



Family Handbook

2022-2023

TOWER

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» Mission, Governance & Leadership

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.

Governance

Board of Trustees

Tower School is governed by an independent and self-sustaining Board of Trustees. The Board ensures that the school's mission is relevant and vital to the Tower community, and it monitors the success of the school in fulfilling its mission.

The Board seeks members who represent the diversity of the school community and who contribute a particular expertise that will serve the school. Board members are distinguished by their commitment to Tower and their care for the mission of the school. Membership is determined by vote of the board according to the school's by-laws. Board members serve three-year terms.

Officers	Members
Alethea McCormick '89, Chair	Stephen Ainlay
Jeffrey Carter, Vice Chair	Kate Bracken '92
Matthew Velluto, Vice Chair	Stefanie Conahan
Matthew Carter, Treasurer	Greg Dombal
Angie Munro '91, Clerk	Ruth du Moulin
	James Fleuriel
	Eric Gyllenborg
	Barry Kelly
	Calista Maharaj
	Beth Peabody
	Adam Petrick
	Daphne Ramos '88
TSPA Representative	Carrie Berenson Rosenman '89
Sacha O'Flynn, TSPA President	Jay Stella

School Leadership

Administrative Team	
Serena Wilkie Gifford	Head of School
Jessie Achterhof	Director of Development
Liz Buchan	Head of Lower School
Ryan Buckley	Head of Middle School
Stephanie Curtis	Director of Marketing & Communication
Mary Dailey	Director of Secondary School Counseling & Director of Middle School Admission
Reagan Kenwell	Director of Admission
Marge Pierce	Director of Finance & Operations

To reach a member of the administrative team, visit towerschool.org/faculty-directory.

Accreditation and Affiliation

Tower School is accredited by the Association of Independent Schools in New England (AISNE), and is a member of the National Association of Independent Schools (NAIS). Tower School is non-sectarian.

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
- To organize and promote projects beneficial to Tower School.

TSPA Officers	
Sacha O'Flynn	President
Lindsey Gordon	Vice-President

» Community Expectations

The Tower Code

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

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

Behavior and Conduct

The Tower Code provides a guide to the school's expectations for student, faculty and parent behavior and conduct. 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 by any member of the community 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 warrant additional emphasis:

- Any violation of state/ federal laws, including those in relation to the possession or use of drugs, alcoholic beverages, or weapons, may result in immediate dismissal from school.
- Students may not leave school grounds during school days unless on a school field trip.
- Members of the community are expected to use all forms of technology appropriately.
- 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).

See the Bullying Prevention & Intervention and Behavior Management information, found in the Reference section.

School Hours

7:00 am	Arrival: Tower's Extended Day program, Club T.E.D. Mornings, begins
7:40-7:55 am	Arrival: Parents may drop off children at carpool or walk them to their entrance door
7:55 am	School day begins
3:00 pm	Dismissal; See below for additional dismissals
3:00-6:00 pm	Extended Day Program: Club T.E.D. with Island Roots, Monday-Friday
3:00-4:00 pm	Fall/Spring Athletics, Monday-Thursday
3:00-4:30 pm	Winter Athletics and Drama, Monday-Thursday

Attendance

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. If a student is unable to attend school due to illness, parents are asked to call the front office or email the Director of Health Services at

paula.cardarelli@towerschool.org. Students who depart school before 10:30 am will be marked absent.

- Attendance records will be noted on report cards.
- Parents will be contacted regarding any student who is repeatedly late or absent.
- If a student is absent for more than five days or consistently tardy in any trimester, the parents will be asked to meet with the Division Head and/or Head of School to discuss the pattern.
- The school day begins at 7:55 am. In the event a student arrives after this time, they must enter through the front door and sign in at the front office.

Extended Absences

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

Medical Appointments

Whenever possible, medical appointments should not be made during school hours. When unavoidable, please inform the student's teachers by email at least one day prior to the appointment. The student must be picked up in the main lobby and signed out with the receptionist before leaving campus.

Religious Holidays

We recognize the role of faith in the lives of our families and honor the importance of religious observations and celebrations. Accordingly, we will be sensitive to the issues of homework and tests on those dates if the school is not closed. Teachers will continue to introduce material of previously presented concepts. We may not always be aware of religious holidays practiced throughout the student body, so we urge parents to inform their children's teachers about upcoming religious holidays so that appropriate accommodations may be made.

