

TIDE Academy

Our mission:

To provide a personal and flexible education to each student
To accommodate modern schooling and encourage life-long learning
To promote learning outside the classroom through extra-curricular activities and
community projects

Motto

An alternative schooling program for students with non-traditional lives
TIDEAcademy@gmail.com

Campus

1st-12th Grade
enfrente de Garden Plaza
Tamarindo, Santa Cruz
Guanacaste, Costa Rica

Phone

(506) 4702-8795

Director- Chelsea Lisaius
Head of Administration- Alison Abbott

This handbook supersedes any previous version.

This handbook serves as policy and procedures for parents and students of TIDE Academy. Administrators and/or Advisory Board Members reserve the right to change the policy or procedure at any time.

Revised July 2017

A Note from the Director

Dear Parents,

The purpose of the TIDE Academy Student Handbook is to ensure that each student and his or her family is fully informed of the policies, expectations, and privileges provided to TIDE Academy students. In so doing, it is our hope that parents, students and faculty will have a smooth, successful and enjoyable school year. When questions arise during the school year, please consult your handbook. Of course, there is no way every situation can be addressed. Questions left unanswered by the policies contained within will be left to the discretion of the administration.

If parents have a concern or issue, please contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at the lowest level (directly with teacher or enrichment teacher), then it should be brought to the attention of the school’s director for resolution.

Open communication and ongoing dialogue between home and school are necessary to the development of honest relationships that are necessary for the optimal education of our students. Thank you for your continued support and cooperation. I look forward to another enriching and rewarding year at TIDE!

Sincerely,
Chelsea Lisaius

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ADMINISTRATION

Director/ Founder
Chelsea Lisaius

Head of Administration, Admissions, Attendance
Alison Abbott

Teacher Communications and College and Career Services
Emily Brown

Surf Academy
Steven Molina

Dance Academy
Emily Brown

Music Academy
Katya Kamneva

Occupational Therapist
Alana Winters

ADMISSIONS

Admissions for the following school year begin March 2018.

Step 1: Contact TIDE Academy via email

Step 2: Complete and return the Application for Admissions

Step 3: School Records/Transcripts are required of all applicants for grades 1-12

- Complete and return the Confidential Records Request form, included in the Application Packet.
- Send two (2) Teacher Recommendations forms to applicant's previous school for completion and return to TIDE Academy by email: TIDEAcademy@gmail.com

Step 4: A parent/student interview and testing date will be scheduled. Students are encouraged to set a date to "shadow" a TIDE student which provides them with an opportunity to experience a day at TIDE.

Step 5: When a student's application file is complete it will be reviewed by the Admissions Office for acceptance. Parents are notified of an applicant's acceptance within two weeks of receipt of school records. A student's registration packet will be considered complete when it contains the following documents:

- Application for Admissions
- Tuition Agreement, completed in full with parent/guardian signatures
- Medical Form
- Vehicle Emergency Medical Information/Transportation Agreement
- Parent Involvement Contract
- Copy of student's Birth Certificate
- Certificate of Immunization (Form 3231)
- Certificate of Eye, Ear and Dental Exam (Form 3300)
- Letter from previous school stating that there are no outstanding payments or fees owed by the family.

Step 6: Matriculation payments must be paid in a timely fashion by June 1st in order for us to be able to order books, equipment, and supplies in preparation for the new school year, but, as importantly for you, paying on time will secure your child's place within his/her class.

*Late registrants (after May 1): Matriculation fees are due before the student may attend school, or within 30 days of acceptance to TIDE Academy; whichever occurs first. A \$100 penalty fee will be assessed for late Matriculation Fee payments made after scheduled dates (above) for the 2018-2019 school year.

Admissions Criteria

TIDE Academy seeks to enroll students with above average capability who are of good moral character. TIDE seeks students who desire to learn in a non-traditional environment and who may have other priorities such as career and/or passions. Additionally, TIDE caters to families that have the desire to travel, spend time as a family, and enjoy the beautiful settings of Costa Rica. Students are admitted on the basis of: school records, teacher or mentor recommendations, and an interview. First preference is given to returning students. Currently enrolled students who do not enroll by February 1st are not guaranteed acceptance for the upcoming school year. Preference is given to applicants whose siblings attend TIDE Academy and satisfy the criteria.

