



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



**SAZ SMS & SES  
2024-2025**



# 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 <sup>th</sup> 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
14-15	Student Transportation Policy
16	Special Education & Equitable Supports Policy
16	Health & Wellness Policy
17	SAZ Contact Information
18	SAZ Student & Parent Handbook Acknowledgement Form <i>*This form NEEDS to be completed and returned to SAZ with the Registration Form.</i>

# 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 2024-2025 CALENDAR

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



## FALL SESSION September 23<sup>rd</sup> – November 22<sup>nd</sup>

**Sept. 16 - Sept. 20** SAZ Staff Training Week  
**Sept. 23** 1<sup>st</sup> Day of SAZ  
**Oct. 8** School Board Meeting/No SAZ  
**Oct. 11** Early Release/No SAZ  
**Oct. 14** No School/Columbus Day

September 2024					BACK TO SCHOOL & SAZ!
M	T	W	T	F	
X	X	X	X	X	
X	X	X	X	X	
ST	ST	ST	ST	ST	
23	24	25	26	27	
30					

October 2024					LIGHTS ON AFTERSCHOOL!
M	T	W	T	F	
	1	2	3	4	
7	SB	9	10	E	
H	15	16	17	X	
21	22	23	24	25	
28	29	30	31		

## FALL SESSION Continued...

**Oct. 18** No SAZ/LOAS Event with SRD  
**Nov. 5** Election Day/No School/No SAZ  
**Nov. 11** Veterans' Day  
**Nov. 12** School Board Meeting/No SAZ  
**Nov. 18** School Board Budget Review/No SAZ  
**Nov. 25 - 29** No SAZ/Thanksgiving Recess

November 2024					GRATITUDE & GIVING BACK!
M	T	W	T	F	
				1	
4	X	6	7	8	
H	SB	13	14	15	
SB	19	20	21	22	
X	X	X	X	X	

December 2024					HOLIDAY FAMILY ENGAGEMENT!
M	T	W	T	F	
2	SB	4	5	6	
9	SB	11	12	13	
16	17	18	19	X	
X	X	X	X	X	
X	X				

## HOLIDAY SESSION December 2<sup>nd</sup> – December 19<sup>th</sup>

**Dec. 3** School Board Budget Review/No SAZ  
**Dec. 10** School Board Meeting/No SAZ  
**Dec. 20 – Jan. 3** Holiday Recess/No SAZ  
**Jan. 14** School Board Meeting/No SAZ  
**Jan. 17** No School/No SAZ  
**Jan. 20** Martin L. King Jr/Civil Rights Day

January 2025					GOAL DEVELOPMENT!
M	T	W	T	F	
		H	X	X	
6	7	8	9	10	
13	SB	15	16	X	
H	21	22	23	24	
27	28	29	30	31	

February 2025					WINTER FUN OUTDOORS!
M	T	W	T	F	
SB	4	5	6	7	
10	11	E	13	14	
17	18	19	20	X	
X	X	X	X	X	

## WINTER SESSION January 6<sup>th</sup> – March 28<sup>th</sup>

**Feb. 3** School Board Meeting & Deliberative/No SAZ  
**Feb. 12** Early Release/No SAZ  
**Feb. 21** No SAZ  
**Feb. 24 – Feb. 28** Winter Break  
**Mar. 11** Election Day/No School/No SAZ

March 2025					GIVING LUCK TO OTHERS!
M	T	W	T	F	
3	4	5	6	7	
10	X	12	13	14	
17	SB	19	20	21	
24	25	26	27	28	
31					

April 2025					SPRING AWAKENING!
M	T	W	T	F	
	1	X	3	4	
7	SB	9	10	11	
14	15	16	17	18	
21	22	23	24	X	
X	X	X			

## SPRING SESSION March 31<sup>st</sup> – June 11<sup>th</sup>

**Mar. 18** School Board Meeting/No SAZ  
**Apr. 2** No School/No SAZ  
**Apr. 8** School Board Meeting/No SAZ  
**Apr. 25** No SAZ  
**Apr. 28 – May 2** Spring Break

May 2025					NATURE ADVENTURES!
M	T	W	T	F	
			X	X	
5	6	7	8	9	
12	SB	E	15	16	
19	20	21	22	23	
H	27	28	29	30	

June 2025					SUMMER GOALS!
M	T	W	T	F	
2	3	4	5	6	
9	10	11	X	X	

## SUMMER IS COMING!! 😊

**May 13** School Board Meeting/No SAZ  
**May 14** Early Release/No SAZ  
**May 26** Memorial Day/No School/No SAZ  
**June 11** Last Day of SAZ!



