

# The Schoolhouse

MMXVIII

2018-2019

## DISTRICT #3 SCHOOL BOARD MEMBERS



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## WELCOME TO THE 2018-2019 SCHOOL YEAR!



**Dr. Travis R. Roundcount,**  
Superintendent of Schools

All faculty, staff, and administrators of the Mt. Zion School District will start the new school year with a teacher's in-service on August 15<sup>th</sup>. Each school principal has scheduled department/grade level meetings, building meetings and other organizational meetings for the staff throughout the day. Students will return to the classroom on Thursday, August 16<sup>th</sup> with an early dismissal for the ½ day in-service. Regular bus transportation will be available on August 16<sup>th</sup>, the

first ½ day of classes. Families new to the Mt. Zion community are encouraged to visit the school(s) their child(ren) will be attending. Parents with questions regarding any aspect of the educational programs or activities for the 2018-2019 school year are encouraged to contact the building principals or central office administration.

In regards to safety, the School Board and Administration views school security as a top priority. We are making changes to our crisis prevention, preparedness, and response. We will provide additional opportunities for all stakeholders to provide input during this process. If interested, watch for those opportunities coming via email.

Communication at all levels is of utmost importance. Please remember to keep your child's school updated with current

emergency contacts and correct residency information. All of these efforts contribute to keeping our children safe. Please contact the police immediately at 864-4012 to report any emergency safety situations. To report any other issues such as: school doors left

### School Start Times

Grades 7-12.....7:45 a.m.  
Grades K-6.....8:30 a.m.

### School Dismissal Times

**Thursday, August 16th & half day In-Service days thereafter**  
Grades 7-12.....11:05 a.m.  
Grades K-3.....11:35 a.m.  
Grades 4-6.....11:40 a.m.

### **Friday, August 17th & each regular school day thereafter**

Grades 7-12.....2:30 p.m.  
Grades K-3.....3:00 p.m.  
Grades 4-6.....3:05 p.m.

## MISSION STATEMENT

*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.*

open, student conflicts, etc., please contact your school principal. Additional ways to report security and safety issues will be provided to students and families after everyone returns to school this Fall.

We are fortunate to have the Mt. Zion Foundation to assist our schools with financial needs outside the school budget. The Mt. Zion Foundation for Quality Education is a non-profit, tax-exempt organization governed by a volunteer Board of Trustees whose members are parent volunteers, business leaders, and professional people from the community with a commitment to education. The Foundation operates as an independent entity, established to enrich lifelong programs throughout the Mt. Zion Schools.

We will have excitement this year as a result of the Foundation's contribution towards the cost of purchasing various items in all grade levels including: Chromebooks, document cameras, classroom speakers, science materials, robot kits, books, as well as materials needed for the freshman orientation. For the 2018-2019 school year, ADM has also graciously provided additional funds to purchase STEM programming materials, including a classroom set of Google Expedition virtual goggles that come with educational software. These devices take the student on a virtual trip to anywhere in the world.

During the past 25 years, the Mt. Zion Foundation for Quality Education has provided over 1.6 million dollars for projects including the purchase of items such as:

- Chromebooks
- Ipods
- video equipment

- band instruments
- LCD Projectors
- microscopes
- Kindles and E-books
- pottery kilns
- science equipment
- Television/Broadcast system
- reading software and books
- wood drafting tables
- SMART Boards/Mimios
- portable sound systems
- Long Distance Learning Lab
- Mobi and Airliner wireless tablets
- portable laptop computer labs
- vocal and music microphones
- IPADs
- document cameras

Mt. Zion is fortunate to have the following individuals as Foundation for Quality Education Trustees for the 2018-2019 school year: Kelli McInerney-Chairman, Tami Romano-Vice Chairman, Steve Grohne-Treasurer, Michelle Shumaker-Secretary, Katy Doolin, Lisa Flora, Kevin Fritzsche, Kelly McCourt-Springman, Heather Mason, Shane Mendenhall, Kristi Niles, Dr. Travis Roundcount, Betsy Tanner, and Audra Trump.

