

2026-2027

GROW HANDBOOK

Getting Ready for Our World



Before and After Care (BAC)
Universal Preschool (UP)
Kindergarten Bridge
Middle School JAM at PVE
Z'Camp
Mini-Camp Days

The mission of GROW programming is to provide value-added, enriching, fee-based services for families of Zionsville Community Schools.

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GROW Leadership Contact Information

[GROW Website](#)

Grow Office Contact Info:

GROW Director

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(317)733-4842

GROW Business Manager

Sue Moore; smoore@zcs.k12.in.us

(317)733-4846

Rentals and GROW Manager (EZChild Track Accounts)

Becca King; grow@zcs.k12.in.us

(317)733-4847

Universal Preschool Program Manager

Chelsey Davern

cdavern@zcs.k12.in.us

(317)873-2858 ext. 11701

BAC Elementary School Site Contact Information:

School	BAC/Bridge Site Leads	Age range	Site Cell Phone Numbers
Boone Meadow	Tahereh Kahedizadeh	PK-4	317-696-9533
Eagle	Sadie Collum	PK-4	317-690-0938
Pleasant View	Tina Tamburini	PK-8	317-524-8038
Stonegate	Sue Lewis	PK-4	317-524-8036
Trailside	Lisa Birge	PK-4	317-605-8223
Union	Mamta Tripathi	PK-4	317-524-8704

For more information about Before and After Care (BAC), Bridge, JAM, Z'Camp, Mini Camp Days, or any of the GROW programs, please email the GROW Office at grow@zcs.k12.in.us.

For more information regarding Universal Preschool email the Universal Preschool office at preschool@zcs.k12.in.us

GROW Program Information

GROW (Getting Ready for Our World) is a suite of programs offered by the Office of Special Projects in Zionsville Community Schools (ZCS). GROW includes Before and After Care (BAC), Kindergarten Bridge, Middle School JAM, Summer Z'Camp, ZCS Mini Day Camp (formerly known as Access Days) (formerly known as Access Days) and Universal Preschool. We are happy you have chosen a GROW program and look forward to getting to know your family!

The policies and procedures in this handbook are designed to serve as guidelines for program management. They do not intend to create a contract or binding agreement between families and ZCS-GROW programming. All policies and procedures outlined in this handbook are subject to change or be modified at ZCS-GROW's discretion at any time that circumstances warrant.

GROW Program Registration

Register for all GROW programs online at [ZCSGROW](https://zcsgrow.org). Registration is held in January for Universal Preschool, February for BAC and March for Z'Camp. To register: Click on the [EZChildTrack link](#).

If you are a current GROW family and do not know your account number, you will need to contact the GROW office before registering.

All families must access the Parent Portal to register, make information changes, and to access account information.

Once registration is processed, families will be notified that their registration has been accepted or waitlisted through EZChildtrack.

Registration questions-contact Becca King at bking@zcs.k12.in.us

Billing questions-contact Sue Moore at smoore@zcs.k12.in.us

Payment Options and Deadlines

GROW's fee structure is set up as 10 equal pay installments, over the course of the ten-month academic year (August – May).

After registration, your family will receive an email from EZChildTrack notifying you that you can set up your online account in the EZChildTrack Parent Portal. You will pay your bill online and access your account information here.

All GROW payments are due on the 15th of each month.

Payments are made online through your EZChildTrack Parent Portal.

Accepted forms of payment are Visa, MasterCard, or e-check. You may choose to set up auto payment on your Parent Portal; this is the best option to avoid delinquency.

On the 16th of each month, a \$35 late fee will be assessed for accounts not paid in full.

Uncollected fees will be transferred to a collection agency. If the account is delinquent after 2 months, services will be stopped, and the child will be automatically withdrawn from GROW programs.

Student enrollment in GROW programs cannot be put on hold due to family travel or extended absence. When you enroll your child in a GROW program, you are securing their spot for the entire school year. If withdrawn from the program, you will have to re-register your child. There is no guarantee a spot will be available when you return.

