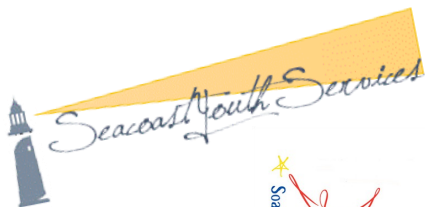




A NH 21st CCLC Program in Partnership  
with Seacoast Youth Services &  
the Seabrook Middle School

# 2017-2018 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 principles 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.



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

174 SMS students were enrolled in the SAZ program the 2016/2017 school year.

74% of SAZ regular students showed grade increases in LA and 76% showed grade increases in Math during the 2016/2017 school year! (NHDOE APR 2016/2017).

SAZ is one of the 1st Afterschool Programs in NH to offer a full LUNCH to our students after school!

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# SAZ DAILY SCHEDULE

## Greeting & Lunch

**2:30 - 3:00**

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

## Physical Activity/Socialization

**3:00 - 3:30**

Students are encouraged to engage and participate in structured activities that promote physical activity, movement, and socialization with their peers.

## Homework Zone

**3:30 - 4:00**

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.

## Extended Homework Zone

**4:00 - 6:00**

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

**4:00 - 6:00**

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!**

## 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

<b>2:30 – 3:00</b>	<b>Lunch &amp; Greeting in the SMS <u>Cafeteria</u></b>
<b>3:00 – 3:30</b>	<b>Structured Physical Activity/Socialization</b>
<b>3:30 – 4:00</b>	<b>Homework Zone (A, B, C, and D) in POD Areas</b>
<b>4:00 – 6:00</b>	<b>Adventure Zones/Extended Homework Zone</b>
	<b>*Announcements/Character Building/Student Lead Discussion Built in throughout the week</b>

## 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! ☺

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# ATTENDANCE POLICY

## attendance **MATTERS**

- ◆ 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, Snow Days, and Early Release Days (including emergency early releases).

*Please see SAZ 2017-2018 Calendar on Pages 8 & 9*

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# 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 10 & 11.*