TIDE Academy admits students without regard to sex, gender, race, color, and national or ethnic origin. We set high goals for our students and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

ACADEMICS

TIDE Academy offers an educational program that challenges and enriches each student based on his or her learning capacity. We strive to personalize each student's learning and personal needs into his or her curriculum. We prepare our students with the necessary skills: a solid academic foundation, critical thinking skills, time management, and prepare them for the challenges in the real world. Our teachers encourage each student to reach his or her greatest possible achievement level.

Accreditation

TIDE Academy is partnered with two United States Private Schools:

1. Global Village School in Ojai, California which is accredited by Western Association of Colleges and Schools.

2. Northern Atlantic Regional High School in Auburn Maine which is accredited by Middle States Association of Colleges and Schools.

Students in 9th grade and above have the option of enrolling in either. Both require a separate annual fee.

School Hours

TIDE Academic Hours:	8:00am - 12:00pm Monday through Thursday
TIDE Enrichment Program:	12:00am - 2:30pm Monday through Thursday
Surf Academy:	To be announced (varies with seasons)
Dance Academy:	To be announced (varies with seasons)
Music Academy:	To be announced (varies with seasons)

GRADING SCALE

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	0-59

Low TIDE Weights 1 st -5 th Grade	Mid TIDE Weights 6 th -8 th Grade	High TIDE Weights 9 th -12 th Grade
Classwork: 20%	Classwork: 20%	Classwork: 20%
Homework: 15%	Homework: 20%	Homework: 25%
Quizzes: 20%	Participation: 10%	Participation: 10%
Projects: 30%	Quizzes: 20%	Quizzes: 15%
Tests: 15%	Tests/Projects: 30%	Test/Projects: 30%
Surf, Dance, Music Academies	Enrichment Program 12:00-2:30 classes	
Homework/ Classwork: 30%	Participation: 40%	
Participation: 50%	Homework: 10%	
Final Presentation: 20%	Projects: 30%	
	Final Presentation: 30%	

Note: Grading Weights vary depending on grade level and course requirements.

An "Incomplete" (I) is issued when a student is missing the necessary work to make an accurate computation of the grade he or she has earned. If the work is not completed in a timely fashion, then the "I" is converted to an "F".

Homework

Homework is assigned as a tool for the better understanding of subject matter and as a study skill in commitment to short and long range responsibilities. Teachers are not required to assign daily homework and each child can and will be assigned different take-home assignments depending on his or her work level.

Honor Roll

Elementary students are recognized monthly for excellence in attendance, academics and citizenship. Middle and high school students identified as maintaining excellence in attendance, academics and citizenship are honored at the end of each trimester. Grades earned in exploratory and elective classes are considered part of the student's overall performance and are included in the student's average for identifying students who will receive Honor Roll status.

Students earning all A's for a particular grading period are recognized as having achieved Director's Honor Roll.

Students earning all A's and no more than two B's for a particular grading period are recognized as having achieved Merit Honor Roll.

Promotion/Retention

Students who complete all required coursework and maintain 70 or above averages for the year are promoted to the next grade level. Any student who fails to maintain a 70 or above average in any subject area is required to attend a meeting with parents, teacher(s) and a member of the administration to determine the course of action necessary to continue the student's education.

Progress Reports

Progress Reports are issued at the end of every Trimester in accordance with the school calendar. All students in 1st through High School are issued a Report Card. The last report card of the year is available through the front office in June once all outstanding fees and balances have been rectified. End of the year Report Cards will be available by June 15 each year.

TIDE HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 credits
Math	2 credits
Science	2 credits
Social Studies	3 credits
Foreign Language	3 credits
Electives	4.5 credits
Health	0.5 credit
Fine Arts	1 credit
Computer Skills	0.5 credit
Phys. Ed.	1 credit
Total:	21.5 credits

Requirements for Partner Schools do vary, please check with the Administration for the requirements.

Community Service

All students in grades 9th-12th are required to complete 50 Community Hours over the course of the school year. This is recorded on your permanent records. The service project and/or hours must be approved by the Administration and the Supervisor.

