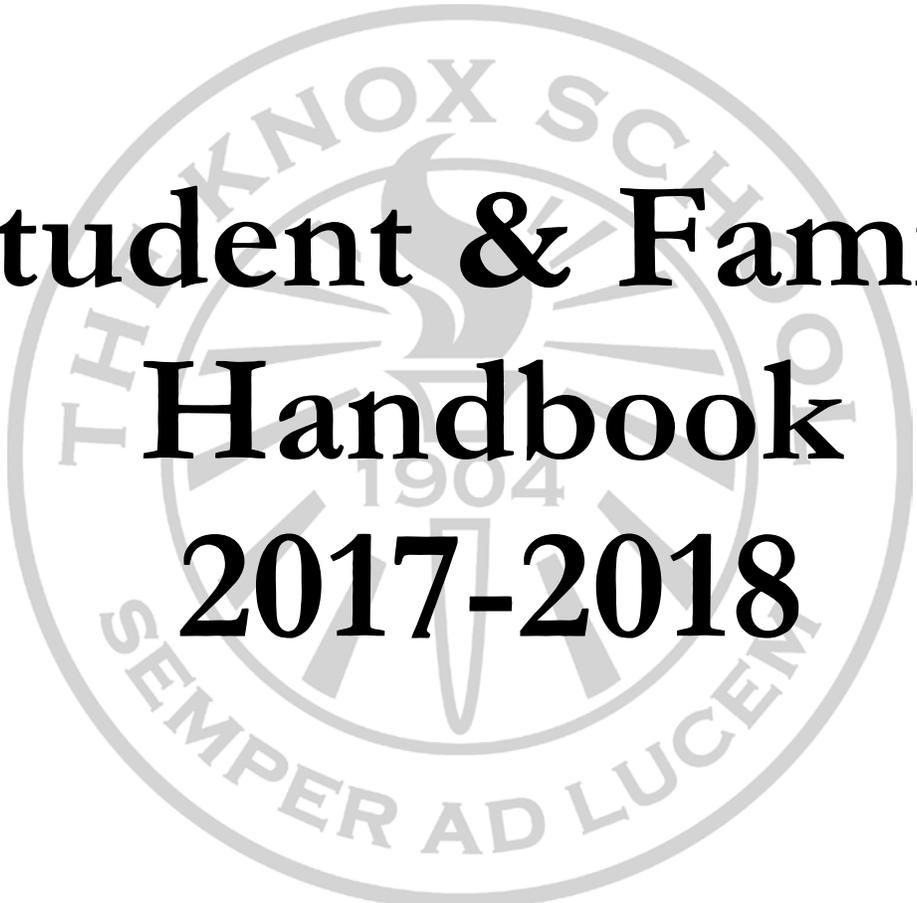


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# THE KNOX SCHOOL

St. James, New York

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## Student & Family Handbook 2017-2018

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# THE KNOX SCHOOL

Always Toward the Light

Dear Knox Family Members:

Welcome to another exciting academic year!

The Latin motto of The Knox School, “Always toward the Light,” encourages our student body, faculty and administration to continually strive for personal development. Academic, artistic and athletic growth is evident in all areas of life on our campus. Our students gain the necessary tools to explore and develop their passions for what inspires them, and our small faculty to student ratio allows them to receive the nurturing and mentoring needed to support them in making the types of decisions that pave the way to a successful future. At Knox, students lead the charge, and faculty and administration care for them and guide them.

This handbook has been designed by The Knox School Administrative Team to serve as a guide to Knox life for students and their families. Please use it as a reference if you have questions about any aspect of our program, including arts and athletics, dress code, code of conduct or other facets of the day or boarding experience at Knox.

Our website ([www.knoxschool.org](http://www.knoxschool.org)) is also a viable source of information for Knox families. As always, if you have further questions or need additional information, we are available to speak to you personally and can be reached by email or phone. Contact information can be found under the Staff Directory at the end of this document or on the website.

Knox’s ideologies and long-standing traditions have transformed our students for more than 110 years. We welcome you to our school community and look forward to a rewarding and fulfilling year!

Semper ad Lucem,

*Kristen Tillona-Baker*

Kristen Tillona-Baker  
Head of School



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It is not necessarily complete and is subject to change.*

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# THE KNOX SCHOOL

Always Toward the Light

## Academic Program

The School's Mission, Purpose and Philosophy permeate all aspects of the academic program at Knox, from the design of the curriculum to the daily schedule and yearly calendar. Small class sizes, a challenging core curriculum and highly personalized instruction by caring and skilled teachers enable Knox students to develop the knowledge and confidence necessary to gain admission to and find success in selective colleges and universities. At Knox, learning extends beyond the classroom with numerous opportunities for intellectual stimulation and cultural enrichment. We believe that positive daily interaction shared by students, teachers and advisors fosters not only the acquisition of knowledge but a lifelong love of learning.

**The Middle School** serves students in grades six through eight and is a “cell phone free” student body. All students, boarding and day, turn their cell-phones in to a secure space in the Dean of Student's office by 7:55 a.m. and retrieve their phones at the end of the day. Day students may elect to leave their cell phones at home. The academic day ends at 3:20 p.m. Enrichment, a study skills lab, and study hall runs until 5 p.m. when buses arrive for day students. If a middle school day student elects to leave at 3:20 p.m., no busing will be available, and the parent(s) or guardian(s) will be responsible for arranging pick-up.

Middle School students have the option to compete in Upper School sports after school if they pass a qualifying physical exam, endurance test and are academically eligible. Sports run from 3:30 p.m. until 5 p.m. Some sports teams may hold mandatory practice outside of the regular school day and/or on weekends. It is the athlete's obligation to attend these practices.

For information on the Middle School Curriculum, please see The Knox School Course Catalogue posted on Edline.

**The Upper School** serves students in grades nine through twelve and PG and provides a core curriculum of challenging college preparatory classes, Advanced Placement courses and a generous complement of electives in all departments. Honors credits are available in most areas of study and highly qualified Upper School students may work with the faculty to develop an independent course of study.

Students must accumulate a minimum of 22½ Upper School credits, according to stated distributions, to meet requirements for graduation. This includes one visual art credit, and one performing art credit. (Every student is also expected to complete ¼ Physical Education credit or two terms for every year of matriculation. Physical Education credit is not included in the 22 ½ credits needed for graduation.) All students are expected to take a minimum of six classes per trimester. Seniors and juniors with challenging course loads (at least 3 Advanced Placement courses) may take five classes each trimester with approval from the Assistant Head of School. Both Middle School and Upper School world languages requirements may be waived or deferred with appropriate documentation. At the beginning of each trimester, there will be an add/drop period of five days. The Assistant Head of School must approve all schedule changes.

Knox follows a trimester system with exams or project-based assessments at the end of each term. A full credit is granted for a one-year course, and up to two-thirds credit may be granted for approved courses taken for part of the school year. Credit will be granted for courses taken at other institutions with the approval of the Assistant Head of School.

As an institution dedicated to the education of young people, Knox reserves the right to change program standards if it is determined

that said standards are not adequate in providing students the best education possible.

### Academic Integrity

It is expected that all students will learn, support and live by the School’s Core Values.

When a student signs his or her name to any School document, there is an expectation that the Core Values will be honored and followed in both the academic and social aspect of life at Knox. See the Appendix section at the end of this document for The Knox School Academic Integrity Policy.

## College Preparatory Diploma Requirements

English	4 Credits
Math	3 Credits: Algebra I, Algebra II, Geometry
Lab Science	3 Credits: Physical Science, Biology, plus one more
History one more	4 Credits: US History I, World I and II, , plus one more
*World Languages	3 Credits: Consecutive in the same language
Visual and Performing Arts	2 Credits: one Visual, one Performing
Health and Wellness	½ Credit (2 terms)
Electives	3 Credits
<b>Total Credits</b>	<b>22 ½</b>

\*May be exempt with appropriate documentation.

The requirements listed above apply to students in grades nine through twelve. English and History must be taken and passed each year according to a student’s grade level. Credit for a World Language not offered at The Knox School will be assessed on an individual basis.

Students for whom English is their second language must meet the School’s English Proficiency Requirements by earning an IBT TOEFL score of 92 (minimum of 23 in each subtest) to place out of ENL. Exit from the program after Advanced ENL is not guaranteed if a yearly average of “B” is not maintained. Students for whom English is their second language may fulfill the World Languages requirement with three consecutive

years of ENL studies (Intermediate level or above). However, if ENL is not studied through grade eleven, a third language must be pursued. Upper School credit for ENL is granted only for the intermediate level and above.

All students must participate in after-school activities all three trimesters. In order to meet New York State Physical Education requirements, students must participate in a minimum of two terms of physical activity with one term dedicated to a competitive sport. Students may elect to participate in the performing arts, service learning program, and/or another approved program for the other trimester.

### **Diploma with Distinction**

A diploma with distinction may be earned when the student's overall GPA is "90" or above while pursuing two or more honors and/or Advanced Placement courses.

### **Advanced Placement and Honors**

Students applying for placement into an Advanced Placement course must have a minimum average of "A-" in previous relevant coursework. PSAT scores and/or other achievement exam scores may also be considered. The student's formal request will be reviewed by the Advanced Placement Committee, which is composed of the Assistant Head of School, the department chairs, and the respective Advanced Placement teachers. Once approved, the student must complete all course requirements and expectations, including an in-depth summer assignment. Failure to do so may result in being asked to leave the Advanced Placement course. Generally, students are allowed to pursue two Advanced Placement courses in a school year.