Billing Questions-contact Sue Moore at smoore@zcs.k12.in.us

BAC Late Pick-up Policy

All BAC sites close at 6:00 PM. A late fee will be charged for each minute past 6:00 PM:

- 1st Occurrence: \$1.00 per minute, per child
- 2nd Occurrence: \$2.00 per minute, per child
- 3rd Occurrence & Beyond: \$3.00 per minute, per child

Late fees increase with each occurrence. If you are running late or have an emergency, you must call the site lead as soon as possible.

Prompt communication with the site lead helps ease a child's concerns if a parent is late. If a parent has not contacted the site by 6:00 PM, staff will attempt to reach the parent and emergency contacts. If there is no communication by 6:30 PM, the GROW Director may be contacted, and local emergency personnel may be involved.

Families who repeatedly violate the 6:00 PM pick-up policy may be removed from the program at the discretion of the GROW Director.

GROW reserves the right to discontinue services with 48 hours' notice due to repeated concerns such as late or insufficient payment, ongoing care issues, or consistently negative communication with site staff or GROW personnel.

For questions or concerns, please contact GROW Business Manager, Sue Moore at smoore@zcs.k12.in.us.

GROW Discipline Policy

GROW promotes positive behavior and self-control, guiding children to make good choices. Discipline is a shared responsibility among children, parents, and GROW staff. Our rules are designed to foster respect and responsibility, not as punitive measures.

For severe behavior issues, consequences may include reduced program time, suspension, or expulsion. Rules are posted and regularly reviewed in all GROW areas, including Universal Preschool, BAC, JAM, Bridge, Z'Camp and Mini-Camp Days (formerly known as Access Days).

GROW Rules

- Be Safe – Keep hands, feet, and objects to yourself.
- Be Respectful & Kind – Treat others with kindness.
- Be Responsible – Take care of yourself and your space.
- Be a Good Listener – Follow the instructions of staff keeping you safe.

Discipline Guidelines

GROW implements a positive discipline approach. Children are expected to follow staff directions. Consequences for unacceptable behavior may include:

- Positive redirection.
- Verbal warning.
- Temporary separation from the group with a warning.
- Repeated behavior results in a written notice sent to parents.
- Parent/guardian conference following continued issues.
- Suspension (1–2 days or remainder of the day).
- Possible reduction in program time.

Repeated aggressive behavior (1–3 suspensions) may lead to removal from the program, subject to approval by the GROW Manager and Director.

*See the ZCS Bullying Policy at the back of this handbook

ZCS Insurance Policy

The school corporation does not provide medical or accident insurance for students. Contact your insurance carrier to ensure that your policy includes coverage for injuries to your child that may occur at school.

GROW Programs:

Kindergarten Bridge, BAC, Universal Preschool, Z'Camp, Mini-Camp Days

Kindergarten Bridge

Program Description:

Kindergarten Bridge (referred to as Bridge) is an optional hour of enrichment and play designed only for kindergarten students, from 8:00-9:00 am, Monday through Friday. This allows Kindergarten students to utilize the A.M. bus transportation, and “bridge” the time before the start of their school day. Students will enjoy motor skill activities, puzzles, games, and arts and crafts projects.

Bridge Registration and Tuition Information

GROW’s Bridge Program offers the options of Full-time Care or Occasional Care 8:00am-9:00am

Bridge Program Care Options (8:00–9:00 a.m.)

- **Full-Time Care**
 - 5 days per week
 - Monthly fee: \$120
 - \$20 non-refundable registration fee
- **Occasional Care**
 - Fewer than 5 days per week
 - Daily fee: \$20 per day
 - \$20 non-refundable registration fee

Plan	Registration Fee	Monthly Fee
Bridge Program-Full 8:00-9:00 AM	\$20	\$120 / 10 Pays
Bridge Program-Occasional Care 8:00-9:00 AM	\$20	\$20/day

Before and After Care (BAC)- K-4 and Preschool

Program Description:

BAC is an option at each elementary school in ZCS. We provide a safe and fun environment for students at their respective school, for before and after their school day.

