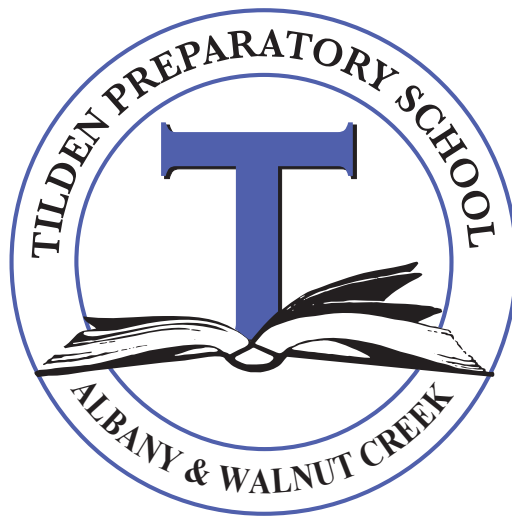


# Tilden Preparatory School



## Parent and Student Handbook

Academic Year  
2017 - 2018

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## **INTRODUCTION**

Welcome to Tilden Preparatory School's 2017-2018 school year! This handbook has been prepared for all members of the Tilden Preparatory School community to provide a clear understanding of the principles, policies, and procedures that govern the daily workings of the school.

Tilden Preparatory School opened its doors in 2006 under the name School for Independent Learners, East Bay. After receiving full WASC accreditation in 2009, SIL East Bay changed its name to Tilden Preparatory School. In 2012, Tilden Preparatory School opened a second location in Walnut Creek, California in order to serve a wider range of the East Bay community. We are dedicated to teaching students to a mastery level in all classes, which prepares them for further work in upper-level high school and college classes. We offer 33 AP courses, 22 honors courses, and 90 additional UC-approved courses.

## **MISSION STATEMENT**

The mission of Tilden Preparatory School is to provide an engaging, accommodating and individualized learning environment in which students gain confidence in themselves as learners, face challenges, and achieve successes while mastering college preparatory course content.

## **SCHOOLWIDE LEARNER OUTCOMES**

Tilden Preparatory School is guided in its administration and teaching by the Schoolwide Learner Outcomes (SLOs). Upon completion of coursework at Tilden, students will be:

- a) Academic achievers who:
  - i) Are well prepared to continue their education and achieve post-secondary goals
  - ii) Enjoy success in school and produce quality work to their full potential
  - iii) Use written and oral feedback to assess and improve progress
  - iv) Feel confident about themselves as learners
- b) Effective communicators who:
  - i) Write and speak clearly
  - ii) Are able to listen effectively and read with comprehension
  - iii) Articulate their needs in a responsible and respectful manner
- c) Competent users of technology who:
  - i) Use the Internet effectively for research and further exploration
  - ii) Use technology to demonstrate what they have learned
- d) Self-directed learners who:
  - i) Set and work towards personal goals
  - ii) Are aware of learning strategies that work best for them
  - iii) Identify when they need assistance and request help in an appropriate manner
- e) Responsible members of the community who:
  - i) Demonstrate consideration and respect for others
  - ii) Engage and participate in their classes to enrich their learning

## ADMINISTRATIVE CONTACT INFORMATION

Karen Hobbs, Ph.D., On-Site Director:

[karenhobbs@tildenprep.com](mailto:karenhobbs@tildenprep.com)

Shary Nunan, Ph.D., Off-Site Director:

[sharynunan@tildenprep.com](mailto:sharynunan@tildenprep.com)

### Albany Campus

1231 Solano Ave  
Albany, CA 94706

Phone: 510-525-5506  
Fax: 510-525-5508

Office Hours:

Monday-Friday 8:00 a.m.-5:30 p.m.

All Admin at Albany:

Sallie Bryan, M.A., Head of School:

[adminalbany@tildenprep.com](mailto:adminalbany@tildenprep.com)

Laura Schreck, M.A. Ed., M.A., Assistant Head of School:

[salliebryan@tildenprep.com](mailto:salliebryan@tildenprep.com)

Ana Elena Angel, Student Affairs Coordinator:

[lauras@tildenprep.com](mailto:lauras@tildenprep.com)

Lee Adrien, B.A., Registrar, Operations Coordinator:

[anaelena@tildenprep.com](mailto:anaelena@tildenprep.com)

Tina Lee, B.A., Administrative Assistant:

[leea@tildenprep.com](mailto:leea@tildenprep.com)

Greg Rosas, B.A., Administrative Assistant:

[tinal@tildenprep.com](mailto:tinal@tildenprep.com)

[gregr@tildenprep.com](mailto:gregr@tildenprep.com)

### Walnut Creek Campus

1475 N Broadway, Suite 200  
Walnut Creek, CA, 94596

Phone: 925-933-5506  
Fax: 925-933-5507

Office Hours:

Monday-Friday 8:00 a.m.-5:30 p.m.

