

Employee Handbook

Section X: Facilities

- A. Church and School Agreement
 - 1. Spaces
 - 2. Scheduling Events
 - a. Authorization
 - b. Alterations of Physical Space
 - 3. Care and Clean Up of Shared Spaces
- B. Classrooms
 - 1. Classroom Environment
 - 2. Heat/ Air Conditioning
 - 3. Supplies for the Classroom
- C. Common/ Shared Spaces
 - 1. Lobby
 - 2. Hallways
 - a. White Shelves on the 1st Floor
 - b. Hallway Outside the Gym
 - c. Stairway
 - d. 3rd Floor Hallway
 - 3. Faculty Room
 - a. Copier
 - b. Laminator
 - c. Maintenance
 - 4. The Makerspace
 - 5. Main Office
 - 6. All Purpose Room
 - 7. Stage
 - 8. Lockers
- D. Passive Space
- E. Restrooms
- F. Playground
 - 1. Safety
 - 2. Expectations
 - 3. Cleaning

Section X: Facilities

A. Church and School Agreement

1. Spaces

- A "School Space" describes an area of a building and ground used mainly and sometimes solely for school purposes (like the classrooms, the school offices, or Robbins Hall).
- A "Shared Space" describes an area of the building and grounds (e.g. entry and lobby, hallways, gym, and all-purpose room) that the parish and the school use in tandem. It also includes some stipulated external areas (e.g. playgrounds and passive space, rear sidewalk) where any physical change would affect the activities of both communities.
- A "Church Space" includes the rest of the buildings and grounds not listed above and the Ogden Street property.

2. Scheduling Events

When scheduling space for school meetings and events, teachers and faculty members should begin by determining what appropriate spaces are available within the school itself. If there are no appropriate spaces available, a church or shared space may be reserved with authorization from the Church. This may be obtained through the Church Office.

a. Authorization

All activities, events, and meetings held after 5:30 p.m. in both church spaces and school spaces must be cleared through the church office. All events and activities held in the following spaces must be reserved through the Church Office:

- Gym - after 5:30 PM
- Church Nursery Room
- Church Lounge
- Church Kitchen
- Church
- Sanctuary

Once approved, the event or activity must be recorded electronically on the School's master calendar.

b. Alterations of Physical Space

Any proposed changes or alterations of physical space in the School or a shared area must be submitted in writing to the Head of School for prior approval.

- This policy enables school and church to better and more efficiently use their respective spaces.
- Documented meetings and events help avoid conflicts in use of a particular space by two or more groups at the same time.
- Regular maintenance and cleaning is facilitated when meetings are documented on a master calendar.

3. Care and Clean Up of Shared Spaces

The following regulations apply to all shared spaces in both the Church and School:

- The Church and School are smoke free. No smoking is allowed on the property.

- Anything moved from its original position has been returned
- Carpets have been vacuumed
- Kitchen and work counters are free of all items
- All bottles, cans, cartons and papers have been disposed of (We do not recycle)
- Kitchen floor has been cleaned
- All dishes/utensils belonging to kitchen have been washed and returned to appropriate cabinets/drawers.
- Nothing is left "to drain" on the sink counter
- Containers/plates/bowls/platters brought by participants have been taken home
- All windows are shut
- All lights and lamps are turned off
- The use of the school's shared areas for events and activities must be reserved the Administrative Assistant on the School calendar.

B. Classrooms

1. Classroom Environment

Teachers are responsible for keeping their classrooms neat and organized. At the end of each day, teachers should tidy up their classrooms so that the space can be cleaned by the cleaning crew and will be ready for the next day.

Students should also be encouraged and trained to help care for the classroom environment. At the end of each school day, the children should help to tidy up the instructional areas. Chairs and instructional materials should be removed from the floors to enable daily cleaning. Each child should be responsible for his/her immediate seating area and materials.

Before leaving for the day, teachers should close and lock all windows, turn off all lights, and lock the doors. In addition, teachers should check the hallways outside their classroom to ensure that they are neat and free of unnecessary clutter. When leaving the classroom for more than one hour during the day, lights should be turned off.