To continue our success, our schools are staffed with dedicated men and women who are committed to providing our children with an excellent education in a safe and secure environment. Parental involvement also contributes immeasurably to the success of our schools. We encourage our parents to join us and be involved in the many active parent organizations in the District. This combined effort makes Mt. Zion Schools "a great place to learn."



**Mr. Brian Rhoades,  
Associate Superintendent**

Welcome to the 2018-2019 school year! For those of you that are new to the district, welcome to Mt. Zion. We look forward to meeting you and helping your child be successful in our schools. For those that are returning, we are glad to have you back. Together, let's make 2018-2019 the best school year yet.

Much continues to be said in Springfield about education and funding. Like many other districts throughout the area and state, the state's economic woes continue to be a burden on our local education budget. While maintaining fiscal responsibility in these economic times, our goal is to continue to provide an exceptional learning experience for your child and continue to offer many opportunities for them to be successful. You can be sure that our decisions are based on providing what is best and necessary for our students to become productive and successful citizens.

I want to let you know that I am always open to suggestions, questions, or comments about our school, and my office and phone are always available to anyone. We will look to build on all of the successes of the past and continue to look for ways to improve all of our schools. I look forward to working with all of you and together we all can make Mt. Zion schools continue to be a "great place to learn".

### **E-Funds and Electronic Payments**

E-funds will once again be available for parents to make many school payments. This system makes payments for school expenses in real time. You must create an account with e-funds 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 e-funds, 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 per transaction for checking or \$2.45 per \$100 transaction for credit card will be charged by e-funds.

The District will also accept electronic payments 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 bank's on-line bill pay system. Enter a school building's name and address from the list below, 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 bank's on-line bill pay system, enter the amount of the payment you wish to make.

3. On your bank's on-line 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.).

### **Student Accident Insurance**

All students enrolled at Mt. Zion CUSD #3 are covered under the District's Supplemental Student Accident Insurance. The Student Accident Policy provides coverage for eligible medical expenses as a result of an accident while attending school or participating in school sponsored co-curricular activities. This policy is secondary coverage and will pay a portion of eligible expenses when no other health insurance is available and/or fill gaps in current health insurance coverage. If the student and/or parents have any questions regarding this insurance coverage, they may contact the Central Office at 864-2366.

### **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. Families who are new to the District or families who are enrolling new students in the District must observe the residency requirements [found here](#). The residency documents must be provided to school personnel in the building in which the student will attend classes.



## MT. ZION SCHOOLS AND STUDENT TRANSPORTATION SERVICES



**Mr. Mark Hogan,**

**Transportation Director**

**Theresa Lane – Operations Manager**

Greetings from your transportation office. With the start of a new school year, we would like all parents to know that your children are in good hands each time they ride the bus. The safety of the children we transport is at the forefront of all we do. Our buses are packed with state-of-the-art safety features to protect our riders. Each bus has a Child Check-Mate System, an electronic reminder system that reminds drivers to check for sleeping children before leaving the bus. Each bus is also fitted with a digital camera. The National Highway Traffic Safety Administration reports that riding a bus is the safest way for children to get to and from school. Our drivers must meet extensive safety and training requirements and we are fortunate enough to have some of the best drivers in the business.

As we gear up for a new year, there are always some changes that take place on each route. Some routes may be changed this school year as we continue to balance the routes and save on fuel consumption. We will continue using a software program for the purpose of routing. This will afford us some efficiencies and there is a possibility that pick up points could be consolidated. This system also aids us in being aware of the number of students on each bus as well as the travel time each student will have on the bus. Please call in, for any route changes your student may have, ten days prior to the start of school. This includes a different pick-up or drop-off address for babysitters. The best way to assure a safe and consistent ride home is to have one pick-up address and one drop-off address. Multiple addresses

confuses the students, the staff, the drivers, and especially the sub drivers. One pick-up and one drop-off address please. If you have changes, please contact the transportation office at 217-864-5233.