CALENDAR

Calendar 2017-2018:

Trimester 1:

September 4 th	First Day of School
September 11 th	Enrichment Program Begins

September 15 th	Independence Day
October 12 th	Dia de las Culturas - No Enrichment Programs
December 14 th	Last Day of Trimester 1

Trimester 2:

January 8 th	First Day of Trimester 2
January 15 th	Enrichment Program Begins
March 22 nd	Last Day of Trimester 2

Trimester 3:

April 9 th	First Day of Trimester 3
April 16 th	Enrichment Program Begins
May 1 st	Labor Day - NO SCHOOL
June 14 th	Last Day of School

DISCIPLINE

Children need certain rules and limitations established for them, but good discipline is more than simply strict control. It is based on mutual respect and high expectations for responsible behavior. Student behavior can best be managed through cooperation and communication between parents and the school. All teachers are required to have a classroom management system. It is the policy of the school not to use corporal punishment as a disciplinary measure. When a student commits an act of disobedience or misconduct, that student's right to an education at TIDE Academy may be temporarily forfeited to protect the instructional time for other students. A student whose presence poses a continuing threat to persons or property, or disrupts the academic progress of others, may be immediately removed from the school on a permanent basis. Each disciplinary occurrence will cause escalating consequences up to the fifth infraction resulting in an immediate suspension at the discretion of the Administration. Students involved in any of the behaviors listed below will be subject to disciplinary action up to and including expulsion based on the seriousness of the offense as determined by the administration. These behaviors include:

- Creating an unsafe environment for other students through teasing, intimidation, or bullying
- Vandalizing school or personal property
- Using profanity
- Speaking or acting in a lascivious manner
- Hitting, biting or fighting with malicious intent to inflict injury

- Inappropriate use of technology and/or social media
- Cheating and/or plagiarism

All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to all administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action which will be developed for review by the administrative team to ensure proper procedures are followed. Penalties may range from demerits, suspension to dismissal from school at the direction of the administration.

Bullying

Student bullying is an ongoing educational, social and public health phenomenon facing students, parents and educators. Student bullying can be harmful to the student and is disruptive to the learning environment. Therefore, TIDE Academy will not tolerate bullying on or off campus. Bullying can be defined as:

- Physical hitting, kicking, pushing
- Relational – gossip, rumors, exclusion, destructive or negative comments that defame another’s character
- Cyber - bullying through email, text messaging, internet
- Sexting - cyber bullying sexually suggestive materials

Prohibited Articles

These items are not permitted on school grounds or at any school activities:

- Magazines or books which are not for academics
- Toys or games
- Knives, firearms, or any type of weapon
- Drugs or any drug paraphernalia
- Alcohol products of any kind
- Lighters or matches
- Tobacco products of any kind

Any item that is deemed threatening or inappropriate will be dealt with at the discretion of Administration. Electronic devices of any kind, including cell phones, if used at a time

deemed inappropriate by staff, will be confiscated for parents to retrieve from the Administration Office.

Students found in possession of a weapon will be suspended for two (2) weeks. Investigation will ensue, which may include local law enforcement, if deemed necessary by the administration. At the conclusion of the investigation, a decision concerning continued attendance at TIDE Academy will be made by the Administrative team. If information gathered during the investigation supports a shortened suspension, the decision of the Administrative team will override the original suspension.

Any student who shows repeated behavioral problems will be reported to Administration. Parents will be notified by e-mail of their child's behavior and of the consequences assigned at the discretion of the Administration. This is an indication that parents need to take action at home, so that the teacher's time is not consumed with behavior issues, but with academic instruction.

Searches and Seizures

TIDE Academy Administration maintains the right to search any student at any time, or to search a student's technology device(s), book bag, desk, cubby etc. or any item brought on to the school premises.

Suspension

Suspension is used as a last resort and will be considered an unexcused absence. An incomplete or a grade of zero will be given to the student during suspension, and he/she will be excluded from after school programs and activities. Under certain extenuating circumstances, students may be allowed to make up work missed during the suspension and receive one letter grade below the earned grade. (This includes class work, tests, and quizzes). These circumstances will be determined by the Administration staff.

All concerns brought to the attention of an administrator by a student, staff or parent involving student safety or harassment will be immediately documented by an email forwarded to all administrative staff. Students involved in the report will be removed from class to be interviewed at which time a plan of action which will be developed for review by the administrative team to ensure proper procedures are followed.

