



BOYS & GIRLS CLUBS
NORTHERN INDIANA CORRIDOR

BGCNIC Leadership Center

Parent Handbook

2025-26 Academic Year



Welcome to the Leadership Center!

Welcome to the Boys & Girls Clubs of Northern Indiana (BGCNIC) Leadership Center! We are excited to partner with you and your child on this educational journey. This handbook provides important information about our program, policies, and what you can expect during your child's time with us.

Our mission is to educate and empower our students, by providing a compassionate, trauma-informed, safe space for them to uncover their potential, embrace accountability, and develop the tools to become confident, impactful leaders.

About Our Programs

Our program provides evidence-based alternatives to traditional suspension and expulsion practices. Through our comprehensive approach, students engage in targeted academic support, mental health and emotional wellness programming, and leadership and study skill development. All of our programming is designed to build on student's strengths by helping them to develop new skills, through compassionate classroom management, accountability, and restorative practices.

What Happens After Enrollment?

After enrollment, our Care and Impact Coordinator/Case Manager will:

- Contact you for an initial phone call to confirm your child's start date
- Conduct an optional Family Needs Assessment
- Follow up on any mental health concerns noted on the enrollment form
- Provide an overview of what to expect at the Leadership Center
- Discuss your child's success plan goals and gather your input
- Set up regular check-in schedule with you (e.g. weekly by phone, in person, or email)
- Confirm transportation arrangements and provide pickup/drop-off times
- Send you a welcome letter with important program information

Your Child's First Day

On the first day, our staff will meet with your child to:

- Provide a tour and explain what to expect at the Leadership Center
- Review Leadership Center rules and group agreements
- Explain the merit program and Leadership Center Incentive Programs
- Review the daily schedule
- Help your child select elective mini skills courses (30-minute courses offered 5 days a week) focused on study skills, leadership/social skills, emotional well-being, and/or communication skills.

Individualized Success Plan

Every student develops a personalized success plan with goals in three key areas:

- **Academic:** Educational goals aligned with school curriculum
- **Emotional Well-Being:** Mental health and emotional support goals
- **Social, Leadership, and Life Skills:** Personal development objectives

Your input is valuable in creating these goals, and the plan will be reviewed and modified weekly as needed.

Communication and Support

Regular Check-ins

- **Regularly scheduled parent phone calls** with progress updates
- **Weekly school meetings** to review your child's progress
- **Case Manager availability** for questions and support

Returning to School

When your child is two weeks away from returning to their home school, we will:

- Develop a comprehensive Return to School/Reintegration Plan
- Provide IEP/504 accommodation recommendations
- Identify student-specific coping strategies and strengths
- Create a tentative 30-day check-in plan
- Schedule meetings with school administrators to review the reintegration plan
- Ensure your child meets school code of conduct requirements for at least one week before returning

Post-Return Support

After your child returns to school, we provide:

- Weekly check-ins for 30 days (in person, phone, or teacher survey)
- Additional support time if needed
- Continued case management support as needed

Daily Schedule and Transportation

Transportation Options

Bus transportation will be provided. Parents may also opt to drop off or pick up their child.

Parent Drop-off/Pick-up:

- **Drop-off:** Must arrive by 8:45 AM
- **Pick-up:** Must be collected by 2:30 PM

Authorized Pick-up Policy

For the safety and security of all students, only individuals listed as approved contacts in the Skyward system may pick up your child from the Leadership Center. This policy aligns with school attendance policies and ensures your child's safety.

Important Pick-up Requirements:

- All pick-up individuals must be pre-approved contacts in Skyward
- Photo identification may be required for verification
- If you need to add or change authorized pick-up contacts, please work directly with your child's home school to update the Skyward system
- Emergency pick-up situations should be coordinated through the school administration and the Leadership Center Case Manager

Breakfast/Lunch/Snack

There will be a breakfast, lunch, and snack provided for all students. If your child has any allergies or food sensitivities that were not noted on the registration form, please let us know. Students may also pack lunch if that is preferred. Outside delivery of food items is not permitted.

Cancellations and 2-Hour Delays

If school is cancelled, the Leadership Center will follow the same cancellation policy as the district and will not be in operation that day.

In the event of a 2 hour delay schedule, the AM ½ day session of the Leadership Center will be cancelled. All other programs will remain open.

Please follow your school's notifications for all school closures and delays.