All Admin at Walnut Creek:

Gail Alter, M.A., Head of School:

[adminwc@tildenprep.com](mailto:adminwc@tildenprep.com)

Nancy Ruiz, M.A., Associate Head of School:

[gailalter@tildenprep.com](mailto:gailalter@tildenprep.com)

Jane Muller, M.A., Academic Support Coordinator

[nancyr@tildenprep.com](mailto:nancyr@tildenprep.com)

Yevgenya Chityan, M.B.A., Campus Operations Administrator:

[janem@tildenprep.com](mailto:janem@tildenprep.com)

Chanel Mauzy, B.A., Administrative Assistant:

[yevgenyac@tildenprep.com](mailto:yevgenyac@tildenprep.com)

Sarah Endsley, B.A., Administrative Assistant:

[chanelm@tildenprep.com](mailto:chanelm@tildenprep.com)

[sarahe@tildenprep.com](mailto:sarahe@tildenprep.com)

## COMMUNICATION

### Registration

Please be aware that Tilden creates your student's course schedule based upon the information you provide us. If your student will attend Tilden full time, it is your responsibility to provide us with an up-to-date official transcript which will be subject to review by our registrar. A course schedule is provided for your approval within one week of receiving your completed registration forms and deposit. Please review this carefully and notify the administration of any discrepancies or changes prior to the student's first day of classes.

### Parent-Teacher Communication

You may obtain your teachers' email addresses through our Progress Reporting System (see **Accessing Your Account Online**, p. 12). You are welcome to meet briefly with teachers at the start or end of your student's class. We request that parents limit their email communication with teachers to cancellation notices and brief, occasional questions about the course. More frequent and/or lengthier emails about a student's progress are charged at the course's regular hourly rate. Parents may also request a paid meeting with their student's instructor(s) at the school. We do not allow teachers to use their personal cell phones to communicate with parents or students.

### **School-Wide Communication**

When your student registers at Tilden, you will be added to our parent mailing list and may receive occasional email updates from our administration. We may send out emails with general announcements, policy changes, scheduling information, billing alerts, etc. We use email as sparingly as possible, so when we do send out an announcement, please understand that it is important and needs to be read in a timely manner. We also post important announcements on the progress reporting system login page ([tildenprep.com/calendar](http://tildenprep.com/calendar)).

### **Student and Parent Surveys**

We are always working to enhance our program and strive to more successfully meet the needs of our students and families. To facilitate this process, we ask our full-time students to complete a Student Entry Survey about their learning styles and preferences when they begin taking classes at Tilden and a Student Exit Survey near the end of the school year. We also ask all students to fill out a Course Exit Survey regarding their experience within each semester course. Toward the end of each academic year, we provide a Parent Survey regarding observations of your student's experience. In addition to these surveys, we welcome your comments and suggestions at any time.

### **Communication with the Heads of School**

If you would like to discuss specific aspects of your student's program, please feel free to contact us via email or call to set up an in-person appointment or phone call with a Head of School. If you would like a conference to include your student's teachers, you will be billed for their time.

### **ABSENCES**

To notify us that a student will be absent, parents are required to email the student's teacher(s) **and** the campus administration by 7:00 p.m. the night before a scheduled class. Students may not cancel their own classes. Email only (not a phone call) from a parent is required for all cancellations. To find a teacher's email address, login to the progress reporting system (see instructions on page 12). Contact the administration at the following address:

**Albany Campus:**  
[adminalbany@tildenprep.com](mailto:adminalbany@tildenprep.com)

**Walnut Creek Campus:**  
[adminwc@tildenprep.com](mailto:adminwc@tildenprep.com)

**Marin Campus:**  
[adminmarin@tildenprep.com](mailto:adminmarin@tildenprep.com)

For the first five cancelled class hours per semester, if cancelled on-time, you will be billed at a reduced rate of \$20/hr. For ongoing tutoring, you can cancel up to five hours for every 50 class hours and be billed at a reduced rate of \$20/hr. Please refer to our Policies and Fees documents for additional details regarding our cancellation policy.

### **INSTRUCTION, COURSE LENGTH AND CLASS SIZE**

#### **ESTIMATED COURSE LENGTH**

The following is an estimate of the number of class hours expected for course completion (per semester). Courses listed below require two semesters for completion unless otherwise indicated. Because Tilden Preparatory School is a mastery learning program, we can only estimate course length and are not able to guarantee how long any individual student will take to reach this level of mastery. Please be advised that a student may complete a course in fewer or more hours than indicated below.

