

TILDEN MIDDLE SCHOOL

11211 Old Georgetown Road
Rockville, MD 20852
(301) 230-5930

www.mcps.k12.md.us/schools/tildenms

Vision

We envision a **happy, safe, and caring** educational environment in which our community is committed to the ongoing **success** of all students.

Mission

By providing our students with a rigorous and engaging education that builds their confidence and meets their social-emotional needs, the Tilden community will prepare students to become successful, responsible, and respectful global citizens.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A small icon of a recycling symbol, consisting of three chasing arrows forming a triangle.

Student Responsibilities

A Tilden student

- Achieves academically and strives to exceed the standard.
- Respects the rights, opinions, and property of the school and others.
- Shows pride in himself/herself, the school, and the community.
- Comes to class on time and is prepared to learn when the bell rings.
- Strives to successfully complete all class activities and assignments.
- Takes responsibility for the safety of self and others.
- Demonstrates respect for all.
- Exhibits good sportsmanship at all times.
- Cooperates with and shows the highest courtesy to guest teachers.

Individual Organizational Tools and Personal Supplies

3 ring binder with zipper – 2 inch rings

wide ruled paper

pencil pouch

pens – blue or black ink

red pens for corrections

glue stick

eight-subject dividers

calculator with the capability of operations and fractions

Procedures

Make-Up Work

Students are responsible for making up the work missed. Students are given one day for each day he/she is absent to make up the work. For example, if you are absent on Monday and Tuesday, your work is due by Friday unless you have made other arrangements with your teacher.

If you know you're going to be absent, you can ask a friend who lives near you to pick your work up for you.

Students can find out about missed work the following ways:

- find out in advance what you will miss if you know you will be absent on a certain day.
- call your homework buddies
- access homework through myMCPS Classroom or Google Classroom
- meet with your teacher(s) during MAP

Checking Student Progress Online

Parents/Guardians have access to their child's grades through the Parent Portal once they have created their accounts. To create an account, you will need the Access ID and Access Password sent in a letter to the student's primary address. If you did not receive a letter, contact the main office at your child's school. Go to www.portal.mcpsmd.org and follow the prompts after you click Create Account. Once in the Parent Portal, you can access your child's grades, report card data, attendance, schedule, MAP reports, and Student Service Learning hours.

TILDEN MIDDLE SCHOOL 2018-2019 BELL SCHEDULES

REGULAR BELL SCHEDULE

(Five minutes have been added to first period of each schedule for announcements)

	Period 1	8:15 – 9:05			
	Period 2	9:09 – 9:54			
	MAP	9:58 – 10:21			
	Period 3	10:25 – 11:10			
A LUNCH					
LUNCH	11:14 – 11:44		B LUNCH		
Period 4	11:48 – 12:33	Period 4	11:14 – 11:59	Period 4	11:14 – 11:59
Period 5	12:37 – 1:22	Period 5	LUNCH	Period 5	12:03 – 12:48
		Period 5	12:37 – 1:22	LUNCH	12:52 – 1:22
		Period 6	1:26 – 2:11		
		Period 7	2:15 – 3:00		

HALF-DAY BELL SCHEDULE - SEVEN PERIOD (NO MAP)

	Period 1	8:15 – 8:44			
	Period 2	8:48 – 9:15			
	Period 3	9:19 – 9:46			
	Period 6	9:50 – 10:17			
	Period 7	10:21 – 10:48			
A LUNCH					
LUNCH	10:52 – 11:22	B LUNCH		C LUNCH	
Period 4	11:26 – 11:56	Period 4	10:52 – 11:22	Period 4	10:52 – 11:22
Period 5	12:00 – 12:30	LUNCH	11:26 – 11:56	Period 5	11:26 – 11:56
		Period 5	12:00 – 12:30	LUNCH	12:00 – 12:30

