

**TILDEN MIDDLE SCHOOL**

**PTSA**

**PARENT HANDBOOK**

The Guidance Advisory Committee of the Tilden Middle School PTSA prepares this Parent Handbook as an information resource for the Tilden community. Our goal is to provide you the general information about our school and our community that will enable you to understand and participate fully in the learning experience at Tilden. We hope you will find this Handbook useful, and we welcome your comments on it.





**PRINCIPAL'S MESSAGE**

It is our pleasure to welcome you to Tilden Middle School. We are sure this Parent Handbook will be a source of valuable information for your family. The material here is a supplement to your Directory and your child's Student Handbook. The Directory lists students' addresses and phone numbers, as well as some school and PTSA information. The Student Handbook includes a basic skills guide and information about school services, activities, and policies. Be sure to review all of these sources. If you have any questions or concerns at any time, please feel free to contact one of us. Thank you to the PTSA Guidance Advisory Committee for producing this Parent Handbook.

***Karen Rabin***  
***Principal***

***Patricia Hanson***  
***Assistant Principal***

***Jerome Easton***  
***Assistant Principal***

**2006-2007 VISION STATEMENT**

We envision a community in which every student achieves his or her greatest potential.

**2006-2007 MISSION STATEMENT**

The Tilden Middle School community strives to promote student success by providing a quality educational program where children are actively engaged in their learning, thus becoming passionate readers, competent writers, confident speakers, critical thinkers, appropriate risk-takers, and responsible members of society.

## **THE HISTORY OF TILDEN MIDDLE SCHOOL**

Tilden became a middle school comprised of sixth, seventh, and eighth graders in 1991, when it moved from its old site on Tilden Lane. The current facility served years ago as Woodward High School before it was merged with Walter Johnson High School. As a result, the facility at Tilden possesses features usually reserved for high schools, such as laboratories and full sized gymnasium.

Tilden draws from Farmland, Garrett Park, and Luxmanor elementary schools. Upon entry into Tilden from elementary school, students are assigned to two different “teams” per grade. The team concept provides the groundwork for each student to succeed individually and to prepare both academically and socially for high school. Students graduating from Tilden move on to Walter Johnson High School.



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SCHOOL POLICIES, PROGRAMS AND PROCEDURES

***After School Activities/Extra Curricular Clubs***

There are a variety of extra-curricular clubs and activities held during Morning Academic Period (MAP) or after school on Tuesdays, Wednesdays and Thursdays, when activity buses run. A few of the clubs include Science Club, Math Club, Homework Zone, Kids Encouraging Environmental Protection, Drama, and intramurals. Seventh and eighth graders can participate on interscholastic softball, basketball, and soccer teams. The Media Center is open for use as a Study Hall during MAP, lunch periods, and after school (Tues., Wed., Thurs.)for Homework Zone, providing students with tutoring from Tilden staff members. , and tutoring is available. The students are informed of these activities during morning announcements, during lunch, and during special activities fairs. Information on clubs is sent home to parents through the "Tilden Times", the monthly PTSA notice, and is posted on the web. The county charges a nominal activity fee which is on a sliding scale according to family income.

(note: The activity buses run on Tuesdays, Wednesdays, and Thursdays, except prior to the start of a vacation day or on half-days. The stops are not the same as regular bus stops; be sure to check the location of the closest stop for your child.)

***Announcements***

A portion of first period is used for announcements regarding administrative and academic matters, as well as student activities. A weekly bulletin and a daily bulletin are available in the office and every teacher's classroom. Morning announcements are also posted on the school website daily.

***Attendance and Absence***

Please call the attendance secretary if your student will be absent from school. All absences are considered unexcused until a student presents a note signed by his or her parents to the attendance secretary during MAP or the first period teacher for the day(s) he or she missed. The student is responsible for carrying out this procedure. All notes should include:

- \*Student's full name and team
- \*Dates and reason for absence
- \* Parent's signature

Notes must be presented within three school days of return for an absence to be recorded as excused. Parents' notes are kept on file in the main office. An absence of five or more days requires a doctor's note. Unexcused absences include missing the school bus, car trouble, uncertified illness, truancy or indifference.

Anticipated absences for medical reasons and trips should be brought in advance, so that all teachers will be aware of this and can provide homework assignments in advance. Family trips without prior approval from the principal will be considered unexcused, and a note to the principal is required. Please write the child's name, phone number, and grade on the request note.

