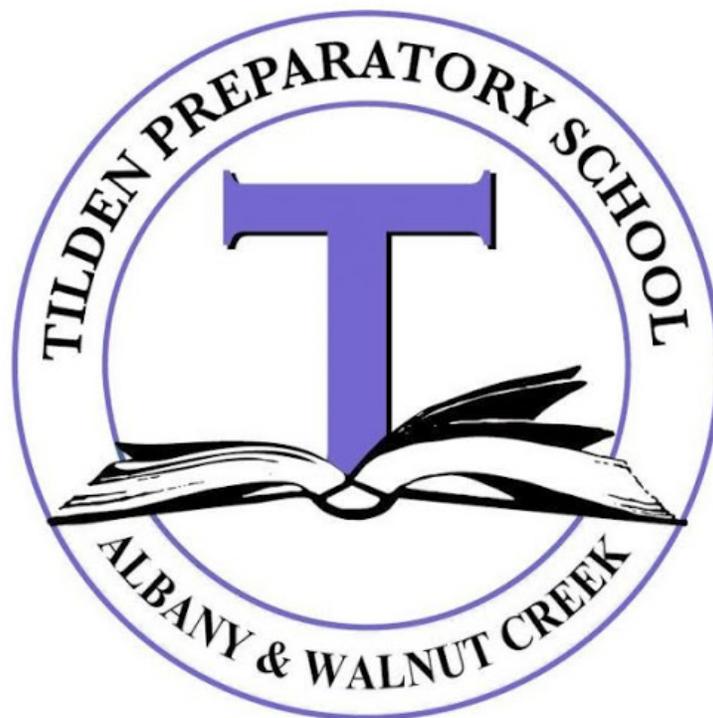


# **Tilden Preparatory School**



## **Parent and Student Handbook Academic Year 2020-21**

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# SCHOOL INFORMATION

- INTRODUCTION
- MISSION STATEMENT
- SCHOOLWIDE LEARNER OUTCOMES (SLOs)
- ADMINISTRATIVE CONTACT INFORMATION

## **INTRODUCTION**

Welcome to Tilden Preparatory School’s 2020-2021 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 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 153 UC approved courses, including 34 AP and 27 honors classes.

## **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

## Directors

Karen Hobbs, Ph.D., On-Site Director  
Shary Nunan, Ph.D., Off-Site Director  
Gail Alter, M.A., Associate Director  
Laura Schreck, M.Ed., M.A., Director of Operations

KarenHobbs@tildenprep.com  
SharyNunan@tildenprep.com  
GailAlter@tildenprep.com  
LauraS@tildenprep.com

## Albany Campus

1231 Solano Ave Phone: 510-525-5506  
Albany, CA 94706 Fax: 510-525-5508

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

### Albany Admin:

AdminAlbany@tildenprep.com  
Joshua Fenton, M.A., Head of School  
Devon Combe, B.A., Assistant Head of School  
Ana Elena Angel, Student Affairs Coordinator  
Christina Lee, B.A., Administrative Assistant  
Greg Rosas, B.A., Registrar

JoshuaF@tildenprep.com  
DevonC@tildenprep.com  
AnaElenaA@tildenprep.com  
TinaL@tildenprep.com  
GregR@tildenprep.com

## Walnut Creek Campus

1475 N Broadway, Ste. 200 Phone: 925-933-5506  
Walnut Creek, CA 94596 Fax: 925-933-5507

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

### Walnut Creek Admin:

Rebecca Hawley, Ph.D., Co-Head of School  
Laurie Kumar, M.S., Co-Head of School  
Jane Muller, M.A., Academic Support Coordinator  
Hasina Sabar, Administrative Assistant  
Kathy Veluz, B.A. Administrative Assistant  
Etanna Sack, Administrative Assistant  
Gina Guerrero, B.A. Administrative Assistant  
Gopika Misri, B.A. Systems Coordinator

AdminWC@tildenprep.com  
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JaneM@tildenprep.com  
HasinaS@tildenprep.com  
KathyV@tildenprep.com  
EtannaS@tildenprep.com  
GinaG@tildenprep.com  
GopikaM@tildenprep.com

# COMMUNICATION

- COMMUNICATION
- SURVEYS

- ABSENCES

## **COMMUNICATION**

### **Parent-Teacher Communication**

You may obtain your teachers' email addresses through our progress reporting system (see **Progress Reporting System**, page 15). 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 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)).

