



RETURNING LIKE A TIGER

PROTECTING THE HEALTH AND WELLBEING
OF THE TOWER SCHOOL COMMUNITY

RETURN TO CAMPUS GUIDE 2020

RETURNING LIKE A TIGER

INTRODUCTION

Welcome Back to Campus

We believe that the ideal learning environment is one in which teachers and students can interact face-to-face, and students can learn from one another while building social-emotional skills to help them thrive as individuals. We are delighted to welcome students back to campus, five full days per week in September.

We also recognize that the health and wellness of our community is our top priority. Tower's ability to return to campus relies on a robust toolkit of science-based health and safety measures, new habits on campus and a commitment from our full community to practice safety measures on campus and off. **See page 46 for our *Returning Like a Tiger* checklist.**

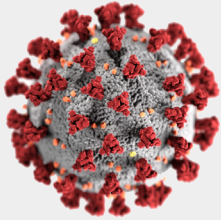
We will adjust our school operations and teaching to meet public health conditions in our region.

Returning Like a Tiger is Tower's comprehensive strategy to adapt to public health scenarios while providing a rewarding academic and community experience.



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CORONAVIRUS OVERVIEW

What We Now Know about Coronavirus

- Anyone can get and transmit the virus.
- People of all ages can experience mild to severe symptoms.
- Older adults and people with existing medical conditions like heart or lung disease or diabetes are at higher risk for developing more serious complications from Coronavirus.

6 Levels of Protection against Transmission

While many aspects of the virus are not yet understood, the most effective measures against transmission are:

- Daily symptom checking
- Frequent hand cleaning
- Face coverings
- Clean surfaces
- Physical distancing of at least 6'
- Clean air



Welcome back, Pick-pals!
Today is _____ and
_____ is our leader today.
Draw something exciting that you
did while you were away from school!

LOOSE
IMMEDIATE

Classroom Program
We will...
Be kind
Be helpful
Be safe
Be cooperative
Be respectful
Try our best

A B C D E F G H I J K

All Are Welcome

Library Books



OUR PHILOSOPHY AND APPROACH

Our Mission Directs Our Approach

We believe in allowing for and encouraging joyful curiosity and resilience in the face of challenge. We ask each student to apply their knowledge, to use their voice with confidence, and to share and value diverse perspectives.

We believe all students must be known and needed. Because we know each student so well, we're able to meet them where they are and guide them to make better versions of themselves, one day at a time. This is the dynamic work of Tower School—which thrives in this year's new routines and under any scenario.



Tower Code

80
15

TOWER



RETURN TO CAMPUS GUIDE 2020

COMMUNITY HEALTH

It is essential that all Tower families and faculty support and adhere to the health protocols identified here, as they provide the greatest assurance of continued health in our community and our school's ability to offer on-campus learning without interruption.

At this time, the CDC and the American Academy of Pediatrics do not recommend testing asymptomatic day school students for COVID-19 prior to the start of school.

This information is accurate guidance as of August 2020. We are aware that virus surges in our state may occur, and may require updated guidelines or short term school closures in our region. We will continue to be informed by the Massachusetts Department of Public Health and the Department of Elementary and Secondary Education. If changes become necessary, they will be communicated by email.



AT A GLANCE

PRIORITIZING THE HEALTH OF OUR COMMUNITY



MORNING ROUTINES



HEALTH SCREENINGS

Families must confirm the health of their children daily. Based on the presence of symptoms, your child will receive approval to attend school on campus or may receive alternate instructions.



FACE COVERINGS

Everyone on campus needs at least two clean, well-fitting, fabric masks each day. Please write your child's name on the inside of each mask.

Note: gaitors/buffs are not approved for use on campus.



LUNCH, SNACK & WATER

Students need to bring a cold lunch, a drink and a snack in the morning. We are unable to accommodate lunch drop-offs or deliveries.



MORNING DROP-OFF

To minimize congestion at drop-off time, students have been assigned to one of several entrance doors, based on their grade.

NEW HABITS



CLEAN HANDS

Everyone is required to observe hand hygiene protocols using soap and water, and/or hand sanitizer. Gluten free and regular hand sanitizer are provided.



