

# TOWER HILL SCHOOL

# **POLICIES AND PROCEDURES**

2025-2026



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# Academics and Achievement

## General Information

The Tower Hill curriculum provides graduates the ability to thrive in courses at the world's most demanding colleges and universities and the intellectual habits to live fulfilling lives of the mind. Students who show an exceptional interest and ability in one or more academic disciplines are encouraged to take honors and advanced level classes, upon being recommended to do so, which allow deeper exploration into the subject matter and enable our alumni to excel in similar coursework in college and graduate or professional school. We balance our core curriculum with a rich extra curricular life in the arts, athletics and student life. Beyond academics, our students are able to operate in a global world, are good citizens, engage in the democratic process, have a deep appreciation of the arts and literature, have the ability to evaluate quantitative and scientific information and have the ability to remake their profession and career to meet the demands of a rapidly changing world. We live by our motto *Multa Bene Facta* and believe a well-rounded secondary school experience is a necessity to prepare students for the 21st century.

## Course Selection

As you select your courses from the online Curriculum Coursebook, please know you do not need to make selections alone. Your advisor, teachers, and college counselors are here to assist you in the selection of your academic plan of study. While your advisor and others are ready to help in making decisions concerning the number and difficulty of courses you might take, ultimately the decisions are up to you if you are deciding between recommended courses. You are responsible for your own program and performance.

## Course Recommendations

We are committed to placing students in courses that are both sufficiently challenging and sufficiently supportive. We are likewise committed to avoiding “tracking” in any form or fashion; in keeping with our belief that adolescents are continually growing and developing, placement at a given level one year does not prevent placement at a different level in following years.

Provisional departmental placement recommendations for rising 10th through 12th grade students are made at parent-student-advisor conferences in mid-February. These recommendations are based on factors that include, but are not limited to: classroom performance, ability to work independently, preparation for and participation in class, and standardized test scores, where appropriate. A recommendation means that a student may take that course, not that they must or should take it. Students interested in pursuing a course other than the one recommended may request review of that recommendation by discussing their interest first with their advisor and second with their classroom teacher in the given discipline. While no changes to recommended placements will occur at the time a review is requested, teachers will discuss with students what the student can do—and what the teacher and student can do together—to work toward placement in the desired class. At the April comment reporting period and in June following exams, the teacher will communicate whether a change in the initial, provisional placement is recommended.

All placements are entirely provisional until June after exams and may be changed in response to teachers' and Chairs' evaluation of students' preparedness throughout the spring.

Rising ninth grade placements are made in the late spring and take into account a variety of factors including academic achievement in Middle School, standardized testing results and performance on placement assessments as appropriate for each discipline. All final placements are communicated to all students in early summer after graduation.

## Honors and Advanced Courses

Honors and advanced courses are accelerated courses for qualified students who have shown exceptional ability and who work well independently. Honors and advanced designation indicates one or more of the following about a course as compared to a standard course or offerings at that grade-level: it moves more quickly, covers more topics or delves more deeply into subject matter, and/or requires a greater level of inquiry and comfort with a greater degree of abstraction. Honors and advanced courses require students to produce more creative and extensive individual work, and students should expect to be asked to apply material to novel contexts in assessment circumstances. Placement in honors and advanced courses is not appropriate for all students, and a manageable course load is important.

## Enrollment Against Recommendations

If students or families have questions about or wish to request review of a final placement decision, they should contact the appropriate Department Chair, who will consider the placement again. In some cases, if it remains the opinion of the Department Chair that the teacher's placement recommendation was in the student's best interest, students or families may request to enroll in a course against that recommendation. In these cases, students and families will be asked to speak with the Assistant Head of Upper School and to sign a letter acknowledging the circumstances of the enrollment, the potential impact to student scheduling and academic progress if the enrollment should turn out to have been inappropriate.

## Tower Hill School Academic Program – Grades 9-12

The Upper School academic program is built around three content areas: Humanities, Sciences and Visual and Performing Arts. The Humanities program consists of courses offered in English, language, history, and social science. The Sciences program consists of courses offered in science, technology and engineering, and mathematics. The Visual and Performing Arts program consists of courses offered in music, theater, visual art, and design and yearbook.

As outlined below, students take foundational courses in each of the content areas in grades nine and 10 and then move into more advanced work in grades 11 and 12. Students in grades 11 and 12 have minimum credit requirements for graduation that must be completed in each content area, but they also have the opportunity to focus on areas that are of greatest interest to them and to experience coursework that is interdisciplinary in nature. All Upper School students participate in Tower Term, which serves as the culminating experience of each academic year.

## Summary of Credit and Course Requirements

### Humanities (English, history, social science, language)

Grade 9 – English 9, modern world history, language

Grade 10 – English 10, U.S. history, language

Grades 11/12 – minimum of 18 total credits, which must include the following:

English – two credits per semester

History and/or Social Science – minimum of four total credits

Language – any credits needed to complete a minimum of level 3 coursework in one language or three consecutive years of language study including level 2

### Sciences (science, technology and engineering, mathematics)

Grade 9 – Biology, mathematics

Grade 10 – Chemistry, mathematics

Grade 11 – Physics (four credits unless the department recommends otherwise), mathematics

Grades 11/12 – Minimum of 12 total credits

## **Visual and Performing Arts (music, theater, visual art and design, yearbook)**

Grade 9 – Minimum of one credit

Grades 9/10 – Minimum cumulative total of two credits completed in grades 9 and 10

Grades 11/12 – Any credits needed to reach a minimum cumulative total of four credits completed in grades 9-12

## **Additional requirements**

Grade 9 – Freshman Seminar; minimum of 21 total credits

Grade 10 – Health and Decision Education; minimum of 21 total credits

Grade 11 – Minimum of 20 total credits

Grade 12 – Minimum of 19 total credits; at least four major courses each semester

Grades 9-12 – Tower Term

## **Drop/Add and Level Changes**

During the first three weeks of each semester, students may add a course. Students may drop a course (i.e., may have it removed from their list of courses with no notation on a transcript) up until the midpoint of a semester. After that time, students leaving a course will typically have a withdrawal (WP if the student is passing the course and WF if the student is not passing the course) noted on the transcript. Students intending to drop a course after the drop/add period concludes should remember that they may only drop a course thereafter if they otherwise carry the requisite number of credits outlined in the graduation requirements section of this handbook for the specific year.

