permit</del>	<del>\$40.00 (Family Cap \$60.00)</del>
Second Set of Books	\$65.00

<b><i>Chromebook Protection Plan</i></b>	
Chromebook Protection Plan	\$25.00

<b><i>Athletic Fees</i></b>		
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.		

<b>Athletic Pass Admission Prices</b>	
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.	

<b>Single Event Admission Prices</b>	
High School Events (Grades 9-12)	
Football, Soccer, Basketball, Volleyball, and Wrestling:	
Adult	\$45
Student	\$23 *All Mt. Zion HS Students – No Charge*
Golf, Cross Country, Track, Baseball, Softball, Tennis:	No Charge
Junior High /Mt. Zion Intermediate Events (Grades 5-8)	
Basketball, Volleyball, and Wrestling:	
Adult	\$23
Student	\$12 *All Mt. Zion JH Students – No Charge*
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.	

<b>BASAP Fees</b>	
Fees for BASAP this school year are as follows:	
Morning	\$40.00 per week
Afternoon	\$55.00 per week
Both	\$85.00 per week
Summer	\$125.00 per week

<b>School Lunch Prices</b>	
School lunch prices for this school year are as follows:	
<u>Breakfast</u>	
K-12	\$2.35 – 2.45
Staff	\$2.55 – 2.65
<u>Lunch</u>	
K-3	\$3.05 – 3.15
4-12	\$3.25 – 3.35
Staff	\$3.75 – 3.85
Extra Entrée	\$2.45 – 2.55
Double Lunch	\$6.99 - 7.00

### **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

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

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

MZG-Food Service  
725 West Main St.  
Mt. Zion, IL 62549-1335

MZG-School Office  
725 West Main St.  
Mt. Zion, IL 62549-1335

McG-Food Service  
1320 West Main St.  
Mt. Zion, IL 62549-1348

McG-School Office  
1320 West Main St.  
Mt. Zion, IL 62549-1348

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. . **\*The transaction fees are subject to change by the 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 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:**

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

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

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

##### **To encourage school/community partnerships:**

- Provide a vehicle for organizations and individuals to share resources with the schools for the purpose of enriching and expanding learning opportunities.
- 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/district/foundation>

### **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 (**American School**) 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 (**American School**) 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.

<b><i>HEALTH INFORMATION - CONTAGIOUS DISEASE REFERENCE CHART</i></b>			
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.			
<b><i>Disease</i></b>	<b><i>Incubation Period</i></b>	<b><i>Early Signs &amp; Symptoms</i></b>	<b><i>Exclude Until</i></b>
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.
<b>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).</b>			

### **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** will be issued a padlock (~~preferably a combination lock~~) for his/her assigned gym locker. **Students are responsible for the cost of replacement for any lost/damaged gym lock. The cost of a replacement lock will be \$10.** 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 Education. This uniform shall consist of plain black or grey shorts or sweatpants and a plain red/grey 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.

**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.

<https://resources.finalsite.net/images/v1769721117/mtzschoolorg/xxktjbelrpk0wipyb51/Faiths-Law-Resource-Guide.pdf>

## **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 & ISA TESTS**

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 and 8 will take a science test known as the Illinois Science Assessment (ISA).

### **ACT & PSAT/NMSQT TESTS**

During the school year, the state is requiring all Illinois students in grades 9-11 to take the Pre-ACT 9 Secure, Pre-ACT 10 Secure, ACT with Writing test. The ACT 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 ACT 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.mtzschools.org/guidance> for further information about testing, post-secondary options, and career/college exploration resources.

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. More information on this topic can be obtained by contacting any district administrator or found on our district website. <https://resources.finalseite.net/images/v1722267085/mtzschoolsorg/nat3jpuyl4uoqtsay0/7.pdf>

### **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 and vape detection sensors 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 as directed by teacher.
- Students are not to leave in-school suspension without office permission.

### **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 / PREGNANCY**

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. See our website at: [www.mtzschools.org](http://www.mtzschools.org) for additional information regarding students who are parents, expectant parents, or victims of domestic or sexual violence.

### **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.

### **TUITION STUDENTS**

Beginning with the 2025-2026 school year, families who pay tuition instead of residing within the Mt. Zion School District must have a signed tuition agreement by August 1<sup>st</sup> of the upcoming school year. Tuition agreements are valid for one calendar year only. After that year, families must reside within the Mt. Zion School District residential boundaries for their children to continue attending any Mt. Zion school.

### **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 will be available in the high school office and provided for any student who plans to park on campus. [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 Parking permits 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.mtzschools.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.



## Memorandum

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUNDCOUNT  
**DATE:** MARCH 4, 2026  
**RE:** POLICY UPDATES

**Administrative recommendation:** to approve the First Reading of the list of policies as presented.

**Comments:** Please find summaries below and the policies recommended by the Illinois Association of School Boards attached. If approved, the policy changes will be on the agenda at the April board meeting for final approval. The policy manual's table of contents will also be updated to include the new policies. The Nondiscrimination Coordinator and Complaint Manager's information will be inserted in policies after adoption, so they can be updated as needed. However, currently the Nondiscrimination Coordinator is Brian Rhoades, and the Complaint Managers are Brian Rhoades and Julie Marquardt. Policies for students and instruction are implemented by the principals, and the district monitors to ensure compliance.

**POLICY 1:20 – School District Organization – District Organization, Operations, and Cooperative Agreements**

This policy better outlines the cooperative agreements and the goals with other organizations to provide educational services for our students.

**POLICY 6:60 – Instruction – Curriculum Content**

The policy was last updated in 2022, but this language brings it in compliance with new laws and laws being repealed.

**POLICY 6:160 – Instruction – English Learners**

This policy language provides additional information on the goals of our English Learners program.

**POLICY 6:260 – Instruction – Complaints About Curriculum, Instructional Materials, and Programs**

This policy language provides additional information regarding parents' rights to inspect, complain, or be exempt from the curriculum.

**POLICY 6:300 – Instruction – Graduation Requirements**

The main change to the graduation requirements is the filing of a Free Application for Federal Student Aid (FAFSA), unless exempt per the guidelines.

**POLICY 7:70 – Students – Attendance and Truancy**

The policy is updated in response to state laws requiring an approval process for students to participate in allowable activities, such as dual credit, technical academy, and/or work programs, by the beginning of the 26-27 school year; however, we already have these included in our student handbook. The laws also prohibit school personnel from referring a truant, chronic truant, or truant minor to any other local public entity, school resource officer, or peace officer to issue a fine/fee as punishment. The School Code also states that a student may be absent for mental or behavioral health for up to five days without providing a medical note. The Mt. Zion village

previously stopped charging a fee for fighting. Moving forward, this policy, similar to 7:180, is required by the state to be re-evaluated/approved every two years.

POLICY 7:180 – Students – Prevention of and Response to Bullying, Intimidation, and Harassment

This policy is re-evaluated and approved every two years; it was last approved in June 2024. The updates to this version include artificial intelligence language and an expanded definition of cyberbullying to prohibit posting or distributing an unauthorized digital replica.

POLICY 7:190 – Students – Student Behavior

This policy includes updated language on the inappropriate use of digital technology and on student safety.

POLICY 7:290 – Students – Suicide and Depression Awareness and Prevention

This policy has been updated since our 2022 version to include new state requirements, including the Regional Superintendent to cover the warning signs of suicidal behavior, trauma, suicidal behavior in youth, referral techniques, and appropriate interventions during teachers' institutes. The school board acknowledges with this policy that school staff are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents should not take this training or any referral under this requirement as such. After approval, this updated policy will replace our current policy on the district website.

POLICY 7:310 – Students – Restrictions on Publications

This policy language is updated to clarify which student publications are or are not allowable. Definitions were added, as were clarifying rules for on- and off-campus distribution, with guidelines explaining when and how it may affect the school environment. This policy has been discussed with legal counsel and will be placed on our website.

TRR

Enclosures

## **School District Organization**

### **District Organization, Operations, and Cooperative Agreements**

The District is organized and operates as a Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code.

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements.

## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) career and technical education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, including worker safety in those zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In all schools, drug and alcohol abuse prevention education, including: (a) in each year in grades K through 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 12, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-12, the dangers of fentanyl, and (d) in grades 7 through 12, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and

- lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, through the 2026-2027 school year, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
  6. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.
  7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
  8. In all grades, instruction on behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
  9. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance.
  10. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
  11. In all schools, health education must be stressed, including: (a) human ecology, health, growth, development, personal health habits, and nutrition, (b) prevention and control of disease, (c) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (d) public health, environmental health, disaster preparedness, and safety education, (e) mental health and illness, (f) dental health, (g) cancer education, and (h) age- and developmentally appropriate consent education. The Superintendent shall implement a comprehensive health education program in accordance with State law.
  12. In all schools, abduction education that addresses the danger of and avoidance of abduction.
  13. In grades 9-12, the dangers of allergies must be taught.
  14. In grades 9-12, training on how to properly administer cardiopulmonary resuscitation and how to use an automated external defibrillator.
  15. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-12, students engage in career exploration and career

development activities to prepare them to make informed plans and decisions about their future education and career goals. In grades 9-12, a College and Career Pathway Endorsement is awarded to students who meet the requirements for a specific endorsement area.

16. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
17. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
18. In grades 9 through 12, through the 2026-2027 school year, a unit of instruction on media literacy that includes, but is not limited to the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. Beginning in the fall of 2027, in grades 9 through 12, a unit of instruction on media literacy and Internet safety that includes, but is not limited to, all of the following topics: (a) accessing and evaluating information; (b) creating media; (c) reflecting on media consumption and social responsibility; (d) legal and social penalties for illicit actions online; and (e) reporting illicit content online.
19. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
20. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
21. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans,

Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

22. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
23. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
24. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
25. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
26. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
27. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
28. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.
29. The building principals determine appropriate curriculum for their age of students, but the district and school board reserves the ability to review and oversee as needed.

## **Instruction**

### **English Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The District has and will maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

### **Parent/Guardian Involvement**

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

## **Instruction**

### **Complaints About Curriculum, Instructional Materials, and Programs**

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to 20 U.S.C. §1232h(c)(1)(C)(i).

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Superintendent or designee shall inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

## **Instruction**

### **Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code.
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

The District is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) school district issues the student a diploma.
5. Taking all other actions needed or necessary to implement this policy.

### **Early Graduation**

The District has procedures for students to graduate early, provided they finish six semesters of high school and meet all graduation requirements.

### **Certificate of Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The case manager or special education administrator shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

Upon request, the District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

## Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Board policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), 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. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The student handbook shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.
4. A process to telephone, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students.
15. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.

#### Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

Any bullying, including but not limited to being on the basis of actual or perceived protected class identified in the Illinois Human Rights Act, **is prohibited** in each of the following situations:

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

#### Definitions from 105 ILCS 5/27-23.7

*Artificial intelligence* means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes generative artificial intelligence.

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

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

bullying. *Cyberbullying* also includes the distribution of an unauthorized digital replica by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Digital replica* means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

#### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 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 are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

**Complaint Managers:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- i. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- ii. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

- iii. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

- 12. The District's bullying prevention plan is consistent with other Board policies.

## Students

### Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing

physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device regulations are provided in the District handbook.
6. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, 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.

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
12. Teen dating violence.
13. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as discipline methods in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 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 (430ILCS65/), 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.

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds, become aware of any person in possession of a firearm on school grounds, or become aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to battery. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), the superintendent or designee, ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year, and attempt to notify any involved student's parent/guardian as soon as possible to ensure that the student does not have access to a firearm. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

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

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

#### Student Handbook

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

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

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

## Students

### Administrative Procedure - Use of Isolated Time Out, Time Out, and Physical Restraint

This administrative procedure applies to all students. Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The District may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, or physical restraint by any staff member shall comply with the Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint."

For further guidance, see ISBE's *Permanent Regulations for the Use of Time Out, Isolated Time Out, and Physical Restraint: Guidance and Frequently Asked Questions*, available at: [www.isbe.net/Pages/restraint-time-out.aspx](http://www.isbe.net/Pages/restraint-time-out.aspx). **Note:** The special education committee of the Ill. Council of School Attorneys collaborated with ISBE on this guidance in its continuing commitment to help school boards and their districts comply with ISBE requirements.

A written record of each episode of isolated time out, time out, or physical restraint must be created by the Superintendent or designee using the ISBE Physical Restraint and Time Out form, available at: [www.isbe.net/Pages/restraint-time-out.aspx](http://www.isbe.net/Pages/restraint-time-out.aspx). Additionally, ISBE's *Physical Restraint, Time Out, and Isolated Time Out Bill of Rights*, at: [www.isbe.net/Documents/RTO-Bill-of-Rights.pdf](http://www.isbe.net/Documents/RTO-Bill-of-Rights.pdf), or a similar document can be provided to parents/guardians within one business day after each incident of isolated time out, time out, or physical restraint to meet notification requirements in 105 ILCS 5/10-22.33(g) and 23 Ill.Admin.Code §1.285(f)(3).

Isolated time out, time out, and physical restraint are defined as follows:

**Isolated time out** - the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment. 23 Ill.Admin.Code §1.285(a).

**Time Out** - a behavior management technique for the purposes of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 23 Ill.Admin.Code §1.285(i) for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment. 23 Ill.Admin.Code §1.285(a).

**Physical restraint** - holding a student or otherwise restricting a student's movements using a specific, planned technique. A physical restraint shall not impair a student's ability to breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak. 23 Ill.Admin.Code §1.285(b), (c)(3).

*Prone physical restraint* is a physical restraint in which a student is held face-down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position. Prone physical restraint is prohibited. 23 Ill.Admin.Code §1.285(c)(4).

*Supine physical* restraint is a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position. Supine physical restraint is prohibited unless all of the criteria in 23 Ill.Admin.Code §1.285(c)(5) are met. 23 Ill.Admin.Code §1.285(c)(5).

Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property. 23 Ill.Admin.Code §1.285(b).

The following also apply:

1. The circumstances under which isolated time out, time out, or physical restraint will be applied are limited to maintaining a safe and orderly learning environment, to the extent necessary to preserve the safety of the student and others. 23 Ill.Admin.Code §1.285(i)(1).
2. The ISBE rules and Mt. Zion RTO Reduction Plan Handbook are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint. 23 Ill.Admin.Code §1.285(i)(2).
3. Staff members shall inform the Building Principal whenever isolated time out, time out, or physical restraint is used. Within 24 hours (one business day) the RTO 11-01 Form must be completed by an Administrator and any staff involved in the incident. The Associate Superintendent shall maintain the documentation required according to Section 1.285(i)(3). 23 Ill.Admin.Code §1.285(i)(3).
4. The Building Principal/Administrator shall investigate and evaluate any incident that results in an injury to the affected student, parent/guardian, staff member, or other individual. 23 Ill.Admin.Code §1.285(i)(4).
5. The Superintendent or designee shall compile an annual review of the use of isolated time out, time out, or physical restraint. The Building Principal, applicable Administrators, and Associate Superintendent shall report the following information to the Superintendent or designee in order to facilitate the report's compilation: 23 Ill.Admin.Code §1.285(i)(5).
  - a. The number of incidents involving the use of these interventions;
  - b. The location and duration of each incident;
  - c. Identification of the staff members who were involved;
  - d. Any injuries or property damage that occurred; and
  - e. The timeliness of parental or guardian notification and timelines for agency notification and administrative review.

## Students

### Suicide and Depression Awareness and Prevention

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

#### Suicide and Depression Awareness and Prevention Program

The District shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/27-215 (requiring education for students on mental health and illness).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;

- d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.
    - a. ISBE has created the Illinois Youth Suicide Prevention Toolkit: A reference for Administrators, Counselors, Teachers, and Staff at [www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf](http://www.isbe.net/Documents/Suicide-Prevention-Procedures.pdf), as well as listing other resources at: [www.isbe.net/Pages/Suicide-Prevention.aspx](http://www.isbe.net/Pages/Suicide-Prevention.aspx).

#### Illinois Suicide Prevention Strategic Plan

The Illinois Suicide Prevention Strategic Plan may be found at:

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/illinoisstrategicplan2020reduced.pdf>. Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. See also the Suicide Prevention Resource Center page at <https://sprc.org/> for more information.

#### Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The District shall inform each school district employee about this policy and ensure its posting on the District's website. Student and staff identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

## Students

### Restrictions on Publications

#### Definitions

*Libel* means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

*Obscene* means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Slander* means the speaking of false statements of fact that seriously harm a living person's reputation.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

#### School-Sponsored Publications, Websites, and Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum; and
6. Include an author's name with any personal opinions and editorial statements. Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies; or
  - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

#### Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Encourages or incites students to violate any Board policies.

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

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

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

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

**Memorandum**

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUNDABOUT  
**DATE:** MARCH 4, 2026  
**RE:** IHSA AND IESA MEMBERSHIPS

**Administrative recommendation:** to renew memberships in the Illinois High School and the Illinois Elementary School Associations for the 2026-27 school year.

**Comments:** This is an annual procedure to participate in IHSA and IESA-sponsored athletic and co-curricular events.

TRR nmg

Enclosure



March 2026

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. For the 2026-2027 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2026-27 school term.