Factors that may affect the rate of completion include coming to class on time, homework completion, pace of understanding concepts learned in class, and strength of memory for learned content/concepts. Our teachers are trained to maximize your student’s success in these areas and will do everything possible to help them succeed within the estimated time.

For students who move quickly through our courses, we require a minimum of 15 teacher-student hours per semester for regular courses and 22 teacher-student hours for AP courses. If your student has mastered the material in our curriculum prior to using this many hours, the teacher will go into more depth with the material to increase the student’s mastery of the subject.

**Estimated Time to Completion for Specific Courses (Per Semester)**

English, History	30-35 hours
Economics and Government (one semester courses)	30-35 hours
Languages	33-38 hours
Algebra 1 and Geometry	30-35 hours
Algebra 2	35-40 hours
Pre-Calculus (Depends on prior math knowledge and ability to understand complex abstract concepts)	35-40 hours
Physics (with strong math background)	35-40 hours
Physics (without strong math background)	40-50 hours
AP Courses (depending on course)	45-55 hours
Honors Courses (depending on course)	35-45 hours
Honors Science Courses	40-50 hours
Biology, Chemistry, Environmental Science	35-40 hours

**SCHOOL YEAR/SUMMER SCHEDULING**

Courses are offered year-round at Tilden. If your student has not completed one or more courses by the end of the school year, they will have the option to continue in the summer until the courses are completed. However, in the summer, we only offer classes Monday-Thursday or Monday-Friday, one or two hours per day. If your student attends fewer days per week during the school year, they will need to transition to a four- or five-day schedule in the summer. Though we will do our best, we cannot guarantee that your student will continue their class with the same instructor.

Similarly, if your student has not completed one or more summer courses by the end of our summer session, they will have the option to continue into the following school year until the courses are completed. In such cases, the student will need to transition to our school year schedule and cannot be guaranteed the same instructor or schedule for the course. Please see our Summer Policies and Fees document for additional information regarding summer term.

## **SMALL GROUP CLASSES**

Though our instruction is primarily one-to-one, we offer parents the option of coordinating their own small group classes of up to three students per group. When arranging a group class, please account for the following factors:

- **Learning Pace/Style of all students in group**

Students should have similar learning styles and paces in order to progress through the material effectively. Tilden reserves the right to split up students if the instructor feels that they are not working well together or if one student is struggling to keep pace with another.

- **Schedule Availability of all students in group**

All students must be on the same class schedule and must coordinate any planned absences or vacations in advance to coincide with each other.

## **MENTORING PROGRAM**

Middle and high school students are developmentally primed for mentoring. In our one-to-one courses, mentoring happens naturally as our teachers engage with students. We choose teachers who are compassionate, kind, and relate well to teens, so that they become excellent role models for students. Often teachers are so excited about their subject that their students become equally excited and end up pursuing that subject in greater depth than expected, or even pursuing a degree in that subject after high school.

We also offer a more formal mentoring program in which one of your student's teachers takes on a more extended mentor/advisor role. This teacher will help your student develop goals and a plan for keeping on track with these goals, and will check in regularly both with your student and with their other teachers. This option works extremely well for students who need more help with areas such as organizational (executive function) skills, motivation, values clarification, etc. If you are interested in pursuing this option, please consult with your Heads of School.

## **GRADING POLICES**

Our “no failure” grading policy is based on mastery learning. Students are given credit for work they complete as long as the quality demonstrates sufficient subject mastery at a level of 80% or better. Students are re-taught any material that they do not master, and can retake tests until they achieve a level of 80% or higher. Most students successfully complete our courses with 80% or higher level of mastery. However, on occasion, when agreed to by all parties involved (the student, parents, teacher, and Head(s) of School), students can arrange the option to work to 70% (C) level of mastery when working to 80% poses too much difficulty.

## **HOMEWORK**

Students should expect to complete approximately one hour of homework for each hour of class unless otherwise arranged by the parents, student, and teacher. There will be some variation depending on the pace at which each student works and the complexity of the course content. Students who desire to move through the material more quickly are encouraged to accelerate their course completion rate by completing more work outside of class. Homework completion is recorded in the progress reporting system; please see page 12 for instructions on accessing the system.

## **EXAMS/ASSESSMENTS**

Students take exams outside of class unless a parent requests that exams be taken in class with the assistance of the teacher. Exams may be taken at a student's convenience during campus office hours.

Students must take tests within one week of their assignment, or they will be required to take the test during class time. Additionally, if a student has two or more tests to take, they must take the tests in the following scheduled class session with their instructor in order to progress in the course curriculum. Primary and back-up tests are available for all courses.

## **ACADEMIC INTEGRITY POLICY**

At Tilden Preparatory School, students have the opportunity to learn how and at what pace they learn best in order to succeed in their classes. Cheating of any kind interferes with this process and so we strongly encourage and support students to have academic integrity in all that they do at school.

