

REACH

Handbook

South Cache Middle School Reach Programs

Providing quality extended day programs for
students attending South Cache Middle School
(Grades 7 & 8)



We are pleased to again be able to offer an after-school program here at South Cache Middle School. Through collaborations with the Cache County School District REACH program, PTSA, 21st Century Community Learning Centers Grant, and The Utah State Office of Workforce Services, South Cache will be able to provide many fun and educationally beneficial opportunities for our students. A complete offering of clubs and activities will be announced during the first weeks of school. Students should watch for posters and listen for announcements to find out about which clubs they may be interested in. Nearly 50% of our students last year made use of our after-school REACH program at some point during the year. All of our after-school clubs, homework help, and tutoring are made possible by these programs. Please make sure that you fill out the REACH registration form so that your child can attend and participate as needed.

Our after-school program will begin promptly at 2:45 pm (Monday - Thursday) in the cafeteria where students staying for the program will receive a snack (funded by grants) and sign-in for that day's activities. From 3:00 - 4:00 pm we will run academic programs, clubs, and tutoring. Then from 4:00-4:30 PM all students will be invited to the gym or outside for a fitness game or activity.

All students who will be staying after school for any activity, tutoring, reading or homework help, or any other reason are considered REACH students and need to have a registration form filled out and returned. These forms should be returned to the office. Please fill out and return a registration form found in this booklet or you can download one from the school website even if you think you may not attend because nearly all students end up staying afterschool at some point during the year.

We look forward to beginning these programs shortly after the Labor Day weekend. Please watch for further announcements concerning the after-school program and the opportunities available. If you have questions about this program, you may call the school at any time (435) 245 - 6433, email Mr. Black:

Evan.Black@ccsdut.org or check the school website <http://www.ccsdut.org/sc>.

Thank you for your support of South Cache Middle School and our After-School REACH Program!

WELCOME

Dear Parents,

The staff of South Cache Middle School's REACH Programs and I would like to take this opportunity to welcome you and your child to REACH. Our goal is to provide a safe environment where student's regular school day is augmented with extra academic help and fun relevant clubs. All REACH programs should provide your student with chances to grow in confidence and friendships, academic enrichment activities, and opportunities to develop independence and respect for themselves and others.

This handbook contains many of the major aspects of the South Cache REACH Programs. Please review these items now, helping us eliminate any concerns in the future. We hope this booklet will be helpful and we welcome your input. Please be aware the South Cache Middle School REACH Programs reserve the right to amend policies at any time and it is recommended that you check the quarterly newsletters for any changes.

We hope your experience with our REACH programs will be an enriching, positive experience. Welcome to South Cache Middle School REACH programs!

Thank you,

Mr. Black

REACH PROGRAMS

Our REACH programs consist of these programs:

1. **Homework Help Room** – This is open to all students who may need general homework help or their teacher for a particular subject is unable to stay after school on the same day that the student can. Help will be provided by South Cache teachers, USU students and peer tutors from 3:00-4:00. This will be scheduled to be located after school in the Media Center.
2. **Clubs/Activities**- Clubs are from 3:00-4:00. These clubs are offered by different teachers at the school. Students need to be signed up for the clubs before attending. Most clubs ask for a small fee to help with funding the activities and materials. Clubs occur at different scheduled times throughout the year, so watch the calendar and listen for announcements so that you know when you or your child should attend. Each club will have a fee of at least \$5.00 per semester.
3. **Fitness** – 4:00pm-4:15pm all students who are waiting for a ride are encouraged to participate in a fitness game or activity in the gym or outside. This activity is one of our grant components. Students who stay after are not required to participate in this activity, however, they need to be picked up by 4:00 if they do not want to participate.

Mission Statement

The After-School REACH Program at South Cache seeks to support the learning of students by offering homework help and tutoring, seeks to provide extra curricular opportunities for students by providing clubs to help them improve their social relation skills, and seeks to help students become more responsible in a safe environment.

Dress Policy

The school dress policy remains in effect during REACH time even after school hours.

Telephones

The office phone is a business phone and should be used by students only for school business and emergencies. You will need to show the office staff that your teacher has allowed you to leave the classroom to use the phone by bringing a hall pass with you. Messages and deliveries from home must be taken to the office. They will be sent to you by a member of the office staff.

Cell Phones

It is the policy of the school district that middle school students may have a cell phone, but it should be turned off and be placed in their locker during regular school hours.

Because the REACH program is an extension of the school day, a student may have their cell phone in their possession, but it should be turned off, or on vibrate so that it is not a distraction. Students

may use their cell phones only with the permission of their teacher or activity director in designated areas. We would prefer students to make calls on the school line in the office

Other Electronic Devices

Students are discouraged from having any electronic devices such as games, iPods, MP3 players, etc. at school. During REACH after school time these devices should be kept in lockers and may not be used. Students bringing these devices to their activities will be asked to place them in their lockers or will have them temporarily confiscated.

