

# St. Thomas's

## DAY SCHOOL

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[www.stthomasday.org](http://www.stthomasday.org)

### Handbook and Directory

### 2019-2020



Tosca ffrench, Gr. 6



## NONDISCRIMINATORY POLICY

### **AS A MATTER OF POLICY:**

St. Thomas's Day School has a historical and philosophical commitment to encourage diversity in our student body, staff and programs. As a matter of policy, and as required by law, we do not discriminate in admissions decisions or in any educational programs or activities on the basis of color, creed, ethnicity, handicap, sex, age, marital status or sexual orientation.

### **St. Thomas's Day School Handbook and Directory**

This directory is for the exclusive use of St. Thomas's Day School families for school purposes only. The School reserves the right to revise, modify, delete or add to any and all programs, practices, policies or procedures described in this handbook at any time with or without advance notice.

*Dear St. Thomas's Day School Families,*

*Welcome to the new school year! I am proud to present the 2019-2020 St. Thomas's Day School Handbook and Directory.*

*This handbook is to provide you with a reference guide to important details of school life. The Handbook and Directory provides essential information such as school hours, arrival and dismissal procedures, school wide policies and special programs.*

*Please take some time to review this reference, especially the newly added section on Anaphylaxis/Allergy Policy and Teacher Gift Guidelines. In addition, some changes have been made in the following sections: Extended Day Program, Arrival and Dismissal Procedures, Uniforms and Classroom Parties.*

*Other tools that will be helpful throughout the year include our website – [www.stthomasday.org](http://www.stthomasday.org) – The Friday Flyer, Heads Up and other newsletters. Lastly, our emergency notification system, SchoolMessenger, enables us to contact you immediately, if necessary; please keep your email and other contact information current by reporting any information changes to the school office.*

*The home-school connection is vital to a student's success and well being. I encourage you to take advantage of everything St. Thomas's has to offer and to become an integral part of our community in the upcoming academic year. Together, we will make a profound and enduring impact on our children's lives.*

*Warmly,*

*Gina Panza,  
Head of School*

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# THE SCHOOL

## Mission

*St. Thomas's Day School is a diverse community of children, teachers, parents and parishioners working together to foster learning in the context of faith and personal commitment. As a mission of St. Thomas's Episcopal Church, the Day School strives to educate children broadly by cultivating intelligence while engaging heart and spirit. The School seeks to motivate children of diverse races, creeds and backgrounds to become independent thinkers who appreciate, understand and serve others.*

## Statement of Inclusion

Diversity is a core value of St. Thomas's Day School and has been since the school's founding. The community finds much joy in embracing and celebrating each individual's uniqueness along the lines of age, gender, religion, ability, socioeconomic status, race, ethnicity, culture and family structure. We seek to strengthen the commonalities that bind us as a community and view diversity as a way to provide us the knowledge, skills, and experiences necessary to navigate in a complex society of human differences. We believe that children who learn and grow together in a diversified community develop an openness and appreciation for others. Each day in chapel, the children reaffirm our school's ethos – "Make this a better world, and let it begin with me."

## Statement of Purposes and Objectives

We believe that the intimacy of the school fosters community by allowing for a warm, caring environment enabling children to learn in an atmosphere of trust, encouragement and respect. A supportive faculty contributes to this feeling of closeness, caring and personal commitment. The interest and involvement of parents in the life of the school enhances the child's love of learning. The presence of the Church, clergy, religious education classes, and daily chapel service encourages each child to understand the Judeo-Christian heritage.

We believe that the pursuit of academic excellence is achieved through a diversified curriculum based on the developmental stages of children. The program is designed to educate the whole child and to prepare children to master conceptual learning as well as basic skills. Small group instruction enables teachers to extend personal guidance and individualized teaching so that each child may reach his or her highest potential. The curriculum is a sequential one and includes the following elements:

- The mastery of language arts skills
- Preparation in the command of the principles of math and science
- Developing of an understanding of social studies
- Exposure to a foreign language
- Participation in and appreciation of art and music
- Provision for the skillful use of technology
- Instruction in physical education including health and fitness
- Exploration of Judeo-Christian concepts and moral/ethical values

We believe that tolerance and respect for individual gifts and backgrounds are fundamental. We are committed to attracting children of diverse backgrounds to transmit awareness of the need to work cooperatively with different people and groups. Generous scholarship aid sustains a broadly based student body.

Above all, we seek to develop children's curiosity about the world, foster confidence in their abilities and to inspire a hopeful vision of the future, thereby preparing children to participate effectively in the enduring process of human living.

## Historical Background

St. Thomas's Day School was founded in 1956 by the Rev. William Randolph Robbins and the congregation of St. Thomas's Episcopal Church. Although the Rev. Robbins founded the school as part of the parish, the school has always welcomed children of all backgrounds, creeds and races. As stated by the founder, the school seeks "to help each child discover and develop his or her own resources in response to the highest and best [humankind] has been able to experience...in the context of a warm, caring atmosphere...to nurture children in terms of spirituality and secular education."

When the school opened its doors in September 1956, there were a few children in the Nursery and a staff of two volunteer teachers. Within a four year period, the Nursery was replaced by a Junior Kindergarten staffed with paid teachers. In each successive year, a grade was added until the school included six grades. The first sixth grade to graduate from the school was in 1970. Although the school now numbers approximately 130 children and a staff of 30, a warm intimate setting is maintained.

The construction of the grade one through six classroom wing in 1992 enhanced the physical teaching and learning space. The covenant made between the church and school at the time of the dedication of the new building expresses the essence of that bond:

*Our new building is the grandest undertaking of the Saint Thomas's community. It does more than provide new space for the Day School and return old space to the Church: it is even more than a symbol of how this community has worked together in the past. It is a statement of mutual commitment for the next generation. (The Church School Covenant, October 1992)*

A major renovation to Robbins Hall was undertaken in 2003. This project updated the present Kindergarten classroom, the Art Studio, and the Administrative Offices.

St. Thomas's Day School is incorporated as a nonprofit institution. The Corporation consists of the Church Rector, Wardens, and members of the Vestry. The functional management, however, is in the hands of the Board of Trustees. The Board includes the Head of the Day School, the Rector, and elected and appointed members from the Vestry, the parish, the PTO and the community at large.

# 2019–2020 ST. THOMAS’S DAY SCHOOL CALENDAR

## SEPTEMBER

**Tuesday, September 3**

K Orientation,  
Gr. 1–6 New Student Visits,  
Gr. 5 & 6 Pizza Party

**Wednesday, September 4**

Classes begin

**Monday–Friday, Sept. 16–20**

Grade 5 Nature’s Classroom

**Thursday, September 26**

Back to School Night

**Monday, September 30**

**NO SCHOOL**  
Rosh Hashanah

## OCTOBER

**Tuesday, October 1**

Photo Day  
FULL UNIFORM

**Sunday, October 6**

Day School Sunday

**Monday, October 14**

**NO SCHOOL**  
Faculty Workday

**Friday, October 18**

Alumni and Parent Wine &  
Cheese Reception

**Mon., Oct. 28–Fri., Nov. 15**

Penny Harvest

**Thursday, October 31**

Halloween Parade  
DRESS DOWN DAY

## NOVEMBER

**Friday, November 1**

**NO SCHOOL**  
Parent–Teacher Conferences

**Sunday, November 3**

Admissions Open House

**Mon.–Thurs., November 4–7**

Book Fair

**Thursday, November 7**

Veterans Day Chapel

**Monday, November 11**

**NO SCHOOL–Veterans Day**

**Friday, November 15**

Grade 3 Play

**Friday, November 22**

Kindergarten Feast

**Tuesday, November 26**

Grandparent and Special Friends  
Day  
FULL UNIFORM

**Wed.–Fri., Nov. 27–29**

**NO SCHOOL**  
Thanksgiving Recess

## DECEMBER

**Monday, December 2**

Classes Resume

**Friday, December 13**

Elves' Workshop

DRESS DOWN DAY

**Friday, December 20**

Christmas Chapel 10:30 A.M.