Students wishing to drop or add a course should first have a conversation with the teacher to discuss this change. From there, students should then discuss this with their advisor. After approval has been given, students may then pick up a drop/add form from the Assistant Head of Upper School or any Department Chair and return the form after appropriate signatures have been obtained. Official registration occurs through the Assistant Head of Upper School, and a completed drop/add form is necessary to receive credit for a course. Any junior or senior dropping or adding a course must receive approval from the Director of College Counseling and the Assistant Head of Upper School. Students must continue to attend the original course until the change has been made in TowerNet.

Schedule changes will typically not be made after the drop/add period unless they are initiated by the school for extenuating reasons. Moving between levels of a course (i.e., from an honors section to a college preparatory section) may happen outside of the drop/add period with the approval of the Assistant Head of Upper School.

If a student moves from a college preparatory level of a course to an honors section of that course, the student's grade in the new course is adjusted to reflect the increase in rigor; the student will begin with an average five points lower than the average they were carrying in the college preparatory level of the course. If a student moves from an honors level of a course to a college preparatory section of the same course, the student will begin in the new class with an average five points higher than the average they were carrying in the honors level of the course.

## **Grading Scale, Associated Grade Point Averages, and Academic Distinction**

Tower Hill uses numerical grading on a 100-point scale for report cards and transcript marks. Only major courses are calculated into the grade point average (GPA). Major courses are two-credit semester courses and four-credit year-long courses, including English, history, language, math, science, and advanced studio art.

## Weighting

While our GPAs are based on a 100-point scale, honors and advanced course receive additional weighting toward the GPA in the following manner:

- Grades earned in Honors and Advanced courses receive additional weighting of five points, e.g., a grade of 84 would be calculated as an 89 (84 + 5) in the GPA.
- Advanced English Seminar and Advanced Studio Art courses do not receive additional weighting.

## Grading

Grades are calculated in the following way:

- **First semester grade:** 80% work completed during the semester + 20% semester exam/paper/project
- **Second semester grade:** 80% work completed during the semester + 20% semester exam/paper/project
- **Final grade:** 50% first semester grade + 50% second semester grade
- A **GPA** is calculated by multiplying each final mark by the number of credits for the course. The GPA is the sum of these values divided by the total number of credits taken.

## Academic Distinction - “Scholar” Recognition

Scholars are recognized for outstanding achievement at the end of each semester.

### Scholar with Honors

Weighted GPA: 90-94.9

### Scholar with Distinction

Weighted GPA: 95 and above

## Cum Laude Society

Founded in 1906, the Cum Laude Society is an international fellowship of scholars whose purpose is to recognize excellence in academic work. Membership in the Society is one of the highest academic honors at Tower Hill.

The first 10% of the student members of Cum Laude are recognized at an assembly when they are selected in the fall of the twelfth grade year, and the full complement of Cum Laude Society members—up to 20% of the class—is formally inducted at the spring Awards Ceremony preceding graduation.

In keeping with the original purpose of the Cum Laude Society, selection is based primarily on a high standard of academic achievement, as reflected by a student’s weighted GPA and the relative academic rigor of the student’s course of study during the 10th, 11th and 12th grade years. Students who join the Upper School during their 11th or 12th grade years may be considered for membership; in these cases, the portion of the student’s academic record earned at Tower Hill is considered most closely.

The Cum Laude Society interprets its motto of “Excellence, Justice, Honor” in the broadest sense to include “good character, honor, and integrity in all aspects of school life.” A student’s honor and disciplinary records, including the timing and seriousness of any infraction(s), are considered during the selection process. Violations of the Honor Code typically preclude a student from consideration, and a serious disciplinary transgression may do the same. Further, honor and disciplinary violations after selection typically result in a student’s removal from the Cum Laude Society.

## Grades and Their Numerical Equivalents

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

## Global Scholar Certificate Program

The Global Scholar Certificate Program is a way of systematically guiding and recognizing students that go above and beyond in the realm of global studies. By offering our students cross-cultural experiences and opportunities, we provide them the necessary tools to engage in mutually beneficial interactions with people from around the world.

The National Education Association defines global competency as “the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in a foreign language, and skills to function productively in an interdependent world community.” As we move forward in our global efforts, the certificate program promotes global awareness, language proficiency and exposure to cultural diversity. Through carefully selected academic courses, active club participation, service with global inquiry, travel and a senior culmination portfolio, students are encouraged to reach beyond their comfort zones and explore different perspectives.

Upon completion of the requirements, students will be recognized as official Tower Hill School Global Scholars, receive a certificate at Senior Awards night, and have the distinction marked on their transcripts. A byproduct of this program will include the exploration of varied themes such as business, economic and entrepreneurial literacy, environmental awareness and civic literacy. For more information, please contact the Director of Global Initiatives or the Global Scholars Coordinator, or visit the Global Initiatives page on the school’s website.

## Tower Term

Tower Term is a requirement for every Tower Hill student that must be completed for each year they attend the Upper School. It is a space where the Tower Hill community can explore learning together in an interdisciplinary, experiential way. This time allows for creative and dynamic programming that promotes deep engagement, critical thinking and real life application. This dedicated period allows students and teachers to explore ideas, take risks and run experiments. These courses will set the stage for collaborative, interdepartmental, student-driven activities that provide diversified preparation for lifelong learning and personal growth. Tower Term will take place after Upper School exams.