PROPER DISTANCING

Everyone is required to practice physical distancing. Additionally, Upper School and Lower School students are in separate areas of the building, as much as possible.



SCHOOL SUPPLIES

Students will be provided a set of school supplies and one dedicated desk or table space. All shared tools, materials and supplies will be cleaned between uses.



COHORTS & CLASSROOMS

To limit the number of contacts in a day, students will be grouped into homeroom-based cohorts. Department teachers will travel to the homeroom classrooms to teach.

HEALTH



HEALTH PROTOCOLS

Students and adults must stay home if they are sick or have symptoms consistent with COVID-19 or Influenza during the morning health screening.



IMMUNIZATIONS

To keep our community as healthy and resilient as possible, the MDPH emphasizes the importance of vaccination against the Influenza virus.



QUARANTINE

If you or your child(ren) travel to an area with a high rate of positive cases, as indicated by the governor of Massachusetts, we expect that you will contact our Director of Health Services for guidance.



NO VISITORS ON CAMPUS

Tower's campus is open to students, faculty and administrators only. To minimize exposure, parents and visitors cannot enter the building.

TECHNOLOGY MAKES IT EASY

AT-HOME HEALTH SCREENINGS

Health Screenings

An at-home health screening is required for every student and faculty member every morning via MyMedBot, a secure health screening app. Based on the presence or absence of symptoms, students and faculty members will receive approval to attend school on campus, or receive other instructions. Results of the screenings are accessible only by Tower School.

Students who have not submitted their morning screening prior to arrival needs to be screened in the parking lot by parents or caregivers.

Paula Cardarelli will provide instructions for use of the MyMedBot app.

The symptoms list is determined by Massachusetts Department of Public Health. Parents and guardians should screen their children; staff should screen themselves: ^{1, 2}

¹ Massachusetts DPH, Testing of Persons with Suspect COVID-19 (2020, May 13)

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms

- Fever (100.0°F +) or chills
- Cough (not due to another known cause)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache in combination with other symptoms
- Muscle or body aches
- Nausea, vomiting, or diarrhea
- Fatigue in combination with other symptoms
- Nasal congestion or runny nose (not due to another known cause) when in combination with other symptoms

SIMPLE AND EFFECTIVE HAND HYGIENE

Routine, Scheduled Hand Cleaning

Everyone on campus is required to clean their hands as part of their daily routine. Hand sanitizer stations are available at all entrances, throughout the building and in each classroom.

Handwashing with soap and water or sanitizer is required:

- upon entry to the school building each morning
- after bathroom use
- returning to classroom
- before and after outdoor play
- before and after snack and lunch

Tower's hand sanitizer stations include a solution of 70% alcohol plus aloe. Gluten free sanitizer is available for students and faculty who require it.



A NEW HABIT

FACE MASKS

Effective Mask Wearing

Everyone is required to wear face masks on campus. Handmade, well-fitting, fabric masks are acceptable. Students and adults must have a minimum of 2 clean masks every day, labeled with first and last name in their desk or cubby and a small paper bag for mask storage. Non-compliance in wearing masks will result in a loss of in-person attendance privileges.

Scheduled, Safe Mask Breaks

Teachers will identify times for safe mask breaks for students.

Putting on a Mask

1. Clean hands.
2. Hold mask by ear loops or ties.
3. Loop around ears or tie so mask fits snugly without restricting breathing.
4. Clean hands.

Removing a Mask

1. Clean hands.
2. Lean forward and grab the ear loops or un-tie mask and pull forward.
3. Fold the mask so the outside surface of the mask folds together. Place into a paper bag.
4. Clean hands.



