



PARENT-STUDENT HANDBOOK

2019-2020

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Tower School does not discriminate on the basis of race, religion, color, handicapped status, sexual orientation, nationality, or ethnicity in administration of its educational policies, admission policies, financial aid programs, or athletic and other school-administered programs.

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Mission

MISSION

We teach our students to think critically and creatively, to develop joyful curiosity, to embrace challenge and apply their knowledge with confidence, and to thrive within a community rich with diverse perspectives and talents.

TO ACHIEVE OUR MISSION:

We hire well. We attract teachers whose commitment to academic excellence and professional development promotes both critical and creative thinking.

We establish a sense of belonging. We nurture important, collaborative-learning relationships. Our students and parents are known; their voices and contributions are vital.

We initiate opportunities to excel. We provide opportunities for students to identify themselves as innovators, leaders, contributors, artists and athletes.

We engage and motivate students. Our hands-on curriculum reinforces classroom learning, elevates critical thinking ability and promotes academic achievement.

We embrace childhood. Our students excel within a curriculum that balances classroom achievement with intentional time for play, imagination and physical activity.

We inspire advocacy. We encourage students to advocate for themselves and others, to contribute their skills in support of causes about which they are passionate and to pursue sustainability in all aspects of their lives.

We emphasize creativity. We promote personal expression through vibrant visual arts, music, woodworking, performing arts and our immersive approach across the curriculum.

We prepare students for future success. Tower graduates are articulate, kind, confident, self-motivated learners who possess the skills for academic and personal achievement in secondary school and in life.

Statement on Diversity

Tower School embraces diversity and supports inclusivity in all of its forms. We believe that cultural competency, respect, and tolerance are vital. Central to our mission is our belief in the inherent dignity of all people. We cherish differences within the Tower community as well as perspectives from the global community.

Community Expectations

The Tower Code

All members of the Tower community—students, faculty, and parents—learn and work together under the School Code:

1. Respect all people: faculty, students, parents, visitors, and others.
2. Respect the rights of students to learn and teachers to teach.
3. Be kind and helpful. Include others.
4. Be honest with yourself and others.
5. Respect school and personal property, and help keep Tower clean.

Behavior & Conduct

The Tower Code provides a complete guide to the school's expectations for student, faculty and parent behavior and conduct. We believe that the Code encourages all members of the community to take responsibility for their actions and to learn from their mistakes.

Significant violations of the Tower Code may result in disciplinary action including the loss of school privileges, probation, suspension, or dismissal from school.

Each member of the Tower community bears a responsibility for the reputation of the school. This means that personal conduct, regardless of time and location, is a legitimate concern of the Tower community.

The following items deserve additional emphasis:

- Any violation of state and or federal laws, particularly those in relation to the possession or use of drugs, alcoholic beverages, or weapons, may result in immediate dismissal from school.
- Unless on a Tower-sponsored field trip, students may not leave school grounds during the school day.
- Members of the community are expected to use computers, computer software, and other forms of technology in appropriate educational ways.
- Stealing, cheating, fighting, abusive and/or inappropriate language, including cyber-bullying, as well as behavior disruptive to other students' learning and well-being are clear violations of the Tower Code (online and offline).

Bullying Prevention and Intervention Plan

OVERVIEW

Tower has a long-standing commitment against bullying in our school community. At the root of this commitment is the Tower Code. The Head of School is responsible for the implementation and oversight of the community's adherence to the Tower Code.

DEFINITIONS

Tower subscribes to the definitions of bullying and cyber-bullying outlined in Massachusetts state law: An Act Relative to Bullying in Schools, Chapter 92 of the Acts of 2010. In brief, bullying is understood as repeated and directed efforts (written, verbal, electronic, or physical) by one or more students or by an employee of the school that cause physical or emotional harm to another student or create a hostile environment for any student at school.

POLICY

Bullying is prohibited on Tower school grounds, on property immediately adjacent to Tower, on school trips, at school activities or functions, on school buses (or other school owned vehicles), at bus stops, or through school-owned or managed technology. Bullying is also prohibited at non-school related functions or activities if that bullying creates a hostile environment for the victim at school, or materially and substantially disrupts the education process or orderly operation of the school. Retaliation against a person who reports bullying

(or provides information during an investigation) is also prohibited.

Tower School recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

INSTRUCTION

- Tower will provide age-appropriate instruction on bullying prevention in each grade. We will seek to provide all students with the skills, knowledge and strategies necessary to prevent or respond to bullying or harassment.
- As a part of our annual overview of health and wellness procedures, Tower will provide professional development opportunities for all employees to prevent, identify, and respond to bullying. This training will include a review of the ways that Tower will support vulnerable students.
- Tower will post this plan online at www.towerschool.org and communicate with parents regarding any updates or changes.
- The school will continue its long-standing efforts to educate parents regarding ways that they can reinforce our community standards and support the Tower Code.
- We will share information about the dynamics of bullying and continue to update parents regarding online safety and cyber-bullying.

REPORTING

- Tower encourages all students and their parents to report evidence of bullying or retaliation to any teacher or administrator. Such reports will be shared with the Division Head and Head of School.
- Students or parents may request anonymity when reporting bullying or retaliation, but the school will not take any disciplinary action solely based upon an anonymous report.
- Employees of Tower School are required to immediately report any instance of bullying or retaliation that he/she witnesses or becomes aware of to the Division Head and/or Head of School.
- Tower will make all reasonable efforts to protect from bullying or retaliation a person

who reports bullying, provides information during an investigation, or witnesses or holds reliable information about an act of bullying.

- If an incident of bullying or retaliation involves Tower students at another school, Tower will promptly inform the appropriate administrator at that school so that both schools may take appropriate action.

INTERVENTION

- When the school receives a report concerning the possibility of bullying or retaliation, the first step will be to inform the parents of student involved. The school will then promptly develop a plan to investigate the situation. During this investigation, the school may require temporary interventions to ensure the safety of all students.
- Based upon the results of that investigation, the school will determine whether or not bullying or retaliation has occurred and take appropriate action. The school's response to violations of the Tower Code always will seek to balance the need for accountability with the need to teach appropriate behavior.
- When necessary, the school will take disciplinary action in response to bullying or retaliation in a way that is consistent with our actions in response to other violations of the Tower Code.
- In the event that an investigation reveals the presence of bullying or retaliation, Tower will promptly inform the parents or guardians of students directly involved..
- If and when necessary, Tower will inform the police when criminal charges may be pursued against the perpetrator.
- When necessary or when requested, the school psychologist will provide appropriate counseling or referral for services for victims, perpetrators as well as their families.
- Tower will make all reasonable efforts to assure a sense of safety for a victim of bullying behavior.

Tower School - Acceptable Use Policy

All actions by students, parents, faculty, and guests at Tower School are governed by the Tower School Code.

All online communication that affects school relationships is governed by the Acceptable Use Policy (AUP), whether or not that communication occurred at a school event, used school hardware, or used other school-provided resources. Improper use of technology to

misrepresent oneself, to disparage the school or any person within the Tower School community, or to depict or advocate illegal or inappropriate behavior is a violation of the Parent-Student Handbook guidelines and potentially the Enrollment Agreement. Tower School reserves the right to dismiss any student whose behavior or conduct, or whose parent's behavior or conduct, is determined by the school to be contrary to its rules, regulations or standards.

The AUP does not seek to list *all* specifically prohibited behaviors. It does not catalog abuses of technology not envisioned by the Tower Code or explicitly referenced in the Parent-Student Handbook.

All learning is based on trust and healthy relationships. All use of technology at school or affiliated with school activities will be guided by common-sense principles of trust and community standards.