FULL UNIFORM

NOON DISMISSAL

**Mon., Dec. 23–Fri., Jan. 3**

NO SCHOOL

Christmas Recess

## JANUARY

**Monday, January 6**

Classes Resume

**Mon., Jan. 6–Fri., Jan. 17**

Clothing Drive

**Thursday, January 16**

Martin Luther King Chapel

**Monday, January 20**

NO SCHOOL

Martin Luther King, Jr. Day

**Friday, January 24**

Grade 1 Play

## FEBRUARY

**Monday, February 3**

African–American Read-In

Kick-Off

**Mon., Feb. 3–Thurs., Feb. 13**

Read-to-Grow Book Dive

**Friday, February 7**

Kindergarten Play

**Thursday, February 13**

Valentine's Day Celebration

DRESS DOWN DAY

**Fri.–Mon., Feb. 14–17**

NO SCHOOL

Flex Mid-Winter Recess

**Tuesday, February 18**

Classes Resume

**Mon., Feb. 24–Fri., March 6**

Food Drive

## MARCH

**Thursday, March 5**

Grade 5 Play

**Friday, March 6**

Hat and Pancake Day

DRESS DOWN DAY

**Mon., March 9–Fri., March 20**

NO SCHOOL–Spring Recess

**Mon.–Fri., March 9–13**

Spring Vacation Program

(registration fee required)

**Monday, March 23**

Classes Resume

**Mon.–Fri., March 23–27**

Arts Week

**Thursday, March 26**  
International Food Fest

**APRIL**

**Thurs.–Fri., April 2–3**  
Grade 4 to Philadelphia

**Thursday, April 9**  
Grade 2 Play

**Friday, April 10**  
**NO SCHOOL**  
Good Friday

**Tues.–Fri., April 14–17**  
Grade 6 to Washington, D.C.

**Wednesday, April 22**  
Earth Day Chapel

**Thursday, April 23**  
**NO SCHOOL–**  
Parent–Teacher  
Conferences

**Tues.–Thurs., April 28–30**  
Science Festival

**Thursday, April 30**  
Science Showcase &  
Ziti Dinner

**MAY**

**Friday, May 1**  
Grade 4 Play

**Thursday, May 7**  
Gym Night

**Friday, May 8**  
**NO SCHOOL**  
Faculty Work Day

**Thursday, May 14**  
Young Alumni Night

**Wednesday, May 20**  
Spring PTO Meeting Potluck

**Thursday, May 21**  
Grade 6 Play

**Friday, May 22**  
Field Day  
**DRESS DOWN DAY**

**Monday, May 25**  
**NO SCHOOL–Memorial Day**

**Thursday, May 28**  
Grade 3 Sleepover

**JUNE**

**Thursday, June 4**  
Fourth of July Chapel  
**DRESS DOWN DAY** (red, white &  
blue)

**Tuesday, June 9**  
Class Day Chapel  
**DRESS DOWN DAY**

**Wednesday, June 10**  
Graduation 10:00 A.M.  
**FULL UNIFORM**  
**11:00 A.M. DISMISSAL**

**Mon.–Fri., June 15–19**  
Summer Vacation Program  
(registration fee required)

**Summer Vacation Begins**

## General Information

### The School Day

7:30-8:15 A.M.	Extended Day Morning Program
8:15 A.M.	School begins
8:30 A.M.	Morning Chapel (Parents/guardians are always welcome)
12:00-12:30 P.M.	Lunch
3:00 P.M.	Dismissal of Kindergarten–Grade 6
3:00-5:30 P.M.	Extended Day Afternoon Program

Parents/guardians/caregivers are responsible for children prior to 8:15 A.M. and after 3:00 P.M. unless the children are enrolled in the Extended Day Morning and/or Afternoon programs. Children should never be left unsupervised before 8:15 A.M. Children who are not picked up at 3:00 P.M. will be enrolled in the Extended Afternoon Day Program as a drop-in at a rate of \$35 per day.

## Special Programs

### Extended Day Morning Program

Early morning care is available between the hours of 7:30 A.M. and 8:15 A.M. Children who are signed up for the Extended Day Early Morning program should be walked by a caregiver to the appropriate early morning classroom according to grade level. All Lower School students (Grades K-3) who arrive before 8:15 should be walked to the Library each morning. Upper School students (Grades 4-6) should report directly to the Science classroom on Mondays, Wednesdays, and Fridays, and to the 6th Grade classroom on Tuesdays and Thursdays. During the Extended Day Morning Program, children may bring a simple breakfast, do homework, read or play quiet games under the supervision of faculty.

Children who are enrolled in the Extended Day Afternoon Program may attend the Extended Day Morning Program at no additional cost. Families who are not enrolled in the Extended Day Afternoon Program may enroll their child/children in Extended Day Morning Program for an additional fee of \$500 for the year per child. No student should be left unattended at school before 8:15 A.M.

## **Extended Day Afternoon Program**

The Extended Day Afternoon Program at St. Thomas's Day School provides a safe, nurturing environment for children to play, explore and socialize with peers after school between the hours of 3:00 P.M. and 5:30 P.M. The program is designed to create opportunities for children to engage in both structured and unstructured activities that are relaxing and fun. A sample daily schedule is as follows:

3:00-4:00	Snack (Provided)/Recess
3:30-4:30	Upper School Homework
4:00-4:30	Lower School Homework
4:30-5:30	Fun Activities (cooking, arts & crafts, yoga, games, etc.)

The Extended Day Afternoon Program is broken into three sessions across the year: Fall Session, Winter Session, and Spring Session. Families are given the option to enroll their children from 3:00 P.M. to 4:30 P.M. or from 3:00 P.M. to 5:30 P.M. Families that need emergency child care can have their children join the Extended Day Afternoon Program for a drop-in fee of \$35 per day. Late fees will be charged for all students who stay at school beyond 5:30 P.M. at a rate of \$15 per quarter hour. Unfortunately, due to staffing needs, we are unable to accommodate substitutions for days or times in the Extended Day Program. The Extended Day program follows the calendar of the Day School; there are no sessions during school vacations.

In the event of early closing of school, the Extended Day Afternoon Program will also be closed. Early dismissal will be announced using SchoolMessenger, television stations WTNH and NBC Connecticut, and on the School's website ([www.stthomasday.org](http://www.stthomasday.org)). Children should be picked up as soon as possible.