Snack and Lunch

Students are expected to arrive at school with their snacks, lunches, refillable water bottles and utensils. Please note the following:

- Students should pack food that does not require heating
- All grades at Tower are designated as nut-free
Refer to the Tower School Food Allergy Policy, found within the Student Health Section, for detailed information.
- To protect children with allergies, students are not permitted to share or swap their snack or lunches with other students
- A filtered water bottle refill station is located near the Lynch Gymnasium
- Milk is provided at lunchtime
- Please do not bring caffeinated or carbonated drinks, or gum

- Whenever possible, please pack an eco-friendly, trash-free lunch, including reusable utensils
- If your child forgets to bring a lunch, the Director of Health Services can provide a lunch
- The TSPA hosts optional pizza lunch days throughout the year. Ordering information will be provided through the Spotlight
- Families can also order lunch, Monday through Friday (not on Pizza Fridays), from Root's customized Tower School lunch menu via the Toast App. Orders must be placed before 9:30am for same-day delivery. Choose 12:00 pickup for Lower School students and 12:30 pickup for Middle School students.

Dog Policy

Dogs are welcome on campus, with specific guidelines to ensure the comfort of our community. Research* indicates that the company of a dog can promote social-emotional development, wellness, and cognitive skills.

It is a privilege to bring dogs to campus during the school day. Not all children and adults are dog lovers, however, and we are sensitive to the fact that some community members are allergic to animals. Everyone has a right to a safe, clean campus. Therefore, dog owners must read and agree to the following policies before bringing their dogs to school. These policies apply throughout the year to all constituents using the Tower campus.

**<https://www.kqed.org/mindshift/50580/making-comfort-dogs-an-everyday-part-of-school>*

Dog Policy Details

For All

- Dogs must be healthy, housebroken, and trained to handle active social settings.
- Dogs must be on a leash while on campus and under the owner's control at all times.
- Children may not walk dogs on campus during school hours, including their own family dog.
- Cleaning up after a dog is the sole responsibility of the dog owner (children may not do so).
- Dogs must be current with all vaccinations and licenses.
- Dog owners are personally responsible for any damage or injury that their dog may cause and must pay for any damage, stains, or odor if the school determines that an area requires cleaning beyond normally scheduled maintenance.
- Dogs that exhibit aggressive behavior or bark frequently will not be allowed on campus.
- The School reserves the right to ask individuals not to bring animals onto campus. The final decision rests with the Head of School, at their sole discretion.

For Families

- Family dogs are welcome on campus outside for athletic games and other activities.
- Dogs are not permitted on the turf field.
- Family dogs are not permitted inside the school building.

Exemptions to this policy include service dogs such as guide dogs, hearing dogs, or assistance dogs. Contact Patti Gillis for more information about the use of service dogs on campus.

Birthdays

Birthday Celebrations at School

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 an emphasis on food. Homerooms may also recognize birthdays and celebrate them in imaginative ways.

Birthday Parties

Birthdays are an exciting aspect of school life for children. When organizing parties, we ask families to be sensitive to the feelings of others. We are mindful that the exclusion of a few classmates can be painful in a small community such as ours. While 30 is a small number of children when thinking about a grade in school, it can be a large number when planning a birthday party.

For our community, options include:

- Inviting all of the children in your child's homeroom
- inviting all the students in the grade
- If a smaller party is in your child's best interest, you may consider the following guide: the number of guests invited to a child's birthday should be equal to the child's age. Ex. If a child is turning five you have five guests. While not inviting everyone, this option allows for flexibility and clarity about how the guest list was created.

When sending invitations, please send invitations outside of school. Be sure to include all households for a student. Email addresses for students' families can be found within the family directory.

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.

» Transportation, Arrivals & Dismissals

Transportation

School Bus Transportation

Tower offers morning transportation for families living in Nahant, Lynn, Swampscott and Salem. Priority is given to families who live the greatest distance from Tower. Enrollment forms are available on FamilyID at <https://www.familyid.com/organizations/tower-school-in-marblehead>.

Car Transportation

West Shore Drive Circle

- For morning drop-off, a single line of cars forms along the center of the West Shore Drive circular driveway.
- For afternoon pickup, a double line of cars forms and children are directed to their cars by members of the faculty.
- Faculty helps students out of or into cars as drivers approach the front of the line. Tower faculty are unable to assist in buckling children. If a child is unable to do it independently, the adult picking up should park the car in a space and buckle the child before driving away.
- In compliance with Massachusetts' Anti-Idling laws, we ask families to turn their car off when waiting more than a few minutes.
- For safety reasons, cell phones and other devices may not be used in the carpool lane.

