

TOWER HILL SCHOOL

LOWER SCHOOL

STUDENT HANDBOOK

2024-2025



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The Tower Hill Mission Statement

Tower Hill School prepares students from diverse backgrounds for full and creative engagement with a dynamic world. Each student is provided with an educational experience that emphasizes the development of an inquisitive, discerning and critical mind; the value of being creative and aesthetically sensitive; the appreciation of physical wellbeing; the ability to collaborate and to function as part of a team; and the growth of character.

Welcome to the Tower Hill Lower School



Dear Lower School Parents,

Thank you for choosing the Lower School at Tower Hill for your child's education. Whether you are a new family in our school or a returning member of our community, it is my sincere pleasure to welcome you and your child to the 2024-2025 school year. I look forward to a wonderful year ahead!

We realize that you have chosen Tower Hill because you desire the best possible education and a strong community in which your child can grow and develop. The faculty and staff of the Lower School share your commitment to excellence and high quality education and will ensure that your child is known, cared for and challenged every day. The basis of all learning is built on strong relationships, and we value the construct of the student/parent/teacher partnership highly.

Tower Hill is dedicated to building in students a foundation for lifelong learning. Our teachers will provide a challenging and exhilarating program, engaging students in a variety of educational experiences, while allowing them to develop their individual strengths and pursue their passions. Combined with academic pursuits is the commitment to character. Through an emphasis on active citizenship, personal integrity, collective responsibility, team building and collaboration, and mutual respect, we encourage each student to develop a sense of personal worth and to recognize, understand and accept the individuality of others.

This handbook contains valuable information for both parents and students. Whether you are looking for factual information or school procedures, please refer to the handbook often throughout the school year to answer your questions. If you find that you have additional questions that are not addressed here, please do not hesitate to be in touch with me or with Kelly McAndrew, Lower School Administrative Assistant.

I envision a year of great joy, laughter and opportunities. It is with much excitement that I look forward to working with each and every one of you as we build this vibrant community of learners that prepares our children for successful and meaningful lives. Have a great year!

In partnership,

A handwritten signature in black ink that reads "Amy Bickhart". The signature is written in a cursive, flowing style.

Amy Bickhart
Head of Lower School



Introduction

The purpose of this handbook is to familiarize Lower School families with the policies, procedures, resources and events that characterize the Tower Hill experience. However, rules and regulations, programs and special resources can only provide a framework for knowing one's school. A good school, such as our own, relies on a shared commitment to a set of values and beliefs. It is that intangible "culture" that creates the atmosphere that is the essence and significance of Tower Hill.

At Tower Hill we believe in the unique potential of each of our students. We join parents in fostering a love of learning, a sense of personal responsibility, a respect for the contributions and worth of others and a developing sense of self confidence.

Parents are encouraged to assist in our ongoing programs, to share their special skills and expertise, and to contribute ideas and suggestions so we can jointly improve our efforts on behalf of our children. We share the responsibility and the challenges that characterize a fine school.

The school reserves the right to interpret the content of this handbook, including the rules and regulations governing the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be so construed. Our school reserves the right to modify and/or amend the content of this handbook at any time during the year. If any written modification or amendment is made to this handbook, a copy of such modification or amendment will be distributed to students and parents.

Mission

Tower Hill School prepares students from diverse backgrounds for full and creative engagement with a dynamic world. Each student is provided with an educational experience that emphasizes the development of an inquisitive, discerning and critical mind; the value of being creative and aesthetically sensitive; the appreciation of physical wellbeing; the ability to collaborate and to function as part of a team; and the growth of character.

Student Code of Conduct

As a citizen of the Lower School, I pay attention to the world around me. I recognize and celebrate the ways that we are both different and the same. I think about how my actions and words impact others. I am kind, honest and respectful. I understand that it is my job to take care of my environment and school community. I work together with my friends and teachers to make my school a safe and welcoming place for all of us.

Community Behavioral Expectations

We believe that every member of our school community should feel safe, physically and emotionally. All children are expected to be respectful of one another and others within the Tower Hill community and to express their feelings and needs through appropriate words and actions. As children mature, they assume increasing responsibility for their behavior at school. Older children in our community experience increasing independence and are expected to handle this growing freedom appropriately. Responsibility, kindness, self-discipline, honesty and courtesy are among the virtues that we espouse and teach in the Lower School to fulfill the school's philosophy. Faculty and parents work together to assist children in their development in these areas.

The violation of a school rule is usually handled by the teacher of the student involved. They determine the consequence for a particular behavior based on the age of the student, the frequency, the duration and the severity of the infraction. Sometimes the violation results in the teacher conferring with the Head of Lower School. In these cases, disciplinary action for the student or students involved will result in a conversation with parents and then the implementation of a variety of consequences, which may include a loss of privileges, child being sent home from school, in school or out of school suspension, or probation with a list of behavioral requirements for a period of time as noted in the Disciplinary System on page 14. The purpose of such an action is to emphasize to the student that his or her conduct is inconsistent with the behavioral expectations at Tower Hill School.

General Information

Flow of Communication

1. **Lower School Administrative Assistant** - for questions or support in day to day matters
2. **Classroom teacher** - for questions or concerns regarding the student
3. **School Psychologist** - for questions or support for student's emotional wellbeing in conjunction with or without classroom teacher depending on the concern
4. **Head of Lower School** - for questions or concerns related to school matters, or student matters after having spoken with the classroom teacher

School Arrival

Morning drop off begins with **optional early morning care** provided from 7:30-7:45 a.m. in the **Outdoor Experiential Classroom**. Students attending should be dropped off at the gates on Tower Road or the 17th Street entrance. Also note that on days of inclement weather, the gates will not be open and all students should enter through the 17th Street entrance and proceed to the Lower School library. Pre-registration is not required. Classroom doors open at 7:45 a.m. Class begins promptly at 8:05 a.m. Students arriving after 8:05 a.m. will be marked tardy.

Beginning at 7:45 a.m. students can be dropped off at one of two locations, Tower Road or 17th Street entrance. When dropping off your child, we ask that parents not exit their cars so traffic flow can be maintained. If you do not have to drop off on 17th Street, please continue straight on Tower Road or turn left onto 17th Street, driving away from the school. This will help reduce traffic in front of the building and ensure the safety of our children.

School Dismissal

In order to ensure all student's safety:

All drivers are asked to refrain from cell phone use for talking or texting while waiting in the car line; Students are expected to remain in their parents' cars once they have been escorted to their vehicles at dismissal; Please conform to the State of Delaware's regulations regarding car seats, seat belts and rear seating for children; **Students must be seated in the rear of passenger vehicles and be secured in car or booster seats if they weigh less than 60 pounds.** Children over 60 pounds must use seat belts.

Dismissal Time and Locations

To improve the safety and efficiency of the dismissal process, the Lower School utilizes the PikMyKid Dismissal Application. This app allows the carline to run smoothly, as you will be able to immediately notify teachers when you have arrived at your pick up location during dismissal. Parents can also quickly and easily inform the school of any dismissal changes, including when your child is leaving with a friend, requesting a drop in

to Kaleidoscope, or simply selecting an alternate adult to pick up your child. Additional information regarding this app will be sent directly to parents prior to school beginning.

Lower School students will be dismissed to the youngest sibling's assigned location and will receive a color coded dismissal card to be prominently placed on your window visor facing the curb. **During peak traffic periods, overflow cars will be directed to Rockford Park and will proceed around the park returning to the entrance at 19th Street. Police officers will help direct traffic during the first weeks of school to establish safe access patterns.**

PINK dismisses on Tower Road from 2:50 to 3:15 p.m.

- Tower Tot, prekindergarten, kindergarten and their Lower School siblings
- Third graders
- All Lower School students with siblings in sixth grade (regardless of youngest student's grade)

Cars displaying Tower Hill numbers on **PINK** dismissal cards should form a line starting at 17th Street, facing Kennett Pike (Rt. 52). Students will be escorted to their cars by a teacher and will be entering the car on the passenger side.

GREEN dismisses on 17th Street in front of the main entrance from 2:50 to 3:15 p.m.

- First grade
- Second grade
- Fourth grade
- All Lower School students with siblings in fifth grade (regardless of youngest student's grade)

Cars displaying Tower Hill numbers on **GREEN** dismissal cards, should form a line in front of the school starting before bus parking facing Rising Sun. Students will be escorted to their cars by a teacher and will be entering the car on the passenger side.

**If a student is not picked up by the end of their supervised dismissal period, they will go directly to Kaleidoscope, our after school program, and will be billed through the Business Office.*

Students with Middle School Siblings

Lower School students with MS **siblings in fifth or sixth grades** only will attend regular Lower School Dismissal, and must be picked up by its conclusion at 3:15 p.m.