Positive Behavior Support

The Leadership Center is committed to the use of a positive approach to student behavior and the use of preventative and restorative practices that minimize the need for discipline and maximize instructional time for all students. Each classroom will establish a set of group agreements to abide by that are aligned with the school code of conduct. If a student breaks a group agreement, the education staff will utilize one or more of the following positive behavioral strategies in order to eliminate the unwanted behavior in the future, allow the student to learn from their mistake, take accountability for their actions, understand the impact of their behavior, and learn an alternative more appropriate way to respond.

- Behavior specific praise/incentive based systems
- Restorative conversations with repairing harm strategies
- Logical consequences including leadership center community services to show accountability for their actions
- Refer to the emotional well-being team to teach coping tools or emotional regulation strategies

Discipline, including removal from the leadership center will be a last resort and only used in circumstances described in the safety section below.

Safety and Behavior Expectations

Safety Measures

- Each student receives an assigned locker for personal belongings
- Only water bottles, Chromebooks, textbooks, and school supplies are allowed in classrooms
- Backpacks and coats must be stored in lockers
- Cell phones will be stored in lockers and accessible during break times

Behavior Standards

Students are expected to follow the School's Student Code of Conduct. However, In an effort to create a restorative environment and minimize reinforcing student misconduct that is intentional with the goal of being sent home, we have a modified student code of conduct which allows more flexibility on what behaviors lead to a student being sent home. If a student engages in behavior that is a violation of the school code of conduct, but remains at the leadership center, the staff may move the student into an alternative space to ensure safety of all students. Behaviors that may result in removal from the center include:

- Criminal behavior
- Being under the influence of substances
- Extreme escalation that cannot be de-escalated
- Weapon possession (handled according to safety protocols)

Your child must successfully follow the school code of conduct for one week before returning to their home school.

Unsafe Behavior Policy

Please note that it is against BGCNIC policies for staff to physically move or restrain a child with the following exceptions: The child is in imminent risk of serious harm that cannot be mediated without physical contact (example: running toward busy traffic with no intention of stopping.) Staff have attempted to verbally de-escalate a physically aggressive child without success. In this case, staff will follow the Aggressive Behavior Crisis Response Policy by contacting a trained member of the Behavior Crisis Response Team (BCR) team. The BCR team are staff members who have been trained in Nonviolent Crisis Intervention through the Crisis Prevention Institute (CPI) and will support club members and staff through the following policies:

1. If a child remains unresponsive to verbal de-escalation strategies, as a last resort, seclusion and restraint procedures will be implemented.
2. Only members of the BCR team, who are properly trained, can use seclusion and restraint procedures to de-escalate a violent and aggressive child/teen.
3. Seclusion or restraint shall not be used as routine club safety measures; that is, they shall not be implemented except in situations where a member's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint must be observed by one other staff member, short in duration and used only for the purposes of de-escalating the behavior.
4. BCR team members may use restraint/seclusion to keep the youth safe until they are de-escalated and able to return to club programming or until their parent/guardian arrives to take them home or until law enforcement arrives.
5. Restraint will be terminated immediately if the youth show signs of de-escalation such as: a calm body-no longer kicking, hitting, or stiffening, calm voice or no longer yelling, sleeping or getting sleepy, talking rationally, willingness to use calm-down strategies.
6. If the child de-escalates into the recovery phase, judgment may be used by the club director and BCR team to determine whether the youth can stay for the remainder of the club day or be sent home.
7. The BCR team will debrief with staff and parent/guardian and determine next steps in terms of re-entry to club, behavioral expectations, and whether an EWB referral is indicated.
8. The incident report will be documented by the program manager.
9. Club staff will debrief with youth the next time they attend club, using restorative conversation strategies.

Cell Phone Policy

Overview

To support student learning and well-being, the Leadership Center has implemented a student cell phone policy. Research shows that having phones nearby during academic work negatively impacts learning effectiveness, recall, comprehension, and overall performance—even when phones aren't actively being used.

When Students Can Use Phones

Students have access to their phones during:

- Arrival (8:45-9:00 AM)
- Break times throughout the day
- Lunch (11:30 AM-12:00 PM)

During Learning Blocks

During academic work, movement breaks, and mini-sessions, cell phones are stored at the classroom charging station. Students who prefer music may request songs for a classroom playlist, and noise-reduction headphones are available for those who prefer quiet.