Early Departure. Students needing to leave school early should bring a note with the dismissal time, signed by a parent, to the office and leave it in the appropriate box. The attendance secretary will include it in the morning bulletin, thus informing teachers of the student's early departure. The student should come to the office to sign out at the designated time. Students who leave school without permission or signing out will be marked as unexcused for classes missed.

Early Departure Because of Illness. If a student becomes ill at school and needs to go home, he or she should report to the school nurse, who will contact the parent for transportation arrangements and notify the attendance secretary. Students who leave school because of illness without reporting to the nurse will be unexcused.

Tardiness. If your child arrives late to school, he should come to the office to sign in with a note from the parent and receive a pass to class. Excessive unexcused tardiness to school and class will result in detention.

### ***Bicycles***

Bicycles must be parked and chain locked in the rack located near the flagpole. Students are not to ride their bikes in any area on school grounds where students, buses, or cars are moving.

### ***Cafeteria***

Students may purchase hot lunches as well as sandwiches, salads, desserts, soups, juice, and milk. Prices are posted at the cashier's station and the food-serving lines. Students may keep money in an account and

use a PIN number to access it to purchase lunches. Students from families facing economic hardship may qualify for free or reduced-price meals. For more information, call 279-3231 for a confidential discussion. Forms for this program are handed out to all students at the beginning of the year.

A bag lunch will be issued to a student who has lost or forgotten his\her money on an emergency basis only. It is the responsibility of the student and parent to repay for this lunch to the cafeteria the following day.

### ***Conferences***

Parents are encouraged to request a conference with their child's teacher(s) if there are concerns about the student at any time. Please contact the individual teacher, the team leader or guidance counselor. If the team has concerns about a student, they will notify parents of their concerns: team initiated conferences take place frequently throughout the year.

### ***Crisis Plan***

As a part of the Montgomery County Public Schools' comprehensive crisis response plan, the staff and students of Tilden Middle School practice the Code Red and Code Blue drill. As stated by the Department of School Safety and Security of Montgomery County Public Schools, the term Code Red is used to describe an emergency/crisis at a Montgomery County Public School (MCPS) facility. Unlike the traditional evacuation procedure, the Code Red and Code Blue emergency drills are announced. The school administrator (principal or principal designee) will make an announcement via the intercom system that "we are in a Code Red." The announcement of a Code Red requires all students and staff to be accounted for and under supervision. Under the Code Red Procedure, the interior doors are secured to enhance security as long as it is safe to do so. The exterior doors are secured only when deemed safe to do so. This would happen for example if an armed intruder were to enter the school building. The term Code Blue is used to alert staff that an emergency/crisis exists at or near a MCPS facility. It also requires all students to be accounted for and under supervision. The school is locked down but staff and students can move throughout the school. The decision to announce a Code Blue could happen as a result of a weather-related situation (for example a tornado).

### ***Communication with Staff***

It is recommended that parents contact staff via e-mail, rather than call, given that more information can be shared in this manner. Teachers will respond either by phone or e-mail within a reasonable period of time.

### ***Detention***

Detention is held during MAP or after school, with at least one day's notification. At least one day's notice is required. Detention rules are:

1. Students must report on time.
2. Failure to report will result in double detention.
3. Silence is to be maintained.
4. Students must read or study (no sleeping is permitted).
5. Students must remain in the room and be seated.
6. Students must sign in.
7. No food is permitted in the room.

### ***Discipline Code***

Every student is given a copy of the "Tilden Policies and Discipline Code" and the "MCPS Student Rights and Responsibilities Handbook" which explain the expected behavior and punishment for specific inappropriate behavior. The signature of students and parents is required to ensure familiarity with the discipline code.

### ***Dress***

Students are to come to school properly attired so as not to distract themselves or others. No clothing with messages that endorse illegal activities or advertise alcoholic beverages or drugs are permitted. Shoes must be worn at all times.

### ***Drugs and Alcohol***

Possession or use of drugs and alcohol on school property is illegal and will not be tolerated. The penalties, set out in MCPS policy, are very severe and include police referral, suspension, and recommendation for expulsion.

A 1979 Montgomery County Public Schools legal opinion allows for a search of student lockers or of cars parked on the school grounds when a school official believes that illegal substances are being concealed or used.

The legal drinking age in Maryland, Virginia, and the District of Columbia is 21 years of age. All three jurisdictions have beer keg registration laws requiring the purchaser to be responsible for its use. Parents and students should know the legal penalties in Maryland for under-age alcohol use:

Any *minor* caught drinking is given a civil citation  
(up to a \$1,000 fine and/or six months in jail);

*Adults* can be charged if alcohol is served in their home.