## **Vacation Programs**

Vacation camps are offered to students in Grades K-6 during the spring break in March and the week following the end of the school year for an additional fee. During these programs, qualified staff members work together to provide a camp experience for children enrolled. Activities vary but include arts and crafts, cooking, science experiments, and games in Edgerton Park. Children may be enrolled in vacation camps anywhere from 1-5 days. The program runs from 8:30 A.M. to 3:00 P.M.

## **Arrival and Dismissal Procedures**

### **Traffic/ Safety Procedures**

St. Thomas's Day School makes every effort to guarantee the safety of its' children, as well as the residents of the neighborhood. Failure to adhere to the following procedures could mean that a family will be asked to withdraw their child(ren) from school. Please pay particular attention to the following:

- The door to the main school building will serve as the only entrance throughout the day. This door will be unlocked from 7:30 A.M.–8:30 A.M. Anyone wanting to enter the school building at any other time, will need to be let in by the Administrative Assistant in the Main Office. If no one is at the front desk, the visitor will need to use the intercom system outside the main entrance.
- All visitors must check in with the Administrative Assistant in the Main Office. Visitors must sign in and receive a Visitor’s Pass. All visitors need to be escorted when in the building.
- Parents/guardians/caregivers picking up and dropping off children should be respectful of the school’s neighbors. Parents/guardians/ caregivers should never block a neighbor’s driveway or “overhang” their driveway in any way when parking. In addition, parents/guardians/ caregivers should never turn around in a neighbor’s driveway.
- Parents/guardians/caregivers should avoid parking in locations where the curb is painted yellow (in front of Robbins Hall on Cliff Street and along the entrance sidewalk on Ogden Street). These areas are reserved for school buses and drop off.
- Double parking is prohibited.
- Parking on the left or facing oncoming traffic is illegal.
- Children must be escorted by an adult when crossing all streets.
- The Church parking lot is designated for handicapped parking, Church use and visitors only. Parents/guardians/caregivers should not park in this lot.

Please note: Due to insurance regulations, dogs are not allowed on the church or school property.

### **Bus Service**

Transportation to and from St. Thomas’s Day School is available free of charge for residents of New Haven, CT via the New Haven Public School System. All kindergarten and first grade students that ride the bus must be met by a parent or designated adult at their bus stop.

### **Arrival**

The school day begins promptly at 8:15 A.M. each day. In order to help their children arrive on time, parents/guardians/caregivers may park their cars on Cliff Street or Ogden Street and walk the children into school. Parking is not allowed in the drop off area on Ogden Street, on Whitney Avenue or in the designated bus zone in front of Robbins Hall on Cliff Street.

Kindergarten families must escort their child into the kindergarten classroom using the rear door of Robbins Hall near the small playground. The front door of Robbins Hall should never be used for entering and leaving the building. Children should not be dropped off, allowed to walk through the parking lot unescorted or cross the street alone.

Children in Grades 1-6 should use the main entrance to the school. The door to the main school building will be unlocked from 7:30 A.M.–8:30 A.M. After 8:30 A.M., the door will be locked and the Administrative Assistant will buzz visitors in. If no one is at the front desk, visitors must use the intercom system outside the main entrance.

Parents/guardians/caregivers of children in Grades 1-3 must escort their children into the building. Parents/guardians/caregivers of children in Grades 4-6 who wish to drop off their children should use the yellow drop-off zone alongside the main entrance sidewalk on Ogden Street. Parents/guardians/ caregivers may not drop their children off on Cliff Street. Cars must enter Ogden Street from Whitney Avenue so that children are dropped off on the school side and will not have to cross the street. Children who arrive after 8:30 A.M. or later cannot be dropped off to walk into the building unaccompanied. They must be escorted by an adult and check in with the Administrative Assistant in the Main Office.

All visitors must check in with the Administrative Assistant in the Main Office to receive a Visitor's Pass. All visitors must be escorted by a designated member of the school community when in the building.

### **Dismissal**

Dismissal is at 3:00 P.M. sharp. For dismissal, parents/guardians/caregivers may park on Cliff or Ogden Streets and walk to their child's designated dismissal location. Kindergarten children should be picked up from the kindergarten classroom in Robbins Hall. Children in Grades 1-6 will be dismissed from the big playground. In the event of rain, parents/guardians/caregivers must pick up their children from their classrooms. Parking in the designated bus zone in front of Robbins Hall on Cliff Street, the Church driveway, or in front of the fire hydrant on Cliff Street is strictly prohibited. Parents/guardians/caregivers of students in Grades 1-6 should enter the playground through the outside gate. The Main Lobby is used for bus students, as well as Kindergartners and first graders during dismissal and will not be available for parents/guardians/caregivers. Grade 6 students are permitted to walk home from school unaccompanied with written permission given by the parent in advance.

### **Expected Behavior at Dismissal:**

1. The playground is closed during dismissal. Children should sit or stand quietly while waiting for an adult. Children are not allowed to run or play.

2. All students must be picked up by a recognized adult. If the adult picking up is not familiar, teachers will ask the person for photo identification and confirm that he/she is approved for pickup of the student.
3. Children in Grades 1-6 must check out with the supervising teachers and should leave immediately once they are checked out.
4. Once students have checked out, they may not reenter the school without notifying the supervising teacher.

### **Alternate Dismissal**

Changes to a child's normal dismissal routine (car or bus) should be made in writing by the parent/guardian by means of the Alternate Dismissal Form. Alternate Dismissal forms can be found on the Parent Portal on the school website. This information will be recorded on the check out sheets by the Administrative Assistant in the Main Office. Teachers will not release a child to an unknown person or change established plans without notification from a parent or guardian. Additionally, a teacher may request photo identification to release a child to a caregiver.

## **Uniforms**

All students are required to wear uniforms to school. **Substitutions are not permitted.** The uniform policy serves the mission of St. Thomas's Day School because it frees young children to concentrate on their work and friendships without competition or distraction.

Uniforms are available at  
Dennis Uniform  
500 Boston Post Road  
Orange, CT 06477  
203-795-5457 or 800-854-6951  
[www.dennisuniform.com](http://www.dennisuniform.com)  
The code for St. Thomas's Day School is OROOTD

### **Uniforms for Grades K-4:**

#### Option One

- Grey Irvington Flat Front Pants or Grey Irvington Flat Front Walk Shorts
- Short Sleeve or Long Sleeve Jersey Polo (White or Navy)
- White Mock Turtleneck
- Navy Blue V-Neck Pullover Sweater
- Navy Blue V-Neck Sweater Vest
- Navy Blue Crew Neck Cardigan Sweater
- Navy Blue Cotton Crew Socks

### Option Two

- Tyler Plaid Box Pleated Shift (Jumper)
- White Short-Sleeved or Long-Sleeved Peter Pan Collar Blouse
- White Mock Turtleneck
- Navy Blue Crew Neck Cardigan Sweater
- Navy Triple Roll Socks or Navy Opaque Knee-Hi Socks or Navy Cable Knit Knee-Hi Socks
- Navy Heavyweight Opaque Tights or Navy Heavyweight Ribbed Tights

### **Uniforms for Grades 5-6:**

#### Option One

- Grey Irvington Flat Front Pants or Shorts
- White Short Sleeve or Long Sleeve Oxford cloth Shirt
- Navy Gabardine Blazer
- Tyler Plaid Necktie or Tyler Plaid Adjustable Necktie
- Navy Cotton Crew Socks