TWO HOUR DELAY - SEVEN PERIOD

	MAP	10:15 – 10:33			
	Period 1	10:37 – 11:06			
	Period 2	11:10 – 11:39			
A LUNCH					
LUNCH	11:43 – 12:13	B LUNCH		C LUNCH	
Period 4	12:17 – 12:47	Period 4	11:43 – 12:13	Period 4	11:43 – 12:13
Period 5	12:51 – 1:21	LUNCH	12:17 – 12:47	Period 5	12:17 – 12:47
		Period 5	12:51 – 1:21	LUNCH	12:51 – 1:21
		Period 3	1:25 – 1:54		
		Period 6	1:58 – 2:27		
		Period 7	2:31 – 3:00		

2018 – 2019 School Year Calendar

2018	
July 4	Independence Day—Offices and schools closed
August 27, 28, 29, 30, 31	Professional days for teachers
September 3	Labor Day—Offices and schools closed
September 4	First day of school for students
September 10	No school for students and teachers
September 19	No school for students and teachers
October 5	Early release day for all students
November 6	General Election Day—Offices and schools closed
November 7	Early release day for all students; end of quarter planning
November 12	Early release day for all students
November 13	Early release day for all students
November 21	Early release day for all students
November 22 and 23	Thanksgiving—Offices and schools closed
December 24, 25, 26, 27, 28, 31	Winter Break—No school for students and teachers; offices closed December 24 and 25
2019	
January 1	New Year's Day—Offices and schools closed
January 21	Dr. Martin L. King, Jr. Day—Offices and schools closed
January 25	Early release day for all students; end of quarter planning
January 28	Professional day for teachers
February 18	Presidents' Day—Offices and schools closed
March 1	Early release day for all students
April 3	Early release day for all students; end of quarter planning
April 17, 18, 19, 22	Spring Break—No school for students and teachers; offices closed April 19 and 22
May 27	Memorial Day—Offices and schools closed
June 5	Professional day for teachers
June 13	Last day of school for students; early release day for all students
June 14	Professional day for teachers

Department Testing Schedules

Monday – English and Mathematics
Tuesday – World Studies and World Languages
Wednesday – Mathematics and Science
Thursday – English and World Languages
Friday – Science and World Studies

Quizzes may be given on any day. A quiz should require no more preparation time than an average amount of homework.

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.

If students have a test scheduled on a day school is cancelled (for snow or other reasons), the test will be given on the first scheduled school day following the cancellation.

MANUSCRIPT FORM (Final Copy)

For handwritten work on lined paper, the following requirements apply:

- Use wide lined loose-leaf notebook paper 8 ½" by 10 ½" in width. Paper torn from a spiral notebook is unacceptable.
- Use blue or black ink. Your teacher will tell you when using a pencil is acceptable.
- Formal assignments such as final drafts of essays or reports must be written on one side only.
- In block form, in the upper right hand corner of the paper, write your first and last name. Below your name, write the date with the month and the year written out completely. Below the date, write the subject, grade, and class period.
- Maintain a one-inch margin on the left and a one-half inch margin on the right side of the paper. Skip the last full line.
- Center the title on the top line. **Do not underline the title.**
- Skip one line and begin at the margin for sentences which are numbered. Indent one inch from the left margin rule for paragraphs.
- Number items neatly to the left of the left-hand margin rule. Do not circle or use parentheses around numbers.
- Write your first and last name in the upper right hand corner of any additional sheets attached to the first page.
- Staple multiple pages together. Do not use paper clips or other fasteners. In addition, do not place an assignment in a report cover unless instructed to do so.

Martha Washington September 3, 2012 Physical Education 7, 3
_____ Title
_____ (skip this line)
1. _____
2. _____

Bibliographic Citations

All students are expected to demonstrate responsible use of information by citing their sources of information. Noodletools, an online resource available to all students at home and at school, is the preferred method for creating bibliographic citations. Noodletools will prompt the user for the specific information needed to generate bibliographic citations for all types of materials, both print and electronic, as well as combine all of the citations on a list to create a perfectly formatted, organized, and printable bibliography.

Noodle Tools Tips

Log in to Noodletools through your school Google account OR visit <https://my.noodletools.com/logon/signin> and then log in using your school Google account information.