- Each site offers a variety of daily activities that may include: arts and crafts, outdoor play at their school playground, board games, free time, and indoor play in the school’s gym (specifically during inclement weather days).
- BAC programs provide a daily snack for participants.
- BAC space is limited, check the GROW website for updates!

BAC Registration and Tuition Information

Basic BAC

This is our most popular program. Families who choose to enroll their children in the Basic Plan will have access to care every school day from 6:45 – 8:00 AM and/or 2:30 – 6:00 PM. On inclement weather days, BAC is open from 7:30 AM – 6:00 PM.

Occasional Care BAC

BAC when needed for fewer than 5 days/week

Occasional Care fees must be paid in full prior to service

Occasional Care families must pre-register and pre-pay through EZChild Track.

For help, email the GROW office grow@zcs.k12.in.us or call your child’s BAC site for last minute needs.

*BAC space is limited. Check the GROW website for updates!

BAC Registration and Tuition Information for K-4

Plan	Registration Fee	Monthly Fee (10 total)
Basic AM BAC 6:45 – 8:00 AM	\$35	10 Monthly Pays of \$140
Basic PM BAC 2:30 – 6:00 PM	\$35	10 Monthly Pays of \$360
Basic AM/PM BAC 6:45 – 8:00 AM And 2:30 – 6:00 PM	\$35	10 Monthly Pays of \$405
Occasional Care AM only 6:45-8:00	\$55	\$20.00/each AM
Occasional Care PM only 2:30-6:00	\$55	\$40.00/each PM

Registration is a yearly non-refundable fee

Preschool BAC Tuition Information:

Schedule	5 Day Plan		M/W/F Plan		T/TH Plan	
Both AM/PM	\$440 AM/PM		\$265 AM/PM		\$210 AM/PM	
Plan	AM 6:45-8:15	PM 2:45-6:00	AM 6:45-8:15	PM 2:45-6:00	AM 6:45-8:15	PM 2:45-6:00
Occasional Care (daily rate)	\$20	\$40	\$20	\$40	\$20	\$40
Monthly Fee (10 monthly installments)	\$135 AM	\$375 PM	\$85 AM	\$235 PM	\$70 AM	\$185 PM

Middle School JAM @ PVE

Program Description:

- Jam is supervised middle school before and after-school program located at Pleasant View Elementary School. BAC staff provide supervision
- Hours: 6:45 a.m.- 7:45 a.m. and 4:00 p.m.-6:00 p.m.
- ZMS and ZWMS students are transported from PVE to their school in the morning and back to PVE in the afternoon.
 - On 2-hour delay days JAM participants will be transported to their middle school for the morning bell
- An afternoon snack is provided as well as a quiet space to complete homework. Students also have access to the gym or playground area.
- Wi-Fi is available for netbooks.

Middle School Jam Tuition Information

Plan	Registration Fee	Monthly Fee (10 monthly pays)
Full Time	\$35.00	\$240
AM only	\$35	\$120
PM only	\$35	\$120
Occasional Care	\$35	\$20 AM or PM

Registration fee is non-refundable

Z'Camp Information: K-6

8 weeks June 3-July 24 (No camp on June 19th, July 3)

Program Description:

GROW offers a summer day camp for K-6th grade children at Zionsville Middle School (ZMS) all summer long! There are weekly field trips and swimming lessons. The days are filled with activities like archery, cornhole, campfire, axe throwing, LAX, arts/crafts, HMML Book Mobile, and many other daily activities. Lunch can be purchased through the ZCS Food Service Department except on field trip days. Site hours are 7:30 AM-5:30 PM.

For more information about Z'Camp for children K-6 please visit our Z'Camp Website at zcamponline.com to get the most up-to-date information.

ZCS Mini-Camp Days and Tuition Information: PK-6

There are multiple days throughout the school year in which school is not in session, yet many families still need care for their school-aged children.

GROW offers the opportunity to purchase care for those days called ZCS Mini-Camp Days.

