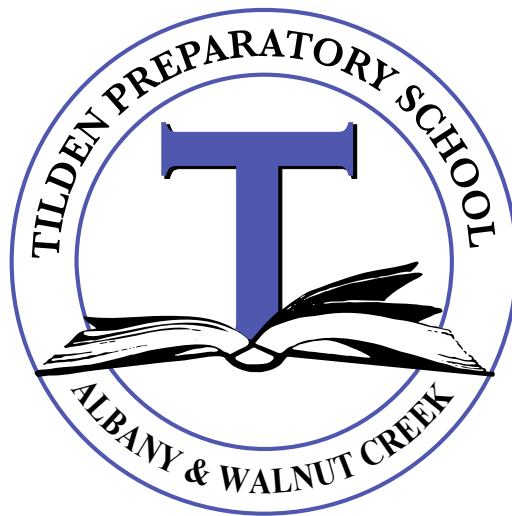


Tilden Preparatory School



Parent and Student Handbook

Academic Year
2016 - 2017

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INTRODUCTION

Welcome to Tilden’s 2016-2017 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

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

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

Laura Schreck, M.A., Scheduling & Curriculum Coordinator:

salliebryan@tildenprep.com

Lindsey Rae Johnson, M.M., Registrar/Marketing Coordinator:

lauras@tildenprep.com

Ana Elena Angel, Administrative Assistant:

lindseyrj@tildenprep.com

Lee Adrien, B.A., Administrative Assistant:

anaelenaa@tildenprep.com

leea@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

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

gailalter@tildenprep.com

Jane Muller, M.A., Academic Support Coordinator

nancyr@tildenprep.com

Yevgenya Chityan, M.B.A., HR Coordinator:

janem@tildenprep.com

Kristen Turnbloom, Office Manager:

yevgenyac@tildenprep.com

Cameron Bailey, B.A., Administrative Assistant:

kristent@tildenprep.com

cameronb@tildenprep.com

COMMUNICATION

Registration

Please be aware that Tilden is creating your student's course schedule based upon the information you provide us. If your student will be full-time, it is your responsibility to provide us with the most up-to-date official transcript, which will be subject to review by our registrar. A course schedule is provided for your approval before your student begins course work, 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 your student's start date.

Parent-Teacher Communication

You may obtain your teachers' email addresses through our Progress Reporting System. (See **Accessing Your Account Online**, p. 11) 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 brief, occasional questions about the course. More frequent and/or lengthier emails about a student's progress are charged at the hourly rate. Parents may also request a paid meeting with their student's instructor(s) at the school. We do not expect instructors 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 try to 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 announcements on the progress reporting system login page (tildenprep.com/calendar).

Communication with the Heads of School

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.

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 with your Head of School. If you would like a conference to include your student's teachers, you will be billed for their time.

ABSENCES

Parents are required to EMAIL their student's teacher(s) **and** the campus administration by 7:00 p.m. the night before a scheduled class in order to avoid a charge for all cancellations. Students may not cancel their own classes. EMAIL only (not a phone call) from a parent is required for all cancellations.

You can cancel up to five sessions per semester course, with notice prior to 7:00 p.m. the night before, without being charged for the missed session. For ongoing tutoring, you can cancel up to five sessions for every 50 hours.

Administration Contact Information

Albany Campus:

adminalbany@tildenprep.com

Walnut Creek Campus:

adminwc@tildenprep.com

INSTRUCTION, CLASS LENGTH AND CLASS SIZE

ESTIMATED COURSE TIME

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. We are not able to guarantee how long it will take for any individual student to complete a course; please be advised that students may complete the course in fewer or more hours than indicated below.

Factors that often 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 accelerated learners, we require a minimum of 15 teacher-student hours per semester for regular courses and 20 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 mastery of the subject.

Estimated Time for Specific Courses (Per Semester)

English, History	30-35 hours
Economics and Government (1 semester courses)	30-35 hours
Languages	33-38 hours
Algebra one 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 they are completed. However, in the summer, we only offer courses Monday-Thursday or Monday-Friday, one or two hours a day. If your student is coming fewer days 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 the summer, they will have the option to continue into the following school year until they are completed. In such cases, the student will need to transition to our school year schedule and cannot be guaranteed the same instructor for the course.

