

ZIONSVILLE COMMUNITY SCHOOLS



GROW ADDENDUM

Important Notice: This Handbook Addendum is subject to change at any time and staff members are instructed to check the Zionsville Community Schools Employee Portal for the most updated version of this handbook. If unable to access electronically, it is the responsibility of the staff member to contact their Human Resources Department for assistance.

Revised July 2026

Zionsville Community Schools

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Dear Employee:

It is my privilege to welcome you to the GROW (Getting Ready for Our World) Staff in the Office of Special Projects Department (OSP) at Zionsville Community Schools. ZCS is dedicated to providing the best environment possible for youth. The ultimate purpose of our work together can be stated in our Mission Statement: *Zionsville Community Schools will cultivate a learning environment where students grow academically, develop meaningful skills, and become active contributors to their communities. Through innovation, inclusion, and a strong sense of belonging, we prepare students to live with confidence and integrity*

Zionsville Community Schools is also committed to being a great place to work. We recognize that our employees are our greatest asset. Our members cannot thrive unless the staff is thriving. Please do not hesitate to share suggestions and concerns with me. This GROW Addendum is intended to provide you with a supplemental understanding of the Core Classified Handbook. It outlines specific expectations for employees in this department and what you can expect from this organization. The policies expressed in the handbook are designed to create a positive work environment. If after reading this handbook you have any questions, please consult with me.

Once again, welcome to Zionsville Community Schools!

Martha Farley
Director Office of Special Projects

PURPOSE

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

GROW programs include Universal Preschool, Before and After Care (GROW), Middle School JAM, Summer Z'Camp and Kindergarten Bridge.

DEPARTMENT POSITIONS

Many positions are required within the GROW department to satisfy its purpose. Below are a list of positions (general description of job duties, not meant to be exhaustive):

Universal Preschool Lead:

This position will provide and facilitate classroom supervision and instruction to Universal Preschool students. Specific duties will include organizing and implementing a rich environment of activities for preschool students in the Universal Preschool program. Provide and model appropriate communication and exemplary service to students and families.

Universal Preschool Assistant:

This position will serve as the assistant to the lead preschool facilitator in the classroom within the Universal Preschool program. Specific duties will include assisting with organizing and implementing a rich environment of activities for preschool students. Provide and model appropriate communication and exemplary service to students and families.

GROW Lead/Assistant GROW Lead:

Specific duties will include coordination of all activities for students within Before and After Care Program. This position will also be responsible for leading and supervising all site GROW Assistants and serving as primary contact for parents of GROW students. Provide appropriate communication and exemplary service to families and staff. Coordinate a rich environment of activities for students in the GROW program.

GROW Assistant:

Specific duties will include supporting all activities for students within Before and After Care or Bridge programs. Provide appropriate communication and exemplary service to families and staff. Assist in providing a rich environment of activities for students in the GROW programs.

OSP Paraprofessional:

This position will serve as the assistant to the lead preschool facilitator in the classroom within the Universal Preschool program and transition to BAC to help with after care.

Specific duties will include assisting with organizing and implementing a rich environment of activities for preschool and BAC students. Provide and role model appropriate communication and exemplary service to students and families.

EXPECTATIONS

WORKING HOURS

The GROW Director or Preschool Manager will assign each employee's work hours.

Non-benefit eligible employees:

- Will work their schedule as assigned and must work only their assigned and approved hours.
- No more than 29 hours per week.
- Clock in and out using the time clock each shift.
 - Hourly pay is calculated and rounded to the nearest five minute interval.
 - Any non-exempt employee working over six hours in a day will receive a 30 minute duty-free lunch.
 - The time clock will automatically deduct this time.

All overtime must be pre-approved by the OSP Director. Employees are encouraged to check personal time clocks on a weekly basis for accuracy.

ABSENCE NOTIFICATION

Absence Management (formerly *Aesop*).

- Personal days should be entered into Aesop with at least 48 hours advance notice
 - Case of an emergency is the exception.
- Importantly, it is the **employee's responsibility to notify his or her direct supervisor by phone** when an absence is entered into Absence Management on the same day as the absence:
 - GROW assistants to their GROW Lead/GROW Director
 - UP assistants to their UP Lead/Preschool Manager
 - GROW and UP Leads to their direct supervisor

All personal days are to be requested in writing and submitted to the GROW supervisor for approval before entering in Absence Management (formerly *Aesop*).

