

**5<sup>th</sup> Block & Tiger Zone Before/After/Summer School Program-Richland County Elementary & Middle Schools**

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Registration Form/Signature/Permission Form (back pages)—Complete and return to your child’s School Office.

## 5<sup>th</sup> Block & Tiger Zone Before/After/Summer School Program-Richland County Elementary & Middle Schools

### Open Enrollment

The 5<sup>th</sup> Block and Tiger Zone Programs are open to all Kindergarten through grade 8 students in the Richland County School District. This includes the students who attend St. Joseph Parochial School. Students must have a registration form on file. Students can be referred to the program through teacher, counselor, or administrator referral, or parent request. Information will also be available on the schools' websites. Students who attend at least half of the days during the month prior, and are not listed on the most current D/F report are eligible to attend an **incentive reward** the first week of the new month.

### Location

The 5<sup>th</sup> Block Program is housed at the Richland County Middle School. The address is 1099 N. Van Street, Olney, IL 62450. The phone number is 618-395-4372. In typical school years, the program is given full access to the building. The cafeteria, classrooms, computer lab, library, exercise room, outside areas, and gym (when not in use by a sport) are usually all available for student use. Students sometimes visit off-campus locations for a specific class (i.e. cooking class in the high school foods and nutrition classroom, service learning projects throughout the community). Due to Covid-19 restrictions, we are following the safety protocols required to keep students and staff safe. We have encouraged outside activities and attempt to keep students in their homeroom groups during the program hours.

The Tiger Zone Program is housed at the Richland County Elementary School. The address is 1001 N. Holly Rd, Olney, IL 62450. The phone number is 618-395-8540. The program is given full access to the building. Typical years the cafeteria, gym, classrooms, computer labs, library, and outside areas are all available for student use, however with Covid-19 restrictions in place, we are doing our best to keep our students safe by encouraging outside activities primarily when weather permits and keeping them in their daily cohorts/classrooms. Students sometimes visit off-campus locations for a specific class (i.e. cooking class in the high school foods and nutrition classroom, service learning projects throughout the community).

### Hours of Operation

The 5<sup>th</sup> Block & Tiger Zone Programs operate Monday through Thursday during the 28 weeks of the school year (see attached calendar for weeks). After school hours are from 2:00 (immediately after school) until 4:15 p.m.

A before school program is offered for elementary students from approximately 7:00 a.m.-8:00 a.m. (Monday-Friday). Students at the elementary school can choose to do physical activities in the gym, receive extra help with homework/study for tests, or spend time in the library.

**Summer school** will be offered if funds are available. Specific days and weeks will be announced by June 2020. Field trips will be offered if funds are available and if COVID-19 restrictions allow. Summer school classes and field trips are filled on a first come, first served basis with students who display the most need receiving preference. Fees may be waived so no child is denied attendance.

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### **Daily Schedule**

**Due to Covid-19 restrictions and social distancing, our daily schedule has changed from years past. We follow the state guidelines for social distancing and do our best to keep students in their classroom cohorts.**

**5<sup>th</sup> Block** students report to the cafeteria immediately after school. Snacks are provided for the students each day, though it is not mandatory for a student to eat a snack. Announcements are made and students are dismissed to enrichment activities at 2:15pm. Most of these activities take place outside, in the gym or the cafeteria to allow for proper social distancing. Students then begin homework/study time at 3:00pm in the cafeteria. Some students are offered individual help during this portion of the program when need has been established. The program ends at 4:15 p.m. The focus of the program is to improve students' grades, school work, involvement and knowledge of school activities, and improve attitudes and behaviors.

**Tiger Zone** students report to the dining hall after being released by classroom teachers and will be provided with a snack in their cohort groups. After snack time, they will do enrichment activities including fitness and other socially distanced activities. Students will then go to their home room class for academic tutoring and homework help. The final session will end at 4:15.

### **Sign-in/Sign-out Procedures**

Attendance is taken each day. Initial attendance is taken as students receive their snacks. A report is generated and sent to the program secretary. Students sign out (with parent/guardian permission) in the main office if he/she leaves before the end of the day (4:15 p.m.). To contact their child, a parent/guardian should call or visit the main office of the attendance site. The middle school phone number is 618-395-4372, the elementary school phone number is 618-395-8540. It is preferred that parents not call their child's cell phone directly. Students are discouraged from using cell phones during the program.

