



Family Handbook



21st Century Community Learning Centers Family Handbook

2021-2022

MSDLT

We are excited to welcome you to the Innovation Boulevard Afterschool Program!

There is a lot of very important information enclosed in this handbook; please read carefully and address any questions to the Program Manager.

Once you have read this handbook and filled out the necessary information in the Participant's Packet, **please return the signed Family Handbook acknowledgement form and all other paperwork (or electronic forms) by August 29th, 2021.** Completed forms are required for each *Innovation Boulevard* participant.



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Innovation Boulevard is a 21st Century Community Centers Afterschool Program, provided by Health & Science Innovations, in collaboration with the Metropolitan School District of Lawrence Township. This program is possible thanks to the Indiana Department of Education 21st Century Community Centers Cohort 10 Grant, our partners, volunteers, and donors.



METROPOLITAN SCHOOL DISTRICT
LAWRENCE TOWNSHIP



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Fall Creek Valley Middle School	
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Section I: Introduction

Innovation Boulevard activities are designed to support student academic, social, and emotional growth. The program focuses on activities that help students meet state learning standards in language arts and mathematics; build critical thinking skills; provide enrichment experiences in areas of STEAM (Science, Technology, Engineering, Arts, and Mathematics) and social studies; and build positive character traits. To honor youth voice, activities are designed with youth's input: to be innovative, hands-on, and relevant. They are built on learning goals that are shared with youth. The program strives to create strong, transparent connections to high school, college, career exploration, and readiness for the workforce. It also includes sessions that promote physical activity, social interaction, health and wellness; and to support students' success in school.

The minimum program requirement is 65 days of attendance during the academic year. See Section II for additional details on attendance.

Goals

1. Improve academic achievement and social-behavioral outcomes.
2. Increase family involvement in student's education.
3. Promote 21st Century Scholars Program and program activities.
4. Increase STEAM and Cultural awareness and exposure.

This program is provided *free of charge* to 7th and 8th grade students (and their families) attending Belzer and Fall Creek Valley Middle Schools, and surrounding non-public schools. Enrollment is on a first-come, first-served basis.

Section II: Enrollment and Attendance

Attendance Policy

Attendance is a very important part of our program. To get the most out of the program, your child should attend daily for at least 65 days during the academic year. **Parents are responsible for contacting the Site Coordinator before 3 p.m. if a child will be absent.** If a child has a prior commitment, parents or guardians must provide a notice to the Site Coordinator before the program begins. This notice may be written or electronic, and must contain the anticipated date and time of the absence, as well as the student's name and the parent or guardian's phone number. Physical notices must contain the parent's or guardian's signature (e-mail notification does not require a signature). This notice will become part of the student's 21st CCLC file.

Excessive absences may result in your child's dismissal from the program.

Unexpected Absences



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If you know your child will be absent from the 21st CCLC program, it is essential that you inform the Site Coordinator. Not communicating these absences with the program could result in a situation where the Site Coordinator and the child's family both erroneously assume the child is with the other party. For the safety of your child, please make use of the paths of communication provided and alert the program to any unexpected absences that may occur as soon as possible. If a student is absent on a day when they were not expected to be absent, an Innovation Boulevard team member will contact the parent or guardian using the phone number on file.

Tip: Schedule the student's absences in advance. For example, if your child has another afterschool commitment on Tuesdays, you may notify the Site Coordinator of this recurring absence so that the absence is not unexpected.

Section III: Program Hours and Activities

Hours of Operation

Innovation Boulevard begins on August 23, 2021, and ends on May 19, 2022.

The afterschool program operates from school dismissal (3:45 p.m.) until 6:15 p.m. Monday to Thursday. The program will follow the MSDLT calendar.

During the program hours, students will be offered a snack, participate in social emotional learning, academic support (homework time and help), recreational activities, and enrichment activities such as Tech Literacy, culture, science, design, cooking, and arts. Activities vary throughout the year. For details of current activities, please consult the program calendar in the Band App or the Site Coordinator.