### **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.

## **SURVEYS**

We are always working to enhance our program and strive to 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.

## **ABSENCES**

### **CANCELLATIONS**

**To notify us that a student will be absent, parents are required to email the student’s teacher(s) and the campus administration before the start of your 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 15). Contact the administration at the following address:

<b>Albany Campus</b>	<b>Walnut Creek Campus</b>
adminalbany@tildenprep.com	adminwc@tildenprep.com

The **first five** cancelled class sessions (50 minutes) per semester, if cancelled on-time, you will be billed at a reduced rate of \$55/session. For ongoing tutoring, you can cancel up to five sessions for every 50 class sessions and be billed at a reduced rate. After the five reduced-rate cancels are used, you will be billed in full. If a student is scheduled for more than 50 minute session in a day, the cancellation is counted by the class session (ie. a student scheduled for 110 minutes would use 2 cancellations). Please refer to our **Policies and Fees** documents for additional details regarding our cancellation policy.

### **NO SHOWS**

When cancellation notice is not provided before the beginning of class time, or not provided at all, this is deemed a “**No Show.**” A No Shows is logged as a regularly scheduled session and will be billed in full.

## **Tilden Class Schedule**

<b>Class</b>	<b>Break</b>	<b>Designation</b>
8:00-8:50am	8:50-9:00am	10 minute break
9:00-9:50am	9:50-10:00am	10 minute break
10:00-10:50am	10:50-11:10am	20 minute break
11:10-12:00pm		
12:00-12:45pm		LUNCH BREAK
12:45-1:35pm	1:35-1:45pm	10 minute break
1:45-2:35pm	2:35-2:45pm	10 minute break
2:45-3:35pm	3:35-3:55pm	20 minute break
3:55-4:45pm		
4:55-5:45pm	4:45-4:55pm	10 minute break

# COURSES

- REGISTRATION
- SCHEDULING
- COURSE LENGTH
- SMALL GROUP CLASSES
- MENTORING PROGRAM
- GRADING POLICIES
- ACADEMIC INTEGRITY POLICY

## **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.

## **SCHEDULING**

### **SCHOOL YEAR 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-Friday, one or two sessions 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.

### **SUMMER SCHEDULING**

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.

## **COURSE LENGTH**

### **ESTIMATED COURSE LENGTH**

The following is an estimate of the number of class sessions 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 sessions

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 sessions per semester for regular courses and 22 teacher-student sessions for AP courses. If your student has mastered the material in our curriculum prior to using this many sessions, 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	<b>30-35 sessions</b>
Economics and Government (one semester courses)	<b>30-35 sessions</b>
Languages	<b>33-38 sessions</b>
Algebra 1 and Geometry	<b>30-35 sessions</b>
Algebra 2	<b>35-40 sessions</b>
Pre-Calculus (Depends on prior math knowledge and ability to understand complex abstract concepts)	<b>35-40 sessions</b>
Physics (with strong math background)	<b>35-40 sessions</b>
Physics (without strong math background)	<b>40-50 sessions</b>
Biology, Chemistry, Environmental Science	<b>35-40 sessions</b>
AP Courses (depending on course)	<b>45-55 sessions</b>
Honors Courses (depending on course)	<b>35-45 sessions</b>
Honors Science Courses	<b>40-50 sessions</b>

### **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 the 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 the 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.

### **Mentoring Class**

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 POLICIES**

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 session 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 want 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 15 for instructions on accessing the system.

**Important Homework Note:** Due to our mastery learning program, incomplete homework must be completed in class, and therefore homework and participation will not negatively impact final grades.

### **ASSESSMENTS/EXAMS**

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. Primary and back-up tests are available for all courses.

**Important Testing Note:** 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 in one course, they must take the tests in the following scheduled class session with their instructor in order to progress in the course curriculum.

## **ACADEMIC INTEGRITY POLICY**

At Tilden, 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.**

# CREDITS AND TRANSCRIPTS

- GRADUATION REQUIREMENTS
- UNIVERSITY & COLLEGE REQUIREMENTS

- TRANSCRIPTS

## GRADUATION REQUIREMENTS

### TILDEN PREPARATORY SCHOOL GRADUATION REQUIREMENTS

#### (FULL-TIME STUDENTS)

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 (240 hours) 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
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 27.