Our Academic Program is College Preparatory and as such all classes are taught at an accelerated pace; however Honors credit may be earned on an individual basis by students willing to pursue a more challenging syllabus and assessment process. Students desiring Honors credit must go through an approval process with the Assistant Head of School.

Honors students are required to meet the expectations of the Honors syllabus. Honors must be declared prior to or before the end of the add/drop period of the first mid-trimester

of a course and is a course-long commitment. Honors students are assessed at mid-trimester and at the end of each term. Three quality points for the Honors Program will be added to the student's GPA at the end of each trimester. Honors credit may not be available in every class.

### **Online Courses/Independent Study**

Qualified Upper School students may elect to take an online course through an accredited online academic institution. Students engaged in online courses must have prior permission from the Assistant Head of School to enroll in the course and qualify for scheduled preparation time during the academic day. Students must supply the Assistant Head of School access to their online supervising teacher with periodic updates on their progress. All grades earned through online courses will become part of the student's permanent Knox School transcript.

### **End-of-Term Assessments**

Student assessment takes many forms at The Knox School. All students will be assigned some form of assessment at the end of each term, to be completed the last week of each term in the classroom and at times, outside the classroom. A more detailed schedule will be released by the Assistant Head of School two weeks prior to the assessment dates. Students may not take exams or turn in assessments earlier or later than the time scheduled by The Knox School. If a student leaves early for break and misses his/her term assessment, he/she will receive a zero for the assessment.

## Letter Grade System

A+	97-100	C+	77-79	*P	Pass
A	94-96	C	74-76	*NC	No Credit
A-	90-93	C-	70-73	*I	Incomplete
B+	87-89	D+	67-69		
B	84-86	D	65-66		
B-	80-83	F	Below 65		
*Not calculated into student's average					

An Incomplete is given only with permission from the Assistant Head of School when there are special circumstances such as an extended excused absence related to illness, injury, or incapacitation. All work required to remove an Incomplete must be submitted within two weeks after the close of the grading period to avoid a failing grade.

Student schedule changes will be allowed only at the discretion of the Assistant Head of School during the five day add/drop period at the beginning of each trimester.

### Effort Grade System

To promote a strong work ethic in our students and promote active learning, specific numerical values are assigned to describe the level of effort students put forth in their classes:

- |               |          |
|---------------|----------|
| 1 – Excellent | 2 – Good |
| 3 – Fair      | 4 – Poor |

To achieve a “1” or Excellent students must:

- Have perfect attendance and have no tardiness in each trimester unless it is medically excused with the proper documentation, be absent due to a college visit, or be classified as an elite artist or athlete
- Complete all homework assignments, writing assignments, projects, quizzes and exams
- Participate significantly in class discussions and debates while also encouraging their peers to do so

- Meet with their teachers or peer tutor regularly for extra help when necessary
- Always put forth 100% to reach their highest potential
- Adheres to the School's core values in the classroom

NOTE: Teachers will assign effort grades below “1” at their discretion upon review of deviations from the above requirements.

### Evaluation of Academic Performance and Reports to Parents

Knox follows a trimester system, and students are assessed on a 100-point scale. Like most of the nation's independent schools, Knox does not rank its students. Grade Point Average (GPA) is based upon all Upper School courses taken at The Knox School according to the following system of weighting: Advanced Placement equals four additional points, Honors equals three additional points. Quality points are added to the students overall GPA, not the individual course grade. Student scholastic reports with teacher comments are sent to parents and guardians at mid-trimester and at the end of each term.

### Academic Recognition

Honor Rolls are published at the end of each trimester to recognize students who have demonstrated exceptional achievement and/or effort in academics. These criteria may also be used throughout the year to determine Honors Study privileges.

High Academic Honors is earned by students who have no course grade below "A-" and all effort grades of "2" or above.

Academic Honors is earned by students who have no course grade below "B-" and no effort grade below "2."

High Effort Honors is earned by students who have all effort grades of "1" and no course grade below "C."

\* Students who receive less than a "C-" on any final exam are not eligible for academic recognition awards.

\* Students who commit plagiarism or engage in academic dishonesty are not eligible for academic recognition.

### **Academic Warning and Probation; Athletic/Activity Probation**

Students who consistently show poor academic effort and/or achievement are placed on *Academic Warning* or *Probation*. Students will be subject to appropriate actions and restrictions. Review occurs on a trimester basis. Students placed on Academic Probation may be subject to dismissal or non-renewal of contract.

#### Academic Warning:

- Students earn a grade below "C-" (70) in two courses for one trimester
- Students earn a grade below "C-" (70) in a single specific course for two trimesters

#### Academic Probation:

- Students earn a term grade below "D" (65)
- Students earn a term grade below "C-" (70) in three or more courses
- Students on Academic Warning in the preceding term do not demonstrate improved effort and achievement
- Students on academic probation will be at risk of losing scholarships and/or financial aid packages

#### Athletic/Activity Probation:

- Students earn a grade below "D+" (69) in one or more courses

- Students will be required to forfeit practices and games/performances and must report to afternoon study hall
- Students must earn a "C-" or above to be taken off Athletic Probation

### **Promotion to the Next Grade Level**

Students who have earned a failing grade in English or History for the school year will not be promoted to the next grade level until the course has been successfully completed with a grade of C- or above in a summer school program approved by The Knox School. In addition, juniors who fail one or more courses (other than English or History) that are needed to meet distribution requirements for graduation may be required to repeat these courses in summer school to be promoted to senior year.

### **Repeating Courses**

Students who have failed a course must repeat the course at Knox unless a passing grade has been earned in a summer school approved by the Assistant Head of School. However, no credit will be granted for course work completed in summer school unless the student has earned a passing grade. Students who have passed a course, but desire to establish a stronger foundation in that course of study, may choose to repeat the course at Knox during the following year; however no student may receive more than one (1) credit for the same course.

### **Academic Resources**

**Extra Help** In keeping with our Mission, Purpose and Philosophy, Knox fosters a student-centered approach to education that not only challenges its pupils to reach and expand their academic potential, but also guides them toward building the skills and the techniques necessary to do so. Following this ideal, teachers are available for extra help during the school day at specific times designated for this purpose. Students may also

arrange for extra-help at other times during the academic day or after school hours.

### **BOOST**

The BOOST Department offers programs and support services designed to provide capable, college-bound students with the foundation and skills necessary to develop their abilities and to reach their personal goals for academic achievement and college admission. There are three BOOST courses: BOOST Language, BOOST Math and BOOST Executive Functioning and Organization. Students are enrolled upon recommendation of current documentation and/or parental request. BOOST classes are taught either individually or in a small (no more than 3 students) group setting by qualified learning specialists or meet during one period of the student's schedule. BOOST teachers often foster communication and share pedagogical methodologies within the school community.

### **Evening Study**

The goal for all Knox students is to become independent and self-directed learners. To achieve success at The Knox School, it is expected that all Upper School students, whether they live on campus or at home, will spend no less than two hours, Sunday through Thursday, outside of the school day involved in academic preparation. Middle School students are expected to adhere to an hour and fifteen minute schedule of evening study. Formal Upper School study hours on campus are 8:00 p.m. to 10:00 p.m.; Middle School study hours are 7:45 until 9 p.m.

### **Using the Services of Outside Tutors and Test Proctors on Campus**

Boarding students who wish to acquire the services of an outside tutor after school hours must receive approval from the Assistant Head of School prior to the start of services and/or the use of The Knox School facilities. On occasion, a student may also require an outside proctor for an online exam or other

special testing. It is School policy that all tutors/proctors provide proof of a clear background check before gaining approval to serve students on campus. In addition, all tutors must sign a hold harmless agreement with the School. The cost of a background check will be paid by the parent. Payment for tutoring/proctoring services must be contracted directly between the tutor/proctor or the service and the student's parent or guardian. The Knox School bears no financial responsibility for such services.

### **Library and Media Resources**

The library is a complete information resource center. Not only a quiet place to work and study, its resources include a wide range of media forms from paper books, e-books and on-line computer work stations to research data bases used in college, such as JStor. The Library is open during the academic day and Monday through Thursday evenings during Study Hours unless announced otherwise. Students who fail to uphold the trust placed in them regarding the fair use of library materials may face a fine, loss of library privileges, and/or other disciplinary consequences.

### **The English as a New Language Content Area Program**

In support of the School's Mission, we offer comprehensive English as a Second Language Program (ENL). All English as Second Language learners must have a TOEFL Score of 92 to test out of ENL. To ensure their success at Knox, selected students may need additional ENL support through ENL content area classes such as: ENL English, ENL History, and ENL Science. Students enrolled in these courses will earn credit in the respective content area. The content area curriculum is modified to meet the needs of English Language Learner. Students who have not made sufficient progress in building English Proficiency should continue their ENL studies in the United States during the summer months.