# SEABROOK ADVENTURE ZONE

## 2017-2018 CALENDAR

August 2017										January 2018 6th Grade HW Zone									
M	T	W	T	F	Aug. 21-23 New Teacher Orientation					M	T	W	T	F	Jan. 1 Holiday Vacation / No SAZ				
NT	NT	NT	*24	*25	Aug. 24, 25, 28 Teacher Work Days					X	2	3	4	5	Jan. 15 Civil Rights Day / No SAZ				
*28	29	30	31		August 29 Opening Day for Students					8	9	10	11	12	Jan. 26 SAZ Prof. Development/No SAZ				
					*TBA SAZ Staff Photos					H	16	17	18	19					
										22	23	24	25	PD					
										29	30	31							
September 2017 5th Grade HW Zone					FALL SESSION 1 Sept. 12th - Oct. 20th					February 2018 8th Grade HW Zone					WINTER SESSION 2 Jan. 29th - March 16th				
M	T	W	T	F	Sept. 1 NO SCHOOL					M	T	W	T	F	Feb. 23 / No SAZ				
				X	Sept. 4 Labor Day / No SAZ								1	2	Feb. 26 - Mar. 2 Winter Break / No SAZ				
H	5	ST	ST	ST	Sept. 6, 7, and 8 SAZ Staff Training					5	6	7	8	9					
X	12	13	14	15	*Sept. 9 6 Flags Read to Succeed Trip!					12	13	14	15	16					
18	19	20	21	22	Sept. 12 SAZ 1st Day					19	20	21	22	X					
25	26	27	28	29	*Sept. 23 Back to School Conference					X	X								
October 2017 6th Grade HW Zone					FALL SESSION 2 Oct. 23rd - Dec. 8th					March 2018 5th Grade HW Zone					SPRING SESSION 1 March 19th - April 19th				
M	T	W	T	F	Oct. 9 Columbus Day / No SAZ					M	T	W	T	F					
2	3	4	5	6	Oct. 11 SAZ & SRD LOAS Meeting 6:30-8:30							X	X	X	Mar. 1-7 SAZ Winter Break / No SAZ				
H	10	*11	12	13	Oct. 20 SAZ Prof. Development/No SAZ					5	6	7	8	PD	Mar. 9 SAZ Prof. Development/No SAZ				
16	17	18	19	PD	Oct. 27 Lights On Afterschool Halloween Event w/SRD / No SAZ					12	13	14	15	16	Mar. 11 Summer Planning Conference (Saturday)				
23	24	25	26	FE						19	20	21	22	23					
30	31									26	27	28	29	30					
November 2017 8th Grade HW Zone										April 2018 6th Grade HW Zone									
M	T	W	T	F	Nov. 10 Veterans' Day / No SAZ					M	T	W	T	F					
		1	2	3	Nov. 22 - 24 / No SAZ					2	3	4	5	E	Apr. 6 - Early Release Day / No SAZ				
6	7	8	9	H	Nov. 29 SAZ & SRD Holiday Event Meeting 6:30-8:30					9	10	11	12	PD	Apr. 13 - SAZ Prof. Development/No SAZ				
13	14	15	16	17						16	17	18	FE	X	Apr. 19 - SAZ International Carnivale Event				
20	21	X	H	X						X	X	X	X	X	Apr. 20 / No SAZ				
27	28	*29	30							30					Apr. 23 - 27 Spring Break / No SAZ				
December 2017 5th Grade HW Zone					WINTER SESSION 1 Dec. 11th - Jan. 26th					May 2018 8th Grade HW Zone					SPRING SESSION 2 April 30 - May 24th				
M	T	W	T	F	Parent Conferences *TBA/ No SAZ					M	T	W	T	F	May 24 SAZ Last Day				
				1							1	2	3	4	May 25 / No SAZ				
4	5	6	7	FE	Dec. 8 - Holiday Family Event / No SAZ					7	8	9	10	11	May 28 Memorial Day / No SAZ				
11	12	13	14	15	Dec. 22 -Jan 1 Holiday Vacation /No SAZ					14	15	16	17	18					
18	19	20	21	X						21	22	23	24	X					
X	X	X	X	X	SAZ Staff Holiday Celebration *TBA					H	29	30	31						
										June 2018									
X - No School / No SAZ										M	T	W	T	F					
E - Early Release / No SAZ																			
PD - SAZ Staff Professional Development / No SAZ														1	June 13 Tentative-Last Day of School				
FE - SAZ Family Event / No SAZ										4	5	6	7	8					
H - Holiday / No SAZ PC - Parent Conferences / No SAZ										11	12	13	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.

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

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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, SAZ attire and “swag”, 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 DOLLARS, CHECKS, and WALLETS

- Students will choose a SAZ Wallet to safely store their earned SAZ money.
- SAZ Wallets are kept at the discretion of the student. Examples of storage areas include lockers, backpacks, and binders.  
\*SAZ staff will NOT store Wallets in the SAZ closet or hold onto students Wallets.
- Intentional dishonesty with earned SAZ Dollars will result in ineligibility for the day, and if consistent intentional dishonesty occurs, the 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 remain enforced 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 prizes for Prize Wheel Spins are \$100 SAZ Dollars!
- Prizes include incentive trips, electronics, gift cards, and lots MORE!



## HOW TO EARN SAZ DOLLARS!

- \$2 finishing ALL homework assignments during SAZ.
- \$2 Earning B or better on an exam, quiz, or project OR completing test corrections OR redoing a poorly graded project.
- \$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.
- SAZ Staff have discretion to offer SAZ Dollars for acts of Kindness, Leadership, and Empathy.



## 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 & Community Events*

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@sys-nh.org](mailto:forrest@sys-nh.org)

**Brittney Gentile – Site Coordinator**

[brittney@sys-nh.org](mailto:brittney@sys-nh.org)

**Owen Carter-Duffy – Healthy Living Specialist**

[owen@sys-nh.org](mailto:owen@sys-nh.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)

## Seabrook Adventure Zone Site

Seabrook Middle School, 256 Walton Rd.,

Seabrook, NH 03874

Telephone: 603-474-9221



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