## 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 26.

## 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 25.

## UNIVERSITY AND COLLEGE REQUIREMENTS

### UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Students interested in being eligible to enter the UC system 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:**

## **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 15). 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 send it out. Please allow up to two business days after your request is received for a transcript to be prepared.

For college applications, we will supply sealed transcripts for pick up that you may send to the colleges. Please specify how many you need in your request. For students transferring to another high school, a transcript request will suffice; we will provide the envelope and postage.

### **TRANSFERRING CREDIT TO YOUR SCHOOL OF RECORD**

If Tilden is not your school of record, we advise you to obtain a written agreement from your high school guidance counselor before instruction begins for any course that will fulfill credits toward high school graduation. The agreement should indicate how credits will transfer and include a statement about listing the course on their transcript. It is at the discretion of your school to accept credits and to list courses taken at Tilden on their transcript. It is your responsibility to verify that you are tracking graduation requirements. Tilden Preparatory School makes no guarantees, either explicit or implied, about acceptance of credits by other schools. Some schools have concurrent enrollment forms available; if they do not, a concurrent

enrollment form which may be taken to your student's school of record is available on our website. The form should be signed by a school official.

## PROGRESS REPORTING SYSTEM

➤ PARENT ACCESS

➤ STUDENT ACCESS

### PARENT ACCESS

#### **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 "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 since January 2019.
- 8) 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.
- 9) Click on "Calendar" to view your student's course schedule, teachers, and weekly calendar.

#### **From the calendar page:**

- 10) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 11) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 12) 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:**

- 13) 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.
- 14) Click on "My Hours" to view how many sessions your student's teachers have logged with your student for each class within a certain time frame. This shows class sessions (Single) as well as cancellations (C) and total sessions. You may edit the dates for the time frame you'd like to view at "Display Hours."
- 15) Click on "My Settings" to edit contact information and change your password.

16) Click on "Archives" to see a list of courses your student has previously completed. This table includes the teacher, start date, end date, class sessions logged, the final grade, and (if available) progress reports for each course.

17) 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.

18) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.

19) Click on "logout" to log yourself out of our database.

## **STUDENT ACCESS**

### **FOR STUDENTS: NAVIGATING THE PROGRESS REPORTING SYSTEM**

#### **Logging in:**

1) Go to [www.tildenprep.com/calendar](http://www.tildenprep.com/calendar).

2) Choose "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 sessions you've spent in class within a certain time frame. This shows cancels (C) as well as class sessions (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 sessions and cancellation 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 POLICIES

- ON CAMPUS POLICIES
- PARKING
- PREPARING FOR CLASS
- PERSONAL ITEMS
- DRESS CODE
- BEHAVIOR POLICIES
- SUPERVISION PROGRAMS

## ON CAMPUS POLICIES

### **Academic Calendar**

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

### **Open Campus**

Students are supervised during class. Unless parents request otherwise, students are not directly supervised before and after classes, during the ten -- or twenty -- minute passing periods between classes, or during the 45-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 passing periods are 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, even if the student never arrives.

### **Lunch**

Lunch is scheduled from 12:00 p.m. to 12:45 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. 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 St.. 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, class progress, completed objectives, and grades within the progress reporting system.

### **Class Materials**

Please send your student to school with the following supplies:

Notebooks and/or binders	Lined notebook paper
Graph paper (if needed)	Dividers
Pens/pencils	Calculator ( <b>required</b> for Alg 2 courses and above)
Highlighters (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) included in the registration fee. Parents may opt to purchase books on their own for their student, if they prefer. Due to limited quantities, the school may not be able to provide books for students to use in the event that they forget their book from home.

## **PERSONAL ITEMS**

There have been occasions when students' belongings have been stolen. Cell phones and laptops 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 Heads of School 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, and cell phones must remain in backpacks or with a test proctor 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.

#### **Study Hall**

Students are required to place their cell phones in the basket at the beginning of study hall and may only retrieve the phone at the end of the period. Students may listen to music on their phones only if they have pre-set a playlist and are using bluetooth earbuds or headphones such that they can listen while the phone is in the basket.

### **COMPUTER USAGE**

Students are encouraged to use the school's computer resources as a reference tool for preparing research papers, reports, and for other educational purposes. Computers are only available for students in Study Hall and are not available for accessing social networking sites, gaming, or recreational web surfing. Students may also bring in personal computers and connect to the Tilden WiFi. Should the computer become a significant distraction during class or Study Hall, the student may be asked to put the computer away for the duration of the class period.