Cornell Loop

- The entrance to the Cornell Road carpool loop is near the intersection at Dartmouth Road. Cars queue in a single line along the right lane of the loop; when full, a second lane forms on the left. Faculty helps students out of or into cars as drivers approach the front of the line. Tower faculty are unable to assist in buckling children. If a child is unable to do it independently, the adult picking up should park the car in a space and buckle the child before driving away.
- In compliance with Massachusetts' Anti-Idling laws, we ask families to turn their car off when waiting more than a few minutes.
- For safety reasons, cell phones and other devices may not be used in the carpool lane.

Parking

For safety and courtesy reasons, parking is not allowed on/in:

- Cornell Road between Dartmouth Road and West Shore Drive
- the corners of Cornell Road and the neighboring side streets
- positioning that prevents neighbors from exiting their driveways. *Allow enough space next to and opposite driveways.*
- West Shore Drive between Cornell Road and the circle entrance

Parking is available on/in:

- West Shore Drive circle and the overflow lot
- West Shore Drive, far past the overflow lot driveway

- the side streets, off Cornell Road (please be mindful to leave room for cars to pass and enter/exit driveways safely)
- designated parking spaces in the carpool loop

Arrival and Dismissal

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 at 3:00 pm for student dismissals. Please arrive promptly for arrival and dismissal. Students whose rides are running late for pick up will be sent to Club T.E.D. for an additional fee.

Children who are walking or biking must make sure that a dismissal faculty member knows they are leaving.

Notify Teachers of Changes in Carpool Plans

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 Middle School advisor and homeroom teacher before 12:00 pm. If updates occur after 2:00 pm, please contact the receptionist at 781-631-5800.

Dismissal for Grades 6–8

On game days, Middle School athletes may be dismissed later than 4:00 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 Middle School dismissal may vary. In these cases, dismissal will be at the Circle.

Bicycles

Students who ride their bike to and from school may park and lock their bike in the bike racks located at either entrance.

» Parent Participation

We hope to create opportunities to gather as a community and will indicate the need for masks. Curriculum events, school functions and TSPA events will be evaluated for health/safety on a case-by-case basis.

Assemblies

We look forward to opportunities to gather as a community and will indicate what, if any, mitigation will be needed ahead of community events.

Parent Nights

Parent Nights provide opportunities for parents to meet their child's teachers and learn more about the curriculum planned for the year.

Parent nights will be held on campus; students will not attend.

Parent-Teacher Conferences

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

October and February Parent-Teacher Conferences will be in person for the 2022-2023 school year.

Athletic Games

Families are invited to attend athletic games and meets. Home games for soccer and lacrosse are held on Tower's Lockwood Family Field; basketball games are held in the Lynch Gymnasium and cross-country meets are held on the rail trail.

Dogs on leashes are welcome on campus, outdoors. See Tower School's Dogs Policy for details.

Field 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.
- 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 Massachusetts Child Passenger Safety Law requires all children riding in passenger motor vehicles to be in a federally approved child passenger restraint that is properly fastened and secured until they are 8 years old or over 57" tall.

» Dress Guidelines

Students are expected to be neat, clean, and dressed practically for an active learning environment. We respect that expectations for appropriate dress can be unique to each family. It is the responsibility of parents, guardians, and students to develop a style of dress acceptable under the Guidelines.

Shirts

- Shirts must cover the torso
- School-appropriate graphics are permitted
- Shoulders must be adequately covered with fabric

Pants, Shorts, Skirts, Dresses

- Shorts, skirts, and dresses will be at least fingertip length measured from a standing position
- Leggings, joggers, and yoga pants may be worn
- Athletic shorts and sweatpants are not permitted in Grades 5 and up

Shoes and Hats

- Footwear must have an outdoor sole
- Slippers are not permitted
- Hats may not be worn inside the school building

P.E. Uniforms and Warm-Ups

Lower School

Students in Pre-K–grade 4 do not change into P.E. uniforms for gym class. Students should wear clothing to school that is appropriate for indoor and outdoor athletics, keeping dress guidelines and the weather in mind. Students must have an extra pair of sneakers at school for P.E.

Middle School

Students in grade 5 are required to wear the Tower P.E. uniform for P.E. A single uniform (t-shirt, shorts) is supplied by Tower. Additional uniform items may be purchased through Tower School. *Students must bring P.E. clothing home once a week for cleaning.*

Students in grades 6-8 must dress appropriately for indoor and outdoor athletics, keeping dress guidelines and the weather 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 must bring their athletic clothing home once a week for cleaning.*

Clothing 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.