2. Heat/ Air Conditioning

The ventilation system at St. Thomas's Day School is designed to provide heat and air conditioning to all of the classrooms on the first floor. It is also designed to circulate air throughout the classrooms. The system should be kept on in all classrooms at all times. The switch in the first grade controls the entire system and should remain in the on position. It has been preset to be maintain the classrooms at temperatures between 70 and 75 degrees.

3. Supplies for Classrooms

All school supplies including pencils, pens, paper, glue, scissors, markers, etc. are provided for students by St. Thomas's Day School. Supply orders are placed by each teacher at the end of each school year via the Assitant Head of School.

Certain supplies, such as tissues, silverware, and cleaning materials are not supplied by St. Thomas's Day School. In support of the classroom, Head Teachers may request that families bring these items in. Families should not be required to contribute supplies.

C. Common/ Shared Spaces

All staff members are responsible for helping to maintain a clean and orderly school building. Teachers and staff members should work together and help out when possible. Any areas that need repair or maintenance should be reported to the Business Manager via a “Maintenance Work Request” which can be found on the faculty intranet.

1. Lobby

The Lobby is the space just inside the main entrance at St. Thomas’s Day School. It has a sitting area and a screen for sharing school photos and information. Since the Lobby is the first space that visitors see as they enter the school, it should be kept neat and orderly at all times. Admissions materials should be left out for guests.

2. Hallways

Hallways should be kept clean and free of clutter at all times so that guests and visitors can walk through the school easily. Teachers and staff members should check the hallways daily to make sure their students are not leaving things behind.

a. White Shelves on the 1st Floor

The white shelves in the first floor hallway may be used during winter months to store snow gear and boots that will not fit in lockers. However, they should be turned around for the fall and spring to discourage students from storing stuff in the cubbies rather than in their designated lockers. Upper school classes may use the white shelves as an additional learning space or extension of the classroom.

b. Hallway Outside the Gym

Upper School students have lockers in the hallway outside the gym. They are responsible for making sure that their things are stored properly and that the hallway is kept clear. Items may not be stored on top of lockers or at the end of hallway because they create fire hazards. Teachers and staff members should check the hallway daily to make sure that students are being responsible in the space.

c. Stairway

Sixth Graders may use the main stairway as a place to study or work on assignments. However, there must be a clear path up the stairway for people to pass at all times. Books and materials should be kept neat rather than sprawled out across the steps. Students should remain quiet and maintain a working environment.

d. 3rd Floor Hallway

The 3rd floor hallway may be used as a learning space when necessary. Out of respect for other classes and people working, students should remain quiet and orderly while using the hallway. In addition, they should clean up any materials used.

3. Faculty Room

The faculty lounge is located on the third floor and is a room where faculty members meet during their free time to de-stress, share insights and observations, lend support, collaborate, brainstorm, share curriculum ideas and voice their opinions about school and educational issues. The faculty lounge should be an inviting space for all members of the faculty - a respectful environment that fosters positive conversations and

allows for relaxation. Professional books and catalogs are available for browsing. Children should not be allowed in the Faculty Room.

a. Copier

The copy machine is located in the Faculty Lounge. Questions and concerns about the copier should be directed to the Receptionist in the Front Office. All malfunctions should be reported immediately.

b. Laminator

The laminating machine is located in the Faculty Lounge and may be used by any faculty member. When using the laminator, it is imperative that safety precautions be taken. The laminator should never be left unattended when in use. All machine malfunctions should be reported to the Administrative Assistant in the Front Office as soon as possible.

c. Maintenance

The Faculty Room is a shared space and requires a team effort by all staff members to maintain cleanliness. While the cleaning service is responsible for cleaning the floors and bathroom, teachers are responsible for maintaining a neat and organized space. The refrigerator is available for use by all staff members.

4. The Makerspace

The Makerspace is a collaborative work space located on the first floor across from the 2nd Grade classroom that is used for designing, creating, learning, exploring, and sharing ideas. It allows students to explore concepts in a creative and unstructured way using critical thinking and problem solving skills.