#### **Google Accounts**

It is strongly recommended that all Tilden students create a Google Account. Though we are an in-person learning institution, as a courtesy we are able to offer classes by Google Hangouts if a student is ill or unable to attend class in person on an occasional basis. If students wish to hold class remotely it must be done through Google Hangouts, which requires a GMail login. This requires students to have internet access and a computer with a working camera and microphone. Should there be technical difficulties on either end, the default expectation is for an in-person class and the missed class will be considered a cancellation.

Students also frequently use the Google Drive for writing assignments, projects, presentations, etc. When a student creates a document, presentation, sheet, etc., for class, they must share it with their teacher for the duration of the course. Teachers may use the Drive to send documents,

share materials, or edit work. Once the course is completed and hard copies have been printed of all assessments, students may choose to remove teacher access.

## **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**

Tilden students are expected to be appropriately dressed at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

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 group of people.
3. Clothing must not promote illegal practices, such as the use of illegal substances, including the consumption of alcohol.

If any student's dress or grooming is judged to be disruptive or inappropriate to the school's educational mission and program, they will be asked to speak to the Head of School. 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.

## **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.

### **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 AND VAPING**

Tilden Preparatory School has a strict no smoking/vaping policy. Students are not allowed to smoke or vape within a half mile of the school before or after school and are not allowed to smoke at all during school hours. Cigarettes, vapes, e-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 or e-cigarette vapor, we will check their backpack. Albany, Sausalito, and Walnut Creek all have city ordinances against smoking in any public areas. If a vape, e-cigarette, or 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.

### **SOCIAL MEDIA**

Students and teachers may not connect on any social media platforms until the student has

graduated from high school (Tilden or another school) and turned 18. If a student has connected with a teacher via any social media platform, they will immediately be required to disconnect (by unfollowing, unfriending, etc.) themselves from the teacher's social media account.

## **ANTI-BULLYING AND HARASSMENT POLICY**

At Tilden Preparatory School we place a high priority on maintaining a kind and inclusive community. Therefore, we take a strong stance against bullying and harassment of any form.

### **Prohibition Against Bullying and Harassment**

No student or group of students shall, through physical, written, verbal, or other means harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any Tilden student or school personnel on or off Tilden's campus. This policy applies to the entire school community, including educators, school staff, students, parents, and volunteers.

### **Definition of Bullying and Harassment**

“**Bullying**” means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical or emotional harm. **Harassment** means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent, or pervasive. These include conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics or traits that may be included by the school. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

### **Reporting**

All allegations (whether by students, staff or parents) of bullying or harassment shall be reported to the Head of School or member of the administration. School administration will be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action.

#### *False Reports*

Students who file false reports of bullying or harassment will be subject to disciplinary action.

### **Retaliation**

Retaliation or threats of retaliation meant to intimidate the victim of bullying, harassment, or cyber-bullying or toward those investigating the incident will not be tolerated.

### **Discipline and Remediation**

If a circumstance involving alleged bullying, harassment, or cyber-bullying arises, the first step is to talk with the student and parents and to develop a behavior contract outlining the needed changes. Disciplinary actions for bullying and harassment may include, but are not limited to, warnings, loss of opportunities to participate in extracurricular activities such as clubs, on-campus supervision, complete supervision, classes taken off campus, suspension, or expulsion, among others. 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.

## **SUPERVISION PROGRAMS**

### **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 typically remain in effect for up to 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 administration to determine the next step.

**Students enrolled in Complete Supervision will be charged an additional fee of \$10/session of instruction. If your student's schedule includes a lunch break and you elect not to pick up your student, you will be charged for supervision during lunch at the increased rate.**

## **PROGRAM FIT**

We find that almost all students who enroll at Tilden discover that they excel academically, socially and enjoy learning again. On rare occasion it becomes clear to Tilden administration that our program is not the best fit for a particular student or family. If we feel this is the case, we will schedule a meeting and engage in a collaborative process. As part of the collaborative process, we will propose interventions that we think will make Tilden a better fit. If after a collaborative effort we still determine that Tilden is not the best fit, we will have the option of dis-enrolling your student and providing partial credit while we assist in placement to a different and more suitable program.

**We look forward to helping your student enjoy learning and gain academic confidence and**

skills at Tilden.

**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.**

**Thank you for reading this handbook thoroughly. We are looking forward to have you and your student join our school community!**



Total Number of Hours on This Page:  (*should equal 60!*)

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