

# St. Thomas's DAY SCHOOL

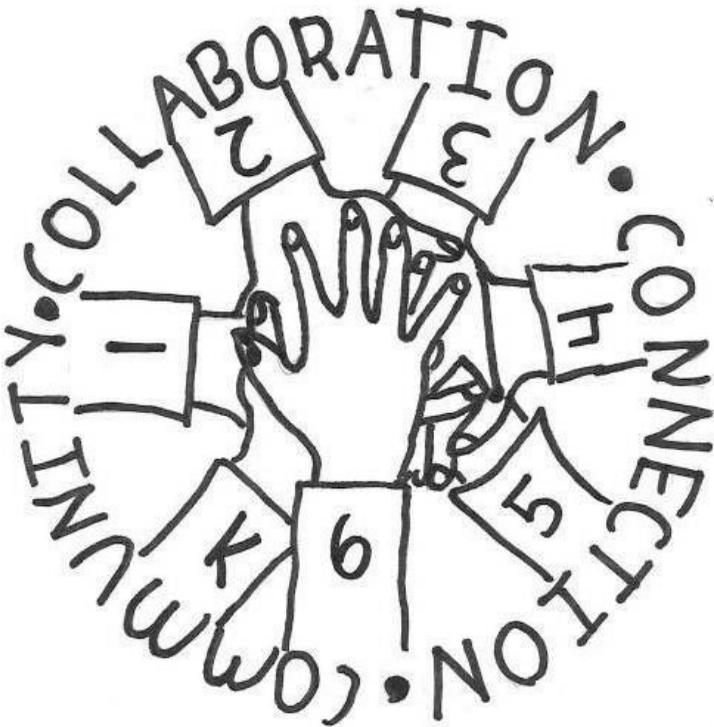
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Handbook and Directory 2020-2021



**Natalie Billings, 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,

It is with an open heart that I welcome your children to the new school year.

This handbook is designed as a reference guide to provide important details of school life. It provides essential information to help you navigate the upcoming school year.

Please take some time to read through this handbook paying special attention to the new health policies, arrival and dismissal procedures and other school wide policies that have been implemented due to COVID-19.

The health and safety of our community is our highest priority and is entirely dependent on every member of the community doing their part to follow these guidelines to prevent the spread of COVID-19.

Prioritizing the health and safety of everyone begins with respect. Our students, faculty and staff thrive when they are safe, secure and nurtured. During this challenging time, I am confident that we will be united in our dedication to the practices aimed at keeping our community healthy.

Here's to a productive year together.

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.

## 2020-2021 ST. THOMAS'S DAY SCHOOL CALENDAR

### SEPTEMBER

Wed., Sept. 2

Classes begin

Mon., Sept. 7

NO SCHOOL-Labor Day

Mon., Sept. 28

NO SCHOOL-Yom Kippur

### OCTOBER

Mon., Oct. 12

NO SCHOOL-Faculty Workday

### NOVEMBER

Mon., Nov. 2

NO SCHOOL-Parent-Teacher Conferences

Wed., Nov. 11

NO SCHOOL-Veterans Day

Wed., Nov. 25– Fri, Nov. 27

NO SCHOOL- Thanksgiving Recess

Mon., Nov. 30

Classes Resume

### DECEMBER

Fri., Dec. 18

Christmas Chapel: 10:30 A.M.

NOON DISMISSAL

Mon., Dec. 21–Fri., Jan. 1

NO SCHOOL- Christmas Recess

### JANUARY

Mon., Jan. 4

Classes Resume

Mon., Jan. 18

NO SCHOOL-Martin Luther King, Jr. Day

### FEBRUARY

Thurs., Feb. 11

Valentine's Day Observance

Fri., Feb. 12 & Mon., Feb. 15

NO SCHOOL-Flex Mid-Winter Recess

Tues., Feb. 16

Classes Resume

### MARCH

Mon., Mar. 8– Fri., Mar. 19

NO SCHOOL-Spring Recess

Mon., Mar. 22

Classes Resume

### APRIL

Fri., April 2

NO SCHOOL-Good Friday

Mon., April 19

NO SCHOOL- Parent-Teacher Conferences

### MAY

Fri., May 7

NO SCHOOL- Faculty Workday

Mon., May 31

NO SCHOOL- Memorial Day

### JUNE

Wed., June 9 Graduation: 10:00 A.M.