You are acting with academic integrity when you:

- Take full credit for your work and give full credit to others who have helped you or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Do your own homework, essays, and projects. Use your own words, rather than taking them directly from another source, and provide accurate source documentation for essays and research projects.
- Avoid using aids such as cell phones, cheat sheets, Spark Notes, etc. unless you have permission from your teacher to do so.
- Avoid sharing answers on tests.
- Do not submit the same work for more than one class unless you have permission from your teacher(s) to do so.
- Let your teacher or a Head of School know when another student is not acting with academic integrity.

## **Consequences**

If a teacher or administrator believes a student is not acting with academic integrity, this will be discussed with the student and parent(s). Because we are a mastery learning program, we will assign appropriate consequences without penalizing the grade. These will be determined based upon the circumstances and may include any or all of the following:

- Discarding the entire work in which plagiarized work is discovered.
- Requiring the student to do additional work beyond redoing the current assignment.
- Requiring the student to take additional tests or complete other work such as essays and lab reports in their class(es).

We reserve the option to choose additional consequences, if needed, to address the issue.



# GRADUATION REQUIREMENTS (FULL-TIME STUDENTS)

## TILDEN PREPARATORY SCHOOL GRADUATION REQUIREMENTS

210 credits total, including:

- 40 credits English
- 20 credits Mathematics
- 10 credits World History
- 10 credits U.S. History
- 10 credits Biology
- 10 credits Physical Science
- 10 credits Foreign Language or Art
- 5 credits Government
- 5 credits Economics
- 5 credits Social Science Elective
- 65 credits Electives
- 20 credits (240 hours) Physical Education
- + 15 hours of Community Service per year

### Typical Program for Four-Year College-Bound Student

9 <sup>th</sup> grade		10 <sup>th</sup> grade		11 <sup>th</sup> grade		12 <sup>th</sup> grade	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
English 9	10	English	10	English 11	10	English 12	10
Alg1/Geometry	10	Geometry/Alg2	10	Alg2/Precalc	10	Precalc/Calculus	10
		World History	10	US History	10	US Gov & Econ	10
Biology	10			Chemistry	10	Science Elective	10
For. Language	10	For. Language	10	For. Language	10		
PE	10	PE	10	Art	10	Social Sci. Elective	10
<b>Total:</b>	<b>50</b>	<b>Total:</b>	<b>50</b>	<b>Total:</b>	<b>60</b>	<b>Total:</b>	<b>50</b>

### ELECTIVES

Elective courses can be completed during any year and in a number of ways. Tilden offers many UC approved electives that students can take to fulfill this requirement. However, if students are involved in outside learning experiences (taking lessons, playing sports, etc.), these can also be used for non-UC approved elective course credit (60 hours of class and homework combined equal five credit units). The Non-UC Approved Elective Course form is available on page 21.

### COMMUNITY SERVICE

In order to graduate, students are required to complete 15 hours of community service per year of full-time enrollment at Tilden. The Community Service log is available on page 20.

### PHYSICAL EDUCATION (P.E.)

Full-time students are required to complete 20 credits (240 hours total) of physical activity prior to graduation. Five credits will be granted for every 60 hours logged. Physical activity may be completed independently or in a group setting. The P.E. log is available on page 19.

## UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Students interested in entering the University of California as freshmen must satisfy these admission requirements:

1. Complete a minimum of 15 college-preparatory courses ("a-g" courses), with at least 11 finished prior to the start of your senior year.

Area	Subject	Years
a.	<b>History and Social Science</b> <ul style="list-style-type: none"><li>World or European History or Cultures and Geography</li><li>U.S. History</li></ul>	2
b.	<b>English</b> <ul style="list-style-type: none"><li>4 years of college preparatory English</li></ul>	4
c.	<b>Math</b> (4 years recommended) <ul style="list-style-type: none"><li>Algebra 1</li><li>Geometry</li><li>Algebra 2</li></ul>	3
d.	<b>Laboratory Science</b> (3 years recommended) <ul style="list-style-type: none"><li>Biological Science</li><li>Physical Science</li></ul>	2
e.	<b>Language Other than English</b> (3 years recommended) <ul style="list-style-type: none"><li>2 years of the same language</li></ul>	2
f.	<b>Visual and Performing Arts</b> <ul style="list-style-type: none"><li>Dance, Drama or Theater, Music, or Visual Art</li></ul>	1
g.	<b>College Preparatory Elective</b> <ul style="list-style-type: none"><li>chosen from the University of California "A-G" list</li></ul>	1
<b>Total Required Courses</b>		<b>15</b>

2. Earn a grade point average (GPA) of 3.0 or better (3.4 if you're a nonresident) in these courses with no grade lower than a C.