Holiday and Bad Weather Policies

During the regular academic year, the calendar for the Innovation Boulevard program follows the calendar of the school district. On days when there is no school, including bad weather days, the program is not in session. If school is released due to bad weather, the program will not be provided. On school days when regular classes are in session but bad weather is predicted for late afternoon, the afternoon program hours may be canceled. Cancellations will be announced as soon as possible through the Band App and through ParentSquare.

Dismissal

As described in Section II of this handbook, attendance is important. To get the full benefit of this program, your child should attend each day for the full program length. The procedures outlined below will be followed during program dismissal:

- All students will sign out from the program before being dismissed.



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- Students who take the bus home will meet at the designated door(s), and then board their designated bus. Bus services will be provided by MSDLT.
- Students who get picked up will meet their family at the designated door(s).
- Students who walk home will depart at their normal designated exit.

Early Pick-Up

We discourage picking up your child early. Program staff plan activities based on the full time available. Your student will not receive the full benefit of the program if they do not attend the full program day. We understand that early pick-up may be unavoidable at times. Please try to limit those times as much as possible.

When you arrive, please check in with the Innovation Boulevard staff, and be sure your child signs out for the evening before leaving the building.

A student may be removed from the program if they are picked up early more than twelve times in one semester. Please note, this does not include prior commitments that have been documented in the student's 21st CCLC file by the parent or guardian.

Late Pick-Up

Students must be picked up within 30 minutes after the program ends. This means by 6:45 p.m. Monday to Thursday. **A student may be removed from the program if he or she is picked up late three or more times.** Local authorities may be contacted for assistance if a student is not picked up after program hours and the parent, guardian, or emergency contacts cannot be reached by program staff.

Family Participation

Family involvement is a key component of your child's education; we invite each adult family member to participate in this program as much as your schedule allows. Three times a semester, we will offer evening activities for both parents and their children. Participation in these events is free and refreshments will be served. Information for these events will be posted in advance. We look forward to seeing you there!

We select the adult workshop topics based on community feedback and the sessions have been designed for adult learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.

Homework

Staff will assist your child with assigned homework. However, based on the daily program schedule, there may be times when not all homework is completed. Although we strive to provide



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the best homework help, we cannot guarantee that all homework is complete or accurate. Please spend time reviewing your child's homework at home.

Section IV: School Safety

Innovation Boulevard will follow the Safe Schools policy of MSDLT. The Metropolitan School District of Lawrence Township believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and the community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure student and staff welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons will not be tolerated. Anyone who demonstrates such behavior will be held accountable for his/her actions in accordance with the student handbooks, board policies, and civil and criminal law.

Program Visitors

The program encourages our families and the community to be involved in and support the educational programs of our schools. We seek to find a balance between providing a safe and secure learning environment for our students and staff and providing a welcoming environment to our visitors.

To encourage involvement, the following opportunities are provided to visit the program:

- Visitors are invited to attend school events that are open to the public.
- Visitors are welcome to participate in beneficial volunteer activities (see Section VI: 21st CCLC Staff and Volunteers for further information).
- Visitors may engage in other activities, subject to Site Coordinator discretion, that would be beneficial to one or more students or the educational environment.

For everyone's safety, visitors must sign in and out upon entering and exiting the building.

Section V: Behavior Policy

The behavior policy at our site has been established to help students develop self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed over time by participating in activities and interacting with others. The main reasons for establishing behavior expectations are as follows:

- to prevent possible harm to self or others;
- to prevent infringing upon the rights of others; and
- to prevent damage to equipment and property.



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To provide a safe and secure environment for everyone, the following expectations will be in effect at all times:

- Follow the rules of the *MSDLT Middle School Student Handbook*.
- Follow the directions of staff the first time they are given.
- Show respect and treat others with kindness.
- Ask permission to leave an area.

