

TOWER HILL SCHOOL MIDDLE 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 Middle School



The Middle School helps each student discover and develop their own special talents while at the same time refining the essential skills needed to function in a challenging academic environment. The academic program is supplemented with daily physical education classes, a full arts curriculum, trips of many kinds and explorations into co-curricular activities. Emphasis is placed upon effective and compassionate communication, consideration and tolerance of others, the development of teamwork and the strengthening of one's value system.

The school program is an extremely full and busy one. All students take classes in the fundamental disciplines, as well as art, music, theater, technology, physical education, health, personal development and a wide range of short-term elective activities. The program is complemented by an assembly program; interesting day and overnight trips; major dramatic productions; special math, social studies and science competitions; internal and external service learning projects; and an energetic student leadership program.

Classes are small, each student has an advisor, the reporting system allows for specialized narratives at narrowly spaced intervals, all of which helps assure parents that the progress of their child is being closely followed. A strong counseling and learning support program reinforces the work of the advisor and Class Dean and provides parents with additional resources within the school.

We believe passionately in the right of each student to take advantage of every aspect of the school program. Therefore, we react very strongly to those who physically, sexually and/or verbally abuse others. Abusive behavior of any type will not be tolerated. Please free to contact me at tweymouth@towerhill.org if you have questions about the Middle School.

Here's to a great year!
Sincerely,

A handwritten signature in black ink that reads "Timothy B. Weymouth". The signature is written in a cursive style with a long horizontal line extending to the left.

Timothy B. Weymouth
Head of Middle School



Introduction

We want our students to be forthright, able to work independently and able to contribute to a group effort; we hope to see them grow and become self-confident individuals. Our job is to help our students reach toward these goals, recognizing that each is unique and at a different point of personal development physically, intellectually, emotionally and socially. Our Character Code of Conduct is an integral part of the reinforcement of essential core values.

Our rigorous program is designed to foster the development of the individual, helping each student to become increasingly independent yet able to function well in a group. Through a variety of courses, field trips, class projects and other activities, we seek to provide each student with the maximum opportunity for individual growth and expression. It is our hope that the process of learning will be a rich, joyous and rewarding experience.

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.

The Academic Program

Courses of Study

The following list of courses is presented to give a general view of the academic program offered in the Middle School. A more detailed curriculum is available by checking the online curriculum guide on the Middle School page of our website, towerhill.org. Teaching and Learning Center support is available for all students.

Grade 5—Language arts, math, science, history, Spanish/Prima Lingua, technology, physical education, health, art/shop, theater, band, chorus and/or orchestra. All fifth graders learn to type by completing lessons in our online Typing Club Program.

Grade 6—Language arts, math, science, history, foreign language (French/Mandarin), technology, physical education, health, theater, music, band, chorus and/or orchestra. All sixth graders have a typing requirement and will complete lessons in the Typing Club Program.

Grade 7—English, math, science, history, foreign language (French, Latin, Mandarin or Spanish), digital citizenship, health, art/shop, theater and athletics. Seventh grade students continue to take band, chorus and/or orchestra. Seventh grade students are involved in a disABILITIES program, a course designed to build our students' awareness of and increase their comfort level with those with physical, mental and cognitive disabilities.

Grade 8—English, math, science, history, foreign language (French, Latin, Mandarin or Spanish), technology and production, health, art, theater (culminating in a full-grade production), music (band, chorus and/or orchestra) and athletics.

Schedule for the 2024-2025 School Year

Fifty-minute classes, six periods a day, 10-day cycle

Academic classes meet 7-8 times during the 10-day cycle in an effort to allow for deeper exploration of topics during class times and diversified classroom instructional approaches.

This schedule will translate to less daily homework for our students, as homework is only assigned on days that classes meet. The Middle School day will begin at 8 a.m. The school building will be open at 7:30 a.m. each day. Fifth and sixth graders will have band, chorus or orchestra instruction during the last period of the school day (2:35 p.m.-3:20 p.m.) Seventh and eighth grade students during that time will attend their athletics sessions from 2:35 p.m.-3:45 p.m. each day.

The Middle School is on a semester calendar, similar to the Upper School. This means that students have four reporting periods.

Communication and Reports

There are several ways in which a student's progress is monitored and reported upon in the Middle School.

Open Gradebook - This web-based program is available through Tower Hill's Learning Management System, TowerNet. Parents will have access to any graded assignment involving their child after the child has received it back from their teacher. The gradebook is open to parents, though we advise that you (and your children) not access it so frequently as to become unsettled by small undulations in grades which will become less meaningful as more grades are added to the gradebook. Teachers are committed to communicating to families when significant shifts occur in a student's average; when work is missing; or when it is the teacher's opinion that more communication between home and school could help a student's engagement and performance.

Student-Led Conferences - The advisor meets with the parents and each advisee formally, after the 1st quarter (November). This is an excellent time for students, parents and teachers/advisors to share and compare their perceptions of the student's progress.

Interim Reports - Interim Reports will be written for students who: (1) are new to the Middle School (this will occur for the 1st quarter, but might not need to be done for the 3rd quarter); (2) students who are having difficulty in a course.

Quarter Reports - Reports are written and distributed at the end of the 1st and 3rd quarter. The purpose of this skills-base report is to describe students' progress based upon learning expectations for each grade level. It is intended as a summary for parents and students to both gauge learning successes and to guide improvements and student growth. Feedback in regards to effort, engagement, organization, and homework provides for purposeful reflection and allows students and teachers to look toward future goals.

Semester Grades - Students receive letter grades at the conclusion of first and second semester.

