



A NH 21st CCLC Program in Partnership with
Friends of Seabrook Community &
the Seabrook Middle & Elementary Schools



SAZ SMS & SES
2023-2024



Student & Parent Handbook



Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

TABLE OF CONTENTS

3	Program Design & Mission
4	Seabrook Adventure Zone 2023-2024 Calendar
5	SES & SMS SAZ Daily Schedules
6	4 th Grade Extensions & Opportunities
7	Behavior Incentive Program
8	SAZ Therapy Dog - Maple
9	Behavior/Discipline Policy
10	Cell Phone & Electronic Policy
11-12	Attendance Policy
13	Waitlist Policy
13	Pick-Up Policy & Transportation Alternatives
14	Special Education & Equitable Supports Policy
14	Health & Wellness Policy
15	SAZ Contact Information

PROGRAM DESIGN

The Seabrook Adventure Zone (SAZ) is a federally funded program and a partnership between Friends of Seabrook Community and the Seabrook Middle and Elementary Schools to provide comprehensive after-school and summer programming that focuses 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.



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, social emotional learning, and positive youth development through experiential learning and *STEAM programming.

**Science, Technology, Engineering, Arts, Math*





SEABROOK ADVENTURE ZONE 2023-2024 CALENDAR

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program



FALL SESSION September 18th – November 17th

Sept. 11 - Sept. 15 SAZ Staff Training Week
Sept. 18 1st Day of SAZ
Sept. 29 No School/SAU21 Teacher PD

September 2023						BACK TO SCHOOL & SAZI
M	T	W	T	F		
				X		
X	X	X	X	X		
ST	ST	ST	ST	ST		
18	19	20	21	22		
25	26	27	28	X		

October 2023						LIGHTS ON AFTERSCHOOL!
M	T	W	T	F		
2	3	4	5	E		
H	10	11	12	13		
16	17	18	19	X		
23	24	25	26	27		
30	31					

FALL SESSION Continued...

Oct. 6 Early Release/No SAZ
Oct. 9 No School/Columbus Day/Indigenous Peoples Day
Oct. 20 No SAZ/LOAS Event with SRD
Nov. 7 Election Day/No School/No SAZ
Nov. 10 Veterans' Day

November 2023						GRATITUDE & GIVING BACK!
M	T	W	T	F		
		1	2	3		
6	X	8	9	H		
13	14	15	16	17		
X	X	X	X	X		
27	28	29	30			

December 2023						HOLIDAY FAMILY ENGAGEMENT!
M	T	W	T	F		
				X		
4	5	6	7	8		
11	12	13	14	15		
X	X	X	X	X		
X	X	X	X	X		

HOLIDAY SESSION November 27th – December 15th

Nov. 20 - 24 No SAZ/Thanksgiving Recess
Dec. 1 No School/No SAZ
Dec. 18 - Jan. 2 Holiday Recess/No SAZ
Jan. 15 Martin L. King Jr/Civil Rights Day

January 2024						GOAL DEVELOPMENT!
M	T	W	T	F		
H	X	3	4	5		
8	9	10	11	12		
H	16	17	18	19		
22	23	24	25	26		
29	30	31				

February 2024						WINTER FUN OUTDOORS!
M	T	W	T	F		
			1	2		
5	6	7	8	9		
12	13	E	15	16		
19	20	21	22	X		
X	X	X	X			

WINTER SESSION January 3rd – March 29th

Feb. 14 Early Release/No SAZ
Feb. 23 No SAZ
Feb. 26 - Mar. 1 Winter Break
Mar. 12 Election Day/No School/No SAZ

March 2024						GIVING LUCK TO OTHERS!
M	T	W	T	F		
				X		
4	5	6	7	8		
11	X	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

April 2024						SPRING AWAKENING!
M	T	W	T	F		
1	2	X	4	5		
8	9	10	11	12		
15	16	17	18	X		
X	X	X	X	X		
29	30					

SPRING SESSION April 1st – June 7th

Apr. 3 No School/No SAZ
Apr. 19 No SAZ
Apr. 22 - 26 Spring Break

May 2024						CELEBRATING OUR VETERANS!
M	T	W	T	F		
		1	2	3		
6	7	8	9	10		
13	14	E	16	17		
20	21	22	23	24		
H	28	29	30	31		

June 2024						SUMMER PLANNING!
M	T	W	T	F		
3	4	5	6	7		

SUMMER IS COMING!! 😊

May 15 Early Release/No SAZ
May 27 Memorial Day/No School/No SAZ
June 7 Last Day of SAZ!