Supervision for LS students with MS **siblings in seventh or eighth grades** will be provided this year between 3:15-3:45 p.m.. All LS students will be dismissed to a supervising teacher. Students will be escorted to the front of school on 17th Street for pickup. All students must be picked up by 3:45 p.m. Late pickups will be charged accordingly. This supervision is not provided on half day dismissals or days that seventh and eighth graders do not have after school sports, including exam days.

Bus Riders

Bus riders will be dismissed to the reception area for buses departing Tower Hill by 3:15 p.m.

Student Absences

In the event that a student will be absent, parents are asked to call or email the student's classroom teacher and Lower School Administrative Assistant between 8 a.m. and 9 a.m. If a student is absent for an extended period of time the parent may make arrangements through the Lower School office to

pick up class assignments. If a student has special health needs or limitations, as the result of an illness or injury, these should be communicated directly to the School Nurse. For more specific health related procedures refer to Health and Wellness Support on page 9.

Birthday Parties

Birthday celebrations are an important part of student celebrations; thus, we invite parents to join their child for lunch on their birthday. Students may bring in birthday treats (brownies, small cupcakes, donuts) to share with their homeroom class at lunch or snack, but we ask that you coordinate birthday treats with the classroom teacher should there be students with special dietary restrictions.

Recognizing that there are times when guest lists need to be limited, we ask that all party arrangements be handled away from the school day in order to be sensitive to the feelings of those students who may not be included in a particular birthday gathering or are unable to attend.

Parent/Teacher Conferences and Student Progress Reports

As a small school, one of Tower Hill's most important obligations is to know its students and to help them grow. Every effort is made to partner with families as we work together to help our students reach their potential.

Informal Conferences

Parents are encouraged to contact teachers for discussion of any aspect of the child's school life. There is no substitute for the information the parent can give the teacher regarding the child's previous school experience, work-study habits and feelings about school and school work or any family concerns that might have bearing on the child's school experience.

Parents are requested to observe the following guidelines in setting up and having such conferences:

- Call the office or email the teacher with whom you would like to speak with your request to schedule a meeting time.
- Allow time to determine a mutually convenient time for a conference.

Impromptu conferences cannot occur while a teacher has a responsibility for supervision and instruction of children.

Formal Conference and Report Dates 2024-2025

There are two formal conference days designated in both November and February to discuss student progress in all areas of school life. Conferences will be held in person for the 2024-2025 school year and be scheduled through the Lower School Office via Sign-Up Genius. We ask that parents be available on one of the two days; please give the Lower School Office and the classroom teacher sufficient notice if the two dates are inconvenient. On occasion a conference may need to be scheduled at a different time to accommodate the School Psychologist, specialist faculty and/or the Head of Lower School in addition to the classroom teacher.

Progress reports will be available online to parents prior to their scheduled conference time, assuming all financial obligations are up-to-date.

Conference and report dates are as outlined below:

1st Required Parent Conference and Written Report:

Nov. 1 (daytime) and Nov. 4 (daytime)

2nd Required Parent Conference and Written Report and Checklist:

Feb. 13 (half-day dismissal) and Feb. 14 (daytime)

3rd Written Report and Checklist in June at the request of the school or the parent.

Homework

Homework is given in the first through fourth grades. The purpose of homework is to extend and reinforce classroom instruction through daily practice, to establish independent work habits in the children and to help them assume personal responsibility for their assignments, and to familiarize parents with aspects of the daily school program.

General guidelines for homework:

1st grade:	10-15 minutes
2nd grade:	20-25 minutes
3rd & 4th grade:	30-40 minutes

In addition to the homework assignments provided by their teachers, students are expected to read for pleasure daily. Parents are encouraged to contact their child's teacher if they feel that a homework task is taking too long or if their child seems unsure of the assignment. A morning note alerting the teacher to the situation would be most helpful.

Lockers/Cubbies

Each child has an assigned locker or cubbie in which coats, extra clothing and backpacks can be stored. Lockers and cubbies cannot be locked and it is a Lower School policy that children not bring money, cell phones or other valuables to school unless the teacher is informed and is able to hold the items for the child. Bookbags must fit in the locker. Decorations, aside from a family photo, are discouraged so as not to distract students and to allow for storage of jackets and backpacks.

Lost and Found

The school houses its Lost and Found on the lower level of the main building adjacent to Kullman Commons dining hall. It is highly advised that you include your child's name in all jackets, sweatshirts and sweaters so that they can be returned to you promptly.

Lunch

Tower Hill provides lunch for all of its students daily. Should your child have dietary restrictions and/or allergies, please contact your child's teacher and the manager of CulinArt Food Services as well as submit an action plan as outlined below in the Health and Wellness section of the handbook.

School Directory

Each year Tower Hill publishes an online parent-student directory to aid parents who wish to contact other families. In order to keep the directory up-to-date, parents are asked to update their profile in TowerNet with any changes in personal information. The directory can be found on your parent portal on TowerNet.

Snow Days

In the event of a cancellation of school due to inclement weather, an Alert Now message will be sent via email and via telephone, posted on the website and there will be a recording on the main school number. It is the school's policy not to close early on days when the weather worsens progressively. On

such days, parents may wish to pick up their children early. However, we will not send a child home without contacting their parent, even in the case of early bus arrivals or early carpool arrivals. Parents should contact the Lower School Administrative Assistant if their child will be part of an early pick-up on a snow day.

Procedures for Late Openings

In an effort to clarify our procedures and provide adequate coverage and supervision for our students on those days when school opens late, we have established the following plan:

One-Hour Delay Plan - Doors will open at 8:45 a.m. and school will begin at 9:05 a.m.

Two-Hour Delay Plan - Doors will open at 9:45 a.m. and school will begin at 10:05 a.m.

In the event of a delayed start, students will proceed directly to their classrooms upon arrival.

Summer Assignments

The school offers optional summer assignments for students entering kindergarten through 4th grade. Assignments can be found on the TowerNet “Resources” page. Click “Summer Coursework” and then on your child’s grade to find all of the needed information.

Telephone Calls

It is difficult to deliver messages to students during the school day therefore a call should only be made to school in order to contact a student when it is absolutely essential. Under normal circumstances, all transportation arrangements should be made before children leave home in the morning, eliminating the need to adjust plans during the school day and alleviating the demands placed on the school’s communication lines. Should a change in dismissal plans occur, please update the information in your PikMyKid app prior to 2:30 p.m. so that the information can get to the appropriate people in a timely fashion.

In the event of an early dismissal, or any problems with the app, call or email the Lower School office with these changes.

Vacation

No matter how carefully the calendar is planned, vacations fall at times that are inconvenient for some members of the community. Nevertheless, it is important to remember that missing class time can be detrimental to a student’s academic progress as the experiential aspect of the learning process cannot be duplicated at home.

In the case of unusual circumstances, **parents should contact the Head of Lower School and classroom teacher, at least one week in advance**, to inform the school of the upcoming absence and request that make-up work be assigned at the convenience of the teacher, if feasible.

Kaleidoscope

Kaleidoscope is available to all Lower School families. It is a comprehensive, high-quality child care program providing supervised play, organized activities and homework study periods.

Registration for Kaleidoscope, Enrichment and Camps

In addition to daily after school care, Kaleidoscope offers holiday, vacation and conference care for all students. Coverage is available on snow days at the discretion of the Head of School. Registration and payment for all Kaleidoscope offerings is completed using an online platform. There is an additional fee

of \$100 per full day and \$60 half day for holiday care. A minimum of 12 students per date is needed in order to offer programming. Please check the holiday coverage page under Kaleidoscope on the website at www.towerhill.org for up to date coverage and registration forms.

Kaleidoscope Dismissal Procedures

Kaleidoscope students are dismissed by carline. For the safety of your children, they will only be dismissed from Kaleidoscope to a parent or designated adult. Please send a note to your child's teacher with any dismissal changes in the morning. We appreciate learning about dismissal changes upon your child's arrival; however, if a change is necessary, please email Cindy Sardo at csardo@towerhill.org prior to 2:30 p.m.

Behavioral Expectations

Students attending Kaleidoscope and/or after school Enrichment activities are bound by the same community behavioral expectations and disciplinary action as those set forth for all students during the school day. Those behavioral expectations can be found on page 1.

Car Line Locations

Kaleidoscope Building - all grades TT-grade 6

Parents are asked to abide by following the procedures listed below:

- Kaleidoscope carline will begin promptly at the designated pick up times - 4 p.m., 5 p.m., 5:30 p.m. ONLY.
- Arrive on time at your registered time for pick up, and stay in your vehicle while waiting for your child.
- It is imperative that all drivers refrain from cell phone use for talking or texting during dismissal as it compromises student safety.
- Children not picked up within five minutes of their dismissal time will return to Kaleidoscope and will be brought outside at the next dismissal time. There will be a \$20 late fee should a student not be picked up at their scheduled time.

