

Mission Statement

Tides Family Services is a non-profit social service agency operated under the auspices of the De La Salle Christian Brothers. Our focus is to address the needs of *at risk* students in the state of Rhode Island. Since its incorporation in 1983, Tides Family Services has promoted family preservation and maintenance of youth within their communities through individual, family and group counseling, home visitations, educational and court advocacy. Tides Family Services' goal is to provide *at risk* students and their families with the services they need at critical points in their lives. Through these efforts, we endeavor to maintain and promote the mission of the Christian Brothers, "To touch the lives of the young and their families...and offer our presence and services for the authentic human development...of those entrusted to our care."

The Tides School Philosophy:

Our philosophy mirrors the Tides Family Services Mission Statement. Our schools provide students with programs that develop competency in the basic skills of reading and writing as well as cultural and scientific knowledge, critical thinking, problem solving and computation. We also provide physical education programs to promote physical fitness, sound health habits and sportsmanship through instruction and intramural sports. We further provide our students with guidance and counseling services to assist students in making appropriate academic choices concerning career and continuing educational goals. This is accomplished through a structured program of individualized educational support and social skills development that helps students become aware of the importance of personal choice and result in positive educational and social outcomes.

The governing principles of the school:

- We are a Trauma Informed day-school program.
- We are a non-restraint facility.
- We follow the Common Core Standards

-We accept all students referred to our program and provide them multiple opportunities to be successful.

-We set reasonable and achievable goals and expectations for each student. Moreover, we will modify those goals and expectations to keep pace with a student's development.

-We provide a program designed to address the specific issues facing a particular student.

-We highlight a student's strengths while we address various areas of need – academic, social, emotional, family.

-We encourage and support family involvement in the education process.

Education Philosophy:

Due to the nature of the students referred to our program, our educational goals are more behavior and therapeutically oriented. While we always strive to bridge the gaps in a student's knowledge, another equally important goal is behavior modification. We must help our students gain both the academic knowledge *and* the social skills required to be successful members of their community.

*Most of our students have IEP's which, along with the Common Core Standards, will dictate a student's academic goals.

Academic Goals:

-To attain the necessary cultural & scientific knowledge, reading, reasoning, and computation skills to be successful in the school and community.

-To be prepared for higher education or to join the workforce upon graduation.

-To develop the interpersonal skills and behavior techniques required to interact appropriately with people in the community.

-To be able to care for themselves and others.

-To have the ability to set achievable personal goals and create plans to realize those goals.

Arrival / Dismissal:

Upon arriving at The Tides School, all students will be wanded with a hand-held metal detector.

Students will turn in electronic devices (cell phones/ MP3 players, etc.) unless they have been given permission to keep them by Tides administrators or the device qualifies in a student's IEP as assistive technology. (Students may turn those devices into school administrators or put them in their lockers). Please refer to our cell phone policy.

If a student brings a bag or backpack, they must either turn it in / place it in their locker or allow a Tides staff member to look through it before the bag will be permitted into the building.

Students are not permitted to leave the school premises during the day without permission. Please refer to our walk-out policy for further details.

Students will be dismissed at 2:00 pm Mondays thru Thursday and at 12 pm on Fridays.

Any early dismissal from school must be permitted by a student's parent/guardian even if the student is 18 years of age. Permission can be written or provided over the phone.

Athletics:

All students enrolled at the Tides School are eligible to participate in the athletic programs in their home school district unless they have been told by the district that they cannot. If you have questions about your home school's athletic programs or your ability to participate in those programs, we encourage you to contact that school.

Attendance:

School attendance in Rhode Island is mandated by state law. Students are expected to attend school daily during the school year unless an alternative arrangement has been established.

Excused Absences: An absence will be excused if a student's parent calls the school to excuse them for that day. Additionally a student may be excused from school with a note for the following reasons: illness or injury, death of a family member, legal proceeding, religious holiday or school sponsored activity.

Unexcused Absences: Any absence from school without notification from a parent/guardian, doctor's note or some form of official documentation supporting the absence will be considered unexcused. This does not apply to students with a modified program schedule.

Chronic truancy will have an effect on a student's grades, points and ability to participate in school activities.

Chronic truancy will be reported to the student's home school district.

Automobiles:

Student drivers will be permitted to park their cars in the school parking lot after they have provided copies of their license, proof of registration and proof of insurance to the school administration. Copies of those 3 proofs will be maintained in the student's school file.