Tower Term registration happens in the winter around first semester exam time. Students and families should check their calendars carefully before selecting a Tower Term that requires travel. Changes to course requests are often not possible. In the event that a student cannot travel and the school can accommodate the student in another course, the family will be responsible for any expense incurred by the school for any non-refundable



trip purchases such as tickets, room reservations, etc. Participation in Tower Term is contingent upon students' having completed all academic work in all classes prior to the first day of Tower Term. If students are still incomplete in any classes, those students will be expected to come to campus during Tower Term to complete outstanding work; once all academic work is completed, students must begin attending Tower Term.

## **Theater Productions**

Two major theater productions are held each year, and often there are additional opportunities to participate in the program. Tryouts for each production are held the semester prior. Each production offers students various opportunities to participate on the stage or behind the scenes in stage management.

## **Forum**

The Forum Speaker Series is a unique opportunity for you to interact with personalities of national prominence. We usually chose two speakers, one in the fall and one in the spring. These events occur in the evening, and semi-formal attire is required (see Forum and Special event dress for specifics). Attendance at Forum is mandatory for all Upper School students; early, advanced arrangements should be made to secure transportation and account for other evening activities that will need to be missed.

## **College Counseling**

Throughout your freshman and sophomore years, there will be several introductory programs from the College Counseling office for you and your parents, but you will not formally begin this process until winter of your junior year. At this point, you will begin meeting individually with your assigned college counselor and attending college counseling classes. Please visit the College Counseling page on TowerNet to learn more about programming, resources and timelines. If you have specific questions or would like to meet with a college counselor before the winter of your junior year, please contact Ms. Yuros (Class of 2025), Mrs. Acevedo (Class of 2026), Ms. Elton (Class of 2027), and Ms. Meeker (Class of 2028).

## **AP Testing Policy**

Tower Hill School is not an AP school, but does offer AP testing for students enrolled in advanced coursework that corresponds to an AP exam. Students enrolled in advanced coursework can sign up for the corresponding AP tests with the support of their teacher in that course. For coursework in our curriculum that does not offer an advanced option (i.e., semester-long electives), students may choose the option to self-study for that exam after a conversation with the department chair of that subject and the AP coordinator. Students and families will need to review and sign a form outlining the expectations for self-study and return that form to the AP coordinator to receive the testing code. If you feel like your specific situation is not covered by the above policy, please contact the AP Coordinator.

# Safety Policies

## Weapons and Threats

The school takes all threats seriously, even when students make comments in jest, on the internet, by text or away from school toward or about another student, employee or the school. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to school (including, without limitation, parking lots, athletic fields and out buildings) or school-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of this Weapons and Threats policy will be subject to disciplinary consequences from the school, up to and including, expulsion, as well as subject to penalties imposed by state authorities.

All members of our community are required to immediately report any comment, posting, text or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the school. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent/guardian or other individual may be reported to law enforcement and any other authorities the school deems appropriate. The school will cooperate with investigations by authorities, and the school may also conduct its own investigation. With respect to such threats or acts by students, and consistent with federal, state and local law, the school may report such threats or acts of violence to future schools, camps, athletic programs and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the school may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

## Inspection Policy

Parents/guardians and students authorize the school to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information was sent over the school's system or any personal account such as Facebook, Instagram, Snapchat, Yahoo, AOL, Gmail, etc.). Students and their parents/guardians consent to the school logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents/guardians authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

# Harassment and Bullying Policy

## General Statement

As a community, we embrace diverse perspectives, experience and backgrounds including, but not limited to, sex, race, religion, color, ancestry, national origin, gender and gender expression, sexual orientation, mental or physical disability, and/or political beliefs. We strongly believe that all members of the community should feel safe within Tower Hill. It is expected that all students will treat every member of the community with respect and dignity. Any harassment, bullying or hazing of others, including sexual harassment, is prohibited; this includes when a student is on campus, off campus and online.

Because Tower Hill community members are expected to act appropriately and because students' behavior, whether inside or outside of school, reflects on the school and can have a significant impact on life at school, there are times when it is appropriate and important for the school to respond to incidents that occur outside of school and beyond school hours. Therefore, the school reserves the right to address harassment, hate speech, bullying or hazing, regardless of where such harassment takes place, if such harassment causes a disruption or could have a negative impact on the Tower Hill community.

Tower Hill strives to maintain a community free of all forms of unwanted or unacceptable behavior toward others that is intended to or has the effect of harassing, intimidating, humiliating, degrading or hazing an individual. Any such behavior is unacceptable, a violation of school policy, and subject to school disciplinary procedures. The intent of this policy is not to suppress respectful thought, study or discussion concerning controversial issues, all of which are critical to a vibrant educational environment. The purpose of this policy is to prohibit harassment, bullying and hazing so that each member of the school community has an equal opportunity to work, learn, and develop to their full potential in a safe environment.

## Harassment

Tower Hill School prohibits harassment by any member of the Tower Hill community. Harassment includes but is not limited to any physical, verbal, written or electronic behavior that creates a threatening, intimidating, hostile or offensive environment. This prohibition includes harassment on the basis of sex, gender identity, race, religion, color, ancestry, national origin, gender and gender expression, sexual orientation, mental or physical disability, and/or political beliefs. Harassment can result from the conduct of (i) any student, directed towards any other student; (ii) any student, directed towards any employee; or (iii) any employee, directed towards any student.

Examples of harassment based on race, religion, color, national origin, citizenship or disability include, but are not limited to:

- Offensive, intimidating or inappropriate comments, postings or conduct relating to race, ethnicity or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating or inappropriate comments, postings or conduct such as teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs or similar behaviors.

## Sexual Harassment

Sexual harassment is a type of harassment that is based on a person's sex, gender identity or expression or sexual orientation. Sexual harassment will not be tolerated. Sexual harassment includes denigrating or insulting behavior or comments based on a person's status, unwelcome sexual advances, requests for sexual favors, stalking and other verbal or physical conduct of a sexual nature without the explicit consent of the recipient.