Middle School 10-Day Schedule

Tower Hill Middle School

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
8:00-8:15	Homeroom Advisory									
Period 1 8:20-9:10										
Period 2 9:15-10:05										
Period 3 10:10-11:00										
Period 4 11:05-11:55										
Lunch										
Period 5 12:45-1:35										
Period 6 1:40-2:30			X Block					X Block		
Period 7 ¾ 2:35-3:20 ⅓ 2:35-3:45										

Middle School Schedule 2024 - 2025

Reporting Dates 2024-2025

- Thur., Oct. 17 - Interim reports shared with parents as needed
- Thurs., Nov. 1 - Advisor/Family conferences
- Thurs., Nov. 14 - End of 1st quarter
- Fri., Nov. 22 - 1st quarter reports shared with families
- Thurs., Jan. 16 - End of 1st semester
- Fri., Jan. 24 - 1st semester grades shared with families
- Thurs., Feb. 13 - Advisor/Family conferences
- Fri., Mar. 7 - Interim reports shared with families as needed
- Tues., Apr. 3 - End of 3rd quarter
- Mon., Apr. 14 - 3rd quarter comments due
- Mon., Apr. 21 - 3rd quarter reports shared with families
- Mon., June 9 - 2nd semester grades due
- Fri., June 13 - Final grades posted for parents

Grades

Fifth grade is the first time in the academic life of a Tower Hill student that grades are given in addition to narrative comments from each teacher.

At the end of the year, the report card will show the semester grades, the exam grade (7th and 8th grade only) and the cumulative grade in each subject. The cumulative grade consists of an average of the two semester grades plus the exam percentage. For seventh and eighth grade, the exam will count 10% of the final grade.

Grades and Their Numerical Equivalents

<u>Letter Grade</u>	<u>Number Equivalent</u>
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Failures and Summer Work

In the event a course is failed, the school will recommend summer work and, when required, a re-examination. Final exams are given in English, mathematics, history, science and foreign language. **Any student who earns less than a 50% on their final exam, regardless of their average prior to the exam, must be re-examined in order to pass the course.** Prior to the re-examination, it is customary for the student to get extra help as determined by the teacher of the course. If the student earns a 50% or higher on the re-examination, they will pass the course for the year as long as the average was at least a 62 going into the final exam. The exception to this policy is in the seventh grade foreign language courses, where a student may be advised to drop the foreign language course in the eighth grade instead of making up the work over the summer. The student will then re-begin foreign language study in the ninth grade.

Eighth grade students failing a course will be required to make up the failure before entering the ninth grade. Occasional exceptions may be made in the cases of students taking the accelerated math course or those in a foreign language course.

The status of any student failing a course or showing poor effort will be reviewed carefully by the Middle School faculty to determine whether that student should continue at Tower Hill. **Students failing two or more courses for the year, or failing a core curriculum course without making it up during the summer, are normally not invited to return to school in September.**

Parents of students having extreme difficulty in any course will be notified well before the end of the academic year, in order to make necessary summer plans. Although a D or D- are passing marks, students completing a year of work in major academic subjects at those levels are considered to be at considerable risk in those subjects for the coming year. We, therefore, may require summer work for students whose understanding and achievement reveals major gaps in important basic skills. The Division Head, Assistant Division Head, Department Chair and Class Deans can offer specific guidance on where to find tutorial assistance or summer programs.

Homework

An important means of developing one's skills in a subject or a craft is by practice. Beginning in the fifth grade, students are required to do some homework in preparation for each of their academic classes. On the average, such assignments should not be in excess of 20-30 minutes per subject per night. Parents who find that their child constantly needs more time than that should contact the teacher. Conversely, parents should contact the teacher if their child never seems to have any homework.

Parents: **Please do not do homework for your child!** If a few leading questions or hints are not enough to help, the child should see the teacher the next day for clarification and/or extra help. If your child seems to need help frequently, please make the teacher aware. **Students develop good individual learning patterns best when they are able to do their own work, make their own mistakes and learn by trial and error.** "Help," either from parents or classmates, often can become a crutch.

The easiest way for a teacher to diagnose a student's difficulty is to see the work of the student. The teacher can then make some helpful suggestions or re-teach particular concepts. How a child does their homework is often a valuable clue for the teacher. Parents who are being asked by their child to get involved with homework should let the teacher know what is going on.

Parents will often need to help their children establish a consistent study time, which is both long enough and allows for occasional "breaks." Providing a well-lit and well-organized area and a desk are essential, and students work best away from distractions, including conversations, televisions, stereos, computer games and radios. If your child is less organized, having them study in the kitchen or dining room can be helpful. Students should always email their teachers if they have questions about an assignment.

Homework Planner

We issue student homework planners at the beginning of each school year. **Please reinforce with your child the value of using this book every day.** It is extremely helpful to have all assignments, upcoming tests, quizzes and project deadlines listed in one central place. Homework can also be found on TowerNet. However, the homework planner should be what a child uses first when they need to know what to do for homework.

Extra Help and Tutoring

Students are encouraged to go to teachers for extra help whenever they need it.

Extra help is available:

1. during periods that both the teacher and student are free
2. before school 7:45-8 a.m., approved by the teacher

For students who need more assistance than the above suggestions, a tutor from outside the school community will be suggested.

Extended Time - Test and Exams

Students who have a documented need for extended time for in-school tests and exams (it is specifically recommended in their educational evaluation) may have up to an additional 50% time for a test or exam. Parents should be aware that the student's educational evaluation should be updated every five years. These guidelines are essentially the same as those used by the College Board whose website discusses the basic guidelines we use for provision of extended time.

Field Trips

Field Trips are valuable "hands-on" experiences that bring learning to life outside the classroom. Cheryl Saxton, Middle School Administrative Assistant, will have contact information for all field trips. If you are uncomfortable about having your child participate on a trip, please contact the Division Head about your concerns. Permission slips are provided and required for all field trips and may only be signed by the parent or legal guardian.

