

## “More” Notes for Parents



Mid-Summer 2009

### From the Dean of Student's Office:

To All Enrolling Students and Parents:

In an effort to streamline the always challenging process of registering almost 180 students on Opening Day, we are asking for your assistance in completing the required paperwork and returning it to us prior to your arrival. Below you will find a list of materials / forms that are needed by the School prior to or on Opening Day (*most forms can be downloaded on the website under the “Parents” section*).

#### Dean of Students Office:

- Returning students have until early August to request a roommate. Requests can be emailed to [tvians@stmct.org](mailto:tvians@stmct.org).

#### Business Office:

- Student Spending Account Form
- Travel Permission Form
  - For returning families, please note that there are only two types of permissions this year.
- Enrollment Agreement
- Tuition Payment per Enrollment Agreement
- Smoking Permission Form (If granting your son permission to smoke)
  - Please note that there is a \$150 fee for smoking permission which covers the cost of a mandatory education group.

#### Health Center:

- A *Physical Examination* that was completed within the last four months
- An updated copy of the *Immunization Record* with all required immunization
- A completed or and signed *Religious Exemption Form* (available by fax)
- An updated *Health History Form*

- An updated *Medical Treatment Form*
- A photocopy of the student's *Health Insurance Card* (front and back)
- A signed *Authorization For Medication Administration Form*
- A signed *Authorization For Self-Administration of Medication Form*
- The *Pharmacy Billing Information Form*
- A completed and signed *HIPAA Form* (do not fill out the provider section; this is filled out by the treating MD or facility)
- If you want your son to receive the flu vaccine please fill out the *Consent for Flu Vaccine Form* and return it with your packet.

Please understand that forms mailed to us just days before Registration will not be processed in time and that **all** required forms must be completed during Registration or we will not be able to enroll the student. Registration will begin in the dining hall on opening day. If all forms for a specific office have been received, you will be able to skip those lines and proceed to the next location. If forms are not in, you will be required to complete them before proceeding to the other offices.

Refer to the materials the Admissions Office sent you regarding the school uniform, required / suggested items for your son's dorm room, the school's conservative hair-style (no lines, colorations, designs, rows, braids, etc...) and "no facial hair" policy.

Thank you in advance for your cooperation. I look forward to seeing you on the opening of another successful year here at St. Thomas More School. Please feel free to contact me if you have any questions.

Sincerely,  
Tim Viands, Dean of Students

### **From the Academic Dean's Office:**

I hope your summer is not too bizarre, except in a good way. I remember as a kid how summer days seemed to last forever. Now, it seems like summer is half over before I realize it has started.

I will soon be reviewing the transcripts of new students and subsequently creating course schedules for the 2009 – 2010 academic year. If your son will be attending STM this fall, please make sure his transcript has been forwarded to the Admissions Office at St. Thomas More School.

If you are interested in having your son enrolled in our S.A.T. prep. course; please contact me as soon as possible. Parents of seniors and PG's should be receiving brochures in the mail soon from Learning Skills-Correct Read, the organization that administers the program.

That's enough information for now. It's time for you to get back to the beach or your summer reading. I hope you enjoy the rest of your summer days.

Sincerely,  
Steve Davis, Academic Dean

## Club Choices for the 1<sup>st</sup> Semester:

Every student will join a club / student group on opening day. The following options are available for him to choose from:

- The Chess Club
- T.I.E.S. Community Service
- The College Experience Club
- The Autograph Club
- The Cooking Club
- The *Chance-Cellar* Literary Magazine
- The “Green” Club
- Senior Gift Committee
- The Social Movement Film Society
- The Diversity Club
- The Art Club
- C.O.R.E.- Campus Activity Planning
- The Sci-Fi Club

## College Placement for incoming Seniors & Post Graduates:

The summer can be a very productive time to get a jump start on the college placement process. The following are some tasks that can be completed prior to opening day:

- Complete the *Common Application*- It can be found at [www.commonapp.org](http://www.commonapp.org).
- Begin working on the college essay.
- Create a resume, that includes (1) community service, (2) work experience, and (3) skills that will differentiate the student from other applicants.
- Schedule visits to a few college campuses.
- Begin working on the NAVIANCE account (Contact Mr. Mark Allen for login information).