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

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied
- Using Artificial Intelligence tools to generate images of a sexual nature in the likeness of another student

## **Sexual Misconduct**

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

Sexual misconduct includes any of the following types of activities:

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

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is non-consensual, offensive or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment is a violation of our school values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents/guardians and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head, Assistant Head of School or the Head of School. The school reports suspected instances of sexual misconduct to the Division of Family Services consistent with Delaware law.

Upon a report of student-to-student sexual misconduct, including harassment, the school will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety



of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the school determines at any stage that a student poses a threat of harm or disruption to the school community, the school may take immediate action, including, but not limited to, removing the student from school and/or restricting the student's movement on campus.

As stated elsewhere, the school expects that students will treat all persons with dignity both at school and beyond. The school reserves the right to act if it learns that a student's actions violate the school's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

## **Hate Speech and Conduct**

The school is committed to having a diverse, equitable and inclusive community. Speech or conduct that is offensive, insulting, intimidating or threatening based on a person's trait or attribute, political viewpoint, economic standing or similar aspects is unacceptable on campus, away from campus or on the internet. Speech includes any form of communication, whether spoken, written, worn or reflected in body behavior. Being a part of the Tower Hill community is a privilege; not a right. We expect every community member to model our expected behaviors. Incidents of hate speech, such as a student's use of racist and/or bigoted language, will result in an automatic discipline process.

## **Bullying and Hazing**

Hazing or bullying in any form is unacceptable within the Tower Hill community.

Bullying is defined as any intentional and repeated verbal, physical, written or electronic behavior that:

- Physically harms or damages a person or person's property;
- Has the effect of interfering with someone's education or life in or out of school;
- Creates an intimidating or threatening environment; or
- Has the effect of disrupting the orderly operation of the school.
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Bullying may be physical or emotional. Physical bullying includes hitting, punching, poking, shoving, tripping, vandalizing, and stealing. Emotional bullying includes name-calling, threatening, taunting, malicious and incessant teasing, spreading rumors, and persistently excluding others from a group or activity. Bullying includes cyberbullying.

Bullying also includes coercing or encouraging others to engage in such behavior.

Bullying is also harassment when it includes behavior shown to be motivated by race, color, religion, ancestry, national origin, sex, sexual orientation, gender expression or identity, mental or physical disability or other distinguishing characteristics.

Hazing is defined as any action or situation that recklessly or intentionally humiliates, intimidates or endangers the health or safety of a student, or which willfully destroys or removes the property of another for the purpose of initiation or admission into, or affiliation or continued involvement with, any organization or group. A student's consent to hazing does not excuse the behavior.

## **Investigation of Complaints**

If a student believes that they—or someone they know—has been a victim of any occurrence or potential occurrence of misconduct involving harassment, sexual harassment, sexual misconduct, hate speech, bullying or hazing under this policy, that student should immediately report that incident to a School Administrator, or any other teacher or staff member with whom the student feels comfortable.

All complaints will be investigated in the manner Tower Hill determines appropriate in light of the specific circumstances of the complaint. The investigation may be conducted by Tower Hill or by a third party designated by Tower Hill. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Depending on the situation, the investigation may consist of personal interviews with the complainant, the individual against whom the complaint is made and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

Due to their sensitive nature, allegations of sexual harassment and sexual misconduct will be handled directly by a member of the Tower Hill staff trained and certified in handling such matters. Complainants will be given the option of anonymity and under no circumstances will be compelled to meet with the individual against whom the complaint is made.

Reports of misconduct under this policy and information gathered in investigating and responding to such reports, will be treated as confidential subject to the school's need to disclose such information in order to conduct its investigation and to take appropriate, responsive action. The school also may be required to disclose certain information to comply with its legal obligations.

In the event an investigation results in the conclusion that a violation of this policy has occurred, Tower Hill will take prompt, appropriate action to address and, where appropriate, remediate the violation. Appropriate remedial action may include but is not limited to counseling, awareness training, parent-teacher conferences, a warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. The school reserves the right to address violations of this Harassment, Sexual Misconduct, Hate Speech, Bullying and Hazing policy without an appearance before the Disciplinary or the Honor Boards. In the event that the investigation suggests that the harassment or bullying at issue also may violate Delaware criminal or child abuse statutes, Tower Hill may report the results of the investigation to law enforcement or the Division of Family Services.

### **Prohibition on Retaliation**

Submission of a good faith complaint of harassment, sexual misconduct, hate speech, bullying or hazing will not affect a student's future grades, assignments, learning environment or opportunities. Retaliation is a serious violation of this policy and should be reported immediately. Tower Hill will discipline or take appropriate action against any student, teacher, administrator or other member of the school community who retaliates against any person who reports an incident of alleged harassment or bullying or who retaliates against any person who assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

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# Substance Abuse and Use Policy

Tower Hill School's top priorities are always the safety of its students and community, both on and off campus, and providing the most conducive environment for a student's well being and growth, academically and personally, both inside and outside of school.

## General

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near school property or at school-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances, over the counter salts, spices, vapors, incense or other similar items. Off-premises possession, use, sale or purchase of alcohol and other mind-altering substances is also prohibited. This policy applies to any on or off campus function, event, contest or activity in which Tower Hill participates or that it sanctions, including travel to and/or from an off-campus activity.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify the school nurse of this fact when they report to school and all prescription and nonprescription medications taken during the school day must be administered by the school nurse and stored in the nurse's office.

## Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on school property, buses or other school vehicles, adjacent properties or school-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

## Testing

Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in their system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to school and all prescription and nonprescription medications taken during the school day must be administered by the School Nurse and stored in the nurse's office.

## Self-Reporting

The school wants to help students who may have difficulties with substance abuse. Therefore, students who choose to self-report their use of mind-altering substances to counselors or the administration prior to being selected for testing under this policy will not be subject to discipline for the self-report or use as long as the student complies with the terms of the school's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the school's discretion, and other similar processes.