» Student Health

Director of Health Services

The Director of Health Services 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.

Health Records

All students must be registered in FamilyID yearly. Yearly health updates, consent for medication and treatment are all a part of this yearly registration and required for children to be in school.

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 their immunizations. This health record can be uploaded on [Family ID](#) or sent in to the Director of Health Services. 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. Students will not be permitted to attend school without updated physicals and immunizations on file. If your child is exempt from immunizations due to religious beliefs, a letter must be written by the parents, dated yearly and filed in their health record at school.

Massachusetts Law-Part 1, TitleXII, Chapter 76, Sec 15

“In the absence of an emergency or epidemic of disease declared by the department of public health, no child whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school.”

In keeping with Tower School's mission to promote 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 children.

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.

Student Illness

Parents are often faced with the dilemma of whether to send a child to school if he or she appears ill. With that in mind, the school offers some guidelines:

- Students and faculty who exhibit symptoms of Covid-19 should test at home prior to coming to school and notify the health office for any follow up and guidance as advised by the Massachusetts Department of Public Health.
- A child with a fever greater than 100.0 should remain at home until a normal body temperature is maintained for 24 hours without the use of fever-reducing medication such as Tylenol or Advil.
- A child on antibiotics for contagious bacterial infections like strep throat may return to school 24 hours after taking the first dosage and are feeling well and can participate in daily school activities.
- A child with GI (gastrointestinal) symptoms of diarrhea or vomiting should remain home until symptom-free for 24 hours and is able to eat a regular meal.
- 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

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.

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.

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

Do not pack food that contains nuts, nut oils, or nut extracts on the ingredient list. You may pack snack or lunch items with a food label that reads, *made in a facility that processes nuts*; it is safe for your child to eat. A label that states *processed on the same equipment as nuts* or *may contain traces of nuts* is not safe and may not be sent to school.

- Provide an ingredient list for all foods sent in for group consumption. All food items that are sent in to be shared should ideally 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 Director of Health Services, 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.

- If your child has a life-threatening allergy, please inform the Director of Health Services of your child's allergies prior to the beginning of school, or as soon as the diagnosis is made.
- 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.
- If your child has an epinephrine auto injector ordered or other medications to be kept at school, parents must have their child's pediatrician complete a Physician Medication Order Form and/or Emergency Action Plan which can be obtained from your child's pediatrician. Please download a copy on Family ID or send the forms into the health office prior to the first day of school. 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.

- Do not trade or share food with another student.
- Read labels on food before ingesting.
- 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.
- Select a safe alternative snack from the Director of Health Services office. Wash hands before eating.

Medications

All medications, both prescription and nonprescription, must be kept in the Health Office and dispensed by the Director of Health Services. Students may not keep medications in their cubby, locker, backpack or lunchbox.

If a child needs a prescription medication given during the school day, please have your child's pediatrician complete a Physician Medication Form and send that into the health office. The medication must be dropped off in their original container and labeled clearly with the student's name. Over the counter medication other than medication described in Family ID can be given with a note signed and dated by the parent. Medication must be clearly labeled with the child's name.

All inhalers are considered prescription medication. Children with asthma should have an inhaler kept in the health office along with an Asthma Action Plan that should be provided by your child's pediatrician. In order for a child to self-administer a medication like their inhaler, the child's pediatrician needs to indicate on the Physician Medication Order Form that the child is capable of self-administration. Parents must also give permission in writing for their children to self-administer medications.

Medication on Field Trips

If a child needs to take medication while on a field trip, the Director of Health Services will designate an adult to be responsible to oversee all medications. The Director of Health Services 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 Director of Health Services will designate an adult to supervise the child self-administering his or her medication. Medications will be kept with a designated responsible adult while on the field trip.

The Director of Health Services 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.

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.

To ensure the health of all members of our community, we may periodically or situationally implement infectious disease mitigation measures (ex. mask wearing) as warranted by public health data. Updates, as needed, will be made via email and/or text message.

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.

» Communication & Marketing

Communication

Our goal is to communicate accurate, timely information to our community members via a range of media. We anticipate that families will actively seek out information in order to stay informed of school and classroom news, events and opportunities.

To ensure that you receive these communications, please add/update your contact information in our database, Veracross, at portals.veracross.com/tower. As a reminder, user names are formatted as: *firstname.lastname*.

Weekly Newsletter and School Communication

- **School Leadership Communication**

Tower School Administrators and the Board of Trustees periodically inform the community of overarching news of the school, curriculum and community. The format of each may include: email, virtual meetings, or on-campus gatherings.