### ***Electronic Devices***

Students may bring a cell phone to school after a cell phone contract has been signed by the student, parent, and principal. Parents should submit a written request for the contract to the principal. The phone must be turned off during school hours and kept in the student's locker.

No walkmen, radios, tape players, tape recorders, or electronic games are permitted at school unless the student has special permission from the principal. Any such electronic devices found will be confiscated and returned at the end of the school year.

### ***Early Release Days***

Several days during the school year are designated as early release days for students. Students are dismissed at 12:10 PM so teachers may participate in in-service programs and prepare report cards. School buses run on the early release schedule for these days.

### ***Emergency Cards***

Emergency cards are distributed to every student at the beginning of each school year. Parents are asked to complete the cards in replicate, providing important emergency information, including cell phone numbers and e-mail addresses. If there are any changes in information throughout the school year, parents must notify the school.

### ***Emergency Closing***

If snow or other emergencies force a closing or a delayed opening of school, radio and TV stations will be notified of the decision by 6:00 AM. Parents are asked not to call the school, but to listen to the radio or TV. If it is necessary to close schools early, radio and TV stations will be notified by 11:00 am. Early dismissal will be one and one-half hours earlier than the regular closing time in most cases. All-day and early

closing of schools will automatically cancel afternoon and evening activities in all school buildings. These include adult education, PTSA, and professional meetings.

### ***English for Speakers of Other Languages***

Students for whom English is a second language and who need intensive instruction in English are enrolled in the ESOL, (English for Speakers of Other Languages) Center, which offers instruction at five levels.

### ***Field Trips***

Tilden does sponsor field trips for all classes. If a field trip goes beyond the end of the regular school day, parents are expected to pick up their children at the specified time. Field trip refunds will only be granted for **recoverable costs**. Refund requests must be submitted to the sponsor of the trip within five (5) school days of the trip.

### ***504 Plan***

504 plans are created and implemented for Tilden students who have a documented physical or mental impairment, which substantially limits a major life activity such as learning. At Tilden, the individual's team of teachers determines the appropriate accommodations based on that individual's impairment. The plan is reviewed periodically, and the need for this plan is reviewed annually.

### ***Gifted and Talented Programs***

The purpose of enriched and innovative instruction is to extend each child's intellectual boundaries and help students achieve their highest potential. Courses for gifted and talented students are offered in reading, English, mathematics, and foreign language. High standards are maintained in these courses, and students are expected to maintain a "B" average.

In science and world studies, students are grouped heterogeneously and the needs of gifted students are met through pre-assessment, flexible grouping, and differentiated activities and assessments. A variety of additional opportunities such as the math team, science club, Johns Hopkins Talent Search, and Montgomery College special courses are available to further challenge interested students.

### ***Guidance and Counseling Program***

Tilden's Guidance Department provides all students with guidance and counseling services in the areas of academic achievement and development, career and educational decision making, and personal and social development. School counselors deliver services through individual educational planning, counseling, and school support. If students want to see a counselor, they can visit during MAP or lunch, or leave a note with the secretary. Parents may also make appointments to meet with counselors through the guidance secretary at 230-5940.

### ***Guidance Advisory Committee***

The Guidance Advisory Committee (GAC) is a PTSA-sponsored committee that works with the Guidance Department to increase communication among parents, students, and the school regarding academic progress and social issues. The GAC is composed of the guidance counselors, staff representatives, the parent members of the committee, 6 students (representing all grades), the principal and assistant principals. The GAC seeks to improve the relationship between the staff, students, and parents.

### ***Health Room***

The health room is located on the first floor near the attendance office, in Room A128. It is staffed from 7:45AM-2:40 PM by a Health Room Technician and/or school community health nurse. When a student becomes ill or has an accident at school, the parent/guardian will be contacted. Please be sure that home, work, cell, and emergency phone numbers are current. If changes occur, please call the Health Room at 230-5987.

Medication. Over the counter medicine as well as prescribed medicine will not be administered in school or during school sponsored activities without the parent/guardian's written authorization AND a physician's order. If your child needs medication during school hours, please contact the health room personnel to receive the required medication forms. The medication must be delivered to the school by the parent/guardian. It should be properly labeled by a pharmacist and be consistent with the physician's order. School or health department personnel will not administer medication brought to school by a student.

### ***Homework Policy***

Homework is an essential part of the instructional process. The goal is to reinforce, enrich, and enhance instruction while teaching students to

become more responsible for their own learning. Additionally, homework provides the opportunity for parents to become involved with their children's education.

