Mt. Zion School District #3

FACULTY HANDBOOK

2026-2027

MT. ZION . . .

a great place to LEARN

"Working with families to fully develop every child's ability to be a lifelong learner and contributing member of society."

Dr. Travis R. Roundcount, Superintendent of Schools

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403(b) PARTICIPATION

Employees who are not students and work at least 1,000 hours per year are eligible and may participate through a tax-sheltered annuity salary reduction. A 403(b) written plan document and enrollment forms for 403(b) deductions can be obtained from the District's central administrative office.

ACCELERATED PLACEMENT PROGRAM (APP)

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. Additional information or a copy of the APP policy, procedures, and deadlines can be obtained from any district administrator. The APP policy can also be found on the District website.

ACCIDENTS AND INJURIES

Injured students shall be taken to the office immediately so that proper first aid measures can be taken. If the injury is of such a nature that the student should not be moved, the nurse and/or office should be notified immediately.

An accident report shall be completed for all accidents and injuries involving either students or adults. This information could be vital in case of subsequent insurance claims and/or litigation.

A copy of the accident report and a student insurance claim form should be given to the parent/guardian or injured party at the time of the accident.

ASSEMBLY PROGRAMS

Teachers are expected to attend all school assemblies and help with the supervision of students. Should an assembly be scheduled during a teacher's prep period, the specialist responsible for that period will supervise the class.

ATTENDANCE

K-6 attendance shall be taken at the beginning of the school day and entered into Skyward. Students who are tardy should be recorded accordingly. Attendance slips must be submitted to the office first thing each morning. The office will update the attendance files for those students receiving "late passes" after the school day has started.

7-12 attendance will be taken at the beginning of each period and entered into Skyward at the beginning of each class period. Students arriving late to school must present a pass from the office **before** they are admitted to class. Students shall never be allowed to take attendance.

It is imperative that all teachers be extremely accurate in attendance taking to ensure accurate office records.

Elementary Only: All notes from home should be turned in to the office with signed attendance sheets.

BOARD POLICIES

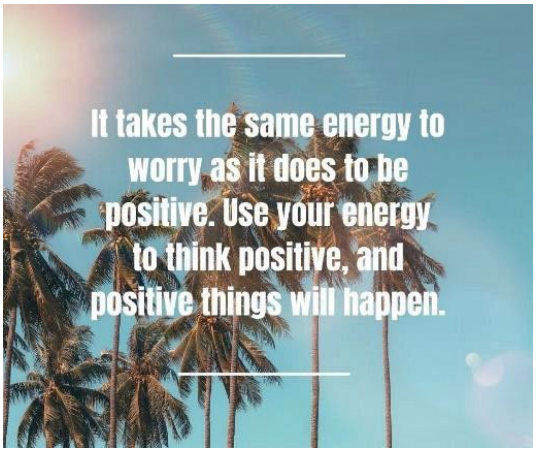
It is quite important that teachers become familiar with the Mt. Zion Board of Education Policy Manual. There are copies of this manual for review in the principal's office and the central administrative offices.

BUILDING HOURS/FACULTY MEETINGS

K-6 teachers are expected to be in their respective classrooms or assigned areas at 8:00 a.m. and remain after school until 3:30 p.m.
7-12 teachers are expected to be on duty by 7:30 a.m. and remain after school until 3:00 p.m.

Teachers are to attend all scheduled meetings. Unavoidable absences should be arranged in advance with the principal. In addition to the hours above, all teachers Pre-K-12 will have up to 60 minutes per month for meetings, plus two evening events per year.

Leaving the Building During Working Hours: Should the need arise for a teacher to leave the building during school hours, prior permission shall be obtained from the building principal.



CO-CURRICULAR CONFLICTS

Sponsors and coaches of co-curricular activities will meet prior to the beginning of each season to discuss potential conflicts involving those students that participate in more than one activity. Once a decision is agreed upon, the sponsors should communicate their plan(s) to the student, parents and/or the administration (if appropriate). If resolution is not accomplished, the building principal will make the final decision.