3. Meet the examination requirement by taking the ACT Plus Writing or the SAT with Essay by December of your senior year. SAT subject tests are not required, but certain programs on some campuses recommend them, and subject tests may be used to satisfy the "a-g" requirements listed above.

### For UC admissions information:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements/index.html>

### Tilden Preparatory School's UC certified course list:

<https://hs-articulation.ucop.edu/agcourselist#/list/details/3808/>

## CALIFORNIA STATE UNIVERSITY SUBJECT REQUIREMENTS

The CSU requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course used to meet any subject requirement.

Area	Subject	Years
a.	<b>History and Social Science</b> <ul style="list-style-type: none"><li>• U.S. History</li><li>• Social Science</li></ul>	2
b.	<b>English</b> <ul style="list-style-type: none"><li>• 4 years of college preparatory English Composition and Literature</li></ul>	4
c.	<b>Math</b> (4 years recommended) <ul style="list-style-type: none"><li>• Algebra 1</li><li>• Geometry</li><li>• Algebra 2</li><li>• or higher mathematics</li></ul>	3
d.	<b>Laboratory Science</b> <ul style="list-style-type: none"><li>• Biological Science</li><li>• Physical Science</li></ul>	2
e.	<b>Language Other than English</b> <ul style="list-style-type: none"><li>• 2 years of the same language</li></ul>	2
f.	<b>Visual and Performing Arts</b> <ul style="list-style-type: none"><li>• Dance, Drama or Theater, Music, or Visual Art</li></ul>	1
g.	<b>College Preparatory Elective</b> <ul style="list-style-type: none"><li>• chosen from the University of California "A-G" list</li></ul>	1
<b>Total Required Courses</b>		<b>15</b>

### For CSU Admissions information:

[http://www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

## PRIVATE COLLEGE REQUIREMENTS

Private colleges do not usually publish a firm list of required courses. However, the list of courses required by the University of California gives you a guideline for the high school courses that should be taken to qualify for admission to private colleges. Many students take advantage of Advanced Placement (AP) courses offered at Tilden, as these courses are well-respected by private colleges. Many Tilden graduates attend private colleges each year, with campus choices ranging from large, well-known universities to smaller institutions with highly focused curricular offerings.

## TRANSCRIPTS

### Viewing Transcripts

Your student's transcript can be viewed within the progress reporting system (see **Accessing Your Account Online** on page 12). As your student completes each semester course and the teacher posts a final grade, the transcript will be automatically updated. If your student has completed a course that is not listed on the transcript, please let us know. In addition, if your student has transferred as a full-time student from another high school, please provide us with an up-to-date transcript from the previous school so that we can include any previously completed coursework on the Tilden transcript. If you see any identifying information that is missing or inaccurate, please email your campus administration to correct any errors.

### Transcript Requests

When your student applies for college or transfers to another school, you will need to contact your campus administration to request a transcript. There is no fee for requesting a transcript; registration fees cover the costs of issuing official transcripts. We will require you to approve your student's transcript (in person or by email) before we mail it out. Please allow up to two business days after your request is received for a transcript to be prepared.

For college applications, please provide the administration with stamped, addressed envelopes, as well as a list of institutions to which the envelopes are addressed. For students transferring to another high school, a transcript request will suffice; we will provide the envelope and postage.

## ACCESSING YOUR ACCOUNT ONLINE

### FOR PARENTS: NAVIGATING THE PROGRESS REPORTING SYSTEM

Teachers update your student's progress reports after each class session on our online progress reporting system. You may view a brief instructional video on navigating this system at the following URL: [www.tinyurl.com/tildenparents](http://www.tinyurl.com/tildenparents). To access your student's information:

#### Logging in:

- 1) Go to [www.tildenprep.com/calendar](http://www.tildenprep.com/calendar).
- 2) Choose either "Albany" or "Walnut Creek" from the "School" dropdown list.
- 3) Type in your user name: your first name, a space, and your last name, as written on the student's registration form.
- 4) Type in your password: the default password is "welcome." You will be prompted to change this password after logging in for the first time.
- 5) Click "Go." This will take you to your **Parent Home Page**.

#### From the Parent Home Page:

- 6) Click on "Edit" to review/edit your contact information and change your password.
- 7) Click on "View Register" to view a listing of all payments and charges for the past six months. If you wish to see a complete listing of all payments and charges, click on "Show Complete Register."
- 8) Click on the orange "Pay Now" icon to make payments to Tilden through Dwolla. Payments may be made from a bank (debit/checking account) or credit union.
- 9) Click on the "Community Service Form" link to view our Student Community Service form. Full-time students are required to complete 15 hours of community service per year in order to graduate.
- 10) Click on "Calendar" to view your student's course schedule, teachers, and weekly calendar.

