Mt. Zion School District #3

SUPPORT STAFF 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

All injuries sustained on the job, regardless of severity, must be immediately reported to the immediate supervisor.

An accident form must be completed and filed at the District Office within four days. Additional paperwork is necessary for Workers Compensation Claims.

It is the responsibility of the employee to keep the District informed of the status of progress when on Workers' Compensation leave.



BOARD POLICIES

It is quite important that employees 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.

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 work area to distribute any material, send him/her to the office.

DISTRICT HANDBOOK/CALENDAR

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

EMERGENCY DAY USE

Procedures for the use of Emergency Days (ie. snow days) by Educational Support Staff:

12-MONTH EMPLOYEES

On holidays and days when school is canceled due to inclement weather, employees are not expected to report to work, and no time off is required. However, the District reserves the right to require employees to work on holidays and during inclement weather for the continued operation of the District.

9-MONTH EMPLOYEES

1) Less than twelve-month employees, except for BASAP, are not to report to work during an emergency day, unless instructed otherwise by the Superintendent.

2) If BASAP is closed on an emergency day then staff are not to report to work and the following conditions will apply to BASAP employees.
3) Since an emergency day is not considered a work day, less than twelve- month employees will not be allowed to take personal, vacation or sick time during a snow day; thus, less than twelve-month employees will not be paid for an emergency day.
4) Since emergency days are "made up" at the end of the year, the employee will be expected to work their scheduled shift on the makeup day and will then recoup the time lost.
5) Upon the building principal's request, less than twelve-month employees may be permitted, but not required, to report to work on an as needed basis.

EMERGENCY PROCEDURES

Emergency procedures must be posted in every room of attendance. If a student has a medical emergency, the staff member 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 staff member 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 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.

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.

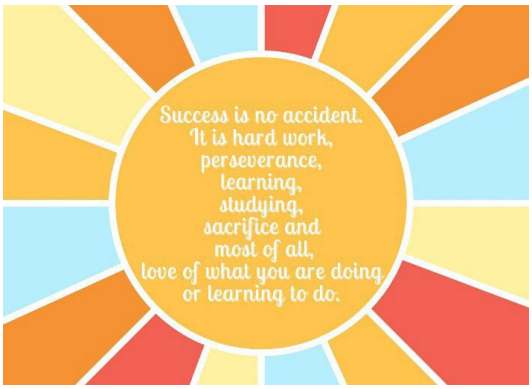
Prohibited grooming behaviors include, at a minimum, *sexual misconduct. Sexual misconduct* is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward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

Each educational support staff member's job performance shall be evaluated by his/her direct supervisor. The evaluation process includes scheduled annual evaluations on forms applicable to the job classification and day-to-day appraisals. Evaluations should be completed before the annual salary review. Supervisors should consider the employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperativeness.

Supervisors shall provide a copy of the completed evaluation to the employee and shall provide an opportunity to discuss it. The original should be signed by the employee and filed with the Superintendent.

As appropriate, supervisors should discuss job performance issues that require attention with employees.



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.

FORMS AND PROCEDURAL BULLETINS

Supervisors will have copies of the following forms. Staff should request these forms if needed: Accident Forms, Inventory Forms, and Emergency Drill Procedures.

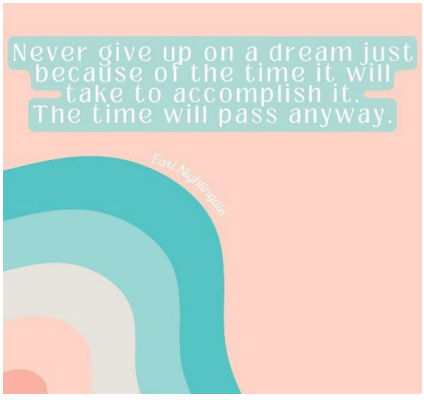
FRAUD REPORTING

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 STAFF INFORMATION

It is always necessary to have some rules and regulations in order to carry out an effective school program. Important “Rules of Thumb” include:

1) Personnel are expected to be on time for their scheduled shift and perform all duties assigned to them.
2) Full-Time employees shall receive an unpaid 30-minute meal break.
3) The employee work week is defined as the shift starting after Saturday at 12:00 a.m. (midnight) continuing through the following Friday.
4) Employees are not to shove, grab, or use physical force with students in disciplinary situations. Reasonable force shall only be used in protecting a student or yourself. The district’s Restraint and Time-Out (RTO) plan can be found on the district website for reference.