#### Option Two

- Tyler Plaid Box Pleated Shift (Jumper)
- White Short-Sleeved or Long-Sleeved Peter Pan Collar Blouse
- White Mock Turtleneck
- Navy Gabardine Blazer
- Navy Triple Roll Socks or Navy Opaque Knee-Hi Socks or Navy Cable Knit Knee-Hi Socks
- Navy Heavyweight Opaque Tights or Navy Heavyweight Ribbed Tights

#### Option Three

- Tyler Plaid Skirt
- White Short Sleeve or Long Sleeve Oxford Cloth shirt
- Navy Gabardine Blazer
- Navy Triple Roll Socks or Navy Opaque Knee-Hi Socks or Navy Cable Knit Knee-Hi Socks
- Navy Heavyweight Opaque Tights or Navy Heavyweight Ribbed Tights

### **Shoes**

#### Kindergarten

- Black or White Sneakers
- Brown, Black or Navy Leather Shoes With Ties or Buckles

Grades 1-6

- Brown, Black or Navy Leather Shoes With Ties or Buckles

\* Sneakers may only be worn during Physical Education classes and during Extended Day. Boots may be worn to and from school, as well as outside for recess. Clogs and sandals are not permitted.

### **Official School Functions**

The full school uniform should be worn for all official school functions, including Grandparents and Special Friends Day, Christmas Chapel, and Graduation. For Grades K-4, students need to wear a white shirt and a sweater vest, pull-over sweater or cardigan sweater. Jumpers or pants may be worn.

### **Uniforms for Physical Education in Grades 1-6**

- Navy Mini Mesh Athletic Shorts With School Logo
- Navy Jersey Knit Athletic Short With School Logo
- Gold 100% Cotton T-Shirt With School Logo
- Navy Crew Neck Sweatshirt With School Logo
- Navy Sweatpants

\* All students, including kindergarten students, are required to wear sneakers during Physical Education classes.

### **Outerwear (Optional)**

- Navy Zip-Up Micro fleece Vest With School Logo
- Navy Zip-Up Micro fleece Jacket With School Logo

\* Micro fleece Vests and Jackets may only be worn to and from school, or outside for recess.

### **Restrictions**

The uniform allows children to value individual character and personality. As a result, the school's policy is quite limiting with regard to fashion trends in hair, jewelry, clothing and accessories. The following are not permitted at St. Thomas's Day School: dying of hair, glitter, colored hair extensions, earrings other than studs, piercings, tattoos.

### **Dress Down Days**

On certain occasions, as determined by the Head of School in conjunction with the teachers, a "Dress Down Day" is declared. On those days, students do not need to wear the school uniform.

## **Labeling**

All items of clothing should be marked with the student's name using name tags or a permanent marker. A Lost and Found box is located under the table in the school lobby.

## **Student Code of Conduct**

St. Thomas's Day School is a community of learners built upon partnerships, with guiding principles of respect and responsibility. We encourage self-discipline, consideration of others, a lifelong love of learning, sound ethical judgment, and pride in our School. We educate global citizens who are ready and willing to assume their share of responsibility for the good of the entire community. We expect all members of the community to cultivate and nurture these values.

While specific rules may vary somewhat from classroom to classroom, the following community norms are expected of all students.

- Students will show respect for themselves, other students, adults, and property.
- Students will always exhibit appropriate language and behavior.
- Students will act responsibly and with consideration toward each other.
- Students will conduct themselves in a trustworthy manner, demonstrating personal integrity and striving to do their best at all times.
- Students will dress neatly and follow the uniform dress code.
- Students will participate in community service projects and contribute to the school and global community by sharing their talents and skills.
- Students will follow all classroom/school rules.

## **Discipline Policy**

We believe that all students are capable of good behavior. In order to guarantee all students the excellent learning climate that they deserve, discipline must be positive and consistent, providing students clear expectations, and consequences. The process of educating your child requires the joint cooperation of the family and the school. Likewise, effective discipline requires this same cooperation. Parents/guardians are expected to be supportive of the school discipline procedures and encourage appropriate behavior in their child.

At St. Thomas's Day School, we strive to create a safe and nurturing environment where children can learn and grow and make mistakes. Our goal is to help students learn from their mistakes through problem solving, peer mediation, and conflict resolution skills. We recognize that children come to school with a unique set of experiences, backgrounds, and learning styles, and that the needs of a kindergartener are very different from the needs of a sixth grader. As a result, our policy is developmental in nature.

Students are expected to abide by our Student Code of Conduct at all times, demonstrating self-discipline and responsibility for their actions. St. Thomas's Day School will not tolerate any behavior that threatens the emotional or physical safety of a student or which unreasonably interferes with the learning environment. Discipline is dealt with on a case-by-case basis, giving careful consideration to the age of the student(s), the severity of the behavior, frequency of the behavior, and the student's disciplinary history. Discipline is handled primarily by the teacher according to classroom/school rules. If continued infractions persist, the student will be referred to the Assistant Head of School or Head of School. If a severe situation occurs immediate measures will be taken to ensure that this behavior ceases. In rare cases, parents/guardians may be counseled to find a more appropriate school setting.

## **School Policies**

### **Absences**

If a student is unable to attend school due to illness, the parent/guardian should contact the classroom teacher and the Administrative Assistant in the Main Office via phone or email before 9:00 A.M. Class assignments will be provided by the classroom teacher upon request.

Requests for early dismissal should be reserved for emergencies only. Routine medical and dental appointments should be scheduled after school hours, on weekends or during vacation periods.

If a student will be removed from school for an extended period of time, the parent/caregiver should contact the child's teacher 2-3 weeks in advance, allowing the teacher enough notice to prepare homework assignments.

### **Lunches**

Children are required to bring their own lunch and beverages each day. Parents/guardians/caregivers should also provide a nutritious snack for mid-morning break. For families that wish to purchase lunches for their children, the PTO works together with local restaurants to provide a paid lunch program. Lunches are

purchased and pre-ordered at the beginning of the semester and are delivered Monday, Tuesday, and Thursday. Proceeds support PTO activities.

### **Homework**

Homework is part of the educational experience at St. Thomas's Day School and serves an important purpose in a child's school life. Not only is homework a means of reviewing and reinforcing lessons taught in school, but it gives children a measure of responsibility and independence scaled to their developmental level. In addition to helping students develop work and study habits that will be helpful throughout their education, homework provides parents/guardians with a window into what is happening in their child's classroom and keeps them informed about their child's progress.

Since St. Thomas's Day School takes a developmental approach to homework, amounts will vary from grade to grade. Obviously, times will also vary from child to child depending on the child's ability, focus, and organization. In general, children should spend a reasonable amount of time working and then stop, even if they are not finished with their homework. If a child is consistently having difficulty completing homework, the child's teacher should be contacted.

Parents/guardians/caregivers are not expected to have to teach their own children; homework should be a review.

Developmentally appropriate times for completing homework are:

1st Grade	10 minutes
2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes
6th Grade	1 hour

Lower School students (Grades 1-3) are given monthly homework menus with specific homework activities in language Arts and mathematics that must be completed by the end of the month. The menus provide variety, allow for differentiation and address various learning styles. They also foster time management skills and allow students to make decisions about their own learning.