11:00 A.M. DISMISSAL

Summer Vacation Begins

## General Information

### The School Day

8:00 A.M.	Temperature Checks begin
8:15 A.M.	School begins
8:30 A.M.	Morning Chapel
12:00-12:30 P.M.	Lunch
3:00 P.M.*	Dismissal of Kindergarten–Grade 6

\*2:00 P.M. Dismissal on Fridays only

Parents/guardians/caregivers are responsible for children prior to 8:00 A.M. and after 3:00 P.M, no student will be permitted in the building before those times. Parents should remain with children until health screening is completed.

# Traffic Procedures

## Traffic/Safety Procedures

St. Thomas's Day School makes every effort to guarantee the safety of its' students, 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 student from school. Please pay particular attention to the following:

- 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.
- Double parking is prohibited.
- Parking on the left or facing oncoming traffic is illegal.
- Students 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.

## Arrival

In order to help their student arrive on time, parents/guardians/caregivers must park their cars on Cliff Street or Ogden Street and walk the children into school.

## Expected Behavior at Dismissal:

1. The playground is closed during dismissal. Families should exit the playground immediately after dismissal.
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 K-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 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.

## Arrival and Dismissal Procedures

All grade levels have designated locations that they will enter and exit through daily. Guardians must walk their student up to the designated entrance, adhering to social distancing, and wait with the student until their health check is complete. Afterwards students will access the classroom where their teacher will be waiting. Guardians will not be permitted to enter the classroom. Please pick up your student promptly at 3:00 P.M. We cannot accommodate late pickups.

- Each entrance and exit will have a sign with the designated pod (Blue or Gold) with the exception of grade 4.
- Please adhere to social distancing protocols and follow the markers on the ground for lining up.
- All students/parent/guardians/caregivers must wear a mask on school grounds.

<b>Grade</b>	<b>Robbins Hall/Teacher</b>	<b>Entrance: Drop Off</b>	<b>Exit: Pick Up</b>
Kinder- garten	K Classroom - Norine Page	Front door of Robbins Hall on Cliff Street directly into the classroom	Teachers will send your child out to you through the Kindergarten door on Cliff Street (onto the lawn).
	Art Room - Amy Cassello	Playground door of Robbins Hall and down to the art room	Teachers will send your child out to you through the door on the Kindergarten playground.

<b>Grade</b>	<b>Main Building/ Teacher</b>	<b>Entrance: Drop Off</b>	<b>Exit: Pick Up</b>
Grade 1	Grade 1 classroom - Craig Bottiger	Main Lobby Entrance	Teachers will send your child out to you through the Main Lobby Door.
	All Purpose Room - Leslie Reyes	Main Lobby Entrance	Teachers will send your child out to you through the Main Lobby Door.
Grade 2	Grade 2 classroom- Erin Clark	Big playground door  *Entering through gates on Whitney Avenue.	Teachers will send your child out to you through the door on the big playground.
	Maker Space - Ashley Bonilla Natal	Makerspace door near the gaga pit on the playground  *Entering through gates on Whitney Avenue.	Teachers will send your child out to you through the big makerspace door on the big playground.
Grade 3	Grade 3 classroom- Robin Reymond	Door in the passive space to Grade 3 classroom; Access by walking through the gates on Whitney Avenue and across the big playground.	Teachers will send your child out to you through the Grade 3 classroom passive space door.
	Grade 4 classroom - Stacey D'Angelo	Door in the passive space to the Grade 4 classroom; Access by walking through the gates on Whitney Avenue and across the big playground	Teachers will send your child out to you through the Grade 4 classroom passive space door.
Grade 4 (one pod)	Science classroom- Chelsea Roncato	Columbarium Door located on Whitney Avenue (red door outside the playground gate)	Teacher will send your child out to you through the columbarium door.

Grade 5	Grade 5 classroom- Rachel Psaradellis	Door in the passive space to the Grade 5 classroom; Access by walking through the passive space gate on the sidewalk off Ogden Street	Teachers will send your child out to you through the Grade 5 classroom passive space door.
	Grade 6 classroom- Amy Gagne	Door in the passive space to the Grade 6 classroom; Access by walking through the passive space gate on the sidewalk off Ogden Street	Teachers will send your child out to you through the Grade 6 classroom passive space door.
Grade 6	Spanish Room- Chandra Vasseur	Columbarium Door located on Whitney Avenue (red door outside the playground gate)	Teacher will send your child out to you through the columbarium door.
	Church Atrium- Kenny Moore	Atrium location: from Cliff Street through the parking lot to your left down the stairway.	Your child will meet you at the top of the Atrium stairway.