DISCIPLINE CODE

The student discipline code is presented in the Student/Parent Handbook. Each teacher must become familiar with these regulations and follow them in all student discipline situations.

DISMISSAL OF CLASSES

Teachers must not dismiss their classes until the bell rings. **Teachers dismiss classes, not the bell.** All students should leave the classroom walking.

It is important that teachers are present outside the door before and after each class to insure good discipline in the hallways.

DISTRIBUTION OF MATERIALS

Signs, posters, or notices may not be distributed or posted without prior permission from the Superintendent or designee. If an individual comes to your room to distribute any material, send him/her to the office.

EARLY DISMISSAL OF STUDENTS

For the general safety of all students, only the office will give permission for a student to leave the building during school hours. Parents must report to the office when requesting a child for early dismissal. **DO NOT RELEASE ANY STUDENT TO ANY PERSON(S) WITHOUT SECURING PERMISSION FROM THE OFFICE!**

Students leaving early for dentist or doctor appointments must submit a note from a parent or guardian. All notes indicating early dismissal should be initialed by the teacher and sent to the office. The student will then be allowed to leave the premises.

EMERGENCY PROCEDURES

Emergency procedures must be posted in every room of attendance. If a student has a medical emergency, the teacher is to call 911 immediately. Students are to be informed of all procedures for fire, disaster, and evacuation. Drills will be held on various occasions. Each teacher should become familiar with the Safeplans Emergency document and follow it in all emergency situations.

EMERGENCY SCHOOL CLOSINGS

When the decision is made to close schools for the day, the District communication system will be activated. Staff will receive notification via home phone, cell phone, work phone and/or email. The building and/or department calling tree *may* also be activated. The closing will also be reported to WAND TV.

School officials will make every attempt to determine (by 6:30 a.m.) if conditions call for school closing. If there is no announcement, schools will be open as usual. On days school begins later than usual, teachers will be expected to report at their **regular** assigned time or as soon as possible.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. More information on this item can be obtained by any district administrator or found on our District website.

Prohibited grooming behaviors include, at a minimum, *sexual misconduct. Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to: a sexual or romantic invitation, dating or soliciting a date, engaging in sexualized or romantic dialog, making sexually suggestive comments that are directed toward or with a student, self-disclosure or physical exposure of a sexual, romantic, or erotic nature, and a sexual, indecent, romantic, or erotic contact with the student.

EVALUATIONS

Evaluation is recognized as an on-going procedure designed to improve the total educational program. The types and frequency of evaluations for both tenured and non-tenured teachers will be outlined by principals at the beginning of the school year as indicated in the District evaluation plan. Teacher job descriptions are included in the District's evaluation plan. A copy of the Certified Evaluation Plan in its entirety should be located in each building's teacher work room and may be perused or duplicated at will.

EXTRA DUTY PAY

The Extra Duty Pay categories and rates are as follows:

Summer School, STEM Teacher, After School Tutor, Building Technology Assistant (SYSOP), At-school Homebound Teacher, Driving Teacher, HS Robotics, and Lego League	$32.00/hour
In-home Homebound Teacher	$35.00/hour
Saturday School, Fieldhouse Supervisor	$27.00/hour

FAMILY AND MEDICAL LEAVE

Eligible employees may use unpaid family and medical leave, guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year. To be eligible for family and medical leave, an employee must have been employed by the District for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. An employee must provide a certificate completed by the health care provider when requesting a FMLA leave if requested. Before returning to work, the employee may be required to obtain and present certification from the health care provider that he or she is able to resume work. For more information on family and medical leave, contact the District's central administrative offices.

FIELD TRIPS

The school is sometimes restricted in meeting many objectives of education because of limitations placed on the school environment. Some of these limitations may be removed by extending and supplementing classroom experiences through field trips. Trips should be planned far enough in advance so as to become an integral part of the educational program.