Your 2026-27 membership renewal is due by June 30, 2026. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to [twood@ihsa.org](mailto:twood@ihsa.org) or fax (309) 663-7479.

Sincerely,

Craig Anderson  
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.  
DO NOT DETACH**

To: IHSA Executive Director

We certify that Mt. Zion High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on March 10, 2026, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2026, through June 30, 2027

\_\_\_\_\_  
Principal/Official Representative Signature

\_\_\_\_\_  
Board President or Board Secretary Signature

\_\_\_\_\_  
Print Name and Phone Number

\_\_\_\_\_  
Print Name and Phone Number

Mt. Zion High School

Mt. Zion, Illinois

2026-27 Membership Renewal/ Second Reminder

**Memorandum**

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUNDABOUT  
**DATE:** MARCH 4, 2026  
**RE:** FUND WARRANTS

**Administrative recommendation:** to approve payment of the enclosed list of Quick Pay, Fund Warrants, and Athletic Imprest Checks.

BMR nmg

Enclosures

**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3**

**QUICK PAYS**

**01/31/2026-02/26/2026**

<b>CHECK</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
35806	NICHOLS, SARAH MELISSA	VOID & RE-ISSUE	\$ (105.89)
35826	DEMEIO, REBEKAH NICHOLE	VOID & RE-ISSUE	-198.44
35833	HODGE, ANTHONY	VOID & RE-ISSUE	-3.00
35974	ANDERSON, SARAH	VOID & RE-ISSUE	-10.10
35997	LIU, WEI	VOID & RE-ISSUE	-12.30
36003	OHEARN, JAMIE	VOID & RE-ISSUE	-22.55
36007	RAY, JOSEPH	VOID & RE-ISSUE	-56.45
36011	SCHWARTZ, KRISTA	VOID & RE-ISSUE	-24.57
36367	BLICKENS DERFER, STEVEN K	VOID & RE-ISSUE	-50.00
36391	MOORE, STEPHANIE	VOID & RE-ISSUE	-30.00
36445	MYBINDING.COM	VOID & RE-ISSUE	-90.21
36560	DD TRS EMP CONTRIBUTIONS	VOID	-33,247.46
36782	CRUZ, ERIKA	VOID & RE-ISSUE	-59.50
36806	MCQUEEN, BROCK	VOID & RE-ISSUE	-119.00
36848	GOODMAN, LISA	VOID & RE-ISSUE	-20.00
36923	MEANS, STACEY	VOID & RE-ISSUE	-120.00
36988	DD TRS RET CONT .58	VOID	-3,802.73
37176	WALDROP, APRIL	VOID & RE-ISSUE	-85.00
37500	ROHMAN, STEFANIE	VOID & RE-ISSUE	-94.00
37552	DEMEIO, REBEKAH NICHOLE	VOID & RE-ISSUE	-25.12
37553	FRYDENGER-BLACK, SHAUNI	VOID & RE-ISSUE	-85.00
37556	HUBER, BRITNIE	VOID & RE-ISSUE	-30.00
37557	LIN, WENCHAN	VOID & RE-ISSUE	-70.00
37558	MCCANN, CHELSEA	VOID & RE-ISSUE	-10.00
37638	REVER, ASHTON	VOID & RE-ISSUE	-40.00
37665	MEYENBERG PONZIO, LORENA	VOID & RE-ISSUE	-40.00
37939	BEHREND S, SABRINA ELAINE	VOID & RE-ISSUE	-13.50
37979	CONOUR, JEREMY	VOID & RE-ISSUE	-23.45
37982	DIAZ, HEATHER	VOID & RE-ISSUE	-20.00
37989	FORD, SCOTT	VOID & RE-ISSUE	-12.45
37996	HENDRICKS, AMBER	VOID & RE-ISSUE	-10.35
38010	NEWTON, KENT	VOID & RE-ISSUE	-88.00
38017	SMALLEY, LORI	VOID & RE-ISSUE	-4.60
38110	SMITH, ALEXANDRIA	VOID & RE-ISSUE	-25.00
38251	BEHREND S, SABRINA ELAINE	VOID & RE-ISSUE	-13.50
39091	SANON, EVENS	VOID & RE-ISSUE	-70.00
40574	DD ILL DEPT OF REVENUE	PAYROLL ACCRUAL	34637.99
40575	DD IRS FICA	PAYROLL ACCRUAL	21,422.23
40576	DD IRS MEDICARE	PAYROLL ACCRUAL	21,068.65
40577	DD IRS W/H FEDERAL	PAYROLL ACCRUAL	65,650.39
40578	DD MTZ CUSD LIFELOCK INS	PAYROLL ACCRUAL	11.32
40579	DD MTZ CUSD MED INS	PAYROLL ACCRUAL	573.68
40580	DD MTZ FEDERATION OF TEACHERS	PAYROLL ACCRUAL	19.17
40581	DD STATE DISBURSEMENT-EXPERTPAY	PAYROLL ACCRUAL	591.93

40582	MENDENALL, ANGELA	PAYROLL ACCRUAL	133.57
40583	DD ILL DEPT OF REVENUE	PAYROLL ACCRUAL	13.42
40584	DD IRS FICA	PAYROLL ACCRUAL	21.08
40585	DD IRS MEDICARE	PAYROLL ACCRUAL	4.94
40586	DD IRS W/H FEDERAL	PAYROLL ACCRUAL	10.00
40587	ATHLETIC IMPREST	PAYROLL ACCRUAL	1,574.82
40588	ALPHA BAKING CO., INC	SUPPLIES	358.20
40589	B & B GLASS	PURCHASED SERVICE	3,485.38
40590	BUSHUE BACKGROUND SCREENING	PURCHASED SERVICE	386.00
40591	CONSTELLATION NEWENERGY GAS DIVISION LLC.	PURCHASED SERVICE	18,758.35
40592	DRISCOLL, JILL ANN	SUPPLIES	93.83
40593	ECHO ELECTRIC	SUPPLIES	655.30
40594	EVERGREEN FS - #15	SUPPLIES	541.78
40595	GORDON FOOD SERVICE	SUPPLIES	15,730.58
40596	HEART TECHNOLOGIES, INC.	PURCHASED SERVICE	3,395.97
40597	IMPERIALDADE	SUPPLIES	4,570.05
40598	INTEGRITY TECHNOLOGY SOLUTIONS	PURCHASED SERVICE	21,468.34
40599	JOHNSON CONTROLS FIRE PROTECTION LP	PURCHASED SERVICE	17,626.59
40600	KLEMM, DAVID S	MISC EXPENSE	52.00
40601	LINKUP TELETHERAPY	PURCHASED SERVICE	10,710.00
40602	MACON COUNTY CONSERVATION DISTRICT	PURCHASED SERVICE	280.00
40603	MIDWEST ELECTRONIC SYSTEMS	PURCHASED SERVICE	110.00
40604	OWEN SERVICES LLC	PURCHASED SERVICE	175.00
40605	PARKS SEWER SERVICE	PURCHASED SERVICE	355.00
40606	PATRICK, KATIE ELIZABETH	SUPPLIES	134.65
40607	SHIELDS COWGILL, JENNIFER LEE	SUPPLIES	40.89
40608	SHUMATE, CINDY	SUPPLIES	61.90
40609	SILL, JAMIE NICOLE	PROF DEVELOP	800.00
40610	ST. TERESA HIGH SCHOOL	PROF DEVELOP	75.00
40611	SUNBELT RENTALS	PURCHASED SERVICE	2,123.32
40612	WATTS COPY SYSTEMS	PURCHASED SERVICE	2,839.36
40613	WINDHORST, STEPHANIE LYNN	PROF DEVELOP	200.00
40614	CENTRAL A & M HIGH SCHOOL	PROF DEVELOP	210.00
40615	CAPITAL ONE - DD	SUPPLIES	24,247.11
40616	AALCO ATHLETIC EQUIPMENT	SUPPLIES	176.00
40617	AEP ENERGY	PURCHASED SERVICE	39,807.73
40618	ALPHA BAKING CO., INC	SUPPLIES	282.00
40619	ANDERSON ELECTRIC	SUPPLIES	366.00
40620	AT & T	PURCHASED SERVICE	50.61
40621	BSN SPORTS, INC.	SUPPLIES	279.94
40622	C C FIRE EQUIPMENT CO, INC.	PURCHASED SERVICE	540.00
40623	CENTRAL ILLINOIS URGENT CARE	PURCHASED SERVICE	497.00
40624	DONNELLY AUTOMOTIVE MACHINE	PURCHASED SERVICE	174.66
40625	ECHO ELECTRIC	SUPPLIES	384.29
40626	EVERGREEN FS - #15	SUPPLIES	4,049.57
40627	EXPEDITIONS IN EDUCATION	PROF DEVELOP	200.00
40628	GORDON FOOD SERVICE	SUPPLIES	11,309.95
40629	GRANITE TELECOMMUNICATIONS	PURCHASED SERVICE	169.12
40630	HANSEN, RICHARD JOHN	SUPPLIES	282.90
40631	HSMS MEDICAL GROUP	PURCHASED SERVICE	104.00
40632	ILLINOIS SCHOOL FOR THE DEAF	PURCHASED SERVICE	76.00

