

TOWER HILL SCHOOL

LOWER SCHOOL

STUDENT HANDBOOK

2025-2026



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The Tower Hill Mission Statement

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

Overview

Purpose of this Handbook

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

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

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

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

This handbook aims to provide students with the most important and relevant information related to daily life in the Lower School. While it serves as a helpful guide, it is not exhaustive. Students and families are expected to be familiar with and abide by all applicable school-wide policies, divisional handbooks, and signed agreements. These include, but are not limited to:

- Harassment and Bullying Policies
- Safety and Emergency Procedures
- Substance Use and Abuse Policies
- Technology Acceptable Use Policy
- Health and Wellness Policies

Parent Quick Guide

Flow of Communication

1. **Lower School Administrative Assistant** - for questions or support in day to day matters
2. **Classroom teacher** - for questions or concerns regarding the student
3. **School Psychologist** - for questions or support for student's emotional wellbeing in conjunction with or without classroom teacher depending on the concern
4. **Head of Lower School** - for questions or concerns related to school matters, or student matters after having spoken with the classroom teacher
5. **Class Reps** - for questions or information about Home and School
6. **School Directory** - an online parent-student directory; in order to keep the directory up-to-date, parents are asked to update their profile in TowerNet with any changes in personal information. The directory can be found on your parent portal on TowerNet.
7. **Weathervane** - electronic weekly newsletter sent every Friday contains all school information and class newsletters

Quick Reference Sheet

- **Absences:** Kelly McAndrew
- **Academics:** The Teacher; Amy Bickhart
- **Admission:** LaRita Gordon, Director of Enrollment Management
- **Athletics:** Dan Ryan
- **Business Office:** studentbilling@towerhill.org; 302-510-1006
- **Dining Room:** Robert Harris Dining Manager for CulinArt Dining Services at Tower Hill School
- **Class Reps:** See Home and School on the Resource page on TowerNet
- **Counseling:** Dr. Amy Cuddy, Amy Bickhart
- **Emergencies:** Receptionist
- **Excuses (Medical):** Lexy Herbein
- **Excuses (Non-Medical):** Amy Bickhart
- **General Information:** Kelly McAndrew
- **Tower Hill Kaleidoscope and Summer Camp Program:** Cindy Sardo

Calendar At A Glance

The following information provides an overview of the 2025-2026 school year. Parents will receive more detailed information and invitations to productions and activities as the year progresses. (The Weathervane is a weekly calendar of all school activities and announcements posted on TowerNet.)

- Thursday, August 28: LS Meet the Teacher - An opportunity for all Tower Tot, prekindergarten, kindergarten and new students in first through fourth grade. No formal program planned, arrive anytime between 8:30-9:15 a.m.
- Tuesday, September 2: First day of School begins at 8 a.m. for Tower Tots-4th graders. Doors open at 7:45 a.m.
- Thursday, September 4: LS Back-to-School Night - An opportunity for the classroom teacher to outline the year's program. (6-7:30 p.m.)
- Friday, September 26: Back-to-School Picnic beginning at 5 p.m. on 17th Street and Nitsche Pitch
- Thursday, October 2: School Closed - Yom Kippur
- Thursday, October 9: Tower Tot-1st Grade VIP Breakfast - An opportunity for a special person to have breakfast with their student
- Monday, October 13: School Closed - Indigenous Peoples' Day
- Thursday, October 16: 2nd-4th Grade VIP Breakfast - An opportunity for a special person to have breakfast with their student
- Saturday, October 25: Homecoming - a family day at Tower Hill
- Friday, October 31: TT-K Costume Parade at 8:10 a.m., parents invited 1st-4th Grade Costume Sharing at 2 p.m., parents invited
- Monday, November 3: School Closed - Parent/Teacher Conferences
- Tuesday, November 4: School Closed - In-Service and Lower School Parent/Teacher Conferences
- Tuesday-Thursday, November 4-6: Lower Grades Book Fair
- Wednesday, November 26: School Closed - Thanksgiving Holiday
- Monday, December 1: School Closed for In-Service
- Tuesday, December 2: School Resumes
- Friday, December 19: Tree Trim and Half Day Dismissal - Winter Break
- Monday, January 5: School Resumes
- Friday, January 16: Half Day Dismissal - MLK Jr. Day of Service
- Monday, January 19: School Closed - MLK Jr. Day of Service
- Thursday, February 12: School Closed - Lower School Parent/Teacher Conferences
- Friday, February 13: School Closed - In-Service Day and Lower School Parent/Teacher Conferences
- Monday, February 16: School Closed - Presidents' Day
- Monday, March 9: School Closed - Spring Break
- Monday, March 23: School Resumes
- Thursday, April 2: Grandparents' Day-Half Day Dismissal at 11 a.m. for Lower School students
- Friday, April 3: School Closed - Good Friday
- Monday, April 15: School Resumes
- Friday, May 22: Field Day for k-grade 4 at 10 a.m. - School ends at conclusion of grade level Field Day events; Half Day for Tower Tots and PK at 11 a.m.
- Monday, May 25: School Closed - Memorial Day
- Wednesday, June 3: Last day of class - Mid-day dismissal for all students; LS dismissal at 11 a.m.