**From the calendar page:**

- 11) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 12) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 13) Click on "email" to obtain a teacher's email address. You will need this contact information to email teachers directly if your student has to cancel a class.

**Top menu bar:**

- 14) Click on "Home" (top menu bar) to return to the initial page displayed after logging in, which includes the option to view the register and make payments.
- 15) Click on "My Hours" to view how many hours your student's teachers have logged with your student for each class within a certain time frame. This shows class hours (Single) as well as late cancels (LC) and total hours. You may edit the dates for the time frame you'd like to view at "Display Hours."
- 16) Click on "My Settings" to edit contact information and change your password.
- 17) Click on "Archives" to see a list of courses your student has previously completed. This table includes the teacher, start date, end date, class hours and late cancel hours logged, the final grade, and (if available) progress reports for each course.
- 18) Click on "My Transcript" to see an unofficial copy of your student's transcript. For full-time students, grades and courses from previous schools may be included. Grades from other schools are generally not listed for part-time students. The transcript includes a "Graduation Summary" table, with updated information about which requirements have been completed and which remain for graduation.
- 19) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 20) Click on "logout" to log yourself out of our database.

**FOR STUDENTS: NAVIGATING THE PROGRESS REPORTING SYSTEM****Logging in:**

- 1) Go to [www.tildenprep.com/calendar](http://www.tildenprep.com/calendar).
- 2) Choose either "Albany" or "Walnut Creek" from the "School" dropdown list.
- 3) Type in your user name: your first name, a space, and your last name, as written on the student's registration form.
- 4) Type in your password: the default password is your last name. You will be prompted to change this password after logging in for the first time.
- 5) Click "Go." This will take you to your **Student Home Page**.

**From the Student Home Page:**

- 6) You will see your class schedule and teachers' names.
- 7) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 8) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 9) Click on "email" to obtain a teacher's email address.

**Top menu bar:**

- 10) Click on "My Hours" to see how many hours you've spent in class within a certain time frame. This shows late cancels (LC) as well as class hours (Single).
- 11) Click on "My Settings" to edit contact information and change your password.
- 12) Click on "Archives" to see a list of courses you've previously completed with records of the teacher, start date, end date, number of class hours and late cancel hours logged, the final grade, and (if available) progress reports for each course.

- 13) Click on "My Transcript" to see an unofficial copy of your transcript from Tilden. For full-time students, grades and courses from previous schools may be included. Grades from other schools are generally not listed for part-time students. The transcript includes a "Graduation Summary" table, with updated information about which requirements have been completed and which remain for graduation.
- 14) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 15) Click on "logout" to log yourself out of our database.

## **CAMPUS AND CLASS POLICIES**

### **Academic Calendar**

Tilden's academic calendar and holiday schedule is provided at [tildenprep.com](http://tildenprep.com) under Academics.

### **Open Campus**

Students are fully supervised during class. Unless parents request otherwise, students are not directly supervised before and after classes, during the five-minute passing period between classes, or during the 40-minute lunch break.

### **Arrivals and Departures**

Students are scheduled to be at school during classes in which they are enrolled. Because we use classrooms all day for instruction, we ask that part-time students arrive at the beginning of their class and leave when they are finished, unless otherwise arranged by their parents with the Heads of School.

### **Starting Class on Time**

The five-minute passing period is for students to get their books and get prepared for the next class. Since the passing period is too short for students to go elsewhere for food, they are welcome to bring food from home or buy food off campus during the lunch break. We ask that students be respectful of their teachers and other students by being on time for class after breaks and lunch.

### **Late Arrivals**

The teacher will call a parent if a student has not arrived 10 minutes into a class and will begin the session immediately upon the arrival of the student. The teacher will not call you to verify arrival unless you request otherwise. You will be billed for the full session.

### **Lunch**

Lunch is scheduled from 12:00 p.m. to 12:40 p.m. daily. Students may bring a lunch from home or purchase food at nearby restaurants. Club meetings for full-time students occur during the lunch period and occasionally later in the afternoon. Please contact your campus administration for a club schedule.

### **Parking**

#### Albany Campus

We reserve parking spots a few blocks down Solano at the Albany Twin Theatre, which students can use by getting a parking permit from our front desk. Street parking is also available for 90 minutes on Solano Ave. Street parking is not allowed on either Evelyn or Talbot, the two cross streets nearest the school, or on Solano Avenue directly in front of the school. If your student will be driving to school, we ask that you inform us of the make, model, and license plate number for up to two vehicles they may be using.