In addition to completing items on the homework menus, all Lower School students are expected to read with a parent for designated amounts of time every night.

Upper School students (Grades 4-6) will receive daily assignments in language arts and/or math, as well as assignments that are due after a specific amount of time. Occasionally, Upper School students will also get homework from specials teachers. In addition to completing those assignments, Upper School students are expected to read for designated amounts of time every night.

All Upper School students will be given a homework planner at the beginning of the school year to help them keep track of assignments and learn about organization. In addition, Upper School homework assignments will be posted in Google Classroom.

### **Testing**

The CTP5 (Comprehensive Testing Program) is a standardized test published by the Educational Records Bureau (ERB) that is administered to all students at St. Thomas's Day School in Grades 3-6 each fall. The purpose of CTP5 is to assess student growth and performance at the time of testing. This enables the school to identify strengths and weaknesses at an individual and group level.

In addition, individualized testing is administered to children experiencing academic difficulty, as well as to those children making exceptional academic progress. Such testing can serve as a basis for designing instructional programs geared to satisfy specific needs. Parents/guardians are informed of the results of all such assessments by means of a conference.

## **Communication**

St. Thomas's Day School believes that it is important to maintain an effective system of communication with the parents/guardians of students at all times. While St. Thomas's has an "open door" policy in which administrators and faculty try to be available whenever possible to answer questions and respond to needs, we encourage parents/guardians to make appointments to speak with teachers and administrators whenever possible. Appointments allow staff members to give students and parents/guardians their undivided attention.

### **Daily Communication**

Whenever possible, parents/guardians should contact teachers via email. Email provides a written record of the interaction, allows the teacher to focus on children in the moment, and provides the teacher with an opportunity to think about the

question or content before responding. Teachers will respond to all emails within 24 hours during the work week.

### **Class Newsletters**

Class newsletters are sent out by classroom teachers to parents/ guardians weekly to keep them informed about news and events specific to a child's grade.

### **Google Classroom**

All Upper School teachers (Grades 4-6) will post homework assignments on Google Classroom. Parents/guardians will be given sign on information by the classroom teacher at the beginning of the school year. In addition to using Google Classroom, students will record homework assignments in their homework planners.

### **Friday Flyer**

Every Friday, or the last day of the school week, a Friday Flyer will be sent to the entire school community by email. The Friday Flyer contains important notices of upcoming events, schedule changes, order forms, parent meetings, reminders, class trips and other information.

### **Grade Level Meetings**

In the fall, parents/guardians meet with the classroom teachers to learn about the classroom and expectations for the school year. Topics such as curriculum, schedule, homework, testing, field trips, parent/guardian-teacher conferences and policies of the school will be discussed. In the spring, the Head of School and the head teachers meet with each class individually to discuss developmental milestones and expectations for the upcoming year. These meetings are a wonderful opportunity to build community and collaboratively discuss visions, goals and highlight new initiatives.

### **Parent/Guardian-Teacher Conferences**

Parent/Guardian-Teacher Conferences are scheduled two times per year: fall and spring. Conferences are regarded as a significant part of our communication between parents/guardians and teachers. A conference gives both parents/guardians and teachers an opportunity to explore a child's growth and progress.

### **Report Cards**

Students report cards are prepared and mailed to parents/guardians two times per year by teachers at St. Thomas's Day School: January and June. Report cards are used to evaluate how students are progressing in specific areas of the curriculum, as well as how they are developing socially, emotionally and physically. Children in K-4 receive narrative report cards, while students in Grades 5 and 6 receive letter grades. Written comments by teachers are included in all report cards.

## School Traditions and Events

St. Thomas's has several traditional events which contribute to the richness and continuity of community life.

### **Birthdays**

**In the chapel:** It is a long-standing tradition that children count pennies in Chapel on the day that they celebrate their birthday in school. Children count one penny for each year of their lives into a glass jar. The school community counts with the child and sings Happy Birthday. Sometimes children even bring in an extra penny or two for good luck. At the culmination of the school year, the pennies are donated to a charity which is chosen by the Grade 6 class.

In addition to counting pennies, most children are encouraged to donate a book to the William Randolph Library during the morning Chapel service on the occasion of their birthdays. The books may be old or new, provided they are in good condition. Many children choose a favorite book or a book from the library wish list. A collection of "birthday books" is available for purchase and donation and is located on a shelf in the Library. Parents/guardians/caregivers are encouraged to join the Chapel service when their child is celebrating his/her birthday. Summer birthdays are celebrated in the spring of the school year.

Counting pennies and book donations are coveted traditions in our community. They support our character education program by promoting the act of giving back and build confidence in our students.

**In the classroom:** A treat to be shared by the entire class can be sent to school on the day of a child's birthday. Parents/guardians/caregivers should be mindful of any allergies in the class when bringing in treats. Please note that if a child is having a birthday party at home, invitations may not be delivered in school unless the entire class is invited.

### **Pizza Lunch**

Each Wednesday, the sixth grade parents/guardians sell pizza for lunch to raise money for the 6th Grade Washington D.C. Trip. Families may choose to order one, two, or three slices per child. Along with the pizza, each child will receive oreo cookies. Lower School children are served one cookie and Upper School students are served two cookies.

### **Halloween Parade**

Halloween is a special holiday at St. Thomas's Day School. Children dress up in school-appropriate Halloween costumes and march in a school-wide parade around the block. Classrooms typically have small celebrations and play games. Parents/guardians/caregivers are welcome to join in the festivities.

### **Grandparents and Special Friends Day**

This is a celebratory morning for grandparents and special friends that takes place the Tuesday before the Thanksgiving recess. The children participate in a beautiful Chapel service and then spend time with their grandparents and special friends in the classroom. A welcome breakfast is provided for guests.

### **Food and Clothing Drives**

Food and clothing drives to benefit the local food pantries and clothing closet are held throughout the year. Families are asked to donate child-friendly food and gently used children's clothing. Information including collection dates will be in the Friday Flyer.

### **Christmas Chapel**

Christmas Chapel is held on the last day of school before the Christmas recess. It is a beautiful service of readings and carols in which all children participate. Full uniform is required. Parents/guardians/caregivers, families and friends are invited and encouraged to attend. Dismissal will take place immediately after Chapel at 11:00.

### **Classroom Parties**

Classrooms may hold parties from time to time throughout the year. The teacher and the Room Reps work together to plan a small celebration including a snack and drink for each student.

### **Arts Week**

Each spring, students participate in a week-long celebration of the arts. Visiting artists, musicians and performers share their talents, hold workshops and expose the children to a variety of artistic expressions.

### **Gym Night**

Gym Night is a program of class fitness demonstrations and game strategies. Parents/guardians/caregivers observe as the children in Grades 1-6 show off their physical development and progress.

### **Field Day and School Picnic**

Field Day is a fun and exciting day filled with team spirit and camaraderie. Children participate in a wide variety of field events, both individually and on teams. Parents/guardians/caregivers are welcome to assist and participate at the field.

### **Class Day**

Class Day is a festive occasion to remember and celebrate the school year. It is held the last full day before Graduation. The day begins with Class Day Chapel where each grade is officially promoted. On this day, yearbooks are distributed, and there are individual recitals, special class songs and dramatic performances.