Appropriate Use of Technology for Students

Tower School has taken the initiative to use software & hardware solutions to restrict children from viewing content that most adults would deem objectionable; Because no solution is foolproof, the following best practices are outlined:

- Students will use technology in ways that are respectful to peers, to teachers, and others.
- Students will allow faculty access, at any time, to screens, files, or other information located on their devices.
- Students will not use technology to harm/hurt others, including but not limited to, the use of abusive or objectionable language in public or private messages, social networks, or blogs.
- Students will not open others' files without permission.
- Students will not use technology to steal, including use or copy of protected intellectual property.
- Students will not use others' technology resources without permission.
- Students will not plagiarize other people's work. Unless properly documented as others' work, all work submitted by students will be entirely original.
- Students will not use the internet to try to obtain material deemed objectionable by

the Tower community. Students will not use technology to violate the Tower Code.

- Students are not allowed to use personal or school devices for game-playing or entertainment while at school.
- Cell phones may be brought to school, but must be off and stored in students' lockers during school hours. Faculty may allow student use of personal phones at carpool and during sports pick up.
- Mobile devices may be confiscated if used during school hours without permission.
- It is strongly recommended that smart watches not come to school. Faculty may, at their discretion, ask a student to remove and store any smart watch.

The use of Tower School's computers, email, Chromebooks, iPads, cameras, network, or other devices and software is a privilege, not a right, which may be revoked at any time for abusive conduct. Violating the Acceptable Use Policy may result in restrictions to (or loss of) technology privileges as well as other disciplinary action. Tower administrators and faculty, in consultation with the Head of School, will administer consequences when the AUP has been violated by students.

Further revisions to the Tower Acceptable Use Policy may be made at any time and are expected to be followed by students, parents, and faculty.

We expect that students will seek guidance from teachers or administrators if they violate the letter or spirit of the Acceptable Use Policy.

Communication

Tower strives to communicate accurate, timely information via email, social media and the school's website, and anticipates that parents will actively seek out information in order to stay informed of opportunities, events and school news.

The Spotlight

The Spotlight, Tower's weekly e-newsletter, will be distributed to parents via email each week. Archived copies are posted on the Tower website at <https://www.towerschool.org/mytower/quicklinks>.

Calendar

To access the most up-to-date calendar information, event cancellations, and athletic schedule changes, please visit <https://www.towerschool.org/mytower/schoolcalendar>. For calendar highlights, please visit <https://www.towerschool.org/mytower/calendarhighlights-2019-2020>. Individualized household and student events and schedules are accessible through the parent portal at <portals.veracross.com/tower>, or within the My Tower tab of <towerschool.org>.

Automated School-to-Home Notification System (for cancellations, delays or early dismissals)

Tower uses automated services to announce urgent or weather-related information, including delayed openings, cancellations, school bus delays or early dismissals.

The following notification services are currently used:

1. recorded messages to multiple telephone numbers and email addresses
2. text messages
3. social media
4. <towerschool.org> home page
5. school cancellation listings on Boston area TV channels 4, 5 and 7, posted after 6:30 am.

Please keep your family's contact information current to ensure receipt of these notifications. To update your information, visit <portals.veracross.com/tower>.

Cancellation of School

A "no school" announcement means there will not be any school for that day. School opening may also be delayed for a specified amount of time.

The school will announce a closing or delayed opening on its website at <towerschool.org> immediately after the decision is made. Announcements are also made on Boston television channels 4, 5, and 7 after 6:30 am.

Tower School Community Directory

Parents may access the online community directory by logging into their parent portal

account. Please note that the directory is strictly for communication of school-related matters among members of the Tower School community. It may not be used by families or faculty for commercial or solicitation purposes.

Parents' Role in Education at Tower

Open communication between parents, teachers and school administrators creates a partnership that serves the best interest of each child.

Information is vital to a parent's role in a child's education (see Communication section above). Parents are welcome to attend Wednesday Lower School Assembly (8:00 am) and Friday All-School Assembly (8:00 am) in the Performing Arts Center, as well as class events, school functions, and TSPA meetings and functions. Parent Nights in the fall provide opportunities for parents to meet their child's teachers and learn more about the curriculum planned for the year.

Parents are encouraged to communicate directly with the school whenever they have a question or comment. Shared expectations are best maintained through open and direct communication. When parents wish to communicate with the school, they will generally begin with their child's homeroom teacher or advisor. Parents are also welcome to contact the Division Heads, the Head of School or other administrators to schedule an appointment.

We ask that parents support their children's work at Tower by working within the schedule the school has established. We expect that parents will arrange for their children to arrive and depart promptly each day, and that vacations will be arranged with respect to the school's schedule.

All parents are expected to attend October and February parent conferences and any other conference requested by the school. Parent-Teacher conferences are important opportunities for parents and teachers to discuss student progress.

As we ask our students and teachers to live up to the spirit and letter of the Tower Code, we also expect that parents will adhere to the code within their interactions with the school and its staff.

Visiting

Please make arrangements in advance to meet with teachers to ensure that they will be available to meet with you.

When visiting, please sign in at the front desk and obtain a Tower School family visitor sticker. The sign-in system allows the school to account for all visitors in the event of an emergency.

Student Dress Code

The Dress Code is designed to help students understand the importance of "dressing for the occasion", while allowing for individual expression. Students are expected to be neat, clean, and dressed appropriately for the learning environment. It is the responsibility of parents, guardians, and students to develop a style of dress acceptable under the current Dress Code guidelines.

SHIRTS

- Clothing may be solid or patterned, without type
- Shirts must cover the midriff
- School-appropriate graphics are permitted
- Logos are permitted, but may not exceed 3" in diameter
- Shoulders must be covered with a minimum of 3" of fabric
- Examples of permitted necklines are: collar, crew, Henley, and moderate scoop

PANTS, SHORTS, SKIRTS, DRESSES AND TUNICS

- Clothing may be solid or patterned
- Shorts, skirts, dresses, and tunics will be at least fingertip length measured from a standing position
- Leggings or yoga pants may be worn if paired with shorts, skirts, dresses or tunics that meet the fingertip standard (leggings and yoga pants may not be worn as pants by themselves without appropriate cover up)
- Athletic shorts and sweatpants are not permitted
- Blue jeans may not be worn. Denim pants, skirts, shorts of other colors are permitted

SHOES, SNEAKERS AND SANDALS

- Footwear must be in good repair
- Slippers and high heels are not permitted
- Footwear must have an outdoor sole
- Shearling style and fashion boots are permitted
- Winter boots are limited to outdoor use

ADDITIONAL GUIDELINES

- Hooded garments, including hooded sweatshirts, may not be worn inside the school building
- Tower sweatshirts including hoods, fleece, and shirts are always permitted
- Hats may not be worn inside the school building
- Coats and jackets, with the exception of fleece, may not be worn as sweaters
- Torn, ripped, oversized, camouflage and military clothing are not permitted
- Special functions may require more formal wear. Parents will be notified when this is required
- In the third trimester, students in the 8th grade may wear sweatshirts, fleece, and shirts from their intended secondary schools
- Exceptions to the dress code may apply for cultural or religious reasons

DRESS CODE EXPECTATIONS

The dress code is enforced by all faculty. We expect students and families to support the dress code and direct questions or concerns to teachers or advisors. We reserve the right to include other articles of clothing in the dress code should we feel that they are unsafe or inconsistent with the spirit of the Tower School Dress Code.

DRESS CODE INFRACTIONS

Faculty will review the Dress Code with students during the first week of school. We encourage students who have questions about the appropriateness of their attire to check with homeroom teachers and /or advisors before wearing the clothing in question to school. Allowances will be made for oversights at the beginning of the school year.