Day-to-Day Life

Arrival

- **Drop Off:** Between 7:30 and 8 a.m. at Tower Road or 17th Street Entrance. When dropping off your child, we ask that parents not exit their cars so traffic flow can be maintained.
- **Early Morning Care:** Available between 7:30-7:45 a.m. in the Outdoor Experiential Classroom. Also note that on days of inclement weather, the Tower Road gates will not be open and all students should enter through the 17th Street entrance and proceed to the Lower School library. Pre-registration is not required.
- **Start of School Day:** Classroom doors open at 7:45 a.m. with the official start of the school day beginning at 8:05 a.m.
- **Late Arrivals:** Students arriving after 8:05 will be marked tardy. Note: Tower Road gates close at 8:05. Any student arriving after 8:05 must enter via the front door and check in at the front desk.
- **Arrival Expectations for Parents:** Ensure students are dropped off no later than 8 a.m. to allow for sufficient transition time and readiness to learn.

Attendance

School starts promptly at 8:05. In the event that a student will be absent parents should call or email their child's teacher, Lower School Administrative Assistant, and/or the Health office between 7:45 and 9:30 a.m. If a student is absent for an extended period of time the parent may make arrangements through the Lower School office to pick up class assignments.

Students absent on a given day due to illness, should not be in the building or attending school events later that day, including theater and music productions, etc. Students must be present for a minimum of half of the academic day in order to participate in school events.

Absences

All Tower Hill students are required to attend school during the academic calendar year in order to matriculate to the next grade level. If you are sick or have an illness that lasts for more than three days, a note from your doctor must be given to the Lower School Administrative Assistant.

Parents of students who miss more than 15 academic days (three weeks) in an academic year will be asked to meet with the Head of Lower School to determine their current academic status for promotion to the following grade in the upcoming year.

Parents/guardians are asked to request permission for students to be excused from school for predicted absences of three or more days. Parents/guardians are asked to make this request of the Head of Lower School one month in advance of the predicted absence or as early as possible.

Appointments (Dismissal for doctor, dentist, orthodontist appointments)

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

Early Dismissal Procedures

Please follow the procedures below if a student needs to leave school for an appointment or other obligation prior to the end of the academic day:

- Parents/guardians must email the Lower School office and receive confirmation that the Administrative Assistant is aware of the appointment. Email should include specific information about the time and nature of the appointment or obligation and an indication of whether or not the student will return to finish the academic day.
- Before leaving campus, students should stop by the Lower School office and check out with the Lower School Administrative Assistant.
- When returning to campus, after being checked out, students must enter through the front entrance of the school and check in at the Lower School office before returning to class.
- The Lower School Administrative Assistant will reissue students with a re-admission slip.

Vacation

No matter how carefully the calendar is planned, vacations fall at times that are inconvenient for some members of the community. Nevertheless, it is important to remember that missing class time can be detrimental to a student's academic progress as the experiential aspect of the learning process cannot be duplicated at home. In the case of unusual circumstances, parents should contact the Head of Lower School and classroom teacher, at least one week in advance, to inform the school of the upcoming absence and request that make-up work be assigned at the convenience of the teacher, if feasible.

Dismissal

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

- **Dismissal Platform - PikMyKid:** To improve the safety and efficiency of the dismissal process, the Lower School utilizes the PikMyKid Dismissal Application. This app allows the carline to run smoothly, as you will be able to immediately notify teachers when you have arrived at your pick up location during dismissal. Parents can also quickly and easily inform the school of any dismissal changes, including when your child is leaving with a friend, requesting a drop in to Kaleidoscope, or simply selecting an alternate adult to pick up your child. Additional information regarding this app will be sent directly to parents prior to school beginning.
- **Dismissal Locations:** Lower School students will be dismissed to the youngest sibling's assigned location and will receive a color coded dismissal card to be prominently placed on your window visor facing the curb. During peak traffic periods, overflow cars picking up on Tower Road will be directed to Rockford Park and will proceed around the park returning to the entrance at 19th Street. Police officers will help direct traffic during the first weeks of school to establish safe access patterns.