Exceptions

If your student has extenuating circumstances requiring phone access (such as a family emergency), please have them speak with education staff at the start of the day. Accommodations will be made on a case-by-case basis.

The Goal

This policy helps students stay focused, engaged, and present in their learning environment while supporting their academic success and mental health.

Violations

If a student does not comply with the cell phone policy outlined above, the education staff will follow the Positive Behavior Support Policy described above.

Medication

Any medication taken by a member attending the Boys & Girls Clubs, must follow these procedures:

- Parents or Guardians must provide the Club a written permission and directions on how to administer medication as well as an “Authorization to Administer Medication” form signed by the child’s physician.
- The medication must be in the original container with written dosage. All medications must be given to the office including over-the-counter medications, such as Tylenol.
- All medications must be oral or topical and must be administered without the assistance of staff.

Attendance

Regular attendance is crucial for your child's success. Please note:

- We will notify the school of any unexcused absences
- After 2-3 consecutive unexcused absences, we'll schedule a meeting to discuss a plan for your child
- Please contact us immediately if your child will be absent
- Please refer to the Authorized Pick Up Policy if your child needs to be picked up during the school day

Inclusion

The Boys & Girls Clubs of the Northern Indiana Corridor (BGCNIC) is committed to inclusivity. It is our intention to include members of all abilities in our programs, wherever it is reasonably possible to do so. (This includes individuals with physical, behavioral, emotional, learning or cognitive needs that significantly impact functioning in one or more areas of their life; individuals with a record of such need; or individuals who are regarded as having such needs). The inclusion team at BGCNIC will work closely with caregivers to understand the unique needs of youth who may need accommodations and identify safe and feasible modifications that help support participation in Club services. It is beneficial to the child if caregivers discuss with staff individual supports needed for the child prior to their first day. Failure to share information about your child that identifies special care, accommodations, or supervision needs may impact their ability to participate in all club activities safely. All students are expected to abide by the Code of Conduct or stated behavior expectations. For some members, special accommodation needs may appear later, or may differ over time. Our staff will make ongoing assessments of the member’s needs and will require the caregiver’s involvement in this process. The inclusion team may share disability information with staff without the need for a signed consent for release of information on a “need to know” basis. Information will only be shared when there is reasonable expectation that sharing this information with staff will improve the well-being of the member and allow for a more inclusive, safe experience for all. All club staff and volunteers are trained on the need for confidentiality.

Outside Service Providers

The Leadership Center welcomes collaboration with outside service providers who support our students' individual needs and development. To ensure the safety and well-being of all students, we have established the following procedures for outside providers working with students during program hours:

Required Authorization

Before any outside service provider (including but not limited to therapists, tutors, speech pathologists, occupational therapists, or other specialists) may work with a student at the Leadership Center, parents/guardians must:

1. **Provide written permission** specifying:
 - The provider's name and credentials
 - The type of service to be provided
 - The frequency and anticipated duration of visits
2. **Coordinate scheduling** with the Leadership Center team in advance of each visit
3. **Complete background check requirements** as determined by the Leadership Center. Depending on the nature and frequency of services, outside providers may be required to submit to a background check before being approved to work with students on our premises.

Scheduling Considerations

All outside provider appointments must be:

- Scheduled with Leadership Center staff at least 48 hours in advance when possible
- Confirmed by the Leadership Center team before the provider arrives
- Documented in the student's file

Please note: Given the shortened program day at the Leadership Center, it may not always be feasible to accommodate outside provider sessions during program hours. We encourage families to consider scheduling these services outside of Leadership Center time when possible. Our team will work with you to determine whether on-site services can be arranged without disrupting your child's participation in our programming.

Parents should contact Alexis LaPlace, alaplace@bgcnic.org to initiate the approval process and arrange scheduling for outside providers.

