

STUDENT HANDBOOK



Ocean Tides

Teaching Minds Touching Hearts Transforming Lives

2020-2021

PROVIDENCE CAMPUS

260 Highland Avenue
Providence, RI 02906
Telephone # (401) 861-3778
Fax # (401) 831-0309

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Administration

Br. James Martino, FSC

President

jmartino@oceantides.org

Charles Couto

Principal, Providence Campus
ccouto@oceantides.org

Chris Shea

Principal, Narragansett Campus
cshea@oceantides.org

Kevin Plunkett

Director of Special Education
(401) 861-3770 Providence Campus
(401) 789-1016 ext. #132 Narr. Campus
kplunkett@oceantides.org

Sue Vogl

Director of Social Services (Residential)
svogl@oceantides.org

Casie Staruk

Guidance Counselor (Narr. & Prov. Campus)
(401) 861 - 3770 (Prov. Campus)
(401) 789-1016 ext. #248(Narr. Campus)
cstaruk@oceantides.org

Narragansett Campus
Fax

(401) 789 - 1016
(401) 788 - 0924

Providence Campus
Fax

(401) 861 - 3778
(401) 831 - 0309

MISSION

Ocean Tides is a Lasallian school and residential program that is committed to providing a challenging, safe and healthy learning environment designed to meet the social, emotional, behavioral and intellectual need of everyone.

A NEW START

THE SCHOOL PROGRAM AT OCEAN TIDES ALLOWS EACH STUDENT A CHANCE TO CONTINUE HIS EDUCATION WHILE HE IS HERE. THE WORK THAT IS COMPLETED WHILE AT OCEAN TIDES SCHOOL COUNTS TOWARD FULFILLING GRADUATION REQUIREMENTS FOR ANY JUNIOR OR SENIOR HIGH SCHOOL. WHEN A STUDENT COMPLETES THE PROGRAM AT OCEAN TIDES, HIS SCHOOL RECORDS ARE THEN SENT TO THE NEXT SCHOOL HE WILL BE ATTENDING.

THE SCHOOL PROGRAM IS PLANNED IN SUCH A WAY THAT EACH STUDENT CAN WORK AT HIS OWN PACE. AN INDIVIDUALIZED PROGRAM IS PLANNED OUT FOR EACH STUDENT. EACH STUDENT WORKS IN SMALL CLASSES WHICH MAKES IT POSSIBLE TO RECEIVE A GREAT DEAL OF ASSISTANCE FROM THE TEACHERS. MOST IMPORTANTLY, EACH STUDENT WHO ATTENDS OCEAN TIDES SCHOOL CAN MEET WITH A GREAT DEAL OF SUCCESS AND MAKE OUTSTANDING PROGRESS.

IT IS IMPORTANT FOR EACH YOUNG MAN TO MAKE GOOD USE OF THE TIME HE WILL SPEND IN THE OCEAN TIDES SCHOOL PROGRAM. EACH TEACHER IS VERY WILLING TO HELP A STUDENT MEET WITH SUCCESS IN ANY WAY POSSIBLE. HOWEVER, THE STUDENT MUST TAKE SOME RESPONSIBILITY FOR HIS SCHOOLING. HE MUST TRY TO COOPERATE WITH THE PROGRAM AND STAFF IN ORDER TO GUARANTEE HIS OWN PROGRESS.

THIS HANDBOOK CONTAINS IMPORTANT INFORMATION ABOUT THE SCHOOL PROGRAM AT OCEAN TIDES. PLEASE READ IT CAREFULLY SO THAT YOU WILL UNDERSTAND HOW THE PROGRAM WORKS.

IF YOU HAVE ANY QUESTIONS, MAKE SURE YOU ASK A STAFF MEMBER.

GRADUATION CRITERIA

To receive an Ocean Tides School diploma, a student will need a minimum of 21.40 credits and must complete all required projects.

Entering Grade 9

English:	4
Mathematics:	4
Science:	3
Social Studies:	3
<i>(to include Geography, U.S. History II, RI History, World History and Civics)</i>	
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**

ACADEMIC 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:

To be promoted into:	Minimum credits:
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. Credit recovery will be decided on transcript analysis.