### Ordering Text Books

Text books for academic courses may be purchased through the Follet virtual book store which can be accessed through the school's webpage. ([www.knoxschool.org](http://www.knoxschool.org)). Students residing in Suffolk County may acquire books at no charge through BOCES. Some titles may not be available through BOCES and will need to be purchased. All students must acquire and/or purchase books in advance and arrive at school prepared for the first day of classes. **Families may be subject to a \$150 book-ordering fee if students report to Knox without their required textbooks.**

### College Counseling

The College Counseling program begins in ninth grade and is an ongoing process throughout a student's high school career. Students begin by creating a Naviance account. Naviance is a comprehensive, web-based program that provides college and career planning solutions and helps optimize student success throughout the application process while tracking results for school administrators. Through Naviance's Family Connection module, parents can stay abreast of their child's/children's application progress. During junior year, students receive their College Handbook and work with the college counselor and their parents to define and clarify student goals, identify appropriate colleges and universities for application, and receive guidance through the college application process. Students are expected to follow all policies outlined in the College Handbook and fulfill on-going commitments related to facilitating the college admissions process. For additional information, contact the College Counseling Office at 631-686-1600 ext. 406.

### Transcripts

The School complies with U.S. Department of Education regulations regarding maintenance of and access to students' educational records, as set out in the Family Educational Rights and Privacy Act (FERPA). Students' formal educational records are maintained under secure conditions. Transcripts are the official academic record of a student's school performance.

Each transcript includes all courses taken, grades received, and credits earned. Official transcripts are sent directly to educational institutions or agencies. Transcripts must be requested in writing by the student or by the student's parents or guardians if the student is under the age of 18. Ten business days are required to process each request. End of year transcripts for students transferring to other schools may take up to fifteen days after report cards are released. Colleges require official transcripts from all applicants. At times interim transcripts may be sent. However, it is preferred that requests be submitted at the end-of-trimester or after final grades. Final transcripts are sent to colleges after the end of the academic year free of charge. However, there is a \$10.00 fee per Official Transcript request after a student graduates from The Knox School. Students requiring an Apostille certifying their academic work at Knox should expect to incur costs associated with verifying and certifying the documents by the State of New York. This process, usually concluded at the end of the academic year, may take several weeks. **Transcripts will not be released for students whose accounts have not been cleared through the business office.** This includes transcripts for transfers and summer programs.

## Athletics and Physical Education

The Knox School is a member of the Private School Athletic Association, the New York State Association of Independent Schools Athletic Association, and New York State High School Federation. All students, coaches and parents are expected to uphold the School's Core Values and follow The Knox School Athletic Manual on and off campus while participating in all school activities.

### Requirements

All upper school students must participate in approved after-school activities with a minimum of one term devoted to competitive athletics and one term devoted to intramural sports. In addition to athletics, after-school requirements may be met through participation in a school theatrical production and other clubs or internships. In cases of illness or injury, written medical information from a doctor should be forwarded to the Director of Health & Wellness and to the appropriate coach or faculty sponsor. Being absent from athletics or activities without prior permission will be considered an unexcused absence. Students with five or more unexcused absences in a trimester may risk losing credit for that term.

Please note that an athletic uniform is required for all students. PI accounts will be charged for a Knox Sports Package. This package includes all the pieces of the uniform that is mandatory for all after school sports and activities, except horseback riding.

The School colors are red and white.

Athletic Practice Attendance – During sports seasons, there will be practices and games that will take place outside of the academic day (8:00 a.m. to 5:00p.m.). These practices and games may occur in the evening and on weekends. It is expected that families will support their child's athletic pursuits.

*\* Due to the costly nature of some athletic activities they may require an extra fee.*

### Game Day Attire

Students may wear their game day shirts to school. The rest of the student's attire must follow regular dress code. Sneakers are not permitted. Students must wear either Knox warm ups or school uniforms to away games.

### Respecting Privacy Rights

As you know, the core values of the Knox School are integrity, kindness, courage, respect, responsibility and scholarship. Furthermore, our school's written philosophy inspires us to offer a diverse student body with a supportive atmosphere that celebrates each student's individuality.

In accordance with our core values and our philosophy, and in light of the changing times and recent guidance from various state and federal agencies, we will begin instituting changes to our locker rooms that maximize the privacy rights of both transgender and non-transgender students.

The female locker room for the Upper School will be the first to be modified. These modifications will include the installment of multiple private changing areas which will be separated by curtains. Any student who wishes to have increased privacy while changing will be permitted to use these areas on a voluntary basis. These changing areas will be situated in a way that allows students to directly access the gymnasium after changing so that they are not required to see other students who are changing in the open changing area and they are not required to be seen by other students who are changing in the open changing area.

Any students or parents who have questions regarding this new procedure should feel free to contact the Head of School. As

always, our primary goal is to educate every student in a safe and supportive atmosphere.

## Grooming and Dress Code

Physical appearance plays a vital part in students' everyday lives at Knox and beyond. All students should be well groomed during the academic day. Hats are not to be worn indoors. Students and parents alike must remember that all clothing should be in the image of neatness, modesty and good taste. All clothes should be in good repair, neat and clean, and properly fitted. Specifically, skirt/kilt lengths are to be no more than three inches above the knee. Additionally, pants are to be worn at waist level with a belt. If a faculty member judges a student's attire as inappropriate, the student may be required to change into appropriate Knox attire. After the first two weeks of school, failure to be in dress code will result in a Saturday morning detention. Failure to attend an assigned detention will result in additional disciplinary consequences up to and including a referral to the Disciplinary Committee.

### Uniform Requirements

The Knox School prides itself on the tradition of school uniforms. Everything you need to look your best at Knox on a daily basis can be purchased through Lobel's and Land's End. The school tie is the only item that will be purchased on campus through the Dean's office.

*\*\*It is important to obtain precise measurements for blazers and skirts/kilts.*

### Lobel's School Uniform Company

516-795-3838

[www.lobelsschooluniformco.com](http://www.lobelsschooluniformco.com)

Username: KNOXSCH

Password: KNOX1600

*Note: Lobel's will be on out campus to take measurements and orders during our Summer Registration dates and during the first week of school. You can also visit their Massapequa location or order your items online.*

### Land's End

800-963-4816

[www.landsend.com](http://www.landsend.com)

School Code: 900096785

### On the Bottom

- Khaki or Gray Twill Pants (NOTE: Lobel's only carries pleated front pants. Flat front pants may be purchased through Land's End). **BLACK PANTS FOR SENIORS ONLY!**
- Black socks
- Black belt
- Blackwatch Plaid Kilt
- Black knee socks or black tights
- Black shoes (no open toes or open backs; no sneakers or sneaker-styled shoes; no white rubber soles)
- Winter footwear: black dress boots/ankle boots (black rain and snow boots may be worn during inclement weather)
- Khaki shorts (*Beginning of School until Nov 1 and April 15 until the end of exams; must be knee-length; may be worn without socks and dark-colored "boat shoes," similar to Sperry's brand*)

### On the Top

- Knox short-sleeved polo - *Beginning of School until Nov 1 and April 15 until the end of exams* (also available in Falcon's Nest)
- Pastel-colored Oxford dress shirt with Knox School tie (tie available in Falcon's Nest only)
- Pastel-colored Oxford blouse
- Knit turtleneck and sweater (options for cold weather)
- Navy blazer (grades 6-11)
- Men's red blazer and women's cream blazer (**Seniors only**)

**Any non-uniform item worn because of inclement weather must be removed when entering any campus building during the academic day.**

### Knox Formal Attire

Formal Attire is worn on special occasions such as family-style dinner and other formal meals, and trips to the theater, opera or musicals. Other occasions are specified throughout the year:

- Suit or sports coat, dress slacks, shirt, tie and appropriate shoes and socks
- A dress or skirt with a blouse or dress pant suit and appropriate shoes
- Knox School uniform with blazer

### Ceremony Attire

#### Commencement Attire for Seniors

- **Males:** Red school blazer, white collared button-down shirt, senior class tie, and white pants with belt, dark dress shoes and dark socks
- **Females:** Appropriate white dress (calf to ankle length), white shoes and long white gloves

#### Commencement Attire for Non-

#### Graduating students

- **Males:** Navy school blazer, white or pastel collared button-down shirt, school tie, uniform pants with belt, dark dress shoes and dark socks
- **Females:** Solid pastel (light shades of color) dress, and white dress shoes

#### Moving-Up Ceremony Attire for Eighth Grade Students

- **Males:** Blue school blazer, white collared button-down shirt, Knox School tie, white pants with belt, dark dress shoes and dark socks
- **Females:** Solid white knee/calf-length dress, and white dress shoes

## Daily Schedule

7:00 a.m.	Middle School Wake Up
7:20 a.m. – 9:00 a.m.	Breakfast
8:00 a.m. – 2:55 p.m.	Academic Day
*3:30 p.m. – 5:00 p.m.	Athletics and Activities (Upper School)
3:30 p.m. – 4:15 p.m.	Middle School Enrichment
4:15 p.m. – 5:00 p.m.	Middle School Supervised Study Hall
5:10 p.m.	Day Student Dismissal
5:10 p.m. - 5:45 p.m.	Free Time
6:15 p.m.	Dinner
7:00 p.m. – 7:40 p.m.	Senior Tuck Open
7:45 p.m. – 8:10 p.m.	Evening Dorm Chores
8:10 p.m. - 10:00 p.m.	Upper School Study Hours
7:45 p.m. – 9:00 p.m.	Middle School Study Hours
9:30 p.m.	Middle School Lights Out
**10:30 p.m.	Freshmen, Sophomores & Juniors Lights Out
**11:00 p.m.	Seniors Lights Out

\*Concluding times for athletics may vary due to games, extended practices and bus schedules.

\*\* “Late Lights” out may be granted with permission from Dorm Parent(s).