The following procedures shall be followed by teachers planning field trips:

1. Notify the principal in advance.
2. Fill out a request for bus transportation at least two weeks prior to the field trip.
3. As much information as possible concerning the trip shall be given to the student's parents by attaching it to a parental permission form. Suggested items to include: background information, destination, scheduled trip, unsupervised time (if any), route, departure time, place of departure, return time, point of return, participants transportation, drivers, chaperones, money needed, and appropriate dress.
4. The teacher should furnish the office with a complete list of students attending the field trip at least 72 hours in advance.
5. Medical releases shall be filled out by the parents if the trip is an overnight trip.
6. A teacher shall always have the responsibility of supervising and monitoring student behavior on field trips.
7. If more than one bus is provided, there should be a teacher for each bus.
8. The general conduct and attitude of those participating should reflect credit upon our school. All school rules and student handbook expectations apply during field trips.
9. The teacher will take a head count before leaving the school to determine the total number of students on the bus. A head count shall be taken each time students leave or re-enter the bus as well as entering and leaving any facility on the field trip itinerary.

FINANCIAL ACCOUNTS

All money used for school clubs and student organizations must be handled through the building's activity fund. Money collected and/or earned by these student clubs shall be turned into the school secretary for deposit in the activity account.

This money shall be deposited promptly to insure its safekeeping. Sponsors are responsible for the accounting of the monies collected.

FORMS AND PROCEDURAL BULLETINS

The following forms and procedural bulletins are available from principals for teachers. Teachers should become familiar with each of the following items: Accident Forms, Inventory Form, Emergency Drill Procedures, Emergency Personnel Form, Request for Transportation Form, and Graduate Credit Request Form.

FRAUD REPORTING

This statement is included in the employee handbook to make employees aware that the District will not tolerate activities which may be fraudulent and that reports will be investigated. Employees are under obligation to report any observed or suspected fraud to the Superintendent, Board of Education, or to BKD Integra Report at www.mtzschools.integrareport.com or 855-858-3344. All reports will be investigated and if any wrongdoing is founded disciplinary measures will be implemented.

GENERAL TEACHER INFORMATION

It is always necessary to have some rules and regulations in order to carry out an effective school program. Important areas include the following:

1. Teachers are expected to be on time for school. Be on time to all duties assigned to you. You must be at your classroom when students arrive for classes.
2. Be sure that students have enough to do...always challenge them to do their best. Idle students can become discipline problems.
3. Be sure to keep control of your classroom right from the start...do not let it get away from you. Classroom discipline is part of your job. You are expected to handle all such cases, but if you have a difficult case, do not hesitate to ask for help. Set up a discipline plan and inform parents of your plan.
4. Be sure to inform the office of any activities you are planning that will occur outside your classroom.

5. Group trips must be approved and planned in advance so that proper transportation arrangements can be made. Teachers must complete bus request forms and forward to building principals. The transportation office would like a one (1) week notice from the principal when scheduling buses.
6. Keep a record of students' work in your grade/record book. Have it available in a usable and understandable form at all times. Communicate with parents on a regular basis.
7. A teacher is not to leave the classroom unattended. By law, teachers are regarded as individuals liable for negligence resulting from lack of supervision. If you must leave, ask another teacher to assume responsibility or notify the office and ask for assistance.
8. Remember, the Administration is here to support you. Whenever you send a student to the principal's office, be sure to check with him/her for disposition of the case.
9. Once a student has been sent to the principal's office, teachers are not to indicate to the student that he/she may be banned from returning to class.
10. Teachers are not to shove, grab or use physical force with students in disciplinary situations. Needless to say, reasonable force shall only be used in breaking up a fight or protecting another student or yourself. Teachers shall not use profanity when dealing with students, including coaching situations. The district's Restraint and Time-Out (RTO) plan can be found on the district website for reference.

GRADE REPORTING

K-1 report cards will be sent home at the end of each 9-week period. Grades 2-12 report cards will be posted on Family Access each 9-week period. Specialists with grades that must be recorded on the report card should provide those grades for the classroom teachers at least 24 hours prior to distribution. The dates for the 9-week periods will be included on the annual school calendar.