**All students will have a unique personal ID based on their MCPS six digit student identification number.
The password is: tilden.**

To access our online resources for homework and research help, visit this Google doc: <https://tinyurl.com/yd45v9z3>

Email Etiquette

Basics – *Think twice about whether or not the content of your email is appropriate for virtual correspondence – once you hit SEND, anyone might be able to read it.*

- Use a professional font such as Arial, Calibri, or Times New Roman
- When emailing a teacher, ALWAYS include your full name and class period
- Include a concise, meaningful subject line
- Keep the email brief (one screen length)
- Include a professional signature with your full name and contact information
- Check spelling, punctuation, and grammar before clicking SEND
- Never assume the email has been read unless you receive a response
- You should expect a response with 24 hours of a school/work/business day

Tone

- Write in a positive tone - *When I complete the assignment* versus *If I complete the assignment*
- Avoid using negative words (words that begin with *un-* or *non-* or end with *-less*)
- Only use graphical symbols such as smiles 😊 when appropriate
- Use contractions to add a friendly tone

Good Topics for Email

- You have an easy question that can be answered in a paragraph or less
- You have an assignment that you are allowed to submit via email

Topics for Meeting In Person

- Topics that require a continuous conversation
- Topics that have a risk for misunderstanding or the potential for becoming emotionally charged

Expressing Concerns

- Briefly state the history of the problem to provide context
- Explain the attempts you previously made to solve the problem
- Show why it is critical for the problem to be resolved by the reader
- Offer suggestions on ways you think it can be resolved and how you are willing to help
- Remember to keep the email to one screen length

Attachments – Send in rich text format (rtf) or portable document format (PDF) to ensure compatibility or indicate the version of the program if in *Microsoft Word*

Source: Adapted from the Purdue Writing Lab and Curtin University of Technology

Sample Appropriate Emails

<p>From: Torres, Michael Sent: Thursday, May 01, 2014 2:03 PM To: Collins, Anna Subject: Making up missed work?</p> <p>Dear Ms. Collins,</p> <p>I was out sick today and missed the instruction from your Period 4 Algebra class. I already checked Edline on the computer and with two classmates (Yonathan and Enrique) for the notes and assignments. Are you available to help me make up the work I missed during MAP, lunch, or after school any day this week?</p> <p>Sincerely, Michael Torres Period 4, Algebra</p>	<p>From: Kim, Miim Sent: Monday, October 14, 2013 7:13 PM To: Perez, Diego Subject: Retake possibility</p> <p>Dear Mr. Perez,</p> <p>I was wondering if there was a retake on the previous "Five Purposes of Government" quiz that I took at lunch. Please let me know if there will be a retake and if I can meet with you beforehand, during MAP to go over some of the topics.</p> <p>Thank you, Miim Kim Period 7 Adv. U.S. History</p>
<p>From: Johnson, Katrina Sent: Wednesday, April 16, 2014 5:02 PM To: Samuels, Jackson Subject: Unit test</p> <p>Dear Mr. Samuels,</p> <p>I was looking at Edline and had completely forgotten that I didn't make up the unit test from before spring break. Since it was a long time ago and I don't feel quite ready yet, do you think I could study a bit more and maybe take it on Monday or Tuesday of next week? Thank you.</p> <p>Sincerely, Katrina Johnson Period 3, Science 6</p>	<p>From: Howard, Juwan Sent: Tuesday, February 11, 2014 8:43 PM To: Milovich, Aya Subject: Absent tomorrow</p> <p>Dear Ms. Milovich,</p> <p>I might be absent tomorrow due to a doctor's appointment and was just letting you know in advance.</p> <p>Sincerely, Juwan Howard Period 3, Intermediate Orchestra</p>

Tilden Middle School Policies and Discipline Code 2018 - 2019

Tilden Middle School believes in maintaining a safe, learning environment so that each student is assured his/her right to an education. This document outlines Tilden's expectations for student behavior. It also outlines specific discipline infractions and the consequences which can be expected if this code is violated. We recognize that the policy stated herein is not all-inclusive and that situations will arise that will need to be handled in a manner other than that suggested by this policy. While specific disciplinary action is assigned to certain offenses, differences in individual situations make it undesirable for staff to rigidly conform. Ultimately the most effective means of dealing with a specific situation may have to be left to the discretion of the principal, assistant principal, or teacher. *No rule or disciplinary action is herein established, in this policy, which is in conflict with County or State Policy.*