Staff members sign in each day with the site manager. Sign-out is at the secretary's desk.

### **Emergency Weather/Other Emergency Situations**

In case of bad weather, the project director, in conjunction with the transportation and building and grounds director for the school district will make decisions regarding the cancellation of the program on a daily basis.

In addition, if bad weather conditions or any other emergency situation occurs while the program is in session, the site manager will make appropriate announcements to ensure the safety of the students and staff. Emergency procedures are posted in each room.

### **Behavior Expectations**

All students who attend the Tiger Zone or 5<sup>th</sup> Block Program are expected to follow the same general guidelines for behavior as during the school day. Stricter rules apply during the homework/tutoring time. Keeping in mind that Tiger Zone and 5<sup>th</sup> Block are more relaxed, and that attendance is not mandatory, teachers and supervisors can be

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somewhat more flexible. It is the student's responsibility to know what each adult's expectations are as it can vary according to the activity and the teacher. Students should ask for privileges such as using cell phones and talking to their friends during activities.

Respect is mandatory. This includes respect for the teachers, supervisors, other students, the building, equipment used, buses and bus drivers. This should be a fun and worthwhile time for the students and the teachers/supervisors.

### **Consequences of Poor Behavior Choices**

Attendance at the Tiger Zone and 5<sup>th</sup> Block Program is a privilege, not a right. When misbehaviors occur, the positive atmosphere changes from one of enjoyment to one of stress both for the students and the adults.

When students make a poor behavior choice, he/she will talk first with the teacher/supervisor of the activity. If the teacher/supervisor feels that more serious action might need to be taken, the student will talk with the Site Manager. The student will be given the opportunity to explain the behavior. Depending upon the severity of the action, consequences will be given. Consequences can range from offering an apology, to a "strike", to temporary or permanent removal from the program. A "strike" equals a strong verbal warning. Parents might be contacted at this point. Receiving a second strike assures a parent contact. A student who receives three strikes will be asked to discontinue attendance at the program for a suitable amount of time (parents will be contacted).

### **Homework/Tutoring**

During the homework/tutoring portion of the program, students are expected to bring work and supplies with them. If the student has no homework or classroom work, the student should bring a book to read. The Site Manager or After School Staff will communicate with classroom teachers about students' grades, homework, and classroom work. At midterm and at grade card time, the Site Manager will receive grade information from the school office. Parents can request a child only stay for the homework/tutoring portion of the day. If a child needs help in a specific area, teachers coordinate that effort. Students can also be placed in a small group for study purposes. Occasionally, students are assigned one to one help for a period of time. This is also time to visit the library, use a computer lab, complete work on iPads, or work on projects for a classroom. No cell phone usage is permitted during this time.

### **Enrichment Classes**

Enrichment classes are offered daily. Some classes use the entire time on a given day (i.e. cooking, wrestling, service learning). Students are given an opportunity for choice. Some classes meet off campus. To be able to participate in those activities, a parent or guardian must give permission by signing the signature/permission sheet attached.

### **Staff**

The 5<sup>th</sup> Block and Tiger Zone Programs are fortunate to be staffed by a large number of certified teachers. Many of those teachers work in the same school during the school day. This allows a familiarity with the teachers, classroom

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expectations, and assignments. In addition, teachers from other buildings, other school district staff, and high school and college students are employed by the program to work with students. The program staff attends professional learning provided by Illinois State Board of Education and other sources. Staff members are offered professional learning opportunities to increase their effectiveness with the students. **Mandatory reporter** training is offered at the first staff meeting each year. Paid and volunteer staff who independently supervise students, but who are not an employee of RCCU must provide a background a copy of a background check or have one performed.