The following guidelines have been established for students and parents:

1. Homework is an extension of classroom learning activities.
2. Homework assignments will be designed to meet a variety of needs and may take different forms.
3. All homework assignments will be recorded in the Tilden assignment book.
4. Homework will be given on a regular basis including weekends. The amount and length will be coordinated by grade level teams. The course syllabus includes information pertaining to specific expectations of individual teachers.
5. No homework should be assigned over religious holidays when schools are closed. On religious holidays when school is in session, homework may be assigned; however, students who are absent to observe those holidays shall be allowed to make up the work missed with no penalty.
6. Homework assignments for individual teachers are listed on the Homework Board, which is found at the Tilden web page ([www.montgomeryschoolsmd.org/schools/tildenms](http://www.montgomeryschoolsmd.org/schools/tildenms)).
7. When there is no specific reading or writing assignment, students should spend 10-15 minutes per subject reviewing the material covered that day.

### ***Insurance***

Every year, parents are given a chance to participate in a student accident insurance program, which is made available at a reduced rate through the school. Insurance information is distributed in September. Contact the school's Financial Assistant for more information.

### ***Interim Progress Report***

An "interim" progress report is sent to parents of all students. They are usually sent after the first half of a grading quarter but can be sent at any time. The teacher may discuss the report with the student and require his/her signature. Parents may also ask for a progress update by contacting the Guidance Office or classroom teacher.

### ***Listserve***

The Tilden PTSA monitors an e-mail group for parents, staff, and students. Information on how to join the website can be found in the

PTSA portion of the Tilden website  
([www.montgomeryschoolsmd.org/schools/tildenms](http://www.montgomeryschoolsmd.org/schools/tildenms)).

## ***Lockers***

All students are assigned lockers at the beginning of each year. Students are given locks for their gym lockers as well as hall locker combinations by the school. It is recommended that lock combinations be kept confidential and that students don't share lockers. Valuables should not be stored in the lockers. Students may not vandalize, damage, or write on the interior or exterior of the locker.

The administration is not liable for items lost or stolen from students. Locker problems should be reported to the building service staff or the main office. The cost to repair damage to a locker is the responsibility of the student to whom the locker is assigned.

## ***Lost and Found***

Articles found at the school should be turned in to the main desk. Gym clothing and equipment are usually turned into the physical education teachers. Books are returned directly to department heads. Students should go to the security office to file a theft report for stolen items.

## ***Make-up Work***

Students have responsibility for make-up work. Generally, they are given one day for each day of excused absence to make up their work. Students may find out about work they have missed in the following ways: contact homework buddies; check with teachers during MAP; refer to posted homework assignments in classrooms; find out in advance what work will be missed while attending school sponsored activities; or check the Homework Board.

Parents may assist in this process by contacting the guidance secretary (230-5940) by 3:00 P.M. on the second day in cases of extended absence. Assignments will be available for pick-up between 3:00PM and 4:00PM the next school day.

In the case of a prearranged absence with prior approval, the student should obtain homework assignments directly from his or her teachers prior to the absence, when possible.

A student who is absent on the day of a test, but was present on the review day, may be required to take the test on the day he/she returns to school. Tests scheduled for a "snow day" will be given on the first

scheduled school day after the snow day. This is in addition to any other tests scheduled for that day.

***Morning Academic Period***

MAP is the period of time every morning from 9:37 am to 10:01 am where students can meet with teachers, catch up on missed assignments, take reassessments, go to the library.

***Outdoor Education***

The Outdoor Education Program is a three day, two night learning experience offered to all sixth graders in Montgomery County. Students are accompanied by staff to one of three outdoor education facilities at various times of the year. During the program, students participate in group activities designed to put into practice the thinking processes, skills and strategies developed in the classroom. In addition, students learn to cultivate an awareness and concern for the natural environment, and develop good relations with fellow students and staff.

***Parental Involvement***

Positive parent involvement is important to a student's success in school. The school encourages parents to keep informed and actively involved in decisions concerning their student's education. You have the right to review your student's school records. We also encourage you to attend the Parent Information Meetings, to contact the staff with any questions or concerns, and to read the student handbook.

***Pets***

Pets are not allowed inside the building or inside the fence surrounding the outdoor athletic facilities including the playing fields, tennis courts, and basketball courts. Elsewhere on school grounds, pets are expected to be on leashes in accordance with Montgomery County Law.