F.O.S.C.

Friends of Seabrook Community

SAZ Director: Forrest E Carter Jr
forrest@friendsofseabrookcommunity.org
(603) 997-1909

SAZ Assistant Director: Owen Carter-Duffy
owen@friendsofseabrookcommunity.org
(603) 997-9484

WWW.SEABROOKADVENTUREZONE.COM

SAZ SES DAILY SCHEDULE

Greeting & SAZ Lunch

2:30 PM - 3:00 PM

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

Brain Zones/Academic Support

***45 Minute Block Alternating Days**

SAZ provides a quiet and supportive environment where students work on homework, missing assignments, and tests/quizzes/projects with the support of SAZ staff. Each grade level group has a scheduled 45-minute block each day specifically for Brain Zone and students earn SAZ Dollars each day for completing assignments and showing kindness, responsibility, and participation.

Adventure Zones

3:00 PM—6:00 PM

Students share a daily theme in SES and enjoy three (3) 45-minute blocks of adventure zone each day within their grade level group. Programs and activities change each session to ensure students are engaging in activities and programs of interest to them!

Sign-Out/Dismissal

6:00 PM

SAZ SES Pick-Up is in the front entrance of the Seabrook Elementary School at 6:00 PM.

*For all pick-ups or dismissals, please follow the instructions next to the SAZ WALKIE TALKIE in the SES front foyer.

**When using the walkie, please state your child's NAME, GRADE, and who you are in relation to the student.

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

SAZ SMS DAILY SCHEDULE

Greeting & SAZ Lunch

2:30 PM - 3:00PM

Students arrive and are greeted in the assigned POD at the end of the school day, attendance is recorded, and a full lunch is served.

Brain Zones/SEL/Academic Support

3:00PM - 3:45PM

SAZ provides a quiet and supportive environment where students work on homework, missing assignments, and tests/quizzes/projects with the support of SAZ staff. Incentives are developed to increase student effort, encourage recreational reading, and support the achievement of academic goals.

Adventure Zones

3:45PM - 6:00PM

Students choose from a variety of exciting enrichment programs that change every 4-6 weeks! With multiple options offered per day, students have choices that align with their own interests! *Please see **Current Program Enrollment Form!**

Sign-Out/Dismissal

6:00PM

SAZ SMS Pick-Up is the front main entrance of the Seabrook Middle School.

*For all pick-ups or dismissals, please follow the instructions next to the SAZ WALKIE TALKIE in the SMS front foyer.

**When using the walkie, please state your child's NAME, GRADE, and who you are in relation to the student.

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



4TH GRADE GUESTS IN SMS!

On select days throughout the week, 4th Grade will visit the SMS site several days each week and explore options available to them with the 5th Grade groups like YOGA, DRUM CIRCLE, FISHING AND MUCH MORE!

PAST PROGRAMS OFFERED TO 4TH GRADERS IN SAZ!

Chess Club



4TH - 8TH GRADE

SEASIDE ELEMENTARY SCHOOL (SES)

SEABROOK ADVENTURE ZONE

BEYOND THE CLASSROOM

- Brings a new perspective to the classroom
- Support student learning
- ACTION
- Develop student skills
- STUDENT LEADERSHIP

COLOR GUARD

ADVENTURE ZONE

4TH - 8TH GRADE

COACHES: MRS. [Name] & MRS. [Name]

MONDAYS

YOGA IN NATURE!

THE YOGA CORNER

INSTRUCTOR: SHELBY PHOENIX

WEDNESDAYS
4:00PM - 5:00PM


*MUST BE A SAZ REGISTERED STUDENT TO PARTICIPATE!

BROUGHT TO YOU IN PARTNERSHIP WITH...

Seacoast Youth Services


SEABROOK ADVENTURE ZONE

WORLD FOODIES... JAPAN COOKING!



Instructor: Mrs. Butcher

TUESDAYS
4:00PM - 5:00PM



*MUST be a SAZ registered student to participate!

SEABROOK ADVENTURE ZONE



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.

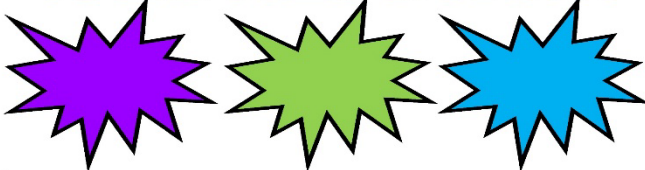


ADDITIONAL WAYS TO EARN SAZ DOLLARS!