SMALL GROUP CLASSES

Though our instruction is primarily 1-to-1, we offer parents the option of coordinating small group classes of two-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 pace of learning in order to progress through the material effectively. Tilden Prep 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 Head 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. Students should progress at a pace that will earn five credit units for a semester course and 10 credit units for a one-year course. 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. In addition, if a student is, for any reason, unable to complete the entire course, partial credit can be awarded as appropriate.

HOMEWORK

Students should expect to have 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. Students who desire to move through the material faster are encouraged to accelerate their course completion rate by completing more work outside of class. Homework completion is recorded in the Progress Reporting 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. We have primary and back-up tests for all courses.

ACADEMIC INTEGRITY POLICY

At Tilden Prep, 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 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 to do so.
- Let your teacher or the 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 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.

TILDEN PREP GRADUATION REQUIREMENTS (FULL-TIME)

210 credits total, including:

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

Typical Program for Four-Year College-Bound Student

9th grade		10th grade		11th grade		12th grade	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
English 9	10	English 10	10	English 11	10	English 12	10
World History	10	Geometry/Alg 2	10	Algebra 2/Math	10	US Govnt/ Econ	10
Alg 1/Geometry	10	World Language	10	World Language	10	Math	10
World Language	10	Biology/Physical Science	10	Physical Science/Science	10	Science	10
P.E.	10	P.E.	10	U.S. History	10	World Language	10
Biology/Elective	10	Elective	10	Elective	10	Elective	10
Total	60	Total	60	Total	60	Total	60
Elective*	10	Elective*	10	Elective*	10	Elective*	10
	70		70		70		70

*pending course availability

UNIVERSITY OF CALIFORNIA 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 beginning of your senior year.

The 15 courses are:

- | | |
|---------------------------------|-------------|
| a. History/social science | two years |
| b. English | four years |
| c. Mathematics | three years |
| d. Laboratory science | two years |
| e. Language other than English | two years * |
| f. Visual and performing arts | one year |
| g. College-preparatory elective | one year |
- (chosen from the subjects listed above or another course approved by the university)

* or equivalent to the 2nd level of high school instruction

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 Reasoning Test by December of your senior year. SAT subject tests are not required, but certain programs on some campuses recommend them, and you can use subject tests to satisfy the “a-g” requirements listed above.

For UC information go to:

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

For the UC Certified Course List:

Go to the UC website address and enter “Tilden Preparatory School” to see our UC certified course list:

<https://hs-articulation.ucop.edu/agcourselist#/list/search/5?f=>

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 you use to meet any subject requirement.

Area	Subject	Years
a.	History and Social Science (including one year of U.S. History or one semester of U.S. History and one semester of civics or American Government AND one year of Social Science)	2
b.	English (4 years of college preparatory English Composition and Literature)	4
c.	Math (4 years recommended) including Algebra I, Geometry, Algebra II, or higher mathematics (take one each year)	3
d.	Laboratory Science (including one Biological Science and one Physical Science)	2
e.	Language Other than English (2 years of the same language; American Sign Language is applicable)	2
f.	Visual and Performing Arts (Dance, Drama or Theater, Music, or Visual Art)	1
g.	College Preparatory Elective (additional year chosen from the University of California "A-G" list)	1
Total Required Courses		15

For CSU Admissions information:

http://www.csumentor.edu/planning/high_school/subjects.asp#lote

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 as these courses are well respected by private colleges. Many students attend private colleges each year with campus choices ranging from large, well-known universities to smaller institutions with highly-focused curricular offerings.

ELECTIVES

Elective classes can be completed during any year and in a number of ways. Tilden has many elective classes that students can take to fulfill these credits. However, if students are involved in outside learning experiences (taking lessons, playing sports, etc.) these can also be used for elective class credit (60 hours of class and homework combined equal five units). The Non-UC Approved Elective Course form is available on page 20.