Parents, please call in before placing your student on a different bus. We will have several full buses. Parents must also contact the bus garage and send a note before their child is allowed to ride a different bus.

Remember to be out at the pick-up point at least five minutes prior to pick-up time; please do not wait inside your home as the driver cannot see you. Times will vary at the beginning of the school year due to last minute changes that occur. Remember that every minute we wait on your child, another child's stop will be late. Traffic, trains, and weather may also cause buses to run late. **one drop-off address.**

### Kindergarten Students

Kindergarten students will be given name tags that should be worn daily to help the teachers, principals, and the drivers assure their efficient transportation. All-day Kindergarten students will ride the regular bus route schedule. Also, all Kindergarten students must sit in the front seats of the bus. A guardian must be present to receive a Kindergarten student from the bus. If no one is present to receive the student, the student will be taken back to school.

### All Students

Parents, we need your help to re-enforce the District's bus rules. The most important rule, for their safety, is that students need to stay seated and forward in their assigned seat. The bus is an extension of the classroom and those rules apply to the bus. Please go over the following rules with your students prior to school starting.

1. **Lighten Up** | Dressing your child in light-colored clothing will help drivers see your child on dark

mornings. Consider purchasing reflectors or Day-Glo strips for your child's backpack.

2. **Stand Back** | Students should stand at least 10 feet away from the street and wait until the bus comes to a complete stop before proceeding to the bus.
3. **Walk** | Don't run to the bus. Accidents are more likely to happen if your child is running, particularly on uneven pavement.
4. **Leave It** | Don't bend down to pick up something in the road. Drivers are much more likely to not see you if you are bent over.
5. **Tour of Duty** | Take turns with a spouse or neighbor supervising the pick-up and drop-off of children at the bus stop.
6. **Know the Rules** | Be sure to go over the rules of the bus with your child. Most rules are in place for the safety and security of your child.
7. **Reporting** | Parents should never confront a bus driver or student directly. Please report any concerns to the transportation office.
8. **Go Against Traffic** | Your child should always use the sidewalk. If you can't walk on a sidewalk, use the shoulder or the grass and walk against the traffic.
9. **Drivers Beware** | Motorists approaching a school bus from either direction are required to stop at least 10 feet back from buses displaying red flashing lights and an extended stop arm.
10. **Be on Time** / Have students at the bus stop 5-10 minutes before their pick-up time. A student running for the bus creates an opportunity for bad things to happen.

## MT. ZION JUNIOR HIGH HOME OF PRIDE, TRADITION, AND SPIRIT



**Mrs. Julie Marquardt,**  
**Mt. Zion Junior High School**  
**Principal**

Greetings from the Mt. Zion Junior High faculty and staff. We are eagerly anticipating the upcoming school year with enthusiasm and a warm welcome awaits all the students as they begin and complete their journey at the Junior High School.

It is always apparent to me through observation and discussions with students and parents that Mt. Zion residents desire a quality education for their children and they encourage them to behave in an acceptable manner both academically and socially.

The District is large enough to offer challenging programs to all students, yet small enough to maintain a feeling of "togetherness"

### **.REGISTRATION**

Online registration is available to parents/guardians using Skyward Family Access beginning July 9th. For those that cannot register online, on-site registration for students is Wednesday, August 7th from 8:00am – 6:00pm. The instructional fee is \$100.00 per student and can be paid online by eFunds, electronic payments or on registration day.

### **ACADEMIC REQUIREMENTS**

Mt. Zion Junior High students are required to take science, math, literature/composition, social studies, physical education, and an elective. The students may choose art, band, orchestra, French, Spanish, home economics, computer concepts, yearbook/ journalism, or study hall as an elective.