For additional information and registration materials parents should contact:

Cindy Sardo, Director of Auxiliary Programs, at extension 204;

Megan Quinlan, at extension 209;

Amy Bickhart, Head of Lower School, at extension 213; or the Lower School Office at extension 232.

Kaleidoscope offers holiday, vacation and conference care for all students. A minimum of 12 students per date is needed in order to offer programming. Registration information will be made available one month prior to the holiday. For further questions, please contact Cindy Sardo, Director of Auxiliary Programs, at extension 204 or kaleidscope@towerhill.org. Please check the holiday coverage page under Kaleidoscope on the website at towerhill.org for up to date coverage and registration forms.

Dress Code

Tower Hill's dress code is written to facilitate students' self-expression within the bounds of propriety and seriousness of purpose. Any student can wear any of the items permitted in the dress code. Students are expected to be well groomed and all clothing should be appropriate to a learning environment, clean, in good repair and should fit appropriately. Any questions regarding dress code should be directed to the child's appropriate Division Head or Assistant Division Head. Final decisions

regarding the appropriateness of a student's dress rest with the school's administration. Parents and students are urged to contact their specific divisional office if they have questions regarding this information before garments are worn.

School Dress During the Academic Day

The dress code is a requirement during the academic day in all areas of the school. The following dress is always appropriate:

- Polo, blouse, or buttoned-down collared shirt; and
- Skirt, dress, shorts, or slacks; and
- Dress shoes, sneakers, or dress sandals

Dress Down Days

Dress-down days occur on Fridays of five-day weeks, and otherwise will be announced by division. Tower Hill spirit wear is always appropriate. In addition, jeans, sweatpants, athletic pants, opaque leggings, yoga pants (no cut-outs), sweatshirts, t-shirts, flip-flops and athletic sandals (if appropriate to a student's daily activities) may be worn. All other dress code rules remain in effect.

Answers to Frequently Asked Questions

Shirts/Dresses/Tops:

Permissible:

- Dress shirts, turtlenecks, collarless dress shirts, or polo shirts with a naturally turned collar.
- Collared and collarless dresses.
- Sleeveless tops with a strap width of more than one inch.
- In Lower and Middle School, short-sleeved, non-graphic, t-shirts may be worn.

Not Permissible:

- Unbuttoned shirts. Shirts must be buttoned to the second buttonhole from the top.
- Writing on shirts, except on logos (smaller than two inches) denoting the apparel designer or on Tower Hill shirts.
- Clothes with images, except school-designed Tower Hill shirts.
- Visible undergarments, including undergarment straps, except for undershirts at the collar.
- Low-cut shirts and dresses (v-neck or deep scoop neck), halter tops, spaghetti straps (including on dresses), tube tops, backless shirts, crop tops, and strapless shirts.
- Athletic t-shirts or tops.

Pants/Shorts/Skirts/Dresses:

Permissible:

- Khaki-style pants or shorts.
- Capri pants or full-length pants.
- Shorts, pants, rompers, dresses, and skirts no higher than mid-thigh.
- Opaque leggings are permitted in the Lower School.

Not Permissible:

- Yoga or athletic pants and shorts, including sweatpant material.
- Denim material clothing and jeans, except on dress down days.

Footwear:

Permissible:

- Shoes appropriate to students' daily activities, including closed-toe shoes for science lab days and athletic shoes for physical education (MS/LS).
- If laces are present on the shoe, laces must be tied.
- Waterproof shoes/boots are permitted during inclement weather.

Not Permissible:

- Flip-flops, backless slides, athletic sandals, clogs, Crocs, other backless shoes, and shoes with heels greater than one inch.

Outerwear

Permissible:

- Sweaters, quarter-zip, and full-zip fleeces provided that code-appropriate tops are worn underneath.
- School-designed Tower Hill sweatshirts or hoodies.

Not Permissible:

- Hats indoors, religious head coverings exempted.
- Clothing with images or writing. All logos, other than the Tower Hill logo, are to be smaller than two inches and must only denote the clothing designer.
- Students should not wear outdoor jackets or coats indoors during the academic day.
- Sunglasses inside the building (except for color-changing prescription lenses).
- Face or body piercings, besides in ears. Ear gauges are not permitted.
- **New this year:** Lower School students are not permitted to wear smartwatches.

Health and Wellness Support

The Health Office, staffed from 7:30 a.m. to 3:30 p.m., is located on the Lower Level of the school building right under the Main Entrance on 17th Street. In addition, the school's athletic trainers are available during after-school athletic practices and games, and will oversee the health needs of students in the Kaleidoscope program. In extreme emergencies when trainers and the school nurse are not on campus, the school will dial 911, concurrent with a call to the child's parents.

Parents picking up children who are ill or injured should park on 17th street at the main entrance and call the School Nurse (302-553-0005) upon arrival.

Health Information Sharing

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or his/her/their designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical and physical safeguards to protect the security of all health-related information within its care or custody. While the school strives to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and wellbeing of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Physical Health Forms

A physical examination*, immunization record, and evidence of tuberculosis (TB) screening are required for ALL NEW students. Physical examinations are required for all students in prekindergarten, kindergarten, grades 1 and 3 and must have been completed within the 12 months prior to the first day of school. Lower School students with food allergies and/or asthma must submit an action plan from their physician via the Magnus Health Portal. The deadline for all medical forms is Aug. 15.

Parents are expected to update contact information in TowerNet whenever there is a change in address, phone number, etc. Information from TowerNet will sync to the Magnus system within 48 hours. All medical information should be updated directly in the Magnus Portal.

**Please note that medical notes and forms signed by parents/family members who are physicians will not be permitted per school policy. Students should be seen by their regular provider when necessary and all restrictions and clearance documentation will need to be signed by that physician.*

Students will not be permitted to participate in the physical education, recess programs or after school program until their physical and immunizations have been submitted via the Magnus Health Portal.

Physical Education Limitations

If a physician recommends limitation of a student's physical activity, the physician should send a written statement of the nature of the limitation and its duration to the school nurse.

Following serious illness or injury, a note from the physician will be required before the student is permitted to participate in physical education.

Temporary excuses for up to three consecutive days from physical education classes for minor illness and injury may be issued by the school nurse at the request of the student/parent. A note from the doctor may be required after three days at the discretion of the nurse.

Appointments

(Dismissal for doctor, dentist, orthodontist appointments)

Whenever possible, doctor's appointments should be scheduled for after school. If that cannot be arranged, Lower School students are expected to present a note to their teachers, who will notify the Lower School Administrative Assistant, from their parent/guardian indicating the time of dismissal and the reason.

Illness Overview

In consideration of others, children should not be sent to school when ill. A child should remain at home with a fever (100.0 degrees or higher), suspected strep throat, rash of unknown origin, or vomiting or diarrhea. Students are not to return to school until they are without fever, vomiting, or diarrhea, for at least 24 hours without medication. If a student's temperature is even slightly elevated in the morning (99.5 degrees or higher) it may be a fever by afternoon and he or she should not come to school. Students with suspected strep throat should remain at home until the throat culture result is obtained or until the student has been on an antibiotic for at least 24 hours.

Illness Notification

Please inform the school nurse of any serious illness or injury, or anything of a highly contagious nature, e.g., chicken pox, strep throat, head lice or an antibiotic-resistant infection, such as *methicillin-resistant Staphylococcus aureus* (MRSA). It is essential that the nurse have information regarding allergies to medications, food or bee stings, and chronic health conditions such as asthma, diabetes or seizures. The nurse should also be informed when phone numbers for emergency notification change.

Medications

Whenever possible, medication should be taken at home. Often a doctor will be able to prescribe medication that can be given two or three times a day, so it can be given at home. If medication must be taken at school, the medication must be in the original container or prescription bottle with a note from the parent specifying: (a) dosage, (b) time to be given, (c) number of days to be given and (d) reason medication is being taken.

The nurse will not administer medication that is sent to school in plastic bags, wrapped in tissues, etc. Only properly identified medications as explained above, will be given. When having a prescription filled, it is helpful to ask the pharmacist for two identically labeled containers; one can be sent to school and the other can be kept at home.

Students are not to carry medications on their persons or keep them in lockers. This is for the protection of all students. Students with asthma or severe allergies should have extra emergency medication sent to school and kept in the Health Office at all times. These include quick relief inhalers, nebulized albuterol and auto-injectable epinephrine.

Student Wellness

Parents and/or teachers sometimes request psychological consultations for suggestions on how to meet a child's social, emotional or educational needs more effectively. If a problem or concern should arise, Tower Hill faculty will work together with parents to determine the best next steps. A support system will be designed collaboratively to help the child or remediate a specific area of challenge. Dr. Amy Cuddy, Lower School Psychologist, is available for consultation and has an office in The Wellness Center. Appointments can be scheduled directly with her.