## Guidelines for Social Events

We encourage students and their parents/guardians to partner with the school to ensure the health and welfare of our community, particularly the students' community. When you are attending any school-related event, or any event chaperoned or sanctioned by a member of the school or held on school property, it is considered a school function. At such an event, all school rules are enforced. You are expected to abide by all school rules and policies.

We, as a school, reserve the right to use practical means (such as a breathalyzer test or consultation with police officers) to determine whether or not you are under the influence of illegal substances at such an event. The school reserves the right to ask you to leave an event if you are suspected of being under the influence, and will communicate with a parent/guardian in such a case. You and your parents/guardians will also want to be familiar with your state's hosting laws as they pertain to minors.

If a violation of this policy is suspected or confirmed, the student will be placed under the care of a teacher, chaperone or administrator and their parents/guardians will be contacted immediately. If a student is suspected of being under the influence, they will be administered a breathalyzer test and/or sent for an appropriate substance abuse test at the parent's expense. If parents/guardians are not available and the incident occurs during school hours, the student will be accompanied to the Nurse's Office and/or sent for an appropriate substance abuse test. If the incident occurs outside of school hours or off campus and parents/guardians cannot be reached, the school reserves the right to contact appropriate medical assistance (Emergency Services) and/or law enforcement officials.

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

In addition to determining the appropriate disciplinary action pursuant to the School's Conduct Guidelines. The school reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and may result in automatic expulsion.



# Technology Acceptable Use Policy

The use of technology at Tower Hill is designed to support the educational program of our students and enhance the learning experience. Students are expected to use technology resources:

1. Appropriately, to support their educational program or appropriate recreational use as determined by faculty and staff. Students should always be able to justify their use of technology by explaining how their actions are appropriate; and
2. Responsibly, respecting the rights of other users, protecting the integrity of the resources, following all licensing agreements and applying the principles of the Honor Code and proper behavior to all activities.

Access to Tower Hill's technology resources may be revoked or limited for violations of this policy. It is the sole and exclusive right of the school to provide or deny such access. Students who act in a manner that is inconsistent with Tower Hill's standards and expectations may be denied access and/or subject to discipline.

Any technology use that becomes problematic because it is inappropriate in its content, disruptive to others or negatively impacts a student's academic performance will not be permitted and may be subject to disciplinary action.

## Application of the Tower Hill Technology Policy

This policy applies to students (1) in their use of the Tower Hill "Network," Network-related devices and activity; (2) in their use of their own personal technology devices at school or on the Network, and (3) in their personal technology, social media and communication systems use.

The Tower Hill Network comprises technology and communications systems, including but not limited to TowerNet, school email, computers, tablets, cell phones, cameras, internet or wi-fi access, social media tools and applications, and other related systems and applications. Therefore, this policy applies to all devices, technology or communications systems provided by Tower Hill (even if used for non-school purposes) as well as all devices, technology or communications systems that use or affect the school or the school's Network (whether or not they are school-owned or provided). For the avoidance of doubt, this policy applies to the use of email, internet, texting, SnapChat, Instagram, Facebook, X (Formerly Twitter), TikTok, Kik, social networks, blogs, games, personal web pages, Google Drive and other web-based sites, social media, and related applications.

## Tower Hill Accounts and Personal Devices

New students will be issued logins and passwords that will allow them access to most Tower Hill computers on campus. Additionally, new students will be given accounts to access TowerNet (website) and school email, which will provide them access to shared documents accessible both at school and at home, a shared calendar and all course pages and homework assignments.

Personal devices are permitted on campus, but they are the sole responsibility of the owner. Tower Hill does not provide support for personal hardware or software on devices not owned by the school nor is it responsible for the loss, theft or damage to any such device.

If a student brings in their own device, they will be given access to the school's wi-fi.

Students are expected to engage in responsible use of personal technology and technological devices, whether such use is for school-related purposes or using the school's Network.

## On-Site Technology and Network Guidelines

The Network is maintained for the use of the entire school community. Users enjoy certain rights and privileges and are expected to comply with the school's guidelines and standards which include:

## **Privacy**

The school monitors the use of its Network, and students should have no expectation of privacy in their use of technology on campus, in their school activities, when using school technology resources, or when interacting with other members of the school community. Be aware that server storage, school email, TowerNet accounts, and internet use may be accessed, reviewed and monitored at any time. Students should have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from or used on the Network. The school may confiscate or examine the contents of any electronic device owned by the school, used on school property or connected to the Network if the school, in its discretion, believes that doing so is appropriate, including where the device is being used in violation of school policy or in a manner that may create injury or harm to a member of the school community.

## **Safety**

Even though the school attempts to limit internet access to only those sites that are reliable and safe, it is impossible to ensure that inappropriate information will be blocked, and Tower Hill's policies should not be construed as a guarantee of any such filtering.

Ultimately, students must be responsible for their own use, in accordance with the following guidelines:

- Use personally-identifying information sent over the Network with extreme caution. Do not use the Tower Hill computer resources for any monetary or financial transaction (shopping, auctions, purchases, banking, etc.).
- Do not give out your password or let anyone else use your account.

## **Security**

Students must maintain the integrity and security of the school's technology and Network. It is a violation of school policy to access or try to access the school's Network or an individual's email or other accounts, or to use another person's password and username. Additional security guidelines include but are not limited to:

- Do not use technology belonging to others without first obtaining permission from the owner of the technology.
- Use the school's technology only when given permission or authorization to do so during the normal course of the school year.
- Do not change the settings or add or install software files to school devices, without prior approval from the technical staff.
- Do not bypass or attempt to bypass firewalls, filters or other protections. Do not access, copy, delete or alter information or files that are not your own. Do not attempt to acquire a password from another student or teacher. If you access or become aware of inappropriate or objectionable material, immediately close the inappropriate site and alert the attending teacher.
- Do not use VPNs without permission from the technology department.