### **SCHOOL HOURS**

School will start at 7:45 a.m. daily and be dismissed at 2:30 p.m. The schedule is as follows: 1<sup>st</sup> Period, 7:45-8:33; 2<sup>nd</sup> Period, 8:37-9:22; 3<sup>rd</sup> Period, 9:26-10:11; 4<sup>th</sup> Period,

10:15-11:03; 5<sup>th</sup> Period, 11:07-11:55 (lunch is served during this period); 6<sup>th</sup> Period, 12:29-1:13; 7<sup>th</sup> Period, 1:17-2:01, Focus Period, 2:05-2:30.

### **PHYSICAL EDUCATION**

Physical Education uniforms may be purchased using eFunds or they will be on sale during registration. Cost is \$25.00 per set or \$15 per item. Uniforms are required for participation in physical education classes. The fee can be paid online by eFunds, electronic payments or on registration day.

### **SPORTS**

Softball, baseball, and cross country will begin in late July or early August. For exact times and dates, please call the Junior High Office, at 864-2369. Please remember that all athletes must have a physical on file to try out and participate. The athletic physical form is available on the school web site. There is a \$40.00 athletic fee per sport, per student for all who participate in Junior High sports. Note: There is \$260.00 cap per family.

### **HANDBOOK/CALENDAR & CO-CURRICULAR GUIDE**

As part of the registration process parents will be required to go online and sign off indicating that they have read and agreed to the terms of the documents. The Student/Parent Handbook/Calendar will be distributed on the first day of attendance.

### **PICKING UP STUDENTS AFTER SCHOOL**

Parents are asked to leave the circle drive on the east side of the school open for bus pick up before and after school. The suggested place to pick up your children would be in the back parking lot on the west side of the school. The circle drive may be used when buses are not loading and unloading.

### **COUNSELOR**

Students and parents are reminded that we have a full time counselor on staff at the Junior High School, Laura Mandernach. If you have any questions regarding your child's schedule, please call the office at 864-2369 and talk to Mrs. Mandernach.

### **HEALTH INFORMATION**

All students who attend Mt. Zion Junior High School must have a parent complete and sign a Health Information form. This form is

provided at registration or may be obtained on Family Access. The health information form equips the school nurse, teachers, and coaches to deal with any health problems or emergencies students may experience while at school or participating in a sport. This form should be on file by the first day of school.

All students who will use medication of any kind while at school must have the medication authorization form filled out by their doctor and parent. This includes any over the counter medication as well as inhalers. Illinois state laws provides for students who wish to carry their inhaler while at school. However, any student with an inhaler must have the authorization form on file with both doctor and parent signatures. Any form submitted without both signatures cannot be accepted. Forms are provided at registration. If there are any questions pertaining to your student's health, please feel free to call your child's school and speak with the nurse.

### **PICTURE INFORMATION**

Inter-State Studio will take pictures of junior high school students during the morning of Tuesday, August 21 st. Picture packets will be distributed during the first day of school. Students should bring money (payable to Inter-State Studio) that day if they wish to purchase pictures.

As your building administrator in the Mt. Zion School District, I am anticipating a great year! In an effort to provide a wholesome atmosphere at the Junior High School, it is requested that parents again cooperate in monitoring the apparel your children wear to school. Specifically, the following will not be allowed; apparel that doesn't meet the dress code, shirts that have profanity on them or advertise alcohol or tobacco product, and/or shirts having scenes which imply the physical or sexual abuse of people or animals. Your understanding and cooperation with this concern will be appreciated. For additional information, please refer to the District Dress Code. I trust the information in this publication will be helpful. If you have any additional questions, please call me at 864-2369, please refer to the District Dress Code. I trust the information in this publication will be helpful. If you have any additional questions, please call me at 864-2369.

**SCHOOL HEALTH NEWS 2018 - 2019****Nurse Jeanne Luckenbill****Nurse Pam Hilligos**

Welcome back to the new school year! We hope that your summer was a healthy one! The following information is designed to assist students and parents regarding health and medication needs during the coming school year.