All pre-scheduled personal days, sick, or vacation day absences need to be approved by the GROW Director, Preschool Manager or other GROW supervisor.

Failure to report to work without notice (no show) will be considered grounds for termination as will any absence in which the employee does not have a remaining PTO for the absence.

DRESS CODE

- Zionsville Community Schools badge prominently displayed.
 - Use of lanyard or clipped to shirt collar.
- If required, GROW employees should wear their GROW employee shirt for each shift.
- Cleanliness and appearance are expressions of an employee's personal pride and reflect Zionsville Community Schools' high standards of good grooming.
 - A modest, neat and well-groomed appearance is expected to promote a professional image of the department.
- Not permitted: clothing that is extremely tight, low-cut, or otherwise revealing.

PROFESSIONAL DEVELOPMENT

Nonviolent Crisis Intervention Training:

Zionsville Community Schools employees are trained on how to effectively defuse potentially dangerous situations. The philosophy of the best "Care, Welfare, Safety & Security" for all individuals involved in a crisis situation is the core of the training. Training courses are held throughout the school year.

Other Professional Development:

GROW employees will be trained in CPR/AED, coordinated by the supervisor. There may be other professional development opportunities that employees are asked to attend occasionally. GROW will pay the employee's regular per hour rate if asked to attend outside of their work schedule.

PAY POLICY

- Employees must record hours worked utilizing the electronic time clock system located in their building or on their smart phone app.
- Questions regarding clocking in may be directed to the direct supervisor OR Amanda Yoder (AYoder@zcs.k12.in.us)
 - Questions regarding pay statement may be directed to Payroll (payroll@zcs.k12.in.us)

Employees are expected to plan ahead for breaks in pay due to school holidays (Fall Break, Thanksgiving Break, Winter & Spring Break, etc.).

BENEFITS

GROW Leads, GROW Assistant Leads and Universal Preschool Leads may be eligible for the benefits listed below starting on the first of the month following completing 30 calendar days. Zionsville Community Schools offers a comprehensive benefit package to eligible classified employees. Eligibility for benefits is based upon employee group and/or hours worked. All or some combination of the benefits listed below are only available to eligible employees.

Health Insurance

- Medical, Dental and Vision Coverage
 - Silver Plan (PPO)
 - Eagle Plan (CDHP/HDHP) + Health Savings Account with Employer Contributions
 - Network: Ascension St. Vincent Employer Network, Ortho Indy, and more.
- Onsite Employee Wellness Clinic – Medical care, mental health counseling, nutrition/dietician services, and sports performance services available at no cost to those who are enrolled in the ZCS Health Plan.

Corporation Provided Benefits and Voluntary Offerings

- Life Insurance and Long Term Disability
- Medical Reimbursement Accounts (Flexible Spending – Healthcare, Dependent Care, and Flex)
- Employee Assistance Program
- Supplemental Insurance Options

Retirement

- 403(b) Voluntary Retirement Contribution & ROTH Deferral Option
- 403(b) Employer 3% Match
- 457 Account Option

Employees may contact the HR Coordinator at 317-873-2858 to review benefit options in more detail or with any questions.

PAID TIME OFF (PTO) – Sick, Personal Business, and Vacation Leave

181/220 Day Employees		Full-year Employees (260)	
Sick	5	Sick	8
Personal	2	Personal	3

Sick Leave

Sick Leave days may be used after the first of the month following 30 days of employment with ZCS. Employees may use their annual allotted sick leave days to be absent from work for personal/immediate family* illness or the birth of a child (spouse).

*Immediate family shall be defined as: Spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, grandparent, grandchild, and any other member of the family unit living in the same household.

Unused sick leave will roll over to the next year and may accumulate indefinitely.

Personal Business Leave (PBL)

PBL days may be used after the first of the month following 30 days of employment with Zionsville Community Schools. Employees may use their annual allotted personal leave days to be absent from work to conduct personal business. These days are to be pre-arranged and approved by the immediate supervisor. Unused personal days will automatically rollover to accumulated sick leave. The number of available allotted days is listed on the pay advice.

Sick and personal days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools. Sick leave may be used with an accompanying doctor's note.

Vacation (full-year employees only)

<u>1 Year</u>	<u>2-4 Years</u>	<u>5-7 Years</u>	<u>8+ Years</u>
5	10	15	20

Vacation is awarded annually (July 1 – June 30) schedule. Days are allocated on July 1st and may not be carried over to the next school year.