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental or learning disability.

General Policy

In general, it is our school's policy to provide reasonable accommodations or adjustments for a student's needs in circumstances in which the administration determines that doing so is within the reasonable ability of the school and/or its staff and will not result in undue burden to the school, which may include a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change course requirements, to our educational environment or mission and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation

For any type of medical accommodation, parents must contact the School Nurse to discuss the need. The School Nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations and the length of time that the accommodation(s) will be needed.

For learning and/or testing accommodations, parents must submit a psychological-educational evaluation or other documentation of learning disability, behavior disability or emotional diagnosis that impacts learning. When school is in session, evaluation reports go directly to the School Psychologist, who then issues a receipt for the submission that outlines confidentiality as well as next steps. If parents would like to submit documentation during the summer months, documentation must be sent to the Director of Teaching and Learning. Parents may mail a hard copy of the documentation to the school's address, drop off a hard copy to the school's reception desk or send an electronic copy via email. Accommodation plans are created to echo all reasonable recommendations found in the evaluation report. Parents and students are then invited to meet and discuss the plan. Teaching and Learning Specialists in the TLC work with teachers to help with the implementation of learning accommodations.

Many students at Tower Hill have accommodation plans in place. An accommodation plan will have absolutely no bearing on a student's academic track record.

Release for Communications with Physician

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent

may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff or other associated matters. In addition, in some situations the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believe are beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests

Please understand that the school is not a medical facility and does not have the personnel, training or equipment to handle certain types of medical procedures best left to the student, parent or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers and/or dispensing with medication through the Health Office.

Safety and Security Procedures

The safety and security of all students is taken seriously and of the utmost importance. At various times during the year, all divisions of the school plan for a variety of safety procedures such as fire drills and evacuations. Precautionary measures such as these are intended to provide practice for the children and faculty in case of emergency. Please support these necessary practices by reassuring your children that such drills are both necessary and routine.

ALICE Training

All faculty members participated in efforts to improve our school's response to Active Shooter and aggressive intruder events through training in the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) response system. The ALICE plan offers staff and students the opportunity to make informed decisions in a crisis, allowing them to take action in order to remove themselves, as possible, from the danger zone and/or respond in research-backed ways.

All faculty members are trained in the ALICE protocol and are able to guide students in their responses should an emergency arise.

All Lower School classroom teachers have been given a copy of the book, *I'm Not Scared, I'm Prepared* which presents ALICE curriculum in an age-appropriate manner. The book links critical safety information with the world view of elementary aged children in an empowering and proactive way. The focus is on a drill called, "The Sheep, The Shepherd and the Wolf" (which identifies the teacher as the shepherd, the students as the sheep and anyone we wouldn't want in our school building as the wolf) and the importance of "Stop, Look, Listen" in any emergency situation.

In addition to reading the book with our students, there is a corresponding activity book which guides teachers in a number of activities that help children feel prepared in any situation. These activities include things such as:

- Finding all exits that are nearby a classroom
- Taking a walk to alternate rally points where students should go upon evacuating the building

Components of ALICE are taught and practiced by our students multiple times throughout the school year. The purpose is to prepare students and teach a lifelong safety skill for life both inside and outside the classroom.

Reunification Number

Each Tower Hill family has been assigned a "reunification number." This number is available in your child's TowerNet profile, is unique to your family, and is denoted "Dismissal/Reunification Number"

under General Information on their Contact Card in TowerNet. Reunification numbers allow us to coordinate an orderly dismissal in the event of an emergency by uniting all children in a family and dismissing them together. If you have questions about where to find your reunification number, please contact the Lower School Administrative Assistant.

In the event of an emergency, instructions will be distributed as to where to pick up your family member(s) according to your/their reunification number. Depending on the circumstances, students who drive, or who are bussed, may need to be picked up as well. For this reason, it is important that all families make note of their child's reunification number.

All Faculty Stewards of Children Training

All faculty members have participated in training on the prevention and identification of sexual abuse as well as mandatory reporting laws, led by the Beau Biden Foundation. This training is renewed every three years. In addition, The Beau Biden Foundation regularly reviews our policies and procedures to ensure Tower Hill's practices continue to protect our students.

PCAD Education for Students

Lower School welcomes Prevent Child Abuse Delaware (PCAD) to Tower Hill each year. Students in grades K-4 attend a series of educational programs designed to teach them about body safety. The sessions are meant to educate students in developmentally appropriate terms about the basic ways that they can protect themselves and will cover topics related to safe people, appropriate physical contact and, for the older students, the various forms of child abuse.

Disciplinary System

In addition to the Lower School Code of Conduct and Community Behavioral Expectation, students attending Tower Hill are expected to conduct themselves with honor, responsibility and respect and to have the integrity and self-discipline needed to accept the rules, policies, and expectations of the school. It is a privilege, not a right, to be a member of the Tower Hill community and, as such, everyone is expected to behave in a manner consistent with the standards of conduct, both on and off campus, at all times during enrollment. If a student exhibits negative behavior while clearly representing Tower Hill at an event that is not sponsored by or does not take place at Tower Hill; during any trip or travel sponsored, organized or sanctioned by the school; or in a way that affects the school community, regardless of the time or location of such behavior, that behavior will be subject to discipline and responded to accordingly. This also holds true for a student's online presence—students who are found to have openly disparaged Tower Hill or members of its community in a libelous, inappropriate or harassing manner in a public internet forum—Facebook, Instagram, Snapchat, Kik, Twitter, Yik Yak, etc.—may face disciplinary action, comparable to if the offense occurred in school. For more information, please visit the Academic Technology section of this handbook.

The school reserves the right to require the immediate withdrawal of any student whose behavior or academic performance, in the judgment of the Head of School, indicates an inability or unwillingness to meet the requirements of the school or whose actions are injurious to self or others or to the community.

Sanctions for Disciplinary Violations

Below is a non-exhaustive list of sanctions for disciplinary offenses. The severity of a sanction may vary based on the nature or circumstances of each case.

Disciplinary offenses may warrant one or more of the following sanctions:

- Letter of apology to the teacher, Head of Lower School and Head of School

- Loss of privileges for a period of time (defined on next page)
- Demerits
- After school detention
- Letter of warning and/or disciplinary probation
- Weekday in-school suspension
- Out-of-school suspension
- Withholding re-enrollment contract
- Expulsion from Tower Hill

Misbehavior Violations

Students who repeatedly demonstrate their unwillingness to accept school policy or what is asked of them will meet with the classroom teacher and/or Head of Lower School and parents, at which point an appropriate course of action will be determined. Sanctions for misbehaviors may include, but are not limited to, loss of privileges, demerit, in or out of school suspension.

- **Loss of privileges may be warranted.** Loss of privileges may include temporary or permanent loss of permission to participate in recess, dining room attendance, outside field trips and/or school events.
- **When a serious question arises about whether a student should continue at Tower Hill, the student may be placed on Disciplinary Probation for a specified period of time.** Prior to the end of the probation period, the student must submit to the Head of Lower School a letter indicating what the student feels they gained by remaining at Tower Hill and what the school has gained by their presence. The student will discuss the letter with the Head of the Lower School, who will make a recommendation to the Head of School concerning the student's future at Tower Hill.
- **In-school suspension is a period in which the student remains on campus but is removed from one or more parts of the school day and supervised by the Head of Lower School or other faculty member.** Educational opportunities are designed for the student and may be completed during this time.
- **Out-of-school suspension is a specified period during which a student is not to be on campus.** The student will be given work to complete at home. Faculty members are not responsible for re-teaching material that is missed due to a suspension. Tests, quizzes and assigned work missed during a suspension may be made up, however, it is up to the student to make these arrangements. The teachers will be informed when a student is on suspension.

This list of major infractions is not an exhaustive list. The Head of the Lower School and/or Head of School may determine in their sole discretion what discipline is warranted in any case.

Harassment, Bullying and Hazing

As a community, we embrace diverse perspectives including, but not limited to race, religion, gender, sexual orientation and/or political beliefs. We strongly believe that you and all members of the community should feel safe within Tower Hill. It is expected that all students will treat every member of the community with respect and dignity. Any harassment, bullying or hazing of others, including sexual harassment, is prohibited; this includes on campus, off campus and online, as set forth in the disciplinary policies above. If at any point a student feels as though they have been treated in a manner that makes them feel unsafe or insecure by anyone, they should seek out a teacher or administrator immediately and talk to them about the situation. There will be consequences for anyone in the community who is found to be in violation of our Harassment, Bullying and Hazing policy.

Tower Hill strives to maintain a community free of all forms of unwanted or unacceptable behavior toward others that is intended to or has the effect of harassing, intimidating, humiliating, degrading or hazing an individual. Any such behavior is unacceptable, a violation of school policy and subject to school disciplinary procedures. The intent of this policy is not to suppress respectful thought, study or discussion concerning controversial issues, all of which are critical to a vibrant educational environment. The purpose of this policy is to prohibit harassment, bullying and hazing so that each member of the school community has an equal opportunity to work, learn and develop to his/her/their potential in a safe environment.

