

Indian Lake Local School District



21st Century CAREERS@ILS Family Handbook

To create and build upon innovative and academically enriching activities that not only engages students, but extends their knowledge in new ways and increase academic achievement ranging from math and science to literacy, technology and the arts.

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PARENT/GUARDIAN ACKNOWLEDGMENT FORM

CAREERS@ILS

The 21st Century Careers@ILS is an out of school time program offered **FREE OF CHARGE** through a federal grant administered by the Ohio Department of Education. The program offers academic, leadership and enrichment opportunities for students and families. Bus services will be available throughout the course of the program and you will be notified if your child is eligible for transportation. The After School Learning Program is offered for students in grades 5-12.

Your child is expected to meet expectations and participate. Instructors use positive reinforcement during the out of school time program to keep a positive and fun learning environment! To maintain a good learning environment, we will not allow harassment or bullying. We have a “zero tolerance” policy for any weapons or controlled substances. Expectations during the out of school time program are the same as during the traditional learning day.

Please read and discuss this family handbook with your child. Then, please sign this form and return it to your child’s school along with the completed registration forms.

Student Name

School

Parent/Guardian Signature

_____/_____/_____
Date

Parent/Guardian Name (Print)

STUDENT REGISTRATION FORM

CAREERS@ILS After School Program

Section 1: Student and Family Information

Student Name: (First) _____ (Middle) _____ (Last) _____.

Grade: _____

Date of Birth: _____

School Building: _____

Date of Birth: _____ Race (optional): _____ Age: _____

Gender (select one): Female Male Transgender

Mailing Address

Street: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Information

	Parent/Guardian 1 Information	Parent/Guardian 2 Information (if applicable)
Name		
Cell Phone		
Home Phone		
Work Phone		
Email Address		

How will your child get home from the program? (Select one)

Parent/Guardian Pick-Up

Bus

Other: _____

Section II: Authorization for Emergencies

List 3 Emergency Contacts Authorized To Take Child from the Program:

Person(s) authorized to pick up child besides parent/guardian(s)

Name

Contact Phone Number

1. _____

2. _____

3. _____

List Medical Contacts, in Case of Emergency:

Physician:

Dentist:

Other:

Phone:

Phone:

Phone:

Sign to Grant Permission to Provide First Aid and Transportation to Emergency Care Facility:

Parent/guardian Authorized Signature: _____ Date:

If you do not want your child transported to an emergency care facility or provided first aid, describe procedures to follow:

Section III: Child's Health Information

Child's Medical/Health Needs:

Child's Allergies/Treatment:

Child's Dietary Needs/Restrictions:

Child's Medications:

PARENTAL PERMISSION FORMS – ONE VIEW

INSTRUCTIONS

Medical Authorization Forms, Internet Safety and Usage Agreement and Use of Student Photo/Video Agreement are all available via the One View Parent Portal. Student forms MUST be submitted before a child may participate in the Careers@ILS afterschool program.

Instructions for Online Forms

- 1) Go to ils-k12.org. Locate the “Parents” tab and click on “Online Forms.” This will take you to the Indian Lake OneView Portal.
- 2) Click on “Create Account” on the left side of the screen OR if you are simply updating information from year’s past, proceed to log in and skip to step 5.
- 3) Add your parent information to create your account. **Helpful Hint:** Your Parent Login ID is whatever name you choose to enter into the system. For example: robunderwood. Please enter a password of your liking. **Helpful Hint:** The system may default to your zip code for the pin code. You may change it to whatever pin number you want.
- 4) After submitting your account information, proceed to the “Dashboard” and find “Link A Student.” **Important!** Ignore Option #1. You do not need an invitation code. Choose Option #2 and enter your student’s name, grade level, date of birth and student ID number (listed on the front of this letter). **Do this for each of your students.**
- 5) Proceed to “Submit & View Online Forms.” Under “2019-20 Back to School Forms” click on “Student Demographics and EMA.” **Helpful Hint:** Look on the left hand side of the screen for “Student Accounts” to see which student file you are submitting.
- 6) The “Student Demographics and EMA” form should show your student’s name, grade, date of birth and address. Please continue down the form, filling in all the required information. **Helpful Hint:** County of Residence is Logan County, unless you are open enrolling from a different area. **Helpful Hint:** If you are married to your child’s other biological parent in the “Parent/Guardian” section, the system may automatically list you and your spouse in the same column. Please put one name per column and fill out the appropriate phone numbers and employers separately for each parent. **Helpful Hint:** In the Bus Guidelines Section, please provide a daytime and nighttime phone number, even if they are the same. **Helpful Hint:** In the Bus Guideline Section, please “sign” each box by typing in your initials. **Helpful Hint:** Type your name in the signature

box to “sign” the form. **Helpful Hint:** The very last question asks about military status. The default answer is “Yes.” Please be sure to change to “No” if you are not a military family.

