

# *Ocean Tides School*

## *Providence Campus Parent Handbook*

**2020-2021**

**Ocean Tides School is a junior/senior high school. It is an independent school accredited by the Rhode Island Board of Regents, The New England Association of Schools and Colleges, and is sponsored by the Brothers of the Christian Schools.**

## Administration

**Br. James Martino, FSC**

**President**

[jmartino@oceantides.org](mailto:jmartino@oceantides.org)

**401-789-1016**

**Charles Couto**

**Principal, Providence Campus**

[ccouto@oceantides.org](mailto:ccouto@oceantides.org)

**401-861-3778**

**Chris Shea**

**Principal, Narragansett Campus**

[cshea@oceantides.org](mailto:cshea@oceantides.org)

**401-789-1016**

**Kevin Plunkett**

**Director of Special Education**

**(401) 861-3770 Providence Campus**

**(401) 789-1016 ext. #132 Narr. Campus**

[kplunkett@oceantides.org](mailto:kplunkett@oceantides.org)

**Sue Vogl**

**Director of Social Services (Residential)**

[svogl@oceantides.org](mailto:svogl@oceantides.org)

**401-789-1016**

**Casie Staruk**

**Guidance Counselor (Narr. & Prov.  
Campus)**

[cstaruk@oceantides.org](mailto:cstaruk@oceantides.org)

**(401) 861 - 3770 (Prov. Campus)**

**(401) 789-1016 ext. #248(Narr. Campus)**

**Narragansett Campus**

**Phone (401) 789 - 1016**

**Fax (401) 788 - 0924**

**Providence Campus**

**Phone (401) 861 - 3778**

**Fax (401) 831 – 0309**

### **GRADUATION CRITERIA**

To receive the Ocean Tides School diploma, a student will need to earn course credit as listed below:

#### **Entering Grade 9**

English:	4
Mathematics:	4
Science:	3
Social Studies:	3
(to include Geography, U.S. History II, RI History, World History and Civics)	
Physical Education/Health	2.40
Fine Arts:	0.50
Technology:	0.50
Civics:	0.50
Financial Management:	0.50
Additional Credits:	4

**TOTAL: 22.4**

#### **SENIOR EXHIBITION/SENIOR PROJECTS (Required for all Seniors)**

Each student completes a physical product, evolving from the research, which involves a minimum of 10 hours of work outside the classroom to be completed during the second semester or earlier, if approved by administration. The completion of the project must involve a definite “learning stretch” that shows that the student has had to go beyond his

current level of knowledge and expertise. This project must demonstrate a new learning experience for the student or build on skills he already possesses.

## **PROMOTION**

Students are promoted, not by years, but by units of credits accumulated from year to year. To progress into the next grade, a student must attain a minimum number of credits in accordance with the following:

<b>To be promoted into:</b>	<b>Minimum credits:</b>
Grade 10	5
Grade 11	10
Grade 12	15
Graduation	22.4

All students attending Ocean Tides School are required to take the four major academic subjects regardless of credits achieved. Credits are awarded on a quarterly basis.

## **INDEX**

1. Introduction
  - a. Mission Statement
  - b. Entrance Criteria
  - c. Ocean Tides School Expectations
  - d. Immunization and Physical Examinations
  - e. Transcripts & Other School Records
  - f. Lunch Eligibility Forms
  - g. Field Trip Forms
  
2. Release of Records
  
3. Parent Contact
  - a. Parent Handbook
  - b. Student Handbook
  - c. Educational Concerns
  - d. Attendance
  - e. Denial of Course Credit
  - f. Appeal of loss of Course Credit
  - g. Special Education Support
  - h. Parent Night
  
4. Return to Home Community

- a. Process - Exit from the residential program
  - b. Process - Exit from the Providence Campus day program
5. Student Reports
- a. Warnings - Academic & Behavior
  - b. Report Cards
  - c. Special Awards
6. Behavior Expectations
- a. Sanctions
  - b. Work / Study Opportunities
  - c. Compliment Forms
  - d. Stipend Program
  - e. Suspensions / Alternate Class Setting
  - f. Legal Requirements
7. Student Grievance Procedure
8. Cell Phone Policy

## ***Ocean Tides School***

### **1. Introduction**

#### a. Mission Statement

“Ocean Tides is a Lasallian school and residential program that is committed to provide a challenging, safe and healthy learning environment designed to meet the social, emotional, behavioral and intellectual needs of each individual.