Attributes of an Effective Mask

- at least 2-ply, and allow for breathing without restriction
- washable: masks must be washed with soap and hot water every day
- fit comfortably and snugly against the sides of the face, covering the mouth and nose
- secure fit: masks are approved, gaiters and buffs are not approved
- masks with vents are not approved
- shields are not a substitute for a mask

COMPREHENSIVE STRATEGIES INCLUDE ADVANCE PLANNING

HEALTH SCENARIOS: AN ILLNESS ON CAMPUS

SCENARIO	TRIAGE & ASSESSMENT	NEXT STEPS	DIAGNOSIS	RETURN PLAN
A child or adult shows signs of illness while on campus.	Assessment outside of the Health Office, separate from other children. Symptoms not consistent with those on COVID-19 symptoms list.	Parents will be called to arrange for a pick up within the hour. Parents should call their family physician.	Physician diagnoses an illness other than COVID-19.	Return to school when symptoms resolve, with a doctor's note.
A child or adult exhibits symptoms of COVID-19.	Additional assessment in the Health Office Isolation Room. Symptoms typical of COVID-19, and unrelated to known chronic conditions (ex. asthma).	Parents will pick up their child within the hour. The faculty member exhibiting symptoms will leave campus immediately.	Physician diagnoses COVID-19. See Positive Covid-19 Diagnosis table for next steps.	Return to school after all of the following: <ul style="list-style-type: none"> • 10 or more days isolation • symptom improvement • fever-free 24 hours • a doctor's note recommending return to school.

ADVANCE PLANNING ENABLES AGILE RESPONSES

HEALTH SCENARIOS: POSITIVE COVID-19 DIAGNOSIS ON CAMPUS

ON CAMPUS	CASE REPORTING PROTOCOLS	14-DAY QUARANTINE
All affected classrooms will be closed for 24 hours to clean, disinfect and sanitize.	Marblehead Department of Public Health Tower and MDPH will contact trace, report cases, including the names of individuals. Tower will monitor attendance records to identify illness spikes.	Individuals who have tested positive for COVID-19 require home isolation. All household members will require quarantine.
If Tower is notified of a positive case during the school day, the cohort will be maintained away from the rest of the classrooms and will need to be picked up promptly.	Massachusetts Department of Public Health Tower will report confirmed cases, including names of individuals.	All students and teachers in a cohort with an individual who tested positive will require quarantine. Learning will continue remotely during that time.
The campus will remain open unless a larger outbreak necessitates city or statewide closures.	Tower Community If we have a <i>suspected or confirmed</i> case of COVID-19 on campus: <ul style="list-style-type: none">• all families in the cohort and close contacts will be notified by phone• the full community will be notified by email• names of individuals will not be disclosed.	Individuals who were within 6' of a positive case for at least 15 minutes are considered a close contact and will require quarantine. Learning will continue remotely during that time.

TERMS DEFINED

AN IMPORTANT DISTINCTION

	ISOLATION	CLOSE CONTACTS AND THE NEED TO QUARANTINE
Criteria	An individual who has COVID-19-like symptoms and/or tests positive for COVID-19	A close contact is someone who has been closer than 6' to a COVID-19 positive person for more than 15 minutes. All students in a cohort are considered a close contact. All household members of a COVID-19 positive individual are also considered a close contact.
Location	Isolation takes place in the home and away from other family members.	Quarantine takes place at home.
Timeframe	A minimum of 10 days and must be fever-free for 24 hours, with improving symptoms before returning to work or school.	Close contacts must separate from the community at home for 14 days—the incubation period for Coronavirus.
Mindset	"I am contagious, I will take care of myself and avoid spreading this to others."	"I may become contagious, so I will conduct myself as if I am contagious until I know otherwise."



03

COMMUNITY
HEALTH

AT A GLANCE

MAINTAINING A HEALTHY LEARNING ENVIRONMENT





FRESH AIR

Weather permitting, windows will be opened to bring fresh air directly into the classrooms.



HVAC AIR EXCHANGE

Tower's HVAC system draws fresh air into the school building continuously. We've increased the rate of air exchange so that all air inside the building is replaced with fresh air every hour.



HVAC AIR FILTRATION

When combined with continuous air exchange HVAC systems, our upgraded, high quality filters further reduce airborne pollution and viruses.



SOLID SURFACES

Classroom surfaces such as desks, cubby doors, door knobs etc will be disinfected each night using products recommended by the CDC.



ELECTROSTATIC SPRAYER

Hard surfaces in all classrooms will be sanitized at the end of each day with EPA-approved active ingredients shown to be effective against Coronavirus.



TRANSPARENT DIVIDERS

In some classrooms, transparent partitions have been installed to create individual student learning spaces within a cohort. Partitions will be cleaned each night.