Harassment

Tower Hill School prohibits harassment by any member of the Tower Hill community. Harassment includes but is not limited to any physical, verbal, written or electronic behavior that creates a threatening, intimidating, hostile or offensive environment. This prohibition includes sexual harassment, as well as any harassment or discrimination on the basis of gender, religion, race, color, ancestry, national origin, sexual orientation, gender identity, mental or physical disability, or other distinguishing characteristics. Harassment can be made by (i) any student and directed towards any other student; (ii) any student and directed towards an employee; or (iii) any employee and directed towards a student.

Because Tower Hill community members are expected to act appropriately and because students' behavior, whether inside or outside of school, reflects on the school and can have a significant impact on life at school, there are times when it is appropriate and important for the school to respond to incidents that occur outside of school and beyond school hours. Therefore, the school reserves the right to address harassment, hate speech, bullying or hazing regardless of where such harassment takes place, if such harassment causes a disruption or could have a negative impact on the Tower Hill community.

Tower Hill denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation or any other aspect of identity. "Hate speech" of this nature is contrary to Tower Hill's Mission, Diversity and Inclusion Statement, and core values. Individuals determined to have participated in such harassment, as outlined in the policy outlined above, may be subject to consequences including suspension and expulsion.

Bullying and Hazing

Hazing or bullying in any form is unacceptable within the Tower Hill community.

Bullying is defined as any intentional and repeated verbal, physical, written or electronic behavior that:

- Physically harms or damages a person or person's property;
- Has the effect of substantially interfering with someone's education;
- Creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Bullying may be physical or emotional. Physical bullying includes hitting, punching, poking, shoving, tripping, vandalizing or stealing. Emotional bullying includes name-calling, threatening, taunting, malicious and incessant teasing, spreading rumors or persistently excluding others from a group or activity. Bullying includes cyber bullying.

Bullying also includes coercing or encouraging others to engage in such behavior. Bullying includes but is not limited to behavior shown to be motivated by race, color, religion, ancestry, national origin,

gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics.

Hazing is defined as any action or situation that recklessly or intentionally humiliates, intimidates or endangers the health or safety of a student, or which willfully destroys or removes the property of another, for the purpose of initiation or admission into, or affiliation or continued involvement with, any organization or group.

The school reserves the right to address bullying or hazing, regardless of where such bullying or hazing takes place. The school reserves the right to discipline those in the community who engage in bullying or hazing of others at any location and at any time if such bullying causes a disruption or has a potential negative impact on an individual in the Tower Hill community.

Investigation and Complaints

If a student believes that they—or someone they know—has been a victim of any occurrence or potential occurrence of harassment, bullying or hazing, that student should immediately report that incident to their teacher and the Head of Lower School or any other teacher or administrator with whom the student feels comfortable.

All complaints will be investigated in the manner Tower Hill determines appropriate in light of the specific circumstances of the complaint. The investigation may be conducted by Tower Hill or by a third party designated by Tower Hill. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Depending on the situation, the investigation may consist of personal interviews with the complainant, the individual against whom the complaint is made, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents that may be relevant to the particular allegations.

Due to their sensitive nature, allegations of sexual harassment, stalking and sexual assault will be handled directly by a member of the Tower Hill staff trained and certified in handling such matters. Complainants will be given the option of anonymity and will under no circumstances be compelled to meet with the individual against whom the complaint is made.

Reports of harassment, bullying or hazing, and information gathered in investigating and responding to such reports, will be treated as confidential subject to the school's need to disclose such information in order to conduct its investigation and to take appropriate, responsive action.

In the event the investigation concludes that a violation of this policy has occurred, Tower Hill will take prompt, appropriate action to address and, where appropriate, remediate the violation. Appropriate remedial action may include but is not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. In the event that the investigation suggests that the harassment or bullying at issue may also violate Delaware criminal statutes, Tower Hill may also report the results of the investigation to the appropriate law enforcement agency.

Prohibition on Retaliation

Submission of a good faith complaint of harassment or bullying will not affect a student's future grades, assignments, learning environment or opportunities.

Retaliation is a serious violation of this policy and should be reported immediately. Tower Hill will discipline or take appropriate action against any student, teacher, administrator or other school

personnel who retaliates against any person who reports an incident of alleged harassment or bullying or who retaliates against any person who assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Weapons on School Property

The school forbids the possession or use of harmful or illegal weapons, or any object that could be reasonably perceived as a weapon.

Tower Hill students and parents should be aware that the school may report certain disciplinary or honor violations, or alleged violations, to child protection agencies, law enforcement and other entities as it deems necessary or as required by state and federal law.

Confidentiality

In a school, just as in a family, children often say or do things that reflect their social or intellectual development, their state of mind at a particular moment. It is inappropriate for Tower Hill parents acting in any capacity to communicate information about any child or his/her/their behavior in a way that undermines the highest level of confidentiality. If parents involved with students (for example, as volunteers, chaperones, participants, hosts or audiences) observe something that gives them cause for concern, they should follow the dictates of proper school protocol and address those concerns with the teacher first, then with an administrator, as the situation warrants.

Technology and Internet Use in Lower School

The use of technology at Tower Hill is designed to support the educational program of our students and enhance the learning experience. Students are expected to use the technology resources:

- to support their educational program or appropriate recreational use as determined by faculty and staff, and students should always be able to justify their use of technology by explaining how their actions are appropriate; and
- responsibly, respecting the rights of other users, protecting the integrity of the resources, following all licensing agreements and applying the principles of the honor code and proper behavior to all activities.

Access to Tower Hill's technology resources is a privilege, not a right, and may be revoked or limited for violations of this policy. It is the sole and exclusive right of the school to provide or deny such access. Students who act in a manner that is inconsistent with Tower Hill's standards and expectations may be denied access and/or subject to discipline.

Any technology use that becomes problematic because it is inappropriate in its content, disruptive to others or negatively impacts a student's academic performance will not be permitted and may be subject to disciplinary action.

Application

This policy applies to students (1) in their use of the Tower Hill "Network" or Network-related devices or activity; (2) in their use of their own personal technology devices at school or on the Network and (3) in their personal technology, social media and communication systems use.

The Network is comprised of technology and communications systems, including but not limited to TowerApps, TowerNet and TowerMail accounts, computers, tablets, cell phones, cameras, internet or



wifi access, social media tools and applications, and other related systems and applications. Therefore, this policy applies to all devices, technology or communications systems provided by Tower Hill (even if used for non-school purposes) as well as all devices, technology or communications systems which use or affect the school or the school's Network (whether or not they are school-owned or provided). For the avoidance of doubt, this policy therefore applies to the use of email, internet, texting, Snapchat, Instagram, Facebook, Twitter, Kik, social networks, blogs, games, personal web pages, Google Drive and other web-based sites, social media and related applications.

Tower Hill Accounts and Personal Devices

New students will be issued logins and passwords that will allow them access to most Tower Hill computers on campus. Additionally, new students will be given accounts on TowerNet (website) and on TowerApps, which will provide them with a TowerMail account, shared documents accessible both at school and at home, a shared calendar and all course pages and homework assignments.

Personal devices are the sole responsibility of the owner. Please note that personal devices are not permitted in the Lower School and should not be brought to school. Tower Hill does not provide support for personal hardware or software on devices not owned by the school, nor is it responsible for the loss, theft or damage to any such device.

If a student brings in their own device, they will also be given access to the school's wifi. At the beginning of the school year students must digitally register their devices with the school's technology office to be granted access to the wireless network.

Students are expected to engage in responsible use of personal technology and technological devices, whether such use is for school-related purposes, or using the school's Network.

On-Site Technology and Network Guidelines

The Network is maintained for the use of the entire school community. Users enjoy certain rights and privileges and are expected to comply with the school's guidelines and standards which include:

Privacy

The school monitors the use of its Network, and students should have no expectation of privacy in their use of technology on campus, in their school activities, when using school technology resources or when interacting with other members of the school community. Be aware that server storage, TowerApps and TowerNet accounts, and internet use may be accessed, reviewed and monitored at any time. Students should have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from or used on the Network. The school may confiscate and or examine the contents of any electronic device owned by the school, used on school property or connected to the Network, if the school, in its discretion, believes that doing so is appropriate, including where the device is being used in violation of school policy or in a manner that may create injury or harm to a member of the school community.

Safety

Even though the school attempts to limit access to only those sites that are reliable and safe, it is impossible to assure that inappropriate information will be blocked completely and this should not be construed as a guarantee of any such filtering. Ultimately, students must be responsible for their own use, in accordance with the following guidelines:

- Use personally-identifying information sent over the network with extreme caution.
- Do not use the Tower Hill computer resources for any monetary or financial transaction (shopping, auctions, purchases, banking, etc.).