Parents are expected to disclose, and may be asked to accompany students who have severe asthma, life-threatening allergies or other serious health conditions that might put the student at risk on a field trip. Please supply emergency medications, such as quick-relief inhalers and auto-injectable epinephrine, for all field trips. Students may be allowed to carry their emergency medication on their person if deemed age-appropriate at the discretion of the school nurse, physician and parent.

Books

Books are available online via Follett Bookstore. Parents are welcome to order an extra or digital copy if they desire. There is a buy back book day in the spring for families looking to sell back their student's textbooks.

Advisory Program

Each student in the Middle School is assigned an advisor. The advisor and their advisory group meet regularly during a 10-day cycle. Establishing relationships with their advisors gives the students opportunities to engage with a trusted adult about issues that are appropriate for their particular age. It is our hope that this frequent contact will help facilitate communication during those times when adolescent issues can become a hindrance to a student's academic, social or behavioral wellbeing. Advisors will communicate on a regular basis with parents about the student's progress and any issues that will have an effect on the student's day-to-day progress in the Middle School.

School Psychologist, Dr. Lauren Lineback, and Middle School learning specialists work closely with teachers, parents and students to help them deal with both learning and social issues.

Class Deans

Grade 5—Mary Hobbs Taylor '09

Grade 6—Patrick Kaiser '02

Grade 7—Cindy Frisch

Grade 8—Wiz Applegate '79

Flow of Communication

Subject Teacher

Student Advisor

Class Deans

Assistant Head of Middle School

Head of Middle School

Class Meetings

Each grade level meets together once a week under the leadership of the Class Deans. These meetings are designed to foster communication and effective ways of relating within a class and to allow students and teachers to discuss an issue as a whole. Sometimes these meetings focus on upcoming events and how to approach them in the most positive way possible. Issues discussed include friendship, peer pressure, the codes of conduct, how to organize and study effectively among many others.

Middle School Chapel/Assembly

A longstanding tradition at Tower Hill, nondenominational “chapels” are designed to offer students an opportunity to present and consider important values. The themes for assemblies in 2024-2025 will be connected to our advisory program. Topics will include our core values of **Honesty, Gratitude, Community, Kindness, Empathy** and **Leadership**.

Codes of Conduct

Honor Code

Tower Hill provides an enriched and challenging program in which each student’s abilities and talents are recognized and respected. The Tower Hill community places honesty as its highest value and feels that a community of trust must be maintained through the effort of students, faculty, administrators and parents.

All work that is to be done for a subject should be the work of only that student, unless the assignment is a group project or one on which collaboration (working with peers, family members and other outside help) has been specifically required, suggested or permitted by the teacher. This includes all exams, tests, quizzes, classwork and homework. Students are not to communicate unannounced quizzes or tests or the contents of quizzes or tests to students in other sections. Copying another student’s homework is always an honor code violation. All work should be created by the student unless otherwise noted/cited/referenced, including that generated by AI (artificial intelligence tools like ChatGPT).

Character Code of Conduct

As a member of the middle school **COMMUNITY** at Tower Hill, I have agreed to follow and sign the Character Code of Conduct described below, created and written by Middle School students.

I will be **RESPECTFUL** toward my classmates and their belongings. I will be mindful of what I say to other people whether it is on paper, through an electronic device, or spoken out loud.

I will be **KIND** and treat my classmates the way I want to be treated.

I will demonstrate all of these character traits on a daily basis by actively participating in class, by keeping my locker clean and my belongings organized, by seeking out a teacher for help when I am struggling and by being **RESPONSIBLE** for everything I put my name on.

Progression of Suggested Responses when students witness others violating any of the codes of conduct:

1. Confronting the individual as soon as you can, telling the student you saw what happened.
2. Ask the student to take responsibility with the teacher most connected to the situation.
3. Reporting the student to a teacher yourself.
4. Letting your advisor or parent know what has happened and seeking advice from them.

Disciplinary System

The welfare of the school community as well as the school's ability to grow and be effective in its programs is directly related to each student's willingness to suspend a portion of their individuality. **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 (such as another school's dance or an away athletic contest); 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, TikTok, 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.

Middle School Conduct, Kudos and Demerit System

Tower Hill has high standards of performance in all areas, including personal conduct. Students are expected to be on their best behavior whether in classes, at assemblies, in the dining room, in the halls, on the athletic fields, and even outside of school. Students are, at all times, ambassadors of their school as well as of themselves and their families.

Academic honesty is an important quality which is expected of each student and reinforced constantly by the faculty. That is, we expect each student to turn in work which only the student has completed, unless a group project has been assigned. Copying the work of others, either on homework assignments or on quizzes and tests, is misrepresenting one's work, and will be treated as a form of dishonesty.

Faculty are highly encouraged to have students sign “On My Honor” on tests/quizzes/assignments that need to be completed with the honor code. Students will be asked to redo assignments that are a misrepresentation of their work and may be subject to other discipline.

All Middle School students agree to abide by the Character Code of Conduct, Responsible Use Policy for technology devices and the Academic Honor Code.

The School recognizes that Middle School students must make mistakes as they learn and that appropriate and proportionate consequences for these mistakes are part of the learning process. Because one mistake is not always the same as the other and because certain actions have a greater impact on the community than others, the Middle School administration and faculty will assess and determine appropriate consequences by using a tiered system that considers the importance and impact of infractions in a graduated system with kudos and demerits as follows:

Kudos are typically awarded to students for:

- Particularly exemplary classroom conduct
- Specific acts of kindness toward another student
- Outstanding contribution to a class or classroom activity
- Exceptional leadership in athletics
- Support of another student
- Excellent sportsmanship

Poor decision making and choices may result in a demerit dependent upon the infraction.