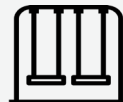
COMMON AREAS

Common area use is scheduled to minimize time for cohorts to be in hallways and stairwells. Bathrooms have a capacity limit at all times. All will be cleaned at least 3x daily.



HEALTH OFFICES

The Health Office will be cleaned and/or sanitized after each student or faculty visit and at the end of each school day.



PLAYGROUNDS

We rely on UV rays, rain and fresh air to kill and remove potential germs on the play structures. Students clean or sanitize their hands before *and* after recess.

TERMS DEFINED

CLEAN

Cleaning removes germs, dirt, and impurities from surfaces by using soap (or detergent) and water. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

DISINFECT

Disinfecting kills germs on surfaces by using chemicals. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs after cleaning, it can further lower the risk of spreading infection.

SANITIZE

Sanitizing also uses chemicals to kill germs. For our purposes, we'll use the term sanitize in reference to the electrostatic misting equipment and alcohol-based hand cleaning solutions.

ESSENTIAL SKILLS FOR SUCCESSFUL LEARNING



SOCIAL-EMOTIONAL LEARNING

Benefits of Teaching and Learning Together

When children work and play together, a variety of important skills such as cooperation and empathy, generosity, and kindness are naturally practiced and mastered over time. Listening, sharing ideas, and collaboration are also emphasized as these are essential skills for successful learning.

Students at Tower engage actively with each other on a daily basis, building social relationships and scholarly partnerships, all of which foster confidence and character.





HEALTHY TIGERS

WHOLE FAMILY WELLNESS

Adapting to living and learning during a pandemic presents added stress for everyone. All families are encouraged to connect with each other, with teachers or administrators, and with Tower's School Counselor, [Sarah Gold](#).

Nurse Paula and Sarah Gold host a Padlet for students called, [Healthy Body, Healthy Mind, Healthy Tiger](#). It's full of answers, questions, fun things to make, do or think about, and fresh ideas for how to be a healthy Tiger.

As always, Sarah provides a wealth of [crisis resources](#) for families in a printable format.





NEW ROUTINES ON CAMPUS

STUDENT LIFE

To ensure that our students and teachers all have the extra space needed, we made adjustments to our routines, our classrooms and our common areas. The big things—who we are as a community, and what we hope to achieve as learners and teachers—remains the same.

Routines set the stage and allow for dedicated time to live our school's mission and to let our deeply held community beliefs and values influence the life of every child.



CARPOOL LOCATIONS BY GRADE

MORNING ARRIVAL AND AFTERNOON DISMISSAL



The building opens at 7:50 AM this year to encourage morning socializing in the homeroom rather than in our former multi-grade meeting areas.

In order to minimize transition times in hallways and congestion in doorways during peak arrival and dismissal times, we're taking advantage of entrances that are closest to student homerooms. The table below identifies the carpool loop and entrance doors for each grade.

Thanks to a gift from the Class of 2020, there is a new bike rack at the Cornell Loop entrance. Students arriving by bicycle can now lock their bikes at either carpool location.

Families with siblings in Grades 3, 4 & 5: Please use the Circle/Main Entrance for drop-off and pick-up.*
Walkers and Bike Riders: Please use the access door indicated by your grade.

GRADE	AM ARRIVAL	CARPOOL	ACCESS DOORS, A-E	PM DISMISSAL	CARPOOL
Pre-K	7:50-8:05	Cornell Loop	A. Pre-K Classroom	3:00	Cornell Loop
Kindergarten	7:50-8:05	Cornell Loop	B. Recess Doors	3:00	Cornell Loop
Grade 1	7:50-8:05	Cornell Loop	C. Grade 1 Classroom	3:00	Cornell Loop
Grade 2	7:50-8:05	Cornell Loop	D. Cornell Loop Entrance	3:00	Cornell Loop
Grades 3, 4 & 5 and their siblings*	7:50-8:05	Front Circle	E. Main Entrance	3:00	Front Circle
Grades 6, 7 & 8	7:50-8:05	Cornell Loop	D. Cornell Loop Entrance	3:00, 4:05**	Cornell Loop

** 4:05 dismissal time is for upper school students participating in athletics, M-Th.

SMALLER GROUPS

COHORTS

The homeroom is the heart of the cohort.