7) Carefully review the form. Once your first student’s form is complete, please click “Save and Submit to District.” After successful submission of each form the status should say “Approved.”

Helpful Hint: The system will notify you immediately if information is missing.

8) At this point, the system will take you back to the “Dashboard.” If you have more than one student in the Indian Lake District, please look to the right side of the screen for “Student Account.” Click on your next student listed and repeat steps 5 through 7. **Helpful Hint:** Under each section of the medical form, look for the option to “**pull information from a sibling’s account.**” **Doing this will prevent you from having to enter duplicate information in several categories.**

If there are ANY changes in your information (such as a new phone number) during the school year, please login, update the information and click “Save and Submit” at the bottom of the form to send to the district.

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SECTION I: CAREERS@ILS Introduction

OVERVIEW

The CAREERS@ILS After School Program will deliver a well-planned program that supports 5-12th grade students in improving reading and math skills through interventions and extension activities including art, carpentry and welding, e-sports, robotics and wellness activities.

CAREERS@ILS will be open to all Middle & High School students and will explore topics covered during the traditional school day in interesting and fun ways.

Program activities support student academic growth in meeting the State Standards in language arts, mathematics, and science. Activities are innovative and hands-on and are built on learning goals that are shared with youth. The program also strives to create strong, transparent connections to both college and career exploration and readiness. Additionally, it includes sessions that promote health and wellness that supports a student’s success in school.

OUR PHILOSOPHY

Indian Lake Schools aspire to create a climate and culture for students, teachers and parents to come together as a learning community. The Indian Lake School believes that with a supportive environment and education that is individualized, all children can succeed and achieve proficiency of state and local assessments. The 21st CCLC program will provide reading, math, career and social emotional support for students who are living in poverty, have barriers to learning and provide resources and training to parents and guardians so they can improve and

offer support in turn to their child. At Indian Lake, we believe that all students can achieve with a little extra help and exposure to the world around them.

What we believe	How we behave	Outcomes we achieve
Own It “Laker Zone”	<ul style="list-style-type: none"> · Adapt, adjust, or overcome. · Own your attitude, actions, and words. · Make good choices. · Be mentally tough, don't tap out. 	Best version of you
Stronger Together “Laker Proud”	<ul style="list-style-type: none"> · Be kind, caring, empathetic, and celebrate differences · Make meaningful connections. · Invested in each other's growth to make everyone better. · See something, say something. 	Stronger, Supportive, Safer Community
Embrace the Grind “Laker Up”	<ul style="list-style-type: none"> · Embrace the grind, give maximum effort. · Overcome and learn from failure · Be better every day. · Have a growth mindset. 	Enrolled, Enlisted, Employed, and Always Engaged

GOALS FOR AFTER SCHOOL LEARNING

Develop thoughtful, fun, accessible, activities

Survey and build on students' interests

Motivate and engage all students to participate

Connect to grade-level benchmarks, standards, and the school-day curriculum to increase achievement

Provide real-world activities that connect to the broader community

Provide effective tutoring and differentiated instruction for all skill levels

Integrate technology

Provide homework help

Plan activities that engage students and enhance skills across the curriculum

Provide staff training and professional development

PROGRAM GOALS:

Improved student academic achievement.

To challenge students to grow to their fullest potentials while helping them discover themselves and their

special places in the world.

SECTION II: ENROLLMENT AND ATTENDANCE

This learning program is provided FREE OF CHARGE to students (and their families). Be sure to return the CAREERS@ILS enrollment form promptly. Attendance is a very important part of our program. In order for your child to get the most out of the program, he/she is encouraged to attend daily.