DEMERIT SYSTEM

(Grades 6 - 12)

In order for discipline to be fair and consistent, teachers will utilize a Demerit Point System to determine student consequences for acts of disobedience and misconduct. The administration has the right to increase the consequences when deemed necessary. The number of demerits earned by a student should not exceed 40 per semester. Students with more than 40 demerits/semester may be expelled by the administration.

20 Points	15 Points	10 Points
<ul style="list-style-type: none"> • Disrespect toward staff or faculty • Bullying • Fighting • Cheating • Stealing • Plagiarism 	<ul style="list-style-type: none"> • Inappropriate language or gestures • Lying 	<ul style="list-style-type: none"> • Being in an unsupervised area without permission • Improper attitude • Profanity
5 Points		3 Points
<ul style="list-style-type: none"> • Dress Code Violation • Class Disturbance • Disrespect to classmates and peers • Inappropriate use of Technology 		<ul style="list-style-type: none"> • Late to class • Running, yelling, or horseplay in the building • Failure to clean up after oneself • Unprepared for class • No homework

Parents will be informed of student infractions by e-mail. Demerit points accumulated will be restarted at the beginning of each trimester.

Consequences for accumulated points may include but are not limited to:

- +3 points: Service project/campus beautification
- 15 points: Morning or afternoon detention, 200 word essay
- 30 points: In school suspension (1-3 days)
- 40 points: Suspension (1-5 days)
- +40 points: Expulsion

Public Displays of Affection

In order to maintain a safe, pleasant, and wholesome environment for all, public displays of affection (PDA) will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection include, but are not limited to, hand holding, kissing, hugging, etc.

Illegal and Immoral Behavior

TIDE Academy is committed to the development of young people who exemplify good morals and positively represent the school on campus and in the community. Administration reserves the right to investigate complaints of student behaviors which do not embody good moral principles, to include participating in illegal or immoral activities and/or demonstrating these behaviors either in real-life events or as postings on social media. Students found guilty of questionable conduct of an illegal or immoral nature may be expelled.

Electronic Devices

TIDE Academy allows students to bring cellular phones and other electronic devices, such as tablets and iPods, on campus, but the device will remain in the "off" position until consent is given by teacher or administrator.

The first time a student is caught using a device without permission, the student will be warned.

The second time a student is caught using a device without permission the student will receive Demerits and the device will be confiscated by the teacher and returned by the end of the day.

If there is a third incident, the device will be confiscated for parent retrieval and a referral will be issued for "failure to follow directions and inappropriate use of technology." The school is not responsible for any lost or damaged electronic devices.

- Parents should not text or call their student directly. Communication between parents and students will need to come through the school office.

- Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time as noted above.
- The school administration reserves the right to examine any and all contents of a confiscated phone, tablet or other electronic device.

Computer and Internet Policy

TIDE Academy has provided students with Internet services to enhance their educational experience. The Internet is a valuable tool for accessing information from libraries, universities, companies, and other valuable sources. Students must follow the guidelines listed below in order to have the privilege to utilize TIDE Academy's iPads. Students may bring and utilize their personal laptops at school; however, students must have teacher permission to use any electronic devices and the school is not responsible for any lost or damaged electronic devices.

1. The use of the Internet must be in support of education and research and must be consistent with the educational standards and objectives of TIDE Academy.
2. Students may not visit sites that violate the moral standards and philosophy of education of TIDE Academy.
3. The Computer Lab/Library must be utilized for school-related purposes only.
4. Students may not utilize school computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.
5. Students misusing or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.
6. Students utilizing the Internet must have teacher/staff supervision.
7. Students must utilize the Internet for school-related purposes only.
8. Students may not download copyrighted or licensed programs.
9. Students may not alter or manipulate software or operating systems.
10. Students may not attempt to break into restricted files or private files.
11. Students may not attempt to introduce any virus into the system.
12. Students may not attempt to log on as another student.
13. Students may not visit chat rooms and/or bulletin board sites.
14. Students may not load, launch, or play any new games or programs.

In order to protect the minds and safety of our students and at any time deemed necessary, TIDE Academy Administration reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange,

or communication device, which is owned, operated by, or in the possession of a TIDE Academy student.