Cohorts reduce the number of people with whom students interact during the school day and minimize student movement throughout the building.

Students and homeroom teachers in a cohort remain together throughout most of the day. Department teachers (arts, Spanish, coding, etc.) teach their classes in the homeroom as well.

Occasionally, a cohort may relocate to another classroom to complete a subject-specific assignment (ex. eighth grade science lab experiment). Equipment, supplies and rooms will be cleaned between classes.



TOGETHER, BUT WITH ADDED SAFETY

PHYSICAL DISTANCING

Common Areas

Throughout campus, signage is posted to help remind students of new distancing practices.

Procedures are in place to assist with adequate distancing when children are playing outside, walking in the hallways, entering and exiting the school building, etc.

Students are assigned by grade to access doors to eliminate congestion at the two main entrances/exits.

Student restrooms have a capacity limit intended to reduce congregating.

To the extent possible, students will be required to observe distancing guidelines on shared playground areas and fields in support of physical activity.

Learning Spaces

Classrooms have been set up according to DESE guidelines. Plexiglass partitions are used in classrooms where tables, rather than desks, are used. Partitions create safe and flexible learning spaces for individuals.

Outdoor classrooms will be used as often as possible.

Large gatherings such as assemblies, receptions, and community events have been reimagined, creating flexibility to allow for group participation.

ESSENTIAL FOR EVERYBODY

PHYSICAL ACTIVITY



Recess

Students can enjoy recess as two grade-level cohorts with fellow grademates while adhering to distancing requirements.

Physical Education

Our P.E. teachers created a new physical education curriculum that accommodates new protocols and distancing requirements.

Upper School Athletics

We are offering intramural soccer and cross country programs this fall. Both programs will be modified to meet the DESE guidelines outlined for each sport.

Intramural sports provide opportunities for students to build athletic skills, to exercise, and to have fun—important physical and social-emotional needs for early adolescents.

CLUB T.E.D.

TOWER'S EXTENDED DAY

Club T.E.D. Afternoons

Our afternoon program is an engaging option for families who need afternoon childcare for their Tower students. Club T.E.D. follows the same safety protocols followed during the school day.

Due to necessary distancing requirements, enrichment clubs and morning care will not be offered at this time and afternoon drop-ins will not be an option.

Club T.E.D includes recess, games and quiet space for completing homework. Students in all grades are welcome.

Hours

Monday–Thursday	3:00–6:00pm
Friday	3:00–5:00pm





SCENARIO PLANNING

FOUR LEARNING MODELS

By adhering to the guidelines and expertise of the public health agencies listed below, we are prepared to welcome all students to campus, 5 full days per week in September. Our comprehensive strategy enables Tower to adapt to public health scenarios while prioritizing the health of our students and teachers. Extensive scenario planning resulted in four models of rewarding academic and social-emotional learning experiences for students.

The following pages provide an overview of each learning model at Tower.

PUBLIC HEALTH RESOURCES

Marblehead Department of Public Health

Governor Baker and Massachusetts Department of Public Health (MDPH)

Massachusetts Department of Elementary and Secondary Education (DESE)

Centers for Disease Control and Prevention (CDC)



MODEL 1

ALL STUDENTS ON CAMPUS

Students attend classes with classmates and teachers on campus for 5 full days per week, following the full school calendar. Academic class schedules support the homeroom-based cohort structure.

Upper school advisory groups are an exception to the cohort structure, but opportunities to meet outdoors or virtually allow vital group connections in advisory to remain intact.

Assemblies will take place in different/more flexible ways than in the past—creating connection points for cohorts and a sense of community that is important for everyone.



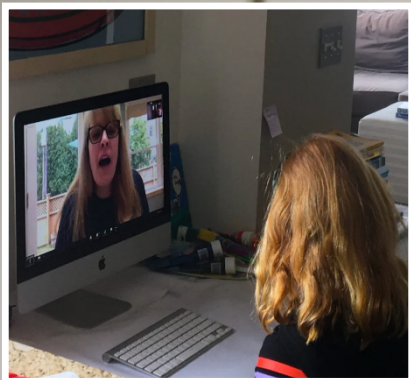
MODEL 2

REMOTE FROM HOME

Remote from Home is designed to be used in tandem with model 1. It is intended for families in high-risk situations who need or choose to have their children learn from home, and for students in quarantine. Classrooms with remote learners include an iMac to enable Remote from Home students to connect with the class via Zoom or other conferencing services. Students using Remote from Home learning are expected to attend classes virtually, with their peers.