F.O.S.C.

Friends of Seabrook Community

**SAZ Assistant Director (SMS):** Owen Carter-Duffy  
[Owen@friendsofseabrookcommunity.org](mailto:Owen@friendsofseabrookcommunity.org)  
 (603) 997-9484

**SAZ Site-Coordinator (SES):** Leah Callahan  
[Leah@friendsofseabrookcommunity.org](mailto:Leah@friendsofseabrookcommunity.org)  
 (603) 312-5034

[WWW.SEABROOKADVENTUREZONE.COM](http://WWW.SEABROOKADVENTUREZONE.COM)

# SAZ SES DAILY SCHEDULE

## Greeting & SAZ Snack

**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 snack is served.

## Brain Zones & Academic Support

**3:00 PM – 4:00 PM**

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 60-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

**4:00 PM—6:00 PM**

Students share a daily theme in SES and enjoy two (2) 1-Hour 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 Snack

**2:30 PM - 3:00 PM**

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

## Brain Zones & Academic Support

**3:00 PM - 3:45 PM**

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

**3:45 PM - 6:00 PM**

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

**6:00 PM**

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!**



# 4<sup>TH</sup> GRADE GUESTS IN SMS!

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

# PAST PROGRAMS OFFERED TO 4<sup>TH</sup> GRADERS IN SAZ!

**Chess Club**



4<sup>TH</sup> - 8<sup>TH</sup> GRADE

SEASIDE YOUTH SERVICES SMS

**COLOR GUARD**

SEABROOK ADVENTURE ZONE

4<sup>TH</sup> - 8<sup>TH</sup> GRADE


COACHES: MRS. MONROE

SEASIDE YOUTH SERVICES SMS

**WORLD FOODIES... JAPAN COOKING!**

Instructor: Mrs. Butcher

**TUESDAYS**  
4:00PM - 5:00PM



MUST BE A SAZ registered student to participate!

**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



# 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.

**1<sup>st</sup> Offense** – Verbal notification to student of the unacceptable behavior.

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

**3<sup>rd</sup> 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.

**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 5 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.

**3<sup>rd</sup> 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.

*\*Extreme levels of physical or emotional aggression, and/or physical violence directed towards another student or staff member will result in expulsion from the SAZ programming for the school year.*

*\*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 STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT FORM to be completed and signed each year.

Program Session dates are detailed on the SAZ Calendar and all forms are available on the SAZ website at [www.seabrookadventurezone.com](http://www.seabrookadventurezone.com) and in the Seabrook Elementary & Middle School Front Offices.

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.

**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, Student Exhibition Events, Parent/Teacher Conferences, 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 is provided on an emergency basis and to 1<sup>st</sup> -8<sup>th</sup> Grade Students in SAZ.*

*Kindergarten does not have SAZ transportation option. Please review the Student Transportation Policy.*



## 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 and REVIEW the STUDENT TRANSPORTATION POLICY on the next 2 Pages)*



## SAZ STUDENT TRANSPORTATION

SAZ offers student transportation to families where transportation is unavailable and/or is a barrier for participation in SAZ for grades 1<sup>st</sup> – 8<sup>th</sup>. *\*Transportation is not available to Kindergarten students and Kindergarten students are expected to have transportation home from the SAZ program.*

When families register their student in SAZ, it is the parents/guardian's responsibility to email the SAZ Site-Coordinator with any transportation barriers that may impact their child's participation in SAZ.

The Site-Coordinator will discuss the options available for SAZ student transportation on an as needed basis and together with the parent/guardian will create the transportation schedule for the student.

SAZ Student Transportation is based on availability of seats in our SAZ Vans, and may or may not be available on certain days depending on SAZ van capacity.

