

# BME Frequently Asked Questions

## What are school hours?

Preschool: 8:15 am – 2:45 pm

Grades 1-4: 8:00 am - 2:30 pm

Kindergarten: 9:00 am - 2:30 pm

The elementary entry bell rings at 7:50 am, and children should not arrive at the school before 7:50 am unless coming to BAC. After 8:00 am, elementary students are considered late and parents must come into the school to sign them in. The preschool bell rings at 8:05 am, at which time the preschool car line starts. After 8:15 am, preschool parents must come into the school to sign their child in.

The school office is open from 7:00 am to 3:00 pm. We welcome you to leave a voicemail message if you call outside the office hours.

## What should I know about transportation in relation to riding the bus, dropping off, or picking up my child from school?

**Please remember that the front of the school is a PICK-UP/DROP-OFF LOOP ONLY. Please use the Access Road to gain entry to this circle, and DO NOT park in the loop.**

Students may not ride buses other than the bus to which they are assigned. For your child's safety, the school office must have a note from you (parent/guardian) if your child's after-school arrangements change. Be sure to call to submit a dismissal change no later than 2:00 pm. Students may not change their own dismissal schedule without parental permission as confirmed by the office staff.

## What should I do if my child will be absent from school or has an appointment during school hours?

Parents are asked to call the school no later than 7:00 am if their child will be absent or arrive late. The request for students to leave at a time other than regular dismissal time should be made in writing by the parent/guardian. In the event of a prearranged absence/vacation, the parent/guardian should notify the school office by filling out and returning a Prearranged Absence Form to the school secretary. This form can be found in the office or on the General Information page (listed under the tab labeled Parents) of the BME website. This needs to be done at least 2 days before the planned absence. Prearranged absences are strongly discouraged, particularly during times of standardized testing.

## If I'm a volunteer in the school, what should I know?

All visitors must sign in with their driver's license at the office upon arrival. All visitors are required to wear a visitor's badge, even if you're just running into the school for a few minutes. Please also sign out at the front office when you leave.

## What type of volunteer work do I need a background check for?

Volunteers that will have direct student contact under limited supervision or unsupervised, direct contact with students in various settings, are required to submit information for a **Full Background Check**. The volunteer will pay \$15.95 and will expire after 5 years.

## Examples for this level of volunteer include (but not limited to):

- Volunteer Coaches
- Tutors
- Field Trip Chaperones
- Out of Town/Overnight Chaperones

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- Working with a group or individual students out of the classroom for remediation work.

All volunteers must sign in with their driver's license (or other government issued ID) and complete the bullying/confidentiality module. For more information about background checks, please see the BRAVO page on the ZCS website or email Ann Hall, volunteer coordinator, at [ahall@zcs.k12.in.us](mailto:ahall@zcs.k12.in.us).

### What is the cost of lunch and how can I pay for my child's lunch?

**Cost:** Student lunch is \$2.35, which includes the meal and milk. Adult lunch is priced à la carte. Please make checks payable to Boone Meadow School Cafeteria. For the semester's lunch menu, nutritional values, online payment options and additional information, please visit the cafeteria page on the ZCS website.

### When are report cards available?

Report cards for Kindergarten through Grade 4 students are available four times each year, approximately one week after the end of the marking period. Parent-teacher conferences for each child are scheduled in the fall. If you wish to arrange a conference with a teacher or principal at other times during the year, please schedule them in advance.

### What is copier protocol?

If you spend any time in the workroom, you'll quickly notice that the copier is in high demand! Boone Meadow staff members have priority over volunteers for copier usage. If you're copying for a teacher for immediate use, then you are treated with the same priority as if you are the teacher. If you use up all the paper in the copier, please replace it. If you use up the toner, be sure to tell the front office staff. If you're unlucky enough to have a paper jam, be sure to ask for help in clearing the machine instead of clearing it by yourself. And, finally, if you're copying after school and you run into any of these problems, please write a note for the front office staff so they are aware when they come in the next day. Codes are required for using the copy machine, so be sure to get the teacher's code if you are doing copies for them.

### Where is the lost and found?

Lost and found items will be stored in the lost and found cabinet on the right wall of the cafeteria. Please label all student belongings, i.e., lunchboxes, backpacks, sweaters, jackets, coats, hats, gloves, books, etc. to avoid students misplacing these items. The lost and found can be accessed during school office hours only. Unclaimed items are donated to charity at the conclusion of each semester.

### If I'd like to distribute a flyer to the students, how do I go about doing this?

Flyers to be sent home with students must first receive approval by the superintendent's office or building principal. Pending approval, flyers will be placed into the staff boxes to be sent home in each child's folder.

### Boone Meadow Elementary and ZCS Commonly Used Acronyms, Abbreviations and Terms

|                 |   |
|-----------------|---|
| <b>504 Plan</b> | Accommodations Plan for qualifying general education students |
| <b>ADA</b>      | American with Disabilities Act                                |
| <b>AMO</b>      | Annual Measurable Objective—Yearly goal determined by the No  |

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|              |   |
|--------------|---|
|              | Child Left Behind act for proficiency   |
| <b>AYP</b>   | Adequate Yearly Progress; measured goal as determined by the No Child Left Behind legislation                         |
| <b>BIP</b>   | Behavioral Intervention Plan  |
| <b>CPF</b>   | Capital Projects Fund   |
| <b>ENL</b>   | English as a New Language, also known as ELL (English Language Learners)  |
| <b>ESOL</b>  | English for Speakers of Other Languages   |
| <b>ESY</b>   | Extended School Year  |
| <b>FBA</b>   | Functional Behavior Assessment  |
| <b>FERPA</b> | Family Educational Rights and Privacy Act   |
| <b>HA</b>    | High Ability  |
| <b>IDEA</b>  | Individuals with Disabilities Act   |
| <b>IDOE</b>  | Indiana Department of Education   |
| <b>IEP</b>   | Individualized Education Plan; plan of goals, services, and accommodations for students identified with special needs |
| <b>LD</b>    | Learning Disabled/Disability  |
| <b>LEP</b>   | Limited English Proficiency   |
| <b>LRE</b>   | Least Restrictive Environment   |
| <b>MAP</b>   | Measures of Academic Progress; a computerized reading test taken in grades 1-4 at least 2 times during the year       |
| <b>NCLB</b>  | No Child Left Behind  |
| <b>PTO</b>   | Parent-Teacher Organization   |
| <b>SLP</b>   | Speech Language Pathologist   |
| <b>SOAR</b>  | School wide incentive program to promote positive behavior and the 4 core values                                      |
| <b>SPED</b>  | Special Education   |