Mental Health and Emotional Support

Our Emotional Well-Being (EWB) Specialist provides:

- Mental health screening for all students
- Individual support for students with elevated screening results
 - Individual therapy only occurs with additional informed consent signed by the parent or legal guardian.
- Coordination with families for additional mental health resources when needed
- Social-emotional learning and conflict resolution skill development

Contact Information

For questions or concerns, please contact:

- **Center Contact:** Rebecca Allen, rallen@bgcnic.org
- **Care and Impact Coordinator/Case Manager:** Alexis LaPlace, alaplace@bgcnic.org
- **Program Manager:** Edmond White, ewhite@bgcnic.org

Our Commitment to You

The BGCNIC Leadership Center is committed to:

- Providing a safe, structured, and welcoming learning environment
- Using trauma-informed and restorative practices
- Supporting your child's academic, emotional, and social growth
- Maintaining regular communication with you and your child's school
- Preparing your child for successful reintegration to their home school

Additional Resources

We encourage all families to consider enrollment in other Boys & Girls Club programs if not already participating. Please see the BGCNIC website for specific sites and locations that best fit your needs. Our comprehensive approach to youth development extends beyond the Leadership Center to support your child's long-term success.

Thank you for partnering with us in your child's educational journey. We look forward to working together to help your child succeed and grow during their time at the Leadership Center and beyond.

CREATING SAFE PLACES WHERE YOUTH THRIVE

COMMITMENT
TO SAFETY



BOYS & GIRLS CLUBS ARE COMMITTED TO KEEPING CHILDREN SAFE.

- Comprehensive background checks for staff, board and volunteers
- Ongoing education and training
- Annual safety assessments
- Rigorous safety policies and standards
- Active, engaged board-led safety committees
- Annual safety improvement planning and other accountability systems

CONFIDENTIAL HELP

National Child Abuse Hotline Call or Text: 800- 422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

Child Safety Helpline 866- 607-SAFE (7233)

Praesidium provides employees, volunteers, parent/guardians, and youth with confidential or anonymous guidance and support for addressing suspicious or inappropriate behaviors regarding children.

Ethics Point Hotline 866-295-3701 | ethicspoint.com

Provides employees, volunteers and parent/guardians anonymous reporting of any unethical or illegal workplace activities.

Crisis Text Line Text Club to 741741

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

Report to Child Protective Services # 800-800-5556

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.



BOYS & GIRLS CLUBS
OF AMERICA

LEARN MORE AT
bgca.org



CREAMOS LUGARES SEGUROS DONDE LOS JÓVENES PUEDAN PROSPERAR

COMPROMISO
CON LA
SEGURIDAD



**LOS BOYS & GIRLS Clubs
TIENEN EL COMPROMISO
DE MANTENER A LOS
NIÑOS SEGUROS.**

- Revisiones de antecedentes exhaustivas para el personal, la junta directiva y los voluntarios
- Educación y capacitación continuas
- Evaluaciones de seguridad anuales
- Políticas y normas de seguridad rigurosos
- Comités de seguridad activos y comprometidos dirigidos por la junta
- Planificación anual de mejora de la seguridad y otros sistemas de responsabilidad

AYUDA CONFIDENCIAL

Línea directa nacional de abuso infantil
Llame o envíe un mensaje de texto
al 800 - 422- 4453

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a consejeros profesionales sobre crisis de abuso infantil, quienes ofrecen intervención en crisis y referencias confidenciales.

Línea de ayuda de seguridad
infantil 866-607-SAFE (7233)

Praesidium ofrece a los empleados, voluntarios, padres y jóvenes orientación y apoyo confidenciales o anónimos para abordar conductas sospechosas o inapropiadas con respecto a los niños.

Línea directa de Ethics Point

866-295-3701 | ethicspoint.com

Permite que los empleados, voluntarios y padres presenten informes anónimos sobre cualquier actividad ilegal o poco ética en el lugar de trabajo.

Línea de texto para crisis

Envíe el mensaje Club al 741741

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a apoyo confidencial con consejeros de crisis capacitados.

Informe a los servicios
de protección infantil

800-800-5556

Los adultos y jóvenes pueden obtener acceso las 24 horas del día, los 7 días de la semana, a un servicio para presentar reportes locales anónimos sobre abuso o negligencia infantil.



BOYS & GIRLS CLUBS
OF AMERICA

OBTENGA MÁS INFORMACIÓN EN
bgca.org



How to stay updated & engaged

Communications

Make sure we have your correct email address so that we can contact you about important news, updates, or closures at your site. parent/guardians will automatically receive family communications with updates about our organization, programs, and sites.



If you would also like to receive our quarterly newsletter in the mail, please email marketing@bgcnic.org.

