



A NH 21st CCLC Program in Partnership
with Seacoast Youth Services &
the Seabrook Middle School

Student & Parent Handbook



NH 21st Century Community
Learning Centers Program



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PROGRAM DESIGN

The Seabrook Adventure Zone (SAZ) is a partnership between Seacoast Youth Services and the Seabrook Middle School to provide comprehensive after-school and summer programming that focus on improving academic achievement through a variety of academic supports and other social/physical/emotional enrichment activities built on the principals of Project Adventure's Experiential Learning model and The 4-H Circle of Courage (Belonging, Mastery, Independence, and Generosity).

MISSION

To improve academic performance and develop pro-social skills by providing a variety of activities that encourage and support literacy, physical fitness, healthy living, college & career readiness, and positive youth development through experiential learning and *STEAM programming.



Achievements!

SAZ is the recipient of the 2016 21st CCLC Grant Competition allowing SAZ to continue for another 5 years!

SAZ supports busy and working parents and is now extended till 6:00 PM!

173 SMS students were enrolled in the SAZ program the 2015/2016 school year.

71% of SAZ regular students showed grade increases in both Math & LA (NHDOE Data & Evaluation 2015/2016).

SAZ is one of the 1st Afterschool Programs in NH to offer a full LUNCH to our students AND a healthy SNACK!

SAZ DAILY SCHEDULE

Greeting & Lunch **2:30 - 3:00**

Students arrive and are greeted in the SMS cafeteria directly at the end of the school day, attendance is recorded, and lunch is served.

Homework Zone **3:00 - 3:30**

SAZ provides a quiet and supportive environment where students work on homework, missing assignments, and tests/quizzes/projects with the support of SAZ staff. Students are encouraged to use the Jupiter grades system to monitor their academic progress.

Incentives are developed to increase student effort, support recreational reading, and the achievement of academic goals.

Announcements/Student Lead Discussion/Character Building **3:30 - 3:45**

Extended Homework Zone **3:45 - 5:30**

Students that are behind with missing assignments or need extra time for homework can utilize the support of SAZ staff during this time to get it finished and minimize the stress! Once work is done, youth transition into their Adventure Zone Program!

Adventure Zone **3:45 - 5:30**

Youth choose from a variety of exciting enrichment classes that change every 6 weeks! With over 3-4 different options offered per day, students have choices that align with their own interests!

Please see **Current Program Flyer!**

All SAZ Activities/Reflection **5:30 - 6:00**

End-Of-The-Day Pick-Up **6:00**

Pick-Up is outside the SMS entrance at 6:00 PM.

Please be on-time! Consistent late pick-ups will result in a \$0.50 per minute late fee!



Daily Schedule

2:30 – 3:00	Lunch & Greeting in the SMS Cafeteria
3:00 – 3:30	Homework Zone (A, B, and C) in POD Areas
3:30 – 3:45	Announcements/Character Building/Student Lead Discussion/Transition to Adventure Zones OR Extended Homework Zone
3:45 – 5:30	Adventure Zones/Extended Homework Zone
5:30 – 6:00	All SAZ Activities/Reflections/Performances

Quick SAZ Rules/Guidelines

- 1.) **LISTEN** to announcements and instructions from SAZ staff and volunteers.
- 2.) **RAISE YOUR HANDS** with questions because your voice is **IMPORTANT!**
- 3.) **STAY ON TASK** and **WHISPER** during HW Zone. **ALWAYS have a BOOK!**
- 4.) **CELL PHONES, IPADS,** and other **ELECTRONICS** are **OFF LIMITS @ SAZ!**
- 5.) Show **SELF-LEADERSHIP, RESPONSIBILITY,** and **INDEPENDENCE** by getting your own materials and putting them back from and in the Rainbow Carts.
- 6.) **TRANSITION** to your registered Adventure Zone. **NO switching!**
- 7.) Follow **ALL** Adventure Zone rules and be active participants.
- 8.) Have Fun! ☺

ATTENDANCE POLICY



- ◆ Students **MUST** be REGISTERED to attend SAZ.
DROP-OFFs are NOT permitted.
- ◆ Youth can attend **ONLY** the days they are registered for and will be sent home via phone call to parents if they attend on days they are not registered.
- ◆ Please notify SAZ of any registration changes or absence from the program by calling or e-mailing the Site-Coordinator or Program Director with the contact information provided on Page 16.
- ◆ If a student is present at school, but absent from the SAZ program without notification for more than 3 of their scheduled days in a row, the student will be withdrawn from the SAZ program **UNTIL** a written reason from either the parents or the student is given to the SAZ program or e-mailed to the Program Director.
- ◆ In the event that a student is suspended from school, they will **NOT** be allowed to attend SAZ on those days.
- ◆ SAZ is not open on days that school is closed or when after school programs/sports are canceled, including Holidays, Teacher Workshop Days, and Early Release Days (including emergency early releases).