40633	IMPERIALDADE	SUPPLIES	792.22
40634	INTEGRITY TECHNOLOGY SOLUTIONS	PURCHASED SERVICE	7,625.00
40635	KASEYA US LLC	PURCHASED SERVICE	644.58
40636	MACON-PIATT ROE #39	TUITION	1,050.00
40637	MACON-PIATT SPECIAL EDUCATION	TUITION	217,283.47
40638	MIDWEST OCCUPATIONAL HEALTH ASSOCIATES	PURCHASED SERVICE	1,193.00
40639	NEGWER DOOR SYSTEMS	PURCHASED SERVICE	290.02
40640	TALTY, JESSICA	SUPPLIES	28.99
40641	TRUMP DIRECT	SUPPLIES	1,596.00
40642	WM CORPORATE SERVICES, INC.	PURCHASED SERVICE	2,484.91
40643	SMITH, ISABELLA ROSE	PAYROLL ACCRUAL	416.97
40644	RICHARDSON, AMANDA	PAYROLL ACCRUAL	834.50
40645	DD ILL DEPT OF REVENUE	PAYROLL ACCRUAL	32,137.07
40646	DD IRS FICA	PAYROLL ACCRUAL	21,786.62
40647	DD IRS MEDICARE	PAYROLL ACCRUAL	20,004.74
40648	DD IRS W/H FEDERAL	PAYROLL ACCRUAL	56,302.87
40649	DD MTZ CUSD FLEX INS	PAYROLL ACCRUAL	3,414.66
40650	DD MTZ CUSD LIFELOCK INS	PAYROLL ACCRUAL	232.22
40651	DD MTZ CUSD MED INS	PAYROLL ACCRUAL	157,226.88
40652	DD MTZ FEDERATION OF TEACHERS	PAYROLL ACCRUAL	5,533.91
40653	DD MUTUAL OF OMAHA PMT PROCESS	PAYROLL ACCRUAL	1,422.07
40654	DD STATE DISBURSEMENT-EXPERTPAY	PAYROLL ACCRUAL	591.93
40655	DD THE OMNI GROUP PAYROLL REMIT	PAYROLL ACCRUAL	13,534.98
40656	LEWIS, ELISA LYNN	PAYROLL ACCRUAL	2,438.52
40657	DD ILL DEPT OF REVENUE	PAYROLL ACCRUAL	160.01
40658	DD IRS MEDICARE	PAYROLL ACCRUAL	94.86
40659	DD IRS W/H FEDERAL	PAYROLL ACCRUAL	534.33
40660	DD MTZ CUSD MED INS	PAYROLL ACCRUAL	676.44
40661	DD MTZ FEDERATION OF TEACHERS	PAYROLL ACCRUAL	35.81
40662	DD MUTUAL OF OMAHA PMT PROCESS	PAYROLL ACCRUAL	17.89
40663	ATHLETIC IMPREST	MISC EXPENSE	1,975.00
40664	ANDERSON, SARAH	SUPPLIES	10.10
40665	BEHREND, SABRINA ELAINE	SUPPLIES	27.00
40666	BLICKENS DERFER, STEVEN K	PROF DEVELOP	50.00
40667	CONOUR, JEREMY	MISC EXPENSE	23.45
40668	CRUZ, ERIKA	MISC EXPENSE	59.50
40669	DEMEIO, REBEKAH NICHOLE	SUPPLIES	223.56
40670	DIAZ, HEATHER	MISC EXPENSE	20.00
40671	FORD, SCOTT	MISC EXPENSE	12.45
40672	FRYDINGER-BLACK, SHAUNI	MISC EXPENSE	85.00
40673	GOODMAN, LISA	MISC EXPENSE	20.00
40674	HENDRICKS, AMBER	MISC EXPENSE	10.35
40675	HODGE, ANTHONY	MISC EXPENSE	3.00
40676	HUBER, BRITNIE	MISC EXPENSE	30.00
40677	LIN, WENCHAN	MISC EXPENSE	70.00
40678	LIU, WEI	MISC EXPENSE	12.30
40679	MCCANN, CHELSEA	MISC EXPENSE	10.00
40680	MCQUEEN, BROCK	MISC EXPENSE	119.00
40681	MEANS, STACEY	MISC EXPENSE	120.00
40682	MEYENBERG PONZIO, LORENA	MISC EXPENSE	40.00
40683	MOORE, STEPHANIE	MISC EXPENSE	30.00

40684	MYBINDING.COM	TEXTBOOKS	90.21
40685	NEWTON, KENT	MISC EXPENSE	88.00
40686	NICHOLS, SARAH MELISSA	MISC EXPENSE	105.89
40687	OHEARN, JAMIE	MISC EXPENSE	22.55
40688	RAY, JOSEPH	MISC EXPENSE	56.45
40689	REVER, ASHTON	MISC EXPENSE	40.00
40690	ROHMAN, STEFANIE	MISC EXPENSE	94.00
40691	SANON, EVENS	MISC EXPENSE	70.00
40692	SCHWARTZ, KRISTA	MISC EXPENSE	24.57
40693	SMALLEY, LORI	MISC EXPENSE	4.60
40694	SMITH, ALEXANDRIA	PROF DEVELOP	25.00
40695	WALDROP, APRIL	MISC EXPENSE	85.00
40696	ALPHA BAKING CO., INC	SUPPLIES	168.85
40697	B & B GLASS	PURCHASED SERVICE	7,812.00
40698	CANNON, CLAY	MISC EXPENSE	203.09
40699	COMCAST	PURCHASED SERVICE	23.95
40700	DD MAGIC-WRIGHTER	PURCHASED SERVICE	4.75
40701	DRISCOLL, JILL ANN	SUPPLIES	64.58
40702	DURKEE, ANN	SUPPLIES	41.00
40703	ECHO ELECTRIC	SUPPLIES	333.00
40704	EXPEDITIONS IN EDUCATION	PROF DEVELOP	288.00
40705	GORDON FOOD SERVICE	SUPPLIES	11,128.75
40706	GUIN MUNDORF, LLC.	PURCHASED SERVICE	6,974.00
40707	HILTON, MELISSA R	SUPPLIES	30.46
40708	IMPERIALDADE	SUPPLIES	530.96
40709	JOHNSON CONTROLS FIRE PROTECTION LP	PURCHASED SERVICE	2,044.80
40710	NEGWER DOOR SYSTEMS	PURCHASED SERVICE	914.62
40711	NELCO	SUPPLIES	881.10
40712	NELSON'S TERMITE & PEST CONTROL	PURCHASED SERVICE	400.00
40713	PURITAN SPRINGS	SUPPLIES	106.85
40714	RENAISSANCE	TEXTBOOKS	4,183.50
40715	TK ELEVATOR CORPORATION	PURCHASED SERVICE	1,273.21
40716	TRIMBY, MEGAN SUE	SUPPLIES	45.52
40717	ALPHA BAKING CO., INC	SUPPLIES	188.58
40718	AT&T	PURCHASED SERVICE	64.24
40719	BEHREND'S, SABRINA ELAINE	SUPPLIES	650.08
40720	BISHOP, BAILEY RENEE	SUPPLIES	117.60
40721	BLAND, TARYN ELIZABETH	SUPPLIES	315.14
40722	BOLLHORST, KRISTEN ANN MALIGMAT	SUPPLIES	59.43
40723	BRADFIELD'S, INC.	SUPPLIES	2,760.00
40724	BRADLEY, BLAKE PATRICK	PROF DEVLOP	399.00
40725	DECKER EQUIPMENT	SUPPLIES	152.35
40726	DIXSON, SAMUEL	MISC EXPENSE	47.20
40727	DONNELLY AUTOMOTIVE MACHINE	PURCHASED SERVICE	357.76
40728	DRISCOLL, JILL ANN	SUPPLIES	87.70
40729	DYNA GRAPHICS WOOD PRINTING	SUPPLIES	97.06
40730	ECHO ELECTRIC	SUPPLIES	587.67
40731	ELECTRICAL SERVICE COMPANY	PURCHASED SERVICE	149.38
40732	HANSEN, RICHARD JOHN	SUPPLIES	156.74
40733	HOWELL, KRISTA	MISC EXPENSE	60.00
40734	HSMS MEDICAL GROUP	PURCHASED SERVICE	273.00