5. Main Office

The Main Office is an administrative office that houses the Head of School's Administrative Assistant and the Nurse's Station. It is also the place where all guests and visitors check in. As such, it should be maintained as a quiet working environment that is neat and inviting for guests. Counters should be kept clutter free and garbage should be removed frequently. Teachers/staff members should refrain from leaving personal belongings in the Main Office whenever possible. Teachers and staff members should also resist the urge to gather in the Main Office to socialize.

In emergencies, the Administrative Assistant is available to help out with children who are sick, hurt, or need medical assistance. Since the Administrative Assistant is not a nurse, however, care in the office should be kept for emergencies only. Teachers should keep bandaids and first aid kits in their classrooms to address minor bumps and bruises.

6. All Purpose Room

The All Purpose Room is a multi-purpose room that is designated for drama classes on Monday, Wednesday, and Friday mornings, music classes on Tuesdays and Thursdays, and Extended Day every afternoon from 3:00 p.m. - 5:30 p.m. When using the All Purpose Room, teachers should be mindful that the space is used daily and needs to be set up for the next group upon leaving. Since the space is used to serve Extended Day snack every afternoon, the food in the cabinets and refrigerator is designated for Extended Day.

7. Stage

The stage is adjacent to the gym and the All Purpose Room and is used for plays and performances throughout the year. During play season, whichever grade has the next performance, has exclusive rights to the stage for practice and rehearsals. The stage will also be used by Drama classes when available. Since time is so limited between performances, once a class has completed a show, the stage must be cleared, cleaned, and prepared for the next group immediately.

8. Lockers

Each student in Grades 1-6 is assigned a locker for use throughout the year. Lower School lockers are located in the hallway on the first floor. Upper School lockers are located in the hallway outside the gym. At the beginning of each school year, teachers should provide students with guidance about appropriate locker etiquette, including how to open and close lockers quietly, what to store in lockers, appropriate times for using lockers, and cleanliness. Reminders should be given throughout the year as needed. Lower School teachers should monitor their students as when they go to their lockers. Lockers should be cleaned out periodically throughout the year.

D. Passive Space

The Passive Space is the fenced area located outside the 2-6 classrooms. It is accessible through any of the 2-6 classrooms or through gates on either end. It was designed to provide students with a quiet place to work and/or socialize. Students may read, write, talk, play quiet games, eat, garden, or hold group discussions in the space. The Passive Space is also used to dismiss Grades 4-6 at the end of the school day as they walk to the big playground to meet their parents. The Passive Space was **not** intended to be a play area. Students should be discouraged from running or making loud noises that might disturb other classes, and must be supervised by a teacher when using the space.

E. Restrooms

Since St. Thomas's Day School does not have a full-time cleaning staff, it is very important that all teachers, staff members, and students work together to keep the bathrooms clean and sanitary. Students should be provided guidance about appropriate bathroom etiquette, including cleaning up spills, flushing, disposal of tissue and paper towels, and hand washing. If cleaning or maintenance issues arise in one of the bathrooms during the school day, the bathroom should be closed with a sign and the problem reported to the Administrative Assistant in the Main Office.

F. Playground

The Playgrounds are shared spaces that need to be cared for by all members of the school community.

1. Safety

When students are on the playground,

- There must be a teacher present at all times.
- All gates to the outside community should be closed.
- Doors leading to the school should remain closed.
- Students are not permitted to play behind the bushes.
- Teachers should be visible, and be able to see most kids on the playground.
- Teachers should refrain from using cell phones and/or computers.

2. Expectations

- Students should travel in one direction on the monkey bars.
- Students should go feet first on their bottoms down the slide rather than running up.
- Students may only use the swing for sitting or swinging gently; they may not stand on or behind the swing, and should not push the swing.
- Students should never climb on any part of the top level of the playground.
- If a ball goes outside of the fenced area, a teacher must retrieve the ball or supervise students as they retrieve the ball.
- All sticks should remain on the ground.
- All items found in nature should remain in nature.
- All sand should remain in the sand box.
- Sand toys should be used in the sandbox.

3. Cleaning

- Garbage should be taken home or placed in garbage cans.
- Teachers are responsible for cleaning up the materials that their students used; all equipment and toys should be put away in the sheds or boxes provided, and all personal items should be brought back inside.
- When possible, students should be encouraged to clean up the wood chips.