Behavioral Expectations:

Behavior Modification:

The Tides School is a Trauma Informed program. We are a non-restraint facility. We strive to build strong, substantive relationships with our students where we work around and through the various behavioral needs they present. We believe that it is everyone's job to help create and maintain an environment where positive behaviors are reinforced and inappropriate behaviors are redirected. All Tides staff are trained in the Crisis Prevention and Intervention model.

- 1) **Positive Reinforcement:**
Tides staff always reinforce positive behavior with a points system, a simple pat on the back, a kind word, grades, awards, etc.
- 2) **Behavior Deescalation:**
Staff will provide clear choices and consequences allowing the student to decide what they are going to do. If a student's behavior escalates, staff behavior will get quieter and calmer.
- 3) **Points System:**
The Points System is tiered systems designed to provide immediate and long term rewards based on behavior and academic performance. It is easy for the students to move up the system and difficult to move backwards. When a student is moved back, they will be offered multiple opportunities to quickly move forward again. Staff often give extra points to reinforce positive behavior.
- 4) **Extra Privileges:**
Student's often receive extra privileges such as coffee, lunch in the community, extra points for cleaning, etc.

*When appropriate, students will be given opportunities to earn back lost points/privileges.

Bullying - Cyberbullying / Assault / Discrimination:

BULLYING means a student intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student.

Bullying can also occur when a student or a group of students organize a campaign of shunning against another student or when a student or group of students spread rumors about another student. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

CYBER-BULLYING is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Bullying - Cyberbullying / Assault / Discrimination are prohibited by state and federal law.

If a student or parent/guardian reports any instance of bullying, cyberbullying, assault or discrimination to any Tides School staff member our investigation policy will immediately go into effect. Please refer to the Tides School Investigation policy for further detail.

Cellphones:

Students must either lock their cellphones in their lockers upon arrival at school or turn them over to school staff. Students are not permitted to have cellphones on them during the school day. A student may use the school's phone to contact a parent/guardian. Cell phones will not be permitted on any field trips unless the students will not be returning to the school for the day.

Consequences:

Consequences are not about punishment; rather they are tools for demonstrating the results from a choice someone has made. They represent an opportunity to learn and to modify future behaviors.

Potential Consequences:

Each situation is unique and will be handled in a trauma informed manner. Potential consequences may include, but are not limited to:

- 1) Drop in level
- 2) Loss of points
- 3) Loss of activities
- 4) Loss of field-trip or out of school activities
- 5) Alternative workspace
- 6) Change of group – Following discussion with student and staff to review consequences to this point.
- 7) Parent / Guardian meeting
- 8) Meeting with parent/guardian and school department representative

*Every consequence is accompanied by multiple conversations with the student where their choices are discussed. Consequences are the results of choices students have made, not things we are doing to them. Expectations are clearly stated as well as the specific reasons for the consequences so that the student is aware of the issues.

Each discussion is strengths based, to include things the student has been doing well.

We are consistent with reinforcements so that students know what is expected of them and what they can expect from the staff.

When possible, staff make students aware of potential consequences before something occurs so that students know in advance.

Dating Violence:

Dating Violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

Sexual Assault is defined as behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- intentional touching of someone in ways that are unwanted,
- voyeurism,
- exposure to exhibitionism,
- undesired exposure to pornography, or

- public display of images that were taken in a private context or when the victim was unaware.

Dating Violence and Sexual Assault are prohibited by state and federal law.

If a student or parent/guardian reports any instance of dating violence or sexual assault to any Tides School staff member our investigation policy will immediately go into effect. Please refer to the Tides School Investigation policy for further detail.

Dress code:

If a student wears an outfit that is considered by the school staff or administration to be a distraction in a learning environment, the student will be asked to change. The Tides School may provide appropriate attire if possible. Tides staff may bring a student home to change and bring them back to school. If the student refuses any of these options, they may either work one on one with a staff member in a different part of the building or they may be asked to leave for the day.

Drugs / Alcohol:

Any students found with drugs or alcohol will have their parent/guardian notified. Students who come to school intoxicated will not be permitted into the school. Further disciplinary action may take place depending on the severity of the incident.

Field Trips:

Field trips are considered an extension of the school program. Tides students must be on level 2 to be able to attend field trips. If school administration have concerns regarding a student's behavior in the community, measures will be taken to address those issue which may include the student not attending the field trip.

Fighting:

If students fight, their parent/ guardian will be immediately notified and both students will leave school for the day. Each student will meet individually with administrators the following day or as soon as possible to discuss what took place and resolve the issue. When appropriate, Tides staff will mediate the situation between the two students.