GRADUATE HOUR REQUEST



Teachers should complete the Graduate Hour Request Form (see District website) to receive prior permission from the Superintendent to enroll in courses to advance on the salary schedule. In order to receive credit for graduate hours on the salary schedule, the teacher must provide the District Superintendent's office with an official copy of the completed transcript indicating a grade B or higher. Therefore, courses taken Pass/Fail will not be included in movement on the salary schedule unless the University Policy indicates a Pass Course Grade equivalent to or above "B" work. An instructor's letter doesn't count as the University Policy. It is the teacher's responsibility to know how the course grade will be posted and provide the Superintendent with the University Policy on Pass/Fail courses. Completed transcripts received by the Superintendent's Office on or before the first Teacher Institute Day in August (considered the beginning of the current school year), will be applied to that school year's salary schedule; reports received on or after the first day with students be applied to the following year's salary schedule. An official transcript from an accredited university must be provided to the Superintendent upon completion of a Master's Degree program, indicating Degree and date awarded.

HOMEBOUND/HOSPITAL INSTRUCTION SERVICES

At times during the year it becomes necessary to continue a student's learning environment at home or in the hospital. If home or hospital instruction is needed, the following procedures will be followed.

1. The principal will secure the home or hospital instructor.
2. The principal will be responsible for seeing that the attendance is reported according to the Illinois State Board of Education regulations.
3. The home instructor will be responsible for teaching the student at least one hour per day (or five hours per week) which includes lessons, assignments, and grades during the home/hospital period. Close cooperation should exist between the student's current teacher(s) and the home/hospital

instructor. Grades given by the home/hospital instructor are to be forwarded to the student's teacher(s). If the home/hospital instructor has the student for less than eight weeks, his or her grade should be given by the regular teacher(s). For long-term home students, the home/hospital instructor should be responsible for the grade in consultation with his or her regular teacher(s).

4. The principal, with the assistance of the special education staff, if applicable, will see that the proper forms are administered and received for each home/hospital student.

IDENTITY PROTECTION POLICY

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

- All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
- Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
- Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
- When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
- All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
- No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

ILLNESS

Teachers unable to conduct classes due to illness shall notify their building principal on the preceding evening or before 6:00 a.m. Lesson plans, grade books, seating charts, etc., must be left available for the substitute so that an adequate job of teaching can be done.

INVENTORY

Care and Use of Equipment:

- A running inventory is kept of all school property. Each teacher is responsible for items in the classroom.
- Each teacher is responsible for keeping his/her room in a neat, orderly manner and for the safekeeping of furniture, maps, charts, and reference books in the room. Any serious damage to furniture or equipment should be reported to the office.
- Each teacher is responsible for keeping food and drink off the computer tables.
- Each teacher shall prohibit the use of floppy disks in computers. Exceptions will be made only for classes which require disk use i.e. CAD and then the disks must be CAREFULLY supervised.
- All written requests for special work to be completed by maintenance personnel should be submitted to the building principal.

JURY DUTY

Personnel selected to serve on a jury will receive their regular pay and will not be charged with personal leave, sick leave, or be docked in salary. Personnel serving on a jury shall turn in any moneys they receive as payment for jury duty to the District's central administrative offices. The employee may retain any mileage and/or travel allowances. Employees who are subpoenaed to appear in a matter in which said employee is not a party may continue to receive their regular salary during that time at the discretion of the Superintendent.

KEYS AND ROOM SECURITY

Teachers will be issued keys to their room, desk, file cabinets, etc. Students shall not be entrusted with school keys. If keys are lost (misplaced), the principal should be notified promptly. During instructional day, and when leaving for the day, classroom door should be locked.

LESSON PLANS

Weekly lesson plans must be maintained by every teacher in the District. Daily plan books are distributed by principals at the beginning of each school year. Lesson plan books shall be easily found and available when needed for substitute teachers.

MAKE-UP WORK/INCOMPLETE GRADES

Teachers are responsible for providing the office with make-up/homework when requested. From time-to-time, parents telephone the school and request assignments to be picked up. This is an important public relations aspect of a teacher's job. Parents of absent children who request assignments should be accommodated, whenever possible and/or practical.