Students will be taught to be responsible for their own actions; they are ultimately responsible for making the choice to follow the rules and enjoy the rewards or to ignore the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior.

All participants are expected to follow the *MSDLT Middle School Student Handbook* (available here: <https://www.ltschools.org/parents>). Disrespectful actions performed at Innovation Boulevard will result in consequences appropriate to the magnitude of the action. The following is a non-extensive list of disrespectful actions and their potential consequences (for a complete and more detailed list of potential disrespectful actions, see the *MSDLT Middle School Student Handbook*).

Minor Disrespectful Actions (including, but not limited to)	Potential Consequences for Minor Disrespectful Actions (per program team discretion)
<ul style="list-style-type: none"> ● Inappropriate or disruptive physical displays of affection ● Disruptive activities (shouting, yelling, bothering other groups, etc.) ● Leaving program area ● Disregard for program or site rules ● Profanity ● Inappropriate dress ● Littering ● Disregard for assigned consequences of minor disrespectful actions ● Name calling or put-downs ● Inappropriate use of materials ● Inappropriate cell phone use 	<ul style="list-style-type: none"> ● Conversation with student ● Restriction from activity ● Incident report and parent contact ● Conferences with child, parent, and Site Coordinator ● Written plan of action to help correct the behavior



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Major Disrespectful Actions (including, but not limited to)	Potential Consequences for Major Disrespectful Actions (per program team discretion)
<ul style="list-style-type: none"> ● Fighting, provoking a fight, or filming a fight ● Forgery or alteration of school forms, admits for parents, or calls from parents ● Disrespectful or insolent behavior towards school or program staff or volunteers ● Theft or possession of stolen goods ● Vandalism ● Aggressive use of obscene language ● Explicit sexual conduct ● False reporting or informing ● Intimidating/Threatening another person ● Harassment ● Leaving the program site without permission ● Cheating ● Safety violations ● Possession of live ammunition ● Violation of other state or federal laws ● Unauthorized use/possession of school keys or forms ● Gambling ● De-pantsing ● Gang affiliation/activity ● Sexual harassment/misconduct ● Possession of any weapon, gun, knife, or any look-alike ● Trespassing ● Misuse of technology ● Use of possession of any controlled substance, including tobacco, drugs, and alcohol ● Bullying ● Battery/physical assault ● Threatening behavior ● Failure to report a major disrespectful action ● Additional behaviors not listed but available in the <i>MSDLT Middle School Student Handbook</i> (https://www.ltschools.org/parents) 	<ul style="list-style-type: none"> ● Immediate removal from group ● Parent phone call and immediate pick up ● Incident report and parent contact (all major infractions will be documented in an incident report) ● Conferences with child, parent, and Site Coordinator ● Written plan of action to help correct the behavior ● Suspension or termination of student from the program



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If a student demonstrates a discipline issue or commits an infraction deemed sufficiently significant by the program team, the school administration will be contacted and the parent or guardian of that student will receive an incident report. Parents will be informed of their child's behavior and may be asked to participate in a discussion to resolve special situations. **If your child receives three of these forms, they will be suspended from the program for three to five days. The fourth write-up will result in automatic termination from the program for the remaining school year.** The Innovation Boulevard team reserves the right to suspend or terminate a student from the program immediately if it is decided that a student's behavior warrants it.

Section VI: 21st CCLC Staff and Volunteers

The Innovation Boulevard Afterschool Program has a team that consists of staff specifically hired for the Program that is independent from *MSDLT*. This team will coordinate students and lead out on Innovation Boulevard's daily activities.

Each activity adheres to a 1 to 20 staff-to-student ratio, which provides several benefits:

- more one-on-one attention from the staff;
- students get to know each other better; and
- staff can tailor instruction to students' individual needs.

We also recruit volunteers to assist students in a variety of ways: homework assistance, skill instruction, and enrichment projects. Other volunteers work behind the scenes on administrative tasks.