Archived copies are posted online in the communications hub: <https://www.towerschool.org/mytower/school-communications>.

- **Tower's Weekly Newsletter**

The Spotlight informs the community of school news, meetings, registrations and opportunities to be involved. The newsletter is distributed to parents via email. Archived copies are posted

online in the communications hub:

<https://www.towerschool.org/mytower/school-communications>.

- **Classroom Communication**

In addition, teachers may periodically email parents directly with updates, curriculum news and student accomplishments happening in the classroom.

Time-Sensitive Communication

Tower uses automated communications to announce urgent or weather-related information; these may include delayed openings, school cancellations, school bus delays or early dismissals.

The following communication methods may be used, as appropriate for the situation:

- **Voice Messages**

Recorded voice messages to parents' home and cell phone numbers listed in Veracross

- **Text Messages**

Text messages to parents' cell phone numbers listed in Veracross

- **Website**

Closing or delayed opening are announced on the homepage at towerschool.org and on Facebook

- **Television Listings**

Weather-related closings or delayed openings are made on Boston TV Channels, 4, 5 and 7, after 6:30 am

Meetings/Community Event Reminders

- **Text Messages**

Text messages to parents' cell phone numbers listed in Veracross. Meeting and event reminders are used sparingly.

To ensure that you receive these voice and text communications, please add/update your email address in our database, Veracross, at portals.veracross.com/tower. As a reminder, user names are formatted as: *firstname.lastname*.

Communication Between Parents, Teachers and Administrators

Open communication between parents, teachers and school administrators creates a partnership and shared expectations that serve the best interest of each child. Parents are encouraged to begin conversations 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.

Parents should communicate with faculty and administration via email. During the school day, teachers are busy with students, class preparation, teaching, extra help, etc. Teachers are not expected to check email while working with students during the school day, however, they will make every effort to respond in a timely manner.

How to Reach Us

- For daily issues, general questions, or to relay a message to your child, please contact the receptionist at 781-631-5800 or via email at hello@towerschool.org.
- To report that your child is unwell, please email the Director of Health Services at paula.cardarelli@towerschool.org.

Faculty Directory

Find email addresses for faculty and administrators at <https://www.towerschool.org/faculty-directory>.

Tower School Website

Whether you're a long-time Tower family or one just beginning your years as a member of the Tower school community, we want you to be familiar with our school's mission and the academic and athletic curriculum we develop to achieve this mission for students. We also want you to know how your support underwrites our mission. Visit our website often at towerschool.org.

- **MyTower**

Tower parents have a dedicated section of the website called MyTower. There, you'll find access to the School Calendar, Summer Reading, Tower School Parents Association, School Store, Enrollment information, the Communications Hub, School Bus Schedule and more. Visit MyTower at towerschool.org/mytower

School Calendar

Our school calendar is accessible in a variety of views to suit a range of needs.

- Access our **all-school calendar** view at towerschool.org/mytower/school-calendar
- Access our **dynamic, personalized calendar** view, customized for Individual households and students events/schedules via the Veracross parent portal at portals.veracross.com/tower. Login is required; as a helpful reminder, user names are formatted as: *firstname.lastname*.
- Access the **Calendar Highlights** page of the website for an at-a-glance overview of major school events, early dismissal days and school breaks for the full year.
<https://www.towerschool.org/mytower/calendarhighlights-2022-2023>.

Tower School Family Directory

The Tower School Family Directory is provided at the back of the printed handbook, and is accessible via the Veracross parent portal at portals.veracross.com/tower. Veracross login is required—as a helpful reminder, user names are formatted as: *firstname.lastname*.

The directory is strictly for communication between members of the Tower School community. It may not be used by families or faculty for commercial or solicitation purposes, nor may it be shared with others beyond the school community.

Marketing

Media Release

Each year, families have the opportunity to review the media release statement in Family ID (copied below). If a family would like to exempt their child from Tower School's media use, at any time, they should complete the form in Family ID, and notify the school via email at hello@towerschool.org.

Tower School publicizes the accomplishments of our students in print, broadcast and online/digital media. This may include, but is not limited to, press releases to local and regional media sources, the school's website, publication, print and digital advertising and social media.

Further, Tower School may use your child's or your family's photograph, school work, and video and/or voice recording in our school marketing materials. This may include but is not limited to the school's website, publications, brochures, print and digital advertising and social media.