**To achieve your goals: BE PROMPT, BE PREPARED, BE PRODUCTIVE,
BE PROUD, and especially BE PERSISTENT.**

- ✓ Students are expected to show respect to their peers and all staff members. This includes administrators, teachers, secretaries, paraeducators, building service workers, cafeteria workers, lunch aides, and peers.
- ✓ When asked by a staff member, students are required to inform that person of his/her name and grade.
- ✓ Students may not enter an unsupervised classroom/area at any time before, during, or after school.
- ✓ Students are expected to do their job as students: be respectful of yourself and others, demonstrate independence for your learning experience and achievement; accept responsibility for your actions and learn from any mistakes that you may make.

POLICIES

Attendance

The State of Maryland and the Montgomery County Public School System have given school attendance the highest priority to help ensure student success. Tilden Middle School shares that point of view, and we expect that all students will maintain regular attendance to school and classes. The following policies relate specifically to attendance:

1. Attendance is required in each class every school day unless excused.
2. Parents should call the **main office** (301-230-5930) before 8:20 am to report their child's absence.
3. Students who have been absent must bring a note signed by a parent explaining the nature of the absence(s). The note must be dated. These absence notes, as well as early departure notes, should be brought to the main office before school or during MAP. Parent notes are kept on file in the main office.
4. Students who come to school late must sign in at the main office.
5. Parents of students truant from school will be contacted by the administration.
6. A teacher is not obligated to give credit for work missed during an unexcused absence.
7. **It is the student's responsibility to see the teacher for all make up work for either an excused or unexcused absence. Students are expected to check their online dashboard for any missed assignments.**
8. Parents may contact the counseling office before 3:00 pm on the second day of absence to receive work for a student who is expected to be out longer. Work will be available between 3:30 – 4:00 pm in the counseling office the next school day.
9. A note must be submitted to the principal, **at least one week in advance**, when a student is taken out of school for a family trip, etc. Please write the student's full name, grade, reason for the absence, and parent's name and phone number on the note. We do not encourage absences for vacations during the regularly scheduled school year.

Before School

1. **Supervision of students begins at 7:50 am. Students must not arrive to school prior to 7:50 am.**
2. Upon arrival to school, students are required to remain on campus unless officially excused.
3. Students should enter the building through the cafeteria at the rear of the parking lot or through the main entrance and remain in the cafeteria (grade 8) or gym (grades 6 and 7) until excused by an administrator.

After School

1. Students **must leave the building immediately** after the dismissal bell, at 3:00, pm unless they are involved in a supervised after-school activity.
2. Students who are involved in after-school activities should remove all needed materials from their lockers before their activity because the outside doors and security gates may be locked.
3. Students in after-school activities are expected to stay for the duration of the activity. Parents arriving earlier should report to the office to pick up their child.
4. Students should arrange to be picked up on school property rather than crossing Old Georgetown Road on foot. Students that are walking **MUST CROSS AT THE CROSSWALK.**
5. Passes will be required in order to ride the activity bus. The passes will be distributed by the activity sponsor and will only be given to students who attend the activity.
6. A note, via email to our attendance secretaries, from your parent/guardian is required in order to ride a different bus home and it must be received and signed by the main office staff by 10:00 am. **Please include the following information: name of student, bus number to ride, date, and parent contact number.** Before school and during lunch are the best times to retrieve signed bus notes.