Tier 1:

- Disruptive Behavior
- Direction Following Challenges
- Disrespect to Student
- Disrespect to Staff
- Unkind to a Peer
- Misuse of School Equipment
- Inappropriate Language/Gesture
- Late to Class
- Out of Assigned Area
- Gum chewing
- Misuse of Technology

Tier 2:

- Chronic Disruption
- Aggression towards staff member or peer
- Teasing (1v1 or group)
- Destruction of School Prop/Equip
- Insensitive language or gesture
- Identity-based threats
- Class cut
- Inappropriate use of Technology- includes social media
- Academic Dishonesty

Tier 3:

- Fight/Violence
- Vandalism
- Repeated harmful behavior
- Hate Speech
- Stealing
- Plagiarism/Cheating
- Threats of Violence

The lists above do not include every possible behavior, but it groups poor choices and decisions into a tiered system. Any poor decisions by students not listed may still result in disciplinary action as decided by the Division Head, Assistant Division Head and Head of School.

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 Warning/Disciplinary Probation
- Loss of privileges for a period of time (defined below)
- Letter of apology to the affected student(s), teacher, Head of Middle School and Head of School
- Loss of any leadership position
- Weekend detention
- Weekday in-school suspension
- Out-of-school suspension
- Withholding of enrollment contract
- Expulsion from Tower Hill

Major Infractions

Students involved in “major infractions” of school policies or who repeatedly demonstrate their unwillingness to accept what is asked of them will meet with the Class Deans, Assistant Head of Middle School and/or Head of the Middle School at which point an appropriate course of action will be determined. Sanctions for major infractions may include, but are not limited to, loss of privileges, Letter of Warning, Disciplinary Probation, suspension or expulsion.

- **A Letter of Warning may be sent to the student and their parents when a pattern of infractions occurs or when the infraction is serious enough to warrant such a letter.** The letter puts the student on notice that their behavior needs to be exemplary, and that a future infraction of any kind will be treated more severely.
- **Loss of privileges may be warranted.** Loss of privileges may include temporary or permanent loss of permission to participate in athletic practices and contests, and/or extracurricular activities. With serious infractions, or repeated minor infractions, eligibility for or the holding of, a leadership position may be revoked. Students who hold leadership positions are expected to resign those positions in the instance of a major infraction.
- **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 Middle 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 Middle School, who will make a recommendation to the Head of School concerning the student's future at Tower Hill.

- **In-school suspension is a one to three-day period in which the student remains on campus, but may not attend classes, participate in the school day or participate in any athletic or extracurricular activities.** Intentional, intensive educational opportunities are designed for the student dependent upon the major infraction that occurred. School work 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 not attend classes or participate in any athletic or extracurricular activities until the suspension is over. Though teachers will support a student's re-entry, 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 Advisor, Class Deans, coaches and teachers will be informed when a student is on suspension.

The following are examples of infractions that are considered major infractions. Major infractions may lead to immediate suspension or dismissal from school:

- Any violation of our Substance Abuse and Weapons on School Property Policy (see below);
- Any violation of our Harassment, Bullying and Hazing Policy (see below);
- Unauthorized presence in any school building including locker rooms, gym, field house, etc. (for example, students involved in a weekend or evening activity are expected to remain at the site of the activity, rather than elsewhere in the building);
- Leaving campus without permission during the school day, including during athletic practice time;
- Inappropriate use of cellphone or technology that creates harm;
- Possession of a school key or another person's key card.

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

Harassment, Bullying and Hazing

General Statement on Harassment, Bullying and Hazing at Tower Hill

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 you feel as though you have been treated in a manner that makes you feel unsafe or insecure by anyone, you 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 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 set forth below, 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.

Sexual Harassment

Sexual harassment is a type of harassment. Sexual harassment negatively affects the spirit of community at Tower Hill and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, stalking and other verbal or physical conduct of a sexual nature without the explicit consent of the recipient when:

- An individual's submission to such conduct is, explicitly or implicitly, a term or condition of the individual's education;
- An individual's submission to or rejection of such conduct is used as the basis for decisions affecting the individual's academic standing; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's learning or work performance, or of creating a hostile learning environment.

By way of example, sexual harassment includes but is not limited to:

1. **Unwelcome verbal behavior**, such as sexual innuendos, comments, suggestions, jokes, whistling, foul or obscene language, lewd or derogatory remarks, regardless of whether directed at persons of the opposite or same sex, gossip regarding one's sex life, body, sexual activities, deficiencies or prowess and questions about one's sex life or experiences;
2. **Unwelcome physical behavior**, such as touching, rubbing or massaging someone's neck or shoulders, pats, squeezes, grabbing, groping, kissing, fondling, repeatedly brushing against someone's body or impeding or blocking normal movement and any form of non-consensual sexual contact;
3. **Unwelcome nonverbal and/or visual harassment**, such as posting or sending sexually suggestive or derogatory or sex-based messages; posting or sending offensive text, email or voice mail messages; or creating, sending or posting unwanted or offensive letters or poems, pictures, cartoons, or drawings, even in one's own locker;

4. **Unwelcome sexual advances**, such as pressure for sexual favors, sexual favors in return for acceptance or threats if sexual favors are not provided; and
5. Any other unwelcome sexual contact, act or interaction.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated.

Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults (see school's Student/Adult Interaction and Communication Policy);
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded; Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence or stalking;
- Any digital media stalking and/or the non-consensual recording of sexual behavior and the non-consensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature (see the school's Harassment/Bullying policy for additional information on sexual harassment).

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:

1. Physically harms or damages a person or person's property;
2. Has the effect of substantially interfering with someone's education;
3. Creates an intimidating or threatening educational environment; or
4. 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 cyberbullying.

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—have been a victim of any occurrence or potential occurrence of harassment, bullying or hazing, that student should immediately report that incident to the Head of Middle 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 which 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. The school also may be required to disclose certain information to comply with its legal obligations.

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. The school reserves the right to address violations of this Harassment, Bullying and Hazing policy. 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.