» Philanthropy

Philanthropic gifts of all sizes can make a significant and lasting impact on the school. Whether supporting Tower's mission with an Annual Fund gift, designating a gift to a specific program, or helping secure the school's future with a gift to the endowment, support from all members of our community is greatly appreciated.

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 \$3,000 per student is covered by additional sources of income such as the Annual Fund.

Tower's annual giving program translates into stronger experiences for our students and teachers—philanthropic gifts strengthen curriculum, faculty salaries, professional development opportunities, experiential learning, athletics, campus improvements, investments in technology, and much more. A gift to 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

Like all independent schools, Tower undertakes capital campaigns to meet needs that require funding outside the annual operating budget such as facility projects and endowment growth. Two recent examples include the 2019 Backyard Project which included a turf field, outdoor classroom, two playgrounds, a greenhouse and gardens and the 2012 Stepping Forward Capital Campaign which provided \$3.7 million to the school's endowment. Donors may restrict endowed gifts for specific purposes such as tuition assistance, professional development or educational programs. Contributions are invested and income generated is used in a variety of ways—such as providing funding for the annual operating budget and special projects, while the corpus is reinvested for long term growth and stability.

Special Events

Tower hosts one primary fundraising event: the biennial benefit. Proceeds support the professional development program for faculty and the Cultural Enrichment program for students. While the benefit is an important fundraiser for the school, it also serves as a community event for Tower families and faculty. The event is run by a TSPA committee with support from the Development Office.

Volunteering

There are a variety of volunteer opportunities in the Development Office. Whether it's partnering with the Development Office on a TSPA fundraising event or serving as an Annual Fund Ambassador, Tower School relies on and appreciates the efforts of its volunteers. Please contact the Development Office if you are interested in volunteering.

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 & Financial Policies

Admission

A Tower education is designed to serve children and parents who have a strong commitment to a challenging academic program. Tower seeks a balanced student body that ensures a purposeful learning environment.

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.

Early Decision for Sibling Applicants

Early decision is offered to current Tower families with a younger sibling applying to Pre-Kindergarten or Kindergarten. Applications are due January 1st, and families will be notified February 1st. The regular admission process applies, with an applicant screening, a parent interview, and supporting materials from the child's current teacher/school.

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 Assistance

Tower's robust tuition assistance program enables more families to afford a Tower education for their children. Tuition assistance is allocated upon review of applications, when the need for assistance is demonstrated. Families 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 confidence.

Payment of Tuition and Fees

Invoices for tuition and fees are emailed to families typically on a monthly basis using the bill.com platform. Checks can be delivered to the Receptionist Office or mailed to the School. ACH payments can be submitted through bill.com where you can also set up autopay.

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.

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.

» Academic Expectations & Support

Tower School is an academic institution dedicated to excellence in scholastic pursuits. Our Mission: “We strive to 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.”

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 is a 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. Beginning in 6th grade, 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.

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 or advisors at any time for their current class average.

Letter and Numerical Grade Correspondence

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

Student Preparation

We expect students to be properly prepared for the day. This means that students thoughtfully, thoroughly, and independently complete homework assignments and arrive with devices and supplies.

Homework

- Homework is routinely given in the core classes (Math, English, History, Spanish, and Science).
- Homework is not routinely given in the Middle School arts classes. Occasionally, to meet the responsibilities of a class, writing or reading work might be assigned.
- In Middle 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 a Middle 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.

End of Year Spring Assessments: 6th, 7th and 8th Grade Students

- The goal of end-of-year spring assessments is to teach students the process of preparing for, and taking, a year-end assessment. Furthermore, the goal is to engage students and provide them opportunities to perform and to show their knowledge, skills, and understanding in a variety of ways across the curriculum. Assessments are determined by individual teachers and may include a range of different assessments (tests, projects, simulations, seminars, debates, etc.)
- Spring assessments for 7th and 8th grade are worth 20% of the trimester 3 grade.
- Teachers dedicate in-class time leading up to assessments to review material and to prepare students for each individual class experience
- 6th Grade students are provided a year-end spring assessment experience in which non-weighted tests and projects are given in each subject. The intent is to prepare students for future challenging and engaging year-end assessment experiences in 7th and 8th grade..

Honor Roll and High Honor Roll: 7th and 8th Grade Students

- 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 Awards: 7th and 8th Grade Students

- 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 in 8th grade 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 Secondary School Counseling.