Violations of the Dress Code will be handled by homeroom teachers (LS) or Advisors (US) unless a pattern emerges, in which case parents will be notified and the Division Heads will become involved. Appropriate consequences will be determined based on the type and frequency of infractions. In the Upper School, written warnings may be issued to students who exhibit a pattern of abusing the Dress Code.

P.E. Clothing and Uniforms

LOWER SCHOOL

Students in pre-kindergarten through grade 3 do not change into P.E. uniforms for gym class.

Students must have an extra pair of sneakers at school for P.E. periods.

Students in grades 4 and 5 will be required to wear the Tower P.E. uniform for all P.E. periods.

A single uniform (t-shirt, shorts) is supplied by the school. Additional uniform items may be purchased through Tower School. Students will bring their P.E. clothing home once a week for cleaning.

UPPER SCHOOL

Students in grades 6-8 must dress appropriately for indoor and outdoor athletics, keeping dress code and the weather (layers are advised) in mind. Students should have an extra pair of sneakers (or cleats as appropriate for the team) at school for athletics. Tower uniforms are provided by the school for team games only. If requested, Tower athletic sweatshirts will be issued to an athlete for seasonal use. Athletes can purchase additional Tower athletic sweatshirts and sweatpants; notice of this information will be emailed at the start of the school year. Students will bring their athletic clothing home once a week for cleaning.

Field Trip and Athletic Trip Guidelines for Parent Drivers

The following guidelines ensure that students have a safe and meaningful experience.

- Prior to a field trip, all drivers must file copies of their current driver's license along with proof of insurance for the vehicle they are taking on the field trip.
- Note the destination and recommended route for the trip as well as the estimated time of departure and arrival traveling to and from Tower.
- Do not add unexpected stops while traveling to or from the destination. Unexpected detours disrupt plans for the class at the destination and at the school upon your return.
- Please do not stop to purchase food or bring food for the car ride. When appropriate, food will be provided by the teacher/coach.
- Note the teacher's recommendations for spending money, if any. While on the field trip, do not provide your child or other children with additional money. Children buying food or visiting gift shops can be quite disruptive - this unequal access to additional funds creates unhappiness and a sense of unfairness.
- If you have younger children at home, please make arrangements for their care and do not bring them on the field trip. While you are with the teacher and the class, the

students need your undivided attention.

- The enhancement of the Massachusetts Child Passenger Safety Law states "all children riding in passenger motor vehicles must be in a federally approved child passenger restraint that is properly fastened and secured until they are 8 years old or over 57" tall. This will significantly increase the number of children who will be required to ride in a booster seat."

School Phones

For daily issues and general questions, please call the Front Office at 781-631-5800. To report that your child is ill, please call the Nurse's Office at 781-631-7559.

Students may use their homeroom phone only if they have their homeroom teacher's permission and supervision.

Email

Parents should feel free to communicate with faculty and administration at Tower via email. Please refer to the Tower website for faculty and administration email addresses.

During the school day, teachers are busy with students, class preparation, teaching, extra help, and many other duties. Teachers are not expected or encouraged to check email while working with students during the school day, however, they will make every effort to respond in a timely manner.

Birthday Celebrations at School

At Tower, we are committed to providing an environment that enhances learning and encourages the development of lifelong wellness practices. Individual birthdays at Tower will be celebrated as a community without emphasis on food. Individual classrooms may also recognize birthdays and celebrate them in imaginative ways. Once a month, Tower will provide an allergy-safe and fun treat to recognize birthdays.

Birthday Parties

Birthdays are an important (and very exciting!) aspect of school life for young children. When organizing parties, families strive to be sensitive to feelings of others; while 30 is a small number of children when thinking about a grade in school, it becomes a rather large number

when planning a birthday party. We are all mindful that the exclusion of a few classmates can be painful in a small community such as ours.

There are options. For our community, options include inviting the children in your child's homeroom, or invite all the students in the grade. If a smaller party is in your child's best interest, you may consider the old adage that the number of guests invited to a child's birthday should be equal to the child's age: if a child is turning five you have five guests, etc. While not inviting everyone, these possibilities allow for flexibility and clarity about how the guest list was created.

We want these childhood years to be wonderful and to create lasting happy memories and hope that these suggestions help you as you plan these special parties. In the end, whether you host a party for 8 or 30 children, you know what is best for your child and your family.

When sending paper or online invitations, please be sure to include all households for a student. Email addresses for students' families can be found on the Tower School parent portal.

Library Policy

Pre-K students may check out one book at a time and leave that book in the classroom. Kindergarteners begin bringing books home in November. First and second graders may borrow up to five books at a time. Students in third through eighth grade are entrusted with managing their own library loans. We recognize that each child's length of reading time will vary. Students are asked to return book once they are done reading them. Occasionally we will send home notices alerting you to return books your child has checked out but we do not charge fines for late books. All library books should be returned by the end of the school year. If you know that a book is lost we ask that you replace the book with the same or similar title.

Lost and Found

Please label all clothing, lunch boxes, etc. that your child will bring to school. Tower maintains a lost and found for clothing and other items inadvertently left at the school. Periodically, the school will donate unclaimed items to homeless shelters or other worthy causes.

Daily Life

School Hours

7:00 am	Tower's Extended Day program, Club T.E.D. Mornings, begins
7:40 am	Building opens for student arrival
7:55 am	School day begins
3:00 pm	Dismissal - with the exception of students involved in Club T.E.D. Afternoons or Upper School Athletics
3:00–6:00 pm	Club T.E.D. Afternoons, Monday–Thursday
3:00–5:00 pm	Club T.E.D. Afternoons, Friday
4:30 pm	Athletic program ends (Monday–Thursday)

Dismissal for Grades 6–8

On game days, Upper School athletes will often be dismissed later than 4:30 pm. These students will be dismissed at the conclusion of their game, or upon return to Tower from away games.

During the winter athletic/drama season, the schedule for Upper School dismissal may vary. In these cases, dismissal will be at the Circle.

Arrivals and Dismissals

Faculty members are on duty in both the West Shore Drive circle and the Cornell Loop entrance from 7:40–7:55 am for student arrivals and beginning at 3:00 pm for student dismissals. Please arrive promptly for arrival and dismissal. Students whose rides have not arrived in a timely fashion will be sent to Club TED for an additional fee.

Parents who are collecting children on foot and children who are walking or biking must make sure that a dismissal faculty member knows they are leaving. If your child is going home with someone other than his or her normal carpool, email notification must be sent to the LS homeroom teacher or US advisor that morning.

To be certain that students get late messages about changes to after school activities or

dismissal plans, please email the appropriate teacher and Front Office before 12:00 pm. If it is later than 2:00 pm, please still email the teacher or advisor and call the Front Office. The Front Office will make every reasonable effort to get late messages through to teachers, but no changes should be made after 2:30 pm. Of course, an email at the opening of school is the best way to go.

Attendance

The school expects regular attendance by a student except when he or she is ill. If a student is unable to attend school due to illness, parents are asked to call or email the school nurse or leave a voicemail at 781-631-7559. Students who depart school before 10:30 am will be marked absent.

- Upper School students are required to attend several evening events each year.
- Attendance records will be noted on report cards for all students.
- Parents will be contacted regarding any student who is repeatedly late or absent.
- If a student is absent for more than five days in any one trimester, the parents will be asked to meet with the Division Head and, perhaps, the Head of School to discuss the attendance pattern.
- The school day begins at 7:55 am. In the event a student arrives after this time, he or she must sign in at the Front Office.

Extended/Special Absences

Extended absences not related to illness or family emergencies are strongly discouraged. Students who miss significant numbers of school days for family vacation, for example, often suffer academically and socially despite the student's and teacher's best efforts. If you know your child will be absent for two or more days, please notify the Division Head prior to the absence. This allows students to plan/work with their teachers to complete assignments upon their return to school.