Physical Examination is required by October 15th, 2018 for all students entering the following grades for the first time:

- Pre-Kindergarten
- Kindergarten
- 6th grade
- 9th grade

Any student who is entering an Illinois school for the first time, regardless of grade level, within 6 weeks of enrollment.

The school physical must be documented on the Department of Human Services Certificate of Child Health Examination. This required form has been revised and is available at the school and for download from the District website. Parents must complete and sign the health history portion of the physical (top half). Without this information, the physical cannot be accepted.

Sports physicals are required yearly. A school physical as required by grade level (K, 6th and 9th) cannot be accepted if completed on a "sports exam" form. However, the required grade level physical, completed on the appropriate Certificate of Child Health form, will be accepted as a sports physical, eliminating the need for the completion of two physicals.

**IMMUNIZATIONS/VACCINES**

Pre-K, Kindergarten and all students new to the District must present proof of all required vaccines.

All students entering 6th - 9th grade are required to show proof of having received one dose of the Meningococcal vaccine. All students entering grade 12 must show proof of two doses of the Meningococcal vaccine with one dose given on or after the 16th birthday. If the first dose was received on or after the 16th birthday, only one dose of the vaccine is required.

Proof of one dose of Tdap is required for students entering grades 6-12.

All students entering grade K- 4th and 6th -12th grade, must show proof of two doses of the Varicella vaccine, or proof of immunity.

All students grade K – 12th must show proof of two doses of MMR.

All Pre-K students must show proof of the Invasive Pneumococcal Disease vaccine.

Any student entering an Illinois school for the first time, regardless of grade level, must submit proof of immunization and physical exam within 6 weeks of enrollment

An approved medical or religious exemption may be submitted in lieu of immunizations and must be on file with your child's school.

Dental Examinations or Waiver are required by May 15th 2019 for all students entering

- Kindergarten
- 2nd grade
- 6th grade

Any student new to the District or entering an Illinois school for the first time regardless of grade level, within 6 weeks of enrollment.

Dental exams must be completed on the appropriate State of Illinois form, available at the schools or the District website.

Eye/Vision Examinations or Waiver are required by October 15th, 2018 for students entering Kindergarten

Any student entering an Illinois school for the first time

Eye exams must be completed by an Optometrist or Ophthalmologist on the appropriate State of Illinois Eye Exam form, available at the school or the District website

If your student needs to take prescription or over-the-counter medication during the school year, a medication authorization form must be on file with the school nurse. A medication authorization is only valid for one school year, thus new medication authorizations must be completed each year and for each medication to be taken at school. This form, available at the school and on the District website, must be completed by the health care provider and must be signed by the parent. Parents must furnish the medication at the time the medication form is submitted. All prescription medication must be in the pharmacy labeled container. All over-the-counter medication must be in the original container. All medication, with the possible exception of inhalers, will be kept in the school nurse's office.

Parents of students with Diabetes are required to submit the Diabetic Medical Management Plan. Parents of students with Asthma, Severe Food Allergy, Seizure Disorders, or other serious medical conditions are asked to submit an Emergency Action Plan to the school. This Emergency Action Plan should be coordinated and signed by your primary health care provider and the parent/guardian. Copies of various Emergency Action Plans are now available on the District website.

When registering your student for school, it is important that you complete the online Health History questionnaire. The school nurse reviews this information so that the best possible care can be provided for your student while at school. If you wish to discuss any health issue regarding your child, please do not hesitate to contact your school nurse.

We welcome the opportunity to assist parents and students during the upcoming school year and look forward to seeing all of you soon

**MT. ZION SCHOOL DISTRICT TECHNOLOGY**

**Billy Rockey**  
**Director of Curriculum**  
**and Technology**

Hello, my name is Billy Rockey, and I am entering my fifth year in this position. I have been with Mount Zion Schools for the last twelve years as a teacher and more recently as the Director of Curriculum and Technology. I am excited to continue serving the amazing teachers, staff, and students of Mount Zion Schools. As the parent of three Mount Zion students, working with our teachers and staff on increasing student achievement through more effective use of educational technology and curricular best practices is my number one priority.