ACADEMIC INTEGRITY

TIDE Academy requires all students to abide by the following guidelines regarding academic integrity, cheating and plagiarism:

Cheating Policy

- Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices.)
- Giving or sharing information on a test, quiz, homework, project, etc.
- Copying another student's work of any kind.
- Passing on or receiving definite answers to test or quiz questions.
- Turning in work for credit that is not one's own (This includes, but is not limited to, information from the internet).
- Submitting text that has been cut-and-pasted from the internet without attribution.
- Sharing or copying information from another student's computer or mobile device.
- Plagiarism of any sort, as defined and explained, is strictly prohibited.
- Paraphrasing without properly given recognize to the original source is also considered plagiarism.

The following consequences will apply when violations occur:

- A documented referral to Principal will be added to student's behavior file.
- Demerits will be assigned to behavior record.
- A credit of "0" will be recorded for the test or the assignment involved.
- Suspension or expulsion may be recommended.

Plagiarism Policy

Plagiarism: an act of fraud and should be considered as serious an offense as stealing someone's personal property or a patent on an invention. It is our expectation that students will abide by this policy at all times, in all classes, for all assignments.

A student will be considered to be in violation of the plagiarism policy if he or she does any of the following:

1. Uses the direct wording of another source without documenting the source and putting the words in quotation marks.
2. Uses the ideas of another person without fully documenting the source of those ideas.
3. Copies the basic sentence structure of another writer's work, but changes some of the words.
4. Downloads and turns in information as one's own work.
5. Provides incorrect or fictitious information about a source.
6. Cites a source in such a way as to change the content, meaning, or intention of a source.
7. Turns in the work of someone else (peer, teacher, parent) as his or her own. This includes homework assignments, journal entries, formal papers, and projects.
8. Completes another student's assignment for him or her and allows it to be turned in as the other student's work.

When a teacher can provide evidence that a student has plagiarized any portion of an assignment, the following consequences will apply:

- A documented referral to Principal will be added to student's behavior file.
- Demerits will be assigned to behavior record.
- A credit of "0" will be recorded for the test or the assignment involved.
- Suspension or expulsion may be recommended.

Students should consider the impact that plagiarism could have on their grades and their permanent conduct records before they make the decision to violate the policy. Neither teachers nor administrators will lessen the penalties to prevent them from harming the student's grade or conduct record.

FINANCIAL POLICIES

Fundraisers

TIDE Academy strives to keep tuition rates cost effective for the benefit of each family. In order to do so, the school has to operate fundraising programs. It is anticipated that each family will participate in helping us raise the additional funds needed for the

designated school projects. The school receives no federal assistance, neither is it endowed or supported by any other organization.

Tuition

Tuition covers the annual cost of your child's education. Our annual budget allows for the cost of tuition to be paid in three options (1) Parents may pay the full annual tuition by September 15th of the school year and receive a 10% discount. (2) Parents may pay the tuition in three payments with each amount due the first week of the new trimester and receive a 5% discount off the total rate or (3) Select the 10 payment method beginning September 1st and ending June 1st. July 15th payment will be for Matriculation fees for the upcoming year. Monthly tuition is due by the 7th of each month, after which a late fee is applied. If the 5th falls on a non-school day, tuition is due on the last school day prior to the 5th (example: If the 5th is on a Sunday, tuition is due on the 3rd). A late payment of \$20 will be applied to the account for all payments after the 5th of each month. All account balances must be kept current in order for students to participate in any and all school activities, including extra-curricular activities, athletics, graduation, assemblies, concerts, end of year program, field day, etc.

Your tuition commitment is for the entire school year. Students who are relocating outside TIDE Academy are required to give one month's written notice and must pay one month's tuition following withdrawal. Student records, including report cards and standardized testing scores, will NOT be released if there is an unpaid balance on the account. Failure to meet the annual tuition agreement results in our inability to meet our financial goals for our teaching staff. Therefore, legal action will be taken against those who do not fulfill their obligation to TIDE Academy. Legal expense for remediation will be borne by the defendant. Families are able to check their account balance at any time by contacting our administration.

GENERAL POLICIES

Attendance

Regular and punctual attendance is necessary if a student is to achieve success in his/her academic pursuits and for building proper attitudes regarding responsibility. The scholastic achievement attained by any student is directly related to his/her pattern of attendance at school. Students arriving late or dismissed early must be present for at

least 2.5 class hours of the school day to be considered present. Students arriving after 10:30 a.m. or checked out before 9:30 a.m. are considered absent. It is the student's responsibility to complete any work missed due to the absence. Parents are required to send in a note explaining the absence on the day the student returns to school.