Student Transportation Schedule can only be modified at the beginning of the new session. No changes can be made after the session begins without the Director's authorization.

NO STUDENTS will be allowed on SAZ Transport without Parent/Guardian discussion and a SET schedule created between the parents/guardians and the Site-Coordinator.

SES Site-Coordinator (1<sup>st</sup> – 4<sup>th</sup>): [Leah@friendsofseabrookcommunity.org](mailto:Leah@friendsofseabrookcommunity.org) (603) 312-5034

SMS Assistant Director (5<sup>th</sup> – 8<sup>th</sup>): [Owen@friendsofseabrookcommunity.org](mailto:Owen@friendsofseabrookcommunity.org) (603) 997-9484

## SAZ STUDENT TRANSPORT ROUTES

### **SAZ SES STUDENT TRANSPORT (1<sup>ST</sup> – 4<sup>TH</sup> GRADES):**

Students board the SAZ Van at 5:15PM. Student drop-offs are between 5:20PM – 5:50PM and parents/guardians are EXPECTED to be waiting for their child at the drop-off location and sign their child out of program each day.

### **SAZ SMS STUDENT TRANSPORT (5<sup>TH</sup> – 8<sup>TH</sup> GRADES):**

Students board the SAZ Van at 5:50PM. Student drop-offs are between 5:55PM – 6:25PM and parents/guardians are EXPECTED to be waiting for their child at the drop-off location and sign their child out of program each day.

## PARENTS & GUARDIANS RESPONSIBILITIES...

### **BE PRESENT AT PICK-UP LOCATION BETWEEN THE TIMES ABOVE:**

1. Parents/Guardians (or an adult 18 or older) need to be visibly present for our drivers to safely identify the parent/guardian/adult before we release the student for drop-off with a PHOTO ID.
2. If there is a DIFFERENT adult that will be there receiving your child for drop-off, parents/guardians need to communicate with their Site-Coordinator BEFORE the day of transport to give them the information on that new adult who will be receiving your child at drop-off.
3. Parents/Guardians (or an adult 18 or older) will **SIGN-OUT** their child during drop-off on the sign-out sheet provided by the SAZ Transport Driver.  
*\*Students will not be released without the signature of confirmation.*
4. If a parent/guardian is NOT present during drop-off, the student will be returned to the SAZ program and parents/guardians will need to find alternate transportation to pick-up their child from SAZ.
5. Two (2) repeat situations of the parent/guardian being absent from the pick-up location during the window of times above will result in losing the SAZ Student Transportation option for the remainder of the year.

***In the circumstance that the parents/guardians or responsible and documented adult are INTOXICATED or INFLUENCED BY SUBSTANCES, OR our driver makes the decision that the environment or pick-up person is unsafe or in an unsafe state of mind, the student will be returned to the SAZ program and parents/guardians will need to find alternate transportation to pick-up their child.***



# **STUDENT RESPONSIBILITIES & EXPECTATIONS...**

## **STUDENT BEHAVIORS & EXPECTATIONS DURING SAZ TRANSPORT:**

1. Students are expected to follow SAZ standards of acceptable behaviors while on SAZ Vans or Transport Vehicles.
2. Students will enter the bus, find a seat, and put on their seatbelts the entire duration of SAZ Transport.
3. Students will keep their hands and belongings in the vehicle and not outside the van windows.
4. Students are expected to take their belongings with them after they have been dismissed for drop-off with their parent/guardian or responsible and documented adult.
5. Students are expected to keep all whistles, sprays, and noise making items in their backpacks or pockets.
6. Students are expected to use appropriate language while on or off the SAZ vehicle.
7. Students are expected to keep their hands to themselves and not engage in any PHYSICAL or VERBAL altercations while on or off the SAZ van.