\*\*\* Middle School students may be picked up at 3:30 p.m. if they do not wish to participate in the middle school enrichment. **Busing is not available at this time and transportation is the responsibility of the parent(s) or guardian(s).**

## Attendance Policies

### Absences

If a student is absent, parents should call the Main Office no later than 8:00 a.m. at (631) 686-1600 to report an absence. Students are excused only for illness and must have a note upon return. Any illness longer than two days requires a doctor’s note. Students will not be excused for breaks, leaving early or returning late from school breaks, visits to other schools, or any other reason. There will be no exceptions to this rule. If a student has an unexcused absence he or she will receive “zeros” on all work missed. This includes term exams and class participation grades. Excessive unexcused absences may result in a referral to the Discipline Committee, our school Social Worker and a Behavioral Probation until or unless there is consistent improvement in attendance.

### Absences for College Visits

Seniors are allowed to miss five days of classes prior to May 1 for the purpose of visiting colleges and universities. In the spring, juniors may miss two days of classes, and visits must be scheduled before May 1<sup>st</sup>.

Formal written requests for approval of college visits must be received by the college counseling office at least a week in advance of the visit and should be submitted before final travel arrangements are made. Students must be prepared to complete all work they miss during college visits and may be asked to provide proof of the visit.

Chronic absence is defined by missing nineteen or more days in a school year or an average of two days a month. Once a student has ten absences, he or she will receive an

attendance warning letter. More than nineteen absences will place the student on attendance probation and possible academic probation jeopardizing the student's ability to pass the course or obtain credit for the class. No exceptions. If a student misses an academic commitment as a result of tardiness, he/she will receive a "zero" for any work missed. If at any time, without a doctor's note, the tardy is unexcused and will result in a detention. All detentions are scheduled for 8 a.m. on Saturday morning. Refusal or failure to attend a Saturday detention as assigned may result in dismissal from school.

### **Tardiness**

Tardiness is frowned upon at The Knox School and does not show a strong commitment to education. If a student arrives late, he/she must sign in at the main office. If a student is tardy to a class three times, he or she will be issued a Saturday morning detention.

### **Signing In/Out**

Any student who arrives after 8:00 must sign in at the front office. Tardy arrivals that are not accompanied by a doctor's note are unexcused.

Any student who is departing campus earlier than 5:00 for Upper Schoolers or 3:30 for Middle Schoolers must sign out at the front office and list the reason. The student must be signed out by a parent or approved guardian.

Students must also sign in for Study Hall. Within the first five minutes of Study Hall, each student must physically sign in stating where he or she will be for the duration of Study Hall. Options might be the library, a teacher's classroom, Tuck or their dorms. Failure to sign in will result in the student being restricted to the library for Study Hall.

### **Testing**

Every effort should be made to schedule any testing; TOEFL, SAT, Road Test, etc. during the weekend. If this is not possible, prior permission must be obtained at least a week in advance and only once a year from the Assistant Head of School. Failure to follow this policy will result in an unexcused absence and zeros for the day.

### **Passport, Visa and I20 Absences**

If an absence should be necessary to attend to legal concerns regarding passports, visas, green cards, etc., an email should be submitted to the Assistant Head of School and copied to the Dean of Students regarding the specific dates and provisions that must be made. Documents showing proof of the upcoming appointments should be submitted with the email. The student must also submit proof upon his or her return that the absence was entirely related to documentation and only lasted as long as needed to complete paperwork for school.

## Inclement Weather

The safety and well-being of students and staff is our top priority and the decision to close school is no simple matter. Before deciding to close school due to extreme winter weather conditions, The Head of School consults with a variety of experts both inside and outside of the district. Our commitment is to keep families, staff and the community informed of weather-related school closings and cancellations.

Please note that we continually monitor the forecast from the National Weather Service in order to make the best decision for students, staff and families. Additionally, delayed start times may exist depending on the circumstance.

## Inclement Weather Plan

<b>COLD DAY</b>	<b>SNOW DAY</b>
<p>Closing due to temperature or wind chill</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School will be canceled if the forecast for 6 a.m. the following morning shows:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Wind Chill</u> is below -40 degrees Fahrenheit <b>OR</b></li> <li><input type="checkbox"/> Air Temperature is below -25 degrees Fahrenheit</li> <li><input type="checkbox"/> Decision will be made by 6:30 p.m. the night before a cancellation.</li> <li><input type="checkbox"/> Notification will be sent directly to families by email, and notification will be posted to New 12 Long Island at <a href="http://longisland.news12.com/">http://longisland.news12.com/</a> Island and email, and posted on school websites <a href="http://www.knoxschool.org">www.knoxschool.org</a> and <a href="http://www.edline.net">www.edline.net</a>.</li> <li><input type="checkbox"/> Notification will be sent to media outlets (T.V., radio.)</li> </ul> </li> <li><b>Cancellations include:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classes and programs at all Grades 6-12</li> <li><input type="checkbox"/> After-school programs and extra-curricular activities</li> <li><input type="checkbox"/> Field trips</li> <li><input type="checkbox"/> School events</li> <li><input type="checkbox"/> <b>Athletics cancellations.</b> Schedule changes are posted on <a href="http://www.edline.net">www.edline.net</a> or <a href="http://www.knoxschool.org">www.knoxschool.org</a>.</li> <li><input type="checkbox"/> Family Engagement activities (Parent Association meeting, open house, conferences, etc.)</li> <li><input type="checkbox"/> Permits held by outside organizations (tutoring, etc.) for meetings and activities in a school building are canceled. Contact the organizer with questions.</li> </ul> </li> </ul>	<p>Closing due to snow or hazardous driving conditions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School will be canceled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely.</li> <li><input type="checkbox"/> Decision will be made <b>by 5 a.m.</b> the morning of a cancellation.</li> <li><input type="checkbox"/> Notification will be sent directly to families by email, and notification will be posted to New 12 Long Island at <a href="http://longisland.news12.com/">http://longisland.news12.com/</a> Island and email, and posted on school websites <a href="http://www.knoxschool.org">www.knoxschool.org</a> and <a href="http://www.edline.net">www.edline.net</a>.</li> <li><input type="checkbox"/> Notification will be sent to media outlets (T.V., radio.)</li> <li><b>Cancellations include:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classes and programs for grades 6-12</li> <li><input type="checkbox"/> After-school programs and extra-curricular activities</li> <li><input type="checkbox"/> Field trips</li> <li><input type="checkbox"/> School events</li> <li><input type="checkbox"/> Family Engagement activities (Parent Association Meeting, open house, conferences, etc.)</li> <li><input type="checkbox"/> <b>Athletics cancellations.</b> Schedule changes are posted on <a href="http://www.edline.net">www.edline.net</a> or <a href="http://www.knoxschool.org">www.knoxschool.org</a>.</li> <li><input type="checkbox"/> Permits held by outside organizations (tutoring, etc.) for meetings and activities in a school building are canceled. Contact the organizer with questions.</li> </ul> </li> </ul>
<p><b>SAME DAY WEATHER - CANCELLATIONS</b></p> <p>Canceling school and after-school activities due to weather conditions that are expected to worsen throughout the school day.</p>	<p><b>DELAYED START OF SCHOOL</b></p> <p>Delaying school due to weather conditions that are expected in the early morning hours.</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Decision will be made <b>by 5 a.m.</b> the morning of the Delay.</li> <li><input type="checkbox"/> Notification will be sent directly to families by email, and notification will be posted to New 12 Long Island</li> </ul>

	<p>at <a href="http://longisland.news12.com/">http://longisland.news12.com/</a> Island and email, and posted on school websites <a href="http://www.knoxschool.org">www.knoxschool.org</a> and <a href="http://www.edline.net">www.edline.net</a>.</p> <p><input type="checkbox"/> Notification will be sent to media outlets (T.V., radio.)</p> <p><b>Cancellations/delay may include:</b>  After-School programs and extra-curricular activities.  Field Trips  School Events  Athletics cancellations  Parents Association Meeting  Family Engagement Activities (conferences, etc.)</p>
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## Conduct Policies

At Knox, there is a general expectation that students will practice all of our Core Values – Respect, Responsibility, Integrity, Courage, Kindness and Scholarship - and foster an environment that is receptive and welcoming of all students. Minor violations of student conduct will be handled by teachers and the Dean of Students. If there are repeated infractions or a student violates a major school rule, the Discipline Committee may be called upon to review the situation and to recommend consequences, through the Dean of Students, to the Head of School. This may range from Saturday detention to suspension to expulsion. By enrolling in the Knox School, each student and parent agrees to support the Core Values, which not only set the tone, but also create the standards for our campus community. Complete integrity in all matters of school life is expected of both students and parents, even in the face of social pressure.

These values apply at all times both on and off campus, when school is in or out of session, as long as the student is enrolled at Knox. The School is also obligated to acknowledge and support all applicable laws and ordinances of local, county, and state agencies and governments. Behaviors that violate local, state or federal law are subject to being communicated to the proper authorities.

**Safety:** Endangering the safety of others or yourself by harmful or threatening behaviors is taken seriously and subject to serious disciplinary consequences. Included are verbal or physical altercations such as fighting and sexual misconduct and cyber-bullying. Violating the personal space of others may be included if deemed excessive and intended to create a hostile environment.

**Weapons:** Items deemed as weapons either by design or items that may be harmful if misused are strictly prohibited. Likewise the distribution/possession/the use of firearms,

fireworks, ammunition or associated items is banned.