SECTION III: PROGRAM HOURS AND ACTIVITIES

TIMES OF OPERATION

Indian Lake Middle School

Daily Snack - 2:49-3:00pm

Mondays: 3:00 - 3:45 - Book Club for 5%
 3:00 - 3:45 - Gym for 5%, LA Tutoring for 7/8
 3:45 - 4:30 - Gym for 7/8, LA Tutoring for 5%

Tuesdays: No Program

Wednesdays: 3:00 - 4:00 - Art Club
 3:00 - 3:45 - Math Tutoring for 5%, Logic Puzzles for 7/8
 3:45 - 4:30 - Math Tutoring for 7/8, Logic Puzzles for 5%

Thursdays: 3:00 - 3:30 - Computer Lab
 3:30 - 4:30 - Robotics
 3:30 - 4:30 - LA Tutor

HOLIDAY & STORM DAY POLICIES

During the regular academic year, the 21st Century CAREERS@ILS program follows the calendar of the school district. On days when there is no school, including snow days, the After School Program will be cancelled. If school is released due to bad weather, the program will not be provided after school hours. On school days when regular classes are in session, but bad weather is predicted for late afternoon, the afternoon program hours may be cancelled, and parents will be notified. If it is a scheduled early dismissal day there will be no program after school.

DISMISSAL PROCEDURE

Students will be dismissed to go home as per their daily routine throughout the school year.

FAMILY PARTICIPATION

Family involvement is a very important component of your child's education; we encourage each adult family member to participate in this program as much as her/his schedule allows.

SECTION IV: BEHAVIOR POLICY

To provide a safe and secure environment for everyone, the following expectations have been developed which will be in effect at all times.

1. Follow Code of Student Conduct rules listed in the Indian Lake Student Handbook.
2. Follow the directions of instructors the first time they are given.
3. Show respect and treat others with kindness.
4. Ask permission to leave an area.
5. If a student has a discipline issue, parents will be informed of their child's behavior.

SECTION V: STAFF AND VOLUNTEERS

All volunteers must first pass a background check. We also recruit volunteers to lend their skills to the program. Volunteers assist students in a variety of ways: small group tutoring for academic skill practice, apprenticeship/technical skill instruction, and arts/crafts projects. Other volunteers work behind the scenes on administrative tasks to ensure that your child receives:

1. more one-on-one attention from the teacher,
2. students get to know each other better, and
3. teachers can tailor instruction to students' individual needs.

All team members, whether they're paid instructors or volunteers, are required to pass a fingerprint/background check. Your child's safety is priority so this policy is strictly enforced. We welcome all families who would like to volunteer to work with the CAREERS@ILS program! If you, or someone you know, would like to donate a few hours to assist, either in the classroom or behind the scenes, please Mrs. Mefford.

SECTION VI: COMMUNICATION

Keep the lines of communication open. Should you have any questions, concerns or suggestions regarding our program, please contact the Mrs. Mefford.

SECTION VII: ADDITIONAL DETAILS

SNACK

Throughout the year, a nutritious snack will be provided daily at no charge. Mrs. Mefford must be notified of any special dietary concerns as well as listed on the medical form.

HEALTH & SAFETY

Our staff provides a safe and healthy environment for all youth. Please include any medical conditions your child has on the registration paperwork. If your child has a known medical or health condition (asthma, diabetes, ADD, autism, seizure disorder, etc.), be sure Mrs. Mefford knows what to do if a problem should occur during program hours. If he/she becomes ill while in the afterschool program, the parent/guardian or approved adult will be notified.

If there is a need for prescribed medication during the course of the program hours, be sure to list them on the medical form.

21st Century CAREERS@ILS EMERGENCY POLICY

In case of an accident or illness, the parent/guardian of the child will be called. Please be sure we have your correct phone numbers and address on file. ILS follows the emergency action plan procedures of the Indian Lake School District in the event of a natural disaster or other emergency. If you would like to review the school's plan, please contact Mrs. Mefford.

FIELD TRIP PERMISSION

Parent/Guardians will be notified of the intent to take any field trips. Permission slips are required if a student is taken off campus. Permission slips are located in the Parent OneView Portal system.

PERSONAL BELONGINGS

Students should keep personal belongings, including cell phones and other electronic devices, in their backpack/locker. These devices shouldn't be used during program hours unless there is an emergency or a student has permission from the teacher in the classroom.

On behalf of the entire Indian Lake School District 21st Century CAREERS@ILS Team, we would like to thank you for your commitment! We are looking forward to an outstanding year of learning and fun! Together we CAN help our children become the Best Version of Themselves!