Academic Support

The well-being of children is 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. If a child encounters difficulty with curriculum, we will work with families to develop a plan of action. We provide a variety of resources: classroom accommodations, extra-help sessions with teachers and structured study halls. Students requiring extra assistance may receive tutoring in the Learning Skills Center. If parents have arranged for tutoring to take place at home, we expect families to inform their child's teachers. On occasion, a professional evaluation of a student's particular learning style via diagnostic testing may be

recommended. 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 3-6 and families in grades 4-6 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. All seventh grade students take a practice SSAT.

Student Records

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 division heads after thoughtful consultation with the previous year's teachers.

» Technology

We invest in technology as a tool for research, collaboration, creativity, problem solving, and the development of modern, digital, presentation and learning skills.

We embrace the value that technology brings to our classrooms and independent work, while being cognizant that technology creates a need for clear boundaries for its use. Our Acceptable Use Policy provides those boundaries while in school, using the school network and security restrictions, and using school devices. Parents are expected to monitor their children's use of technology outside of school.

Acceptable Use Policy

- We expect students to take care of and respect the property of the school.
- Students will allow faculty access, at any time, to screens, files, or other information located on their school devices.
- Students will use technology in ways that are respectful to others. Students will not use technology to harm others, including but not limited to, use of abusive or objectionable language in public/private messages, social networks, or forums.
- Students will only open others' files or resources with permission.

- All work submitted by students will be entirely original unless properly documented to indicate otherwise. Plagiarized or stolen protected intellectual property is not acceptable.
- Students will only use the internet to access material deemed acceptable/appropriate by the Tower community.
- Students may not use personal or school devices for game-playing or entertainment while at school.
- Cell phones must be off and stored in students' lockers during school hours. These devices may be confiscated if used during school hours without permission.
- Middle School students (grades 5-8) may wear smartwatches to school. However, faculty may ask a student, class, or grade to remove and store a smart watch.
- Lower School students may not wear smartwatches to school, with some exceptions as determined by Lower School teachers and Head of Lower School.
- We expect that students will accept guidance from teachers or administrators if they violate the letter or spirit of the Acceptable Use Policy.

The Acceptable Use Policy does not list all possible abuses of technology not yet envisioned. Revisions to the Acceptable Use Policy may be made at any time and are expected to be followed by students, parents, and faculty.

Parent Responsibility

It is the responsibility of parents to monitor their children's personal technology use (texting, phone, social media, etc.) while outside of school and address issues with their children appropriately. The school reserves the right to get involved in the case of any significant disruption caused by a student's personal technology use outside of school that impacts any member of the school community. The School reserves the right to review students' personal electronic devices in the event of an investigation of a disciplinary and/or bullying incident or as otherwise deemed appropriate by the School in order to protect the safety and wellbeing of the school community.

Repair or Replacement of School-owned devices

Families are responsible for reimbursing the school for the repair or replacement costs of any school-owned device that has been destroyed, modified, or abused in any way.

Consequences

- Access to Tower School's computers, email, devices, network, cameras, and software is a privilege which may be revoked at any time for violations of the Acceptable Use Policy
- 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 Acceptable Use Policy. Parents will be informed of violations and the consequences.

» 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 Secondary School Counseling 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 Secondary School Counseling 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](#) provides a detailed approach to every step of the process. Our Secondary School Acceptance list is also included.

» Library

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 books 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.

» Physical Education & Athletics

Philosophy Statement

Tower School's physical education and athletic curriculum aligns with the school's Mission. 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 Middle School athletic program.
- We strive to teach students the values of sportsmanship and to encourage other qualities of good character. We 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 is a priority. We provide quality instruction and supportive, enthusiastic coaching for all athletes.
- We seek to elevate school spirit and hope our students will have fun playing sports at Tower.
- We expect that each student on a Middle School interscholastic team will have meaningful playing time in each game for which the student is prepared.

Middle School Athletics

Athletic Offerings

Fall	Interscholastic Soccer
	Interscholastic Cross Country
Winter	Interscholastic Basketball
	Drama Production
Spring	Interscholastic Lacrosse
	Adventure

Middle School Athletic Policies, Grades 6-8

- Student participation in all sports seasons is strongly encouraged. All students in grades 6-8 must play at least one season each year on an interscholastic competitive team. 5th grade students participate in P.E. intramurals which meet during the school day.
- All 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, attitude, as well as 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 Middle 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.

Athletic Trip Guidelines for Parent Drivers

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

- 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 team.
- Do not stop to purchase food or bring food for the car ride. When appropriate, food will be provided by the coach.
- 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."

» Tower Extended Day Program

Club T.E.D.

Tower's Extended Day program is offered to all Tower students. Registration information and descriptions of special activity offerings, will be provided through The Spotlight, 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. Club T.E.D. Mornings require advance sign-up and is available for all Tower students, Mon–Fri from 7:00 am–7:40 am.