***Phone calls and messages***

Phone calls for students are not accepted during the school day, except in cases of emergency. In the event of an emergency, call the main office. Two pay phones, available for student use, are located across from the cafeteria, and one phone is located outside the front door. Students may use the cafeteria phones during lunch. If a student does not have money to use a pay phone, he/she may use a phone in the Main office or the Guidance office.

***Photographs***

Photographs of each student are taken in the fall for the school yearbook. At this time, parents are given an opportunity to order prints of their own.

***Pick up and drop off procedures***

**ONLY SCHOOL BUSES ARE PERMITTED TO ENTER THE DRIVEWAY IN THE FRONT OF SCHOOL BETWEEN 7:15AM AND 8:15AM AND BETWEEN 2PM AND 3PM.**

Parents dropping off or picking up students should do so by the tennis courts between 7:30 and 7:45AM and promptly at 2:40PM. **Do not park in the fire lanes; tickets will be issued.**

**Buses.** For all students entitled to ride a school bus, a daily pickup in the morning and return in the afternoon is made. Students will be expected to be quiet and orderly. Service will be denied if proper behavior is not maintained. Bus drivers are instructed to report any violation or misconduct on the bus to the administration. Use of the school bus may be denied to those students who do not follow the rules. Students must have a note signed by a parent guardian and an administrator before riding a bus other than their assigned bus.

If your child is having a problem on the bus, contact his grade assistant principal. If the problem relates to arrival/departure time or scheduling, contact the MCPS Transportation Office at 469-1140.

***Privacy rights***

Federal and state laws restrict the information that schools can make public about their students. A "Notice On Privacy Rights" is published by the county and sent to all families each year. U.S. Public Law 93-380 requires the school to define "directory" information and to explain how parents and students can prevent MCPS from giving out this information. Directory information is defined as "The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information." MCPS is required to release directory information to anyone who asks for it, unless families request otherwise.

## ***PTSA***

The Parent-Teacher-Student-Association (PTSA) is the main vehicle through which parents can become involved in Tilden. The PTSA testifies before the Board of Education, the Superintendent of Schools, the County Council, and other groups on behalf of Tilden; provides support for teachers and students; participates on joint staff committees; sponsors a variety of events; provides volunteers for special programs; prepares this handbook; and sends a newsletter during the year to all families. Annual dues for the PTSA are required yearly, in addition to this, extra contributions are always welcome. As county funds become increasingly scarce, parent support through the PTSA becomes even more vital.

The PTSA is governed by an Executive Board that consists of a president, vice-president (s), secretary, treasurer, and the many parents who chair PTSA committees. The Board meets on the second Tuesday of the month at 7:30 PM in the Media Center. All parents, teachers, and students are welcome at the meetings. See the PTSA website at [www.montgomeryschoolsmd.org/schools/tildenms](http://www.montgomeryschoolsmd.org/schools/tildenms) for more information on the PTSA and its activities.

## ***Report Cards***

There are four marking periods of about 9 weeks each in the school year. Report cards are given to students in November, February, and April. The final report card is mailed home about two weeks after the end of the school year in June. Report cards are held by the school if financial or other obligations are not met.

## ***Special Education Programs***

The special education programs at Tilden serve students with identified learning styles that may require specialized instruction and/or accommodations to meet the academic requirements/functional life skills outlined on their Individual Education Plan (IEP). This plan is developed by the IEP team after they determine that services are needed based on evaluative data. Tilden programs are as follows:

### **1. Resource**

The resource program provides special education services in our general education program. The resource program is for students who, while experiencing mild to moderate learning difficulties, can be enrolled in the general education program. Students typically receive one period of resource support every day.

**2. Learning Center**

The learning center is designed to meet the needs of academically challenged students with learning, language, and/or attentional disabilities. Students receive special education instruction that is general education-curriculum based for several class periods. They are integrated into the general education program whenever possible.

**3. Autism Spectrum Disorder**

The program for students with autism spectrum disorder serves students with high functioning autism or Asperger's syndrome. The primary focus is to teach appropriate pragmatic and social skills as well as organizational and problem solving skills that will allow students to participate more independently in the general education program. These students have some of their classes in a small classroom setting and others in the general education program.

**4. Learning for Independence**

The learning for independence program (LFI) provides a functional life skills curriculum with an emphasis on academics. This program serves children who have significant learning needs or mild mental retardation. The students receive small class instruction for academics with community reinforcement of skills learned. Student can be integrated into the general education program for their physical education and arts rotation classes.