#### b. Admission

Students who are “at risk”, need smaller classes, need more individualized attention, or who have had difficulty in their larger high schools are eligible for referral and an interview.

1. Entrance into the day school program is through referral from a public-school district.
2. A positive interview at Ocean Tides School and decision by Ocean Tides to accept.
3. Once accepted, parents will be required to fill out a registration form which gives statistical data and appropriate emergency notification / medical coverage information.

#### c. Ocean Tides School Expectations:

1. Ocean Tides School expects that every student will cooperate with the rules and academic program of the school which will lead to progress toward the next grade and a high school diploma.
2. Each student must agree to follow these rules, cooperate and do the required classwork, and to attend classes each day.

3. Students must also sign the Student Handbook Contract and the Anti-Violence Policy statement in the student handbook and follow this policy.

d. Immunization and Physical Examinations:

All students entering Ocean Tides School must provide documentation that all their immunizations are up-to-date and that they have had a physical examination.

There will also be a form signed to provide emergency care and to update required immunizations.

e. Transcripts & Other School Records:

Transcripts and other school records including health records, educational evaluations, psychological evaluations, and any other evaluations that are appropriate will be sought from all prior school districts or placements to determine grade placement, educational needs and number of credits a student has already achieved.

f. School Lunch:

All Providence Campus students are provided with a school lunch. All school lunches are provided by our Ocean Tides School Culinary Program and the Tides Family Services Culinary Program at no cost to the parent.

g. Field Trip Forms:

All parents will be asked to sign a Field Trip form. Field trips are at no cost to the parent.

h. Dress

Students are required to wear school appropriate clothes. Throughout the school year, students will receive Ocean Tides apparel that may include OT t-shirts, OT polo shirts and OT sweatpants. We will have several “school spirit” days throughout the school year. Students are encouraged to wear OT apparel during “school spirit” days.

Any exceptions to this policy for extenuating circumstances must be approved by the Principal.

## 2. Release of Records:

Report cards and Achievement Certificates are given to each student to take home on a quarterly basis. Report cards and Quarterly Progress on IEP Goals for special education students will be sent to parents / legal guardians, educational advocates, and local school districts on a quarterly basis. In addition, report cards, transcripts, and other educational data will automatically be sent to the home school district or other educational placement at the time of the student leaving the Ocean Tides School unless the student completes graduation requirements. Shortly after graduation, students will receive a Summary of Performance with information on how to obtain their school records.

All special education students leaving formal public-school education either through graduation or withdrawal from special education, will receive a “Summary of Student Performance” packet of information. This packet is used to support the eligibility and need for any accommodations a student might seek in higher education or training. It also can be used to qualify for Office of Rehabilitation Services (ORS) as an adult.

### 3. Parent Contact:

a. Faculty, school social worker and school administrators will reach out to parents on a weekly basis. This may include call, texts, emails and mailing.

b. Parent Handbook:

Parents will receive a copy of the Parent Handbook at the time of admission to Ocean Tides School. This will give them the appropriate information about the educational program to which they can refer throughout the year. Parents must sign for having received the handbook, also asked to sign granting permission for their child to be transported by Ocean Tides Staff to activities out of the school building.

c. Student Handbook:

Each student will receive an Ocean Tides School Handbook. It will be reviewed with the student on the student's first day of school. Following this review and discussion of the expectations the student is required to sign the student contract for following the rules of the school and the Anti-Violence Policy contract. A copy of the Student Handbook is also provided for the parent / guardian of each student. This ensures that the parent / guardian is also aware of the expectations of Ocean Tides School for the student to remain in the program.

d. Educational Contacts:

Parents / guardians / educational advocates of students at the Ocean Tides School - Providence Campus program can contact the Principal with any questions or concerns regarding their son's educational program. They can also contact the Director of Special Education – Kevin Plunket as well as our school guidance counselor, Casie Staruk with any questions or concerns about their son's educational program, I.E.P., or to check on student progress.