As always, please do not hesitate to contact our college counselors Mr. Jere Quinn, Mr. Jason Tighe and/or Mr. Mark Allen with any questions.

## From the Athletic Director's Office:

Dear Parents and Guardians,

On registration day, your son will sign up for his fall activity. The following activities are available for him to choose from:

- Football
- Soccer
- Cross Country
- Fall Tennis
- Intramural Sports
- Cross Training
- Yearbook (limited spaces)
- Fall Sailing

Equipment / Supplies needed for Athletics:

- Football: Cleats, Athletic Shoes, Athletic Support / Cup
- Soccer: Cleats, Shin Guards
- Cross Country: Running Shoes
- Tennis: Tennis Racket, Athletic Shoes
- Cross Training: Athletic Shoes

Feel free to contact my office if you have any questions regarding athletics at St. Thomas More School.

Sincerely,  
 Don Handler, Athletic Director

**STM Dress Code Reminder:**

School Uniforms must be purchased at home prior to arriving on campus. St. Thomas More School does not provide uniforms. Students must dress in accordance with our dress code. All students must dress in formal school attire from breakfast through the extra-help session.

- **Navy Blazers (2):** Jackets must remain well kept throughout the year. Polyester is easier to clean.
- **Grey Dress Slacks (3-4 at a minimum):** Polyester or a blended material is required. One-hundred percent cotton casual slacks (Dockers) are not considered dress pants.
- **Dress Shirts (4-6):** Conservative button-down dress shirts are required. Blue or white shirts are the norm.
- **Ties (4-6):** All ties should be conservative.
- **Dress Shoes (2 pairs):** (Black or Brown) Dress loafers are considered dress shoes; boat shoes are not.
- **Dress Socks (8-10 pairs):** Dark colored. Please note that dark athletic socks are not considered dress socks.

Also remember that St. Thomas More School has a ‘no facial hair’ and conservative hair-style policy. The following hair styles are not acceptable: rows, braids, colorations, hair below the collar, hair that covers the ears, lines, etc... Please contact Mr. Viands if you have any questions about these policies.

**Other Items to Bring:**

We also suggest that you consider bringing the following supplies:

Clothing	Bed & Bath	School Supplies	Other
Jeans / Dockers (3-4)	Comforter	Notebooks	Athletic Equipment
Sport Shirts (4-6)	Twin Fitted Sheets (2)	Dictionary	Shoe Shine Kit
Sweaters / Sweatshirts (3)	Twin Flat Sheets (2)	Pens & Pencils	Toiletries
Athletic Socks (8 pairs)	Pillow Cases (2)	USB Memory Stick	Shaving Supplies
Athletic Shoes (2 pairs)	Pillow (1-2)	Calculator: <i>TI-83 is recommended for students in Geometry or higher</i>	Flashlight
Nightwear	Bath Towels (5-8)	Desk Lamp	
Warm Jacket	Wash Cloths (5-8)	Alarm Clock	
Spring / Fall Jacket	Hangers (20)		
Rain Gear	Laundry Bag		
Cleats	Lockable Foot Locker		

## **Items not to Bring to STM:**

The following items are not permitted in the dorms:

- Hot Pots
- Refrigerators
- Electric Irons
- Heaters
- Air Conditioners (Window Fan are Acceptable)
- Electric Blankets
- All Aerosol Products, including spray deodorant.
- Posters of poor taste
- Pocket knives, lighters, and matches

## **From the Health Office:**

Dear Parent / Guardians,

I hope everyone is enjoying the summer and getting some well deserved rest. There are several medical forms that must be on file as required by the State of Connecticut. For current summer academic camp students returning in the fall, the only forms needed would be a new Authorization for Medication Administration by School Personnel form.