**5. School/Community-Based Program (SCBP)**

The school/community based program (SCBP) emphasizes individualized student learning in school and community sites. The class serves students with mental retardation and/or multiple disabilities. These students learn functional life skills in the context of our general school environment or in community settings. Students from the general education population work with these students as peer mentors.

***Student Assistance Program***

The Student Assistance Program is a program designed to reach students who appear to be in trouble with substance abuse but have not sought help for themselves. Parents, teachers, other staff, or students refer a student they are concerned about to the Intervention Team. The Intervention Team meets with the referred student and/or his or her parents to share their concerns about the student's behavior, attendance, grades, etc. The family is then given the opportunity to meet with professionals who have the ability and expertise to assess whether substance use may or may not be a source of concern and a reason for the student's behavior.

Referral forms are in the main office, the guidance office, and the health room. Everything the Intervention Team does is strictly confidential. No files or records are kept on any referrals.

### ***Student Handbook***

Each student receives a Tilden Student Handbook, which describes school services and activities. They also receive the Tilden Policies and Discipline Code in the front of the assignment book and the MCPS Student Rights and Responsibilities Handbook which outlines student rights and responsibilities.

### ***Student Service Learning Hours***

All MCPS students are required to accumulate 60 Student Service Learning hours before graduation from high school. Some of these hours may be accumulated during school, but most are spent on activities outside of the classroom which benefit the community. Examples include volunteering at a nursing home, volunteering at elementary school functions, volunteering during the summer at summer camp. Students are not paid for their time, and the activity must be one which benefits the community at large. Students may begin accumulating hours the summer after 5<sup>th</sup> grade, and will be eligible for a Superintendent's Award if they significantly exceed the minimum hours required. For more information contact the SSL coordinator or log on to [www.mcpsssl.org](http://www.mcpsssl.org).

### ***Transitions at Tilden***

5<sup>TH</sup>-6<sup>TH</sup> grade: Articulation from fifth to sixth grade begins with visits to the elementary schools by Tilden administrators and the sixth grade counselor. The process continues with large group meetings at each elementary school where the counselor explains sixth grade course offerings and past elementary school graduates give a student's perspective of Tilden. The elementary schools facilitate the transition by administering math placement tests and making academic level recommendations for Reading, Math and English. After course selections and placement recommendations are processed, the counselor meets in small groups to inform rising sixth graders of their anticipated course load and team designation.

Between grades: Counselors facilitate the transition between grades within Tilden by visiting all classrooms to present the course offerings and discuss elective options. The registration process begins in the early spring when teachers make recommendations for placement in English and Mathematics. Evening meetings are scheduled for parents so that

they can assist their children in the decision making process. In June, students are given a copy of their course selections, showing placement levels and team designations.

8<sup>th</sup>-9<sup>th</sup> grade: In November, an evening meeting is held for parents at Walter Johnson High School (WJ) at which parents receive materials on the four-year plan and general information about WJ. The principal of WJ, and a WJ guidance counselor will be there to answer questions. In February, WJ counselors come to Tilden Middle School to discuss the four-year plan and graduation requirements with the students, and to begin the process of registering them for 9th grade. Students also receive a course booklet. In March, parents can attend a meeting at WJ to learn about specific courses, extra-curricular activities, the Honors classes, and answers to questions they may have. WJ students visit Tilden to answer questions and conduct an “Activities Fair” to acquaint the incoming 9th graders with the various extra-curricular programs offered at WJ.

During the summer before ninth grade, until August 15, we encourage each student to arrange an individual conference with his or her new counselor. This is a good time to discuss individual needs, extracurricular activities, and any concerns. Students or parents can make appointments through the Guidance Secretary to see their counselor.

### *Visitation*

Parents are encouraged to visit the school. Every fall there is an open visiting day for parents. Parents may also visit the school at other times, but are asked to call in advance of their proposed visits.

Visitor/volunteers are required to stop by the office first and pick up a visitor’s pass. **In order to maintain a structured learning environment free from distractions, student visitors are not allowed during the regular school day.**

### *Websites*

For more information about Tilden, please see the Tilden Middle School website at [www.montgomeryschoolsmd.org/schools/tildenms](http://www.montgomeryschoolsmd.org/schools/tildenms). In addition, information about Montgomery County Public Schools generally can be found at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org), and information about the Montgomery County Board of Education can be found at [www.mcps.k12.md.us/boe](http://www.mcps.k12.md.us/boe). Finally, those seeking information about the Maryland State Department of Education may view [www.marylandpublicschool.org/MSDE](http://www.marylandpublicschool.org/MSDE).