- 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!!!



**WEAR YOUR
SAZ COLORS
WEDNESDAYS!**



Celebrate SAZ on Wednesday's by wearing the SAZ Colors!

**Students Registered for SAZ will earn 5 SAZ Dollars each Wednesday if they wear SAZ Colors or attire with the SAZ Logo!*

MAPLE THE THERAPY DOG!



TUESDAYS in SMS SAZ!
THURSDAYS in SES SAZ!



Name: MAPLE



Type: Golden Retriever

Care Owner: Pat

Maple is a golden retriever trained therapy dog that has been with SAZ since 2017. The partnership goal is for students to relieve stress and work through problems by connecting with Maple. She has been a huge asset in SAZ as more students utilize her skill to make their day even brighter!

LOVE



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 minor infraction occurrences can be resolved with mediation, restorative justice practices, and communication between students, parents/guardians/family, and SAZ staff. In the case of repetitive and consistent minor behavioral challenges, SAZ follows a “rule of three” tier of discipline.

1st Offense – Verbal notification to student of the unacceptable behavior.

2nd Offense – Verbal notification to the student of the unacceptable behavior for the second time and student/staff lead mediation and plan of behavioral correction.

3rd Offense – Verbal notification for the third time, discontinuation of ALL activities, and parents/guardians are notified of the behavior incident (s).

**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, vandalism, 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/guardians and the Seabrook School District.

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 staff and student meeting including a student lead plan of behavioral change needed before reintegrating back into the SAZ program.

3rd Offense – Parents/Guardians notified and student suspended from SAZ until parents/guardians and SAZ Program Director or SAZ Assistant 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.*

CELL PHONE & ELECTRONIC POLICY

Cell phones are **NOT ALLOWED** in SAZ to maintain the maximum level of student engagement, focus, and safety.

Students have access to school phones at each site in the case of emergencies or making calls to home.

If a student **DOES** come to SAZ with a cell phone, the cell phone needs to stay in their backpack or locker at **ALL** times.

If a student continues to abuse the SAZ cell phone policy, the cell phone will be taken, locked in a secure holding, returned to parents/guardians during pick-up, and the Behavior/Discipline Policy located on the *previous page* will be followed.



— ATTENDANCE POLICY —

SAZ is NOT a DROP-IN program and requires a one-time ANNUAL REGISTRATION and PROGRAM ENROLLMENT FORM to be completed and signed each year.

Program Session dates are detailed on the SAZ Calendar and Program Enrollment Forms can be completed both electronically and written available on the SAZ website at www.seabrookadventurezone.com and in the Seabrook Elementary & Middle School Front Offices and Classrooms located inside the current SAZ Newsletter.

To fully appreciate the academic and behavioral programming components and exciting adventure zone options throughout the afternoon, we ask that parents, guardians, and families encourage their children to stay the entire duration of the program as often as possible.

To maintain that all students have equitable access to the Seabrook Adventure Zone, SAZ mandates a CRUCIAL Attendance Policy detailed below.

EXCUSED ABSENCE:

Your child was absent from school, was dismissed early, was sent home on the bus at the end of the day by the nurse, or an EMAIL, CALL, or TEXT was sent to the Site-Coordinator prior to the beginning of the program.

****Students absent from School cannot participate in SAZ afterschool and is an EXCUSED ABSENCE.***

UNEXCUSED ABSENCE:

Your child was present in school but not present in SAZ on a day they were registered to be in SAZ, did not go home sick from school and was not dismissed early, and no prior EMAIL, CALL, or TEXT was made to the Site-Coordinator BEFORE the beginning of the program.

2-3 Consecutive Unexcused Absences: SAZ Site-Coordinator will Email or Call home and discuss any barriers or challenges that may have prevented participation and communication, along with any resources or supports SAZ or our community partners may be able to provide.

4 or more Unexcused Absences: Student's enrollment will be put on an immediate freeze and the student will be added to the waiting list (if one is in effect) until parents/guardians can commit to a modified or changed REGISTRATION SCHEDULE with the Site-Coordinator in writing (Email or Written).

****If a Waiting List is in effect, the student will not be able to return to SAZ until their turn on the waiting list OR the waiting list has been lifted.***

— ATTENDANCE POLICY CONTINUED —

Students **MUST** be REGISTERED to attend SAZ.