40735	INTERSTATE BILLING SERVICE	PURCHASED SERVICE	2,832.08
40736	LEE, HANNAH ELIZABETH	SUPPLIES	117.60
40737	MIDWEST OCCUPATIONAL HEALTH ASSOCIATES	PURCHASED SERVICE	975.00
40738	MT. ZION HIGH SCHOOL ACTIVITY FUND	MISC EXPENSE	209.03
40739	MUSSELMAN, RICHARD L.	PURCHASED SERVICE	347.60
40740	REED, ELIZABETH	MISC EXPENSE	9.00
40741	ROGERS, JACK AUGUST	SUPPLIES	128.35
40742	RT. 48 INSPECTIONS	PURCHASED SERVICE	294.00
40743	TRIMBLE, LAWRENCE LEON, JR	PURCHASED SERVICE	60.00
40744	VILLAMERIEL, PEDRO J	MISC EXPENSE	6.20
40745	ENIS, JUDY CAROLE	PAYROLL ACCRUAL	306.67
40746	FOGARTY, MICHAEL FRANCIS	PAYROLL ACCRUAL	304.56
40747	GREEN, MCKENZIE RYAN	PAYROLL ACCRUAL	166.79
40748	JUMP, AUBREY TENNILLE	PAYROLL ACCRUAL	138.99
40749	KANTOR, KEAGAN LAIRD	PAYROLL ACCRUAL	138.99
40750	PEREZ, TIFFANY MARIANA	PAYROLL ACCRUAL	176.62
40751	HAWLEY, NANCY LEE	PAYROLL ACCRUAL	1,084.59
40752	GRAHAM, ISAAC LEE	PAYROLL ACCRUAL	583.79

**TOTAL**

<b>\$901,133.62</b>
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10 - EDUCATION FUND	\$	682,263.42
20 - OPERATION & MAINTENANCE FUND		125,712.16
40 - TRANSPORTATION FUND		26,718.71
50 - MUNICIPAL RETIREMENT		63,824.11
60- SITE & CONSTRUCTION FUND		2,118.22
80- TORT FUND		497.00

**TOTAL**

<b>\$ 901,133.62</b>
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**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3**  
**FUND WARRANTS**  
**March 11, 2026**

<b>CHECK #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
40753	EVERGREEN FS - #15	SUPPLIES	\$ 11,703.61
40754	GORDON FOOD SERVICE	SUPPLIES	8,439.42
40755	HSHS ST. MARY'S HOSPITAL	PURCHASED SERVICE	1,875.00
40756	IMPERIALDADE	SUPPLIES	3,027.27
40757	NUMOTION	TEXTBOOKS	631.20
40758	PSYCHOEDUCATIONAL RESOURCE SERVICES (PRS), INC.	PURCHASED SERVICE	5,400.00
40759	QUADIENT POSTAGE PAYMENT	PURCHASED SERVICE	1,010.00
40760	WATTS COPY SYSTEMS	PURCHASED SERVICE	3,154.45
<b>TOTAL</b>			<b>\$ 35,240.95</b>
	10 - EDUCATION FUND	\$	20,510.07
	20-OPERATION & MAINTANCE FUND		3,027.27
	40-TRANSPRTATION FUND		11,703.61
<b>TOTAL</b>		<b>\$</b>	<b>35,240.95</b>

**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3**

**ATHLETIC IMPREST EXPENSES**

*2/1/26-2/13/26*

<b>CHECK</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
18193	FRANK BEATTY JR	OFFICIAL	\$ 75.00
18193	FRANK BEATTY JR	OFFICIAL	-75.00
18194	ANTWANE MCCLELLAND	OFFICIAL	75.00
18195	STEPHEN P. SRONCE	OFFICIAL	75.00
18196	SHERRY J WHITE	OFFICIAL	75.00
18197	JAMES NORVILLE	OFFICIAL	75.00
18198	STEPHEN P. SRONCE	OFFICIAL	10.00
18199	SHERRY J WHITE	OFFICIAL	10.00
18200	KYLINE BURGE	OFFICIAL	10.00
18201	CYNTHIA FITZGERALD	OFFICIAL	20.00
18202	CORI HAMMER	OFFICIAL	20.00
18203	JENNIFER R MOORE	OFFICIAL	20.00
18204	STEPHEN P. SRONCE	OFFICIAL	10.00
18205	SHERRY J WHITE	OFFICIAL	10.00
18206	KEVIN WOOD	OFFICIAL	10.00
18207	FRANK BEATTY JR	OFFICIAL	75.00
18208	FRANK BEATTY JR	OFFICIAL	75.00
18209	BRANT BOWKER	OFFICIAL	90.00
18210	BARRY BURNETT	OFFICIAL	85.00
18211	JOSHUA P DOUTHIT	OFFICIAL	90.00
18212	340723089	OFFICIAL	90.00
18212	340723089	OFFICIAL VOID	-90.00
18213	KIRK HACKER	OFFICIAL	90.00
18214	STEPHAN HILGENDORF	OFFICIAL	125.00
18215	STEPHAN HILGENDORF	OFFICIAL	125.00
18216	JONATHON JULIUS	OFFICIAL	90.00
18217	JOE KYLE	OFFICIAL	90.00
18218	ANTWANE MCCLELLAND	OFFICIAL	75.00
18219	ANTWANE MCCLELLAND	OFFICIAL	75.00
18220	ROBERT M MUSCHAL JR	OFFICIAL	85.00
18221	STEPHEN PETTIT	OFFICIAL	85.00
18222	JEFFERY BURTON SHUMATE	OFFICIAL	125.00

18223	KEVIN WOOD	OFFICIAL	85.00
18224	J. C. FULTZ	OFFICIAL	90.00

<b>TOTAL</b>	<b>\$ 1,975.00</b>
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10 - EDUCATION FUND	\$	1,975.00
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INTEREST

<b>TOTAL</b>	<b>\$</b>	<b>1,975.00</b>
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**MT. ZION COMMUNITY UNIT SCHOOL DISTRICT #3**

**ATHLETIC IMPREST EXPENSES**

**2/16/26-2/27/26**

<b>CHECK</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
18207	FRANK BEATTY JR	OFFICIAL	\$ (75.00)
18210	BARRY BURNETT	OFFICIAL	-85.00
18221	STEPHEN PETTIT	OFFICIAL	-85.00
18225	MICHAEL FOSTER	OFFICIAL	150.00
18226	MICHAEL FOSTER	OFFICIAL	50.00
18227	SEAN KELLY HIGGINS	SECURITY	150.00
18228	JOSH METOYER	SECURITY	150.00
18228	JOSH METOYER	SECURITY	-150.00
18229	JAMES MISNER	OFFICIAL	85.00
18230	ROBERT M MUSCHAL JR	OFFICIAL	85.00
18231	DYLAN WAYNE	OFFICIAL	75.00
18232	SETH BAKER	OFFICIAL	125.00
18233	SETH BAKER	OFFICIAL	125.00
18234	SETH BAKER	OFFICIAL	125.00
18235	CYNTHIA FITZGERALD	OFFICIAL	85.00
18236	JEFFERY BURTON SHUMATE	OFFICIAL	125.00
18237	JEFFERY BURTON SHUMATE	OFFICIAL	125.00
18238	JAMES STEVENS	SECURITY	150.00
18239	SHERRY J WHITE	OFFICIAL	85.00
18240	CENTENNIAL HIGH SCHOOL	ENTRY FEE	300.00
18241	NORMAL WEST HIGH SCHOOL	ENTRY FEE	325.00
18242	SETH BAKER	OFFICIAL	125.00
18243	JEFFERY BURTON SHUMATE	OFFICIAL	125.00

**TOTAL**

**\$ 2,170.00**

10 - EDUCATION FUND

\$ 2,170.00

INTEREST

\$ 0.33

**TOTAL**

**\$ 2,170.33**

## Memorandum

**TO:** BOARD OF EDUCATION  
**FROM:** TRAVIS R. ROUNDABOUT  
**DATE:** MARCH 4, 2026  
**RE:** FINANCIAL TREASURER'S REPORT