- Parents must send a sack lunch with their child to ZCS Mini-Camp Days. Snacks are included.
- All ZCS Mini-Camp Days are held at one central location – Pleasant View Elementary School – enter Door 3.
- Please note that all fees for our ZCS Mini-Camp Days are one-time fees. Fees for your chosen ZCS Mini-Camp Days must be paid before the first date of service.
- There is no second child discount for ZCS Mini-Camp Days.
- ZCS Mini-Camp hours of operation are **7:30 AM – 5:30 PM**.

Grades	Regis. Fee	Daily Rate	2026-27 Mini-Camp Days
PK	\$35	\$95/day	Oct. 12-16
K-6	\$35	\$85/day	Dec. 21,22, 23,28,29,30/Jan.4 Feb. 15-19 March 26,29,30,31/ April 1,2

(Parents could be called if their child misbehaves and may be asked to pick them up early with no refund)

ZCS-GROW Universal Preschool Z'Camp: 8 weeks June 3-July 24 (No camp on June 19th, July 3)

- GROW offers a summer day camp for 3, 4, and 5-year-olds not attending kindergarten next year at Zionsville Middle School (ZMS) for 8 weeks. Campers will participate in outdoor play, social interactions, field trips, crafts, and so much more.
- Students entering kindergarten in the fall need to enroll in the K-6 camp
- Four-year-olds will attend swimming lessons at the Aquatic Center and all children will participate in weekly field trips.
- Children must be aged 3 by June 1 and toilet trained.
- Children nap in the afternoon for 30-90 minutes.
- Please send in a sack lunch and drink. Snacks are provided by camp.
- Site hours are 7:30 AM – 5:30 PM. Before and After Care is included in the price of the camp.
- For more information about Z'camp including registration please refer to the Z'camp [website](#)

Inclement Weather Policy

Full-Day Cancellations:

- When ZCS cancels school, BAC is available at the PVE site only from 7:30am-6:00 p.m.
- Any ZCS student already enrolled in BAC can access these services on cancellation days.
- Use DOOR 3 on the north side of the PVE building
- You MUST PROVIDE LUNCH ON CANCELLATION DAYS. ZCS food service is closed.
- Families enrolled in BAC's PM-Only program will be charged for AM care on full-day cancellation days; however, they are welcome to attend in the morning if needed

Midday Cancellations:

If school is canceled during your child's regular school day, BAC will remain open at your child's usual site until 6:00 PM.

Delay Days:

- 2-hour delays are not uncommon. BAC will be offered at your child's regular site beginning at 7:30 AM.
- Occasional Care Students: Families who need to use before-school care on delay days and are enrolled in BAC's Occasional Plan will be charged their regular occasional care rate for days attended.
- If a delay day turns into a cancellation, enrolled BAC (AM, PM, OCC) students can attend the full day and may be charged accordingly.
- There is no BAC for preschool students on delay days.

Note: students must be enrolled in a BAC program to participate.

* Check the ZCS main school webpage and look for Parent Square notifications for up-to-date information regarding the weather. GROW does not make weather-related decisions *

Universal Preschool

Universal Preschool Program Manager:

Chelsey Davern

cdavern@zcs.k12.in.us

(317)873-2858 ext. 11701

General email address: Preschool@zcs.k12.in.us

Universal Preschool Locations

In Universal Preschool (UP) students will be placed in their home school. We work cooperatively with our Developmental Preschool at Pleasant View Elementary (PVE) and with parent permission, some students may be placed in a transitional classroom at PVE. Families may not switch their site once school starts whether they have relocated or not unless there is an opening at the desired school. ZCS and Universal Preschool will make every effort to honor school selection; however, K-4 enrollment may dictate space availability which may necessitate a relocation or closure of some preschool classrooms at any time. If K-4 enrollment necessitates a UP closure after the registration window, all registration fees will be reimbursed to the family. Families registering for UP placement acknowledge there is no guarantee of this service as our buildings must support the core mission of our K-4 programming in ZCS.