South Cache cannot be held responsible for lost or stolen electronic devices.

SNACKS

Nutritious snacks are served each day at the beginning of the REACH program. Typical snacks include fruit juice or milk, fruit, crackers, cheese, cereal, granola bars, etc. (Please keep us informed of allergies on student records.) After students meet and check-in at the cafeteria, students run their lunch cards. Students are not charged for their snacks, running students' card through the computer is a way of tracking the number of snacks used each day.

STUDENT RECORDS

Due to the nature of our program, we must have registration forms for each student on file. It is *very* important that all information on file (especially your home, cell, work numbers and back-up emergency numbers) be kept current. Any change in medical information must also be kept up to date. Please inform our staff *immediately* of any changes.

DISCIPLINE POLICIES

The behavior at South Cache Middle School REACH is expected to be "safe, kind and responsible". We expect mutual respect between students/students as well as students/staff.

We will use the Cache County School District discipline policy for students as our basis for behavioral expectations.

Failure to follow these guidelines may result in a student's dismissal from the REACH programs. Parents will be made aware of discipline problems verbally, for minor offenses and in writing for duplicate and more serious offenses. Parents will be required to sign written notices as evidence that they are aware of the problem. Copies of signed, written notices will be kept on file.

We will work on a 3 strikes and your out policy (with the exception of major violations) for after school programs, parents will be made aware each time there is a problem and after the 3rd problem the student will be suspended from all after school programs for the remainder of the term.

Bullying will not be tolerated during After School REACH Program.

PICK-UP POLICIES

When picking your student up from our REACH programs early (**anytime before 3:55 PM**), your student **MUST** be picked up by a parent or person listed on your permission form with a staff person at the main office. You will need to enter the school through the main door at the east side of the school. A REACH staff member will assist you in checking your student out of the afterschool program. This is in accordance with the same procedure as during the regular school day.

We will release your student only to those persons listed on your registration form. Students will not be released to an unauthorized person. Once you have signed out your student, they will need to leave with you at that time.

After 4:00pm, students are released and can leave without a parent signing them out.

TRANSPORTATION

We are hoping that bussing will be available for students who live beyond the 2-mile radius of South Cache. If busing is funded, we will offer transportation two days each week. Last year, our busses left the school at 4:15 pm and was available on Monday and Wednesday.

These after school buses travel large geographic areas and some students may not arrive home until 5:30 PM.

The same safety rules apply for riding the after-school bus as for regular bussing. Any violation of safety rules on the bus will be dealt with according to Cache County School District Bussing Policies.

Late Pick Up

Please make sure your child is picked up from the After-school REACH program promptly at 4:00 pm. After 4:00 pm the building will need to be closed for nightly cleaning and students may not remain in the building after this time. **Late pick up is not available, teachers/staff are released from their duties at 4 PM and South Cache cannot be held responsible for children who choose to wait for a ride past 4 PM. If you find that you are running behind please call the school at 435-245-6433 ext. 4115 and ask if someone will be available to wait with your child before the busses leave.**

ACCIDENTS

If a student has a minor injury, a staff person will take care of the injury according to proper school procedure. If a serious accident occurs which might need medical care, the staff will contact you or your listed emergency contact person immediately so that you can take your child for medical attention.

In an emergency occurs when immediate attention is needed, the staff will contact 911 and then contact you. After 911 has been called, it is up to the emergency medical staff as to the treatment. If they determine that the child needs emergency treatment, they will take the child to an emergency medical facility. (You will be responsible for any charges.) When you enroll your child in one of our REACH programs, you are giving permission for REACH staff to take whatever emergency measures are necessary for the care and protection of your child while under our care.

Parents are responsible for any medical obligations. The Cache County School District does not assume any liability and does not carry liability insurance for students enrolled in after school programs. Insurance was available for purchase during the Back to School activity and at the office during the first weeks of school.

ILLNESS

Students with any of the following symptoms should not attend REACH Programs:

- Fever
- Undiagnosed rash
- Diarrhea
- Inflamed or matted eyes
- Vomiting
- Severe cold, cough and/or sore throat

If your child has a fever of 100 degrees or more, or has vomited or had diarrhea, the child should stay at home for at least 24 hours *after* the symptoms are gone.

If a student becomes ill during REACH programs, the staff will have the child rest in the main office, isolated from the rest of the children. A staff member will contact you or your emergency contact person to pick-up the child.