Please see SAZ 2016-2017 Calendar on Pages 10 & 11

CELL PHONE & ELECTRONIC POLICY



- ◆ Cell Phones & Electronics, including Tablets, iPods, MP3 Players, Headphones, etc. are **NOT** permitted during the SAZ program, including both Homework and Adventure Zones, and should be kept in backpacks OR lockers for the duration of the program.
- ◆ Cell Phones used in SAZ, under any circumstance, will result in the Cell Phone being confiscated immediately and returned to the student/parent at the end of the Program.
- ◆ Students can call home using the SMS phone system and should NOT be using their cell phones to call home without SAZ consent OR a parent note.
- ◆ In case of emergency, parents can call SMS between 2:30 PM - 4 PM OR call the SAZ Cell Phone (# on page 16) anytime.
- ◆ SAZ is NOT responsible for LOST or STOLEN items and all electronics brought to SAZ are at the risk/discretion of the owner.
- ◆ Consistent Cell Phone issues will result in further disciplinary action.

Please see Behavior/Discipline Policy on pages 12 & 13.

SEABROOK ADVENTURE ZONE

2016-2017 CALENDAR

August 2016					January 2017														
					7th Grade HW Zone														
M	T	W	T	F	Aug. 22-24 New Teacher Orientation	M	T	W	T	F									
NT	NT	NT	*25	*26	Aug. 25,26,29 Teacher Work Days	X	3	4	5	6	Jan. 2 Holiday Vacation / No SAZ								
*29	30	31			August 30, Opening Day for Students	9	10	11	12	E	Jan. 13 Early Release / No SAZ								
					*TBA SAZ Staff Photos	H	17	18	19	20	Jan. 16 Civil Rights Day / No SAZ								
						23	24	25	26	27									
						30	31												
September 2016					FALL SESSION I					February 2017					WINTER SESSION 2				
5th Grade HW Zone					Sept. 19th - Oct. 14th					8th Grade HW Zone					Jan. 23rd - March 10th				
M	T	W	T	F	Sept. 2 NO SCHOOL	M	T	W	T	F	Feb. 17 - SAZ Professional Development								
			1	X	Sept. 5 Labor Day / No SAZ			1	2	3	No SAZ								
H	6	7	8	9	*Sept. 10 (Sat.)	6	7	8	9	10	Feb. 23 - Family Event / No SAZ								
ST	ST	ST	15	16	6 Flags Read to Succeed Trip!	13	14	15	16	PD	Feb. 24 / No SAZ								
19	20	21	22	23	Sept. 12 - 14 SAZ Staff Training	20	21	22	23	X	Feb. 27 - Mar. 3 Winter Break / No SAZ								
26	27	28	29	30	Sept. 19 SAZ 1st Day	X	X												
October 2016					FALL SESSION 2					March 2017					SPRING SESSION I				
7th Grade HW Zone					Oct. 17th - Dec. 2nd					5th Grade HW Zone					March 13th - April 21st				
M	T	W	T	F	*Oct. 1 (Sat.) Back to School Conference	M	T	W	T	F									
3	4	5	6	7	Oct. 10 Columbus Day / No SAZ			X	X	X	Mar. 1-3 Winter Break / No SAZ								
H	11	12	13	14	Oct. 21 Lights On Afterschool Halloween	6	7	8	9	10	Mar. 27 - SAZ Professional Development								
17	18	19	20	FE	Event w/SRD / No SAZ	13	14	15	16	17	No SAZ								
24	25	26	27	E	Oct. 28 Early Release Day / No SAZ	20	21	22	23	24	*TBA (Sat.) Summer Planning Conference								
31						X	28	29	30	31									
November 2016					April 2017														
8th Grade HW Zone					7th Grade HW Zone														
M	T	W	T	F		M	T	W	T	F									
	1	2	3	4	Nov. 11 Veterans' Day / No SAZ	3	4	5	6	FE	Apr. 7 - Seabrook Favorite Foods Festival & Early Release Day / No SAZ								
7	8	9	10	H	Nov. 17 Youth Career Fair Family Event	10	11	12	13	14									
14	15	16	FE	E	Nov. 18 Early Release / No SAZ	17	18	19	20	X	Apr. 21 / No SAZ								
X	X	X	H	X	Nov. 21 - 25 / No SAZ	X	X	X	X	X	Apr. 24 - 28 Spring Break / No SAZ								
28	29	30																	
December 2016					WINTER SESSION I					May 2017					SPRING SESSION 2				
5th Grade HW Zone					Dec. 5th - Jan. 20th					8th Grade HW Zone					May 1st - June 2nd				
M	T	W	T	F	TBA Parent Conferences / NO SAZ	M	T	W	T	F									
			1	2		1	2	3	4	5	May 26 / No SAZ								
5	6	7	8	9	Dec. 16 - Family Event / No SAZ	8	9	10	11	12	May 29 Memorial Day / No SAZ								
12	13	14	15	FE	Dec. 23 / No SAZ	15	16	17	18	19									
19	20	21	22	X	Dec. 26 - Jan. 2	22	23	24	25	X									
X	X	X	X	X	Holiday	H	30	31											
					Vacation / No SAZ														
X - No School / No SAZ					June 2017														
					5th Grade HW Zone														
					M	T	W	T	F										
								1	2	June 2 - Last Day of SAZ									
					5	6	7	8	9	June 14 Tentative-Last Day of School									
					12	13	14	S*	S										