Club T.E.D. with Island Roots

Our afternoon program offers enriching activities, recess, unstructured time to socialize with friends, and space for completing homework assignments. *Club T.E.D. with Island Roots* is available for students in all grades, Monday–Friday from 3:00–6:00 pm.

» Reference: Bullying Prevention and Intervention

Overview

Tower has a commitment against bullying in our school community. At the heart 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.
- This plan is published on our website. We will communicate updates or changes with parents if they arise.
- We will 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. 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 the student involved. The school will 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, Tower will determine whether 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.
- If an investigation reveals the presence of bullying or retaliation, Tower will promptly inform the parents or guardians of students directly involved.
- If necessary, Tower will inform police when criminal charges may be pursued.
- 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 every effort to assure a sense of safety for a victim of bullying.

» Reference: Student Behavior Management

Lower School Student Behavior

Our Lower School takes a proactive approach to social learning using the Responsive Classroom as the foundation of our social curriculum for the Lower School grades. It dovetails effectively with the Tower Code.

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

Teachers and administrators intervene in age-appropriate, individual ways to address poor choices or conduct that violates Tower Code. These may include student-teacher or student-administrator conversations, depending on the situation. In grade 4 another component of our discipline approach may include the completion of a Refocus Form or other written reflection. 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. The list below is not exhaustive.

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

Students are given time to express their understanding of their actions; and 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 brings home for a parent to view and sign. The issuing teacher or Head of Lower School will communicate with parents or guardians of students involved.

If poor behavior is repetitious, or considered a significant violation (regardless of motive or intent), students may face further disciplinary consequences. This is dependent on the age of the child and specific circumstances. Repeated violations may lead to additional written reflections, increasing loss of school privileges, 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.

Middle School Student Behavior

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

- Establishing predictable, positive learning 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
- Providing students opportunities to learn from their mistakes by teaching through consequences and by being provided opportunity to strengthen their behavioral skills
- 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

Middle School teachers and administrators intervene in age-appropriate ways to address poor choices and conduct that violate the Tower Code. For students in grades 5-8, this may include student-teacher,

student-advisor or student-administrator conversations. Consequences may include a written warning, which may be given to a student by any faculty, staff member, or administrator. The Head of Middle School oversees the written warning and disciplinary process. The following are examples of conduct that will initiate the written warning process. The list below is not exhaustive; we may issue written warnings for other behaviors and actions that violate the Tower Code.

- Being disrespectful to faculty, staff, or other students
- Being verbally or physically abusive to others
- Hitting or other physical violence
- Violating the technology Acceptable Use Policy
- Engaging in teasing, exclusion, harassment, dishonesty, plagiarism or cheating

The Head of Middle School engages in follow-up conversation with the student. The issuing teacher and the student's advisor may be present. Students are given time to express their understanding of their actions and time to think carefully about strategies to improve their behavior in the future. The student's reflections and understanding are documented on the written warning form, which the student brings home for parents/guardians and student to sign. Appropriate consequences may accompany a written warning. These consequences can vary and are aimed at supporting and strengthening a student's behavioral skills. The Head of Middle School and/or issuing teacher will communicate directly with parents/guardians of students involved.

If poor behavior is repetitious, or 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 Middle School; in- or out-of 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. Even in these situations, the school's focus and intent will be to care for each student and to help provide them with the behavioral skills needed to be successful.

Finally, it is the role of the parent/guardian to supervise and address their child's social and behavioral life and actions outside of school. The school reserves the right to become involved when any off-campus student behavior results in the significant disruption of the learning environment during school hours.

» Reference: Diversity Statement

Tower School embraces diversity and supports inclusivity in every form. We believe that cultural competency, respect, and tolerance are vital. We cherish differences within the Tower community as well as perspectives from the global community.

» Reference: Non-Discrimination Statement

Tower School does not discriminate on the basis of race, color, genders, religious affiliation, national or ethnic origin or disability in our admissions policies, scholarship, tuition assistance programs and other school-administered programs.

» Reference: Food Allergy Policy

Tower School's Food Allergy Policy is found on page 29.

» Reference: Acceptable Use Policy, Technology

Tower School's Acceptable Use Policy is found on page 56.

» Family Directory

For family privacy reasons, our family directory is included in the printed handbook, which will be distributed to families in September.

Alternatively, parents can access our directory of families via our secure database, Veracross. Visit portals.veracross.com/tower and log in with your user name and password.