### **Graduation**

Graduation is a very special day for the sixth graders at St. Thomas's Day School. All of the children wear full uniform, except for the graduating girls, who wear white dresses. The fifth graders host the reception following the ceremony.

**Special Chapel Events** – Martin Luther King, Jr. Day, Veterans Day, African American Read-In, Earth Day and Fourth of July are celebrated with a special Chapel service. Parents/guardians/caregivers are welcome to attend.

### **Field Trips**

Each year, teachers in each grade plan a variety of local field trips to support and supplement the curriculum for that grade. The field trips are typically planned in the beginning of the year and shared with parents/guardians. Parents/guardians are encouraged to join field trips whenever possible. All student fees for field trips are covered by St. Thomas's Day School. Parents/guardians are responsible for covering their own costs if they attend field trips.

### **Class Trips**

A St. Thomas's Day School education involves participating in a variety of special class trips. In addition to attending regular field trips, students in each grade go on at least one special class trip per year as part of their educational experience. Students travel to places such as the United Nations, Peabody Museum, Nature's Classroom, Mystic Seaport, Philadelphia and Washington, D.C. All children are expected to participate in class trips. Costs for transportation and other expenses associated with overnight trips will be collected from students in advance. There can be no refund of trip money collected. Students are required to wear their uniform on class trips unless the nature of the trip makes the uniform impractical.

## **Parent/Guardian Involvement**

### **Parent/Guardian Volunteers**

Parent/guardian volunteers are greatly appreciated at St. Thomas's Day School. We depend on parent/guardian volunteers for support and enrichment of school life. Any parent/guardian who is willing to volunteer time for class trips, plays, projects, library work, or any other activity should feel free to contact the classroom teacher or the Head of School.

### **Parent-Teacher Organization**

The mission of the St. Thomas's Parent-Teacher Organization (PTO) is to enrich the educational experience of students by supporting teachers and school activities through volunteerism, fundraising and community building.

Involvement from parents/guardians has always been an important component in the life of the school. There is a flourishing Parent-Teacher Organization (PTO) where all parents/guardians are welcome. The officers and room representatives for each grade are elected annually. There are two PTO meetings a year. Every parent is encouraged to attend PTO meetings, whether they hold elected office or not.

### **Room Representatives**

Two or more parents/guardians from each grade are designated as Room Representatives for the year. The Room Representatives serve as a channel of communication between parents/guardians and the school. The Room Representative Committee of the PTO is responsible for hospitality at various school functions, planning class parties, and field trip transportation. There are regular meetings of the Room Representative Committee, where all parents/guardians are welcome to attend. Parents/guardians wishing to discuss a specific issue should contact one of the committee's co-chairpersons so that it may be included on the agenda.

### **Teacher Gift Guidelines**

From time to time, grateful students, parents, guardians or other family members may offer gifts to faculty and staff. We encourage the kindness of our students and their families and as such, individual gifts of appreciation in the form of sentimental tokens and/or handmade gifts are permitted.

St. Thomas's Day School does allow a monetary group gift to be given to an individual faculty/staff member during the holiday season and at the end of the school year. The gift must be identified as being from the entire class, the identity of the givers and the

individual amounts are not to be disclosed to the recipient. Individual family contributions should not exceed \$50.

### **Fundraising**

In private education, fundraising is a necessary and important fact of life. St. Thomas's takes great pride in the quality of education it offers its students, but tuition never fully covers the costs of a child's education. There are several components of fundraising at St. Thomas's: the Annual Fund, other events directed by the Board of Trustees and PTO projects.

### **Chaperoning Field Trips**

Parents/guardians are encouraged to attend field trips with their children whenever possible. Parents/guardians who attend field trips as chaperones are given additional supervision responsibilities by the classroom teacher. Chaperones will be given guidelines about expected responsibilities prior to the trip.

### **Driving on Field Trips**

On occasion, parents/guardians are asked to transport children to and from school on field trips. All parent drivers must complete a Parent Volunteer Driver Agreement (available in the Main Office). Class trip safety guidelines are as follows:

- All vehicles must be registered and insured.
- All passengers must wear seat belts at all times.
- No children will be allowed to sit in the front seat unless over age 12.
- The driver is responsible for the whereabouts and conduct of the children in his or her vehicle.
- There will be no smoking in the presence of children.
- There will be no unscheduled stops (e.g., McDonald's).
- The driver is responsible for having complete directions to the destination.

## **School Closings**

### **Snow Days/Cancellation of School**

The School uses SchoolMessenger, an automated alert system, to notify all households by telephone and email of an unplanned event that causes early dismissal, school cancellation or late start. School closing announcements will also be posted on the School's website ([www.stthomasday.org](http://www.stthomasday.org)) and on TV stations

(WTNH and NBC Connecticut) by 6:30 A.M. Cancellation of St. Thomas's Day School is not necessarily related to any other school closings.

### **Emergency Early Dismissal**

When serious weather or snow begins during school hours, the goal is to get children safely home as soon as possible. Early dismissal will be announced using SchoolMessenger, television stations WTNH and NBC Connecticut, and on the School's website ([www.stthomasday.org](http://www.stthomasday.org)). If the school is closed due to inclement weather, the Extended Day Program will be closed.

### **Flex Day Schedule**

Each year, the School closes for "winter break" – a long weekend in February that begins on Friday and extends through the Monday of Presidents' Day. In the event that, prior to the winter break, the School has been closed for more than four days due to inclement weather conditions, the Friday of the winter break is deemed to be a "flex/give back" day, and the school will be in session on that day. School families should be mindful of this policy in vacation planning. The School, however, will accommodate students who are unable to be in attendance on Friday should school be in session.

## **Health Policy**

St. Thomas's Day School aims to ensure the health of all students. Success relies on active communication between school personnel and families with regard to the health of children. Whether a life threatening allergy or a lingering cold, your input is vital to the process. American Academy of Pediatrics (AAP) and State of Connecticut school health guidelines form the basis of our policies.

### **Illness**

A sick child should be kept home. In the event that a child is unable to attend school, parents/guardians/caregivers should call or email the Administrative Assistant in the Main Office before 9:00 A.M. to inform the school of the child's absence. If a child becomes ill during school, parents/guardians will be called and the child sent home.

In general, a child's medical provider is the best person to consult regarding whether your child should attend school. Reasons not to attend school include:

- Illness with fever within the past 24 hours
- Not feeling well enough to participate in school activities
- Your child may be contagious to other children
- Your child requires a higher level of care than St. Thomas's can provide

- Vomiting or diarrhea within the past 24 hours
- Undiagnosed illness with rash

This list is not all inclusive. Parents/guardians/caregivers should use common sense. If there is uncertainty about a child's health status, the child should probably stay home.

### **Annual Physical Exam**

All children must have a completed health form on file in the school office prior to the first day of school. This form must include your child's immunization record.

Childhood vaccinations protect communities from serious life-threatening diseases.

We expect all students to be fully immunized unless documentation demonstrates:

1. Your child is on a "catch up" schedule.
2. Your child has a medical contraindication to vaccination.
3. Your family has elected the "religious exemption" to vaccination.