Should you need to pick up your student during the school day please adhere to the following:

- Guardians are only permitted to enter the building to pick up their child. Guardians must notify the school in advance to assure their child is ready for immediate pick up.
- Guardians must use the main door in the main building if they need to pick up their student during regular school hours. This includes Kindergarten students.
- All guardians entering the building must wear a mask.
- All other requests to access the building must be cleared in advance with Gina Panza, Head of School.

## 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.

Students in all grades will be permitted to wear their gym uniforms daily. Sneakers must be worn on gym days and will be permitted on all other days. Students may choose to wear items from the school uniform; however, ties and blazers will not be permitted in upper school. Please ensure all pieces of the uniform are cleaned daily. Uniforms can be purchased at Dennis Uniform.

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 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 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-Any sneakers may be worn by students (with the exception of light up shoes).

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

### Grades 1-6

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

## 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. Any sneakers may be worn by students (with the exception of light up shoes).

### 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. There will be no Lost and Found box this year.

## 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.
- Students are not permitted to use the school telephone except in emergencies.
- Students are not permitted to use cell phones or other electronic devices on school property during school hours (including Extended Day).
- Students may only use the elevator when accompanied by a teacher or staff member.

## 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 must notify Heather Mokotoff, School Nurse, via phone or email at hmokotoff@stthomasday.org before 9:00 A.M. During this time your child will be able to continue classes via distance learning.

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 accordingly.

The 100% Attendance Award has been permanently suspended.

## **Lunches**

Children are required to bring their own lunch with utensils, a cold pack and beverages each day. Parents/guardians/caregivers should also provide a nutritious snack for mid-morning break. Children should plan to bring in their own labeled water bottle daily. Use insulated containers for hot lunches; microwaves will not be available.

## **Homework**

### **Lower School**

Lower School students (grades K-3) will not be given homework this year. However, all students should practice reading in one form or another. Reading may include reading with an adult or sibling, reading independently or listening to a story.

### **Upper School**

This year, given our switch to a Flipped Classroom model, your child's homework will look different from what it has been in the past. Your child will be asked to watch videos, read articles and stories, and explore new content that will be reviewed the following day. The goal is for your child to show up to class familiar enough with the content that he/she can participate in discussions and complete small group activities surrounding the material. Rather than spend class time standing in front of the group teaching, the teachers will use class time to focus on hands-on learning that involves collaboration, critical thinking, and problem-solving. The teacher will facilitate learning, deepening student understanding, helping students unpack and apply concepts and assessing progress.

## 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 online appointments to speak with teachers and administrators as needed.

### **Daily Communication**

When necessary, parents/guardians should contact teachers via email. Teachers will respond to all emails within 24 hours during the work week.

### **Google Classroom**

Each grade will be assigned a Google Classroom that will be used to identify assignments due each day. Students will be responsible for checking it every day when they are learning remotely. Teachers will post assignments by date, including clearly stated directions, as well as links to the appropriate Google sites or other learning programs needed for each assignment.

Assignments for all grades will be posted by 7:00 a.m. While assignments will be listed as due by 6:00 p.m., the due dates simply serve as an organizational tool for the calendar, not a deadline. Students should aim to complete assignments by the end of the day on the day they are listed unless otherwise advised by the teacher.

Google Classrooms in all grades will follow a consistent format that makes learning organized, structured and easy to understand.

### **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, parent/guardian meetings, reminders, and other important information.

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

Online 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. While this year several of these in-person events may be suspended, we will still be celebrating many of other traditions in a modified way.

### **Birthdays**

\*Birthdays traditions will be celebrated during virtual Chapel for the 2020-2021 school year.

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.

Parents/guardians/caregivers are encouraged to remotely 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.

## **Halloween Parade**

\*The Halloween Parade will be celebrated in a modified way for the 2020-2021 school year.

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.

## **Grandparents and Special Friends Day**

\*Grandparents and Special Friends Day will be suspended for the 2020-2021 school year.

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 will be suspended for the 2020-2021 school year.

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 will be celebrated in a modified way for the 2020-2021 school year.

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

## **Classroom Parties**

\*Classroom parties will be suspended for the 2020-2021 school year

\*\*\*Decisions on whether to hold the following spring events in-person or in a virtual or modified fashion will be made closer to the spring term.\*\*\*

## **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**

\*Field trips for the 2020-2021 school year are suspended indefinitely.