Medical Appointments

The school requests that medical appointments not be made during school hours. When such appointments are unavoidable, please inform the student's teachers by email at least one day prior to the appointment. The student will be met in the Circle lobby. The student must sign out with the Front Office when they leave campus during the school day.

Religious Holidays

Tower School recognizes the role of faith in the lives of its families and therefore honors the importance of religious celebrations. Accordingly, for students whose families observe their major religious holidays, the school will be sensitive to the issues of homework and tests on those dates. Teachers will continue to introduce material of previously presented concepts. The school may not always be aware of religious holidays practiced throughout the student body. However, the school is eager to know about these occasions, and urges parents to inform their children's teachers about upcoming religious holidays so that appropriate accommodations may be made.

Transportation

CIRCLE / WEST SHORE DRIVE

For morning drop-off, a single line of cars forms along the center of the West Shore Drive circle.

For afternoon pickup, a single line of cars forms and children are directed to their cars by members of the faculty.

Staff will place students in cars as they get to the front of the line or assist students being dropped off at the same location.

CORNELL LOOP

The carpool loop off of Cornell Road will operate in a singular direction starting at the entrance near Dartmouth Road and exiting at the drive closest to the school. Cars will queue in a single line along the outside of the loop. Staff will place students in cars as they get to the front of the line or assist students being dropped off at the same location. As in all Tower carpool lanes, we have an environmentally friendly "No Idling" policy and to maximize safety there is no use of cell phones and other devices in the carpool loop. If you need to come into the building to get your children, please park on the inside of the loop in the spaces provided to keep the street clear.

CARPOOL

The school encourages parents to cooperate in the organization of carpools to and from school. Carpools cut down on traffic at drop off and pick up and save gas. While we encourage

carpools, we cannot take responsibility for their organization. To ensure safe and efficient transportation of students, we make three requests:

1. Register with the Lower School homeroom teacher or Upper School advisor which carpools will be picking up their children at dismissal time. Each day teachers will assist students in moving from the building to the correct carpool.
2. In the event of unforeseen circumstances which require a change in carpool plans, please send an email to the student's Lower School homeroom teacher or Upper School advisor before 1:30 pm. If updates need to happen after 2:00 pm, please contact the Front Office at 781-631-5800.
3. Play dates must be arranged prior to school.

For safety reasons, parking is not allowed on:

- Cornell Road between Dartmouth Road and West Shore Drive
- West Shore Drive between Cornell Road and the circle driveway

Parking is available:

- In the West Shore Drive circle or in the overflow lot
- On West Shore Drive, far past the overflow lot driveway
- On the side streets, off of Cornell Road
- In designated parking spaces in the carpool loop

BUS TRANSPORTATION

Tower offers morning transportation to families living in Nahant, Lynn, Swampscott and Salem. Priority is given to families who live the greatest distance from Tower. Bus enrollment forms can be found on the [Quicklinks](#) page of the Tower website or Tower's FamilyID landing page. All families enrolled in the School Bus Transportation Program must follow the Transportation Policies:

All students are expected to behave properly and use common sense when traveling to or from school or on a school field trip. The Tower Code applies at all times, including travel in a bus or van.

The following rules will be enforced on buses:

- Every student must remain seated during the entire trip.
- Under no circumstances should the driver be distracted.
- Talking should be kept at a conversational level.
- Food, candy, and gum are not allowed on the bus.
- All trash should be disposed of properly.
- Help the bus run on time and arriving at your stop five minutes early. (Out of respect to all students, the bus will not wait long beyond scheduled pickup time.)
- Tower students are expected to uphold the Tower Code, demonstrating kindness and respect, on the bus, as well as throughout all their interactions in the community.

Snacks and Lunch

MID-MORNING SNACK

A mid-morning snack is provided to all students.

LUNCH

Students are expected to arrive at school with their own lunches and utensils. Tower provides milk for students. A filtered water fountain and water bottle refill station is available. Students are encouraged to bring a refillable water bottle to school. Please do not pack caffeinated or carbonated drinks, candy or gum. Lower School students should not pack food that requires heating. Upper School students do have access to microwaves, Monday-Friday, during lunch time. Please do not pack food that contains nuts.

All grades at Tower have been designated as nut-free. Please refer to the Tower School Food Allergy Policy for detailed information. To protect children with allergies, students are not permitted to share or swap their lunches with other students.

A note about lunch:

Ideally, students should bring packed lunches with them at the start of the school day. Families may also place an order for lunch delivery to Tower through [Marblehead Community Store](#) one or more days ahead of time. **If you wish to drop off a lunch, please bring it to the front office between 8:00-11:00am.** Clearly label the bag with your child's name and grade. Delivered lunches will be distributed by the staff at the students' lunch time. We anticipate that this change will minimize disruptions to the students' school day. We thank you for your cooperation.

Tower is committed to environmental stewardship; please pack an eco-friendly "trash-free" lunch including re-usable utensils whenever possible.

Tower's Extended Day Program: Club T.E.D.

Tower's Extended Day program is offered to all students enrolled at Tower. Registration form link, including descriptions of special activity offerings, will be provided through The Spotlight newsletter, FamilyID, the school website and/or via direct Club T.E.D. communication at the beginning of each trimester.

Club T.E.D Mornings

Our morning program offers students whose family schedule benefits from an earlier start to the day, a relaxing morning of reading and quiet conversation. T.E.D. Mornings require advance sign-up and meet in the first grade classrooms for students in all grades, Monday-Friday from 7:00 am-7:40 am.

Club T.E.D. Afternoons

Our afternoon program offers enrichment clubs, recess, unstructured time to socialize with friends, and space for completing homework assignments. T.E.D. Afternoons are available for students in all grades, and are offered Monday-Thursday from 3:00 pm-6:00 pm, and Friday from 3:00 pm-5:00 pm. The classrooms are located up the ramp to the left of the front lobby.

Club T.E.D. offers afternoon enrichment clubs that emphasize movement, creativity and imagination. Depending on Club T.E.D. staffing, music lessons may be available for an additional cost, and can be tailored to suit individual students or small groups of students.

Both drop-in and advance sign-ups are available for Club T.E.D.; however, Tower requests that notification be given at least twelve hours prior to a drop-in. This is to ensure proper staffing and appropriate scheduling of activities. When notifying reception or clubted@towerschool.org of a drop-in, please be sure to include all emergency contact information and any pertinent health information (e.g., allergies). Both email and voicemail are acceptable forms of notification. When leaving information, please specify who will be picking up the student and at what time.

In the event of unplanned drop-ins, the student will be directed to Club T.E.D. beginning at 3:15 pm, where he or she will wait until picked up by a parent or guardian.

During Parent-Teacher Conferences, Club T.E.D. will be offered to all enrolled students during the parents' scheduled conference times for a nominal charge. An online sign up form will be distributed as the conference dates approach.

Student Behavior Management

LOWER SCHOOL STUDENT BEHAVIOR MANAGEMENT

Tower's Lower School believes in taking a proactive approach to social learning. We utilize the Responsive Classroom approach as the foundation of our social curriculum for the Lower School grades. It dovetails nicely with the Tower Code and is used throughout the school day, and in different ways throughout the year.

The aim of our approach is to create a nurturing, respectful, productive school and classroom community, teaching children to care for themselves, for others, and for the world. The approach also fosters the development of students' self-control, teaching children to appreciate and value ethical behavior.

Some of the most visible aspects of the approach include:

Morning Meeting - dedicated, structured time for the class to gather at the beginning of the school day. During this time, children:

- Take responsibility for routines
- Listen and respond respectfully to each other
- Take part in social, emotional, and academic learning opportunities

Guided Discovery - materials and procedures are deliberately chosen and presented by teachers in developmentally-appropriate ways. Students feel safe and confident when they know what to expect and what is expected of them.