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

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

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

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

- First grade
- Second grade
- Fourth grade

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

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

Dismissal: Students with Middle School Sibling

- **LS student with 5th and 6th grade siblings:** Participate in regular Lower School Dismissal, and must be picked up by its conclusion at 3:15 p.m. Parents will then drive to the Underpass (5th grade) and Tower Road (6th) for the 3:20 p.m. Middle School dismissal.
- **LS students with 7th and 8th grade siblings:** Supervision will be provided this year between 3:15-3:45 p.m. All LS students with a 7th/8th grade sibling will be dismissed to a supervising teacher. Students will be escorted to the front of school on 17th Street for pickup at 3:40 All students with a 7th/8th grade sibling must be picked up by 3:45 p.m. Late pickups will be charged accordingly. This supervision is not provided on half day dismissals or days that seventh and eighth graders do not have after school sports, including exam days.

Dismissal: Walkers

Students waiting for a MS sibling to walk them home will join the 7th/8th grade sibling supervision and are to be picked up by 3:45. Please inform the LS office should you choose this form of pick up for your child.

Students not picked up at the conclusion of stated dismissal time

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

Dismissal: Bus Riders

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

Change in dismissal

Should a change in end of day dismissal plans occur during the school day, please update the information in your PikMyKid app prior to 2:30 p.m. so that the information can get to the appropriate people in a timely fashion. In the event of an early dismissal, or any problems with the app, call or email the Lower School office with these changes.

Lunch

All students are scheduled into the Tower Hill meal plan. Should your child have dietary restrictions and/or allergies, please contact your child's teacher and the manager of CulinArt Food Services as well as submit an action plan as outlined below in the Health and Wellness section of the handbook.

Lockers/Cubbies

Each child has an assigned locker or cubbie in which coats, extra clothing and backpacks can be stored. Decorations, aside from a family photo, are discouraged so as not to distract students and to allow for storage of jackets and backpacks.

Lost and Found

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

School Closings and Delays

Occasionally, school closes or opening time is delayed due to emergency situations, such as unsafe driving conditions or inclement weather. Students and families will be notified through Tower Hill's alert system, which will contact you through your home phone, cell phone, email and text. Any information about delays or closings will also be posted at towerhill.org.

Procedures for Late Openings

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

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

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

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

Birthdays

Birthday celebrations are an important part of student celebrations; thus, we invite parents to join their child for lunch on their birthday or their half birthday. Students may bring in individual birthday treats to share with their homeroom class. We ask that you coordinate your birthday visit with the classroom teacher.

Birthday Treats

Preferred birthday treats include brownies, small cupcakes, and donuts. We prefer not to have a varied offering of choices.

Birthday Parties

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

Kaleidoscope and After Care Programs

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

Registration for Kaleidoscope, Enrichment, and Camps

- Registration and payment will take place via Homeroom
- *Registration opens Aug. 1 and runs through Aug. 29*
- Families will be charged by credit card each month through monthly invoices generated by Homeroom
- Extended Day is offered with pickup times at 4 p.m., 5 p.m. and 5:30 p.m.
- Fees: \$13.50 per hour, \$7 for half hour
- Late fee: \$5 for every 5 minutes that you are late
- In order to ensure proper staffing, changes cannot be made after Sept. 2

Holiday Coverage

Kaleidoscope will continue to be open when school is closed (except for national holidays). There will be a fee of \$110 for full day and \$75 for half day for all students who attend Kaleidoscope when school is closed (12 students minimum). See calendar for specific times.

Tower Hill Enrichment Program

Our Kaleidoscope Enrichment Program offers all Tower Hill students in Tower Tots–grade 6 the opportunity to participate in a wide variety of extracurricular activities—such as soccer, dance, theater, chess, and science from Monday-Thursday.

Kaleidoscope Dismissal Procedures

Kaleidoscope Building - all grades TT-grade 6 using PikMyKid.

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

Academic Life

Parent/Teacher Conferences and Student Progress Reports

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

Informal Conferences

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

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

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

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

Formal Conference and Report Dates 2025-2026

There are two formal conference days designated in both November and February to discuss student progress in all areas of school life. Conferences will be held in person for the 2025-2026 school year and be scheduled through the Lower School Office via Sign-Up Genius. We ask that parents be available on one of the two days; please give the Lower School Office and the classroom teacher sufficient notice if the two dates are inconvenient. On occasion a conference may need to be scheduled at a different time to accommodate the School Psychologist, specialist faculty and/or the Head of Lower School in addition to the classroom teacher.