f. Attendance

The Ocean Tides School - Providence Campus hours are from 9:00 a.m. to 3:00 p.m. All students are expected to attend school daily and to remain in school for the full day unless participating in an approved internship and or the work / study program. Parents are to call the school at **861-3778** if a student is going to be absent from school. If a parent has not contacted the school and a student has not arrived, one of the school's Administrators will call the parent / student to find out why the student is not in school. It is the student's responsibility to see each of his teachers to find out what work was missed. The student is expected to make up any work within a week of his return to school. Chronic absenteeism will initiate a meeting with the student's home school district for a more appropriate placement for the student. Students are not permitted to continue to be habitually absent and remain at the Ocean Tides School - Providence Campus (refer to section on student handbook).

e. Denial of Course Credit / Appeal of Loss of Course Credit

A student who has accumulated more than 12 unexcused absences will not receive credit for any classes that semester. Written notification will be issued to the parent and student

when 10 days of unexcused absences has occurred. The letter will be a warning that 2 more unexcused absences will lead to loss of credit for the semester. At this time the parent or student should contact the Principal to discuss the situation and plan to rectify the situation.

When a student and /or parent has received notification that credit will be denied for the semester, an appeal of the denial can be made. The letter will direct the student or parent to contact the Principal of Ocean Tides School at 861-3778 to start the appeal process. Information will be collected by the Principal and any extenuating circumstances will be taken into consideration, but the Principal's decision is final. In most cases if credit has been denied for the semester, the student will have to attend (with few absences) for at least one quarter the following school year to earn the lost credits.

f. **Special Education Support:**

Each year the Ocean Tides Special Education Department convenes a Local Advisory Committee. The LAC is important for making improvements in the educational services of special education students. Ocean Tides, through this Special Education Local Advisory Committee, seeks suggestions for improving services to students as well as seeking support for our programs and to work together to solve any issues that arise. The Special Education Department will inform parents of this activity and encourage their participation.

g. **Parents Night:**

The Providence Campus of Ocean Tides sponsors a Parents so that parents / guardians can meet and talk with school staff about their student and about the educational program.

**4. Return to Home Communitya.** Process - Exit from the Ocean Tides School program:

1. Students who exit the Ocean Tides School program at their scheduled time are assisted in returning to their home high school or other educational facility. Whenever possible there is a transition meeting prior to the student exiting the program and re-entering the public-school system.
2. Students asked to leave Ocean Tides School will be referred to their home school district for a more appropriate placement. Parents must register the student with the special education office and /or high school to enroll the student into the appropriate grade and classes. The health records, transcript, and educational records will be sent to the school so that enrollment can take place.

**5. Student Reports: Parents will revive the following them understand and review student progress**

a. **Academic Warning Reports**

Students who are in danger of failing a subject at the middle of the quarter will receive a Warning Notice. This gives the student time to improve his grade to a passing mark. If after the middle of the quarter a student's grades begin to drop, a Warning Notice will be sent out.



Following a meeting with the Principal, the students who are chronically absent or consistently do not follow the rules at the Ocean Tides School will receive a Warning Letter indicating that they are in danger of being exited and referred back to their home school district for a more appropriate placement.

b. Report Cards

Students receive report cards on a quarterly basis and during the summer if they are participating in the summer school program. Although extended day programs occur for the residential students, they only appear on the transcripts and not on the report cards.

c. Special Awards

Special awards are given to reward students at a variety of occasions. Students are nominated by teachers to receive the “Student of the Week” award. Students at both campuses receive certificates for successfully completing various components of the Culinary Arts and Construction Technology programs. Awards are also given for in various leadership and academic proficiencies.

There are also special monetary awards at the quarterly Awards Days at each campus: **Providence Campus:** Highest Academic Average, Most Improved, Hardest Working, Highest Point Sheet, Best Attendance, Most Compliments and LaSallian Spirit Award, Most Improved Score in STAR Math and STAR Reading.