SENIOR PROJECT (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

GENERAL RULES OF CONDUCT

Ocean Tides School - Providence Campus is committed to providing a safe environment for all students. Self-respect and respect for others are the foundation for such an environment. The policies and protocols of the school are designed to develop the potential of each student - intellectually, academically, physically, socially, and ethically. All members of the Ocean Tides School - Providence Campus must be respectful of the needs and rights of the individual to the extent that the needs and rights of others are equally secure and protected.

While recognizing self-discipline as the ideal, the need for external laws, rules and regulations on a lifetime basis must be equally accepted. It is just as reasonable to accept the fact that these rules and regulations will have their appropriate penalties for those persons who choose to violate the rights of others.

It should also be understood that these rules and regulations are not all-encompassing, and that other situations may arise that will require disciplinary actions as determined by the school.

1. **HARASSMENT / BULLYING**

Harassment is defined as any verbal and/or physical behavior which intimidates, embarrasses, or offends another person. Examples of such behavior include racial or personal insults or remarks, taunting, threats, sexual remarks or advances, etc. Any student engaging in such behavior is subject to immediate consequences and could lead to eventual suspension from school.

2. **FIGHTING**

There are many opportunities to resolve conflicts without resorting to verbal or physical violence. In order to help students, deal with conflict, administrators and teachers are available to assist students before a situation escalates. Students choosing to fight will face immediate consequences. A student will receive a minimum of a 2-day suspension and could be expelled from school depending on the seriousness of the incident. **NOTE:** The school administration may be required to call the police regarding the incident. In addition, any student assaulted by another student has the right to press charges.

3. **WEAPONS**

Weapons may be defined as guns, knives, or instruments which may be used to intimidate or cause physical harm. Any student who has a weapon or weapons in his possession, or who brings such items into the school building is subject to disciplinary action. **NOTE:** The 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. The Ocean Tides School also complies with the State of Rhode Island laws governing weapons. Relinquishing anything considered to be a weapon will be reported to the police. The Building Administrator reserves the right to search a student including the use of a metal detector, at any time for suspicion of having a weapon.

4. **DRUGS/ALCOHOL**

Because of the danger of physical and psychological harm, the possession or use of drugs/alcohol is strictly forbidden. One or more of the following actions will be applied:

- a. Any student caught with or using drugs/alcohol in school or on school property will be suspended for a minimum of three (3) days
- b. Any student caught purchasing, or in possession of drugs/alcohol will be suspended for a minimum of three (3) days
- c. Any student found selling or distributing drugs/ alcohol in school or on school property may be expelled from Ocean Tides School-Providence Campus.

NOTE: Police will be called for any of the above infractions. Police dogs may be called in when necessary.

5. **THEFT**

Any student found guilty of attempted or actual theft will be subject to disciplinary actions which may include suspension or expulsion. In addition, students will be required to make restitution. A decision on contacting the police will be made on a case-by-case basis.

6. **VANDALISM**

Students are expected to respect school property and the property of others. Defacing walls, desks, as well as any other form of vandalism is unacceptable behavior. Any student guilty of such behavior is subject to disciplinary action which may include suspension or loss of weekend. In addition, students will be required to make restitution. **Gang signs not allowed and will result in loss of stipend.**

7. **FALSE FIRE ALARMS**

A student found pulling a false alarm is subject to legal penalties and is also subject to dismissal from school. Police will be called.

8. **SELLING**

Students may do **no selling, buying, borrowing, trading or bartering at school.** Students found engaging in this behavior will be subject to disciplinary action which may include sanction, loss of stipend and/or suspension.

9. **CELL PHONES/MUSIC DEVICES/IPODS AND THE LIKE**

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

10. **GAMBLING**

Gambling, pitching pennies, free throws or betting pools or any other type of gambling is strictly forbidden in any form at any time. Any student found organizing or participating in these activities is subject to serious disciplinary action including expulsion from Ocean Tides School- Providence Campus.