DROP-OFFs are NOT permitted!

- ◆ Students can attend **ONLY** the days they are registered for and will be sent home via phone call to parents/guardians if they attend on days they are not registered.
- ◆ Please notify the appropriate SAZ Site Coordinator of any registration changes or absence from the program by phone or email.
- ◆ 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).

SAZ Attendance Incentive!

Attend 30 Days

50 SAZ DOLLARS!



Attend 60 Days

100 SAZ DOLLARS!



Attend 90 Days

200 SAZ DOLLARS!!!

— WAITLIST POLICY —

SAZ prides ourselves on our ability to avoid programming waitlists, when possible, but in the case that a waitlist is in effect, the Seabrook Adventure Zone utilizes certain criteria to identify students most in need of programming that include...

Academic Need: Students scoring below proficiency in state standardized testing, showing difficulty with academic goals and objectives, and/or that are identified by the Seabrook School District and SAZ administration for academic supports.

Behavioral/Social Emotional Learning Need: Students that struggle with SEL skills aligned with their age and grade expectations, students with heightened behavioral challenges during the school day, and/or that are identified by the Seabrook School District and SAZ administration for behavioral/SEL supports.

Free/Reduced Lunch: Students that are identified with Free or Reduced Lunch in the Seabrook School District.

In the circumstance of a waitlist in effect, SAZ Site-Coordinators will reach out to parents/families and inform them that their registration is on a temporary hold until programming space is available.

SAZ will do everything within our ability to locate programming supports, additional staff, and/or work with community partners to move any child off of the waitlist and into the SAZ program as quickly as possible.

— PICK-UP POLICY —

The Seabrook Adventure Zone ends at 6 PM and students are expected to be picked up BEFORE or AT 6 PM!

SAZ SMS: *End of the Day Pick-Up location for the SAZ Middle School Site is the Middle School front entrance!*

SAZ SES: *End of the Day Pick-Up location for the SAZ Elementary School Site is the Elementary School front entrance!*

Transportation WILL NOT be a barrier for student participation in SAZ, so please reach out to your Assistant Director to discuss transportation needs and options detailed within the Annual Registration Form!



Transportation Alternatives

Student Walking/Bike Riding from the SAZ Program (*Initial on Registration Form Needed*)

Family Car Pooling (Saves Gas, Money, and Time!)

SAZ Van Transportation (Follow procedures outlined in the SAZ Annual Registration Form)

— SPECIAL ED. & EQUITABLE SUPPORTS POLICY —

SAZ follows and adheres to all FERPA and IDEA guidelines and regulations and maintain all parent, student, and family confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA).

SAZ will make REASONABLE accommodations for ALL students, including those with IEP's and 504 Plans, to ensure that all students have equitable supports, both academically and behaviorally, during the Seabrook Adventure Zone program.

— HEALTH & WELLNESS POLICY —

SAZ follows all Health & Wellness guidance from the Seabrook School District to maintain a healthy, safe environment during SAZ programming.

Please keep your child home if they are exhibiting symptoms of sickness and are not allergy related. **If your child has allergies, please ensure you include those in the ANNUAL REGISTRATION FORM!*

In the case that your child develops symptoms during SAZ, or is sent to SAZ by the school with symptoms, SAZ will call home to have your child dismissed for the day.



I Need to Stay Home if...



I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye Infection	I have been in the Hospital
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or ER visit

I am Ready to Go Back to



When I am...

Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting for at least 2 solid meals without the use of medications.	Free from diarrhea for at least 24 hours without the use of medications.	Free from rash itching or fever and evaluated by doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Eye has returned to normal or have a note from doctor to return to school.	Released by my medical provider to return to school.
---	---	--	--	---	--	--

SAZ CONTACT INFORMATION

SAZ SITE-COORDINATOR:

Zakiya Hamilton-Evans

Email: zakiya@friendsofseabrookcommunity.org

SAZ ASSISTANT DIRECTOR:

Owen Carter-Duffy

Email: owen@friendsofseabrookcommunity.org

Phone/Text: (603) 997-9484

SAZ DIRECTOR:

Forrest E Carter Jr

Email: forrest@friendsofseabrookcommunity.org

Phone/Text: (603) 997-1909

--WHERE TO GET FORMS--

SAZ Website: www.seabrookadventurezone.com

SES Front Office / SMS Front Office

WWW.SEABROOKADVENTUREZONE.COM

