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

Open Enrollment

The 5th 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 5th 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. 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 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).

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 with an available extension and voicemail option. The program is given full access to the building. The cafeteria, gym, classrooms, computer labs, library, and outside areas are 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).

Hours of Operation

The 5th Block & Tiger Zone Programs operate Monday through Thursday during the 28 weeks of the school year (see attached calendar). After school hours are from 3:00 (immediately after school) until 5:30 p.m.

A before school program is offered for students from approximately 7:20 a.m.-7:50 a.m. (Monday-Thursday). Students at the middle school can check the bulletin board in the main foyer of the school to determine which classroom(s) are open before school. This time is to be used for homework, tutoring, or silent reading for a class. 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 May 2018. Field trips will be offered if funds are available. 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.

Daily Schedule

5th 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 their homework/tutoring rooms. All students start the program in a grade specific classroom. Students are able to move to a computer lab, library, or a smaller group setting. Some students are offered individual help during this portion of the program. At 4:00, students can move to an elective class. An extra homework room is always available at this time, as well. Again at 4:45, students move to their last elective class of the day. The program ends at 5:30 p.m. The focus of the program is to improve students' grades, school work, involvement and knowledge of school activities, and improve attitudes, attendance, and behaviors.

Tiger Zone students report to the dining hall after being released by classroom teachers and will be provided with a snack. After snack time, they will report to their assigned homework/academic room for the first session. Students will then be given the opportunity to choose their next enrichment sessions each day. The final session will end at 5:30.

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 (5:30 p.m.). To contact their child, a parent/guardian should call or visit the main office of the attendance site. The school phone number is 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. If the temperature, with wind chill considered, is in the single digits, the program will be cancelled. Road conditions are also considered.

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 5th 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 5th Block are more relaxed, and that attendance is not mandatory, teachers and supervisors can be 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 an enjoyable and beneficial time for the students and the teachers/supervisors.

Consequences of Poor Behavior Choices

Attendance at the Tiger Zone and 5th Block Program is a privilege, not a right. When misbehaviors occur, the positive atmosphere changes from one of pleasure to one of tension for students and 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 request 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. Students are given an opportunity for choice. Some classes meet off campus. To participate in those activities, a parent or guardian must give permission by signing the signature/permission sheet (attached).

Staff

The 5th Block and Tiger Zone Programs are fortunate to be staffed by a large number of certified teachers. Many of those teachers work in the the same school during the school day. This provides a familiarity with the teachers, classroom expectations, and assignments. In addition, teachers from other buildings, other school district staff, community members (volunteer and paid) 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 provided each year. Paid and volunteer staff who independently supervise students, but who are not an employee of RCCU must provide a copy of a background check or have one performed.

Transportation

Transportation is provided at 5:30 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 6:15 p.m. at 395-8540.**

Parent Involvement

5th Block and Tiger Zone, as well as the Richland County School District, believe that families are the most important and influential component of a child's life. Family/parent involvement is an important objective for our program. Parent involvement will be coordinated with school district parent/family involvement. The guidance counselor is also available for conferences by appointment.

Community Partners

The 21st CCLC program works 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

Our intention is to serve students and families with the greatest needs. Fees are not charged for the daily program during the 2017-18 school year for students who meet financial needs benchmarks. Other students will be charged a **\$5/day fee**. Checks should be written to: **"21stCCLC"**. The program is largely funded through a grant at this time. Students may also be asked to pay a small fee for special activities such as bowling, skating, or others. Summer school will charge a small weekly fee for those students who can afford to pay. No student will be turned away from any part of the program due to inability to pay. A request for a scholarship/waiver for the summer or school year program can be made to the Site or Program Manager.

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