Boone Meadow Elementary-317-873-2226

Eagle Elementary -317-873-1234

Pleasant View Elementary -317-873-2376

Stonegate Elementary -317-873-8050

Trailside Elementary School-317-873-8057

Union Elementary-317-873-4007

ZCS Universal Preschool Guiding Principles:

Universal Preschool provides a hands-on learning experience, focused on the whole child, in an inclusive and supportive environment that ensures maximum growth for lifelong learning. Each child will be treated with dignity as the child's successes and strengths will be celebrated. This involves speaking to and teaching the children in a manner that will aid them as they make friends, follow directions, and learn more about our world. The Indiana Foundations for Young Children will be the framework for Universal Preschool academics. At Universal Preschool, our focus is on fostering a love for learning while also challenging students to do their personal best.

Enrollment Requirements:

Preschool or Pre-K3 class

All children must be aged three by August 1. A birth certificate must be provided before registration will be accepted.

All children must be toilet trained to attend Universal Preschool. Occasional accidents may happen, but repeated wet/soiled pants take away from the academic goals of our program. Families may be denied continued enrollment, and the registration fee will not be refunded.

Pre-K or Pre-K4 class

Children must be aged 4 before August 1. A birth certificate must be provided before registration will be accepted if this is a new enrollment.

Developmental Preschool follows the ZCS calendar and is available for students eligible for Special Education services only.

Your child may be relocated if it is determined that they need specific support services.

REQUIRED DOCUMENTATION (to complete preschool registration):

To enroll in the Zionsville Community Schools Universal Preschool program, you must reside within the district boundaries and provide the following documentation listed below. Your child’s enrollment will not be official until these documents have been submitted.

A. Two of the following pieces of proof of residency: two original, different current utility bills (e.g.: gas, electricity, water, sewer). Cell phone bills or driver’s license are not acceptable.

-OR-

one current utility bill and one of the following:

- signed rental agreement with date of occupancy
- signed purchase agreement with closing date
- signed closing documents
- signed letter from builder (on letterhead) with closing date

B. State-issued original birth certificate or current passport

C. Immunization records

- All documentation is subject to verification.
- Click on the New Student [Registration](#) tab on the ZCS webpage for more information.

Universal Preschool Registration and Tuition Information

Plan & Schedule	Class Type	Time	Monthly Tuition
2-Day (Tues/Thurs) 3/4 Preschool only	Partial Day	8:15 – 10:45 AM	\$300
	Full Day	8:15 AM – 2:45 PM	\$420
3-Day (Mon/Wed/Fri) 3/4 Preschool only	Partial Day	8:15 – 10:45 AM	\$415
	Full Day	8:15 AM – 2:45 PM	\$500
5-Day (Mon–Fri) Preschool & Pre-K	Partial Day	8:15 – 10:45 AM	\$630
	Full Day	8:15 AM – 2:45 PM	\$695

Registration Information:

- Registration fee-\$175 (non-refundable)
- UP offers plans ranging from 2 days per week to 5 days.
- The Universal Preschool Program change fee is \$25 per request.

Drop-Off and Pick-Up Procedures

Drop off and pick up times will vary by school. Generally, arrival is 8:10-8:20 am; Dismissal is 2:40-2:50pm. Carline drop-offs/pick-ups will begin on the first day of school. Please be patient when waiting in the car line. Please don't pull around other cars, don't get out of your car, and please don't drive distracted. See your teacher for the half-day program procedures as each school has different half-day pick-up procedures. Please limit late arrivals and early pickups to minimize classroom disruption. No child is dismissed to an outside agency before the end of the academic day.

Late Pick-Ups

Children who are not picked up by 2:55 PM will be taken to BAC. If the child is not registered for BAC a registration fee and an Occasional Care fee will be assessed. If the child is registered for Occasional Care BAC – the daily fee will be charged.

Preschool Attendance

Preschool classroom enrollment is limited due to state student-to-adult ratio guidelines. Many of our sites have waiting lists for families who want their children registered in our preschool program. We do not allow families to suspend tuition payment and hold their child's spot due to extended absences or extended vacations. In these instances, you would be required to unregister your child from UP and their spot will be offered to a family on the waiting list. If a spot is available at any of our sites when the family returns you will be required to pay the \$150 registration fee to enroll the child again.