BEHAVIOR/DISCIPLINE POLICY

Minor Infractions:

Verbal disruptions, inappropriate behavior, irresponsibility, unauthorized cell phone or electronic use, and other minor behavioral challenges.

*Minor Infractions are part of a group dynamic and most of these instances can be resolved with good communication between students, SAZ staff, and volunteers. In the case of repetitive and consistent minor behavioral challenges, SAZ follows a three strike tier of discipline.

Strike 1 – Verbal notification to student of the unacceptable behavior.

Strike 2 – Verbal notification to the student of the unacceptable behavior for the second time and discontinuation of the current activity replaced with another option (reading, journaling, etc.)

Strike 3 – Verbal notification of the third strike, discontinuation of ALL activities, and parents are notified of the behavior incidents.

**Continuous and consistent Minor Infractions will be treated as Major Infractions, resulting in possible days suspended from the program and/or necessary parent meetings and involvement.*

Major Infractions:

Continuous and consistent minor infractions, physical altercations, abusive language, bullying, cyber bullying, disrespect, or other unacceptable and serious incidents.

*Major Infractions are not an acceptable piece to positive group interaction and are not conducive to a healthy and safe learning environment. SAZ strives to work with all youth and will make every reasonable effort to modify unacceptable behaviors with the support of parents and SMS.

1st Offense – Parents notified and immediate dismissal from the Seabrook Adventure Zone and/or suspension from SAZ the following day of their registered program.

2nd Offense – Parents notified and student suspended from SAZ for 3 consecutive days of SAZ programming with a written apology and plan of behavioral change needed before reintegrating back into the SAZ program.

3rd Offense – Parents notified and student suspended from SAZ until parents and SAZ Program Director meet to decide the appropriate course of action for the student.

**All disciplinary actions are at the discretion of the SAZ Program Director in cases of extreme behavioral challenges.*



Behavior Incentive Program

SAZ Store & Prize Wheel

The SAZ Store and SAZ Prize Wheel will be used to increase positive behavior from SAZ students by offering incentives for following rules, completing homework, staying organized, journaling/reflecting, and exhibiting overall responsible and respectable behaviors in the Seabrook Adventure Zone, including maintaining good attendance, participation, leadership, academic effort and performance, and bringing a book to read every day to the SAZ program.

SAZ STORE

- The SAZ Store will feature a variety of fun, educational, and exciting items to “purchase” with their SAZ Dollars!
- SAZ Store items include but are not limited to headphones, comic books, gift cards, special lunches, computer passes, nail polish, games, notebooks, cool pens/pencils, portable speakers, yummy snacks, and a variety of other exciting things that change on a daily basis!
- SAZ Store will be open **2 DAYS A WEEK** during **ALL SAZ ACTIVITIES** at the discretion of the Program Director & for students that show participation in program activities.

SAZ DOLLARS, CHECKS, & JOURNALS

- Students will choose a SAZ Folder & Journal that will include a balance sheet and other important items that will be located on the CART during the beginning and end of the day!
- When earning SAZ dollars, receiving SAZ checks, OR spending SAZ dollars, students will record accurate dollar amounts and maintain an accurate balance for every transaction. Students are required to attempt this on their own with the support and guidance of SAZ staff members.
- Students **MUST** have their SAZ folder with accurate balance in order to shop at the SAZ store AND record their daily income!
- Intentional dishonesty with earned SAZ Dollars will result in ineligibility for the day, and if consistent intentional dishonesty occurs, student will lose SAZ Dollar privileges for a TBD length of time.
- SAZ dollars are **NEVER** taken away, but students will be ineligible during that day if consistent negative behavior and/or not following SAZ rules & guidelines occur. Expectations of SAZ rules are still implied and further disciplinary action will be taken if necessary.
- SAZ Dollars will **NEVER** be given to students that **ASK** for SAZ Dollars. SAZ Dollars are an earned incentive with a multitude of ways to earn them!