11. **LEAVING SCHOOL WITHOUT PERMISSION**

Students who leave the Ocean Tides School - Providence Campus during the day without permission may only return to school with the principal's permission. Students will be searched and use of metal detection device will apply. Parents will be notified when students exits the building. Depending on the circumstances, students may be sent home. **This policy includes leaving school for any period of time. Violation of this policy will result in loss of stipend for the day.**

12. **COOPERATION**

Ocean Tides School-Providence Campus is designed so that everyone has the opportunity to make a great deal of progress while here. One essential part of a school running smoothly is cooperation. If an individual student chooses not to cooperate or chooses to interfere with the school/class daily routine, the chances of other students making progress are lessened. Each student is **expected to be** as cooperative as possible while in school. Behavior which interferes with the smooth running of a school includes:

- a. not allowing others to learn.
- b. not cooperating with the rules
- c. being in areas which are off-limits
- d. being disrespectful, disruptive and/or being destructive of property

13. **E-CIGARETTE USE AND POSSESSION OF SUCH DEVICES**

Rhode Island law bans all use of E-cigarettes in schools. Any student caught using (vaping) or in the possession of such devices will be subject to disciplinary action. Furthermore, all such devices will be confiscated and parents will be notified.

- **1st Time- loss of stipend for one day**
- **2nd Time- Loss of stipend for a week**
- **3rd Time- In-School suspension and meeting with parent.**

GENERAL SCHOOL INFORMATION

1. THE BUILDING

It is very important for each person at Ocean Tides School-Providence Campus to consider it part of their responsibility to care for the building. If each person takes the time to pick up papers, to put chairs into tables when they are finished using them, to straighten up after themselves, we can keep the building in much better shape. Destruction of Ocean Tides School property will not be tolerated.

2. SCHEDULES

Each student will receive a copy of his schedule. Each student's schedule will be posted on the bulletin board on the first floor of the school.

3. QUARTERS

The school year is broken up into four (4) quarters. In each quarter your teachers will work with you in each subject to be sure that you make appropriate progress in that area. In each class, there will be goals which must be achieved in order to complete the work of that quarter. Progress reports will be given halfway through the quarter, and at any time after that, to those students in danger of failing for the quarter.

4. AWARDS DAY

We will celebrate the completion of each quarter with a reflection day. The purpose of this day is to give each student a chance to look back over the quarter that has passed to see what progress he has made. Reflection day can be a time when new goals are set for the quarter that is about to begin.

Awards day is a day when students receive report cards, honor roll certificates, and achievement certificates for the quarter that is ending. Awards day is also a time when special recognition is given to those students who have done particularly well over the quarter that is ending.

5. 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.

5. **EXAMS**

Mid Term and Final Exams will be given for core subjects.

ATTENDANCE

1. **SCHOOL HOURS**

School hours are from 9:00 a.m. to 3:00 p.m. Each student is expected to be on time to school every morning. Developing the habit of punctuality is important for everyone. Each student is also expected to remain at school until the end of the school day. The exception to this is those students on a work/study program which begins during the school day. They will be excused to allow them to arrive at work on time.

NOTE: Students must be **IN THE BUILDING by 9:00 a.m.** Breakfast is offered between 8:40 and 9:00 a.m. Once students are in the building for breakfast, they should not leave the building.

2. **LATE TO SCHOOL**

A student arriving late to school will report to the Principal's Office to receive a "late" pass to class. The student will not be allowed in the class without this late pass.

3. **EXCUSED ABSENCES**

The only excused absences are as follows:

- a. Serious illness of the student
- b. Death in the immediate family
- c. Court appearance
- d. Excused by a parent

4. **PROCEDURES TO BE FOLLOWED WHEN A STUDENT IS ABSENT**

- a. The student or parent will call the Providence Campus (861-3778) on the morning that the student is absent to explain the reason for the absence.
- b. Upon return to school the student should bring in a signed note from the parent stating the reason(s) and indicating the date(s) absent. Ocean Tides reserves the right to request a note from a health care professional.

5. **CLASS ATTENDANCE**

It is expected that every student attend each of his classes. Students MISSING TWELVE (12) OR MORE UNEXCUSED CLASSES in any one semester class may not receive a grade/ credit for that class. STUDENTS MISSING TWENTY-FOUR OR MORE

CLASSES IN ANY YEAR-LONG CLASS may not receive a grade/ credit for that class. **NOTE:** Being tardy ten (10) minutes or more to class four (4) times in a quarter, constitutes one (1) absent.

Seniors can also jeopardize graduation by not attending classes/school during the fourth quarter. Excessive absences may result in a student being exited from the Ocean Tides School - Providence Campus and referred to his home school district for a more appropriate placement.