## **General Responsibilities**

Tower Hill is a community in which all members are expected to show mutual respect and consideration for others. Since the network reaches beyond the school, all members of the community are expected, at all times, to act as ambassadors for the school.

You must not use the network, other technology, or the internet in a way that compromises the security of the school's network, disrupts the community, or interferes with academic pursuits, as detailed below.

Students are expected to report broken or malfunctioning equipment or problems with the network. This includes any problem that jeopardizes network security, problems with its hardware and software, and potential viruses. Students are expected to take precautions to prevent the inadvertent spread of computer viruses. Deliberately spreading a virus will be considered vandalism.

Students should work only in the account(s) assigned to them and can be held responsible for the activity in those accounts. Because the network is a resource shared by the entire school, responsible use of bandwidth is essential. It is expected that every user will be cognizant of and careful about the bandwidth of the applications they use(s) and that they will take care not to use internet services in any way that compromises other users' access.

## **Inappropriate Personal Use**

At all times you are expected to behave and act in a manner that is consistent with the school's values and standards. Below is a list of some but not all school rules governing appropriate personal use of technology:

- Use school email for educational purposes and school coursework.
- Use the network only for authorized and appropriate educational or recreational uses.
- Do not visit sites that are pornographic or otherwise inappropriate or sites that hinder overall network performance (for example, videos or streaming music).
- Do not participate in chat rooms or similar activities, unless the chat is part of a class.
- Do not download audio or visual files (MP3s, music videos, sports clips, etc.), unless they are a part of an academic project.
- Always use a headset when accessing technology that involves sound.
- Do not use the network or any related resources for private financial gain, or commercial, advertising, or solicitation purposes.
- Do not participate in or play games, unless as part of an academic project.
- Do not create, send or forward documents or messages that are inappropriate, malicious, pornographic, harassing, wasteful or annoying (for example, chain letters).
- Impersonation and anonymity in the use of the network, including email, are unacceptable.
- Do not use technology in any way that is harassing, offensive, intimidating or discriminatory. Cyberbullying, stalking and trolling are strictly forbidden and will not be tolerated.

## **Social Media Use**

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo-sharing platforms, websites, forums and Wikis. Examples include, but are not limited to Facebook, X (Formerly Twitter), Instagram, Snapchat, YouTube, TikTok and GooglePlus.

Students are expected to conduct themselves while using technology as they would in any in-person interaction; such conduct falls under the same rules and standards of conduct as face-to-face interactions. All conduct online that reflects poorly on an individual or on the school, regardless of when or where it occurs, may be grounds for disciplinary action up to and including dismissal. Inappropriate language, statements or references to or about another student, or other school community member (teachers, staff, parents/guardians, students, and alumni) that may be interpreted as demeaning, harassing, provocative or threatening, are in violation of the school's technology and disciplinary policies.

It is critical for students to remember that, once something appears online, it never really goes away, even if someone takes steps to erase or delete it. Copies of email messages, texts, Instagrams, Snapchats, Facebook posts, pictures, and other history of internet activity may be retained and available to others without the creator's knowledge.

Sometimes, it may be difficult to draw the line between a harmless joke and one that goes too far and is hurtful. If you feel that you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. Bullying of any kind can be reported to a teacher, Class Dean or other adult employee at the school.

## Responsibility to Others

Students may not take pictures, videos or sound recordings of teachers, staff, other students or anyone on campus without permission. If photographing a school activity for a student publication, you must obtain prior authorization from your publication's advisor. Regardless of permission, the camera or recording features of any device may not be used in bathrooms or locker rooms under any circumstances. Any use or posting online of personally identifying information about any members of the school community (including photos, videos, names, addresses, phone numbers, email addresses, etc.) without their permission is prohibited.

## Violations of Policies and/or Laws

Use of the network or network-related resources for any illegal activity or in violation of Tower Hill policies is prohibited.

Such violations include, but are not limited to:

- Accessing, downloading, forwarding or being in possession of offensive or sexually explicit (pornographic) material. This includes “sexting” or any transmission of nude or explicit images or videos of oneself or others.
- Violation of copyright laws or intellectual property rights of others. Students are urged to consider the Honor Statement when accessing and citing material content and documents available on the internet.
- Unauthorized entry into computers (“hacking”).
- Deliberate vandalism, destruction of data or computer files, or use of malware.
- Gambling.
- Using Tower Hill's name or logo in any way that could be interpreted to suggest the school's endorsement of your online activity, without express permission to do so.

## Communications with School Employees

Students must use school-approved methods (primarily, school email) when contacting school employees. Contacts with school employees via text message or their personal cell phones should be limited to special circumstances requiring such use (for example, when communicating about a group meeting point while on a school trip).

Students should know that the school employees may not “friend” or participate in the social networking sites of current students of the school (other than their own children) or former students unless the former student is 18 years of age or older and at least three years have passed since the conclusion of the former student's attendance at the school.

## Violations of the Technology Policy

The school will respond to violations in accordance with the policies and procedures set forth in the Honor at Tower Hill and Disciplinary System sections of this handbook. As such, any violation of this policy is grounds for the School to:

- Take disciplinary action against the student;
- Revoke and/or restrict the student's use of or access to the school's network or school provided devices;
- Take such other action as the school determines appropriate.

Depending on the violation, Tower Hill students also may be subject to criminal charges by local, state or federal authorities. Students should be aware that the use of Tower Hill's technology resources may be necessary for their school work; therefore, any revocation or limiting of their privileges also may have academic implications.

Students will be financially responsible for damages resulting from improper use of the school Network. When appropriate, law enforcement agencies may be involved. Students should report any policy violations to a School Administrator.



## Warranty Disclaimer

Tower Hill makes no warranties of any kind, whether express or implied, for the service it is providing. Tower Hill will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mix-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the network is at the user's own risk. Tower Hill specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## Distance Learning Policy

All persons using the school's computers, the school's computer systems or personal computers for distance learning courses are required to abide by the rules set forth in the student handbook and the following rules. All computers and devices while participating in distance learning courses should be used in a responsible, ethical and legal manner. Failure to abide by these rules will result in appropriate disciplinary action up to and including expulsion.

