



# FORMAN

## Who Does What – A Quick Guide

### **Advisor**

The role of the advisor varies widely at different schools. At Forman, the advisor's primary role is to support the student. They take a big picture, a whole-child approach. They offer advice and counsel to a student, act as an advocate, and help students navigate the normal development of being an adolescent. They can provide you with a holistic picture of your child's development, but if you have a more specific question, such as a poor grade on a math quiz, it is better to reach out to the teacher, dorm parent, or coach directly. Contact your student's specific advisor for concerns or questions related to advising. They are a great first person to go to, and they can either help answer your question or direct you to who the right person would be.

### **Administrator on Duty**

Our switchboard is active from 8:00 a.m.- 4:00 p.m., Monday to Friday. If something urgent occurs outside these hours, please contact the Administrator on Duty (AOD) at 860.601.8543. The AOD phone is answered by one of our administrators at all times of the day or night. If you go to voicemail, it typically means the AOD was on the phone with a different parent. In this case, leave a message, and they will get back to you shortly. We also ask that anytime a boarding student leaves or returns to the campus, they call the AOD. This is critical so that we have an accurate understanding of where each student is at any point. If you have questions about upcoming events or non-urgent matters, please call Monday through Friday during business hours.

### **Director of Studies - Jon Davis**

The Director of Studies oversees students' academic schedules, placement in Winterim, grades, report cards, honor roll, and the National Honor Society, among many other jobs. Jon Davis is the right person to contact if you have a question or concern about how your child may be doing in a class or are thinking about changing a class. He can be reached at [jon.davis@formanschool.org](mailto:jon.davis@formanschool.org) or 860.567.1843.

### **Associate Director of Academics - Dr. Stephanie Weaver**

The Associate Director of Academics helps every student thrive at Forman. If a student develops a pattern of struggling in any area of the school, Dr. Stephanie Weaver helps coordinate a support plan. Stephanie is not involved in the normal ups and downs of being an adolescent (a break-up, a single poor grade, a bad day), but rather is there for those students who are consistently struggling. She can be reached at [stephanie.weaver@formanschool.org](mailto:stephanie.weaver@formanschool.org) or 860.567.1804.

### **Dean of Faculty - Dr. Catherine Stines**

The Dean of Faculty oversees every faculty member here at Forman. If your child is struggling to advocate for themselves in the classroom, dorm, or on the field, they may see the Dean of Faculty to help bridge the gap between themselves and the faculty member. Also, if you have a concern or commendation about a faculty member, please contact Catherine at [catherine.stines@formanschool.org](mailto:catherine.stines@formanschool.org) or 860.567.2821.

### **Dean of Students - Matthew Bender P'27**

The Dean of Students works with students to be their best selves. The Dean's Office manages attendance and our recognition system. The office also handles infractions or violations of the major school rules. Matthew is here to help your child learn and grow through accountability. We ask for your partnership with our Dean's Office, so your child can do their best at Forman. Matthew is the right person to contact if you are concerned about your child's behavior. He can be reached at [matthew.bender@formanschool.org](mailto:matthew.bender@formanschool.org) or 860.567.1836.

### **Associate Dean of Students & Winterim Coordinator - Meg Jacobson**

Associate Dean of Students Meg coordinates with the Dean of Students in handling disciplinary matters and attendance. Meg also manages the entire process for the Winterim program, including student placement, logistics, on-campus programming, and more. She can be reached at [megan.jacobson@formanschool.org](mailto:megan.jacobson@formanschool.org) or 860.567.1845.

### **Student Life Team: Director of Student Life - Nicole Ostaszewski and Associate Director of Student Life - Zack Zampaglione**

The Student Life team manages the experiences of the students outside the realms of academics and athletics, including housing and roommate agreements, the Advisory Program, the Truth, Respect, and Kindness Expeditions/Experiences (TReK) Program, and Community Service. If you have a concern or question about an area that is not related to the classroom or the playing field, you can contact Nicole at [nicole.ostaszewski@formanschool.org](mailto:nicole.ostaszewski@formanschool.org) or 860.567.6230 and Zack at [zack.zampaglione@formanschool.org](mailto:zack.zampaglione@formanschool.org) or 860.567.1897.

### **Director of Counseling - Charlene Hallaron P'05, P'07**

The Director of Counseling coordinates our internal and external counselors, providing both short-term and long-term support for students' emotional health and well-being. Charlene can assist with crisis or bereavement counseling for students and is the person to contact if students need to take a leave of absence. She also acts as our liaison for day students, letting parents know of last-minute changes to the schedule or special events. Charlene can be reached at [charlene.halloran@formanschool.org](mailto:charlene.halloran@formanschool.org) or 860.567.1815.

### **Athletic Director - John Strawson**

The Athletic Director oversees the after-class program, elicits and monitors student participation, manages the teams and activities, and ensures that any athletic injuries are properly addressed. Please contact John directly if you have a question or concern about your student's participation in afternoon athletics or activities. He can be reached at [john.strawson@formanschool.org](mailto:john.strawson@formanschool.org) or 860.567.6215.

**Director of the Health Center and the Nursing Staff**

If your child is not feeling well or may need routine medical care, this is the group you want to be in touch with. They take great care of the community and are the right people to contact about those physical bumps and bruises. The Student Health Center can be reached at [health.center@formanschool.org](mailto:health.center@formanschool.org) or 860.567.1821.

**Assistant Head of School for Internal Affairs - Allie Maxwell**

The Assistant Head coordinates all aspects of the internal operations of the school. If it has to do with the day-to-day aspects of life at Forman, Allie has a handle on it. If you are not sure who to contact, her office can help direct you. She also manages situations that involve a number of different areas of the school. Allie can be reached at [allie.maxwell@formanschool.org](mailto:allie.maxwell@formanschool.org) or 860.567.2870.

**Assistant to the Assistant Head of School - Amanda Bender P'27**

In addition to helping the Assistant Head, Amanda coordinates travel during breaks, students who may be absent from school, and questions about the school calendar. Amanda can be reached at [amanda.bender@formanschool.org](mailto:amanda.bender@formanschool.org) or 860.567.1849.

**Head of School - Adam K. Man P'15**

The Head has an open-door policy for both students and parents. Adam is always happy to meet with you, but specific questions or concerns will likely get a quicker response from those individuals with direct oversight of an area. He can be reached at [adam.man@formanschool.org](mailto:adam.man@formanschool.org) or 860.567.1801.

**Director of Parent and Alumni Programs - Heather Ford**

The Director of Parent and Alumni Programs manages family events, including Grandparents' and Special Friends' Day and Fall and Spring Family Weekends. Heather also coordinates alumni activities and gatherings. She can be contacted with any questions you may have regarding events and activities on campus at [heather.ford@formanschool.org](mailto:heather.ford@formanschool.org) or 860.567.2847.

**Response Time:** We aim to have all calls and emails replied to within 48 hours by an administrator and 72 hours by a faculty member. If your issue is urgent, please call the Administrator on Duty at 860.601.8543.