## 6. Behavior Expectations:

a. Work / Study/ Mentorship/ Internship Opportunities:

At Ocean Tides School students are selected by the Principal for participation in the various work / study opportunities.

To be eligible for the work / study program at Ocean Tides School the student **MUST HAVE** good attendance and satisfactory grades in each of his classes. The student may find a job on his own or he may work with the Work / Study Coordinator to locate a job. The placement/employer must agree to participate in this program by completing an evaluation form and returning it to the Work / Study Coordinator.

b. Compliment Forms:

Students may receive a Compliment from any teacher or staff member when that person sees a student doing something well, being kind or helpful to another student or staff, or showing improved behavior or academic work.

c. Stipend Program:

Students are eligible for inclusion in the Stipend Program which they can earn up to \$35 per week. Stipends earned are based on the points a student earns on his point sheet where the academic requirements are met and behavior is appropriate. Students can earn an additional \$10 for having a perfect point sheet/max points and for scoring an average of 4 or higher rating in the behavior log. Stipends are posted daily. Students may still receive a stipend while they are in the work / study /mentorship / internship program. Students received their earned stipend each Friday afternoon for the week before. Point sheets must be passed in before receiving the stipend on Friday at 3pm. A student can be temporarily or permanently removed from the stipend program for inappropriate behavior or lack of participation in the classroom.

d. Suspensions / Alternate Class Setting (Ocean Tides School - Providence Campus)  
Suspensions are only used for serious violations of school rules or state / federal laws. Students with less serious violations may use the alternative class setting for a period or a day where they remain in school to receive all their class work and teacher assistance, as needed, but do not attend their regular class.

Students leaving the building during the day without permission and then re-entering the school may be sent home immediately if the circumstances require. Parent contact will be made before a student is released.

## 7. **Legal Requirements:**

State Law says it is illegal for anyone under 18 years of age to smoke. State Law indicates No Smoking within 50 feet of school property. Students who violate this law are subject to both school and police involvement. Students will be off stipend program for one day for the first offense; off stipend program for one week for the second offense; and a meeting with the district for possible exit from the program due to the smoking safety hazard for a third offense.

Ocean Tides School adheres to the Federal Gun Free School Act requiring a one-year suspension for students determined to have brought a weapon to school, and a referral to the criminal justice or juvenile delinquency system. It also complies with the State of Rhode Island laws governing weapons. Even relinquishing a weapon without incident must be reported to the police. In addition, the student will be referred to his home school district for an alternative placement.

Possession, use, or selling of drugs / alcohol in school are causes for referral back to a student's home school district and contact with the police.

Physical violence is cause for out-of-school suspension and possible police involvement. Any student assaulted by another student has the right to press charges against that student.

Bullying/Harassment on a continual basis is also cause for referral back to a student's home school district and possible police involvement.

## 8. **Student Grievance Policy**

Grievance = A claim that a student has been the subject of an unjust action in school. Before initiating a formal grievance procedure, the student shall attempt to resolve the dispute informally by meeting with the appropriate faculty member.

Format for informal grievance:

1. Request a conference with the teacher.
2. If you need further assistance, request a conference with the senior staff person.
3. If you need further assistance, request a conference with the Assistant Principal at the Providence Campus.
4. If you need further assistance, request a conference with the President of Ocean Tides.

## Format for filing a formal grievance

Please prepare your grievance in a one-page summary as follows:

1. Statement of grievance.
2. State date of incident, name of person against whom grievance is made, and dates of an attempted resolution.
3. Policy or procedure that has been violated.
4. Rationale to support allegation.
5. Suggested resolution.

### 9. **Cell phones and Electronic Devices**

Students are not to use any electronic devices during school. Items include cell phones, headphones, radios, game boys, iPod, MP3 players and tablets. Students are not allowed to have their cell phone on their person during school. **Students must pass in their cell phone upon entering the school building.** All cell phones will be locked in a secure place for the day. Students will be allowed to receive their cell phones during lunch period and must pass them in at the end of lunch period. Students we receive their cell phones at the end of each school day or at any time a student leaves school for the day. Students who violate this policy are subject to disciplinary action.