Self-Control and Discipline - These concepts are subjects to be taught, just as reading, math, and all other subjects. Within this system, natural consequences are in place that are relevant, realistic, and respectful. Some examples include:

- Apology of Action: if a child has been left out during recess, make a point to invite them to play during the next recess
- Write a note of apology and indicate what could be done differently
- Break It/Fix It: If an activity is interrupted, take action to fix it. For example, if a child knocks down someone's block structure, that child helps to build it back up.

- Stop & Think: A specific spot in the classroom may be set aside where a child gets to stop behavior and has time to think about actions and better choices.

In the Lower School, teachers and administrators intervene in age-appropriate, individual methods in addressing poor choices or conduct which violates Tower Code. These corrections may include student-teacher conversations or student-administrator conversations, depending on the situation. In grades 4 and 5, another component of our discipline approach sometimes includes the completion of a Refocus Form. Students at this age learn a great deal from reflection on and discussion of the situation with a teacher, Division Head, and parent. This exercise helps students develop a better understanding of their choices and to feel supported in their social growth.

The following are some examples of conduct that would initiate this written reflection process. Please note that the list below is not exhaustive.

- Being disrespectful to faculty, staff, or other students
- Being verbally abusive to others
- Being physically abusive
- Hitting or other physical violence
- Violating the technology Acceptable Use Policy
- Engaging in teasing, exclusion, or harassment
- Being dishonest
- Plagiarism or cheating
- Repeatedly violating the dress code

As part of this process, the Head of Lower School engages in follow up conversations with the student during his or her recess time. The issuing teacher may be present. During these conversations, students are given time to express their understanding of their actions; they are also offered time to think carefully about strategies to improve their behavior in the future. The student's understanding is documented on the Refocus Form, which the student signs and also brings home for a parent to view and sign. The issuing teacher or Head of Lower School will communicate directly with any parents of students involved.

If poor behavior is repetitious, or if a behavior is considered a significant violation (regardless of motive or intent), students may face more severe disciplinary consequences. This is dependent on the age of the child and the specific circumstances. Repeated violations may lead to additional written reflections, loss of school privileges that increase over time, a conference with parents, teachers, and the Head of Lower School, and in rare cases, suspension or dismissal.

Finally, the school reserves the right to initiate the discipline process when any off-campus student behavior results in the disruption of the learning environment during school hours.

"In everything that is said we should try to confirm the best in each child and to preserve the relations of trust and care." - Ruth Sidney Charney, author of *Teaching Children to Care*

UPPER SCHOOL STUDENT BEHAVIOR MANAGEMENT

Tower's Upper School believes in taking a proactive approach that builds upon the behavioral principles introduced in Lower School and reinforces the fundamentals of the Tower Code. This approach increases our ability to help students learn to manage themselves by focusing on positive behavior. We achieve this through the following:

- Establishing regular, predictable, positive learning and teaching environments.
- Training adults and peers to serve as positive role models.
- Teaching and modeling behavioral expectations.
- Providing regular positive feedback. Acknowledging students when they are doing the right thing.
- Reminding students of appropriate Tower Code behavior through the written warning process.
- Improving social competence through the advisory program.
- Developing environments that support academic success.

Written Warnings and the Discipline Process

In the Upper School, teachers and administrators intervene in age-appropriate ways to address poor choice and conduct that violates the Tower Code. For students in sixth through eighth grade, this may include student-teacher, student-advisor or student-administrator conversations. Consequences may also include a formal written warning, which may be given

to a student by any faculty, staff member, or administrator. The Head of Upper School oversees the written warning and disciplinary process. The following are some examples of conduct that will initiate the written warning process. Please note that the list below is not exhaustive. The school may issue written warnings for other behaviors and actions that violate the Tower Code.

- Being disrespectful to faculty, staff, or other students
- Being verbally abusive to others
- Being physically abusive
- Hitting or other physical violence
- Violating the technology Acceptable Use Policy
- Engaging in teasing, exclusion, or harassment
- Being dishonest
- Plagiarizing or cheating
- Repeatedly violating the dress code

As part of the written warning process, the Head of Upper School engages in follow-up conversation with the student during his or her recess time. The issuing teacher and the student's advisor may be present. During these conversations, students are given time to express their understanding of their actions; they also are offered time to think carefully about strategies to improve their behavior in the future. The student's understanding is documented on the written warning form, which the student signs and also brings home for a parent to view and sign. On a case by case basis, appropriate natural consequences may accompany a violation of the Tower Code and a written warning. The Head of Upper School and/or issuing teacher will communicate directly with any parents of students involved.

If poor behavior is repetitious, or if a behavior is considered a significant violation (regardless of motive or intent), students may face more severe disciplinary consequences. This may lead to additional written warnings; loss of school privileges; a conference with parents, advisor, and Head of Upper School; suspension for one or more days; or dismissal. In these cases, the school will communicate directly with parents of students involved so that they understand the issue.

Finally, the school reserves the right to initiate the discipline process when any off-campus student behavior results in the disruption of the learning environment during school hours.

Student Health

Immunization Records

All new students, as well as those entering grades Pre-Kindergarten, Kindergarten, and seventh grade, must have an updated health record on file that includes all of his or her immunizations. This health record must be dated within one year of entry into school and be received before the first day of school. This health record can be obtained from the child's physician and submitted electronically through FamilyID or dropped off with the School nurse. Students will not be permitted to attend school if this form has not been received.

An Emergency Consent Form for each student must be completed on FamilyID before the first day of school. Students will not be permitted to attend school if this form is not complete.

In keeping with Tower School's mission to promote the academic, physical, and emotional development of children, and in support of the Massachusetts law on Mandatory Reporting of Child Abuse (Chapter 119, Section 51A, of the laws of the Commonwealth of Massachusetts), the school has adopted procedures for reporting suspected instances of injury to students resulting from abuse or neglect. These procedures provide for conditions in which there is either suspicion or reasonable cause to believe that a student is suffering serious injury from abuse or neglect. They seek to ensure a safe and healthy childhood for all children.

School Nurse

The school nurse offers temporary, first attention to illness or injury during the school day. We ask parents to look for signs of illness before their children leave for school in the morning. If children are injured or become ill during the school day, parents are notified and, if necessary, will be asked to pick up their child as soon as possible.

Student Illness

Parents are often faced with the dilemma of whether or not to send a child to school if he or she appears ill. With that in mind, the school offers some guidelines in order to serve the health interests of your child and the Tower community:

1. A child with a fever should remain at home until a normal body temperature is maintained for 24 hours.

2. A child on antibiotics may return to school after being treated with the antibiotic for 24 hours.
3. A child with GI (gastrointestinal) symptoms of diarrhea or vomiting should remain home if an episode has occurred within 24 hours of the start of the school day.
4. A child with active cold symptoms, specifically, a persistent or productive cough or a large amount of nasal drainage may benefit from an additional day of rest.

Tower School Food Allergy Policy

Goals:

- To provide a safe environment for students with life-threatening allergies to nuts and other food products.
- To reduce the risk of exposure to life-threatening allergens in the school setting.

All classrooms, common areas, and kitchens are designated as nut-free. Peanuts, and tree nuts are not allowed to be prepared or ingested in nut-free areas.

While every reasonable accommodation will be made to reduce the risk of exposure to nuts in the school setting, the school cannot guarantee a completely risk-free environment.