Follow us on Social!

facebook.com/bgcnic
instagram.com/bgcnic
twitter.com/bgcnic



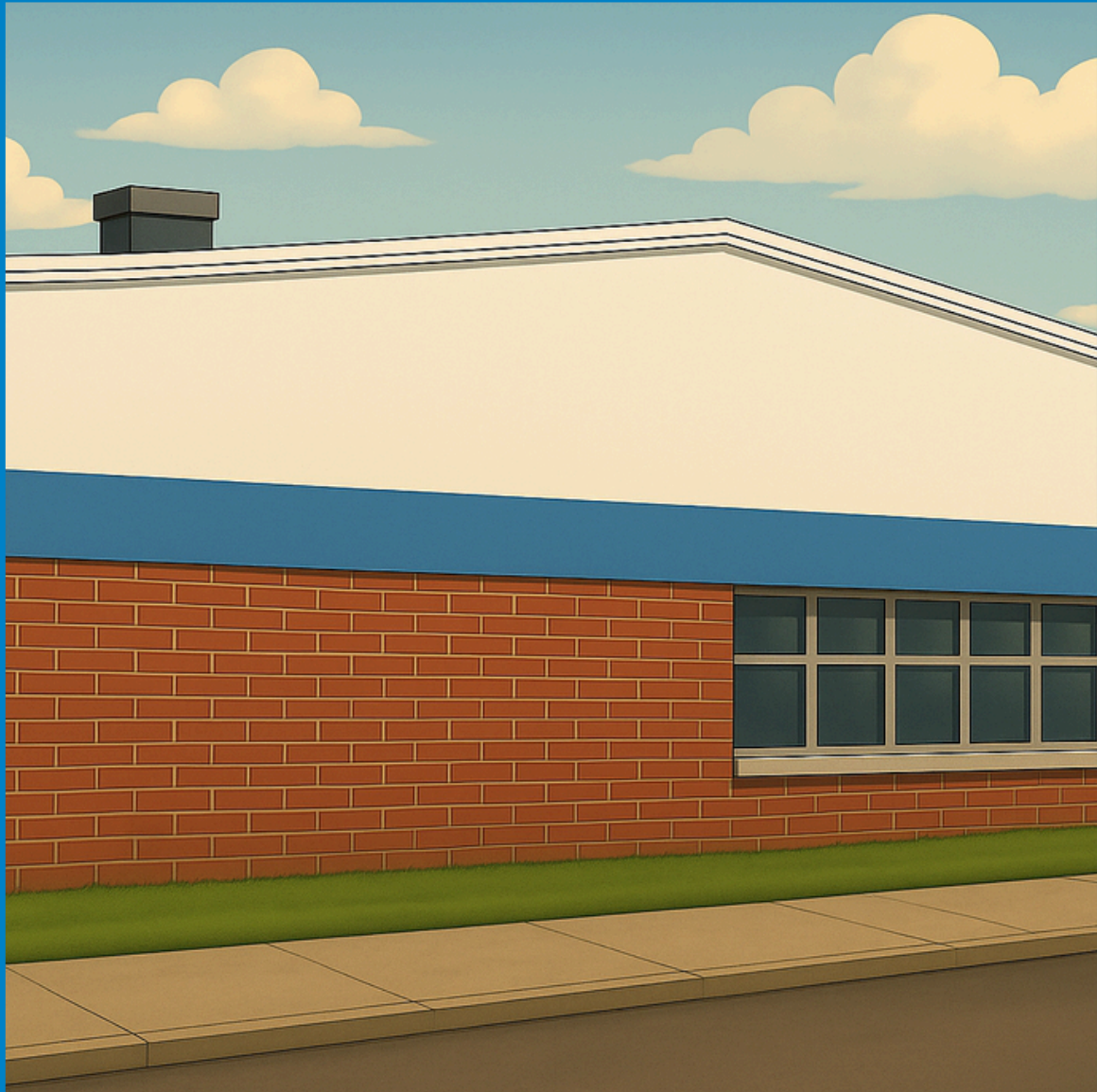
Please note that your child may appear in photos on social or in our various communications. If you do not wish for your child to be photographed, please contact your Club Director.

Volunteer

There will be many different opportunities to get more involved and volunteer with the Club! Please check out our website bgcnic.org/volunteer.



The Boys & Girls Clubs of the Northern Indiana Corridor does not discriminate on the basis of race, color, religion, age, national origin, sex, genetics, disability status, or familial status. BGC is an equal opportunity provider.



BOYS & GIRLS CLUBS
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574.232.2048
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