Meals and Snacks

Parents will be asked to donate snacks for child's classroom. The classroom teacher will set up a schedule and provide a list of appropriate snacks. Lunch is not provided as a part of tuition. Parents may send in a sack lunch or place money in your child's lunch account if you would like them to have the school lunch.

ZCS is a "nut-separated" environment. Students who have a nut allergy will eat in a nut-separated space in the lunchroom or classroom. Send in a snack from home if your child has a food allergy as we cannot be 100% sure our snacks have been manufactured in an allergen-free facility.

School Supplies

Each child will need the following school supplies:

- Full size backpack (large enough to fit nap items and a folder)
- water bottle
- small blanket
- small pillow
- stuffy if needed
- lunch box
- change of clothing (full set to be left at school)

Family Communication

Throughout the year, families will receive communication, via email, from their child's UP Lead, the building principal, and the GROW Director. These updates will contain information on classroom activities, special events, and upcoming celebrations. Please know that all UP Leads are encouraged to promote open lines of communication with our families. Two-way communication is imperative, as we strive to create an environment in which your child can be optimally successful. If you have concerns, please discuss these directly with your child's UP Lead before contacting the administration.

Assessments will be sent home up to 2 times per year so that you can see your child's progress. These assessments follow both Indiana Foundations and our Second Steps curriculum.

Parents are not permitted to observe during evaluations to minimize disruption and we want the child to be observed in their consistent preschool setting.

Kindergarten Readiness

To ensure our students are ready for Kindergarten, our Universal Preschool curriculum covers academic goals and benchmarks, as well as social skills. Literacy and mathematics are integrated within their day, alongside the use of the Second Step Program-which focuses on supporting learning and emotional well-being. Our Universal Preschool leads can meet each child where they are: identifying our students who need a greater challenge while supporting any student's needs. Parents may choose to keep their child in Universal Preschool for a third year, but Universal Preschool requires that a child cannot repeat with the same teacher 2 years in a row. For Pre-Kindergarteners to prepare for Kindergarten, Universal Preschool feels a five-day full placement is the best option.

Rest Time

UP participants have a designated rest time after their lunch. Rest time is scheduled for approximately 30 - 90 minutes. While students are not required to sleep, they are expected to have quiet time to support friends who do sleep. If there is an issue during the nap period, teachers will follow the procedures outlined in the "Nap Policy Agreement". During the first week of school, parents will receive a paper copy of the "Nap Policy Agreement" procedure they signed during registration.

During rest time children are allowed to have a pillow, stuffed animal, and/or blanket that must fit in a full-sized backpack. Your child should take their belongings home regularly for cleaning (we recommend each Friday).

Toilet Training

Children enrolled in Universal Preschool (UP) must be toilet trained before attending. Children must wear underwear. Pull Ups are not allowed. A child having accidents daily is not considered toilet trained. We understand that even toilet-trained children will occasionally have accidents. "Accidents" are unusual incidents and should happen infrequently. In these instances, the classroom Lead will help the child change their clothes, encouraging independence as much as possible.

A toilet-trained child can do the following:

- Communicate to the adults their need to go the restroom before they need to go
- Alert him/herself to stop what he/she is doing to go and use the restroom
- Wipe him/herself after using the toilet (with minimal assistance for 3-year-olds)
- Wash and dry hands
- Postpone going if they must wait for someone who is in the restroom or if away from the classroom

We have many “try times” or restroom breaks throughout our day in UP. Children are also able to use the facilities upon request. Parents will be asked to sign a Toilet Training Agreement before the first day of school.

Guidance for Families with Sick Children

To minimize the spread of infection, please do not send your student to school when ill. The following guidelines may help you determine when it is safe to return your child to school: A. Temperature below 100.4 degrees for 24 hours without medication B. No vomiting for 24 hours and able to tolerate a bland diet C. Diarrhea free for 24 hours D. Lessening of “acute cold symptoms” such as a persistent cough, or excessive “runny nose” E. If your child has a chronic medical issue which causes symptoms such as vomiting, diarrhea, cough, or runny nose the student may return to school with proper documentation of the medical issue. If your child has been prescribed an antibiotic, please consult with the physician regarding when the student will no longer be contagious and is able to return to school. Normally 24-36 hours of antibiotic therapy is required to meet this criterion.

