



Family Handbook



21st Century Community Learning Centers Family Handbook

2024-2025

Metropolitan School District of Lawrence Township

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



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





2024-2025v02



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Contact Information

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Program's Website: <https://dnova.org/iblvd/>

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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: Schedule and Attendance

Program Schedule

For the 2024-2025 school year, Innovation Boulevard will operate Monday through Thursday from 3:45 p.m. until 6:15 p.m. The program will begin on Monday, August 12, 2024, and end on Thursday, May 15, 2025; aligning with the [Metropolitan School District of Lawrence Township \(MSDLT\) 2024 - 2025 Academic Calendar](#) and operation days and holidays.

The program will offer Family Nights on several evenings throughout each semester, open to the friends and families of all participating students. Some of these Family Nights may take place at locations other than the school in alignment with community events.

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. **If it appears that your child will be unable to meet this attendance goal and if the program has a waiting list, their spot**



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may be yielded to a student on the waiting list who is able to meet this attendance expectation.

Section III: Program Hours and Activities

Hours of Operation

Innovation Boulevard begins on August 12, 2024, and ends on May 15, 2025.

The afterschool program operates from school dismissal (3:45 p.m.) until 6:05 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 Band or the Site Coordinator.

Holiday and Bad Weather Policies

If a school day is canceled or abbreviated for any reason, there will be no program activities. In the event that inclement weather is predicted to occur after the school day but during program time, it is the prerogative of the Program Manager to determine whether the program should be canceled for the day. If the program will not be in session, it will be announced via all usual communication channels (email, Band, social media, etc).

Arrival

The program will begin promptly upon dismissal of the regular school day. Attending students will leave their classrooms and proceed directly to the program area. Staff members will monitor students as they report to their designated areas, ensuring that they reach their destinations in a timely, orderly manner. **All students must sign in to the program by 4:00 p.m.**

In the case of students that are attending other out of school time activities, special accommodations may be made following discussion with their parents/club provider. These students will still be required to sign into the program by 4:00 p.m., but may leave to participate in other activities and return to the club by 5:00 p.m.

Students who are habitually tardy (sign in after 4:00 p.m.) will be reported to the Site Coordinator, and, per their discretion, steps may be taken to prevent this in the future. These steps may include but are not limited to: conversations with the student's parent or guardian, special arrangements with their teachers, and temporary consequences as described in the Minor Disrespectful Action section of the Behavior Policy. These consequences will not be so severe as to encourage skipping the program entirely.



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Dismissal

At the end of the program day, all students will sign out and go directly to their designated exit. Staff and volunteers will accompany them and ensure students are orderly.

Students who take the bus home will meet at the designated door(s) and board their designated bus. Bus services will be provided by MSDLT. Students must know their home address to use the bus system. Buses will depart at 6:15. They will be dropped off at the entrance to their neighborhood, up to half a mile from their house.

Students who are picked up from school will wait for their vehicle at the designated door(s). This year is door 3.

Students who walk home will depart from the designated door(s). This year is door 3.

Early Pickup

Parents or guardians picking their student up early must check-in with the program staff and make sure their child signs out.

Children will not receive the full benefit of the program if they do not attend the full program time. Program staff plan activities based on the full time available. We understand that early pick-up may be unavoidable at times, but we ask that parents and guardians try to limit those times as much as possible. **Students that are repeatedly picked up early may be removed from Innovation Boulevard per Site Coordinator discretion.**

Late Pick-Up

Students must be picked up by 6:15 p.m. If they are not picked up at that time, their parents or guardians will be contacted. If a parent or guardian cannot be reached, local authorities may be contacted for assistance. **If a student is repeatedly picked up late, they may be removed from the program.**

Family Participation

Family involvement is a key component of your child's education; we invite family members to participate in this program as much as your schedule allows. Several times throughout a semester, we will offer "Family Nights" with 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 family workshop topics based on community feedback and the sessions have been designed for family learning. Please let the site coordinator know if there are workshops that would be of interest or benefit to you.



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Parents and guardians are invited to volunteer during the normal hours of the program to support the goals of the program. Please contact your Site Coordinator for more information.

Homework

Staff and volunteers will assist your child with their homework. However, based on the daily program schedule, there may be times when not all homework is completed. Although we strive to provide 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. Our team and the Metropolitan School District of Lawrence Township believe that the safety and security of students and staff is a top 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: 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 students are expected to be Respectful, Safe, and Present (RSP) at all times. Additionally, 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



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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.

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.

<p style="text-align: center;">Minor Disrespectful Actions (including, but not limited to)</p>	<p style="text-align: center;">Potential Consequences for Minor Disrespectful Actions (per program team discretion)</p>
<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

All participants are expected to follow the *MSDLT Middle School Student Handbook* (available here: <https://www.ltschools.org/parent-portal>). 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



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a complete and more detailed list of potential disrespectful actions, see the *MSDLT Middle School Student Handbook*).