Parent Responsibilities

- a. Do not send in any food that contains nuts, nut oils, or nut extracts on the ingredient list.
While packing your own child's snack or lunch, you may pack items that have a disclaimer on the food label. Food items with a disclaimer that reads, "made in a facility that processes nuts" is safe for your child to eat, however, if a food label states "processed on the same equipment as nuts" or "may contain traces of nuts" is **not** safe and may not be sent into school.
- b. Provide ingredient list for all foods sent in for group consumption. All food items that are sent in to be shared should preferably be store bought in order to ensure that the items are safe. All shared food items will be approved by the parent or guardian of the child with the allergen and/or the school nurse, before consumption. **Food will not be served if the ingredient list is not provided.** Food can be served to a large group, as

long as there are no nut products on the ingredient list and has no disclaimers regarding nuts.

- c. If your child has a life-threatening allergy, please inform the school nurse of your child's allergies prior to the beginning of school, or as soon as the diagnosis is made.
- d. If your child has a life-threatening allergy, and epinephrine has been ordered, please provide the school with an up-to-date epinephrine auto injector.
- e. If your child has an epinephrine auto injector ordered or other medications to be kept at school, parents must complete a School Medication Form and have their child's pediatrician complete a Physician Medication Order Form. These forms are available in the nurse's office and online on the school website. Medications must be dropped off in their original container, labeled clearly with the student's name.

Student Responsibilities

Take as much responsibility as possible for avoiding allergens.

- a. Do not trade or share food with another student.
- b. Read labels on food before ingesting.
- c. Do not eat foods that are possibly cross-contaminated. These items might include home baked items or foods that are processed in facilities that produce nuts.
- d. Select a safe alternative snack from the school nurse's office. Wash hands before eating.

Medications at School

All medications, both prescription and nonprescription, must be kept and dispensed by the school nurse. No student may keep medications in his or her backpack or lunchbox.

Whenever possible, medications should be given before or after school. In the event that a medication must be taken during school hours, parents must complete a School Medication Form through FamilyID and the child's pediatrician will be asked to complete a Physician Medication Order Form. Medications must be dropped off in their original container, labeled clearly with the student's name.

In order for a child to self-administer a medication, the child's pediatrician needs to indicate on the Physician Medication Order Form that the child is capable to self-administer the medication. Parents must also give permission in order for their children to self-administer

medications. Parents need to indicate on the School Medication Form that their child may self-administer a medication.

Field Trips

In the event that a child needs to take a medication while on a field trip, the school nurse will designate an adult to be responsible to oversee all medications. The school nurse will evaluate and ensure whether the student is competent to self-administer the medication and whether the child has permission to self-administer from both the child's pediatrician and parent. The school nurse will designate an adult to supervise the child self-administering his or her medication. Medications will be kept with the adult designated responsible for the child's medications while on the field trip.

The school nurse will not administer vitamins, supplements, homeopathic, or non-traditional medications to students. If a parent wishes for their child to have these medications during the school day, they must deliver and administer these medications directly to their child.

Health Examinations

In accordance with the law, Massachusetts independent schools are required to communicate the following to parents:

- The school does not conduct state-required health exams.
- The school thereby recommends that parents consult with their health care provider to ensure these exams are carried out for their children.

Infection Control and Communicable Diseases

Infectious diseases are illnesses caused by specific organisms: viruses, bacteria, fungi, or parasites. Infectious diseases that can be spread from one individual to another are called contagious or communicable diseases. Contagious illnesses are among the major problems that school health programs face, causing absences and physical discomfort for students and staff.

Infectious disease control measures in schools include:

- preventing infection from spreading
- requiring certain immunizations
- reporting some illnesses
- temporarily excluding some children who are ill or may be incubating communicable

- disease
- preparing to respond to outbreaks and emergencies of all types.

INFECTION CONTROL MEASURES

The spread of communicable diseases can be controlled by the use of good infection control practices. In the school setting, age-appropriate immunization is key in preventing the transmission of vaccine-preventable diseases. Proper hand hygiene, standard precautions, appropriate personal protective equipment, cleaning and disinfecting, and respiratory hygiene/cough etiquette are effective methods for preventing the spread of most infectious diseases and should be implemented and practiced consistently in schools.

HAND HYGIENE

Proper hand hygiene is the single most effective way to prevent the spread of most infections. Several studies have indicated an association between hand washing or use of alcohol-based hand sanitizers and reduction in school absenteeism due to infectious illnesses.

IMMUNIZATION REQUIREMENTS

Regulations currently require students to be vaccinated against polio, diphtheria, tetanus, pertussis, measles, mumps, rubella, hepatitis B, and varicella.

EXCLUSION

The law and regulations provide for exclusion of students from school if immunizations are not up to date, but exemptions are permitted at school entry for medical and religious reasons. The only exception for exclusion of unimmunized or partially immunized children without medical or religious exemptions is for homeless children: The federal McKinney-Vento Homeless Assistance Act.

Academic Expectations & Support

Tower School is an academic institution dedicated to excellence in scholastic pursuits. It strives to provide the best available program, materials, and teachers to help students acquire information, enhance skills, and develop critical thinking. Our goal is to spark a lifelong love of learning.

Progress Reports and Conferences

Parents will receive written progress reports on a regular basis throughout the school year. Additional time is reserved for parent-teacher conferences. Parents are expected to attend the pre-scheduled conference days in the fall and winter to meet individually with their child's teachers.

Note: 8th Grade students are expected to join parents during winter conferences this year. This is a new capstone experience where students will be involved in discussing their progress and growth in separate sessions with each core subject teacher and parents present. 8th grade students will spend time with teachers leading up to the winter conference reflecting on their growth and preparing for their conferences.

Grade Level Requirements

All students at Tower will receive reports that indicate grade-level progress in their academic subjects. In the Upper School, letter grades (A, B, C, D, and F) are given in all subject areas. Students in Pre-Kindergarten through grade 5 who successfully complete grade-level work at Tower, and students in grades 6–8 who, at the end of a marking period, maintain a C- or better grade in each course, are usually deemed to be satisfactorily completing their academic work. In some instances, students in grades 6–8 who, at the end of a marking period, maintain a grade below C- in a given course, may be placed on academic warning.

TRIMESTER AND YEAR END GRADING

All assignments that factor into the trimester and year end grades will be documented in Veracross Gradebook.

- Grades are not rounded by the subject teacher, at the end of each trimester, or at the end of the year. (i.e. a grade of 89.99 will be entered in Veracross as 89.99)

- Numerical grades are converted to letter grades at the end of term and end of year. Please see the chart below for letter grade equivalents.
- Students may check in with teachers at any time for their current class average.

NUMERICAL GRADE AND LETTER GRADE CORRESPONDENCE

97 to 100 = A+	87 to 89.99 = B+	77 to 79.99 = C+	67 to 69.99 = D+	below a 60 = F
93 to 96.99 = A	83 to 86.99 = B	73 to 76.99 = C	63 to 66.99 = D	
90 to 92.99 = A-	80 to 82.99 = B-	70 to 72.99 = C-	60 to 62.99 = D-	

Student Preparation

The school expects students to be properly prepared for the day. This means that students thoughtfully, thoroughly, and independently complete homework assignments and bring to class the correct books, papers, and pens.

HOMEWORK

- Homework is routinely given in the Lower School and Upper School core classes (Math, English, History, Core Languages, and Science).
- Homework is not routinely given in the Upper School arts classes. Occasionally, to meet the responsibilities of a class, writing or reading work might be assigned.
- In Upper School, students receive up to 20-30 minutes of homework per subject per night.
- Please provide a consistent and appropriate study area at home.
- Please encourage your child's study efforts by assisting with prioritizing work, quizzing them on factual material (vocabulary, math equations), or listening to an oral report.
- Please do not do their work for them; Intellectual growth comes from working independently on difficult material.
- Students are encouraged to check in with their teachers on difficult points in person or by email.
- In the event an Upper School student is absent from school, and the student is well enough; after checking Veracross, the student should email their teachers to be clear on homework expectations. Any materials that are not available online can be placed in the front office for pick up if requested by the student.