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

Conference and report dates are as outlined below:

1st Required Parent Conference and Glow and Grows:

Nov. 3 and Nov. 4

2nd Required Parent Conference and Written Narrative Report and Checklist:

Feb. 13 and Feb. 14

3rd Written Narrative Report and Checklist:

June with conference scheduled as needed at the request of the school or the parent.

Progress Reports

A student's progress is important and valuable for both the school and parents. Student progress reports and skill checklists play a vital role in tracking individual growth, identifying areas of strength, and targeting skills that need further development. Documented feedback is formally shared three times per year- Fall, Glow and Grows, and Winter/Spring, narrative and checklists. Reports will be available online to parents prior to their scheduled conference time, assuming all financial obligations are up-to-date.

Checklist Designations:

- TT-K: 3-Meets Expectations; 2-Growing Towards Expectations; 1-Practices w/Support; NA-Introduced but Not Assessed
- 1st-2nd Grade: I-Independent; PD-Progressing and Developing; SN-Support Needed; NYT-Not Yet Taught
- 3rd-4th Grade: I-Independent; PD-Progressing and Developing; SN-Support Needed; AC-Area of Concern; NYT-Not Yet Taught

Homework

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

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

General guidelines for homework:

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

Class Placement/Parent requests

Class placement is a thoughtful process undertaken by the Head of Lower School, current classroom teachers and the school psychologist at the conclusion of the school year. In order to create strong cohorts wherein all students can thrive, each individual student's academic, social and emotional needs and group dynamics are foremost in placement decisions. Thus we do not encourage or endorse parent requests.

Summer Assignments

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

Community Behavioral Expectations

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

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

Student Code of Conduct

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

Disciplinary System

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

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

Sanctions for Disciplinary Violations

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

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

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

Misbehavior Violations

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

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

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

Dress Code

Tower Hill's dress code is written to facilitate students' self-expression within the bounds of propriety and seriousness of purpose. Any student can wear any of the items permitted in the dress code. Students are expected to be well-groomed and all clothing should be appropriate to a learning environment, clean, in good repair, and should fit appropriately. Any questions regarding dress code should be directed to the child's appropriate Division Head or Dean of Students. Final decisions regarding the appropriateness of a student's dress rest with the school's administration. Parents and students are urged to contact their specific divisional office if they have questions regarding this information before garments are worn.

School Dress During The Academic Day

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

The following dress is always appropriate:

- Shirts that cover shoulders, chest, back and midriff; and
- Skirts, dresses, shorts, or pants that are not denim or sweats.
- Closed toed shoes.

The following dress is never appropriate:

- Clothing with inappropriate, suggestive, or distracting writing or images.
- Visible undergarments, including undergarment straps, except for undershirts at the collar.
- Hats or hoods indoors, religious head coverings exempted.
- Sunglasses inside the building (except for color-changing prescription lenses).
- Headphones unless in active use while seated during a study hall or free period.
- Smartwatches in Lower and Middle School.

Dress Down Days

Dress-down days occur on Fridays of five-day weeks, and otherwise will be announced by division. Tower Hill spirit wear is appropriate. In addition, jeans, sweatpants, athletic pants, opaque leggings, yoga pants (no cut-outs), sweatshirts, t-shirts, flip-flops, and athletic sandals (if appropriate to a student's daily activities) may be worn. "Never appropriate" dress code rules remain in effect.

Athletic Dress

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

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

Special Event Dress

Periodically, students will be expected to attend events in what is considered formal dress. Such events include, but are not limited to, Forum, graduation and academic award assemblies. The Upper School Administration may call for special event dress at any point throughout the year as circumstances arise. If a special event dress poses any difficulties for you, please contact your Class Dean.

Special Event Dress guidelines are as follows:

- Dress pants, shirts, and shoes with coat and tie
- Dress pants and a blouse, dresses or skirts of an appropriate length
- No shorts, sneakers, sandals or slippers are permitted

Dress Code Violations

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

Costume/Dress Up Guidelines

- Any time we have dress up days or costume days, we ask that you adhere to the School's costume policy as outlined below: No costumes that are culturally offensive, a stereotype, or mock or poke fun at another person/group, identity, or the human condition.
 - No blackface or brownface.
 - No derogatory or disrespectful costumes.
- No costumes that promote the use of illegal substances or activities, or portray violence.
 - No props or costume pieces that we would not permit as play equipment in school (guns, swords, arrows, etc.).
- No costumes that are obstructive or a distraction to teaching and learning.
 - No masks.
 - No roller blades, skates, scooters, skateboards or any other type of propelling equipment.
- Costumes should fit generally within our dress down expectations, especially with respect to the "never appropriate" elements:
 - No visible undergarments, including undergarment straps, except for undershirts at the collar.
 - Clothing must cover shoulders, back and midriff.