Outdoor Recess

Each child is expected to be suitably dressed for play outdoors. As the weather turns colder, each child needs a winter coat, hat, and gloves. Snow pants, waterproof boots, and warm gloves/mittens are required to be able to play in the snow. All children play outside except on rainy, icy, or very cold days (wind chill below the 10-20 degree range). Inside recess will be held on those exceptional days. A child who is well enough to come to school is well enough to go outside and play. While each school’s recess safety protocol is unique to its campus and is available on school websites, all UP students honor the following safety code:

- We play together kindly and look after one another.
- We treat playground equipment with care and share with others.
- We respect the adults who look after us.
- We always tell an adult if we need help resolving a conflict or if someone is injured.
- We stop and listen for directions when the bell/whistle sounds.

Personal Belongings

Other than comfort items for rest time, necessary supplies for class include a full-size backpack, no spill water bottle, extra change of clothes and a lunch box. A folder from school will be provided. Please do not bring personal belongings to UP.

Birthdays

Universal Preschool staff work to ensure that each child’s birthday is recognized. To align with the Zionsville Community Schools wellness policy and to minimize interruption

to instruction, birthday sweets are not permitted. Invitations can be distributed at school only if there is one for every class member. Email addresses will not be provided for evites due to privacy concerns.

Required Background Check for Volunteers

We value partnerships with our families and welcome parents/guardians to serve as volunteers in our schools. Each ZCS school offers a wide variety of volunteer opportunities. During the school day, all volunteers are expected to sign in at the front office with a government-issued ID. Prior to the volunteer opportunity, all volunteers must sign the Non-Disclosure Acknowledgement Form and have successfully completed a Full Criminal History Background Check. Necessary background check paperwork is available on the ZCS website at the Volunteer [link](#) and should be submitted at least 10 days before the intended volunteer date. The volunteer will pay the fee for the full background check, which will expire in 5 years. The link to apply for the full background check can be accessed on the Volunteer link on the ZCS main webpage. ZCS thanks all volunteers for their generous support of our youth and schools. For more information, contact Ann Hall, Program Manager, Office of Special Projects, at ahall@zcs.k12.in.us.

Inclement Weather Policy for Preschool:

School Cancellation

On days when ZCS is canceled, Preschool BAC will operate beginning at 7:30 AM at one location for the district -- Pleasant View Elementary. Parents will bring students to Door #3 between 7:30 AM and no later than 9:00 AM. Your student will need to bring lunch to school (ZCS Food Service is unavailable) and rest time supplies (During rest time children are allowed to have a pillow, stuffed animal, and/or blanket).

Please park and walk your child to Door #3. Site Cell Phone: 317-524-8038

Midday Cancellations

Should Zionsville Community Schools cancel early during your child's regular school day, you will need to arrange to pick up your child early.

Delays

NO Morning BAC for UP students on delay days.

If ZCS is delayed then Universal Preschool is delayed, the carline will begin exactly 2 hours later than a regular school day. At most locations that will be between 10:10 am and 10:20.

GROW (UP or BAC) will NOT operate if a state of emergency is declared in Boone County

ZCS Bullying Policy

BULLYING IS DEFINED IN I.C. 20-33-8-0.2 AND I.C. 20-33-8-13.5.

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate,

intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: -places the targeted student in reasonable fear of harm to the targeted student's person or property; -has a substantially detrimental effect on the targeted student's physical or mental health; -has the effect of substantially interfering with the targeted student's academic performance; or -has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who knows of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to his/her school principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the appropriate school personnel in charge of the investigation. This report may be made anonymously.

The school principal or his/her designee shall investigate promptly all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken to address the bullying conduct wherever it takes place. The parents of the bully and targeted student(s) shall be notified of the progress and the findings of the investigation and as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

The school principal or designee will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such a determination should be made as soon as possible and once this determination is made; the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined by this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment within the school corporation.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Training will be provided to school personnel and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.

The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.