- Do not give out your password or let anyone else use your account.
- Students must maintain the integrity and security of the school's technology and network. It is a violation of school policy to access or try to access the school's network or an individual's email or other accounts under another person's password and user name. Additional security guidelines include but are not limited to:
 - Do not use technology of others without first obtaining permission from the owner of the technology.
 - Use the school's technology only when given permission or authorization to do so during the normal course of the school year.
 - Do not change the settings or add or install software files to school devices, without prior approval by the technical staff.
 - Do not bypass or attempt to bypass firewalls, filters or other protections.
 - Do not access, copy, delete or alter information or files that are not your own.
 - Do not attempt to acquire a password from another student or teacher.
 - If you access or become aware of inappropriate or objectionable material, immediately close the inappropriate site and immediately alert the attending teacher.

General Responsibilities

Tower Hill is a community in which all members are expected to show mutual respect and consideration for others. Since the Network reaches beyond the school, all members of the community are expected, at all times, to act as ambassadors for the school.

You are expected to conduct yourself while using technology as you would in any in-person interaction, and such conduct falls under the same rules and standards of conduct as face-to-face interactions. All conduct online that reflects poorly on you or on the school, regardless of when or where it occurred, may be grounds for disciplinary action up to and including dismissal. You must not use the Network, other technology or the internet in a way that compromises the security of the school's Network, disrupts the community or interferes with academic pursuits, as on the next page.

Inappropriate Personal Use

At all times you are expected to behave and act in a manner that is consistent with the school's values and standards. Below is a list of some but not all school rules governing appropriate personal use of technology:

- Use TowerMail for educational purposes and school coursework.
- Use the Network only for authorized and appropriate educational or recreational uses.
- Do not visit sites that are pornographic or otherwise inappropriate or sites that hinder overall network performance (videos or streaming music, for example).
- Do not participate in chat rooms or similar activities, unless the chat is part of a class.
- Do not download audio or visual files (MP3s, music videos, sports clips, etc.), unless they are a part of an academic project.
- Always use a headset when accessing technology that involves sound.
- Do not use the Network or any related resources for private financial gain, or commercial, advertising or solicitation purposes.
- Do not participate in or play games, unless as part of an academic project.
- Do not create, send or forward documents or messages that are inappropriate, malicious, pornographic, harassing, wasteful or annoying (chain letters, for example).

- Impersonation and anonymity in the use of the Network, including email, are unacceptable.
- Do not use technology in any way that is harassing, offensive, intimidating or discriminatory. Cyberbullying, stalking and trolling are strictly forbidden and will not be tolerated.

Social Media Use

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, websites, forums and Wikis. Examples include, but are not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, etc.

It is critical for students to remember that once something appears online, it never really goes away, even if someone takes steps to erase or delete it. Copies of email messages, texts, Instagrams, Snapchats, Facebook posts, pictures and other history of internet activity may be retained and available to others without the creator's knowledge.

Inappropriate language, statements or references to or about another student, or other school community member (teachers, staff, parents, students and alumni) that may be interpreted as, harassing, provocative or threatening, violate this policy and the school's disciplinary policies.

Sometimes, it may be difficult to draw the line between a harmless joke and one which goes too far and becomes hurtful. If you feel that you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. This can be reported to a teacher, Division Head or other adult employee at the school.

Responsibility to Others

Students may not take pictures, videos or sound recordings of teachers, staff, other students or anyone on campus without permission. If photographing a school activity for a student publication, you must obtain prior authorization from your publication's advisor. Regardless of permission, the camera or recording features of any device may not be used in bathrooms or locker rooms under any circumstances. Any use or posting online of personally identifying information about any members of the school community (including photos, videos, names, addresses, phone numbers, email addresses or work) without their permission is prohibited.

Violations of Policies and/or Laws

Use of the Network or Network-related resources for any illegal activity or in violation of Tower Hill policies is prohibited. Such violations include, but are not limited to:

- Accessing, downloading, forwarding or being in possession of offensive or sexually explicit (pornographic) material. This includes "sexting" or any transmission of nude or explicit images or videos of oneself or others.
- Violation of copyright laws or intellectual property rights of others. Students are urged to consider the Honor Statement when accessing and citing material content and documents available on the internet.
- Unauthorized entry into computers ("hacking").
- Deliberate vandalism, destruction of data or computer files, or use of malware.
- Gambling.
- Using Tower Hill's name or logo in any way that could be interpreted to suggest the school's endorsement of your online activity, without express permission to do so.

Students are expected to report broken or malfunctioning equipment or problems with the Network. This includes any problem that jeopardizes Network security and problems with its hardware, software and potential viruses. Students are expected to take precautions to prevent the inadvertent spread of computer viruses. The deliberate spreading of a virus will be considered vandalism.

Students should work only in the account(s) assigned to them and can be held responsible for the activity in those accounts.

Because the Network is a resource shared by the entire school, responsible use of bandwidth is essential. It is expected that every user will be cognizant of and careful about the bandwidth of the applications he/she/they uses and that he/she/they will take care not to use internet services in any way that compromises other users' access.

Tower Hill makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tower Hill will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mix-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the network is at the user's own risk. Tower Hill specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Violations of this Policy

The school will respond to violations consistent with the policies and procedures set forth in the Honor at Tower Hill and Disciplinary System sections of this handbook. As such, any violation of this policy is grounds for the school to:

- Take disciplinary action against the student;
- Revoke and/or restrict the student's use of or access to the school's Network or school-provided devices;
- Take such other action as the school determines appropriate.
- Depending on the violation, Tower Hill students may also be subject to criminal charges by local, state or federal authorities. Students should be aware that the use of Tower Hill's technology resources and their TowerApps and TowerNet accounts may be necessary for their school work; therefore, any revocation or limiting of their privileges may have academic implications as well.
- Students will be financially responsible for damages resulting from improper use of the school Network. When appropriate, law enforcement agencies may be involved.
- Students should report any policy violations to the their teacher or Division Head.

Communications with School Employees

Students must use school-approved methods (primarily school email) when contacting school employees. Contacts with school employees via text message or their personal cell phones should be limited to when necessary because of special circumstances (for example, when communicating about a group meeting point while on a school trip).

Students should know that the school employees may not "friend" or participate in the social networking sites of current students of the school (other than their own children) or former students unless the former student is 18 years of age or older, and at least three years have passed since the former student's attendance at the school ended.

Student Records and Information

Requests for student records and transcripts must be directed in writing to Bret Kroeger, Upper School Math Teacher and Registrar. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The school will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The school makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The school must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the school must provide the school with a court order that is still in effect that specifically restricts the other parent from receiving such information.

Release of Student Records

Upon written request of the parent to release a student transcript, the school will send copies of teachers' final reports and standardized test results to outside agencies, child care specialists or other schools assuming all financial obligations have been met. Health records, psychological testing results or reports from our Psychologist will only be released when specifically requested by the parent. The school will not release copies of admission testing materials or correspondence.

Distance Learning Policy

Access to distance learning (that is, "Zooming in" to class) will only be available when the school determines that circumstances necessitate such an accommodation. Eligibility for distance learning will be determined by the School Nurse and/or the appropriate Division Head in their sole discretion. Such accommodations will only be considered when deemed medically necessary and supported by appropriate documentation. Students may not access the program remotely while on vacation or traveling.

If a family believes that their child should be granted access to distance learning, the family should contact the School Nurse or the appropriate Division Head to make a request. If the request is approved by the School Nurse or the Division Head, teachers will then be asked to provide remote access information to the student.

Parent/Family Cooperation

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and family member (defined as parent, student or other person associated with the student) is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive or reflects a loss of confidence or disagreement with the school's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities or accomplishment of its

educational purpose or program, the school reserves the right to dismiss the family or family member from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property or at school-related events for reasons that the school deems appropriate.

Reference Sheet

Absences: Kelly McAndrew

Academics: The Teacher; Amy Bickhart

Admission: Matt Twyman and Alyssa WorriLOW

Athletics: Chris Aitken

Business Office: studentbilling@towerhill.org; 302-510-1006

Dining Room: Robert Harris Dining Manager for CulinArt Dining Services at Tower Hill School

Class Reps: See Home and School on the Resource page on TowerNet

Counseling: Amy Bickhart; Dr. Amy Cuddy

Emergencies: Receptionist

Excuses (Medical): Lexy Herbein

Excuses (Non-Medical): Amy Bickhart

General Information: Kelly McAndrew

Tower Hill Kaleidoscope Program: Cindy Sardo

School Supplies

Lower School students' supplies and books are ordered by their teachers and provided for the students. Parents provide the supplies listed below.