# **STUDENT BEHAVIORS & CONSEQUENCES...**

## **WHAT HAPPENS WHEN A STUDENT DOES NOT FOLLOW THE SAZ STUDENT TRANSPORT EXPECTATIONS:**

### **1<sup>ST</sup> SAZ TRANSPORT ISSUE (NOT PHYSICAL OR VERBAL AGGRESSION)**

- A. Parents/Guardians & the Student are notified of the issue by the Site-Coordinator within 1-Day of the occurrence.
- B. Parents/Guardians are expected to discuss the issue with their child and the ways the student can better follow the SAZ Transport Student Expectations.
- C. Student will continue with their SET SCHEDULE of SAZ Transport.

### **2<sup>ND</sup> SAZ TRANSPORT ISSUE (NOT PHYSICAL OR VERBAL AGGRESSION)**

- A. Parents/Guardians & the Student are notified of the issue by the Site-Coordinator within 1-Day of the occurrence.
- B. Parents/Guardians are expected to discuss the issue with their child and the ways the student can better follow the SAZ Transport Student Expectations.
- C. The Parents/Guardians & Student will be unable to utilize SAZ transport for 2 of their next scheduled days of their transport schedule.

### **3<sup>RD</sup> SAZ TRANSPORT ISSUE (NOT PHYSICAL OR VERBAL AGGRESSION)**

- A. Parents/Guardians & the Student are notified of the issue by the Site-Coordinator within 1-Day of the occurrence.
- B. The Parents/Guardians & Student will be unable to utilize SAZ transport for the remainder of the year.

## **PHYSICAL OR VERBAL AGGRESSION OR DISRESPECT TO SAZ DRIVER AND /OR SAZ STAFF**

### **1<sup>ST</sup> SAZ TRANSPORT ISSUE OF PHYSICAL OR VERBAL AGGRESSION OR DISRESPECT**

- A. Parents/Guardians & the Student are notified of the issue by the Site-Coordinator immediately after SAZ Transport on that day.
- B. Parents/Guardians are expected to discuss the issue with their child and the ways the student can better follow the SAZ Transport Student Expectations.
- C. The Parents/Guardians & Student will be unable to utilize SAZ transport for 1-Week (5 Days) of their next scheduled days of their transport schedule.

### **2<sup>ND</sup> SAZ TRANSPORT ISSUE OF PHYSICAL OR VERBAL AGGRESSION OR DISRESPECT**

- A. Parents/Guardians & the Student are notified of the issue by the Site-Coordinator immediately after SAZ Transport on that day.
- B. The Parents/Guardians & Student will be unable to utilize SAZ transport for the remainder of the year.

**STUDENT SAFETY IS OUR #1 PRIORITY!**

**PLEASE REVIEW THESE GUIDELINES WITH YOUR CHILD.**

## — 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 <b>Fever</b>	I am <b>Vomiting</b>	I have <b>Diarrhea</b>	I have a <b>Rash</b>	I have <b>Head Lice</b>	I have an <b>Eye Infection</b>	I have been in the <b>Hospital</b>
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 (SES):**

*Leah Callahan*

Email: [Leah@friendsofseabrookcommunity.org](mailto:Leah@friendsofseabrookcommunity.org)

Phone/Text: (603) 312-5034

## **SAZ ASSISTANT DIRECTOR (SMS):**

*Owen Carter-Duffy*

Email: [Owen@friendsofseabrookcommunity.org](mailto:Owen@friendsofseabrookcommunity.org)

Phone/Text: (603) 997-9484

## **SAZ DIRECTOR:**

*Forrest E Carter Jr*

Email: [Forrest@friendsofseabrookcommunity.org](mailto:Forrest@friendsofseabrookcommunity.org)

Phone/Text: (603) 997-1909

## **--WHERE TO GET FORMS--**

SAZ Website: [www.seabrookadventurezone.com](http://www.seabrookadventurezone.com)

SES Front Office / SMS Front Office

**WWW.SEABROOKADVENTUREZONE.COM**





# SAZ Student & Parent Handbook Acknowledgement Form

I/We, the parent/guardian of the child have read the *Seabrook Adventure Zone Student & Parent Handbook*.

I understand that all students have to abide by the rules and policies outlined in this handbook. If we fail to do so, our student may lose access to the Seabrook Adventure Zone for the 2024-2025 School Year.

Student's Full Name:	
Date:	
Parent / Guardian Name:	
Parent / Guardian Signature:	