Major Disrespectful Actions (including, but not limited to)	Potential Consequences for Major Disrespectful Actions (per program team discretion)
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- 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
MSDLT Middle School Student Handbook
<https://www.ltschools.org/parents>

- 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

If a student demonstrates a discipline issue or commits an infraction deemed sufficiently significant by the program team, an incident report will be completed and made available to the parents and guardians of all students involved.



incident, in addition to their parents, the assistant principal in charge of their grade level will be contacted. **After the third incident, they will be automatically removed from the program.** 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.

Bus behavior will be subject to the same expectations that apply during the school day. In the event an incident report is necessary, it will be given to the program staff, school administration and any relevant parents or guardians, and consequences will be determined accordingly.

Removal From Innovation Boulevard

Students may be removed from the program at any time, either as a consequence for their behavior or because of an inability to fulfill the attendance and participation requirements stated in this handbook.

Once a student is removed from the program, the next student at the top of the waiting list will be invited to join the program. If that student no longer wishes to participate in the program, they will be removed from the list and the next student in line will be contacted.

Staff can recommend the removal of a student at any time to the Director of the Program. Except in extraordinary circumstances such as sexual harassment, fighting, drugs, etc., individual instances of disruptive behavior will generally not be grounds for immediate removal.

If a student will be unable to fulfill the RAP attendance requirement, they may be removed from the program. If the program roster is or is nearly full, any student that consistently attends less than half of all sessions may be removed from the program, provided their parents or guardians have received sufficient warning.

Section VI: Staff and Volunteers

The Innovation Boulevard team 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 Brittnei Mays, Data & Systems Coordinator, at brittnei.mays@dnova.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 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.



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: Cody McCulloch, (317) 945-9624, cody.mcculloch@dnova.org

Section VIII: Diversity, Equity, Accessibility, and Inclusion

No student will be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity because of gender, race, religion, belief, national origin, age, disability or ethnic group.

Students With Special Needs

Students with special needs will be given equal access to participate in Innovation Boulevard. Program staff will receive a copy of every student's required accommodations and/or modifications, if applicable, at enrollment. The MSDLT Division of Exceptional Learners and/or the Innovation Boulevard



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Program Director will review modifications in the Individualized Education Program (IEP) to determine what is feasible in the program setting

Section IX: Health and Safety

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.

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 diagnoses, the parent or guardian will be notified and asked to pick up the child immediately:**

Any communicable disease
Cough
Chills Head lice
A fever over 100 °F Ringworm
Nausea, vomiting, or diarrhea Pink eye
Undiagnosed rash

Injury Policy

In the event that a student is injured during program hours, staff will immediately contact their parent or guardian. Please inform the staff of any changes in your contact information.

If the injury is serious, 911 may also be contacted. Staff will follow EMT instructions. If the EMT determines the need to transport the student and a parent or guardian has not arrived, a staff member will accompany the student to the hospital. When a parent or guardian arrives at the site, remaining staff will update them on the location of their student. The parent or guardian of the student will be responsible for the cost, if any, of the emergency vehicle and/or emergency room.





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Communicable Diseases and COVID-19

COVID-19

The Innovation Boulevard team will follow [MSDLT's policies and guidelines](#) regarding the COVID 19 pandemic. Parents will be notified of any changes to these procedures.

In addition to the policies established by MSDLT, if exposure to a positive case of COVID-19 occurs during Innovation Boulevard, the program will close for a minimum of 48 hours. Students without symptoms may return to the program following this closure, assuming they act in compliance with all relevant district policy. Innovation Boulevard staff will monitor the temperature of all students upon their return from closure.

Disease Exposure

Whenever exposure to disease has occurred in a session of Innovation Boulevard, control measures will 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.

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.

In the event that Innovation Boulevard closes early and/or is evacuated between the hours of 3:45 p.m. and 6:15 p.m. the emergency contacts of all students will be notified.

Section X: 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



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for food. Chewing gum is not permitted. **The Site Coordinator must be notified of any special dietary concerns.**

Field Trip Permission

Parents and guardians 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.

Technology Use Policy

Computers, iPads and other devices will be used to support learning and to enhance instruction. All technology will be used in a responsible, efficient, ethical and legal manner. Where applicable, MSDLT technology and internet policies will be observed. Inappropriate use of technology by students may result in consequences as described in the Student Discipline Policy. We do ask that students refrain from using TikTok while at site.

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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This form is included in the online registration packet. This copy is provided for private records. Parent/Guardian Acknowledgement Form

The Diversity & Innovation Institute's Innovation Boulevard program is offered free of charge 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 throughout the semester during "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/parent-portal>). 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