Academic Standards

1. Cheating on quizzes, tests, and/or exams will not be tolerated. Violators will receive a grade of zero and a parent will be notified.
2. Copying another student's work, such as homework or compositions, is not permitted. To copy someone else's work, with or without permission, is a form of cheating. The papers of all involved will be confiscated.
3. **Copying someone else's words or ideas (from printed material or the Internet) and submitting it as your own is considered plagiarism unless the source has been cited. Plagiarism is a form of cheating and will be dealt with accordingly. Note: copying and pasting a few sentences or a paragraph from a website is a form of plagiarism; borrowing a few key words or phrases from an article or a book is a form of plagiarism; rearranging the words in a sentence from an article, book or website is a form of plagiarism. To avoid plagiarizing, give credit to your sources, use quotation marks for direct quotes, and paraphrase the material (rewrite the information in your own words).**

Appropriate Dress for School

Students have a responsibility to be dressed and groomed for school, in accordance with the community standards for dress and grooming addressed by the local school discipline policy.

References:

Regulation JFA-RA: Student Rights and Responsibilities

Bullying

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
2. threatening or seriously intimidating; and,
3. occurs on school property, at a school activity or event, or on a school bus; or,
4. substantially disrupts the orderly operation of a school.

"Electronic communication" means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Parents may submit the Harassment or Intimidation (Bullying) Incident Report Form to the school administration **(See MCPS website to obtain the form)**.

Cafeteria Procedures

1. Students must report to the cafeteria within the four (4) minute passing time or they may be assigned a lunch detention.
2. Students must put their trash in the containers provided in the cafeteria and clean their table area. Tilden maintains a recycling program. Aluminum cans must be placed in the recycling bin.
3. Students will not be allowed outside if they have not cleaned their table area. Food and/or drinks must be consumed in the cafeteria.
4. Students may not leave the cafeteria without a pass from a staff member or until dismissed by a staff member.
5. Students must remain in designated areas during lunch.
6. Books and binders brought to the cafeteria will be placed on the shelves in the cafeteria.

Care of Personal Property

1. Lockers and locker combinations are not to be shared. Lockers should never be left in the “open” position.
2. If you are celebrating a friend’s birthday, you may **temporarily** decorate the outside of his/her locker (max. three students), with teacher or administrator permission and **ONLY** first thing in the morning (before classes begin) or during lunch.
3. Students are encouraged to go to their lockers only before and after school, and before and after lunch.
4. Students must keep coats/outerwear, backpacks/backpack purses in lockers during the school day.
5. Students are responsible for ensuring that cell phones and other electronic devices are turned off until the end of the day at 3:00 pm.

Conduct in the Halls

1. Students should walk to the right in the halls and follow the direction of the arrows on the stairs.
2. Running, horseplay, play fighting, loitering and loud/unnecessary noises are not permitted.

Conduct at School Sponsored Events

1. All rules governing the regular school day apply to all after school and school sponsored events.
2. Once students enter an event, they may not leave until they are picked up by a responsible adult.
3. Parents or responsible adults must pick students up promptly after the school-sponsored events are over. **Students who are picked up more than 15 minutes beyond the end of an event may have their parent(s) asked to chaperone the next event the student attends.**

Damage to School and/or Personal Property

1. Students should take care of school furniture, textbooks and equipment in order to keep them in good condition. Intentional damage to school and other students’ property is subject to disciplinary action.
2. Students should respect the property of other students and staff.
3. Textbooks should be covered at all times.

Digital Citizenship

Students wishing to use MCPS computers must comply with MCPS policies. You can read more at: <http://www.montgomeryschoolsmd.org/departments/policy/pdf/igtra.pdf> *User Responsibilities for Computer Systems, Electronic Information, and Network Security.*

MCPS has launched a partnership with Common Sense Education that will provide students with the resources and information they need to behave safely and responsibly with technology and social media. The curriculum will cover issues such as privacy, cyberbullying, internet safety and other digital dilemmas. Student will complete lessons in class through Common Sense Media.

Eligibility to Participate in Extracurricular Activities

1. **Students must meet the county eligibility requirement (at least a 2.0 Grade Point Average with no more than one E) to participate in any non-academic extracurricular activity.**
2. Students suspended in or out of school may lose their privilege to attend school activities for a minimum of the remainder of the grading period in which they are suspended.
3. Students may not participate in or attend after-school or evening activities if they are not present during the regular school day of that activity.