COMMUNITY SERVICE

Full-time students are required to complete 15 hours of community service per year. The community service requirement may be waived at a parent's request. The Community Service form is available on page 19.

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. form is available on page 18.

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 their 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 the most 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 administrators to correct any errors.

Transcript Requests

For college applications or transfers to another school, you will need to contact us to request a transcript. Transcripts are free. We will require you to approve your student's transcript (in-person or by email) before we mail it out. It may take up to two business days following parent approval to process transcript requests.

For college applications, please provide the administration with stamped, addressed envelopes, as well as a checklist for each institution to which we should mail a transcript. 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 period on our online progress reporting system. You may view a brief instructional video on navigating our progress reporting system at the following URL: www.tinyurl.com/tildenparents. To access your student's information:

Logging in:

- 1) Go to <http://www.tildenprep.com/calendar>
- 2) Select which campus you are attending (Albany or Walnut Creek) for "School."
- 3) Type in your first and last name (with a space) for "name" and "welcome" for "password." Click on "Go."

From the Parent Home Page:

- 4) Click on "Edit" to review/edit your contact information and change your password.
- 5) Click on "View Register" to view a listing of all payments and charges for the past six months*.
- 6) 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.
- 7) Click on the "Community Service Form" link to view our Student Community Service Summary form. This should be filled out for full-time students, who are required to complete 15 hours of community service per year in order to graduate.
- 8) Click on "Calendar" to see your student's class schedule and teachers.

From the calendar page:

- 9) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 10) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 11) 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:

- 12) 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.
- 13) 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."
- 14) Click on "My Settings" to edit contact information and change your password.
- 15) 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.
- 16) 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.
- 17) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 18) Click on "logout" to log yourself out of our database.

*If you wish to see a complete listing of all payments and charges, click on "Show Complete Register."

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

- 1) Go to <http://www.tildenprep.com/calendar>
- 2) Select which campus you are attending (Albany or Walnut Creek) for "School."
- 3) Type in the student's first and last name (with a space) for "name" and the student's last name for "password." Click on "Go."

From the student's home page:

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

Top menu bar:

- 8) 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).
- 9) Click on "My Settings" to edit contact information and change your password.
- 10) 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 grade, and (if available) progress reports for each course.
- 11) 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.
- 12) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 13) 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 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 students arrive at the beginning of their class and leave when they are finished, unless otherwise arranged by their parents with the Head(s) 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 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 the parents 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 pm to 12:40 pm daily. Students may bring a lunch from home or purchase food at nearby restaurants. Club meetings occur during the lunch period and occasionally later in the afternoon. Please contact the front desk for a club list and 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¢ an hour. The library across the street charges \$1/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	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 with each 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 buy 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. If we do not have copies available in our school library, parents will be responsible for purchasing two copies, one for the student and one for the teacher.

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 expect instructors to use their personal cell phones to communicate with parents or students.

COMPUTER USAGE

Students are encouraged to use the school 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, shopping, gaming or any recreational web surfing. Students who have Study Hall should come to school with a flash-drive in order to download any work completed on Study Hall computers.

PERSONAL BELONGINGS

Lockers are not provided at Tilden. Therefore, students should keep careful track of their personal belongings. Bicycles are not allowed in the building; a bicycle rack has been 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 the 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 3-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 Head(s) 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, this provides a safe and successful program for the student and the school community. For students requiring Complete Supervision, parents deliver the student directly to the first teacher of the day and pick them up in the same manner from the last teacher. We will have teachers stay with the student for the full 60 minutes, then deliver them to the next teacher. This plan ensures the student has the necessary support to maintain behavior within school policies. At any point during the process, the administration may decide that the student and community will be better served by having the student take classes at home.

Complete Supervision will remain in effect for 30 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 administrators to determine the next step.

Students enrolled in Complete Supervision will have an additional fee of \$10/hr for course instruction.

Please note that while this handbook is fairly comprehensive, we cannot anticipate every situation or answer every question about enrollment at Tilden Prep. In addition, circumstances may require that the policies and expectations described in the handbook change from time to time, and the school reserves the right to amend, supplement or rescind any of these provisions, as it deems necessary and in 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.