Students without a health form will not be allowed to attend classes.

### **Physical Education Participation**

Physical Education is considered an important part of St. Thomas's curriculum.

Children require a written note from a parent or guardian in order to be excused from physical education classes. Children excused from physical education classes will not be permitted to participate in other physical activities (e.g. recess).

### **Administration of Medication in School**

As per Connecticut State law, all medications dispensed at St. Thomas's must have written authorization from a prescribing medical provider. This includes both prescription and over-the-counter medications (i.e. Tylenol, Advil, etc.).

#### **Responsibility of Families**

Parents/guardians must provide the following items in a clear gallon-sized zip lock bag labeled with the child's name and grade.

- Medication in original package that displays the prescription information. If the medication is over-the-counter we must have an unopened package.
- 'Prescriber's Authorization for Administration of Medication by School Personnel' form completed by the prescribing provider and signed by a parent.
- 'Allergy Action Plan' if your child requires medications for allergies.
- A picture of the child (head and shoulders) that is clearly labeled with the child's name and grade.

## **Responsibility of St. Thomas's Day School**

- Store medication and instructions for use in a safe, central location.
- Train personnel in handling and dispensing medication.
- Dispense medication to students based upon documented medical needs.
- Document all medication given to children.
- Notify parents/guardians if children require an as needed medication during the school day.

## **Anaphylaxis/Allergy Policy**

St. Thomas's Day School is not a nut free school. Children with life threatening allergies (e.g. food, latex, bee sting) must have epinephrine and an 'Allergy Action Plan' at school. Please refer to the Medication Policy for details about medications. We encourage all families to follow new guidelines with regard to the 'Allergy Action Plan'. These updated forms recommend that Benadryl/ diphenhydramine be omitted from your child's 'Allergy Action Plan'. Please obtain the most up to date 'Allergy Action Plan' form and discuss it with your child's medical provider.

Severe allergic reactions require prompt medical treatment. When these reactions occur during the school day or at school events, St. Thomas's Day School will follow specific guidelines outlined in this policy to treat such emergencies.

Individuals with a known history of severe allergies have their own emergency action plan and an epinephrine auto-injector available in school.

Students and staff with an unknown history of allergies may experience anaphylaxis or severe allergic reactions in school; hence, these individuals do not have an individual plan directing school staff how to respond.

In such cases, St Thomas's Day School will have auto-injector epinephrine available for individuals without a known history of anaphylaxis or severe allergic reactions. A standard protocol will be followed when responding to allergic reactions in such people without known allergies.

Members of the faculty and staff who take part in school provided yearly training may administer epinephrine in the setting of an allergic emergency. St Thomas's Day School uses the Annual Epinephrine Administration Training Program for Connecticut's Unlicensed School Personnel to guide it's yearly allergy training.

For individuals without a known allergy and who do not have a personal allergy plan/device, school supplied epinephrine is located in the front office and in Robbins Hall.

911 must be called activating EMS in any setting when epinephrine is used and families will be notified immediately if their child develops a known or suspected allergic reaction.

As per Connecticut State law, families may opt out of this policy. Written notification must be sent to the Head of School if you wish to opt out.

### **Emergencies**

In the event of a serious accident requiring medical care, a child will be taken to a hospital emergency room. All parents/guardians and the child's physician will be notified immediately. Emergency telephone numbers are required for each child. The school office must be notified immediately if your emergency numbers change.

### **Concussion Policy**

St. Thomas's strives to get children back in the classroom after a concussion in a safe, timely and thoughtful manner. Returning to school following a concussion requires a team-based approach that is individualized to the student's physical and emotional health. We will work with families and medical providers in whatever way we can to ensure the safety of the child.

Under the direct care of a medical provider, families should develop a plan for their child's concussion recovery. The family is responsible for monitoring the plan's effectiveness and make adjustments as needed. Families should educate themselves about all aspects of concussion management.

We advise that children recovering from a concussion begin school-specific activities at home in a controlled setting. As a general guideline, once a child is able to complete 1-2 hours of school work at home without symptoms, he/she can consider returning to school.

St. Thomas's Day School is able to provide some accommodations for students recovering from concussions if provided with a formal, written plan from a medical provider. These accommodations may include a shortened school day, reduced amounts of academic work, and scheduled rests throughout the day.

### **Head Lice Policy**

Head lice are extremely contagious and may be passed along by shared or commonly kept clothing or headgear, combs, brushes, stuffed animals, pillows, theater seats, etc. Head lice are in no way a reflection of personal hygiene.

The School head lice policy is as follows:

- Children discovered with head lice will be sent home immediately and will not be readmitted to school until free of lice and nits. Children with lice will be kept separate from the other children until they can be picked up at school.
- Parents/guardians/caregivers are requested to check their child's head before school starts and regularly throughout the year. In a strong light, parents/guardians/caregivers should check for nits—small egg cases attached to individual hairs, usually at the top of the head, back and sides, and behind the ears. Itching is a sign of head lice.
- If a child has lice, he/she should be treated with an anti-lice shampoo prescribed by his/her doctor. All adult insects and nits should be combed out with a Derbac or a very fine steel comb. Parents/ guardians/ caregivers should continue combing until all nits are gone. This is important because the eggs will hatch later and you will have to begin all over again. A week later, there should be a follow-up check and re-treatment if necessary.
- All bedding, upholstered furniture, coats, hats, clothing, etc. should be washed and cleaned thoroughly to prevent re-infestation. Stuffed animals may be put in plastic bags for two weeks. All members of a household should be checked.
- If a child is found to have lice at school, the rest of the class will be checked. Parents/guardians of affected classes will be notified of any outbreak in the class.
- A child may return to school the next day following treatment, but must be nit-free. If nits are still present, the child will be sent home again.

Your cooperation is vital to prevent or minimize any outbreak of head lice.

### **Infectious Disease**

It is the responsibility of the parent to inform the Head of School if a child has a communicable disease such as hepatitis, tuberculosis, HIV infection, or other serious communicable disease.

If there is no reasonable expectation of increased risk to others in the school, students who have a communicable disease would be permitted, under most circumstances, to attend and function at the school as his or her physical condition allows. St. Thomas's is a caring community and would respond with compassion and understanding to individuals who are ill.

## **Asbestos Notification**

St. Thomas's Day School has an Asbestos Management Plan (AMP) for the safe control and maintenance of asbestos-containing building materials (ACBM) known to exist in the school buildings. This plan is available for review by anyone at the administrative offices during normal business hours.

Inspections of the known ACBM take place twice each year to check for changes in its condition. Additionally, the building is re-inspected every three years by licensed personnel and the AMP is updated. All known ACBM is identified in the AMP. There are no plans to remove any of these materials during the current school year.

Questions should be directed to the Business Manager, at 203-776-2123 or Julie Kelly, Administrator, Parish and Property, at 203-777-7623.