Portable Communication Devices

1. Middle school students may possess portable communication devices (PMD) on MCPS property and at MCPS-sponsored activities; however, students may not turn on/use them for independent use until the end of the instructional school day. The instructional school day begins at 8:15 a.m. and ends at 3:00 p.m. Parents should not text or call students on their cell phones during the school day. Students may use the main office phones during the school day to call their parents. Students are responsible for ensuring their devices are turned off and out of sight during times of unauthorized use, and must ensure that they are managed securely at all times.
2. Middle school teachers may allow the use of PMD's for instructional purposes. As determined by the principal at each middle school, students may use PMD's during lunch. Principals may designate areas where selected PMD's may not be used.
3. While on MCPS property, students must use the MCPS network (not private cellular networks) for internet access, where MCPS uses filtering and other technological measures to limit students' ability to access harmful internet sites. No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.
4. Inappropriate use of cell phones may result in confiscation and/or disciplinary action. The student can retrieve the cell phone at the end of the school day. However, if this becomes an on-going problem, the parent/guardian of the student will be asked to pick up the cell phone from the school. MCPS will assume no responsibility or liability for loss, theft, or damage to a device or for the unauthorized use of any such device.

Prohibited Items

1. Students may not bring any items or materials that may interfere with the learning environment or do not promote a safe and healthy environment (see Code of Conduct). If these items are brought to school, they may be confiscated.
2. Possession of alcohol, drugs, drug paraphernalia or any item used as/or deemed a deadly weapon may result in a suspension with recommendation for expulsion.

School Buses

1. Riding the bus is a privilege. A student may become ineligible for school bus transportation if his/her behavior creates continuing problems on the bus.
2. The school bus stop is considered a part of the school grounds, and thus is subject to disciplinary action.
3. Parents, if you are requesting for your child to ride a different bus home for any reason, please send an email to our attendance secretaries by 10:30 am, giving your permission. Include the bus route number in your email, along with a contact phone number. Please communicate to your child to stop by the Main Office to pick up a copy of his/her bus note from t. This note will be his/her pass to get on that particular bus. **Please note that Transportation's priority is to transport students assigned to that bus before approving any additional riders. Depending on capacity issues, some requests may be denied.**

DISCIPLINE POLICY, INFRACTIONS, AND CONSEQUENCES

Please refer to the MCPS *Student Guide to Rights and Responsibilities* and the MCPS *Code of Conduct* for a comprehensive list of consequences. Extra copies are available in the main office, the counseling suite, and online.

Search and Seizure

The principal, assistant principal, or security assistant may search you on the school premises or on a school-sponsored activity if s/he has a reasonable belief that you possess something that is illegal under Maryland law (such as illegal drugs) or a violation of any state law or rule or regulation of MCPS. The principal will do the following:

- ◆ Tell you at the time of the search that you have a right to appeal the legality of the search (that is, you can say that the search was illegal)
- ◆ Search you only in front of a third party who has reached the age of majority (18 years old or married)
- ◆ Return anything taken from you within a reasonable time unless it is illegal to have the item or the item poses a danger to you or others

The principal, assistant principal or security assistant also may search any part of the school. This includes your locker. If your locker is searched, the school official will make every reasonable effort to inform you before s/he searches it.

The principal will tell you and your parents, in writing, at the beginning of each school year, about the rules of search and seizure. This right is hereby announced and published within the school and community.

Additional Support Services

Montgomery County Crisis Center: 240-777-4000

Maryland Youth Crisis Hotline: 1-800-422-009

Appeals, Complaint Procedure, Due Process

School-level Decision

- A. If a student has a problem or complaint, including complaints of discrimination, the student may:
 1. Meet with the principal to seek an informal resolution, or
 2. Request, in writing, that the principal formally review the complaint.
- B. If the student chose A.1. above and is not satisfied with the informal process or the proposed resolution, or if no resolution is reached within 15 days of the presentation, the student may file a written request for formal review of the complaint by the principal.
- C. When the principal formally reviews a student's complaint, the principal shall provide the student with the opportunity to present witnesses and evidence in support of the complaint. The principal shall render a decision in writing, with a copy to the complainant, within ten (10) school days of receipt of the written complaint from the student.