At time of employment, vacation days will be allocated by the earned schedule. Employees may use vacation time after the first of the month following 30 days of employment with the approval from their supervisors. Vacation days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools.

Upon separation of employment unused vacation days will be paid out in accordance with the following schedule:

Final employment date between:

July 1 and July 30	0% of unused annual days paid out
August 1 and September 30	25% of unused annual days paid out
October 1 and December 31	50% of unused annual days paid out
January 1 and March 31	75% of unused annual days paid out
April 1 and June 30	100% of unused annual days paid out

SEVERANCE

For employees hired prior to July 1, 2024 only. Employees who are eligible for medical benefits are also eligible for severance benefits. Severance benefits are provided upon separation of employment. To qualify for this severance benefit, the following requirements must have been met:

1. Ten (10) years of service in the School Corporation (or its components prior to consolidation) in a benefits eligible position; and
2. Must have reached the age of fifty-five (55) by July 1 of the year of severance, or; must have completed twenty (20) years in the School Corporation or its components prior to consolidation, regardless of age.

The severance benefit consists of a single payment which is the total of:

1. \$25 for each full year of service in the School Corporation (or its components prior to consolidation); plus
2. \$15 per day for each day of unused accumulated sick and personal business leave. Because of the varied schedules, the number of years of service and number of unused sick and personal days will be prorated.

In the event an employee who has completed twenty (20) years in the School Corporation (or its components prior to consolidation) and who is under fifty-five (55) years of age, becomes totally disabled (as certified by a doctor approved by the School Corporation), that employee shall qualify to receive the severance benefit.

Should an employee, who has met the requirements above, die prior to receiving full benefits, the remaining benefits shall be paid to the employee's designated beneficiary or to the employee's estate.

TRAINING

I. BASIC EXPECTATIONS FOR WORKING IN A SCHOOL

- Respect the dignity, privacy, and individuality of all students, their family, and staff.
- Show interest in students and adapt instruction to their unique characteristics.
- The Lead should communicate concerns or questions to their supervisor.
- Assistants should recognize the Lead as the direct supervisor in the setting.
- Discuss concerns and questions about the Lead or his/her teaching methods with the Lead at an appropriate time, i.e., after, not during, instructional period.
- Readily share information about students and the educational setting with the Lead.
- Refer concerns about the students, parents, teachers, administrators, and community members to the Lead.
- Be cooperative and honest with all staff, administrators and support staff members.
- Do not communicate student progress or concerns to parents or others unless directed to do so by the Lead due to confidentiality expectations.
- Recognize that the Lead has the ultimate responsibility for instruction and/or program management of the educational environment.
- Ask the Lead for direction and guidance when questions arise.

II. BASIC EXPECTATIONS FOR WORKING WITH CHILDREN

- Become aware of the specific needs of the students.
- Understanding program goals (for students with IEP's) helps eliminate confusion and provides a better understanding of what the expectations are for the student.
- Allow students to be as independent as possible. Know students' limitations and abilities.
- Be positive with each child! Give many verbal and non-verbal praises. You are always encouraged to give verbal praise to children or high fives for good work.
- Do be very careful in regard to age-appropriate hugging and touching.
- Physical restraints are not permitted unless the child is in danger of hurting themselves or others.
- Avoid sarcasm. Many students do not understand sarcasm.
- Treat each child as an individual.
- Be kind, consistent and firm.
- Use a welcoming and friendly tone of voice. Make sure your body language, including facial expressions, are positive and kind.

III. BASIC BEHAVIOR STRATEGIES

- Students should be taught behavioral expectations. Do not assume they know just because they are a certain age.
- Use positive behaviors supports and reinforce students for rule-following behavior and attempts to comply.
- To increase compliance, use clear commands with less than 5 words in the sentence and give the student time to process the information.
- Offer choices. Sometimes these need to be forced choices.
- Make simple commands (“sit down now”) and demonstrate command.
- Do not use term “bad” (as in “your behavior is bad”), use “inappropriate” or “unacceptable”.
- Social language curriculum should be used with students. The common language is used corporation wide to promote whole body listening.
- Follow through with all discipline and reward situations.
- Maintain a good sense of humor with students whenever possible.
- Give immediate feedback; encourage students to correct mistakes.
- Let the students know when they do well. Show enthusiasm.
- At all times, encourage students to think through situations and be independent.
- Talk to the student regarding specific behaviors, not about the student.
- Give one direction at a time.