We welcome all family members who would like to volunteer with the program! If you or someone you know would like to donate a few hours in the classroom or behind the scenes, please contact Brittni Mays, Community Engagement Coordinator, at brittni.mays@scienceinnovations.org.

All Innovation Boulevard team members, paid instructors, and volunteers, are required to pass a fingerprint/background check. Your child's safety is a priority, so this policy is strictly enforced.

Section VII: Communications

It is important to keep the lines of communication open between the 21st CCLC staff and families of enrolled students. Listed below are ways we plan to keep families updated, and a way for families to contact program staff.

Email: Email updates, as well as essential links and attachments, will be sent to all parents and guardians using provided email addresses. Additionally, email will be one of the primary methods the Innovation Boulevard team will use to contact parents and guardians. In the same way, parents or guardians wishing to contact the Innovation Boulevard team should feel free to send any



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questions, concerns, or suggestions to the Site Coordinator, or to the Program Manager (contact information available on page two of this handbook).

Band: The Innovation Boulevard team will regularly post images of daily activities, upcoming events, and important announcements on Band. All parents are invited to join their school's Innovation Boulevard group so they can be kept apprised of all essential program information. Band can be downloaded from the Google or Apple app store. A link to the appropriate group will be sent to all parents and can be re-sent following an email request to the school's Site Coordinator.



Newsletter: Print and email newsletter will be sent home once a month. A monthly program schedule will be included in each newsletter.

Phone: In the event of an emergency, or the unexpected absence of a student, an Innovation Boulevard team member will use the phone number on file to contact a parent or guardian.

Questions, concerns, suggestions: Please contact the Program Manager: Tyler Paseka, 317-679-2466, tyler.paseka@scienceinnovations.org.

Section VIII: Student Voice and Additional Details

Student Voice

Innovation Boulevard maintains the practice of letting student voices inform policy decisions. At the beginning of each school year, students are invited to work with program staff on crafting the specific rules of each site. These collaborative guidelines are then collated and presented to all students at that site as a contract between them and the Innovation Boulevard team. This contract will be made available to all students, parents, and guardians upon its completion.

Snacks

A snack will be provided daily at no charge through the school's food services. Students are welcome to bring their own snacks from home but must eat those snacks in the areas designated for food. Chewing gum is not permitted. **The Site Coordinator must be notified of any special dietary concerns.**

Medications

The 21st CCLC program staff are not responsible for giving medications to students. Arrangements must be made to have medications administered before students arrive at the program. Exceptions to this rule include EpiPens for allergic emergencies or inhalers for asthma treatment. Students should have these supplies with them. The program does not have a supply of EpiPens or inhalers.



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Student Health

Our staff provides a safe and healthy environment for all youth. Please list your child's medical conditions on the registration paperwork. If your child has a known medical or health condition (such as asthma, diabetes, ADD, autism, seizure disorder), be sure the Site Coordinator knows what to do if a problem should occur during program hours. Please notify us of your child's physical or health condition so we can do our best to serve your family. If a child becomes ill or injured while in the afterschool program, the parent, guardian, or approved adult will be notified. Depending on the nature of the illness, the adult may be asked to pick up the student. If a child has any of the following symptoms or behaviors, the parent or guardian will be notified to pick up the child immediately:

- Any communicable disease
- Chills and/or fever over 100 degrees Fahrenheit
- Nausea, vomiting, or diarrhea
- Undiagnosed rash
- Cough
- Head lice
- Ringworm
- Pink eye
- Accident requiring medical attention

Communicable Diseases and COVID-19

COVID-19: The Innovation Boulevard team will be following MSDLT's policy and guidelines regarding the COVID-19 pandemic. For up-to-date information, see the Lawrence Township school district's website (<https://www.ltschools.org/>). Parents will be notified of any changes to these procedures.