<p>Tower Tots</p>	<ul style="list-style-type: none"> • Backpack big enough to hold a file folder • 1 box of tissues • Change of clothing, including socks and underwear placed in a sealed gallon size ziplock bag w/name • Reusable water bottle w/name (The bottle will go to and from school each day.) • Full day students will need a sleeping mat for rest time. (We recommend this item found on amazon.com for rest. Please nothing bigger than this suggested mat): Wildkin Original Nap Mat with Reusable Pillow for Boys and Girls, Perfect for Elementary Sleeping Mat, Features Hook and Loop Fastener, Soft Cotton Blend Materials Nap Mat for Kids
<p>Pre-K</p>	<ul style="list-style-type: none"> • 1 box of tissues • Hand sanitizer • Sweater/sweatshirt to leave at school • Change of clothing, including socks and underwear placed in a sealed gallon size ziplock bag w/name • Rain boots (for the Experiential Outdoor Classroom) • Reusable water bottle w/name (The bottle will go to and from school each day.) • Full day students will need a sleeping mat for rest time. (We recommend this item found on amazon.com for rest. Please nothing bigger than this suggested mat): Wildkin Original Nap Mat with Reusable Pillow for Boys and Girls, Perfect for Elementary Sleeping Mat, Features Hook and Loop Fastener, Soft Cotton Blend Materials Nap Mat for Kids
<p>Kindergarten</p>	<ul style="list-style-type: none"> • 2 boxes of tissues • 1 packet of Handi-wipes • Sweater/sweatshirt to leave at school • Change of clothes, including socks and underwear placed in a sealed gallon size ziplock bag w/name • Reusable water bottle w/name (The bottle will go to and from school each day.) • Beach towel, not to exceed 30" x 70"
<p>First and Second grade</p>	<ul style="list-style-type: none"> • 2 boxes of tissues • Change of clothes, including socks placed in a sealed gallon size ziplock bag w/ name • Inexpensive headphones to keep at school • Reusable water bottle w/name (The bottle will go to and from school each day.) • Hand sanitizer • Beach towel, not to exceed 30" x 70" (second grade only)
<p>Third and Fourth grade</p>	<ul style="list-style-type: none"> • 2 boxes of tissues • Hand sanitizer • Inexpensive headphones to keep at school • Sweater/sweatshirt to leave at school • Reusable water bottle w/name (The bottle will go to and from school each day.) • Beach towel, not to exceed 30" x 70"

The Lower School Calendar At A Glance

The following information provides an overview of the 2024-2025 school year. Parents will receive more detailed information and invitations to productions and activities as the year progresses. (The Weathervane is a weekly calendar of all school activities and announcements posted on TowerNet.)

Date	Event (s)
Thursday, August 29	<ul style="list-style-type: none"> • LS Meet the Teacher - An opportunity for all Tower Tot, pre-kindergarten, kindergarten and new students in first through fourth grade. • No formal program planned, arrive anytime between 8:30-9:15 a.m..
Tuesday, September 3	First day of School begins at 8:00 a.m. for Tower Tots-4th graders. Doors open at 7:45 a.m.
Thursday, September 5	LS Back to School Night - An opportunity for the classroom teacher to outline the year's program. (6:30-8:30 p.m.)
Friday, September 27	Back to School Picnic beginning at 5 p.m. on 17th Street and Nitsche Pitch
Saturday, September 28	Homecoming - a family day at Tower Hil
Thursday, October 10	Tower Tot-1st Grade VIP Breakfast - An opportunity for a special person to have breakfast with their student
Monday, October 14	School Closed - Indigenous Peoples' Day
Thursday, October 17	2nd-4th Grade VIP Breakfast - An opportunity for a special person to have breakfast with their student
Thursday, October 31	<ul style="list-style-type: none"> • TT-K Halloween Parade at 8:10 a.m., parents invited • 1st-4th Grade Halloween Sharing at 2 p.m., parents invited
Friday, November 1	School Closed - Parent/Teacher Conferences
Monday, November 4	School Closed - In-Service and Lower School Parent/Teacher Conferences
Tuesday-Thursday, November 5-7	Lower School Book Fair
Wednesday, November 27	Half Day Dismissal - Thanksgiving Holiday
Monday, December 3	School Closed for In-Service
Tuesday, December 3	School Resumes
Friday, December 20	Tree Trim and Half Day Dismissal - Winter Break
Monday, January 6	School Resumes
Friday, January 17	Half Day Dismissal - MLK Jr. Day of Service
Monday, January 20	School Closed - MLK Jr. Day of Service
Thursday, February 13	School Closed - Lower School Parent/Teacher Conferences
Friday, February 14	School Closed - In-Service Day and Lower School Parent/Teacher Conferences
Monday, February 17	School Closed - Presidents' Day
Monday, March 17	School Closed - Spring Break
Monday, March 31	School Resumes
Thursday, April 17	Grandparents' Day-Half Day Dismissal at 11 a.m. for Lower School students
Friday, April 18	School Closed - Good Friday
Monday, April 15	School Resumes
Friday, May 23	Field Day for k-grade 4 at 10 a.m - School ends at conclusion of Field Day Half Day for Tower Tots and PK at 11 a.m.
Monday, May 26	School Closed - Memorial Day
Wednesday, June 4	Last day of class - Mid-day dismissal for all students; LS dismissal at 11 a.m.

Child Care Center Policy

Our center is licensed by the state of Delaware's Office of Child Care Licensing.

Welcome

We make every effort to provide a high-quality program for your child. We believe that early childhood experiences set the foundation for children to grow up and become well-adjusted adults. We truly care about each child's wellbeing, which is why our staff members are chosen based on their experience, education and passion for working with children. Our staff members will work with you and your child to ensure that your child's needs are met. Parents and guardians are welcome to stop by and visit the center or your child's classroom. No appointments are necessary, but please be aware that visits during a child's naptime are not recommended because it may be disruptive to your child or others.

Our center is licensed by the state of Delaware's Office of Child Care Licensing. In order to be licensed, a licensing specialist conducts an annual unannounced compliance review to verify that we are following the DELACARE: Regulations for Early Care and Education and School-Age Centers. A licensing specialist will also visit the center if the Office of Child Care Licensing receives a complaint. If you would like to review these regulations or our compliance reviews, please speak with our administrator.

Non-Discrimination

We will not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

Owners

If you would like the names and contact information for the owners, our administrator will be happy to assist you.

Mandated Reporters of Child Abuse and Neglect

We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth and Their Families. Our first priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

Developmental and Educational Goals

Our staff members follow lesson plans for infants, toddlers, and preschool-age children that are posted in each classroom for your convenience. Each plan has activities listed to support your child developmentally or educationally in the areas of physical, social-emotional, language/literacy and cognitive development. Lesson plans are created to be age appropriate and children over two will participate in special weekly activities that include cooking, food exploration, or healthy habits; science and nature; music and rhythm; and multi-sensory play. In addition to the lesson plan, each classroom will follow a daily schedule that is also posted in each classroom. The following schedule shows our preschool-age children's schedule. Depending on your child's age, his or her schedule will be slightly different.

Typical Daily Schedule for Preschool-age Children

7:30-8 a.m. breakfast
8-9:30 a.m. free choice activity centers
9:30-10 a.m. outdoor play
10-10:15 a.m. snack
10:15-10:30 a.m. story time
10:30-11:30 a.m. educational activities
11:30 a.m.-12:15 p.m. yoga or outdoor play
12:15-12:45 p.m. lunch
12:45-2:45 p.m. nap time
2:45-3 p.m. snack
3-3:45 p.m. free choice activity centers
3:45-4:30 p.m. creative arts
4:30-5 p.m. outdoor play or indoor large motor play
5-6 p.m. free play until pick-up

We offer before and aftercare for school-age children. As well as care for in-service days, school holidays, snow days, etc. Our before care includes breakfast, homework help and quiet activities. Our aftercare program is open from 3 p.m. to 5:30 p.m. and includes an afternoon snack, outdoor play, homework help, relaxation, reading, games and science, math, social studies, language arts, cooking and art activities.

Assessments, Annual Conferences and Concerns

Once enrolled in our program, each infant and toddler will receive a developmental assessment within 45 days of attending care. Based on that assessment, our staff will create a plan that includes age-appropriate and developmentally appropriate goals for your child as well as specific activities and experiences that staff members will provide to support your child's goals. Within the three months of beginning care, preschool-age children will receive an assessment related to age-appropriate developmental and educational goals. For all children, our staff members will record developmental milestones, accomplishments, and concerns. Infants and toddler-age children's plans will be reviewed and updated at least three times a year. We will share this information with you.

If we have concerns or your child is not meeting his or her developmental potential, we may refer you to request additional support from Child Development Watch or the Division of Prevention and Behavioral Services. Once a year, you will be given the opportunity for a conference to discuss to your child's developmental and educational progress. At any time, please speak with your child's teacher, if you have questions about these assessments or want information about your child's accomplishments or needs.