Students wishing to speak with the Principal, Special Education Director, Guidance Counselor, or building administrator may request to do so between classes. Students are NOT to "hang out" at any of the above listed offices.

NOTE: 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.

6. **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.

7. **HATS / HEAD APPAREL IN SCHOOL**

Hats and other head apparel, headbands, "do rags", scarves, picks, combs, etc. are not to be worn or used in school. Hats are to be locked up in the student's locker once the student enters the building. Failure to comply will lead to disciplinary action: deduction of \$5. Students must pass in backpacks upon entering the school building. They will be stored away for the day and they will be searched each day. They are not to be taken to classes.

GENERAL SCHOOL RULES

1. **FOOD AND DRINKS**

Food is to be eaten only in the area designated as the cafeteria. Food and beverages are not allowed in the classrooms, and hallways. This applies to both lunch and breakfast. Students taking food or drink out of the cafeteria will be subject to disciplinary action.

2. **FIRE DRILLS / EVACUATIONS**

During Fire Drills students will follow staff/teacher instructions. Students are to move quickly and quietly to the area designated for assembling. Attendance will be taken immediately upon leaving the building.

3. **COMPUTERS/LAPTOPS**

All students and a parent or guardian must sign the Ocean Tides Acceptable Use Policy before using school computers. Students will be assigned a specific laptop to use when a laptop is required. Students may not use any computers without first obtaining permission from the teacher. Students are not to install any programs without prior approval of the teacher. Non-educational games are not permitted. The Internet is to be used only with the direct supervision of a teacher. If a student is found to be on an inappropriate website it may result in a loss of stipend, and students may be banned from further computer use. Headphones may only be worn with the permission of a teacher.

***Students assigned a laptop to take home will be asked to sign a form of responsibility. Students are to use the school laptop for school purposes only.**

4. **TELEPHONE**

The office telephone is not for student use. The exception to this is when the building administrator allows a student to call his employer, probation worker or his lawyer. This can only be done before school, during breaks or lunch, or after school hours.

5. **SMOKING (see policy on “vaping and e-cigarettes)**

There is to be no smoking anywhere in the building. As per Rhode Island law, it is illegal for anyone under 18 years of age to smoke. State Law indicates No Smoking within 50 feet of school property. For offenders there will be disciplinary action.

- 1st Time- loss of stipend for one day
- 2nd Time- Loss of stipend for a week-
- 3rd Time- In-School suspension and meeting with parent.

6. **LANGUAGE/RESPECT**

Students are always expected to use appropriate language. Swearing is not acceptable behavior. Name calling is also unacceptable. Students are to treat peers and staff with respect. Failure to do so will lead to disciplinary action.

7. **COMPLIMENT REPORTS**

A student can receive a Compliment from any staff member when:

- a. the student has improved in his behavior and/or work.
- b. the student has done something that is kind and/or considerate.
- c. the student has done something that is exemplary.

8. **BATHROOM**

Students are allowed to go to the bathroom between classes. If it is an emergency, the student must ask the teacher for permission to use the restroom, the teacher will then give the student a hall pass. The student then presents the pass to the hallway monitor, Principal or other administrator. After going to the bathroom, the student retrieves the pass and gives it back to the teacher.

9. **HOMEWORK**

Students are required to do homework when it is assigned by the individual teacher.

10. **HALL PASSES**

Each student **MUST** have a Hall Pass whenever a student leaves a room for any purpose. It is both the student's and the teacher's responsibility to be sure that the student gets the Hall Pass from the teacher indicating the name of the student, the time the student is leaving the class, where the student is going, and why the student is leaving the class. The student must have the receiving teacher initial the Pass and the time the student leaves the class to return to the sending teacher.

11. **APPROPRIATE AREAS**

During the school day each student is to be in the appropriate area at all times. A staff member must know where you are at all times.

DISCIPLINE

Students will be required to sign a student contract outlining what is expected of the student. Violation of this contract will result in disciplinary action and can be grounds for removal from the Ocean Tides program.