Absences

All students are permitted three (3) "Parent Excuses" per school year. A Parent Excuse is an excuse written by a parent/guardian that excuses the student from school for absences pertaining to illness, vacation, etc. If a child is absent three (3) consecutive days or more because of illness, a medical doctor's statement must accompany the student upon returning to school. Additional absences may warrant a meeting with administration. Students who are not in attendance miss important classroom instruction which cannot be made up by completing homework packets. Students missing more than 20 days of school may not receive credit for the year's work and this may prevent the student from being promoted to the next grade level. Students with an unexcused absence are not permitted to make up missed work. Students needing to be excused from recess or Physical Education for one class period will be required to provide the P.E. teacher with a written, signed excuse from a physician.

At TIDE, we understand that families can have other priorities that can affect a child's attendance. If you know you will be missing school for more than a week we require a 2 week notice to prepare the necessary work for the time away. This time will be marked as excused. If a two-week notice is not given, that time will be recorded as unexcused absences.

Students will be given a reasonable amount of time to make up work with an excused absence. In most cases, make up work is due within the number of days absent, for example if your child is absent three (3) days, they will be given three (3) days to make up the work. If necessary, please make arrangements with your child's teacher(s) for the expected return date of completed make-up work. We ask that you contact teachers to make arrangements for a child's missed assignments. Parents will need to call the office to arrange pick up of the work missed. It will be available at the end of the school day.

Arrival

Students should not be in the school building before 7:50 a.m. or after 2:30 p.m. unless under the supervision of a faculty member or enrolled in the before/after school

programs. After the first week of school, parents are asked not to escort their child(ren) into their classrooms. When parents go into the classroom, it makes the period of adjustment more difficult for the child and makes it difficult for the teacher to start the day.

Tardiness

It is vital for students to be on time. It is an interruption and distraction when a child comes in late. We want to teach our students that being punctual is important and to be considerate of other students in class. We ask that parents conform with this requirement.

Students will be considered tardy when not seated and ready to begin class by 8:15 a.m. Parents must accompany their child into the school office to sign their child in if he or she is tardy. For students who repetitively arrive late and/or check out early without a doctor's excuse, four (4) or more occurrences per quarter, will equal one unexcused absence. These absences will be recorded on report cards and permanent records

Enrichment Classes

Our enrichment classes are open to grades 1st through 12th. Classes are divided on levels and ages. Students that are enrolled in the enrichment classes are required to pay the trimester fees at the beginning of the trimester. Enrichment classes are subject to change each trimester. A student is only allowed to stay on the TIDE Academy campus from 12:00-2:30 if they are enrolled in an enrichment class. Students in grades 9-12, who are waiting for the 2:30 bus, may have their parent/guardian sign the permission form allowing them to leave campus from 12:00-2:30. If this form is not signed, they are required to enroll into the enrichment classes afterschool.

Change of Student Personal Information

Any time that an address, phone number, email address, etc. changes, please notify the front office.

Communication with Parents

All parents are encouraged to communicate with teachers via email. Teachers and members of administration will also utilize phone calls and written notes and/or emails back and forth to keep parents informed about a student's progress and/or behavior issues. Student agendas are also used for quick daily communication between parent and teacher.

Parent/Teacher conferences will be available the first Tuesday of every month during the school year from 1:00pm-3:00pm. TIDE Academy faculty can also contact parents to request a separate conference time. Parents may request a conference any time during the school year by contacting the teacher(s) or by calling the administrative office.

Student Documentation

Any documentation pertaining to the education of a student is required to be on file with TIDE Academy. This includes IEPs, physiological assessments, medical documentation, tutoring assessments, etc.

Enrollment

Current students are invited to re-enroll as of February 1 for the upcoming year. Enrollment for the public begins on March 1st of each year and is ongoing until classes are full. Failure to enroll within the designated enrollment period will negatively affect our ability to hire teachers and order books and supplies for students.

Lost & Found

Students should mark all items brought to school with their full name. Articles found on the premises will be put into "Lost & Found". Any items left at the end of each grading period will be donated to CEPIA. The school will not be responsible for any lost articles.