**Fire Hazards:** The possession or use of matches, lighters, candles, incense, or any item associated with combustion is prohibited. Small appliances and hair dryers must be unplugged when not in use. Fire alarms should be reserved for actual emergencies, and students are expected to exercise good judgment before using pull-stations. An act which may endanger life and property, such as misusing fire extinguishers or disconnecting a smoke detector, is prohibited.

**Hazing, Bullying, Intimidation, or Harassment:** The Knox School prides itself on its diversity. The Knox School's Core Values promote respect for the culture, ethnic origin, religion, national origin, disability, sexual orientation, and gender of all members of the school community. The Knox School will not tolerate behavior that undermines the self-esteem of others. Behavior such as unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments about a specific individual, or a group of individuals is unacceptable, and may result in dismissal from the School.

The Knox School will investigate every complaint and see that appropriate disciplinary measures are taken. Harassment is a form of discrimination. Discrimination is defined as the unfair treatment of someone in terms of the opportunities, benefits and advantages available to others. Every student of The Knox School has the right to a learning environment free from harassing behavior, hazing or bullying. Every student has the responsibility to do his or her part to maintain a school free of harassment, hazing or bullying. Violations of these policies will result in a referral to the Discipline Committee.

**Dignity for All Students:** The Knox School follows New York State Education Law 3201-a and the Dignity for all Students Act (DASA) in creating a safe and supportive school environment for transgender and non-conforming students, and supports each student and his/her family on a case-by-case basis. Incidents of any type of discrimination against any Knox student will be dealt with on a school-wide level according to policy, and will be escalated to local authorities if and when necessary.

**Substance Abuse:** Student use of alcohol, illegal drugs, tobacco and e-cigarette products are strictly prohibited on campus. Purchasing,

selling, distributing, acting under the influence of, possessing or using controlled substances will result in dismissal from the school. Students who are suspected of any infraction of this policy will be subject to a general search by the Dean of Students, Director of Residential Life, AOD or other administrator. Suspected students may be subject to testing for controlled substances at any time. Refusal to submit to testing will be taken as an acknowledgement of a positive result and will result in immediate dismissal from the school.

**Prescribed Medication, Over-the-Counter Medication and Household Item Abuse:**

The misuse of over-the-counter medication, prescription drugs or the abuse of household items containing inhalants and other harmful chemicals are prohibited and will result in dismissal from the school. Compliance with prescribed medication is an important safety measure. All medications should be turned in to the Health and Wellness Office upon arrival to campus. Health and Wellness staff will dispense medications to students according to doctor's prescription orders. It is the student's responsibility to report to the Health and Wellness Center at designated dosage times to take his/her medication. Failure to adhere to this policy will result in disciplinary action and/or dismissal from the school.

**Absences from Academic and School Commitments:**

Students are expected to be on time for various community commitments such as classes, medication schedules, assemblies, athletics, activities, meals, and other school obligations. All absences are recorded as part of the student's permanent record and will be listed on their academic transcript. Day student parents are expected to contact the Main Office by 8:30 a.m. the day of any absence. Students may not be excused early or allowed to return late from scheduled vacations, nor will they be excused from classes for family vacations.

**Attendance and Tardies:** An accumulation of three tardies to a class or to school will result in a Saturday morning detention per accumulation. Excessive tardiness will be referred to the discipline committee and the school social worker.

One unexcused absence from a class or after school program will result in a zero for the day. Absence from Community Period and Assemblies is also considered an unexcused absence. A letter will be sent home for repeated absences; students will be subject to disciplinary action and may lose credit depending on the amount of days absent.

**Theft and Vandalism:** Intentionally taking or destroying someone else's property violates school policy and state law. Any student who finds property on campus that is not his or hers is expected to return it to its rightful owner or to the main office. At any time while enrolled, a student may be asked to submit to a general search by the Dean of Students, Director of Residential Life, AOD or other designated administrator to determine the presence of inappropriate items or stolen property. Theft includes borrowing items without permission. Items stolen on campus will be investigated by the local authorities; criminal actions will be prosecuted and the student will be dismissed from school. Students who are caught stealing or refusal to submit to a search will be taken as an acknowledgement of guilt and will result in immediate dismissal from the school.

**Sign-Out:** The School is responsible for knowing the whereabouts of students at all times. It is important that communication regarding sign-outs is honest and accurate. Failure to sign out or providing erroneous

information is considered a major violation. Once a day student has arrived on campus, he or she is expected to remain on campus until the conclusion of after-school activities unless given permission to sign-out. Day students that do not follow these procedures will be sent to the disciplinary committee. Boarding students must follow all procedures in the Residential Life Handbook regarding signing in and out. Failure to follow Residential policies will result in dismissal from school.

**School Boundaries and Out-of-Bounds Areas:** Students are expected to remain on The Knox School campus at all times unless officially signed-out. Students are not allowed in wooded areas or on Long Beach Road without permission. Day students may enter boarding student residences after the school day ends at 3:00 p.m. and only with the permission of the House Parent on duty.

**Uniform Policy:** All students are expected to comply with uniform policies during the school day. The accumulation of three uniform violations as noted by any faculty or staff within a trimester period will result in a Saturday morning detention.

**Student Dating:** The school recognizes that social relationships between each other are normal and healthy; however students must be aware of appropriate behavior while on campus. Public Displays of Affection (PDA) must be approached with respect for the feelings and values of other members of the school community. Visitation in dormitories that you do not reside in, other than in approved lounges, is in violation of school rules. In addition, students that reside in the same dormitory are not allowed to enter the room of a house mate without permission.

## Technology Policies & Acceptable Use and Social Media Policies

The Knox School provides technology resources for the educational and professional use of its students. Through technology, our school community has an endless flow of information, taking our students beyond the classroom and providing tremendous opportunities for enhancing, extending and rethinking the learning process. In keeping with the School's mission, our goal is to promote educational excellence, inspire a love of learning and the desire to continually develop the skills necessary to lead happy, confident and successful lives in a complex and changing world.

All students are encouraged to have personal computers in their dorm rooms to support their academic success. The use of personal and school computers remains a privilege that can be taken away by any member of The Knox School Faculty at any time. All confiscations will be handed over to the Dean of Students. Students have access to school computers in the computer classroom and the library. In general, student computer use on campus is restricted to completing coursework. The use of a computer or the Internet for entertainment is not permitted in the library, neither on a student's personal computer nor a school computer.

### Technology Acceptable Use Policy

The School maintains a Primary Computer Network and Workstations as well as an Open Wireless Network. These options provide students with access to a host of resources at Knox and on the Internet.

### Responsibilities

As a student you may have access to the Knox School Network and the Internet. Designated Workstations are provided for students in the Dann Administration Building. Chrome Books are also available for sign-out in the Library. You are expected to use these resources in a mature, ethical and responsible manner. Access to The Knox School Network is a privilege and not a right.

### Privacy

The Knox School has the right to monitor usage on The Knox School Network and may review any communications deemed necessary. Users of the network should have no reasonable expectation of privacy concerning any materials transferred over or stored within E-mail or on Workstations. The network is routinely monitored and maintenance is performed on a regular basis.

### Unacceptable Use of the Knox Network

- Tampering with School Workstations; such as disconnecting wires, removing or relocating Workstations, disassembling components
- Involvement of any activity prohibited by law
- Intentional use of invasive software, such as viruses, worms, Trojan Horses and other malicious software
- Interfering with the operation of the network. This includes: hacking, cracking, probing, attempts to gain access to the network servers and equipment, utilizing excessive amounts of bandwidth, and setting up network equipment (ie. routers and access points) on the network without permission
- Interfering with other students' use of the network or equipment
- Transferring, utilizing or storing materials in violation of copyright laws or license agreements
- Plagiarizing work found on the Internet
- Tampering with computers or equipment belonging to other people
- Using the network for students' financial or personal gain
- Attempting to log-on to the network as the system administrator

- Sharing passwords, using another student's password or attempting to find out someone's password
- Using another person's account
- Creating, transferring or using any text, image, movie or sound recording that contains pornography, profanity, vulgarity, obscenity or language that offends or degrades others
- Sending or forwarding chain type letters, hate mail, anonymous or threatening messages
- Use of a web-cameras, microphone or smartphone to record or take pictures of individuals which could be considered inappropriate, illicit, sexually explicit or embarrassing to anyone in anyway
- To participate or engage in personal attacks, harass another person, or post private information of another person
- Posting personal contact information about yourself or others (phone number, address, etc.)
- Meeting with someone you met online without parent permission
- Misusing school-issued Email Accounts

### **Violations of the Acceptable Use Policy**

Access to the Knox School Network is a privilege and not a right. Violations are considered a violation of school rules, and students run the risk of loss of access to the Internet, confiscation of computer equipment and/or community service. Serious infractions which include cyber bullying, hazing and or illegal activity are considered major violations and disciplinary action or expulsion is at the discretion of the Knox School.

### **Social Media Policy**

Students use social media as a way to connect with others, share educational resources, create educational content, and enhance the classroom experience and network within and outside the school community.

### **Responsibilities**

- Use good judgment and act responsibly, in accordance with the Knox Core Values
- Know and follow the school's Technology Acceptable Use Policy
- Know that all information you share is public information
- Use appropriate language, communication and digital images
- Act in a way that is expected of our community members, to enhance your reputation, the reputation of others and the school
- If you make a mistake, fix it quickly and apologize if necessary
- Post images with care, respect brand, trademark and copyright

### **Social Media Tools**

The software that drives social media changes rapidly. Remember: once you have posted something, college admission offices, future employers and anyone else may see the information or images posted years later.