Substance Abuse and Weapons on School Property

Tower Hill School's top priority is always the safety of its students and community both on and off campus and to provide the most conducive environment for a student's wellbeing and growth, academically and personally, both inside and outside of school. **The school prohibits the consumption, sale, purchase, possession or distribution of alcohol, illegal drugs or any improper use of prescription medication by any student on or off campus. This policy applies to any on or off campus function, event, contest or activity which Tower Hill participates in or sanctions, including travel to and/or from an off campus activity.** The school reserves the right to investigate and

discipline for any and all violations of this Substance Abuse and Weapons policy regardless of where and when the violation occurred. Additionally, students should not bring alcohol, tobacco products (including e-cigarettes or “vapes” of any form), drugs or weapons of any kind to Tower Hill facilities or Tower Hill sponsored events at any time. If students require ongoing medication or take prescription medicine for a current ailment, they should check in with the School Nurse to inform the nurse of any necessary medications. We reserve the right to expel students found to be consuming, selling, buying, distributing, under the influence or in possession of illegal drugs.

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

Substance Abuse Policy/Procedures

A student is considered in violation of the Substance Abuse policy on or off campus if they are found:

- Under the influence (consuming any amount of alcohol, using illegal drugs or abusing prescription medication)
 - Buying, selling, distributing, receiving or possessing alcohol or drugs or attempting to buy, sell, distribute, receive, hold or possess alcohol, illegal drugs or prescription medication (except if in possession of medication, as prescribed).
1. The students will be placed under the care of a teacher, chaperone or administrator and his/her/their parents will be contacted immediately.
 2. If a student is suspected of being under the influence, they will be administered a breathalyzer.
 3. If parents/guardians are not available and the incident occurs during school hours, the student will be accompanied to the Nurse’s Office.
 4. If the incident occurs outside of school hours or off campus and parents/guardians cannot be reached, the school reserves the right to contact the appropriate medical assistance (Emergency Services) and/or law enforcement.
 5. The school reserves the right to immediately expel students found to be under the influence or in possession of illegal drugs.

The school will always consider the wellbeing of the student first and will help them in seeking the appropriate support(s).

Attendance & Absences

School Day

The school day begins **promptly at 8 a.m.** The school day is over at 3:20 p.m. for fifth and sixth graders and 3:45 p.m. for seventh and eighth graders. Students are expected to be picked up promptly at the conclusion of their school day. For an additional fee, our **After School Program** is the extended-day program for fifth and sixth graders, and the **Homework Club** serves seventh and eighth graders.

Lateness

It is **extremely** important that our students make every effort to be in school by 8 a.m. Failure to arrive on time constitutes lateness. Students who are late to school must check in with Ms. Saxton in the Middle School Office and obtain a late pass. Parents/guardians will be notified of repeated lateness to school. We feel that it is very important for the students to be on time so they have the time to organize themselves for the day.

Absences - Students

Students are expected to be in school on all calendar school days. In the event that a student will be absent, parents are to call Cheryl Saxton, Middle School Administrative Assistant, at the school between 7:45 and 8:30 a.m. All students are expected to get their homework assignments, which are posted daily on TowerNet. If a student is absent for more than one day, students and parents are encouraged to call or email the student's advisor during school hours to coordinate obtaining and completing assignments. The student and their advisor can reschedule the completion of work with any of the student's teachers.

We strongly urge parents to not place their children in an awkward position by taking them out of school on seventh and eighth grade athletic game days or for any band or chorus performances. Team commitments need to be strong, and the absence of a player for a game or concert can have a most demoralizing impact on their teammates.

Absences - Excused

We ask parents to think long and hard about taking their children out of school for anything but absolutely essential family events (funerals, graduations, weddings). Since much learning at school is hands-on, collaborative and experiential, it is virtually impossible for work to be made up after an absence.

Parents will need to make a request for an excused absence to the Head of the Middle School at least two weeks before the anticipated date(s). In the event that a request has been approved, the following procedure will be followed:

- Teachers will be notified that the student has been granted an excused absence.
- A week before the student departs for their absence, the student should meet with each teacher to get assignments and to arrange for make-up tests to be taken. In some cases it may be possible for the student to take some or all of the tests before their absence date.
- The initiative to do this needs to come from the student and the parents. While the teacher may remind the student of their responsibility, it is up to the parents and the student to get the necessary information from the teachers.
- In general, such absences are treated like illnesses; teachers will allow the student time to assimilate material before testing the child on it.

Excusing students from school is an unusual occurrence; it is very important for families to recognize the importance of getting assignments ahead of time. When teachers have to take extra time to help students make up work they have missed, it takes away time that could have been spent on preparing materials for the students who are present.

Absences - Unexcused

No matter how carefully the calendar is planned, vacations fall at times that are inconvenient for someone. Nevertheless, parents are advised that if they withdraw their child early for a vacation or return him/her/they late after a vacation, they are placing their child in a difficult situation of being unexcused from school.

Teachers will not provide extra help or make-up time for such absences. Tests and quizzes given during unexcused absences need to be made up on the day that the student returns to school or before the student leaves.

Distance Learning Policy

Students who are home sick or injured from school should take the time necessary to rest, recover and heal. 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.

Arrival and Dismissal Times/Locations

Middle School students can be dropped off between 7:30 and 8 a.m. and will go directly to their lockers and homerooms through the front door, Tower Road, or the Underpass. Students arriving between 7:30-7:45 a.m. should go to the middle school study hall for before care. Homerooms open at 7:45 a.m. Students will be marked tardy if they are not in their homeroom by 8 a.m. Classes begin after a homeroom period with announcements, etc. School for fifth and sixth grade will end at 3:20 p.m., seventh and eighth grade at 3:45 p.m., after sports.