Snacks and Lunch

Students are encouraged to eat healthy, well balanced meals. TIDE Academy does not provide meals, however, students can bring a nutritious lunch from home. Starting in

September 2017, Mattys Deli will be offering a lunch service. Contact our front office for more information.

If your child brings snacks/lunch from home, we ask that you send a lunch that is nutritionally balanced to represent the four food groups. A healthy lunch will help provide your child with the added fuel to get through the day. Juices, milk, and water are suggested. We have a refrigerator and toaster oven available for students to use for their lunches. We ask that snacks be non-refrigerated and easy to access during the 15 minute snack break. The delivery of meals is not permitted, but parents have the option of bringing in a healthy lunch for their students.

Students are not permitted to go to Auto Mercado during school hours.

Non-Discrimination Policy

TIDE Academy admits students of any race, creed, and ethnic origin to all rights, privileges, and programs. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarships, athletic or other school administered programs.

Playgrounds

Students should not be on any of TIDE Academy playground unsupervised. The school is not responsible for anyone on the playground unsupervised.

Prospective Parent Events

Periodically throughout the year prospective families are invited to come to TIDE Academy to meet with a member of administration and tour the facility. Anyone unable to attend a scheduled Prospective Parent Event may call and schedule a time to see TIDE Academy.

Respect of School Property

All students are required to respect and care for school property. All students will be required to assist in keeping the campus clean. Eating and drinking is only allowed

under the supervision of a teacher. This policy is in effect before, during and after school. Destruction of school property will not be tolerated. All damages must be paid for, even if accidental. If appropriate, suitable discipline will be administered.

Student Safety

Fire, hurricane and tornado drills are conducted periodically to ensure the safety of everyone in case of an emergency. The front entrance to TIDE will be secure and have controlled access.

Visitors

All visitors (this includes parents) are required to check in at the office. If you need to leave something for a student or teacher, please bring it to the office. Visitors are NOT permitted to go directly to the classroom between 7:45-8:10 and 11:45-12:05, as teachers are preparing for instruction, arrival and/or dismissal. Appointments to visit teachers and administrators can be scheduled with the teacher or through the front office. In order to maintain student safety, students may not have student visitors during school hours, unless it is approved by Administration.

Volunteers

Volunteers are a valuable part of TIDE Academy. We encourage parents to be involved and welcome their talents both in and out of the classroom and our enrichment programs. There are many opportunities to serve: assisting with car rider drop off, fundraising programs, gardening, baking cakes for birthday celebrations, room parent, attending/driving on field trips, typing items for the teacher, campus beautification, etc. Please see local campus personnel to find out what type of help is needed. We do not require families to volunteer, however it is always welcomed.

Please make arrangements with your child's teacher to see what their needs are in the classroom. Parents are encouraged to help with activities that are designated by the teacher. Observations of classrooms are not encouraged because they may prove uncomfortable and distracting to students. Parents are not permitted to drop in unannounced. If a parent desires to observe a classroom, please see administrative staff to schedule a convenient time. A criminal records check may be required for all regular volunteers.

Withdrawal

A withdrawal form must be completed and signed by the parent(s) of any student who seeks to withdraw from TIDE Academy prior to the end of the school year. No academic records will be given to any individual when there is an outstanding balance in the student's account. Request for records will be sent directly to the requesting school within four (4) business days. Parent's contractual commitment is for the annual tuition. If withdrawal is unavoidable due to relocation, one (1) month's notice, and the equivalent of one (1) month's tuition, is to be received by the administrative staff. Should a student withdraw or be dismissed, there will be no refund of tuition. Also, there will be no refund of any portion of registration or matriculation fees. Your matriculation fee pays for workbooks and the rental of hardback textbooks chosen for classes. These books are the property of TIDE Academy. As a courtesy, we will make every effort to fill your child's place in our school and relinquish your financial obligation to TIDE Academy. Students that are withdrawn from TIDE Academy prior to June 1 of the designated school year will be required to pay the first month of tuition, equal to 1/10 of the student's tuition.

TRANSPORTATION POLICIES

Drop Off and Pick-Up

To ensure maximum safety for all children, traffic patterns have been established by the school administration. Please follow these instructions and maps when dropping off or picking up your child.