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**

\*Class trips for the 2020-2021 school year are suspended indefinitely.

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 essential to St. Thomas's Day School and are greatly appreciated. We depend on parent/guardian volunteers for support and enrichment of school life. There is a flourishing Parent-Teacher Organization (PTO) where all parents/guardians are welcome. While this year presents some challenges in the way that we will hold events and celebrate traditions, we believe our PTO and parent volunteers will be essential in helping to keep the community connected.

### **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.

### **Room Representatives**

Shortly after the start of the school year, the PTO will ask for parents/guardians volunteers from each grade to serve as Room Representatives for the year. The Room Representatives serve as a channel of communication between parents/guardians and help to organize all classroom activities.

### **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.

## **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**

In the event of an unforeseen event during school hours and we need to get the students 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)).

### **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.

## Health Policies

St. Thomas's Day School aims to ensure the health of all students. All members of the St. Thomas's Day School Community have a shared responsibility to prevent the spread of illness, especially when they are aware of a diagnosed communicable disease or suspect that they have contracted a communicable disease. It is imperative that all members of our school community remain committed to the safety policies and procedures listed in the handbook to help keep students, faculty and staff safe.

American Academy of Pediatrics (AAP), CDC, Department of Public Health CT, and State of Connecticut school health guidelines form the basis of our policies.

By enrolling your child in St. Thomas's Day School you agree to the following requirements to mitigate the spread of COVID-19 :

1. *Follow federal and state and local orders.* All families are expected to adhere to the directives of applicable federal, state and local government health departments, including the CDC, regarding physical distancing, masking in public and other measures to reduce the spread of COVID-19.
2. *Influenza Vaccine.* For the safety of our students, staff and families, all students, faculty and staff will be required to have a current influenza vaccine in order to return to school after winter break. Documentation of receiving a current influenza vaccine must be provided to the School Nurse by December 31, 2020. Exceptions will be made ONLY for students, faculty and staff who have a written note from their primary care provider noting medical exemption.
3. *Stay home if sick.*

If your child has any symptoms of COVID-19, you are expected to keep him/her home from school. Current COVID-19 symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For a current and complete list of COVID-19 symptoms visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

4. *Stay home if exposed.* If your child or someone in your household has been notified that they test positive for COVID-19, you must notify Heather Mokotoff, School Nurse as soon as possible at [hmokotoff@stthomasday.org](mailto:hmokotoff@stthomasday.org). You will be asked to keep your child home from school for 14 days based on current CDC guidelines. During this time your child will be able to continue classes via distance learning.
5. *Travel.* Please avoid ALL unnecessary travel outside of Connecticut. If your child has traveled outside the state of Connecticut, you are required to notify the School Nurse. If your child has traveled to a state with high prevalence of COVID-19, he/she may need to be quarantined for 14 days based on requirements from the State of CT which the school will also mandate following. During this time your child will be able to continue classes via distance learning.
6. *Face Masks.* Your child must come to school with a face mask every day that he or she is attending on-campus classes. Teach your child how to properly use and remove a face mask. If using fabric masks, ensure that your child's mask is cleaned daily. Masks with one-way valves or vents, gaiters or bandanas may not be used as face coverings at school.
7. *Hygiene.* Practice and reinforce good hygiene practices at home, in particular, the importance of frequent handwashing.
8. *School Uniform.* Students in all grades will be permitted to wear their gym uniform daily. Sneakers must be worn on gym days, and will be permitted on all other days. Students may choose to wear items from the school uniform; however, ties and blazers will not be permitted in upper school. Please ensure all pieces of the uniform are cleaned daily.
9. *Students' personal items.* Limit the items your child brings on to campus each day. Your child will not have access to lockers and therefore, he/she is

expected to bring only their books, lunches, snacks and refillable water bottles to school. Reinforce policies around the sharing of food, supplies and other items with other students.

10. *Medical forms.* Emergency contacts. Families must complete and submit all required student medical forms prior to the first day of school. Families must provide a minimum of three (3) emergency contacts who are able to pick up your child from the school within one (1) hour of receiving a call from the school if your child presents with a temperature or becomes ill during the school day.

Success relies on active communication between school personnel and families with regard to the health of children. Whether a life threatening allergy, a communicable disease or a lingering cold, your input is vital to the process.