**Administrative recommendation:** that the attached Financial Treasurer's Report be accepted and filed for audit

BMR nmg

Attachment

**MT. ZION COMMUNITY UNIT DISTRICT #3  
FINANCIAL REPORT  
JANUARY 31, 2026**

<u>EDUCATION FUND</u>	BUDGET	ACTIVITY/MO	RECEIVED TO DATE
LOCAL TAX	\$ 9,551,000.00	\$ -	\$ 9,510,196.43
REPLACEMENT TAXES	350,000.00	54,228.86	219,542.78
TUITION	373,000.00	34,585.50	241,234.17
INTEREST	361,000.00	5,548.03	49,360.86
FOOD SERVICE	831,300.00	73,472.96	516,296.24
PUPIL ACTIVITIES	111,000.00	7,528.25	94,658.00
TEXTBOOKS	180,100.00	1,460.00	163,108.00
OTHER/TRANSFERS	161,500.00	(6,541.19)	69,193.45
STATE UNRESTRICTED	11,600,000.00	1,067,230.00	5,869,765.00
STATE RESTRICTED	341,000.00	20,696.21	166,222.59
FEDERAL RESTRICTED	1,356,800.00	358,272.05	1,091,022.03
<b>TOTAL REVENUE</b>	<b>\$ 25,216,700.00</b>	<b>\$ 1,616,480.67</b>	<b>\$ 17,990,599.55</b>
			<b>EXPENDED TO DATE</b>
SALARIES	\$ 16,993,150.00	\$ 1,910,181.41	\$ 10,182,679.25
EMPLOYEE BENEFITS	4,700,980.00	442,770.25	2,416,297.40
PURCHASED SERVICES	978,705.00	52,330.79	542,479.78
SUPPLIES/MATERIALS	1,602,085.00	59,726.72	785,241.20
CAPITAL OUTLAY	99,000.00	-	56,228.25
TUITION/OTHER	842,780.00	-	125,245.45
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,216,700.00</b>	<b>\$ 2,465,009.17</b>	<b>\$ 14,108,171.33</b>
<u>OPERATIONS &amp; MAINTENANCE FUND</u>	BUDGET	ACTIVITY/MO	RECEIVED TO DATE
LOCAL TAX	\$ 1,898,000.00	\$ -	\$ 1,886,932.83
INTEREST	40,100.00	539.34	4,807.00
STATE UNRESTRICTED	2,000.00	-	-
FEDERAL RESTRICTED	-	-	-
OTHER REVENUE	19,900.00	-	14,240.00
<b>TOTAL REVENUE</b>	<b>\$ 1,960,000.00</b>	<b>\$ 539.34</b>	<b>\$ 1,905,979.83</b>
			<b>EXPENDED TO DATE</b>
SALARIES	\$ 716,000.00	\$ 97,774.78	\$ 548,253.12
EMPLOYEE BENEFITS	405,600.00	10,683.36	73,164.67
PURCHASED SERVICES	257,400.00	13,784.52	277,776.88
SUPPLIES/MATERIALS	871,000.00	66,880.07	792,852.09
CAPITAL OUTLAY	10,000.00	-	11,070.00
OTHER OBJECTS	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,260,000.00</b>	<b>\$ 189,122.73</b>	<b>\$ 1,703,116.76</b>
<u>DEBT SERVICE FUND</u>	BUDGET	ACTIVITY/MO	RECEIVED TO DATE
LOCAL TAX	\$ 2,108,400.00	\$ 130,991.65	\$ 2,105,779.09
INTEREST	1,100.00	61.77	515.78
OTHER	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,109,500.00</b>	<b>\$ 131,053.42</b>	<b>\$ 2,106,294.87</b>
			<b>EXPENDED TO DATE</b>
PURCHASED SERVICES	\$ 2,500.00	\$ -	\$ 1,000.00
OTHER OBJECTS	2,107,000.00	-	1,836,165.50
TRANSFERS	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,109,500.00</b>	<b>\$ -</b>	<b>\$ 1,837,165.50</b>
<u>TRANSPORTATION FUND</u>	BUDGET	ACTIVITY/MO	RECEIVED TO DATE
LOCAL TAX	\$ 759,000.00	\$ -	\$ 755,070.34
TRANSPORTATION FEES	6,000.00	-	971.08
INTEREST	39,000.00	518.75	4,635.06
OTHER	25,000.00	-	-

STATE UNRESTRICTED	147,000.00	199,332.76	199,332.76
STATE RESTRICTED	1,050,000.00	-	405,782.32
FEDERAL RESTRICTED	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,026,000.00</b>	<b>\$ 199,851.51</b>	<b>\$ 1,365,791.56</b>

			<b>EXPENDED TO DATE</b>
SALARIES	\$ 843,000.00	\$ 82,569.85	\$ 474,389.50
EMPLOYEE BENEFITS	70,500.00	4,170.47	24,772.95
PURCHASED SERVICES	27,000.00	4,361.76	26,097.59
SUPPLIES/MATERIALS	255,500.00	15,031.46	136,503.02
CAPITAL OUTLAY	830,000.00	-	829,728.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,026,000.00</b>	<b>\$ 106,133.54</b>	<b>\$ 1,491,491.06</b>

<b><u>IMRF/FICA FUND</u></b>	<b>BUDGET</b>	<b>ACTIVITY/MO</b>	<b>RECEIVED TO DATE</b>
LOCAL TAX	\$ 610,000.00	\$ -	\$ 459,471.70
REPLACEMENT TAX	15,000.00	-	-
INTEREST	31,000.00	429.93	3,850.14
OTHER REVENUE	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 656,000.00</b>	<b>\$ 429.93</b>	<b>\$ 463,321.84</b>

			<b>EXPENDED TO DATE</b>
OTHER LIABILITY		\$ -	\$ -
EMPLOYEE BENEFITS	656,000.00	62,618.10	352,473.98
<b>TOTAL EXPENDITURES</b>	<b>\$ 656,000.00</b>	<b>\$ 62,618.10</b>	<b>\$ 352,473.98</b>

<b><u>SITE &amp; CONSTRUCTION FUND</u></b>	<b>BUDGET</b>	<b>ACTIVITY/MO</b>	<b>RECEIVED TO DATE</b>
SALES TAX	\$ 890,000.00	\$ 101,000.00	\$ 101,000.00
INTEREST	10,000.00	440.23	3,936.09
OTHER REVENUE	400,000.00	-	552,365.00
TRANSFERS	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,300,000.00</b>	<b>\$ 101,440.23</b>	<b>\$ 657,301.09</b>

			<b>EXPENDED TO DATE</b>
PURCHASED SERVICES	\$ 2,600,000.00	\$ -	\$ 2,200,394.63
SUPPLIES/MATERIALS	200,000.00	256.66	29,439.93
CAPITAL OUTLAY	200,000.00	-	573,565.65
TRANSFERS	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,000,000.00</b>	<b>\$ 256.66</b>	<b>\$ 2,803,400.21</b>

<b><u>WORKING CASH FUND</u></b>	<b>BUDGET</b>	<b>ACTIVITY/MO</b>	<b>RECEIVED TO DATE</b>
LOCAL TAX	\$ 170,000.00	\$ -	\$ 122,341.38
INTEREST	10,000.00	214.96	1,926.74
SALE OF BONDS	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 180,000.00</b>	<b>\$ 214.96</b>	<b>\$ 124,268.12</b>

			<b>EXPENDED TO DATE</b>
OTHER OBJECTS	\$ -	\$ -	\$ -
TRANSFERS	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b><u>TORT FUND</u></b>	<b>BUDGET</b>	<b>ACTIVITY/MO</b>	<b>RECEIVED TO DATE</b>
LOCAL TAX	\$ 779,500.00	\$ -	\$ 775,628.10
INTEREST	500.00	20.59	171.95
OTHER	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 780,000.00</b>	<b>\$ 20.59</b>	<b>\$ 775,800.05</b>

			<b>EXPENDED TO DATE</b>
SALARIES	\$ 276,000.00	\$ -	\$ -
EMP. BENEFITS	56,000.00	-	100.00
PURCHASED SERVICES	448,000.00	-	282,496.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 780,000.00</b>	<b>\$ -</b>	<b>\$ 282,596.00</b>

<u>FIRE PREVENTION/SAFETY FUND</u>	<u>BUDGET</u>		<u>ACTIVITY/MO</u>	<u>RECEIVED TO DATE</u>
LOCAL TAX	\$	170,000.00	\$	- \$ 122,341.38
INTEREST		3,000.00		78.51 699.54
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>173,000.00</b>	<b>\$</b>	<b>78.51 \$ 123,040.92</b>
				<b>EXPENDED TO DATE</b>
PURCHASED SERVICES	\$	100,000.00	\$	- \$ 17,600.00
CAPITAL OUTLAY		-		- -
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>100,000.00</b>	<b>\$</b>	<b>- \$ 17,600.00</b>

**ANALYSIS SUMMARY****EDUCATION FUND**

Actual Carryover	\$	6,298,100.44
Received to Date		17,990,599.55
Expended to Date		(14,108,171.33)
Fund Balance 1/31/2026	\$	10,180,528.66
Imprest Fund		5,000.00
Athletic Imprest Fund		5,000.00
Projected Carryover 6/30/2026	\$	6,298,100.44