Fire Drills:

The Tides School follows the requirements of the State of Rhode Island regarding fire drills, evacuations and emergency procedures.

Graduation Requirements:

Each district that refers a student to the Tides School sets the conditions for that student's graduation. All graduating students receive a diploma from their home district.

Internet / Online:

We believe that the internet provides a valuable tool for teachers and students to access information and explore thousands of resources that would be inaccessible otherwise.

Our goal is to use the internet as a teaching tool only. As a result, students will not be permitted to access any social media (Facebook, Twitter, etc.) during the school day.

Our computers have filtering software that blocks students from accessing any websites that are not appropriate for a school environment. However, there may be times when students are still able to access sites that they shouldn't.

Students who access inappropriate sites may be subject to a loss of computer privileges for a length of time to be determined by school administration.

Students will not be permitted to: Purchase items, engage in online conversations, connect cell phones to computers, or engage in any other activity that staff feels is not appropriate.

Medication Management:

When a student taking prescription or other over the counter, parental or guardian approved medication the following policy will take effect:

In order for a student to have medication dispensed during school operations, the student's parent(s)/legal guardian(s) will be required to fill out the Permission to Control, Assist and Dispense Medication form indicating what type of medication the student is prescribed or allowed to take and how often the medication is to be taken. During the intake process, the student's parent(s)/legal guardian is asked to provide written permission for staff to control and assist with the dispensing of the medication within the school setting.

The student or parent/guardian must turn over the medication to school staff on a daily basis. If the student does not intend to take the medication home every day, it will remain in the school until the prescription is empty.

All medications are kept in a locked box, which is stored in either a locked desk or cabinet within the dean or director's office.

Only a qualified staff member who has been trained in medication control and administration will dispense student medication. These staff members are responsible for observing and assessing any side effects of school dispensed medication on students and consulting with medical professionals as necessary.

Any staff member who dispenses medication will log the date, time, type and amount of medication dispensed, as well as the name of the student to whom the medication was dispensed and the name of the staff member who dispensed it, in a journal that will be kept in the lock box with the medication.

Staff will inform parent(s)/guardian(s) when medication is due to be refilled.

Once a student is no longer enrolled in the school, the parent/guardian will be notified to retrieve the student's remaining medication from the school's possession. If the parent/guardian does not retrieve the medication within five school days the medication will be discarded. Documentation of parent/guardian retrieval or discarding of medication will be recorded in the medication journal.

This policy will be presented to parent(s)/guardian(s) during the intake process.

Parent Communication:

The Tides School strongly encourages parent engagement on all levels. We make every effort to foster strong working relationships with our student's families. We encourage parents and guardians to reach out to us at any time with questions or concerns. The Tides School has an open-door policy.

Report cards:

Student's grades are reported quarterly. A student's report card will be sent home with them as well as in the mail.

Student Walk-Out:

If a student leaves the school premises prior to the end of school without staff or parental/guardian consent – or if a student leaves the premises of a field trip prior to the end of school without staff or parental/guardian consent - a Tides staff member will immediately contact the student's parent/guardian. Should the staff member not be able to contact the student's parent/guardian then the staff member will contact the person(s) listed on the student's emergency contact form. Should the staff member fail to reach anyone on the emergency contact list, the staff member will try to contact the parent/guardian again. If that should fail, the staff member will contact the referring school department and make them aware that the student has left as well as the attempts

made by the staff to contact the parent/guardian. The staff will then continue to attempt to contact the parent/guardian or people on the emergency contact list until contact is made.

The Tides School will keep a log to document the date, time and location where the student left from, the staff member who witnessed the student leave and the staff member who contacted the parent/guardian.

The Tides staff member will log their attempts to make contact with the parent/guardian or people on the emergency contact list.

During the intake process this policy will be verbally communicated to parents/guardians and this written policy will be part of the intake packet paperwork.

Seatbelt / Transportation:

Any student being transported in a Tides vehicle or staff vehicle must be wearing their seatbelt prior to transport. The student must remain in their seatbelt for the entirety of the trip. Should a student remove their seatbelt and refuse to put it back on (or otherwise display unsafe behaviors in the vehicle), the staff member will find a safe place to pull over and will not move the vehicle until the student agrees to buckle their seatbelt. Should the student continue to refuse, the staff member will immediately contact their supervisor.

If there has been an incident in a vehicle that was resolved, the staff member will notify their supervisor who will review the student's community privileges depending on the circumstances of the issue.