### **The following are other important Health Office items of note:**

#### **Insurance:**

- Non Connecticut Residents: It is strongly recommended that you verify with your insurance provider coverage for medical care while your son attends school in a state other than where you reside. Students with no out of state medical benefits (other than Emergency Room visits as decided by your insurance company), incur significant travel costs as your son will need to return home to be seen when he is sick or injured due to lack of medical coverage. Uninsured students and those with insurances that are not accepted in Connecticut may obtain application forms for medical insurance upon arrival to campus.
- International Students: Please contact the health office for more information on insurance plans that work best for international students.

#### **Medications:**

- All prescription medication(s) must be kept in the Health Office. The only exception to this would be topical medications or inhalers. If your son is using prescription medications that can be kept in his room, please have his doctor sign the 'Authorization for Self-Administration of Medication' form with the drugs name and dosage information completed. This information needs to be on file in the nurse's office. No prescription medication can be administered without a signed order from the prescribing physician, the form 'Authorization for Administration of Medicines by School Personnel'.

#### **Over the Counter Medication(s):**

- It is required by law that a doctor's order is on file for any and all over the counter medications in your son's room. An *Authorization for Self Administration of Medication Form* must also be on file. All over the counter medications must be brought to the nurse's office in the original unopened container(s), so that the nurse can sign them off.

**Nutritional, Protein or Vitamin supplement(s):**

- Your son is allowed to have these types of supplements but we consider and treat them like medication. Therefore your son must have the ‘*Authorization for Self-Administration of Medication*’ form signed by his physician with the name of the supplement and dosing information on file in the health office. The exceptions are Hydroxycut and Creatine, which are not allowed due to the side effects. As with any over the counter medication, if the health office staff cannot verify the MD order and has not initialed the container(s), the supplement(s) will be removed from your son’s room until the required information is obtained and on file in the health office. Copies of both forms are in your health office packet.

**Medications not Allowed in Dorm Rooms:**

- Robitussin DM / or any other cough suppressant medication that contains Dextromethorphan (Dayquil, Nyquil).
- Creatine
- Hydroxycut

**Allergies:**

- If your son has a life-threatening allergy that requires immediate doses of Benadryl or Epi-Pen use, please notify the health office so arrangements can be made for your son to keep those medications with him.

I would like to thank you in advance for your attention to these matters. In an effort to decrease the lines in the health office at registration, I am asking that the medical packet be completed and in the health office at least 2 weeks prior to registration day. Please call me at (860) 859-1900 ext. 136 with any questions or concerns. I am in my office from 7:00 a.m. to 3:00 p.m. Monday through Friday during the summer. Feel free to leave a message and a contact phone number on my voice mail or email and I will return your call / email as soon as possible.

Sincerely,

Maggie Gayda, School Nurse

**Upcoming Events & Dates:**

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- Opening Day / Registration- Monday August 31<sup>st</sup>
- Long Weekend- Friday September 4<sup>th</sup> @ 2:00pm through Tuesday September 8<sup>th</sup>. Please note that all students must be back by 7:00pm on Tuesday.
- Long Weekend- Friday October 9<sup>th</sup> @ 2:00pm through Tuesday October 13<sup>th</sup>. Please note that all students must be back by 7:00pm on Tuesday.
- PSAT for all Juniors- Wednesday October 14<sup>th</sup>
- Parent’s Day / Homecoming / Founder’s Dinner- Saturday October 24<sup>th</sup>

## Contacting Faculty and Staff:

Every faculty and staff member has an email address and voicemail extension. Links to all email addresses can be found on our website- [www.stmct.org](http://www.stmct.org). Feel free to contact your son's teachers, coaches, dorm parents and advisor.