If a student is absent from class, it is his/her responsibility to make up the work missed, according to each individual teacher's directions. All students will be able to make up work missed during an excused absence, provided it is made up within a reasonable period of time. A good "rule of thumb" is a ratio of two-to-one. It is the expectation that work that was due on one of the excused absence days should be turned in the first day of attendance when the student returns. New work that is assigned on one of the excused absence days should receive one day to gather the assignment(s) and one day for each excused absence to complete the work before unfinished work becomes a "0".

No incompletes will be given at the end of a school year except in emergency situations due to accident or illness.

MEDICATION

The school nurse, school secretary, school principal, and/or assistant principal may administer medication only with specific directions from a physician. Medication should not be administered by other school staff, and all medication will be stored in a locked office. Use or possession of medical marijuana on school property or at school events is prohibited.

PAYROLL - DIRECT DEPOSIT CHANGES

In order to prevent instances of fraud, employees who wish to make changes to their direct deposit payroll information will be required to do so in person at the Mt. Zion Schools District Office. Please contact the Administrative Assistant to the Associate Superintendent for more information.

PROFESSIONAL DEVELOPMENT

At the discretion of the building administration, the District will budget a minimum of $200 for each teacher annually to be used for professional development. Sharing funds between teachers is allowed with the written request from all teachers involved.

PUBLIC RELATIONS

Communication with parents is the key to promoting positive public relations within the school community. A phone call and/or conference with the parents of those students experiencing academic difficulties or causing discipline problems will keep these parents informed and appreciative of our concern for their student's welfare. Talking positively about the school in the community will also promote good school-community relations.

PURCHASE ORDERS

Requests for supplies, books, and supplementary materials are made through the principal's office. Items of major importance should be anticipated in advance and requisitioned for insuring delivery during the summer months. No purchase will be honored by the District unless it is accompanied by a purchase order or purchase permit signed by the principal.

Teachers may not purchase materials on their own and subsequently voucher the district for reimbursement without prior permission from their building principal.

REGISTRATION OF CERTIFICATES

Teachers are responsible for registering their teaching certificate(s) with the Regional Superintendent of Schools prior to the beginning of the school year.

SAFETY

All District operations, including the educational program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. Employees are expected to notify their supervisor in writing of any safety issues in their work environment.

SCHOOL NURSE/HEALTH RECORDS

Health records are maintained for all District students. Teachers will receive a list of students with health conditions that could require emergency treatment. The nurse will prepare the annual list which will be available to staff members during the first couple of weeks of each school year. Teachers should refer health problems to the school nurse(s).

SEXUAL ABUSE AND ASSAULT AWARENESS AND PREVENTION

Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to: a sexual or romantic invitation, dating or soliciting a date, engaging in sexualized or romantic dialog, making sexually suggestive comments that are directed toward or with a student, self-disclosure or physical exposure of a sexual, romantic, or erotic nature, and a sexual, indecent, romantic, or erotic contact with the student.

Counseling services and resources are available for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse. Please contact the building principal for additional information and the availability of counseling and support services.

STUDENT HANDBOOKS

All teachers are given a copy of the District parent/student handbook at the beginning of each year. It is imperative that they become completely familiar with the rules and regulations contained in this booklet.

STUDENT ONLINE PERSONAL PROTECTION ACT

Staff should be familiar with the Student Online Personal Protection Act and their responsibilities to protect student information. More information on this can be found on the district's website in the technology section or by contacting the Director of Curriculum and Technology.

STUDENT RECORDS/FILES

Unless granted prior permission from the building principal (or designees), all confidential student records and/or files should remain in a secured file cabinet (or vault) located in the main office.

SUBSTITUTE TEACHER FOLDER

Each teacher shall prepare a "substitute teacher folder" at the beginning of the year that will be available for substitutes when he/she is absent.