Examples include: Facebook, LinkedIn, Ning  
Microblogging: SnapChat, Tumblr, Twitter and Facebook

Social Media: You Tube, Vimeo, Google Video, Instagram, Flickr

Social Collaboration: Prezi, Slideshare, Wikis, Google Docs, Blogging

Social Bookmarking: Delicious, Digg

### **Cell Phones, Tablets and MP3 Players:**

Students are permitted to have and use cell phones and related electronic devices under the following guidelines.

#### *Monday–Friday*

- Boarding and day students may use cell phones and receive calls, at lunch, during free periods, and after the conclusion of afternoon commitments such as sports or activities until their next school commitment. Cell phones are not to be

used in the dining room during meals, during evening study, meetings, or after lights out

- Please note that students are not to use cell phones or receive calls during classes, athletic practices or games, meals, evening study hours, or school programs

#### *Saturday and Sunday*

- Cell phones may be used throughout the day, except for meals and Sunday evening study hours, until lights out
- The sole purpose of the use of cell phones by Knox students focuses on providing the following:
  - Greater opportunity and extended time for communication with family
  - More efficiency and less expense in making long-distance calls
  - Improved communication for day students regarding pick-up times and their campus location or after athletic games

At no time are music listening devices allowed during academic classes, meals or evening study. Students that wish to use headphones while studying must receive permission from the House Parent. Students may also use these devices during travel time on off-campus excursions. Students must understand that these devices may only be used during the time of travel and must be put away when arriving at a destination. It is understood that while such devices provide opportunities for entertainment, they detract from socializing with peers and school activities.

Faculty members and administrators will enforce these provisions in order to maintain an orderly and respectful school community. Students must be committed to respecting the rights of the entire Knox community and, in so doing, be courteous in all of their actions.

The administration, faculty, and staff reserve the right to immediately confiscate any cell phone, music listening devices or other regulated items seen during the times in which these policies are in effect, whether or not a student is calling, receiving a message, or listening to music.

## **Sanctuary Policy**

The Knox School's Sanctuary policy allows students to report a potentially dangerous situation or condition without the threat of disciplinary action.

Sanctuary can be invoked in the instances of alcohol or drug use/overdose, danger due to physical or psychological distress, sexual harassment and/or an unsafe environment either on or off campus. Sanctuary is a confidential arrangement between the School, the student(s) and his or her family. If Sanctuary is granted, neither the student(s) receiving Sanctuary nor a student requesting assistance for another student will be subject to disciplinary action for violation of school rules.

### **Procedures for Sanctuary**

Students requesting Sanctuary should approach any adult on campus and state that he or she is seeking Sanctuary for him/herself or another student(s). Sanctuary must be sought before a student is discovered in

violation of school rules. The adult receiving the information will contact administration and emergency/health personnel as needed. Sanctuary must be given regardless of a student's prior disciplinary history.

### **Procedures after the Initiation of Sanctuary**

1. Student's parents/guardian will be notified of the incident
2. The student will be required to meet with a counselor recommended by school officials
3. The student may be required to undergo a drug and alcohol evaluation by a substance abuse counselor (at parent expense)
4. The student will be subject to random drug and alcohol testing (at parent expense)
5. Failure to follow the required treatment program may result in disciplinary action or full medical leave
6. Testing results after Sanctuary will be confidential, but repeated positive testing may result in a full medical leave for treatment
7. The student may not resume school activities (academic or extracurricular) without permission from the Health and Wellness Center
8. Under the auspices of confidentiality, only those with a "need to know" will be informed of the student's medical condition

### **Health, Wellness & Safety**

*Note: New York State law prohibits smoking anywhere on The Knox School Campus*

The Health Center is located on the first floor of the Mezzanine House and the medical staff is available on a 24-hour basis.

All students must have an annual physical examination and provide proof of current immunizations. The Knox School uses Magnus, an online medical system to manage each student's health records. Parents are required to enter all the necessary medical and emergency information through this online system. The School will always be diligent in its efforts to reach parents/guardians in case of illness or emergency. In situations where the parent/guardian cannot be reached, representatives of The Knox School shall determine the best course of medical intervention.

#### **Medication and other Prescription Issues:**

All medications must be stored and administered by The Knox School Health and Wellness Center Professionals. This includes vitamins, prescription drugs, and any over the counter medications. The Knox School reserves the right to deny the delegation of non-FDA approved medications, those prescribed by a physician outside the United States, and/or those medications that may exceed the maximum daily dose

recommended by the FDA. Any medications found in student possession, including dorm rooms, will be confiscated. Exceptions to this standard are students who are expected to keep within their possession approved prescribed items such as an epi-pen, inhaler, or other approved item.

Medicines may not be sent directly to a student or sent to school with a student at any time. Parents of boarding students are asked to keep an appropriate supply at home for weekends and vacations.

**Mental Health Issues:** The School, in consultation with parents, will provide mental health counseling to students as needed. The School maintains a relationship with several local qualified mental health professionals. Most of these professionals will accept the student's health insurance as payment. All expenses incurred and not covered by health insurance will be billed directly to the family.

**Medically Related Absence:** All absences should be reported to the main office by 8:00 a.m. each morning. Students that have missed more than two days of school due to an illness or injury should provide medical documentation with health restrictions to the Health and Wellness Center and Dean of Students upon their return.

**Illness or Injury during the School Day:** Day and boarding students who become ill during the school day should report to the Health and Wellness Center after obtaining a pass from their current teacher. Under no circumstance should the student contact their parents or guardians to be picked up. If the School Nurse determines that a student is too ill to complete the school day, he/she will notify the faculty and staff via email regarding the student's plan for the day. Day student parents will be contacted by the nurse should a student need to go home. Only the nurse can release a student due to illness. Students who are released for medical illness must be signed out at the Health and Wellness Center, then the front office. Students who do not follow these procedures will face disciplinary action.

Should an illness or injury occur between 3:00 and 5:00 p.m., the coach or supervising teacher will write a pass for the student to go to The Health and Wellness Center.

If there is a life-threatening emergency, the school will follow standard emergency protocol. All members of the faculty and staff

are required to participate in First Aid, CPR and Concussion Training.

**Illness or Injury after Hours and Weekends:** Students who become ill or injured after school hours should report to a dorm parent, supervising adult or the Administrator on Duty (AOD). The AOD will contact a nurse for consultation. The Health and Wellness Center Staff are on call 24 hours a day. In case of an emergency, 911 procedures will be followed.

**Medical Leave:** In some instances, The Director of Health and Wellness may recommend that a student be placed on medical leave. This recommendation will be made to the Head of School. During exceptional circumstances or emergency situations, an administrator, may place a student on temporary medical leave. On such occasions a formal review by the Director of Health and Wellness will be made to determine if a formal long-term leave is required. Students on medical leave are responsible for the material covered in all classes during their absence, but may be excused by the Assistant Head of School from completing daily assignments and quizzes. Major assessments are not excused by medical leave; requests for extensions must be made through the Assistant Head of School.

**Student Health Insurance (Required):** All students must have health insurance coverage. International students are required to purchase health insurance through the Knox School. This policy covers student accident and illness expenses. This policy does not cover inpatient mental health care. The approximate cost for this policy is \$1,800 per year.

**Fire Drills:** Mandatory fire drills will be conducted throughout the school year. Students are expected to take these drills seriously and evacuate in an orderly and quiet fashion. Fire extinguishers are to be used only

in an emergency. If an extinguisher is used in a non-emergency situation, the individual or individuals involved will face disciplinary action and will be responsible for damages incurred. For additional information please see the Fire Hazards section under Conduct Policies in this handbook.

### **Visitors/Guests during the Academic Day**

All visitors to the Knox School campus must obtain a Visitor's Pass at the Main Office during the Academic day. Although parents and guardians are not considered guests but part of the greater Knox community, they should still report to the Main Office for a Visitor's Pass. The following conditions apply to having guests on campus:

- Students who wish to host a guest during the academic school day must obtain approval from the Dean of Students prior to their guest's arrival. The main office is the check-in/out location for visitors
- Guests must abide by the Knox Core Values, including appropriate dress
- Absolutely no guests are allowed on campus during fall, winter or spring exam week
- Guests are allowed only in common meeting areas on campus
- Knox reserves the right to ask any guest to leave campus at any time

## **For Day Students**

Day students and their families are a very important and integral part of the Knox community. As such, the School offers day students the opportunity to participate in many supplemental and boarding activities and events. Knox is a stronger community because of the diversity of its population.

### **Day Students Are an Integral Part of Our Evening and Weekend Community**

Day students are encouraged to participate in evening and weekend activities and stay overnight when necessary. Overnight permission forms can be downloaded from our website and must be submitted to the Director of Residential Life by 12 noon on the day before the overnight. The Knox School reserves the right to deny an overnight stay at any time. Since the Knox administration serves in loco parentis for any child on the Knox campus, it is critical that students and parents communicate their intentions prior to staying over. There is a fee of \$75 dollars per night for students requiring overnight or extended stays. The fee is only waived when the School requires the stay. Day students are expected to meet the same expectations and adhere to the same guidelines as the five and seven day boarding students when remaining on campus beyond

traditional day student times. Thus, it is important for day students to read and be familiar with the Boarding Program section of the Handbook.