## Walnut Creek Campus

There are several parking options available for students. There is free parking at the Broadway Plaza garage near Nordstrom, about three blocks away. There is also free parking for three hours in the lot on Duncan Street. There is a pay lot on N. Broadway and Cypress St., one block south of the school on the east side. This lot charges 50¢ per hour. The library across the street charges \$1 per hour. A parking and transportation guide may be requested from the administration.

## **PREPARING FOR CLASS**

### **Study Skills**

We emphasize study skills, time management, and organization in all coursework. Students are asked to keep track of assignments and due dates and to build a body of completed work. Students and parents may also view assigned homework within the progress reporting system.

### **Class Materials**

Please send your student to school with the following supplies:

Notebooks or binders	Lined notebook paper
Graph paper (if needed)	Dividers
Pens/pencils	Calculator
Flash drive (if needed)	Compass and protractor (for Geometry)
Index cards for making flashcards	Colored pencils (if requested by the teacher)
Water bottle	Student planner/date book (optional)

### **Textbooks and Paperback Books**

The school will supply your students with the book(s) they need for their course(s) at a fee that varies by the course. Parents may opt to purchase books on their own for their student, if they prefer. Due to the very high price of textbooks, the school may not be able to provide books for students to use in the event that they forget their book from home. Some parents/students opt to check out two sets of books in order to have one at home and one at school.

In order to best meet the needs and interests of our students, supplementary texts (e.g. novels for an English class) may be chosen for certain courses. The purchase price of these items will be billed to the student's account. Please refer to our Policies and Fees document for details regarding the costs of textbooks and other course materials.

## **BEHAVIOR POLICIES**

All teaching and classroom activities are conducted with the utmost respect for all concerned. Teachers and staff are instructed to encourage behaviors that are conducive to learning and to always work to build academic self-confidence among students. Safety is a must for all students and staff, both during and between classes. If the administration determines that a student is acting in a manner that places others at risk, the administration will take action to resolve the problem to ensure the safety of all students and staff.

In addition, because we are a small school, behavior problems outside of school can sometimes have a negative impact on student learning during school hours. As noted, these problems are rare. If such a circumstance arises, the first step is to talk with the student and parents, and to develop a behavior contract outlining the needed changes. If a student's behavior, at or outside of school, continues to have an excessively disruptive impact on students during school hours, the student causing the disruption may be asked to complete their classes away from school.

Along these lines, there have been occasions when students' belongings have been stolen. Cell phones and iPods are particularly vulnerable items. We encourage all students to keep their belongings with them at all times. If a student is suspected of stealing, their backpack and pockets will be searched and, if the stolen item is found, they will be immediately suspended. The directors will determine the length of the suspension and criteria for return on a case-by-case basis.

### **CELL PHONE USAGE**

Tilden has a strict policy regarding cell phone use in school. Students may not use or take a cell phone out during class or study hall, and cell phones must remain in backpacks while students are taking tests. If these rules are not followed, the student's cell phone will be taken for the remainder of the day and a parent will be notified. On a third occurrence, a student will be sent home for the remainder of the day and will be charged for any remaining classes that are scheduled that day. We do not allow instructors to use their personal cell phones to communicate with parents or students.

### **COMPUTER USAGE**

Students are encouraged to use the school's computer resources (during Study Hall only) as a reference tool for preparing research papers, reports, and for any other educational purpose. Computers are not available for accessing social networking sites, gaming, or any recreational web surfing. Students who intend to use Tilden computers during Study Hall may want to come to school with a flash drive or other digital storage option in order to download any work completed on Study Hall computers.

### **PERSONAL BELONGINGS**

Lockers are not provided. Therefore, students should keep careful track of their personal belongings. Bicycles are not allowed in the building; bike racks are provided outside of the building for students' use.

### **DRESS CODE**

1. Clothes must be sufficient to conceal undergarments; jeans or other pants with gaping holes, or low-riding pants that reveal undergarments, may not be worn on campus.
2. Clothes must not feature pictures, slogans, or graphics that demean any individual or groups of people.
3. Clothing must not promote illegal practices, such as the use of illegal substances including the consumption of alcohol.

Tilden students are expected to be appropriately dressed at all times. If any student's dress or grooming is judged to be disruptive, provocative, or inappropriate to the school's educational mission and program, they will be asked to speak to a Head of School. We ask students to think about the effect their clothing may have on others as a first step in addressing problems of inappropriate clothing. After three incidents of inappropriate dress, the student will be sent home for the day. Tilden will also institute a probationary period of one month, in which any further incident will result in the student being sent home for the day. Following completion of the probationary period, students will return to the three-warning system prior to being sent home.