- **5th Grade Families** - You enter from Rising Sun Lane and make your first LEFT on the inner road. You will then follow toward the same area where you have picked up your child on the Underpass but in a new direction. You will still be on the same side of the road to get your child without them crossing to your car. This permits more cars to enter the road and frees up Rising Sun Lane.
- **6th Grade Families** - You will pick up on Tower Road. Please pull up on the right and go up to the stop sign on the corner of 17th Street. Your children will be waiting at the gates near the Stabler Building on Tower Road. While on 19th Street, if Tower Road is full, please make a left into Rockford Park, drive around the loop and wait at the stop sign at the entrance of the park until those ahead of you pull up or out.
- **7th and 8th Grade After Athletics** - ou enter from Rising Sun Lane and make your first LEFT on the inner road. You will then follow toward the same area where you have picked up your child on the Underpass but in a new direction. You will still be on the same side of the road to get your child without them crossing to your car. This permits more cars to enter the road and frees up Rising Sun Lane.
- **7th and 8th Grade Students** - attending the Homework Club will go to Room 219 after practice.

After School Program

The Kaleidoscope Program is available for fifth through eighth grade students every day after school. Students must register for the program in Homeroom, and it remains open until 5:30 p.m. daily. For more details, please contact the Director of Auxiliary Programs, Cindy Sardo, at csardo@towerhill.org.

Snow Days

If school is closed due to inclement weather, our phone and text alert system will be activated, an announcement will be on the Tower Hill website and on social media. A recorded message will be available on the school phone number (302-575-0550). Our usual policy on days when the weather worsens progressively is not to close. You may wish to pick up your child early on such days, which is fine. We only allow students to call home to ask to be taken home after the end of the normal day.

Academic Technology

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:

1. 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
2. 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 loss of privilege and/or 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 that 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, TikTok, SnapChat, Instagram, Facebook, Twitter, Kik, social networks, message apps, blogs, games, personal web pages, GoogleDrive 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 permitted on campus but they are the sole responsibility of the owner. 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, 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.

Security: 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 username. 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 detailed below.

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 and Google Plus.

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, dean, administrator 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 Code 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 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 use(s) and that he/she/they will take care not to use internet services in any way that compromises other users’ access.

Violations of this Policy

The school will respond to violations consistent with the policies and procedures set forth in the Codes of Conduct 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 Director of Academic Technology, the Dean of Students or the 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.

Warranty

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.

Bring Your Own Device

Technology is always evolving and changing at Tower Hill. Our seventh and eighth grade students are part of our BYOD program. Commonly asked questions about a personal device can be found on the school website under BYOD. Keep in mind that the human interaction between a student and teacher is the most important component of education. We truly believe learning to utilize technology is critical to today’s educational environment and the world beyond the classroom. Our BYOD approach enhances opportunities to research, communicate, share and collaborate online.

Our seventh and eighth grade students will be utilizing their personal devices in many different aspects of the curriculum. The goal is for the device to be an additional tool that the students can use to support their learning, whether that is through lab work in science, research in history or creative papers in English. Often the students participate in a variety of partner projects as well. Having devices at their disposal will only improve the quality of this process, make it smoother and more efficient. Teachers see a wide variety of learning styles within the classroom and incorporating personal devices will only help to serve students in this capacity as well.

The seventh and eighth graders are not the only students who will have exciting technology opportunities. Our fifth and sixth grade students have daily access to school chromebooks during the school day.

In an effort to continue to be proactive, and to create awareness about Tower Hill’s expectations regarding students’ use of technology, all Middle School students will be required to read and sign our Responsible Use Policy (RUP). The policy is designed to inform the students about the teacher’s expectations both on school and personal devices. It also reinforces the expectations of students’ technology use throughout the school.

Cell Phones

We have found that cell phones can cause an incredible amount of distraction for our students for a variety of reasons. With phones in each classroom and a phone in our main office with Cheryl Saxton, there are ample ways to get messages to our students from their parents during the school day. **Therefore, students are not allowed to have their cell phone with them during the school day.** Students are to turn their phone off and place it in a designated area identified by the Class Dean. This should be done before school begins at 8 a.m. After school, the student may pick up their phone from their homeroom.

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.

Athletic Dress

Students should respect the dress codes of their specific sports and observe the guidance of their coaches. Students may wear Tower Hill athletic clothing on days when sports require an early dismissal, and there is no ability to change before travel or competition.

- Clothing that is excessively tight, overly revealing, inappropriately short, or revealing while standing, bending, sitting, or moving should not be worn.
- No undergarments should show at any time.
- Shirts must be worn at all times.

Dress Code Violations

The division's disciplinary policy may be enacted for dress code violations, circumstance dependent. Infractions of the dress code are addressed by asking the student to remediate the infraction, in some cases, helping the student to do so with clothing from home or provided by the school. Repeated or flagrant violations will likely result in disciplinary action. If there is a question about the appropriateness of a garment, the student should check with the teacher or school administration before wearing it.

Answers to Frequently Asked Questions

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

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:

- Leggings (unless worn as tights with an article of clothing on top that could be worn on its own), 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:** MS students are not permitted to wear smartwatches.

Health

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. Parents picking up children who are ill or injured must park on 17th Street at the main entrance and call the School Nurse (302-553-0005) upon arrival. Please wait in your car and your child(ren) will be dismissed by the front office staff and security. After 3:30 p.m., medical needs will be handled by the athletic trainers. 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.

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 fifth grade and a DIAA sports physical is required in seventh AND eighth grade. Please remember clearances must be signed after April 1 for the next school year. Forms must be completed by a licensed practitioner. Per school policy, forms completed by a family member will not be accepted. Middle School students with food allergies, asthma, and/or seizures must submit an action plan from their physician via the Magnus Health Portal. The deadline for all medical forms is Aug. 15 (Aug. 1 if playing a fall varsity sport). 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.

STUDENTS WILL NOT BE PERMITTED TO PARTICIPATE IN ATHLETICS OR ANY TOWER HILL SPONSORED EVENT THAT REQUIRES A STUDENT TO BE PHYSICALLY ACTIVE UNTIL THEIR PHYSICAL AND IMMUNIZATIONS HAVE BEEN SUBMITTED VIA THE MAGNUS HEALTH PORTAL.