This folder should include the following information:

1. Guidelines for substitute teachers
2. Master schedule and teacher's schedule
3. Teacher extra-duty assignments
4. District handbooks
5. Diagram of the school
6. Time schedule for the day
7. Seating chart(s) of all students in the class
8. Routine procedures (students leaving for special reading, speech, L.D., etc.)
9. Attendance procedures (attendance forms)
10. Emergency procedures
11. Lesson plans for the day
12. Any other information pertinent to the success of the individual classes

SUPERVISION

Any time a teacher has a class or a small group of students, whether during the regular school day or after school, it is his/her responsibility to see that the students are supervised. Students kept after school or who come in for additional help must be supervised by the teacher. **Teachers shall never leave a class unattended.** It is essential that teachers report for all supervisory duties. Duty lists may be revised and placed in mailboxes. These duties could include detentions, bus duty, restroom/hallway supervision and supervision at assemblies.

Teachers shall pay especially close attention to the use of computers. Teachers should report any suspicious activity i.e. "game playing" to the Curriculum and Technology Director, Technology Specialist, or Building Principal. NO outside material may be loaded on a computer by a student. Teachers should closely monitor all student Internet transactions.

TECHNOLOGY

Employee use of technology shall be in accordance with the acceptable use of computer network guidelines. All staff members must inform the Curriculum and Technology Director of any network password changes. In addition, all district employees who use personal technology and social media shall adhere to the high standards for appropriate school relationships and use a district provided method when possible to communicate with students and families. Use of personal technology should not interfere with the work day.

TELEPHONE

Except in emergency situations, telephone calls received will be forwarded to the teacher's voice mail. Teachers carrying personal cell phones should insure that the phone is turned off during class/supervision times. Teachers will not be able to use personal cell phones except during planning periods when such use would not interfere with the regular school day.

TEXTBOOK DISTRIBUTION

All textbooks are to be stamped and numbered. Each teacher is to maintain a list of textbooks issued to students, which includes the textbook number and the condition of the textbook (new, good, fair, poor). The student's name and date of issue should be written in ink when it is distributed.

TITLE IX SEXUAL HARASSMENT 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.

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, a Complaint Manager, or any employee with whom the person is comfortable speaking. See District Policy 2:265 for more information.

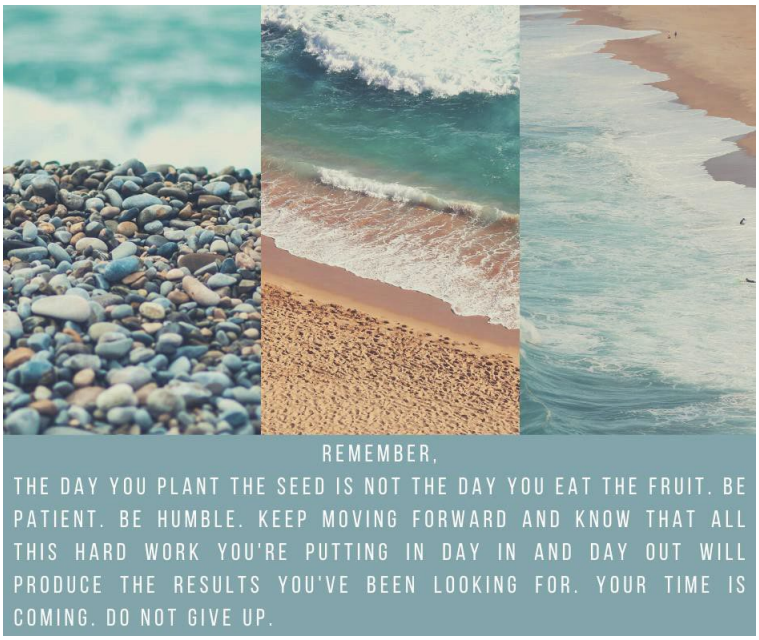
USE OF TOBACCO, ALCOHOL, DRUGS OR OTHER PROHIBITED ITEMS ON SCHOOL GROUNDS

The use or possession of tobacco (smoking and/or chewing), alcohol, nicotine, THC, electronic/vapor cigarettes, marijuana, and other prohibited items are not allowed on all school grounds and in school-owned vehicles. The use or possession by employees is also prohibited while on duty or while acting in a supervisory capacity while off campus. All employees must adhere to state and federal laws

VISITORS

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. All visitors must receive prior permission and receive a visitor badge from the office before proceeding to any part of the building. Visitors without badges should be redirected to the office and the office should be notified.