The Knox School's weekends offer wonderful opportunities to enrich the lives of all students, Boarding and Day. The Director of Residential Life seeks to provide exciting adventures and opportunities for all students both on and off campus. Students may choose to attend a variety of outings including plays, musicals, operas, symphonies, dance performances, professional sporting events, shopping trips, community events, luncheons, dinners, ice skating, community service, etc. Students attending these outings should dress in a style appropriate to that activity. One of the great benefits of the Knox community is that students get to meet and make friends with students from all over the world. Day students and five day boarders are encouraged

to invite other Knox school friends for day or overnight weekend visits. Weekend activity sign-ups are emailed by the Residential Life Office on Tuesdays. Students wishing to attend events are expected to pay for related costs through PI accounts. Although most weekend trips offered are covered by tuition, the school reserves the right to charge the students' PI accounts for trips costing in excess of \$35.

### **Day Student Arrivals and Departures from Campus via School District Transportation and Private Vehicle**

**ARRIVAL:** Public school buses and private vehicles will proceed behind Miura Hall from the main entrance of the School and line up by the Library entrance that faces Miura Hall.

Arrival: 7:30 – 7:45 a.m.

**DEPARTURE:** Buses will pick up students by the Library entrance that faces Miura Hall. Private vehicles will pick up students in the parking lot parallel to the School's gymnasium. Students not picked up by 5:20 p.m. must check in with the administrator on duty and report to their assigned dormitory.

Departure: 5:10 p.m.

All day students must check in with the faculty member on duty in the Library. After check in, if a day student has time before class they are invited to attend breakfast in Houghton Hall. Questions regarding transportation, including busing, should be addressed to the Director of Transportation at 631-686-1600, ext. 441.

The Knox School does not follow the public school schedule and students receiving public school transportation may not have busing

services during time public schools are closed. When transportation is not available alternative arrangements need to be made by the families to transport their child to and from school. Failure to attend mandated School events will result in an unexcused absence and/or disciplinary action.

### **Student Drivers on Campus**

Students holding valid driver's licenses (not permits) may drive their own cars onto campus. The Knox School reserves the right to revoke driving privileges at any time.

Drivers must abide by the following guidelines:

- Students must register their car with the Dean of Students and apply a school decal to their vehicle
- Students may only drive to and from school and must park in the gymnasium parking lot
- Cars must maintain a speed limit of 15 mph at all times
- Students are not permitted to be in their own cars or those of others at times beyond those of arrival and departure
- Driving between school buildings, houses, or playing fields is not permitted at any time
- Students are not permitted to drive to athletic events in which they are a participant
- Students, boarding or day, are only allowed to be transported in student cars with appropriate permissions from parents and the Dean of Students. Violations may result in the suspension of driving privileges

## Boarding Program

Boarding at The Knox School is designed to prepare students for dormitory living in college. Community living requires courteous consideration for the safety, health and well-being of everyone on the School campus. The ability to compromise and respect the rights of others are essential aspects of our community. Alumnae have stated that the personal growth, as well as the character development they experienced as boarding students at The Knox School was fundamental in preparing them for college.

### Guardian Expectations:

Although it is recommended that all international students have a guardian located in the United States it is only required for boarders in middle school. Guardians are often the first point of contact for the school and many times help the school communicate with parents abroad. Having a guardian the family trusts ensures that students are cared for during breaks and on weekend leaves.

Arrangements made between a guardian and families are made outside of the jurisdiction of the Knox School. As such, The Knox School should not and cannot be held accountable or responsible for the relationship or agreements a family makes with a guardian. However, if The Knox School deems it necessary, it may require a family to change guardians.

Guardians are expected to help communicate with parents, come to campus to help with a student when the need arises, provide leave permission in lieu of the parents and communicate to the parents the permission they granted, help students make travel arrangements when needed and provide safe, supervised housing during breaks. There are three breaks per year during which students must vacate the campus: Thanksgiving Break, Winter Break, and Spring Break (please check the school calendar for dates).

### Dorm Parents

Each dormitory has Dorm Parents, with one serving as Head Dorm Parent. Individual dorm parents rotate duty nightly and every third weekend. Through frequent daily interaction, The Knox School residential faculty encourages students to develop healthy

interpersonal behaviors, attitudes, habits, and skills essential for leading a happy successful life. In order to create a familial environment, Dorm Parents who are on duty are accessible to students and their parents. Weekly dorm meetings are held to give students a voice to discuss any residential topics and to plan upcoming dorm activities. Students are expected to attend their dorm meetings unless they are off-campus on a school commitment.

### Roommates

All efforts are made to pair students with roommates who have common interests and living habits. The Knox School Core Values must be at the forefront of students' actions, words and deeds when living in the dorm. The Director of Residential Life and the Dorm Parents are available to help resolve any misunderstandings or disputes that may occur in the dormitory.

During study hours, it is important that both roommates remain quiet and respect one another's study time. Each roommate should be able to sleep during reasonable sleeping hours.

Rooming together does not inherently mean free use of each other's belongings. You and your roommate(s) may agree that some items are community property, but wait until you have discussed and agreed upon this issue before using anything that is not yours. In respecting and protecting your roommate(s) and her or his belongings as well as your own, it is up to you to lock the room when you are the last to leave.

Room cleanliness and maintenance of healthful living conditions in each room are the responsibility of the residents of that room.

### **Evening Study Guidelines**

Evening Study hours are observed Sunday through Thursday.

- **Upper School** students study hours are 8:00 p.m. to 10:00 p.m.
- **Middle School** students study hours are 7:45 p.m. – 9:00 p.m.
- A quiet study environment is expected and proper study conditions must be maintained
- Students must get permission from the dorm parent to use headphones to listen to music during study hall
- All students are to remain at their desks during study hall hours

### **Honors Study**

Upper School students approved for Honors Study may be granted the following privileges:

- Use of instant messaging during evening study hours
- Closed hallway door for seniors
- Studying on bed or floor
- Studying in the student commons
- Group study in another dormitory lounge

### **Room Checks**

Dorm Parents review student rooms at 7:45 p.m. on school nights. Students are expected to keep their rooms in a neat, clean and orderly condition. The school provides vacuum cleaners in each Dorm for student use. Each student will be responsible for Dorm jobs throughout the year. Helping with the general appearance and upkeep of the Dorm is just as important as keeping one's room neat and tidy. Students that do not pass room check will be subject to disciplinary action.

- Bed made
- No clothes on floors or under beds
- No food, wrappers or trash on floors
- No overflowing trash cans
- All food items are wrapped and secured in sealed containers
- Desks, closets and bookcases must be neat and organized
- All screens must remain on windows
- For dorms with kitchens: the area must be kept clean and the garbage must be disposed of nightly
- Personal items should be removed from the bathroom sinks and counters
- Overflowing trashcans should be emptied and toilets should be flushed

### **Visiting other Dorms**

Students may not enter another student's room without permission from that student. Students of the opposite sex are only allowed in designated student lounges or common areas with permission from the Dorm Parent on duty. Students hosting a visitor in the

House must check the visitor in with the respective Dorm Parent on duty. Students are responsible for the actions that occur in their rooms while their visitor is present. Students will be held responsible if they remain in a room where illegal activities or violations of the Core Values are taking place. Students are allowed to visit other dorms from 7:00 – 7:40 p.m. on school nights and 12:15 p.m. – 9:45 p.m. on Saturdays, Sundays and holidays.

### **Guests on Campus during Non-Academic Times**

Guests are allowed on campus during non-Academic times with specific permission. Students who wish to host a guest after school or on the weekend must obtain prior approval from the Director of Residential Life. A verbal or written consent from the student's parents and the guest's parents is needed prior to their guest's arrival. The

Administrator on Duty is the designated check-in/out person for visitors. While on campus, guests must abide by the Knox Core Values including appropriate dress. No guests are allowed on campus during Fall, Winter or Spring Exam Weeks. Guests are allowed only in common meeting areas on campus. Knox reserves the right to ask any guest to leave campus at any time.

### **Room Furnishings and Decor**

The rooms and furnishings are the property of The Knox School. Rooms must be kept neat and clean, and must be left in good condition. We expect students to exercise good care in the use of all school facilities.

Proper decorum is required when decorating rooms. Knox is dedicated to maintaining a healthy and safe living environment for its students. Therefore, decorations depicting or related to alcohol and drug use, or that are demeaning or sexually provocative are not permitted. Students may affix posters or pictures to the walls using adhesive putty or designated tack boards. Thumb tacks, tape, and nails cause significant damage to the walls and may not be used. Students must use good judgment when using personal stereos, computers, viewing DVDs, playing video games and watching television. To that end, DVDs with ratings of “R” or higher and video games with ratings of “Mature” or “Adult” are prohibited. All items, including clothing, should be marked with the student’s name to substantiate ownership.

### **Things Not To Bring**

In order to provide a safe, respectful, and responsible living environment throughout each House at Knox, the following items are not permitted:

- Hot Pots
- Rice Cookers
- Personal refrigerators

- Open flames (lighters and Matches)
- Incense
- Candles
- Coffee makers
- Cooking appliances
- Irons
- Knives
- Televisions
- Microwave

### **Damage**

Students are responsible for the complete care of their rooms and contents. Students will be held responsible for incurring the full cost of any repairs. Students must report damage to their House Parent as soon as they notice the damage or after it occurs. In cases where responsibility cannot be assigned individually, the cost of repairs will be divided among all students present at the time of the caused damage or everyone on the floor or in the dorm.