Accidents

Any accident/injury in a school building, on the school property, at athletic practices or at any athletic event sponsored by the school must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

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.

P.E. Restrictions/Athletics 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/Athletic Trainer. Following serious illness or injury, a note from the physician will be required before the student is permitted to participate in athletics. Temporary excuses for up to three consecutive days from athletics for minor illness and injury may be issued by the school nurse. A note from the doctor may be required after three days at the discretion of the nurse.

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, vomiting or diarrhea or any possible COVID-19 symptoms. 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/she/they 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.

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.

Medications

Whenever possible, medication should be taken at home. Often, a doctor will be able to prescribe medication which 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 life-threatening allergies are permitted to self-carry inhalers and/or epi-pens when the self-carry consent has been signed in Magnus. Additional emergency medication may also be kept in the Health Office at the discretion of the parent. No other medications may be carried by students.

Going Home Sick

Students - If you are not feeling well in school, simply ask your teacher if you can see the nurse. **You should always see the nurse before making arrangements with a parent to go home sick.** While no one will force you to stay in school if you are not feeling well, you will not be excused from school for illness without going through the office of the School Nurse. **Parents should remind their child to visit the nurse if contacted during the school day to be picked up due to illness.**

Medical Leave

A student in need of medical leave must be under a doctor's care and supervision. The family will be asked to present a doctor's note stating the reason for the leave and the expected duration of the leave. After determining whether the school can accommodate the leave, members of the school administration and the family will meet to determine a plan for Return to Learn with the necessary support and expectations. While on leave or upon return from leave, students are typically required to make up all missed work. In certain circumstances, the Assistant Head of Upper School and Head of Upper School will work with a student's teachers to define work qualifying as essential.

Concussion Policy

For a student diagnosed with a concussion, the academic and extracurricular impact will be varied and unique to the situation. Concussions are both a medical and educational issue. Assessing and addressing problems with learning and school performance, as well as athletic participation, do not involve only medical decisions, but rather educational ones as well. It is important to note that medical recommendations, while not educationally binding, will certainly be taken into consideration as the school determines the proper plan for each student. Tower Hill will use an individualized approach to determine a student's Return to Learn and Return to Play. For additional information, please see the Concussion Protocol in the Nurse's Office and/or Athletic Trainer's Office.

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. As the range of requests has grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

General Policy

In general, it is our school's policy to provide reasonable accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, 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 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.

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. 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 Middle 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.

Physical Education and Athletics

Fifth- and sixth-graders will participate in a physical education course that will meet almost every day. Boys and girls are separated. The objectives of the class are:

- To help young people become/remain physically fit.
- To provide physical development through outdoor and indoor games.
- To introduce the team sports that the children will be asked to participate in when they become seventh- and eighth-graders.



- To develop an understanding of good sportsmanship - the demonstration of appropriate conduct, honest rivalry and graceful acceptance of the outcome.

Seventh- and eighth-graders will participate in athletics that take place at the end of every school day. The program emphasizes teamwork, cooperation, sportsmanship and the development of individual skills. Interscholastic competition is featured in many aspects of the program. Students are placed on teams compatible with their skill development. Participation in athletics is required. We will consider an exemption from the program for one season if a child is involved on a daily basis in a sport that we don't offer. **Proposals for exemptions should be directed to Athletic Director, Steve Cacciavillano.** See below for details.

The most up-to-date sports calendar for Middle School can be found on Hillerssports.com. You can click on "calendar" or scroll to the bottom of listed sports and click on Middle School, where all the sports will be listed.

Middle School Athletics Expectations

Tower Hill believes that involvement in athletics adds to the education of the whole student and provides every student with the opportunity to benefit from, and contribute to, the school community. We believe it is clear that individual student athletes and athletic teams, in general, make significant contributions to the vitality of life in the school and its larger community.

Therefore students in seventh and eighth grades are expected to fully participate in interscholastic athletics during each season. Time for athletics, which represents the physical education curriculum for students in these grades, is built into the school day with all practices (2:30-3:45 p.m.) and competitions (roughly 3:30-5:30 p.m.) scheduled exclusively on weekdays following school. From an attendance standpoint, full participation requires attending the duration of all practices and competitions barring days on which the student is absent from school.

We encourage students and their families to consider this expectation to participate as an opportunity rather than an obligation, as most schools do not guarantee every student the chance to participate in athletics. With various levels being offered for most programs, students of any skill or experience level can find the right fit each season.

Sports Not Offered at Tower Hill

If a Middle School student has developed an elite performance level, not just a recreational interest, in a sport not offered at Tower Hill and that outside sport directly conflicts with the scheduled time for athletics at Tower Hill, the student may request to pursue that sport in place of a Tower Hill sport during no more than one interscholastic season per academic year. Such outside sport requests require the student to be involved in an organized program that regularly meets for practices/training and/or competitions similar in time commitment to that of a Tower Hill team while in season. During the other two interscholastic seasons, a student would be expected to fully participate on a Tower Hill team. Requests for such exemption from Middle School athletics will be made to the Director of Athletics, and he will consider and respond to them in his sole discretion.

Moving Eighth-Graders to Varsity Competition

Occasionally, a situation arises when a student in eighth grade with advanced physical maturity and talent will request to try out for an Upper School varsity team. For the request to be granted, approval must come from the parents, Director of Athletics, and the coach of that varsity team. Additionally, the Head of Middle School will be consulted for academic and/or emotional maturity purposes. The Director of Athletics will notify the parents and student of the final decision.

In certain instances there may be school-initiated requests to move a student in eighth grade to varsity competition. Most often, such moves will occur if a varsity team is in danger of not being able to field a team and the student athlete is capable of competing at the varsity level. Regardless of the

circumstances, any school-initiated move would only take place after going through the appropriate channels as outlined above.