### **Annual Physical Exam**

All children must have a completed health form on file in the nurse's 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, for each medication that must be administered daily or on an as needed basis, St. Thomas's requires the written order of an authorized prescriber using the 'Authorization for the Administration of Medication by School Personnel' form. This requirement applies to 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.

- Prescription medication must be in the original container/package that displays the student's name and the prescription information. All over-the-counter medications must be unopened in the original container/package. .
  - 'Authorization for the Administration of Medication by School Personnel' form completed by the authorized prescriber and signed by a parent/guardian.
  - '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.
- ❖ Nebulizer treatments will not be given at school, but inhalers with spacers can be given and will be preferentially administered to students outdoors rather than inside.

### *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 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 making 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 School Nurse and 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.

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## BOARD COMMITTEE CHAIRS

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Kenneth Paul

Property Committee  
Alexander Babbidge

Finance Committee  
Heather Tookes Alexopoulos

Safety and Standards Committee  
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Governance Committee  
John Forrest

## ST. THOMAS'S CHURCH VESTRY

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

Greg D'Andrea  
William English  
Christopher Martinez  
Alexandria Robison  
Catherine Stricklan

## STAFF OF ST. THOMAS'S CHURCH

Church Office: 203-777-7623

The Rev. Keri Aubert, Rector  
President of St. Thomas's Day School Corporation: k.aubert@stthomasnewhaven.org

Dr. Noah Horn, Director of Music: n.horn@stthomasnewhaven.org

Julie Kelly, Administrator, Parish and Property: administrator@stthomasnewhaven.org

## 2020-2021 PARENT-TEACHER ORGANIZATION

### Executive Committee:

President	Emily Forrest	203-675-2705
Vice President	Anita Buckmaster	203-738-6768
Secretary	Kanicka Ingram-Mann	203-619-1234

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M.S. Long Island University

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M.B.A. University at Buffalo (SUNY)

Director of Institutional Advancement  
B.A. Quinnipiac University

Director of Enrollment Management  
B.A. California State University, Northridge  
M.S. California State University, Eastbay

Bookkeeper

Nurse  
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M.S. Western Connecticut State University

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M.A. University of Bridgeport

Chaplain  
B.F.A. Texas Christian University  
M.A. Graduate Theological Union  
M.Div.: Yale Divinity School  
Dip. Anglican Studies: Berkeley Divinity School

Floating Assistant Teacher  
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M.F.A. Western Connecticut State University

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M.S. Lehman College

Fourth Grade Teacher  
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Technology Integrator  
B.S. Central Connecticut State University  
M.S. Central Connecticut State University

Sixth Grade Teacher  
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B.A.Sc. University of Guelph

Science Teacher  
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M.S. Lesley University

Physical Education Assistant Teacher  
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## 2020-2021 STUDENT ROSTER

### KINDERGARTEN

Divya Boatright  
Xavier Cavallaro  
Audrey De Volder  
Nayelli Edusa  
Ethan Ellis  
Sophie Hall  
Bennett Horsford  
Ayedin Mangi  
Lacey Mullen  
Jude Patterson  
Diana Rowe  
Avery Stanek  
Ezra Walsh  
Jonathan Wang

### GRADE ONE

Holden Atkinson  
Leo Cho  
Emerson Ellis  
Abigail Giaimo  
Vivaan Gowda  
Lucille Jensen  
Ella Lafargue  
Carol Ma  
Riley Maxon  
Samantha Mokotoff  
Joshua Mutonji  
Mariona Padro  
Lena Parrillo  
Deborah Smith  
Mercy Smith  
Colin Sutherland  
James Thomas  
Arthur Zhang

### GRADE TWO

Benjamin Berry  
Alexa Hall  
Mikayla Hall  
Julian Hammer  
Kobimtochi Kahle  
Alden Keshav  
Kamryn Mann  
Charlotte Martinez  
Willow Parke  
Pippin Partridge  
Oscar Ryan  
Marc Sapienza  
Carlton Smith  
Simon Stanek

Eliot Thornhill  
Frances Thornhill  
Alden Walsh

### GRADE THREE

Ryan Alexopoulos  
Dowin Boatright  
Malia Campbell  
Sebastian Cavallaro  
Tiago Fernandes  
Andrew Forrest  
Anushirvan Gandhi-Zadeh  
Emilie Gregory  
Nina Jones  
Samara Mayes  
Rebecca Near  
Ashlin Rowe  
Antonio Sangiovanni  
Talia Snyder (Spring 2021)  
Aidan Song  
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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).