**OPERATIONS AND MAINTENANCE FUND**

Actual Carryover	\$	998,534.69
Received to Date		1,905,979.83
Expended to Date		(1,703,116.76)
Fund Balance 1/31/2026	\$	1,201,397.76
Projected Carryover 6/30/2026	\$	998,534.69

**DEBT SERVICE FUND**

Actual Carryover	\$	619,686.29
Received to Date		2,106,294.87
Expended to Date		(1,837,165.50)
Fund Balance 1/31/2026	\$	888,815.66
Projected Carryover 6/30/2026	\$	619,686.29

**TRANSPORTATION FUND**

Actual Carryover	\$	743,930.81
Received to Date		1,365,791.56
Expended to Date		(1,491,491.06)
Fund Balance 1/31/2026	\$	618,231.31
Projected Carryover 6/30/2026	\$	743,930.81

**IMRF/FICA FUND**

Actual Carryover	\$	532,141.31
Received to Date		463,321.84
Expended to Date		(352,473.98)
Fund Balance 1/31/2026	\$	642,989.17
Projected Carryover 6/30/2026	\$	532,141.31

**SITE & CONSTRUCTION FUND**

Actual Carryover	\$	2,308,397.13
Received to Date		657,301.09
Expended to Date		(2,803,400.21)
Fund Balance 1/31/2026	\$	162,298.01
Projected Carryover 6/30/2026	\$	608,397.13

**WORKING CASH FUND**

Actual Carryover	\$	674,570.13
Received to Date		124,268.12
Expended to Date		-
Fund Balance 1/31/2026	\$	798,838.25
Projected Carryover 6/30/2026	\$	854,570.13

**TORT FUND**

Actual Carryover	\$	2,205.57
Received to Date		775,800.05
Expended to Date		(282,596.00)
Fund Balance 1/31/2026	\$	495,409.62
Projected Carryover 6/30/2026	\$	2,205.57

**FIRE PREVENTION & SAFETY FUND**

Actual Carryover	\$	260,073.09
Received to Date		123,040.92
Expended to Date		(17,600.00)
Fund Balance 1/31/2026	\$	365,514.01
Projected Carryover 6/30/2026	\$	333,073.09

**TREASURER'S REPORT****EDUCATION FUND**

Beginning Cash Balance	\$	3,564,003.53
Revenue less Disbursed		(754,635.65)
Monthly Liabilities		(99,250.51)
Ending Cash Balance		2,710,117.37
Ending MM Investments		675,824.73
Ending Special Savings		6,794,586.56
Total Assets	\$	10,180,528.66

**OPERATIONS AND MAINTENANCE FUND**

Beginning Cash Balance	\$	551,191.40
Revenue less Disbursed		(194,277.85)
Monthly Liabilities		5,170.33
Ending Cash Balance		362,083.88
Ending MM Investments		57,855.84
Ending Special Savings		781,458.04
Total Assets	\$	1,201,397.76

**DEBT SERVICE FUND**

Beginning Cash Balance	\$	647,820.46
Revenue less Disbursed		131,006.86
Ending Cash Balance		778,827.32
Ending MM Investments		17,815.14
Ending Special Savings		92,173.20
Total Assets	\$	888,815.66

**TRANSPORTATION FUND**

Beginning Cash Balance	\$	118,455.83
Revenue less Disbursed		93,277.76
Monthly Liabilities		(68.40)
Ending Cash Balance		211,665.19
Ending MM Investments		162,407.71
Ending Special Savings		244,158.41
Total Assets	\$	618,231.31

**IMRF/FICA FUND**

Beginning Cash Balance	\$	248,879.49
Revenue less Disbursed		(60,606.58)
Monthly Liabilities		(2,006.45)
Ending Cash Balance		186,266.46
Ending MM Investments		184,367.90
Ending Special Savings		272,354.81
Total Assets	\$	642,989.17

**SITE & CONSTRUCTION FUND**

Beginning Cash Balance	\$	(119,351.94)
Revenue less Disbursed		100,750.95
Ending Cash Balance		(18,600.99)
Ending MM Investments		37,442.40
Ending Special Savings		143,456.60
Total Assets	\$	162,298.01

**WORKING CASH FUND**

Beginning Cash Balance	\$	486,145.30
Revenue less Disbursed		2.53
Ending Cash Balance		486,147.83
Ending MM Investments		11,277.70
Ending Special Savings		301,412.72
Total Assets	\$	798,838.25

**TORT FUND**

Beginning Cash Balance	\$	493,973.43
Revenue less Disbursed		5.07
Ending Cash Balance		493,978.50
Ending MM Investments		1,390.40
Ending Special Savings		40.72
Total Assets	\$	495,409.62

**FIRE PREVENTION & SAFETY FUND**

Beginning Cash Balance	\$	290,888.58
Revenue less Disbursed		2.53
Ending Cash Balance		290,891.11
Ending MM Investments		44,928.33
Ending Special Savings		29,694.57
Total Assets	\$	365,514.01

**TOTAL ASSETS**

PRAIRIE STATE BANK AND TRUST	\$	15,354,022.45
INSURANCE FUND	\$	554,438.99

## Memorandum

**TO:** BOARD OF EDUCATION

**FROM:** TRAVIS R. ROUNDABOUT

**DATE:** MARCH 4, 2026

**RE:** BID AUTHORIZATION FOR FY 2027 CUSTODIAL AND PAPER SUPPLIES

**Administrative recommendation:** To authorize the Administration to solicit paper and custodial supply bid quotations for the 2026-2027 school year according to the attached specification sheets.

**Comments:** this is the usual and customary time to begin purchasing procedures for these items. Bid proposals are due in the Superintendent's Office on or before 10:00 a.m. (Custodial) and 11:00 a.m. (Paper) on April 2, 2026, and will be opened at that time. It is anticipated that the Board will accept and award the bids for these projects at the May 12, 2026 meeting.

BMR nmg

Enclosures

	<i>Item Description and Quality</i>	<i>Green Compliant* Yes/No</i>	<i>Unit Price</i>	<i>Brand Name</i>	<i>Item #</i>
1)	<i>Liquid Defoamer</i>		\$ _____ /gal (4 gal/case)		
2)	<i>Carpet Cleaner</i>		\$ _____ /gal (4 gal/case)		
3)	<i>Concentrated Neutral Disinfectant Cleaner</i> <b>Spartan D.M.Q.( NO SUBSTITUTIONS)</b>		\$ _____ /5-gal pail		
4)	<i>Multi-Enzyme Digestant</i> Minimum: 2 oz per gallon dilution, with residual biological odor control 1:30 dilution pH 7.0		\$ _____ /gal (4 gal/case)		
5)	<i>Envirox H2Orange2 Concentrate Multi-Purpose Cleaner #112</i> Minimum: Hydrogen Peroxide TWA ppm – 1 <b>**BIDS MUST BE ON THIS BRAND AND ITEM NUMBER</b> TWA mg/m2 – 1.4 STEL ppm – 75 IDLH		\$ _____ /gal (4 gal/case)		
6)	<i>Tork Wypall Econo L30 Wipers 8x100 9.25x16.25</i> Item # 192127		\$ _____ /box of 120 wipes \$ _____ /case of 10 boxes=1,200 wipes total		
7)	<i>Gentle Foaming Hand Soap</i>		\$ _____ /gal (4 gal/case)		
8)	<i>Impact Push Lever Bulk Fill Foaming Hand Soap Dispenser</i>		\$ _____ /each		
9)	<i>High P.H. Floor Cleaner</i> pH of 11% Dilution 1:128		\$ _____ /5-gal pail		
10)	<i>Cling Toilet Bowl Cleaner**</i> Hydrochloric Acid 9% <b>**SEND SAMPLES PLEASE</b> <b>**MUST BE THICK TOILET BOWL CLEANER**</b>		\$ _____ /quart (12 quarts/case)		
11)	<i>SC Johnson Multi-Surface Floor Wax Plus Sealer</i> <b>***NO SUBSTITUTION***</b>		\$ _____ /5-gallon pail		
12)	<i>Fresh Metered Aerosol</i> 7 oz white aerosol cans		\$ _____ /case (12 cans/case)		