## 2019-2020 BOARD OF TRUSTEES

### **Gina Criscuolo**

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Kenneth Paul

**Property Committee**  
Alexander Babbidge

**Finance Committee**  
Tracey Meares

**Safety and Standards Committee**  
Tony Reyes

**Governance Committee**  
John Forrest

## ST. THOMAS'S CHURCH VESTRY

The Rev. Keri Aubert, Priest-in-Charge  
Kyle Holton, Senior Warden  
Denise Terry, Junior Warden  
Ricardo Chavira, Treasurer  
Linda Ross Meyer, Parish Clerk

Tom Hogan  
Elizabeth Peters  
Alexandria Robison  
Catherine Stricklan  
Joann Sweasy

## STAFF OF ST. THOMAS'S CHURCH

**Church Office: 203-777-7623**

**The Rev. Keri Aubert**, Priest-in-Charge  
President of St. Thomas's Day School Corporation  
k.aubert@stthomasnewhaven.org

**Dr. Noah Horn**, Director of Music  
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**Julie Kelly**, Administrator, Parish and Property  
administrator@stthomasnewhaven.org

## 2019-2020 PARENT-TEACHER ORGANIZATION

### Executive Committee:

Co-Presidents	Emily Forrest	203-675-2705
	Heather Mokotoff	203-583-2534
Vice President	Kathy Champion	203-268-7544
Secretary	Kanicka Ingram-Mann	203-619-1234
Treasurer	Lois Pan	203-606-7812

### Room Representative Co-Chairs:

Renu Boatright	281-536-7582
Anita Buckmaster	203-738-6768
Jennifer Gregory	203-645-0127

### Faculty Representative:

Josiah Venter	203-927-3977
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### Room Representatives:

Kindergarten	Jason Atkinson	203-671-1363
	Christina Ferando	203-671-1363
	Kathryn Miller-Jensen	203-544-0655
Grade One	Holly Berry	203-553-7974
	Laurie Ann Fisher	203-927-9730
	Anne Turner Gunnison	510-809-6866
	Thomas Thornhill	510-809-6866
Grade Two	Randi Cavallaro	203-786-6403
	Mercedes Fernandes	203-848-9275
	Jennifer Gregory	203-645-0127
Grade Three	Dwayne Betts	301-404-8492
	Andrzej Stanek	203-626-1116
	Donna Vinci	203-312-3993
Grade Four	Jennifer McTiernan	203-200-7073
	Allison Near	203-687-6198
	Ash Pathak	203-848-7784
	Eric Reymond	347-612-8104

Grade Five	Elaine Sangiovanni Gordon Streeter	203-234-6127 203-605-5854
Grade Six	Karla DeMaio Soren Forsberg Carmen Partridge Sarah Walters	203-500-1020 203-789-2142 203-668-4314 203-283-3886

**Committee Chairs:**

<b>Gala Committee</b>	Karla DeMaio Terese Betts	203-500-1020 301-404-8492
<b>Library Committee</b>	Andrew Myers Uta Gosmann Langdon Hammer	203-288-5050 203-804-7715 203-804-7715
<b>Elves' Workshop</b>	Anita Buckmaster Elisa Billings	203-738-6768 203-645-5686
<b>PTO Lunches</b>	Randi Cavallaro Kanicka Ingram-Mann Kathryn Miller-Jensen	203-927-8793 203-619-1234 203-544-0655
<b>Uniform Closet</b>	Laurie Ann Fisher	917-572-9555
<b>Faculty Appreciation</b>	Elisa Billings	203-645-5686

## FACULTY AND ADMINISTRATION

### Administration

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## SEXUAL HARASSMENT POLICY

### **AS A MATTER OF POLICY:**

It is St. Thomas's policy to maintain a learning and working environment that is free from sexual harassment. Any member of the St. Thomas's community who harasses another member of the community through conduct or communications of a sexual nature shall be in violation of this policy as defined below.

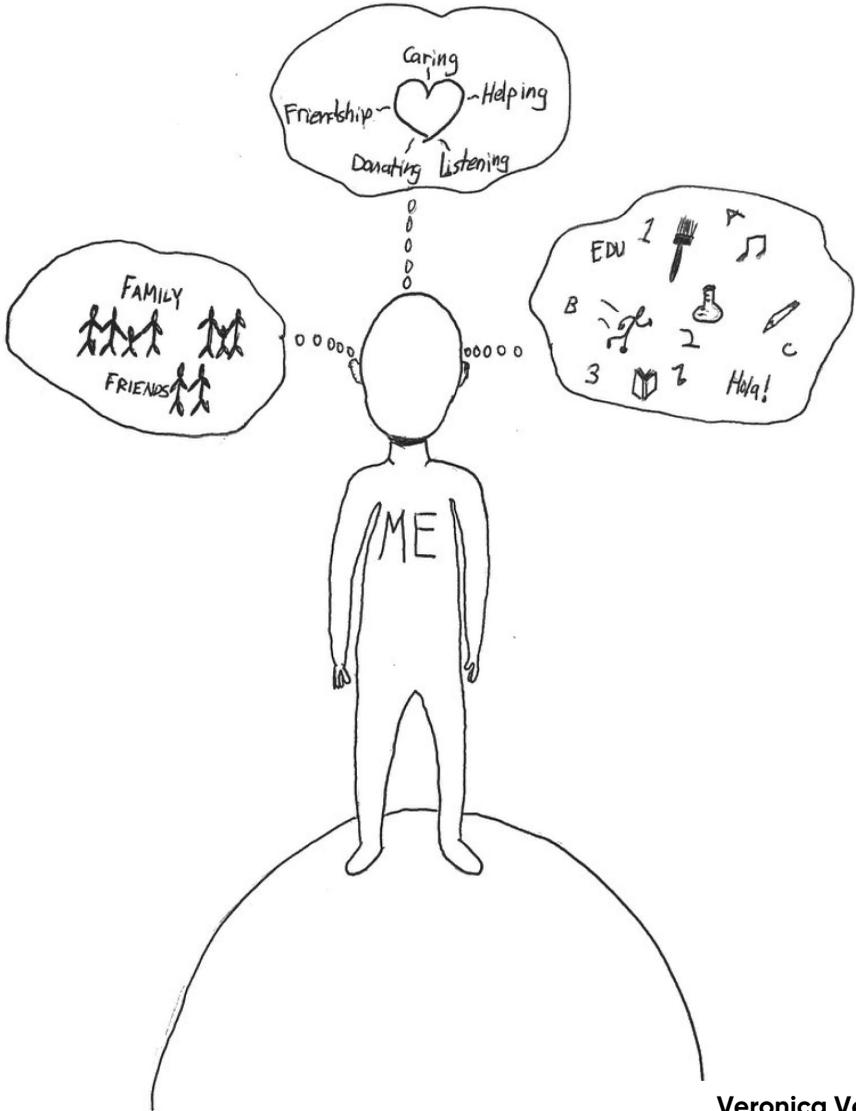
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct creates an intimidating, hostile, or offensive environment which interferes with an individual's performance.

Sexual harassment is not social or courting behavior. It is uninvited and unwanted, and is best seen as an assertion of power. Sexual harassment may include, but is not limited to, the following:

- Inappropriate personal questions
- Sexual remarks about a person's clothing, body, sexual activity, or sexual orientation
- Suggestive remarks, verbal abuse
- Public display of sexually explicit, offensive, or demeaning photographs, printed material, videos, or audio tapes
- Unnecessary touching in any form

Sexual harassment is a violation of laws against discrimination (state law and Title VII of the Civil Rights Act of 1964).

# LET IT BEGIN WITH...



Veronica Vece, Gr. 6