School Cancellations / Inclement Weather:

The following information will provide you with guidance during days of inclement weather:

Media Outlets: We will announce school cancellations or delays using the following media outlets: Channels 10, 12 & 6 & WPRO AM & FM.

Cancellations and Delays:

Cancellations: During periods of inclement weather, The Tides School will determine how to proceed for the day independently from local school districts. However our decisions will reflect how other community organizations have decided to react. The safety of our students and staff are our paramount concern and will drive those decisions.

Delays: The Tides School will only delay the opening of school if most or all of the local school districts do the same. Those decisions will be made on a case by case basis and you will be notified through media outlets

*The Tides School may delay the opening of school independently should the need arise.

School Exclusions:

If a student is not allowed to be in school due to a discipline issue or some other issue, the parent/guardian will be notified immediately. The student's sending district will also be notified. Work will always be provided for a student who is out of school.

Smoking:

Smoking of any kind is not permitted on school grounds. Underage students who arrive with cigarettes must turn them in to staff and will not be get the cigarettes back. Parents will be notified.

Transcripts:

The Tides School maintains transcripts of students referred to our program for the length of time that they are with us. Any grades a student earns prior to their referral or after they have left Tides are the responsibility of the student's home school district. Once a student is no longer attending the Tides School their education files, including transcript, will be returned to the student's home district.

Vocational Programs:

The Tides School currently has a culinary arts program and an introductory carpentry program, both located in our West Warwick building. In these programs, students are taught basic skills in culinary arts as well as carpentry. Culinary students will prepare lunches daily for both school sites and the carpentry program work on a variety of building projects during the year including Adirondack chairs, corn-hole games as well as some repairs in our buildings.

All Tides students are eligible to participate, space permitting.

In these programs students will come into regular contact with various types of kitchen / carpentry equipment including but not limited to: knives, gas stoves, cleaning chemicals, saws, hammers, etc.

ALL STUDENTS will be thoroughly trained on safety procedures/protocols as well as how to safely use all of the tools / kitchen equipment that they will need to complete projects.

Students exhibiting unsafe behavior at any time in either vocational program are subject to removal from the program for a period of time to be determined by school administration.

Weapons:

Any student who is found to have a weapon on them will forfeit it at the door. Parent/guardian will be notified immediately and the weapon will not be returned. Any student found with a weapon on them in the building will forfeit it to staff and may be required to leave for the day depending on the situation. Should a student found with a weapon refuse to forfeit it to the staff, the police may be notified.

Tides School Investigation Policy:

If a student or parent/guardian reports any instance of bullying, cyberbullying, assault, harassment, sexual assault or discrimination to any Tides School staff member the following policy will immediately go into effect:

- 1) A Tides School administrator will immediately convene a meeting with the student and their parent/guardian.
- 2) The administrator will provide a copy of The Tides School bullying/assault/discrimination policy.
- 3) The administrator will ask either the student or the parent/guardian to describe what took place. The administrator may, with permission of the parent/guardian, transcribe the description of the allegation. The student or parent/guardian may provide a written narrative of the accusation as well. Both documents will become a part of the report.

*Note: Tides School employees are mandated reporters. Depending on the nature of the accusation, we may be required to contact DCYF or the local police department. The parent will be notified at this point.

- 4) The administrator will immediately develop a safety plan for the student and put it into effect. The safety plan will be minimally intrusive to the student making the accusation. The student and parent/guardian will also be notified of their rights in regards in any retaliation stemming from this accusation. They will be notified to report any instance of retaliation to school administrators immediately.
- 5) The school administrator will conduct an investigation into the allegations right away. This will include interviewing anyone who is reportedly involved or may be aware of the accusations made.

- 6) The Tides School administrator will also notify the student's home school district representative that an accusation has been made and the steps being taken to investigate and remedy the situation.
- 7) Upon completion of the investigation, the Tides School administrator will reconvene a meeting with the student and their parent/guardian. The Tides School administrator will make them aware verbally and in writing of the findings of the investigation. The results of the investigation will also be provided to the student's home district.

In this meeting, the student and parent/guardian will discuss the findings of the investigation. If there is a finding, the student and parent/guardian will be notified of the action being taken by the school. Should additional safety planning be required, that will take place in this meeting.

If there is not a finding, school staff will work with the student and their parent/guardian to develop a strategy for moving forward in school. The Tides School administrator will make every effort to ensure the safety and comfort of the student in the school.

Note: Any student found to make a knowingly false accusation will be subject to disciplinary action.