Mount Zion Schools continues to focus on helping our students be 21st century learners. Last year we expanded implementation of our district 1 to 1 Google Chromebook initiative, with students in grades 3 through 12 having access to their own device, including 7-12 graders taking devices home with them. We are excited to announce that all second grade students will now have their own Chromebook cart available to

them throughout the day this year as well. Achieving a ratio of 1 device per student would not have been possible without the continued support of the Mt. Zion Foundation for Quality Education. Mt. Zion Schools will continue offering an optional product protection plan for parents of 7-12 graders with a desire for peace of mind about the responsibility of their student carrying this device day-to-day. This program was very successful last year.

We continue to increase opportunities for our students at all grade levels with S.T.E.M. initiatives funded by A.D.M., as well as The Mount Zion Foundation for Quality Education. For example, over the last several months students in our lower grades have begun programming and exploring S.T.E.M. through the use of such devices as Ozobots, Sphero Balls, and Lego WeDo kits, while many students all across the district have enjoyed the experience of field trips to such locations as the Children's Museum and the Challenger Learning Center. We were also able to initiate a Lego/Robotics program in grades 1-12 last year (including a state finish for our Junior High First Lego League Competition Team). In addition, we are excited to announce that funds from A.D.M. have provided us the opportunity to purchase a classroom Google Expeditions Kit. This virtual reality experience allows teachers to take their students on virtual field trips to locations all over the world so

the students can see first-hand the environments they have been learning about in class (for more information about Google Expeditions, click here.) The Foundation has also provided document cameras, active speaker systems, laboratory equipment, SMART Boards, and a variety of other educational supports that enrich the education of Mt. Zion students

Internet safety is a major concern for our district. We are proud of the safeguards we have put in place to allow us to track student activity and filter the content as dictated by Children's Internet Protection Act. Google Chromebooks used at school and home are filtered using both the built-in Google content filter, as well as an additional layer of filtering and reporting software called GoGuardian. Teachers at school also utilize a program called Hapara, which allows them to see a student's Chromebook screen while they are at school, in addition to other features used within the educational setting.

This summer we implemented the final phase of our district infrastructure upgrades adding access points to every classroom at McGaughey, as well as expanded wifi coverage across the district. This additional connectivity will allow us to meet the increasing demand of our district's expanding technological needs. We have a district Internet bandwidth of 300 mbps which allows us to have a robust network.

## NUTRITION STANDARDS IN NATIONAL SCHOOL LUNCH



**Mrs. Gwen Karr,  
Food Service Director**

The 2018-19 school year continues following the National School Lunch Program requirements for hot lunch. On May 1, 2017, U.S. Department of Agriculture (USDA) announced several menu-planning flexibilities to assist schools in serving healthy and appealing school meals. The areas that will change are sodium, whole grains, and flavored milk. Students may notice a difference throughout the school year. For example chocolate milk can now be 1% instead of fat free. It should taste better and should be more acceptable to students.

The focus continues on offering healthier options for students in the Mt. Zion Community Unit School District #3. The District monitors the Local Wellness Policy and make appropriate changes to improve nutrition and health education in the classroom, PE classes, and class parties. We encourage healthy choices in the breakfast and lunch program in the District. The Wellness committee includes administrators, teachers, PE staff, school nurse, food service, parents and students. Mt. Zion School District will continue to monitor the policy's implementation in the 2018-19 school year. Parents are encouraged to look at their student's food service information on Family Access.

Any school organization that requires the kitchen in any of the schools for the 2018-19 should contact Gwen Karr four weeks prior to the event

at 864-2114. This allows for plenty of preparation in order to make the fund-raising event successful.