EXAMS: GIVEN AT THE END OF YEAR TO 7TH AND 8TH GRADE STUDENTS

- The goal of 7th and 8th grade exams is to teach students the process of preparing for, and taking, an exam. We reach this goal through the process of using the curriculum to teach the exam process.
- Exams are worth 20% of the trimester 3 grade.
- Study materials and exams are reviewed yearly by the teacher to reflect updates to curriculum and the intentions of the exam.
- Teachers dedicate in-class time to review material, to teach students exam preparation, and to develop exam-taking skills.

HIGH HONOR ROLL AND HONOR ROLL (PERTAINS TO 7TH AND 8TH GRADE ONLY)

- At the conclusion of each trimester, 7th and 8th grade students earn placement on the high honor roll by having at least a 94 average, with no grade lower than a B-. Students will earn placement on the honor roll by having at least a 90 average to 93.99 average, with no grade lower than a C.
- All trimester end class grades will be included and weighted evenly when calculating the cumulative trimester grade and all three trimester cumulative grades will be weighted evenly when calculating the year end average.

END OF YEAR GOLD/SILVER AWARDS (7TH AND 8TH GRADE) AND FIRST SCHOLAR (8TH GRADE)

- The Silver Academic Achievement Award is awarded to each student in the 7th and 8th grades who finished the school year with a cumulative grade point average of 90 to 93.99.
- The Gold Academic Achievement Award is awarded to each student in the 7th and 8th grades who finished the school year with a cumulative grade point average of 94 or higher.
- The First Scholar Award is given to the student who has maintained the highest standard of academic achievement within the graduating class based on year end cumulative average.

TRANSCRIPTS

- Transcripts are issued only for the 7th and 8th grade years.
- Letter grades for each trimester and year end cumulative grades appear on the transcript. Teacher's comments are not included on the transcripts.

- Transcripts are used in the Secondary School Placement process.
- If a student needs to have information released for grades before 7th grade, the last report card for that year and/or previous years is released with parent permission.
- Requests for all transcripts should be made through the Director of Enrollment Management's office.

Secondary School Counseling

The transition from Tower to secondary school is an exciting opportunity for a student and their family. In discussing and considering the options, parents get to know and celebrate their children in new ways. The secondary school search process for a student enables them to take ownership and accountability of their education. Considering and exploring the many secondary school options can result in growth and maturity for an adolescent. The secondary school placement process begins in the spring of the student's 7th grade year. The Director of Enrollment Management and Secondary School Placement plays an integral role in providing advice and support to each family through every step of the process.

Tower students matriculate to boarding schools, independent or parochial day schools, and local public high schools. The Director of Enrollment Management and Secondary School Placement meets annually with many secondary school representatives, visits various schools and consults with Tower graduates and their families to remain current about the strengths and special features of secondary schools. This information allows Tower to recommend schools that are likely to match a student's strengths and interests.

The Secondary School Placement page on the Tower School website includes a *Guide to Secondary School Search and Application*, outlining a detailed approach to every step of the process. Our Secondary School Acceptance list is also included.

Academic Support

The well-being of the child is always our primary concern at Tower. We understand that not all children develop in the same manner and at the same rate; we are dedicated to supporting the abilities of each of our students. In the event that a child has difficulty with the curriculum, the school will work with families to develop a plan of action. Tower provides a variety of resources such as classroom accommodations, extra-help sessions with individual teachers and quiet, disciplined study halls. Students requiring extra academic assistance may receive

tutoring in the Learning Skills Center. If parents have arranged for tutoring to take place at home, the school expects them to inform their child's teachers of this fact. On occasion, the school will recommend professional evaluation of a student's particular learning style via diagnostic testing. Since we do not offer these services in school, we will make every effort to assist families in locating outside resources.

Parents should feel assured that Tower School will make every effort to work with families toward a successful outcome when a child faces difficulty with the academic program. On very rare occasions (and despite the collective efforts of teachers, parents, and the student), all available interventions do not meet the learning needs of the student. In those cases, the school will work closely with the parents to find more appropriate school placement.

The school has professionally trained learning specialists to work with students to support skill development and to address specific learning needs. The cost of Learning Skills services are not covered by tuition and parents must pay an additional fee for this service. Learning Skills fees for students whose family receives financial aid from the school are prorated according to the level of financial aid.

Standardized Testing

Standardized tests are administered each year. Each spring the Educational Records Bureau (ERB) Comprehensive Testing Program (CTP 5) is administered in grades 3-7 and families in grades 4-7 receive individual score reports. In the fall, all eighth grade students take the Secondary School Admission Test (SSAT), some for practice only and others as part of the secondary school admission process.

Student Record(s)

For each student enrolled, Tower maintains a record of test scores, grades, teacher comments, special reports, admissions materials, and other pertinent matters. Upon graduation or withdrawal, student records are culled and archived. All parents (custodial and noncustodial) and students over 18 years of age have access to these records upon request.

Classroom Assignments

Students are placed into all homeroom groupings or other class placements by the academic program administrators after careful consultation with the previous year's teachers.

Accreditation and Affiliation

The school is accredited by the Association of Independent Schools in New England. Tower School is non-sectarian. It is a member of the National Association of Independent Schools.

Physical Education and Athletics

Philosophy Statement

Tower School's physical education and athletic curriculum works within the school's stated Mission and Core Values. Through the program, we teach students the benefits of physical activity and promote good character, sportsmanship, and school spirit. We also strive to develop leadership skills and an appreciation for the value of teamwork. The program has high standards; we challenge students to seek personal levels of excellence in a stimulating and supportive environment. Participation is expected of all students.

Goals

- We seek to instill the idea of physical fitness as a lifetime habit.
- Our physical education program strives to prepare the students for the Upper School athletic program.
- We strive to teach students the values of sportsmanship and to encourage other qualities of good character. We will provide leadership opportunities on the athletic field.
- We seek to give each student the experience of playing on a competitive team. A winning record is neither a goal nor a priority; however, a "play to win" attitude will be encouraged as long as good sportsmanship is maintained. We seek to field competitive interscholastic teams.
- We hope that the athletic program will demonstrate to our students the correlation between hard work and improvement.
- Improved skills for each player will be a priority. We will provide quality instruction and supportive, enthusiastic coaching for all athletes.
- We seek to elevate school spirit. We hope that our students will have fun playing sports at Tower.
- We expect that each student on an Upper School interscholastic team will have meaningful playing time in each game for which the student is prepared.

Upper School Athletic Offerings

FALL

Interscholastic Soccer

Interscholastic Cross Country

WINTER

Interscholastic Basketball

Drama Production

SPRING

Interscholastic Lacrosse

Adventure

Upper School Athletic Policies

- Student participation in all sports seasons is strongly encouraged. All Upper School students must play at least one season each year on an interscholastic competitive team.
- All Upper School students must submit a yearlong “athletic plan” in the spring term to the Athletic Director. If changes need to be made please contact the Athletic Director.
- Students will be selected for varsity level teams based on ability, effort, and attitude, as well as by students’ physical development and maturity. Preference will generally be given to eighth grade students.
- Depending on participation, Tower School may choose to offer a sixth grade team as an alternative to participation at the JV level. While this may happen in any season, most frequently this occurs during basketball.
- The Upper School drama production is an important part of the program at Tower. Students who participate in the drama production during the winter must participate in at least one of the interscholastic teams in either the fall or the spring.
- Participation in practices and games is critical to individual and team development. Regular attendance at both practices and games is required to meet participation requirements.

Philanthropy

Philanthropic gifts of all sizes can make a significant and lasting impact on the school.