Whenever there are visitors present, teachers should make them feel welcome. This is an important part of positive public relations with our community and parents.



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

>>> Building Directory

McGaughey Elementary School — Grades: Pre-K-1

1320 W. Main St.
Mt. Zion, IL 62549
Phone: 864-2711
Fax: 864-4126

Office Hours: 7:30 am - 4:00 pm
Principal: Kathryn Rodgers, rodgersk@mtzschools.org
Lead Secretary: Wendy Albrecht
9-month Secretary: Alicia Burg

Mt. Zion Grade School — Grades 2-3

725 W. Main St.
Mt. Zion, IL 62549
Phone: 864-3631
Fax: 864-6131

Office Hours: 7:30 am - 4:00 pm
Principal: Gary Gruen, grueng@mtzschools.org
Lead Secretary: Sheila Drum
9-month Secretary: Amber Shobe

Mt. Zion Intermediate School — Grades 4-6

310 S. Henderson St.
Mt. Zion, IL 62549
Phone: 864-2921
Fax: 864-5175

Office Hours: 7:30 am - 4:00 pm
Principal: Randall Thacker, thackerr@mtzschools.org
Special Education Administrator & District PUNS Coordinator:
Renea Smith, smithr@mtzschools.org
Lead Secretary: Kaye Moran
9-month Secretary: Penny Davis

Mt. Zion Jr High School — Grades 7-8

315 S. Henderson St.
Mt. Zion, IL 62549
Phone: 864-2369
Fax: 864-6829

Office Hours: 7:00 am - 3:30 pm
Principal: Julie Marquardt, marquardtj@mtzschools.org
Dean of Students; Article 26A Resource: Kelly Fox, foxk@mtzschools.org
Secretary: Apryl Stewart

Mt. Zion High School — Grades 9-12

315 S. Henderson St.
Mt. Zion, IL 62549
Phone: 864-2363
Fax: 864-5815

Office Hours: 7:00 am - 3:45 pm
Principal: Justin Johnson, johnsonj@mtzschools.org
Assistant Principal: Robert Prange, pranger@mtzschools.org
Athletic Director: Diann Durbin, durbind@mtzschools.org
Lead Secretary: Laura Beyers
9-month Athletic Secretaries: Jennifer Fisher and Rachel Hull
9-month Guidance Secretary/Registrar: Tracy Oliver

District Food Service

Office Hours: 6:30 am - 3:00 pm
315 S. Henderson St.
Mt. Zion, IL 62549
Phone: (217) 864-2114
Fax: (217) 864-5815
Co-Directors: Pam Mitchell, mitchellp@mtzschools.org
Nancy Jesse, jessen@mtzschools.org

District Transportation

Office Hours: 6:00 am - 4:30 pm
455 W. Elm St.
Mt. Zion, IL 62549
Phone: (217) 864-5233
Director: Paul Reeve, reevep@mtzschools.org
Office Coordinator: Lori Martz

BASAP

Hours: 6:15 am - 8:00 am; 3:15 pm - 6:00 pm
Phone: (217) 864-2814 (McGaughey)
(217) 864-3017 (Mt. Zion Grade)
Director: Shirley Johnson: johnsonsh@mtzschools.org
Lead BASAP Assistant (MZG): Karen Tharp

Superintendent's Office

Office Hours: 7:30 am - 4:30 pm
1595 W. Main St.
Mt. Zion, IL 62549
Phone: (217) 864-2366
Superintendent: Dr. Travis Roundcount, tr@mtzschools.org
Associate Superintendent: Brian Rhoades, bmr@mtzschools.org
Secretary to the Superintendent: Nicole Green
Secretary to the Associate Superintendent: Kelly Cannon
Payroll Secretary: Paula Cawthon