### **FOOD SERVICE PROGRAM- DISTRICT #3 OVERVIEW**

**The food service program for grades K-12 offers a daily meal 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. A la carte items are available for purchase during lunch each day for grades 4-12.**

### **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. Parents will receive an email when the student's account reaches \$10.00. This is a reminder that will be delivered via email until a deposit is made into the student's account. If the student has a negative balance, an automatic call, email, and texted message through School Messenger will be made to the parents as a reminder. Payments may be made using e-funds through Family Access. Once online payments are made the money is automatically credited to the student account. Online payments can be made anytime. **Parents may also call the Food Service Office at 864-2114, by 10:00 a.m. and request a student transfer from one sibling to another.**

### **GRADES K-6**

Payments will be accepted each morning school is in session and should equal at least one week of food service purchases. Payments should be sent in an envelope with student's name, student's ID number, and teacher's name. Payments should include enough lunch money for breakfast and lunch. Payments should include break-milk money for students in Kindergarten only. Payments will be posted to the student's debit account on the same day if received before 10:00 a.m. The food service office maintains a record of student payments. Payments may also be made using e-funds through Family Access. Once online payments are made, the money automatically is credited to the student account. Online payments can be made anytime.

### **GRADES 7-12**

Payments will be accepted before 10:00 a.m. each morning that school is in session. Locked drop boxes are available in four locations in the Jr. & Sr. High School buildings. This method of payment collection will insure posting of deposits and that funds will be available in the student's debit account before lunch serving time (10:10 a.m.). Payments made after 10:00 a.m. will be posted the following school day. Students will not be allowed to purchase a la carte items until payments are posted.

Payments by check or money order are preferred and must contain student name and ID number to insure proper posting. Payments of cash will be accepted in a sealed envelope, available at drop box locations. The envelope must be labeled with student name, ID number, and amount of cash deposit. No change will be given to students. The school cashier will maintain records of all cash deposits and parents can view these deposits in Family Access.



### FREE / REDUCED MEAL APPLICATIONS

Free and reduced lunch and breakfast applications, along with letters containing guidelines, are available online throughout the school year and 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, and a letter of approval or denial will be sent by mail to the parent/guardian.

**Students with Free/Reduced Status** may only purchase A la Carte items if his/her debit account has funds available to cover such items. Kindergarten students with free/reduced status wishing to purchase milk for break time should make payment to cover such (\$.45 per carton) on a weekly or monthly basis. Students with free/reduced status may only receive one (1) free/reduced lunch and one (1) free/reduced breakfast per day.

### MEAL PRICING

Breakfast – K-8

Full - \$1.55

Reduced - \$.30

Adult - \$1.75

Lunch – K-3

Full - \$2.35

Reduced - \$0.40

Adult - \$3.05

Lunch – 4 -12

Full - \$2.55

Reduced - \$0.40

Adult - \$3.05

Second meal - \$3.05 Second meals are charged at full price; there is no federal support for second meals. Menu items may be purchased A la Carte only in addition to a paid lunch.

K-3 one week of lunch = \$11.75

K-3 one week of breakfast = \$7.75

4-12 one week of lunch = \$12.75

4-12 one week of breakfast = \$7.75

### BEFORE AND AFTER SCHOOL ACTIVITIES PROGRAM (BASAP)



The Before and After School Activities Program for the 2018-2019 school year will officially begin on August 16, 2018, the first day of school for students. All children registered in the program should bring a sack lunch on this day since this is an early dismissal day.

Prior to this date, the BASAP staff will be hosting an orientation on Thursday, August 9, 2017 at McGaughey Elementary School from 6:30 p.m. to 7:30 p.m. A complete overview of the program will be discussed at this meeting. If you have not registered your child for this program, information will be provided at Mt. Zion Grade School and McGaughey Elementary School during registration on August 7<sup>st</sup> from 8:00 a.m. to 6:00 p.m.

We look forward to another exciting school year. If you have any questions regarding BASAP, contact Lori Rutherford, BASAP Director, at 217-864-2814.