Questions and Complaints

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question please speak with your child's teacher or the administrator. If you have a concern or complaint, please speak to the child's teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the administrator. If your child's teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the administrator. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

Release of Children

- Your child will only be released to the people you authorized. If someone who is not authorized attempts to pick up the child, a parent/guardian and the police will be contacted.
- In the event of an emergency, a person who was not previously authorized may be able to pick up your child, if you or another parent/guardian calls me and provides the person's name. Before the release of your child, we will check the person's state-issued identification card and take a picture of the card for our records.
- If your child attends school and plans to walk from his or her bus stop to our center or from our center to your home, written parent/guardian permission to do so is required.
- If someone is authorized to pick up your child and unknown to our staff, he or she will be required to show a state-issued identification card before the release of your child. A picture of the card will be taken and kept for our records.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

Photographs and Videos

We take photographs regularly and all of our special events are recorded. These pictures may be posted in the center, displayed on our website or used to chronicle your child's development or to illustrate the daily curriculum. We require written parent/guardian permission to disseminate photographs or videos of your child or if your child will participate in special events.

Confidentiality

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

Transitions

We recognize how important new beginnings are in each child's development and to each child's family. With this in mind, we make transitions as smooth as possible by slowly integrating children into our center from home or from another child care program or into a new classroom.

Transitioning from home or another child care program may be difficult for some families, as everyone must adjust to new people and routines. When you begin this transition, you will meet your child's teachers, meet other children in your child's class, tour the classroom, learn your child's classroom procedures concerning napping equipment, extra clothing, medications and diapers and wipes, if needed. You are encouraged to discuss the communication methods that work best for you and your child's teachers. We recommend that you visit the center before your child begins care, if possible. We recommend that initially you leave your child for a shorter period and gradually increase the time your child is in care to help your child adjust to his or her new environment.

Your child will be transitioned to a new classroom based on age, developmental readiness, and classroom availability. During the transition period, your child will be placed in his or her new classroom for short periods. This will help your child experience the new environment and become comfortable with the

new teacher and children. We will develop a written transition plan that shows a series of visits to your child's new classroom. We will let you know in advance before your child has completely transitioned to his or her new class. We encourage you to meet your child's new teacher and discuss any important information you feel he or she should know before your child is moved.

Emergency Health Policy

In the event of a medical emergency involving your child:

- An ambulance will be notified in the event of a life threatening accident, injury, or illness.
- You will be notified immediately by phone if your child becomes seriously ill or injured while in care.
- If you are unable to be reached, your child's emergency contact listed on the information card will be notified.
- For non-life, threatening emergencies that require prompt medical attention, a staff member will transport your child to the nearest hospital unless you are able to pick up your child immediately.

Illness Policy

Each day when your child arrives at our center, a staff member will check your child for signs of ill health, communicable disease, physical injury and signs of child abuse or neglect. If your child exhibits symptoms of illness, requires medical attention, or becomes ill during the day, you will be notified immediately. If you are unable to be reached, your child's emergency contact listed on the information card will be notified. Our staff members will ensure your child's needs for rest, comfort, food, drink and appropriate activity are met until her or she child can be picked up. Please do not drop your child off when your child is sick.

Health Exclusions

Ensuring children's health is of primary importance to our staff. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to be in care unless the symptoms are gone or your child's doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children:

Symptoms of Illness for Exclusion Includes:

- Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
- Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
- Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
- Blood in stools not due to change in diet, medication, or hard stools;
- Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
- Mouth sores with drooling;
- Rash with fever or behavior change;
- Purulent conjunctivitis "pink eye" (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
- Scabies, until 24 hours after starting treatment;
- Pediculosis "head lice" or nits, until 24 hours after starting treatment;
- Tuberculosis, as directed by DPH;

- Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
- Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
- Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
- Pertussis, until completing five days of antibiotic treatment;
- Mumps, until five days after onset of glandular swelling;
- Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
- Measles, until four days after arrival of rash;
- Rubella, until seven days after arrival of rash;
- Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
- Unspecified short-term illness, not chronic illness if your child is unable to participate in activities or our staff cannot provide care for your child and the other children.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care, unless your child’s doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has advised me that your child presents no risk to others. For information regarding reportable communicable disease, please view DPH’s website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child’s doctor states your child may return but DPH states that your child may not, our staff will follow DPH’s instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Medication Policy

There are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child’s name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

A school-age child may self-administer medication with written parent/guardian and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medical care, identify and select the correct medicine and dosage, if applicable, and administer the medical care at the correct time and frequency.

Accidents, Injuries, and Serious Incidents

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child’s head. Therefore, if your child falls and bumps his or head, lips, mouth or face you will be notified immediately.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child’s file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the

- day. Less serious injuries include bumps, scrapes and scratches.
- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report.
- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

Suspension and Expulsion

Our staff members have completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. They complete training each year to help them understand children who have challenging behavior.

We work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his or her behavior and you may need to seek professional services for your child. We will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, we will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

You child's care will be terminated in the following situations:

- Your child's presence becomes a serious safety threat to himself/herself or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for services, as stated in the contract.

Positive Behavior Management

Our center has rules to keep all children safe. If your child breaks a rule, he or she will be redirected and a staff member will explain the importance of following the rule so the child may understand. If breaking rules becomes a persistent problem, a parent or guardian will be notified so we may discuss ways to handle the problem together. If your child has a special need or an emotional disability, our staff will work with you and professionals, if needed, to create effective ways to manage your child's behavior.

Our staff members teach by example and use positive reinforcement techniques by praising a child when he or she is behaving. Throughout the day, our staff members will offer praise, attention, compliments, and rewards to your child. The rewards are typically stickers of popular characters. We find these techniques work best to encourage good behavior.

Occasionally, a child, ages 3 and older, who is misbehaving may be asked to take a break. This involves the child going to a quieter area of the classroom with a staff member so he or she can take some deep breaths and let off some steam. Our staff members are trained on positive behavior management techniques. They do not use any physical punishment or use any act that is prohibited by licensing regulations. Our administrator routinely steps into classrooms to observe the staff members interactions with children. In addition, staff members are asked to bring any concerns regarding another staff member's behavior/interactions to the administrator and immediately report suspected child abuse or neglect to the Child Abuse and Neglect Report Line.

Food and Nutrition Policy

Meals and snacks will be provided each day by the center as described below.

- Breakfast will be served daily from 7:30 to 8:30 a.m.

A typical breakfast will include whole milk for one-year-old children and 1% milk for children aged 2 years and older, a banana, and whole grain cereal. Portions will be based on the Child Adult Care Food Program (CACFP) recommendations.

- A morning snack will be provided daily at 9:30 a.m.

A typical snack will include celery, carrots, cheese, and water.

- Lunch will be served daily from 11:30 a.m. to 12 p.m.

A typical lunch will consist of green peppers, mushrooms, broccoli, beans and cheese served on whole grain fajitas. Milk will be served as the beverage.

- An afternoon snack will be provided at 2:30 p.m.

A typical snack will include whole grain pretzels, apple slices and water.

The monthly menu will be posted on the bulletin board. Please note all meals and snacks served will follow the nutritional guidelines set forth by the Child and Adult Care Food Program (CACFP). Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies, religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns written documentation is required from your child's doctor. If your child requests a second portion of food or milk, we will gladly provide it.

Sanitation

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by infants and toddlers are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed. Our administrator routinely checks each classroom to ensure staff members are using the training that they received.

Safety

Safety is very important to our center. Our staff members are thoroughly screened, highly trained, and have successfully completed a comprehensive criminal background check. Our building has a safety plan in place to ensure unauthorized people do not have access to your children. Our classrooms are set up to be kid friendly and hazard free.

Physical Activity

Children are given multiple opportunities for physical activity each day. Weather permitting, each day all children will be taken outdoors to play, exercise and to run around. Please ensure your child has outdoor clothing that is appropriate for the weather.

Transportation

- Transportation will not be provided.
- Field trips will be planned throughout the year for preschool-age and older children.
- A parent/guardian must complete a permission slip for each trip in order for your child to attend.
- A first aid kit, children's emergency contact information, a cell phone, children's emergency medications, a fire extinguisher, the phone number for poison control and children's medical consent forms will be taken on all trips.
- Children's attendance will be taken upon departure from the center, periodically throughout the trip, at arrival and departure from the destination, and upon returning to the center.
- Red shirts must be worn and a phone number will be provided for children to wear during the field trip.
- The center will use a bus that has proper safety restraints that are used when transporting your child.

Screen time

Periodically, children over two years of age may view an educational program on a TV with written parent/guardian permission. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smart phones, etc. to be used and are not responsible if they are lost or stolen.