Some examples of costumes that are problematic include: costumes depicting Native or Indigenous Peoples (i.e. headdresses or feathers), dressing as a homeless person, dressing as a person with any physical or mental disability, or dressing in any costume that portrays any stereotype about a specific ethnicity, religion or race (i.e., Sombreros, Sumo wrestlers).

When in doubt, choose another costume, but if you have any questions about your costume, please ask your class deans.

Health and Wellness Support

The Health Office, staffed from 7:30 a.m. to 3:30 p.m., is located on the Lower Level of the school building right under the Main Entrance on 17th Street. In addition, the school's athletic trainers are available during after-school athletic practices and games, and will oversee the health needs of students in the Kaleidoscope program. In extreme emergencies when trainers and the school nurse are not on campus, the school will dial 911, concurrent with a call to the child's parents. Parents picking up children who are ill or injured should park on 17th street at the main entrance and call the School Nurse (302-553-0005) upon arrival.

Physical Health Forms

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

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

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

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

Physical Education Limitations

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

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

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

Illness Overview

In consideration of others, children should not be sent to school when ill. A child should remain at home with a fever (100.0 degrees or higher), suspected strep throat, rash of unknown origin, or vomiting or diarrhea. Students are not to return to school until they are without fever, vomiting, or diarrhea, for at least 24 hours without medication. Students with suspected strep throat should remain at home until the throat culture result is obtained or until the student has been on an antibiotic for at least 24 hours.

Illness Notification

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

Medications

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

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

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

Parent/Family Cooperation

As stated elsewhere, the school believes that a positive and constructive working relationship between the school and family member (defined as parent, student or other person associated with the student) is essential to the fulfillment of the school's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive or reflects a loss of confidence or disagreement with the school's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities or accomplishment of its educational purpose or program, the school reserves the right to dismiss the family or family member from the community. In addition, the school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property or at school-related events for reasons that the school deems appropriate.

School Supplies

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

Tower Tots

- Backpack big enough to hold a file folder
- 1 box of tissues
- Change of clothing, including socks and underwear placed in a sealed gallon size ziplock bag w/name
- Reusable water bottle w/name (The bottle will go to and from school each day.)
- Full day students will need a sleeping mat for rest time. (We recommend this item found on amazon.com for rest. Please nothing bigger than this suggested mat): Wildkin Original Nap Mat with Reusable Pillow for Boys and Girls, Perfect for Elementary Sleeping Mat, Features Hook and Loop Fastener, Soft Cotton Blend Materials Nap Mat for Kids

PreK

- 1 box of tissues
- Hand sanitizer
- Sweater/sweatshirt to leave at school
- Change of clothing, including socks and underwear placed in a sealed gallon size ziplock bag w/name
- Rain boots (for the Experiential Outdoor Classroom)
- Reusable water bottle w/name (The bottle will go to and from school each day.)
- Full day students will need a sleeping mat for rest time. (We recommend this item found on amazon.com for rest. Please nothing bigger than this suggested mat): Wildkin Original Nap Mat with Reusable Pillow for Boys and Girls, Perfect for Elementary Sleeping Mat, Features Hook and Loop Fastener, Soft Cotton Blend Materials Nap Mat for Kids

Kindergarten

- 2 boxes of tissues
- 1 packet of Handi-wipes
- Sweater/sweatshirt to leave at school
- Change of clothes, including socks and underwear placed in a sealed gallon size ziplock bag w/name
- Reusable water bottle w/name (The bottle will go to and from school each day.)
- Beach towel, not to exceed 30" x 70"

First and Second grade

- 2 boxes of tissues
- Change of clothes, including socks placed in a sealed gallon size ziplock bag w/name
- Inexpensive headphones to keep at school
- Reusable water bottle w/name (The bottle will go to and from school each day.)
- Hand sanitizer
- Beach towel, not to exceed 30" x 70" (second grade only)

Third and Fourth grade

- 2 boxes of tissues
- Hand sanitizer
- Inexpensive headphones to keep at school
- Sweater/sweatshirt to leave at school
- Reusable water bottle w/name (The bottle will go to and from school each day.)
- Beach towel, not to exceed 30" x 70"