Disease Exposure: Whenever exposure to disease has occurred in a session of Innovation Boulevard, control measures shall be implemented as follows:

- The disinfection of toilet facilities, furnishings, toys or other articles that may have been used by a person with a communicable disease.
- The disposal of bodily discharge containing infectious material in a manner that protects handlers from contact with the material.

When any person working, volunteering or attending Innovation Boulevard is known to have a communicable disease, they shall be excluded from attendance for such time as prescribed by the person's physician or the local health officer. Program management shall determine when the person is well enough to return to work.

Emergency Policy

In case of an accident or illness, we will call a child's parent or guardian. Please be sure we have your correct phone numbers and address on file. In serious emergencies, you will be contacted and 911 may be called. Directions from the Emergency Medical Technician (EMT) will be followed until you have arrived. If the EMT determines the need to transport the student and you have not yet



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arrived, the student will be transported to the hospital and accompanied by a staff member. Once you arrive on campus, you will be updated on the transportation of the student. The parent(s) or guardian(s) of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.

Natural Disasters and Other Emergencies

Innovation Boulevard follows the emergency action plan procedures of MSDLT in the event of a natural disaster or other emergency. If you would like to review the school or district plan, please contact the Site Coordinator.

Field Trip Permission

You will be notified of plans for any field trips. Permission slips are required if a student is taken off campus. The usual district and school policies for field trips will carry over to the program.

Personal Belongings

We assume no liability for lost/damaged items. Students should keep personal belongings, including cell phones and other electronic devices, in their backpacks. These devices should not be used during program hours unless there is an emergency or a student has permission from the program staff. Students are *not* permitted to return to their classrooms once the school day is over.

On behalf of the entire Innovation Boulevard 21st CCLC team, we look forward to an outstanding year of learning and fun!



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Parent/Guardian Acknowledgement Form

Health & Science Innovations' *Innovation Boulevard Afterschool Program* offered free of charge through thanks to a 21st CCLC federal grant administered by the Indiana Department of Education. The program offers academic support, academic enrichment, college and career readiness, and recreational opportunities for students, and it also serves students' families. To get the full benefit of the program, your child should attend daily for at least 65 days. **Students who do not attend regularly and meet the 65 day minimum attendance requirement may be dismissed from the program so students on the waitlist may have this opportunity .**

Family group activities will be offered three times per semester during “Friday Family Nights”. All family members are eagerly invited to join! Your child and family are expected to meet program guidelines and participate regularly. Instructors use positive reinforcement during the afterschool program to keep a positive and fun learning environment. To maintain that positive environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. We expect the participants to follow the expectations and procedures described in the *Innovation Boulevard Family Handbook* and the *MSDLT Middle School Student Handbook* (<https://www.ltschools.org/parents>). Expectations during the afterschool program are the same as during the regular school day. Our behavior/discipline policy states that if a student has a discipline issue, the parent or guardian will receive a copy of the incident report. If your child receives three of these forms, they may be suspended from the program for three to five days. The fourth notice may result in termination from our program. We reserve the right to suspend or terminate a student from the program immediately if a student's behavior puts staff or other students in danger. Please refer to the *MSDLT Middle School Student Handbook* or contact the site coordinator for more information. The program hours go from school dismissal (3:45 p.m.) until 6:15 p.m. Monday through Thursday. On days when school is not in session, there will be no program activities. Innovation Boulevard will follow the MSDLT academic calendar. We will not provide afternoon/evening services on early release days.

Please read and discuss the Family Handbook with the participant. A signed copy of this form, as well as the registration form, must be turned in to the Innovation Boulevard team. Hard copies will be available on-site, and a link to an electronic version will be made available to all parents through the Band App and on the program's website.

Student Name

School

Parent/Guardian Name (Print)

Parent/Guardian Signature

____/____/____
Date

Please return this signed form to the 21st CCLC Site Coordinator; or submit online along with the Participant's Information Packet.