### Purpose

Students who are home sick or injured from school should take the time necessary to rest, recover, and heal. Access to distance learning (that is, "Zooming in" to class) will only be available when the school determines circumstances necessitate such an accommodation. Eligibility for distance learning will be determined by the school nurse and/or the appropriate Division Head in their sole discretion and in consultation with the respective teacher to determine if Zooming in will be available. Such accommodations will only be considered when deemed medically necessary and supported by appropriate documentation. Students may not access the program remotely while on vacation or traveling.

Most instances of distance learning will be initiated by the school during conversations surrounding a school-imposed COVID-19 quarantine. If a family believes that their child should be granted access to distance learning, the family should contact the School Nurse or the appropriate Division Head to make a request. If the request is approved by the School Nurse or the Division Head, teachers will then be asked to provide remote access information to the student.

### Expectations

Our expectations of our students are as though they were on campus in their classrooms. Students are expected to fully engage in all courses, complete all course-work and submit all course-work, including homework as instructed. Students are held to the same academic standards, as in face-to-face instruction and subject to the school policies on plagiarism and cheating, dishonesty, and all other conduct policies.

### Absences

Parents must report a student's absence (regardless of student's age) in accordance with the school's absenteeism policy.

### Live and Recorded Sessions

Distance learning courses will have both live sessions (which will be recorded) and pre-recorded sessions. Students are responsible for attending live courses as scheduled and reviewing pre-recorded sessions as directed by the teacher. Only enrolled students, their parents/guardians and approved staff will be allowed to enter and participate and to review the recordings (live and pre-recorded). Students are prohibited from sharing course passwords or links with others.

For all live sessions, it is the parents'/guardians' responsibility to ensure that the student participating in the course is participating in an appropriate environment, is appropriately dressed and that the computer and camera that the student is using does not show anything inappropriate. Virtual backgrounds or blurred

backgrounds are allowed only if they are appropriate. Students are encouraged to place their computer on a stable surface like a table, rather than a soft surface (like a couch or bed).

The live sessions may be recorded. Students might be asked to participate in video conferencing, podcasts and live chats, which means that their identity will be revealed, their voice will be heard and their image displayed to others participating in the course, all of which may be recorded. If the parents/guardians do not want the student to be recorded, it is the parent's responsibility to: (1) cover the webcam on the student's computer or turn off the video button; (2) tell the student not to respond to questions posed by the teacher; and (3) email the teacher at least one day before the class is set to start to advise them that the student will not be speaking up during the session so their voice and image are not recorded.

### **Internet Safety**

The school will provide strict security protocols while participating in live distance learning sessions, but online security for the student will be the responsibility of the parents/guardians and students. The school is not liable in any way for irresponsible acts on the part of the student while participating in distance learning courses. Students should never access or share any material that is pornographic, violent in nature or otherwise harassing. Students also should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the internet.

### **Equipment**

It is the parents'/guardians' responsibility to provide any equipment needed for distance learning, such as a computer, tablet, internet access, headset, earphones, microphone, digital camera, supply kits, etc. Any damage to said equipment will be the sole responsibility of the students and the parents/guardians.

### **Appropriate Interactions and Communications**

Appropriate behavior for students is expected. Standard handbook policies apply. Any student who believes that they have been bullied, threatened, harassed or received any inappropriate remarks or comments should immediately contact a School Administrator.

Bullying, including cyberbullying, threats and harassment during a session or outside of a session is not appropriate. All students should always use respectful language and never use profanity or threatening, aggressive or abusive language. No one should ever make sexual, racial, ethnic or other inappropriate remarks or jokes. There may be some situations in which students will want additional information from a teacher. That communication may be by email or phone call or online. We have established the following reasonable guidelines: (1) the communications from/to students and any teacher must be copied to a parent/guardian or must involve parental oversight. If it is online (Zoom or other), the parent/guardian must be involved or in the room to supervise. If it is by phone call, the parent/guardian must be in the room and the call should be on speaker on student's end; and (2) all communications should take place during what would be considered the standard school hours (8 a.m.-4 p.m.). In all communications and interactions, all parties will continue to respect appropriate boundary guidelines. If a student or a parent/guardian becomes aware that any adult's communications are inappropriate, such information should be immediately reported to a School Administrator.

### **Personal Information; Online Learning Management Systems and COPPA Information**

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the school, but by third parties. These applications include, but may not be

limited to the Google Education Suite, Blackbaud, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts and live chats, which means that their identity will be revealed, their voice will be heard and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, please notify the School Administration.

# Health Policies

## Wellness Support

The Health Office, staffed from 7:30 a.m. to 3:30 p.m. is located on the lower level of the school building right under the Main Entrance on 17th Street. Parents/guardians picking up children who are ill or injured must park on 17th Street at the main entrance and call the School Nurse (302-553-0005) upon arrival. After 3:30 p.m., medical needs will be handled by the athletic trainers. In extreme emergencies when trainers and the school nurse are not on campus, the school will dial 911, concurrent with a call to the child's parents/guardians.

A physical examination, immunization record and evidence of tuberculosis (TB) screening are required for ALL NEW students. Physical examinations are required for all students each year and clearances must be signed after April 1 for the next school year. Forms must be completed by a licensed practitioner. Per school policy, forms completed by a family member will not be accepted. 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. 1.

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

Students will not be permitted to participate in athletics or any Tower Hill sponsored event that requires a student to be physically active until their physical and immunizations have been submitted via the Magnus Health Portal.