Whether you support the day-to-day mission with an Annual Fund gift, designate a gift to a specific program, or help secure the school's future with a gift to the endowment, we are grateful for the support of our community and offer families several ways to support the school through philanthropy.

Annual Fund

Like most independent schools, Tower's tuition does not cover the full cost of educating each student. This year's gap of approximately \$3,463 per student is covered by additional sources of income such as Annual Fund support from parents, grandparents, faculty, alumni, parents of alumni, and friends.

Support for Tower's Annual Fund translates into stronger experiences for our students and teachers—Annual Fund dollars strengthen curriculum, faculty salaries, professional development opportunities, experiential learning, athletics, campus improvements, investments in technology, and much more. The Annual Fund has a direct impact on every student, therefore, every family is asked to contribute at a level commensurate with their capacity to give. The Annual Fund kicks off in early fall and all gifts and pledges are due prior to June 30, the close of the fiscal year. Parent volunteers help the Development Office solicit support from all families

Capital Campaigns and Endowment

From time to time Tower, like all independent schools, undertakes capital campaigns to meet building and endowment needs. A school's endowment provides funds for annual expenses and for its long-term stability and success. In practical terms, an endowment is equivalent to a savings account. Contributions are invested and income generated is then used in a variety of ways — some is used for annual school expenses, some is used to fund special projects such as unforeseen maintenance expenditures, while still more is reinvested for future needs.

Special Events

Tower hosts two primary fundraising events: the annual Golf Tournament and a biennial auction. Proceeds from the tournament support the tuition assistance program while auction

proceeds support the professional development program for faculty and the Cultural Enrichment program for students. While both events contribute to our fundraising efforts, they also serve as community events for our parents, faculty and friends of Tower.

Volunteering

There are a variety of volunteer opportunities in the Development Office, from parent and alumni programs to volunteering to organize and plan special events. Tower School encourages volunteerism across school programs, including but not limited to fundraising activities. Please contact the Development Office if you are interested in volunteering at Tower.

Fundraising Policies

- All fundraising activities at Tower are to be reviewed by the Business and Development offices, approved by the Head of School, and placed on the school calendar.
- All fundraising activities must be consistent with the school's mission and appropriate to the work we do with children.
- Individuals may not use the school community or the Tower School Directory for personal gain or profit, personal fundraisers, or corporate and private fundraising.
- Funds raised by events, programs, or promotions will support the fundraising goals established by the school administration and the Board of Trustees. All plans for new fundraising activities, must follow these guidelines.
- When establishing a new fundraising program, a written proposal is required for review by those listed above. Proposals should include goals, required resources, number of volunteers needed, and duration of said fundraising activity.

Enrollment and Financial Policies

Admission

A Tower education is designed to serve children and parents who have a strong commitment to a challenging academic program and a willingness to share in the responsibilities of our community. While academic standards are high and the very able student is encouraged to progress beyond normal learning levels, Tower seeks a balanced student body that ensures a purposeful learning environment, yet is free from excessive pressure on the young student. Tower has a long-standing commitment to give preference in the admission process to qualified siblings. Families interested in admission to Tower should contact the Director of Admission.

The school's admission process is designed to ensure that the child is placed in a learning situation in which he or she can find success. If, after a period of time, it becomes clear that Tower is not an appropriate learning environment for a child and family, then it is the school's obligation to advise parents early in the winter and to counsel them concerning other schools.

Re-Enrollment

In order to hold a place for the succeeding year parents must pay a non-refundable \$1,000 deposit billed in January, due February 1st. Tuition deposits are prorated according to the level of financial aid. Payment of the succeeding year's tuition deposit establishes the family's intention to continue to enroll their student(s). Optional insurance selections and payment plan options will be carried forward until the family requests a change through the Business Office.

TUITION FOR 2019-2020 SCHOOL YEAR

Pre-Kindergarten: Half Day: \$19,000 | Full day: \$24,000

Kindergarten–Grade 5: \$31,875

Grades 6–8: \$35,875

Tuition Assistance

Tower has an active tuition assistance program that enables parents to reduce the cost of tuition. Tuition assistance is allocated upon request only, when the need for that assistance is

clearly demonstrated. Families of students already enrolled, as well as those considering enrollment, should apply for tuition assistance at www.sss.nais.org under the "Go to SSS / Apply for Financial Aid" menu item. Decisions regarding assistance are made by Tower School's Tuition Assistance Committee. All information is held in the strictest confidence.

PAYMENT OF TUITION AND OTHER SCHOOL FEES

Invoices for tuition and fees are emailed to families typically on a monthly basis using the Bill.com platform (direct url: <https://app.bill.com/p/towerschool1>). Checks can be delivered to the Front Office or mailed to the School. ACH payments can be submitted through your family billing portal where you can also set up auto-pay.

Plan 1:

Full tuition to be paid by June 1st. Additional Tower charges, (i.e. Learning Skills, or the before and after school program) will be invoiced on a monthly basis as they are incurred. Tower will invoice you on the 10th of each month with payment due on the 1st of the following month. There will be no enrollment fee for Plan 1 families.

Plan 2:

Quarterly payments – tuition payments will be due on the 1st of June, September, December, and March. You may opt for automatic cash withdrawal from your bank (ACH) or pay by check. Additional Tower charges, (i.e. Learning Skills, or the before and after school program) will be invoiced on a monthly basis. Tower will invoice you on the 10th of each month with payment due on the 1st of the following month. Enrollment fee: \$50 annually per family, per year.

Plan 3:

10 Monthly payments – tuition payments will be due on the 1st of June through March. This payment schedule requires automatic cash withdrawal from your bank (ACH). If you select the monthly plan, additional Tower charges, (i.e. Learning Skills, or the before and after school program) will also be automatically withdrawn from your bank account. Tower will send an email reminder 7-10 days before each ACH withdrawal confirming what the amount will be. Enrollment fee: \$50 annually per family, per year.

School Leadership

Board of Trustees

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C. Taylor Milner, Vice Chair

Jeffrey Carter, Finance Chair

Eric Gyllenborg, Secretary

MEMBERS

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Marianne Kane

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Angie Munro '91

Bradford P. Robie '88

Jennifer Thornton

Matthew Velluto

Dorothy Zur Muhlen

TSPA REPRESENTATIVE

Beth Peabody, TSPA President

ADMINISTRATIVE TEAM

Serena Wilkies Gifford, Head of School

Jessie Achterhof, Director of Development

Liz Buchan, Head of Lower School

Ryan Buckley, Head of Upper School

Stephanie Curtis, Director of Marketing and Communication

Mary Dailey, Director of Enrollment & Secondary School Counseling

Reagan Kenwell, Director of Admission

Dean Sidell, Associate Head of School, CFO

The Tower School Parents Association (TSPA)

The purpose of the Tower School Parents Association is:

- To encourage the active participation of all parents in the life of the school;
- To provide a forum for the open exchange of ideas within the community;
- To facilitate communication between the school and the parent body concerning all aspects of student life;
- To provide support services for the faculty, administration and trustees; and
- To organize and promote projects beneficial to Tower School.

TSPA OFFICERS

Beth Peabody, President

Meredith Carter, President-Elect/Treasurer

Erica Stella, Ex-Officio/Nominating Chair

TSPA COMMITTEES

Book Fair: Erica Stella, Allison Swartz, Celia Dressel

Community Events: Kerri Burr

Fall Family Weekend: Alexa Krauter

Pizza Days: TBD

My Brother's Table: Valerie Cohen, Tess Bauta

PIN: Don Jones, Emily Zotto-Barnum

School Store: Tess Bauta, Celia Dressel

Administration and Faculty Directory

For a directory, visit towerschool.org/faculty-directory.

75 West Shore Drive, Marblehead MA 01945

781-631-5800 hello@towerschool.org

<https://www.towerschool.org/>