### **Transportation**

Transportation is provided at 4:15 p.m. each evening. Parents should mark “transportation needed” on the registration form. Transportation is provided to bus stops both in town and at rural locations. Parents will be notified of location and time for drop off for their student, but always have the option of picking their child up at the school. If a child will be picked up by someone other than a parent/guardian only those names listed on the registration form will be honored. Students should follow all bus rules as outlined in their school handbook. **The Richland County Elementary School office will be open for calls until 5:15 p.m. at 395-8540.**

### **Parent Involvement**

5<sup>th</sup> Block and Tiger Zone, as well as the Richland County School District, believe that families are the most important and influential components of a child’s life. Family/parent involvement is an important objective for our program. Parent involvement will include, but not be limited to, monthly meetings, technology instruction and usage, and offering classes for credit. The guidance counselor is also available for conferences by appointment.

### **Community Partners**

We work in conjunction with several community offices to provide for the needs of all our students. Including: Olney Community College (OCC), and local agencies including, Chamber of Commerce, Rotary Clubs, Interagency Networking Group, 1st National Bank in Olney, Trust Bank, Good Samaritan of Richland County, Richland County Youth Probation Officer, Richland County Sheriff, Richland County Ministerial Alliance, Richland County Big Brothers Big Sisters, University of Illinois Extension Service, Department of Children and Family Services, Illinois Division of Specialized Care, Youth Prevention Specialist of Southeastern Illinois Counseling Centers, and RCCU School Administrators.

### **Mandatory Reporting of Child Abuse**

See RCCU#1 Middle and Elementary School Handbooks.

### **Student Information Release Form and Technology Acceptable Use Policy**

See RCCU#1 Middle and Elementary School Handbooks.

### **Fees**

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Our intention is to serve students and families with the greatest needs. Fees are not charged for the daily program during the 2020-2021 school year for students. Students may occasionally be asked to pay a small fee for special activities.

### **Title IV**

The 5th Block and Tiger Zone programs work to prevent violence in and around schools; prevent the illegal use of alcohol, tobacco, and drugs; involve parents and communities; and are coordinated with related Federal, State, school, and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement

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## Registration Form

2020-2021

Tiger Zone- RCES/ 5th Block- RCMS

Child's Name \_\_\_\_\_ Current Grade (2020-2021) \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent's Name #1 \_\_\_\_\_

#2 \_\_\_\_\_

Work Phone #1 \_\_\_\_\_ #2 \_\_\_\_\_

Alternate contact person if parent cannot be reached \_\_\_\_\_

Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Does your child have any medical conditions or allergies that we need to be aware of?

\_\_\_\_\_

Persons authorized to pick up your children:

| <u>Name</u> | <u>Relationship</u> | <u>Phone Number</u> |
|-------------|---------------------|---------------------|
|-------------|---------------------|---------------------|

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- 1.
- 2.
- 3.

My child will:

need transportation (even if occasionally)     be picked up     walk home

***Return this sheet, completed (front and back), to your child's School office.***

On occasion students visit places of interest or attend activities off campus. Students will be taken by an approved school vehicle or will walk a short distance. Children will always be supervised.

**May we have permission for your child to accompany a group on short visits during his/her program attendance?**

yes                       no

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We are proud of the 21<sup>st</sup> Century program and the activities provided to students and families. We are asking for your support in our efforts to publicize our successes. Please review the "Student Information Release Form" provided by the Richland County School District.

**May we have permission to allow your child to participate in videotaping, newspaper articles, district website and publications, TV coverage, or any use of media for the 21<sup>st</sup> Century program?**

yes                       no

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Please review the "Technology Acceptable Use Policy" provided by the Richland County School District.

The District has the right to, and does monitor use of the technology system.

**My child and I have read, understand, and agree to follow the guidelines of the Technology Acceptable Use Policy.**

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**May we have permission to access information and data concerning your child's school performance (certified staff) to best assist school day performance?**

yes                       no

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A copy of the 5th Block & Tiger Zone Before/After/Summer School Program Student/Family Handbook is available electronically (on the RCCU website) and in paper form in school offices.

**My child and I agree to abide by the rules and regulations in the 5th Block and Tiger Zone Handbook.**

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**5<sup>th</sup> Block & Tiger Zone Before/After/Summer School Program-Richland County Elementary & Middle Schools**

\_\_\_\_\_ **My child will attend the Tiger Zone or 5th Block Program at least 30 days.**

**\*\*Start date and end date are pending approval of the funding from ISBE for the 2019-2020 year.**

Student Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_