- Students arriving at school after 8:15 must be accompanied into the building and signed in by a parent.
- If you need to enter the building, please park in the parking area.
- When dropping off in the morning and when picking up in the afternoon, please remain in your car. Failure to follow these procedures creates a confusing and unsafe environment for students entering and leaving the building.

Student Drivers/Riders

Any high school student that drives and/or transports other TIDE Academy students will be required to be in good academic and behavior standing and have all documents on file:

- Copies of proof of auto insurance
- Student's driver license
- A permission form must be signed by parents of both the student driver and student passenger(s) indicating permission and approval.

Students and Staff must park in the underground parking garage in the Garden Plaza. They may not park in the parking spaces in front of TIDE Academy.

HEALTH

Communicable Diseases

It is mandatory that we protect the health and welfare of our school community from the spread of communicable diseases. Any student whose medical condition poses a substantial threat to the health and safety of others will be removed from school until they are no longer contagious.

Illness

A student who is ill or running a fever should not be sent to school. When a student becomes ill at school, the parents will receive a call from the office and the child is expected to be picked up within one hour. Children must feel well and be free of fever or symptoms to include vomiting, diarrhea, rashes, etc. for 24 hours before returning to school.

Medication

We request that medication be given at home to alleviate the responsibility for our staff. If a student is to receive any medication during the school day, the parent or guardian must bring the medication to the office and sign an Authorization of Medication Form.

The prescription number must be included when completing the form. The medicine to be dispensed will be kept in the front office. Medicine must be properly labeled with the student's name and in its original container with prescription number (if applicable), as well as instructions for administering.

CHARACTER

Character Contract

The goal of TIDE Academy is to develop students into mature, well beings who will:

- Know the difference between right and wrong and make the choice to do what is right
- Be a positive role model for others
- Make decisions and take actions that serve the positive values and interests of the group
- Choose actions and interactions that reflect well on themselves, their family and TIDE Academy
- Respect peers and adults, practice manners, and treat others with dignity
- Be gentle in criticizing others and open to constructive criticism of their own actions and attitudes
- Be committed to constantly learn and improve as an ethical leader and to encourage others to do the same

DRESS CODE

Students at TIDE Academy are required to wear TIDE Academy T-shirts. TIDE Academy enforces a dress code that helps a child learn to present their best self because:

- Uniform helps build unity and school spirit
- Proper dress is an important key in life long success, therefore we expect students to take pride in their appearance.
- Encourage discipline
- Increase a sense of belonging and school pride
- Improve attendance
- Help students resist peer pressure to buy trendy clothes
- Assists parents in streamlining the morning routine and reduces tardiness

- Reduces distractions
- Helps students concentrate on their school work
- Assists in identifying strangers on campus
- Provides immediate identification of students

While TIDE Academy recognizes the uniqueness of each student and seeks to develop individuality, it is also imperative that each student understand the concept of appropriate dress. TIDE Academy students are required to wear TIDE Shirts. Shirts can be ordered and purchased by contacting Ali at the front desk.

Failure to wear the TIDE Academy shirt to school will result in a Demerit for not being prepared for class.

Handbook Signature Page

The student/parent handbook is for your information and hopefully will answer any questions you have. Please sign and return this page to the school for our records.

I have read the 2017-2018 student handbook and agree to abide by its regulations and standards.

First block teacher

Student name

Parent signature

Academic Integrity: Cheating and Plagiarism Policy

Signing this policy indicates that the student and parent understand the rationale for the policy, the definition of cheating and plagiarism, and the penalty for violating this policy. A signature indicates that neither the student nor the parent will attempt to explain or to justify a cheating or plagiarism offense with the argument that the student was unaware of the policy or did not understand that he or she was violating the Academic Integrity Policy.

I have read the policy and I understand it. My parent has reviewed this policy with me and has given me a chance to ask questions about it. I understand that it applies to all of my assignments in all of my classes all year long, including any summer reading assignments.

Print Student Name: _____ Date: _____

Student Signature: _____ Date: _____

I have read the policy and I understand it. I will support it by discussing it with my child and agree that my child will abide by it. I will do my best to ensure his or her accountability in his or her schoolwork.

Print Parent Name _____ Date: _____

Parent Signature: _____ Date: _____

Please return to your Monday first block teacher as soon as possible.