MEDICATION

We are not allowed to administer medication to students. If a student needs to take a medication they must have a note to let the teachers know about it and the student must maintain responsibility to administer their own medications.

CHILD ABUSE

Staff is legally required to report any instance of observed or suspected child abuse or neglect. This includes a parent who is intoxicated when picking up a child from REACH Programs.

EMERGENCY PROCEDURES

- Students staying for our program have a monthly drill for fire, earthquake and/or lock downs during the regular school day. REACH students, along with our staff, are accustomed to the drills and expectations. In case of lock down, Cache County Sheriff's Department will be notified and we will follow their instructions.
- Should there be an emergency (fire or earthquake) during extended day hours, students and staff will evacuate the building as soon as possible, meeting on the football field on the north side of the school. Should it be necessary to seek cover and leave the premises, we will take students to the LDS church north of South Cache. The agent Bishop will be contacted to open the building. Staff members will have cell phones to contact families.
- In case of major snow storms occurring during the school day, it may be necessary to cancel the program due to roads closing. We will announce any necessary closures to the students by 2:00 pm. Students would then ride their regular bus home.



South Cache Middle School

Afterschool Registration & Emergency Information Form 2018 - 2019

(Please return completed form to the Afterschool staff at your child's school *before* participation.)

Child's Name: _____ Birth Date: _____

Parent/Guardian Name: _____

Home Address (Street): _____ City: _____ Zip: _____

Home Phone Number: _____ Work Phone: _____ Cell: _____

Emergency Contact #1: _____ Phone Number: _____

Emergency Contact #2: _____ Phone Number: _____

My child has permission to (mark all that apply):

Please NOTE: If you do not want to come into the building to check your child out you will need to check that they may ride the bus or walk home in addition to the picked-up option. However, you will still need to come into the building and sign out your student if they are being picked up early (prior to 4 PM).

- Ride the bus home walk home be picked up by adult listed below

The following have permission to pick up my child from Afterschool programs (Students will not be allowed to ride home with friend's parents unless their name appears here, or you send a note with them for that day):

Other information: (allergies, food sensitivities, medications, medical conditions or disabilities, behavioral, special instructions, etc....)

I hereby give permission for _____ to participate in the Cache County School District REACH program. As parent/guardian, I have read the handbook or program materials (available on school website) and discussed the program with the participant. I recognize that there is an element of risk associated with the program and I acknowledge my acceptance of that risk by participation. In the event of an emergency, I give permission for emergency medical treatment to be administered to my child. I also acknowledge that accessibility or use of tobacco, alcohol, illegal substances, or sexually explicit materials are prohibited by any person anywhere on the premises. I agree to hold harmless from any claim the Cache County School District and its school sites where my child is in participation in REACH or other Afterschool programs. As a parent/guardian, I am responsible for providing transportation promptly at 4:00 pm or the ending time designated by the site. I also hereby consent to allow my child's picture and/or likeness to appear in any official documentary, promotional, exclusive television, radio or film coverage of the Cache County School Districts publications in any manner incidental to participation in the activity of the Cache County School District programs without compensation.

Parent/Guardian Signature: _____ Date: _____

Fee Schedule: There is a fee of at least \$5.00 per club per term. Some clubs may require additional fees; your child will be made aware of the fee when they sign up for the club. Tutoring and homework help are also provided by the grants so there is no additional cost.

Scholarships are available for those students who would like to participate but cannot afford the fee. Children of Active Duty Military Personnel, firefighters, and police officers are exempted from fees in honor of their parent's service. Please contact Mr. Black for more info, or to request scholarships or inform him of military, firefighter, or police service.

Club Eligibility: Students must maintain passing grades and be caught up with schoolwork to participate in clubs. Tutoring and homework help take precedence over club activities. Students with grades below C- are ineligible for clubs. Students who have behavior problems or are ineligible because of grades will NOT receive a refund.

Administration of the South Cache After School REACH Program



No Child Left Behind - Dept. of Workforce Services



21st Century Learning Communities Grant & Safe Passage Grant



Cache County School District Coordinator – Jeanne Nielsen



Willow Valley Middle School Administration



Blair Powell – Principal

Andy Lund – Assistant Principal



South Cache Middle School REACH Program



Evan Black – Site Coordinator



South Cache Middle School Teachers



South Cache Middle School Support Personnel



All serving the students and parents of South Cache

Grievance Process:

If you have concerns regarding the REACH program that need to be addressed please contact the persons listed below in this order to communicate your concern until it has been satisfactorily handled.

Mr. Evan Black – REACH Site Coordinator at South Cache 245-6433 ext. 4115

Mr. Blair Powell – Principal at South Cache 245-6433 ext. 7733

Mrs. Jeanne Nielsen – Cache Schools REACH Coordinator 792-7638