SAZ PRIZE WHEEL!

- The SAZ Prize wheel is an incredible incentive for students to learn the benefits of achieving a set goal by saving SAZ dollars to purchase Prize Wheel Spins!
- The Prize Wheel has advanced items to win for SAZ students and prices for Prize Wheel Spins are \$100 SAZ Dollars!
- Prizes include incentive trips, electronics, gift cards, and lots MORE!



HOW TO EARN SAZ DOLLARS!

- \$5 for EVERY structured Journal entry during SAZ.
- \$2 finishing ALL homework assignments during SAZ.
- \$5 for bringing an age/reading level appropriate book to SAZ & reading during HW Zone OR Extended Homework Zone for a minimum of 20 minutes.
- \$25 for finishing an appropriate book & completing a 3-5 paragraph report, 5 minute video, 5 slide Power Point, or other agreed upon assignment (Checked in Extended Homework Zone).



ADDITIONAL WAYS TO EARN SAZ DOLLARS!

- Showing leadership and initiative by facilitating, motivating, or participating in Adventure Zone activities.
- Setting a positive example for peers by following SAZ rules, supporting others when needed, and showing empathy and consideration of others feelings.
- Participating in the 6 Flags Read to Succeed initiative!
- Attending SAZ Family Events!
- And MORE!!!



TRANSPORTATION

Parents/Guardians **MUST** pick-up SAZ students at 6:00 PM from the SMS entrance.

Please be on-time! Consistent late pick-ups will result in a \$0.50 per minute late fee!

****SMS Late bus is NOT AVAILABLE as SAZ transportation!***

IMPORTANT NOTICE

DO NOT Park your vehicle on the sides of the road in front of the SMS entrance!

Park in the parking lot.

You **WILL** be ticketed by the police, as is posted by visible signs at SMS.

Transportation Alternatives

- ◆ Student Walking/Bike Riding from the SAZ Program
(Written Permission Needed)



- ◆ Car Pooling
(Saves Gas, Money, and Time!)



Contact SAZ for other resources!

COMMUNITY PARTNERSHIPS

Seabrook Recreation Department

Summer Camp Programming & Adventure Trips

The Seabrook Adventure Zone and the Seabrook Recreation Department collaborate to offer summer programming and Adventure Trips for all age groups!

4-H and UNH Cooperative Extension

After School Program & Staff Support

4-H and the UNH Cooperative Extension offer volunteer program instructors in STEM, Nutrition, and World Culture, Staff Professional Development, and exclusive opportunities for 4-H membership!

ACROSS NH

Professional Development

ACROSS NH provides professional development workshops in ALL areas of after school programming to increase and expand the abilities and effectiveness of SAZ staff.

Cooking Matters

Cooking Education Courses & Healthy Living

Cooking Matters offers 3 6-week cooking classes each year to educate students on nutrition, healthier food options, and cooking skills incorporating math, science, and literacy, all with volunteer instructors that include a culinary chef!

Seabrook Library

Literacy & Programming

The Seabrook Library offers literacy education and programming opportunities on and off site for all SAZ youth, including access to a library card!

Seabrook PTO

Event Support & 6 Flags Read to Succeed

The Seabrook PTO supports all family events and assists in providing transportation for the 6 Flags Trip!

SAZ Contact Information

Forrest E. Carter Jr. – Program Director

forrest@seacoastyouthservices.org

Brittney Gentile – Site Coordinator

brittney@seacoastyouthservices.org

Seabrook Adventure Zone Office

Seacoast Youth Services, 867 Lafayette Rd.,
Seabrook NH, 03874

Telephone: 603-474-3332 ext.3

NEW Cell: 1-978-255-3SAZ (729)

www.seacoastyouthservices.org

Seabrook Adventure Zone Site

Seabrook Middle School, 256 Walton Rd.,
Seabrook, NH 03874

Telephone: 603-474-9221



<https://www.facebook.com/SeabrookAdventureZone1>

Seabrook Adventure Zone Website!

<http://www.seacoastyouthservices.org/home/index.php/youth-programs/seabrook-adventure-zone>