It is important to note that when possible, classes may meet in outdoor classroom spaces. In those situations, it is possible that remote learners will be unable to connect with the class. Student assignments will be accessible on SeeSaw (Pre-K-grade 1) or Google Classroom (grades 2-8).

Families who choose Remote from Home are required to commit to a minimum timeframe. Connect with Lower School Division Head [Liz Buchan](#) or Upper School Division Head [Ryan Buckley](#) to begin a conversation.



MODEL 3

HYBRID: FEWER STUDENTS ON CAMPUS AT A TIME

On August 12, the Massachusetts Department of Elementary and Secondary Education (DESE) published the first of its weekly *14-day Average Daily Case Rate for COVID-19* reports. Based on the data, DESE created a set of metrics to inform school reopening models, including: in-person, hybrid and remote.

Based on these new guidelines, we are outlining a hybrid model in case the DESE metrics require that we reduce the number of students on campus at one time but are not required to close campus. Possible structures for hybrid models include, but are not limited to:

- a biweekly plan wherein half the student body is on campus at a time, alternating a week of on-campus learning with a week of learning from home
- keeping our youngest students on campus while older students learn from home

If we must switch to a hybrid model, we will make final decisions according to what is best for children under the circumstances and communicate with families accordingly.



MODEL 4

DISTANCE LEARNING

Tiger Live is our home away from West Shore Drive—connecting students and teachers in a challenging academic experience while maintaining our important school community. Through *Tiger Live*, we prioritize high quality, meaningful learning experiences for students through a combination of synchronous and asynchronous learning. This combination includes time for teachers and students to meet virtually, in real-time in order to continue the group learning experience. It also includes valuable time for students to learn on their own time using a variety of online and offline resources.

Improvements made to our spring distance learning program are the result of conversations with parents and students and our faculty's research and professional development work.





A PARTNERSHIP

IMPORTANT ROLE OF FAMILIES

Everyone has a critical role to play in the health of our community and our school's ability to offer on-campus instruction. The effectiveness of our efforts depends on our full community's use of precautions when not at school. We expect students, families and faculty to:

- Wear masks when in public and at gatherings where physical distancing is not possible.
- Avoid large social gatherings and unnecessary travel.
- Know that students whose household members travel for work or work in health care environments are not required to self-quarantine unless they have been exposed to, have symptoms of, or have tested positive for COVID-19.
- Self-quarantine for 14 days if anyone in your home has traveled to areas with high levels of COVID-19; see Mass.Gov for travel order information.
- Create a plan for unexpected, early dismissal in the event of illness.

We also expect that as concerns arise, you will raise them with us. We want to help to each family navigate this new situation with ease. See pages 48-49 for email addresses.





COMPLETE BEFORE AUGUST 24, 2020

A CHECKLIST FOR RETURNING LIKE A TIGER

ITEM	TASK	NOTE	DONE
1	Complete/Upload Health Forms on Family ID .	use link	<input type="checkbox"/>
2	Download the MyMedBot App. Paula Cardarelli will provide guidance for use.	app store	<input type="checkbox"/>
3	Check that you have a working thermometer.	at home	<input type="checkbox"/>
4	Evaluate your family's potential need to begin quarantine on August 25.	p. 11	<input type="checkbox"/>
5	Make or purchase several fabric masks.	p. 15	<input type="checkbox"/>
6	Have a plan in place for an early dismissal in case of illness.	p. 16	<input type="checkbox"/>
7	Know your child(ren)'s carpool location(s).	p. 29	<input type="checkbox"/>
8	"Tap to Agree" to the partnership	p. 44	<input type="checkbox"/>





EMAIL IS THE MOST EFFICIENT METHOD

IMPORTANT CONTACTS

DIRECTOR OF HEALTH SERVICES

Paula Cardarelli

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SCHOOL COUNSELOR

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