**MT. ZION SCHOOL DISTRICT #3  
2026-27 CUSTODIAL SUPPLY BID SHEET  
I. GENERAL CUSTODIAL SUPPLIES - PAGE 2**

	<i>Item Description and Quality</i>	<i>Green Compliant* Yes/No</i>	<i>Unit Price</i>	<i>Brand Name</i>	<i>Item #</i>
13)	<b>Fresh Wave 3D Urinal Deodorizer**</b> *** NO SUBSTITUTION***		\$ _____ /box (10/box) \$ _____ /case (60/case)		
14)	<b>Standard Rayon Wet Mop 20 oz., 1" Headband (White)</b> NOT #20		\$ _____ /case (12 mop heads/case)		
15)	<b>Champion 2161 Sprayon All-Purpose Cleaner**</b> 18 oz white aerosol cans <b>**MUST BE THIS BRAND</b>		\$ _____ /case (12 cans/case)		
16)	<b>Clorox LEMON Disinfecting Wipes</b> #15948 6/75 Count		\$ _____ /case (12 containers/case=900 wipes/case)		
17)	<b>Powder Free-Nitrile Gloves</b> midweight #SYZ6NPR-1M 100/box, 10 boxes/case		Small: \$ _____ Medium: \$ _____ Large: \$ _____ X-Large: \$ _____ 10/100 Case		
18)	<b>Comet Cleaner with Bleach Liquid RTU PGD02287</b> 8/Case		\$ _____ /case (4 gal/case)		
19)	<b>Disposable Urinal Floor Mats</b>		\$ _____ /case (6/case)		
20)	<b>Mr. Clean Magic Erasers #PGD79009 4.3/4 x 2 1/3x1"</b> ***NO SUBSTITUTION***		\$ _____ /box (6/box)		
21)	<b>Masslinn Dust Cloths</b> 24x16"		\$ _____ /carton of 100 \$ _____ /carton of 400		

**MUST SEND SAMPLES IF NOT BIDDING BRANDS REQUESTED**

Bid Submitted by: \_\_\_\_\_  
Company Name

**MT. ZION SCHOOL DISTRICT #3  
2026-27 CUSTODIAL SUPPLY BID SHEET  
I. GENERAL CUSTODIAL SUPPLIES -PAGE 3**

22)	<b>Profi Floor Cleaner/Oil &amp; Grease Remover**</b> Solvent-and butyl-free and pH Neutral Minimum: 1-2 oz. per gallon dilution  <b>MUST BE THIS BRAND</b>		\$_____ /case (4 gal/case)		
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Brands of like nature and quality will be considered; however SAMPLES MUST ACCOMPY BID SUBMITTAL if deviating from Brand requested.  
In addition, ALL SAMPLES MUST BE LABELED "Vendor Name - Custodial Bid Item # - Quoted Price" in order to be sorted & tested in a timely manner, for consideration of award.  
End of General Custodial Supplies. See next page for Kitchen Custodial Supplies.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Representative**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Email**

**MT. ZION SCHOOL DISTRICT #3  
2026-27 PAPER SUPPLY BID SHEET  
I. GENERAL PAPER SUPPLIES - PAGE 1**

<i>Bid Item #</i>	<i>Item Description and Quality</i>	<i>Estimated Quantity to Order</i>	<i>Green Compliant* Yes/No</i>	<i>Unit Price</i>	<i>Brand Name</i>	<i>Product Item #</i>	<i>Sample Labeled and Sent</i>
1)	<b>8 1/2 x 11; 20# Bond Multipurpose White Copy Paper</b> Brand: Fascopy, 92+ Brightness MUST be Multipurpose; Laser Bond NOT compatible with our copiers. One Time Delivery (Optional)	<u>1000 cases</u>		\$ _____/case (5,000/cs)			
2)	<b>8 1/2 x 11; 20# Bond Multipurpose Colored Copy Paper, Grade 4</b> Brand: Fascopy Equal Colors: a. Pastel Blue..... 5 cases b. Pastel Green..... 5 cases c. Pastel Pink ..... 5 cases d. Canary Yellow.....5 cases	<u>20 cases total</u>		\$ _____/case (5,000/cs)			
3)	<b>Von Drehle Brown Jumbo Roll Towels - 8" x 800'</b>	<u>400 cases</u>		\$ _____/case (6 rolls/cs)			
4)	<b>Von Drehle 2-Ply Jumbo Toilet Tissue - 9" x 1,000'</b> <b>Box MUST specify 1000'</b> in order to be an acceptable bid. <b>Anything less will be automatically rejected and all will be returned at bid vendor's cost.</b>	<u>250 cases</u>		\$ _____/case (12 rolls/cs)			
5)	<b>40-45 Gallon Flat-Seal Extra Heavy Grade Garbage Bags, 2mL</b> <b>Flat-Seal Required; Two samples must accompany all bids;</b> <b>**ALL STAR-SEALS WILL BE AUTOMATICALLY REJECTED**</b> <b>Minimum Thickness, 1.7mL</b> <b>Size: 43" x 47"</b>	<u>300 cases</u>		\$ _____/case 100 bags/cs		_____ mL FLAT SEAL? YES or NO	
6)	<b>20-30 Gallon High-Density Can Liners, 16 Mic/.59 mil, 30" x 36"/.59 mil</b> <b>Minimum Thickness: 16 MIC</b> <b>Size: 30" x 36"</b>	<u>250 cases</u>		\$ _____/case (250/case)		_____ MIC	

Brands of like nature and quality will be considered; however, **SAMPLES MUST ACCOMPANY ALL BID SUBMITTALS IF DEVIATING FROM BRAND REQUESTED.**  
In addition, **ALL SAMPLES MUST BE LABELED "Vendor Name - Paper Bid Item # - Quoted Price"** in order to be sorted & tested in a timely manner, for consideration of award.  
Ex. "Smith Supply, Paper Bid Item #1, \$21.00/cs"

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person for Questions/Samples, Phone, Email

\_\_\_\_\_  
Full Mailing Address

**MT. ZION SCHOOL DISTRICT #3  
2026-27 PAPER SUPPLY BID SHEET  
II. FOOD SERVICE PAPER SUPPLIES - PAGE 2**

<i>Bid Item #</i>	<i>Item Description and Quality</i>	<i>Estimated Quantity to Order</i>	<i>Green Compliant* Yes/No</i>	<i>Unit Price</i>	<i>Brand Name</i>	<i>Item #</i>	<i>Sample Labeled and Sent</i>
1)	Dart 12 oz foam hot & cold cups, white, beaded Polystyrene	10 cases		/case 1,000/case			
2)	Solo 2 oz <u>paper souffle portion cups</u> , white, 250 ct package, 20/case Cups are resistant to liquid penetration & are compostable	10 cases		/case 5,000/case			
3)	Brown Paper Goods 16.5 x 24.5 inch 25 lb. <u>Silicone baking sheets</u> , white	10 cases		/case 1,000/case			
4)	Packer Label 16.5 x 24.5 inch Quilon Baking sheets, white	20 cases		/case 1,000/case			
5)	Medium-Weight Plastic Sporks, white, with medium length handles, polypropylene	200 cases		/case 1,000/case			
6)	Medium-Weight Plastic Forks, white, with medium length handles, ploypropylene	10 cases		/case 1,000/case			
7)	1 gallon plastic reclosable food storage bags, 10 x 11, 1.7 mil, clear Protects food & locks in freshness without ripping	20 cases		/case 1,000/case			
8)	Dart 8 oz. foam bowl, white, polystyrene	10 cases		/case 1,000/case			
9)	Dart 12 oz. foam bowls, white, polystyrene	10 cases		/case 1,000/case			
10)	Reynolds 6 x 7 inch wet-wax paper sandwich bags, white	20 cases		/case 1,000/case			
11)	8 oz. <u>white-coated</u> paper food tray, aspire pattern	5 cases		/case 1,000/case			
12)	Chinet 8.5 x 10.5 inch molded fiber cafeteria trays, 5-compartment beige, <u>100% recycled fiber NOT STYRO-FOAM</u>	500 cases		/case 500/case			
13)	Anchor Packaging 9 x 9 in 1 comp container, black, hinged, vented, polypropylene	5 cases		/case 100/case			
14)	1 ply embossed inter-fold <u>dispenser</u> napkins, white, 8.5 x 13 inch, 334/sleeve, 24 sleeves/case	50 cases		/case 6,000/ctn			
15)	8.88 inch foam plates, white, polystyrene, unlaminated, sturdy, durable, feature a Satin design with sleek clean lines	200 cases		/case 125/case			
16)	Medium powder-free vinyl gloves, clear 100 ct box, 10 bxs/case	5 cases		/case 1,000/case			

Brands of like nature and quality will be considered; however, **SAMPLES MUST ACCOMPANY ALL BID SUBMITTALS IF DEVIATING FROM BRAND REQUESTED.**  
 In addition, **ALL SAMPLES MUST BE LABELED "Vendor Name - Kitchen Paper Bid Item # - Quoted Price"** in order to be sorted & tested in a timely manner, for consideration of award.  
 Ex. "Smith Supply, Kitchen Paper Bid Item #1, \$22.00/cs"

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Contact Person for Questions/Samples, Phone, Email

\_\_\_\_\_  
 Full Mailing Address