## **DRUGS AND ALCOHOL**

Tilden seeks to make the school free from the influence and effects of chemical substances, including alcohol, illegal drugs, and abuse of controlled substances. Therefore, consistent with the goal of providing an environment that best promotes learning:

1. Possessing, distributing, using, or otherwise facilitating the use of drugs or alcohol on campus or at a school event will lead to immediate suspension with the possibility of expulsion. This includes possession or use of medicine that is not prescribed to the student and/or distributing prescription medication to other students.
2. Typically with the first offense, Tilden will suspend the student and require them to undergo a professional drug assessment as a condition of remaining at Tilden. The family must sign a release permitting the Heads of School to exchange information with the professional performing the assessment, and to receive results of the assessment and updates on treatment compliance.
3. Additional offenses will lead to one or more of the following: reassessment, increased intervention, a longer period of suspension or expulsion.
4. In addition to the above interventions, if the school has reason to believe or suspect that a student has been using drugs or alcohol at school, the school may search the student's person, backpack, or car. Tilden will cooperate with law enforcement in all investigations and will report to law enforcement any illegal activities on campus.

## **TOBACCO**

Tilden Preparatory School has a strict no smoking policy. Students are not allowed to smoke within a half mile of the school before or after school and are not allowed to smoke at all during school hours. Cigarettes and drug paraphernalia are not allowed on campus, even if the student is 18 years of age or older. If a student smells like smoke, we will check their backpack. Albany and Walnut Creek both have city ordinances against smoking in any public areas. If cigarettes are found, or if the student is seen smoking in prohibited areas, we will give one warning. If there is a second offense, they will be placed in our on-campus supervision program and will be required to stay on campus during school hours for at least 30 days. After the third offense, students will be placed in our Complete Supervision program.

## **ON-CAMPUS SUPERVISION PROGRAM**

Our on-campus supervision program is implemented when a student is having difficulty controlling behavior that has a negative impact on the school community. The program is generally implemented after a warning has been given, but can be implemented without a warning for serious infractions. It requires that the student stay in the school building from the time their first class begins until the end of the last class. The student may not leave campus to get lunch or for any other reason. On-campus restriction continues for 30 days. If at any time during those 30 days, a student leaves campus during the school day, he or she will be automatically changed over to the Complete Supervision Program.

## **COMPLETE SUPERVISION PROGRAM**

Though rarely needed, Complete Supervision provides a safe and successful educational experience for both the student and the school community. When a student is under Complete Supervision, a parent will deliver the student directly to their first teacher of the day and pick them up in the same manner from their last teacher. Each teacher will stay with the student for a full 60 minutes and then deliver

them directly to the next teacher. This plan ensures the student has the support necessary to maintain behavior consistent with school policies. At any point, the administration may determine that the student and community will be better served by having the student take classes at home.

Complete Supervision will remain in effect for 60 days or until the administration believes the student can be removed from the program. If additional infractions occur after a student is released from Complete Supervision, it will be left to the administration to determine the next step.

Students enrolled in Complete Supervision will be charged an additional fee of \$10/hr of instruction.

**Please note that while this handbook is fairly comprehensive, we cannot anticipate every situation or answer every question about enrollment at Tilden Preparatory School. In addition, circumstances may require that the policies and expectations described in the handbook change from time to time; the school reserves the right to amend, supplement or rescind any of these provisions, as it deems necessary and at its sole discretion. You will be advised of changes that occur via email and you are responsible for reading and understanding any and all revisions.**



### COMMUNITY SERVICE LOG

1. Students must complete 15 hours of community service per year of full-time enrollment at Tilden in order to graduate.
2. Students must obtain the signature of the facilitator for each community service activity upon the completion of each event.
3. Students must submit this log to the school administration for review in order to receive credit for community service hours. **Please turn in community service logs only once 15 hours of service have been completed.**
4. This form will be validated by obtaining a signature from a designated Tilden administrator.

Date	Activity	Organization	# of Hours	Signature (Parent/Supervisor)

Total Number of Hours: \_\_\_\_\_ Tilden Administrator Signature: \_\_\_\_\_  
*(should equal 15!)*

**NON-UC-APPROVED ELECTIVE COURSE LOG**

- 1. Students must complete a total of 60 hours to receive credit for one semester of an elective.
- 2. Students must obtain the signature of the facilitator for each elective at its completion.
- 3. Students must submit this log to the school administration for review in order to receive credit for each elective. **Please turn in elective forms only once 60 hours of study have been completed.**
- 4. This form will be validated by obtaining a signature from a Head of School.

Date	Activity	Organization	# of Hours	Signature (Teacher/Supervisor)

Total Number of Hours: \_\_\_\_\_

Head of School Signature: \_\_\_\_\_

*(should equal 60!)*

Suggested Elective Title (subject to approval by Head of School): \_\_\_\_\_