HOLIDAYS

Holiday Pay Requirements

Employees will be eligible for up to eight hours pay at their straight time rate, provided they meet the following requirements:

1) The employee must work within the payroll period during which the holiday occurs, unless the absence is based on illness. The Superintendent may request verification of illness by a licensed physician.
2) The employee must work (their full shift) the last

scheduled working day before the holiday and (their full shift) on the first scheduled working day after the holiday.

3) Regular part-time employees will receive holiday benefits on a pro-rata basis based upon their approved hours assigned per day.

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

HOLIDAYS - 12-MONTH EMPLOYEES

The Board recognizes the following days as holidays for 12-month employees:

- New Year's Day
- Martin Luther King Jr's Birthday
- President's Day
- Casimir Pulaski's Birthday
- Good Friday (spring holiday)
- Memorial Day
- Juneteenth (State to only recognize as a paid holiday when it falls on a weekday)
- Fourth of July
- Labor Day
- Columbus Day
- Election Day (On years the state recognizes as a holiday)
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve Afternoon
- Christmas Day

If a holiday falls on a Saturday, Sunday, or a day when school is in session, the employee will receive one (1) extra vacation day to be used consistent with the vacation policy.

HOLIDAYS - 9-MONTH EMPLOYEES

The Board recognizes the following days as holidays for 9-month employees:

- Martin Luther King Jr's Birthday
- President's Day
- Casimir Pulaski's Birthday
- Good Friday (spring holiday)
- Memorial Day
- Labor Day
- Columbus Day
- Election Day (On years the state recognizes as a holiday)
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving

  If a holiday falls on a Saturday, Sunday, or a day when school is in session, the employee will receive holiday pay in addition to his/her regular pay.

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:

1) 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.

2) 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.
3) 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.
4) 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.
5) 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.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Educational support staff who are employed in a qualifying position for 3.5 hours or more per day (or 17 or more hours per week) are eligible for enrollment in the Illinois Municipal Retirement Fund (IMRF). Part-time personnel who work less than 3.5 hours per day (or less than 17 hours per week) are not eligible to participate in IMRF. Detailed information concerning IMRF can be obtained from the District's central administrative offices.

ILLNESS

Employees unable to report to work due to illness shall notify their immediate supervisor or building principal in a timely manner so that an appropriate substitute may be secured as soon as possible.

INVENTORY

A running inventory is kept of all school property. Each employee is responsible for items in their work area. Each employee is responsible for keeping his/her work area in a neat, orderly manner and for the safekeeping of furniture, supplies, and equipment. Any serious damage to furniture or equipment should be reported to the Department Supervisor or building office. Each employee is responsible for keeping food and drink off the computer tables.

All written requests for special work to be completed by maintenance personnel should be submitted to the Department Supervisor or 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

Personnel may be issued keys to their work area, file cabinets, etc. Students shall not be entrusted with school keys. If keys are lost (misplaced), the Department Supervisor should be notified promptly. When leaving a work area for an appreciable length of time, personnel should turn off the room lights, secure the windows, and lock the door(s).

MEDICAL AND LIFE INSURANCE

Currently, the Board provides major medical health insurance and $10,000 life insurance for all personnel who are considered full time and are normally expected to work thirty (30) hours or more per week. The health coverage program shall be the same as in effect for all certified personnel and shall be paid at the same percentage. Dependent coverage is available at the employee's expense.



PAYROLL AND DIRECT DEPOSIT CHANGES

Hourly and salaried personnel are paid every other week. Department supervisors and building principals will have copies of the Payroll Calendar indicating pay periods and pay dates for the current school year.