## Accidents

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

## Health Information Sharing

Parents/guardians and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school, as determined by the Head of School or their designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical and physical safeguards to protect the security of all health-related information within its care or custody. While the school strives to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and wellbeing of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

## Student Illness and Communicable Diseases

The school has a responsibility to provide a safe and healthy environment for employees, parents/guardians, students and visitors. In the case of global or local threats of a communicable disease, the school will take all reasonable measures that may be necessary to protect the safety and health of members of the school community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The school will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH,



state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The school's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release and being sent home from school. Depending on the event, the school may require parents/guardians to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary, or the school may need to modify its curriculum, schedules, length of the school year and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly, and the school may need to modify various measures as additional information becomes available.

Examples of communicable diseases include: seasonal influenza; tuberculosis; measles; chicken pox; monkeypox; mumps; scarlet fever; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus such as COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents/guardians as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School Nurse is available to students daily. If a student is not feeling well, they should inform the classroom teacher and ask to be excused to go to the Nurse's Office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents/guardians, or an emergency contact if the parents/guardians cannot be reached, will be contacted. Students must be picked up within the hour of the school's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school.

Parents/guardians or students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents/guardians, school employees, visitors or the public should immediately contact their health provider. Parents/guardians or students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the school community, parents should report to their School Nurse if their child has a confirmed communicable disease that poses a risk to others in the school community. The Delaware Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The school will generally not identify an infected student to school employees or other students or their parents/guardians, although public health guidance will guide the school's communications. It may be necessary to alert

others in the community who were in certain areas or at certain times that exposure could have occurred. The school will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents/guardians, and visitors in a manner consistent with applicable law. The school will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## **Athletics Limitations**

If a physician recommends limitation of a student's physical activity, the physician should send a written statement of the nature of the limitation and its duration to the School Nurse/Athletic Trainer. Following serious illness or injury, a note from the physician will be required before the student is permitted to participate in athletics. Temporary excuses for up to three consecutive days from athletics for minor illness and injury may be issued by the School Nurse. A note from the doctor may be required after three days at the discretion of the nurse/trainer.

## **Illness Overview**

In consideration of others, children should not be sent to school when ill. A child should remain at home with a fever (100.0 degrees or higher), suspected strep throat, rash of unknown origin, vomiting or diarrhea or any possible COVID-19 symptoms. Students are not to return to school until they are without fever, vomiting or diarrhea, for at least 24 hours without medication. If a student's temperature is even slightly elevated in the morning (99.5 degrees or higher) it may be a fever by afternoon and they should not come to school. Students with suspected strep throat should remain at home until the throat culture result is obtained or until the student has been on an antibiotic for at least 24 hours.

## **Notification**

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

## **Medications**

Whenever possible, medication should be taken at home. Often a doctor will be able to prescribe medication which can be given two or three times a day, so it can be given at home. If medication must be taken at school, the medication must be in the original container or prescription bottle with a note from the parent/guardian 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, at school or on travel programs/field trips/away athletic contests, or keep them in lockers. This is for the protection of all students. Students with asthma or severe life-threatening allergies are permitted to self-carry inhalers and/or epi-pens when the self-carry consent has been signed in Magnus. Additional emergency medication may also be kept in the Health Office at the discretion of the parent. No other medications may be carried by students.

## Appointments

### (Dismissal for doctor, dentist, orthodontist appointments)

Whenever possible, doctor's appointments should be scheduled for after school. If that cannot be arranged, Divisional Administrative Assistant from their parent/guardian indicating the time of dismissal and the reason.

## Medical Leave

A student in need of medical leave will be asked to present a doctor's note stating the reason for the leave and the expected duration of the leave. After determining whether the school can accommodate the leave, members of the school administration and the family will meet to determine a plan for Return to Learn with the necessary support and expectations. While on leave or upon return from leave, students are typically required to make up all missed work.

## Concussion Policy

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

## Services for Students with Disabilities

We understand that there may be circumstances in which a parent/guardian may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental or learning disability.

### General Policy

In general, it is our school's policy to provide reasonable accommodations or adjustments for a student's needs in circumstances in which the administration determines that doing so is within the reasonable ability of the school and/or its staff and will not result in undue burden to the school, which may include a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change course requirements, to our educational environment or mission and will not impose responsibilities on school employees for which they are not trained. We also ask parents/guardians to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

### Request and Documentation

For any type of medical accommodation, parents/guardians must contact the School Nurse to discuss the need. The School Nurse will then advise the parent/guardian of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations and the length of time that the accommodation(s) will be needed.

For learning and/or testing accommodations, parents/guardians must submit a psychological-educational evaluation or other documentation of learning disability, behavior disability or emotional diagnosis that impacts learning. When school is in session, evaluation reports go directly to the School Psychologist, who then issues a receipt for the submission that outlines confidentiality as well as next steps. If parents/guardians would like to submit documentation during the summer months, documentation must be sent to the Director of Teaching and Learning. Parents/guardians may mail a hard copy of the documentation to the school's address, drop off a

hard copy to the school's reception desk or send an electronic copy via email. Accommodation plans are created to echo all reasonable recommendations found in the evaluation report. Parents/guardians and students are then invited to meet and discuss the plan. Teaching and Learning Specialists in the TLC work with teachers to help with the implementation of learning accommodations.

Many students at THS have accommodation plans in place. An accommodation plan will have absolutely no bearing on a student's academic track record.

### **Release for Communications with Physician**

Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent/guardian must agree to bear the cost of such a process.

### **Assessment of Request**

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents/guardians to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent/guardian may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff or other associated matters. In addition, in some situations the school may advise the parent/guardian that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believe are beyond the scope of the school's responsibility, the school may allow the parent/guardian to make arrangements to visit the campus for the purpose of testing and administering.

### **Limitations on Requests**

Please understand that the school is not a medical facility and does not have the personnel, training or equipment to handle certain types of medical procedures best left to the student, parent/guardian or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers and/or dispensing with medication through the Health Office.

### **Child Abuse Reporting**

School teachers and other personnel are mandatory reporters under the Delaware child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect or dependency as outlined in our Child Protection Policy. Depending on the circumstances, we may not be able to communicate with parents/guardians about the report until authorized by child abuse authorities to do so.