

Table of Contents	Page
Schedule/Calendar	
Open Enrollment.....	
.....2	
Location.....	
.....2	
Hours of Operation	
.....	
.2	
Daily Schedule.....	
.....2	
Sign-in/Sign out Procedures.....	
...3	
Emergency Weather/Other Emergency Situations.....	
.....3	
Behavior Expectations.....	
.....3	
Consequences of Bad Choices.....	
.....4	
Homework/Tutoring	
.....	
4	
Enrichment Classes	
.....	
..4	
Staff.....	
.....4	

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

Transportation.....
.....4

Parent
Involvement.....
.....5

Community
Partners.....
.....5

Mandatory Reporting of Child Abuse
.....5

Waiver to Use
Pictures.....
.....5

Internet
Usage.....
.....5

Fees.....
.....5

Title
IV.....
.....5

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.

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

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. 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 for weeks). After school hours are from 3:00 (immediately after school) until 5:00 p.m.

A before school program is offered for students from approximately 7:00 a.m.-8:00 a.m. (Monday-Friday). Students at the middle school will utilize this time 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 2020. 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.

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, "cavern of silence" (no help, no noise, just reading or working independently), library, or a smaller group setting. Some students are offered individual help during this portion of the program when need has been established. At 4:00, students can move to elective classes. An extra homework room is always available at this time, as well. The program ends at 5:00 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. 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 program ends at 5:00.

Sign-in/Sign-out Procedures

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

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 (5:00 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.

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 a fun and worthwhile 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 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).

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

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 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 allows a familiarity with the teachers, classroom 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 5:00 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

5th 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.

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

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

Our intention is to serve students and families with the greatest needs. Fees are not charged for the daily program during the 2019-2020 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

This page intentionally left blank

Registration Form

2019-2020

Tiger Zone- RCES

Child's Name _____ Current Grade (**2019-2020**) _____

Address _____

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

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>
-------------	---------------------	---------------------

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

We are proud of the 21st 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 21st Century program?

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

yes **no**

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.

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**

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.

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: _____