Personnel who are paid on an hourly basis are responsible for turning in their time sheet to the Department Supervisor or building principal on the appropriate due dates. Payment is made every other week unless the payday falls on a holiday. In that case, payment will be made on the last workday prior to the holiday.

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.

PERSONAL LEAVE

Recognizing that school employees may need to transact personal business on a work day, personnel shall be entitled to use two (2) days per year as personal leave with pay. Unused leave days may accumulate to a total of five (5). Employees shall have the option of having all or part of unused personal leave days transferred to sick leave.

Written advance notice shall be presented to the employee's immediate supervisor for approval. Notice shall contain the date and time of the expected absence.

Personal leave days may not be taken during the first or last three days of school or on the first working day preceding or following Thanksgiving, Winter, Spring vacations or other holidays when the district is not in session, except in emergency situations as approved by the Superintendent or designee for approval at his or her discretion (examples: medical, Act of God, etc.).

PUBLIC RELATIONS

Communication is the key to promoting positive public relations within the school community. 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 Department Supervisor or building principal. 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 Department Supervisor. **Staff may not purchase materials on their own and subsequently voucher the district for reimbursement without prior permission from their Department Supervisor.**

RESIGNATION AND RETIREMENT

An employee is requested to provide 2 weeks' notice of a resignation to their immediate supervisor and the Superintendent of Schools; two months' notice is requested for retirement. Letters of resignation/retirement should provide the date of termination and the employee's signature. Before the employee leaves the District, any keys issued to the employee should be returned to the supervisor.

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.

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.

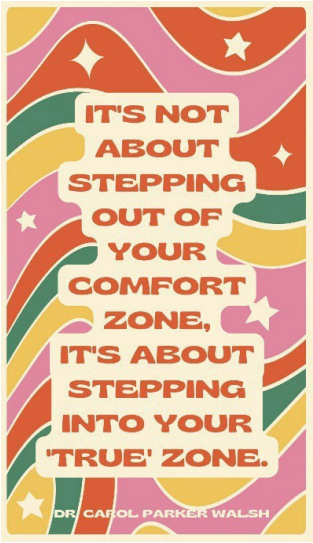
SICK DAYS

Full or part-time educational support staff who work at least 600 hours per year receive 12 paid sick leave days per year. Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 327 days, including the leave of the current year.

Sick Leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. The Superintendent and/or a designee shall monitor the use of sick leave.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual advisor's certificate of treatment as a basis for pay.

Use or possession of medical marijuana on school property or at school events is prohibited.



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.

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 workday.

TELEPHONE

Personnel carrying personal cell phones should insure that the phone is turned off during work times. Personnel will not be able to use personal cell phones except during break periods when such use would not interfere with the regular work day. Telephone courtesy should be practiced at all times. When answering a telephone, identify yourself in a pleasing manner.

Telephone facilities are required to conduct our school business during working hours. Occasionally, the circumstances come up where it is necessary to make or receive personal telephone calls during business hours, but calls should be limited in both length and frequency.

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

VACATION

Support personnel employed in 52-week positions shall be entitled to vacation days with pay, after working one (1) full year. The number of vacation days earned shall be in accordance with the following schedule:



Length of Employment:	***Period of Service:***	***Vacation Days Earned:***
1st of any subsequent year	10 weeks	2
1 through 9 years	1 year	10
10 through 14 years	1 year	15
15 or more years	1 year	20

Vacation days earned are calculated and granted on June 30 each year based on the length of prior employment in the District through June 30. As stated in the policy manual, earned vacation days not taken during the 14-month period from July 1 through the following year's August 31 shall be lost as a benefit and deducted from the employee's record of earned vacation days.

Support personnel who begin their employment in the District on or before September 1, in any school fiscal year, shall have earned 10 vacation days and 1 full year of employment on the following June 30.

Employees shall earn no vacation days for unpaid work days such as suspensions.

Support personnel may take any or all of their earned vacation days at any time during the year subject to the approval of their supervisor.



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, personnel 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