DIAA regulations only permit a student in eighth grade to participate in varsity competition if they were fully enrolled at Tower Hill during their seventh grade year.

Including Sixth-Graders in Middle School Competition

If a Middle School sport is at risk of not being able to field a team at the “A” level, the school may seek interested students in sixth grade to participate in that sport during the specific season of need. Such school-initiated decisions will only be considered for the aforementioned purpose and will be determined by the Director of Athletics, Head of Middle School, and Assistant Head of Middle School. Additionally, parent approval will be required for students in sixth grade to participate.

Athletic Offerings for Boys:

Fall: soccer, football, cross country

Winter: basketball, wrestling, indoor track

Spring: baseball, lacrosse, track, tennis

Athletic Offerings for Girls:

Fall: hockey, cross country, volleyball

Winter: basketball, fitness, indoor track

Spring: soccer, lacrosse, track, tennis

In order to represent the school in an interscholastic game, a student must have been in the school for the entire academic day.

Return After Injury, Illness, Surgery

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

Sportsmanship

Athletic competition is an integral part of the educational and developmental process of our students, and many important lessons are taught through athletic experience. Therefore, athletics are a fundamental part of the total curriculum at Tower Hill, fulfilling our motto of *Multa Bene Facta*, Many Things Done Well. The objectives of coaches and teachers are identical: to help young people reach their fullest potential intellectually, emotionally and physically. Accordingly, sportsmanship—the demonstration of appropriate conduct, honest rivalry and graceful acceptance of the outcome—is as important as the full development of athletic skills. Critical to these teachings is the expectation that our community as well as our athletes will demonstrate respect for everyone involved in athletic competition.

Physical Education Clothing for Fifth and Sixth Grade

Parents can order Tower Hill Athletic attire and combination locks through the following link:
<https://tower-hill-school.square.site>

Your order will be placed in your child’s locker by the first day of school.

Checklist for PE class:

- Combination lock for gym locker room
- Tower Hill athletic shorts and shirt. Must say Tower Hill on them and be any combination of green and white

- Wintertime - We allow students to wear any comfortable sweatpants and sweatshirts that they wish. It does not need to say Tower Hill on them.
- We suggest when you get your lock and PE clothes that you write your name on everything.

Student Council

Under the leadership of faculty mentors, the Student Council meets on a regular basis. Eighth grade officers are elected in the spring of their seventh grade year. The primary responsibilities of the Student Council are to work with the faculty in discussing the quality of life in the Middle School, to guide service learning opportunities, to arrange social activities and to organize the Middle School Fair for the Lower School. The Student Council decides where the proceeds from its functions are to be sent.

The Student Council represents an opportunity for students to exercise responsible leadership in the Middle School and helps to teach students the processes involved in representative government. Representatives are expected to make a report to each homeroom following the meetings.

Students in each grade have the opportunity to participate in Student Council. Class Representative are selected at the beginning of the school year during a formal process. Representatives meet one-to-two times a month to discuss issues, and they are expected to make a report to their class following the meetings.

Officers for 2024-2025:

- Vivian Daniel
- Francesca Sarko
- Nicholas Waesco
- Quinn Kator

Social Events

Though the school schedules a few social activities, most social activities are put together by class parents, as coordinated by the parent representatives to the Parents' Committee of the Home and School Association.

It is important that behavioral guidelines for all activities be agreed upon by the parents in charge and that these guidelines be made clear to the students involved.

Middle School students become progressively more socially aware, and parents often ask the school for some basic guidelines about how best to entertain young people. Parties and social events can be great fun. But, in no other area of life are students' feelings more easily hurt and friendships tested. Therefore, some systematic way of inviting guests for parties, dances or outings is suggested, especially if the guests at dances or outings are predominantly members of a student's class at school.

For parties, past experience has shown that the happiest formula is to invite: (1) a small group; or, (2) the entire class (with several sets of parents organizing and chaperoning, which can be arranged in concert with the parent representatives); or, (3) an entire section of a class (about 15 or 20 people); or, (4) all the boys or all the girls in a class or section. Students are not to issue invitations or to invite friends to parties at school! If your child is giving a smaller party, please remind them not to discuss it at school. The school will be happy to provide class lists if desired. Skating, bowling, swimming, hiking, tubing, skiing, canoeing, rafting parties, picnics and other activity-centered get-togethers are excellent ideas for large group gatherings of Middle School age students. The school's facilities are available for groups of parents wishing to sponsor dances or other activities.

Class representatives to the Parents' Committee are interested in helping to organize class activities. If you have an idea for an activity, please contact the appropriate person.

Class of 2032 - Grade 5

Vera Belger vvg2m@virginia.edu
Sarah Acuna sgacuna21@gmail.com

Class of 2031 - Grade 6

Yulia Bartow yulia01@gmail.com
Alexis Ogdie ogdiea@pennmedicine.upenn.edu

Class of 2030 - Grade 7

Dana Nestor dananestor@gmail.com
Sophie Shen sophie.x.shen@gmail.com

Class of 2029 - Grade 8

Katie Spruance kathryndjackson@hotmail.com
Laura Simon lsimon@bdaltonlaw.com

Parent Partnership

During the school year, parents, learning specialists, school psychologists, Assistant Head of Middle School, Head of Middle School and other resource people get together to discuss pertinent developmental and learning-related topics. An essential guideline for these meetings is that we discuss topics and not people—teachers, other parents and/or other people's children. Agendas are set, and the meetings are hosted by the parent representatives of each class. More information will be forthcoming from parent representatives.

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.

Parent/Family Cooperation

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and family members (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.



TOWER

MIXING PAINT?

YOU'RE USING PROPORTIONS!

FORGETTING YOUR MATH CHECK? SNOOZE?

SHIPPING?

17

Maria 3

13