Disciplinary action may take many forms at the Ocean Tides School -Providence Campus. These

include, but are not limited to the following:

1. Part or all of the stipend for each class may not be earned.
2. Actions that can cause a deduction from stipend include, but are not limited to the following:
 - 1) Receiving a "Zero Credit" in class (Zero credits can be earned by not completing class work expected/required)
 - 2) Writing on desks or other vandalism. (Degree of vandalism may result in a stiffer penalty)
3. A student can be placed in an alternative educational setting (Support Center)
4. A student can be suspended from school (Out-of-school)
5. A student can be expelled from Ocean Tides School -Providence Campus and referred to their home school district.

Due process procedures will be conducted in all instances. This policy is designed to maintain educational continuity and provide deterrents to inappropriate behavior. It is the responsibility of the school administration to determine the consequences for each of the offenses. The decision will be based on the seriousness of the offense, the circumstances involved, and the frequency of infractions.

A mandatory meeting will be scheduled when a student returns from a suspension. The meeting may include a parent / guardian, the Principal, the Guidance Counselor, a teacher and the student.

STUDENT GRIEVANCE POLICY/DUE PROCESS

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 filing an informal grievance:

1. Request a conference with the teacher.
2. If you need further assistance, request a conference with the Principal.
4. If you need further assistance, request a conference with the President.

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

attempted resolution.

3. Policy or procedure that has been violated.
4. Rationale to support allegation
5. Suggested resolution.

STIPEND PROGRAM

1. STIPENDS THAT CAN BE EARNED: \$45 total/week

\$1.00 per class per day* (English, Math, Social Studies, Science, P.E., Health, Electives)

Total possible = \$7.00 per day (7 classes per day) or

Total possible = \$35.00 per week (35 classes per week)

Students may also earn an extra \$5 stipend for : 1) a perfect point sheet and 2) a rating of a 4 or higher on behavior log

2. REQUIREMENTS NEEDED TO QUALIFY FOR THE STIPEND PROGRAM:

- a. Attend school on a regular basis.
- b. Cooperate with all school rules and regulations. NOTE: Students can be removed from the stipend program for one or more days for lack of cooperation with all school rules.
- c. Students complete and participate in our positive behavior program via daily point sheet. Points are based on 5 categories per class: on time for class, passed in cell phone, appropriate language, class participation, and respectful to teacher.

3. FINES THAT CAN BE EARNED INCLUDE:

- a. Disrespect
- c. Disrupting class
- d. Not cooperating in class
- e. Receiving a “Zero Credit” (not completing classwork).
- h. All pointsheets must be passed in on Friday afternoon before the student can receive his earned stipend
- g. Three (3) missed assignments will result in \$5.00 deduction from the stipend.

- i. Wearing a hat or other head/ware in school or having a backpack in class
- j. Hands On.
- k. Consistently uncooperative.
- l. Consistent poor behavior.
- m. Writing on desk or other vandalism

- n. student will receive no stipend for the day if involved in an incident or leaves school without permission.
- o. A student may be removed from the stipend program for continued inappropriate behaviors. A student must then earn the privilege of being placed back on the stipend.

POINT SHEETS MUST BE COMPLETED BEFORE WEEKLY STIPENDS CAN BE RECEIVED.

ANTI-VIOLENCE POLICY

STATEMENT OF PURPOSE:

Violent behavior is unacceptable in Ocean Tides School-Providence Campus. We are a school that operates on trust, relationships and responsibility. In order for students feel comfortable enough to make changes in their behaviors, Ocean Tides School provides a safe and secure environment. Everyone has the right to be here, and everyone has the right to feel safe. Therefore, it is essential that we each do not act in a violent manner with our peers and the staff members. Such acts and behaviors include: intimidation, bullying, verbal and physical threats, fighting, threatening gestures and physical assault. Failure to abide by this policy will result in disciplinary action which may include police involvement.

STUDENT CONTRACT

I HAVE CAREFULLY READ THROUGH THE STUDENT HANDBOOK AND THE ANTI-VIOLENCE POLICY IN THE OCEAN TIDES SCHOOL - PROVIDENCE CAMPUS HANDBOOK FOR STUDENTS.

I UNDERSTAND AND HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS ON HOW THE PROGRAM WORKS AND AGREE TO DO MY BEST TO PARTICIPATE IN THE PROGRAM ASD EXPECTED AND EXPLINED.

Student's Name: _____

Student Signature: _____

WITNESS: _____

DATE