### **Room Keys**

Boarding students will be issued room keys at the beginning of the year. Students are expected to lock their doors when not in their rooms, during meals, classes, athletics, and upon leaving for the weekend or leaving the house for an obligation on or off campus. Students must show their room key to the Dorm Parent when requested and return them during the end-of year house inspections. A replacement fee of \$100 is charged to those students who lose their key or do not hand in their key at the end of the school year. In keeping with the Core Values of responsibility and respect, students must be diligent about keeping track of their keys or face additional disciplinary consequences. Students should be mindful that excessive requests for a House Parent to unlock a room or a lost key indicate a lack of personal responsibility.

### **Checking Out From the Dorm**

It is required for students to communicate their whereabouts to the Dorm Parent on duty, when leaving and returning to and from the dorm. Students wishing to leave their dorm and visit other locations on campus must verbally communicate with the Dorm Parent on duty and sign out/in at the main entrance of the dorm. A digital means of checking out may be used in lieu of verbally checking out if that privilege has been granted AND if the Dorm Parent on duty is comfortable using that specific form of communication. Students are responsible for knowing who is on duty. Examples include, visiting Senior Tuck, going jogging on campus, or visiting a student in another Dorm. The student must also inform the Dorm Parent that she or he has returned.

### **Food Delivery and Storage**

With the permission of the Dorm Parent on duty, students may order food to be delivered from 6:45 pm to 7:45 pm on weeknight evenings and on weekends at the Dorm Parents' discretion. All food in rooms must be stored in covered plastic containers. Deliveries from grocery stores (e.g. Peapods) or on-line services may be delivered on Saturday or Sunday afternoons.

### **Special Accommodations for Sign-Outs off Campus**

Students given permission by their parents or guardians may be permitted to sign out (e.g. dinner, medical appointments) to an off-campus location during the school week. These departures should not conflict with attendance of special dinner nights. Parents must communicate by email with the Director of Residential Life. These personal excursions are allowed only after the conclusion of his or her academic and athletic responsibilities. It is imperative that students return to campus by 7:30 p.m. for room checks and evening study. Tardiness may result in the cancellation of future sign-outs. Sign-outs may not conflict

with mandatory boarding activities or other responsibilities.

### **Valuables**

The school cannot be responsible, nor held liable, for the loss of personal items and money. Students are advised to leave unnecessary valuables at home. For international students, passports, I-20 forms and airplane tickets must be given to the Director of Residential Life immediately upon arrival. These items will then be locked in a fire proof safe.

### **Dorm Safes**

All student rooms are equipped with individual safes for storage of personal possessions. The school is not responsible for valuable items that are not secured properly. Students should keep all valuable items in their safes and should NOT share the safe or combination to the safe with anyone. If a safe is not working the student must inform their dorm parent immediately.

Theft can and sometimes does occur in schools. Students are, therefore, encouraged to label all of their belongings, keep their rooms neat and tidy, and lock their doors. Any instance of theft must be reported to the House Parent on duty. Should a theft occur, the local authorities may be notified and legal action may be pursued.

### **Personal Laundry**

Washing machines and dryers are the property of The Knox School, and are available in all Houses at no charge to students. Students are expected to bring laundry detergent and other associated items to do their own laundry on campus. The Head Dorm Parent will create a schedule assigning particular laundry days to each student. Learning basic laundry skills is an important step toward independent living. Students are encouraged to do their own laundry and not rely on others such as family to perform such duties. Students will also be

provided information for a laundry service if they do not want to be responsible for doing their own laundry.

### **Allowances and Spending Money**

Parents should discuss limitations on purchases with their child to establish a firm expectation regarding expenses. It is anticipated that various expenses may arise during the school year that will necessitate the use of cash for weekend activities fees, uniform orders, books, tux rentals, standardized testing fees, athletic needs, yearbook and class rings, and college application fees. Providing spending money or an allowance to your daughter or son can be done through a weekly allowance, the use of a PI account or a personal credit or debit card. Students are allowed to request up to \$100 dollars per week. If a student requires more than \$100 dollars, parents must send written consent to the business office. All cash requests must follow the following process: first, the student must submit a cash request using the online form by the end of the business day on Wednesday. Second, the student must go to the business office between 11:00 a.m. and 3:00 p.m. on Friday to collect the cash. The business office will not fulfill any cash request that was not submitted properly and on time.

Several credit card companies allow parents to control the amount spent through limits on available funds. The snack shop, also known as the Tuck Shop, provides goods at specified times during the day.

### **Weekend Activities**

Knox weekends offer wonderful opportunities to enrich the lives of all students. The Director of Residential Life seeks to provide exciting adventures and opportunities for all students while on and off campus. Day and boarding students may attend a variety of outings including theatrical plays, musicals, operas, symphonies, dance

performances, professional sporting events, shopping trips, community events, luncheons, dinners, ice skating, community service, etc. Students attending these performances should dress in a style appropriate to that activity. One of the great benefits of the Knox community is that students get to meet and make friends with students from all over the world. Day students and five day boarders are encouraged to invite other Knox school friends for day or overnight weekend visits.

Weekend activity sign-ups are emailed to the student body on Mondays or Tuesdays. The cost of most weekend trips is built into students' tuitions. However, for some trips may warrant extra charges, to be determined by the Head of School and/or Director of Residential Life.

### **Weekend Leave Procedure**

Weekends at Knox begin on Friday or Saturday at the conclusion of the student's athletic responsibilities, except for Closed Weekends which are typically the last weekend of each trimester. Weekends conclude on Sunday at 7:00 p.m. On Open Weekends, students are allowed to travel home or to an approved overnight residence after their final commitment on Friday.

Boarding students should be aware of all the School's Closed Weekends. At these times, important and special activities are planned and all five and seven day boarding students are required to remain on campus for the entire weekend. Absences from school during these times are considered unexcused. Please refer to the Closed Fridays, Closed Weekends and Mandatory Dates section for specific dates.

For seven day boarding students, parents must email proper permission to the Director of Residential Life by 12 noon on the Thursday prior to the requested weekend. For students visiting a friend's house, the host

family must also email proper permission to the Director of Residential Life by 12 noon on the Thursday prior to the requested weekend.

When inviting students to visit, host families are expected to provide adult supervision. It is important for host families to remember and be familiar with the School's rules, policies and Core Values as they are applicable at all times while the student is enrolled at The Knox School. If, for any reason, the host family changes during the progress of the weekend the Administrator on Duty must be notified.

All Boarding students must return to campus by 7:00 p.m. on Sunday or they may lose weekend privileges. It is also expected that students involved in theatrical rehearsals on Sunday evenings will return to campus in time to meet their commitment to this activity. Returning Monday morning before the academic day is unacceptable and may result in the loss of weekend privileges or a formal review of boarding status.

*The Knox School reserves the right to withdraw any permission for weekend travel.*

### **Fall Registration and Vacation Departures and Arrivals**

Vacation departure and arrival procedures are established to facilitate the safe transition of students on and off campus. It is important to plan the purchasing of tickets and/or arranging car services to and from airports or train stations for specified arrivals and departures in advance. An email detailing travel arrangements should be sent from parents or guardians to the Director of Residential Life for approval. With advance notice, the School can arrange for transportation to and from the St. James train station for specified arrivals and departures. Students will not be permitted to leave campus with a driver arranged by the family if

the parent or guardian has not given prior permission. The School will not manipulate exam schedules, classes, athletic contests, the closing of school for vacation or other commitments to correspond with a student's travel plans. There will be a charge of \$100.00 per day for early/late departures and early/late arrivals to campus before and after vacations. Students will also be charged a \$100.00 fee for late registration in the fall.

### **Transportation To and From JFK Airport for Departures and Arrivals**

For the students' convenience, The Knox School provides a shuttle bus on designated arrival and departure days. The shuttle only goes to JFK International Airport. In an effort to accommodate everyone arriving and departing, the bus will make stops during certain busy times. If a student arrives earlier than a designated pick-up time he or she is welcome to wait in the airport until the shuttle arrives. On departing days, if a student's flight is after the designated drop off time the student may take the shuttle to the airport and wait until it is time for his or her flight.

For all other travel needs to the airport, including escorting younger students to security, please contact Excellence Car and Limo Service 1-877-886-0013 or email Mark Navins ([mnavins@knoxschool.org](mailto:mnavins@knoxschool.org)) to request assistance. Please submit your request at least two weeks in advance.

**Departure and Arrival Dates for Boarding Student can be viewed on the School Calendar (located on the School website ([knoxschool.org](http://knoxschool.org)) or Edline ([Edline.net](http://Edline.net))).**

### **How to Contact Boarding Students**

With modern technology, it has never been easier to stay in touch with your child while he/she is away at school; however, please be mindful **not to call**, skype or face-time your child during classes and evening study hours. Students who answer their phones, send or

receive text messages or face-time during classes will lose the privilege of having their phones on their person during the school day. Verizon and AT&T are the service plans in our area. In the case of an emergency between 4:30 p.m. and 8:00 a.m., parents should call the Administrator on Duty (AOD) cell phone number at 631-873-8240.

Receiving packages and letters from friends and family is always a highlight for students who attend boarding school. Packages may be picked up in the Residential Life Office. FedEx, UPS, DHL etc. usually make daily stops. When sending mail, the following address should be used:

<p><b>Student's Name</b> <b>Dormitory Name</b> <b>The Knox School</b> <b>541 Long Beach Road</b> <b>Saint James, NY 11780</b></p>
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## **For All Students**

### **Dining Services**

All students of The Knox School, Boarding and Day, have access to our dining facilities. Breakfast and lunch are served non-family-style, with periodic family-style all-school luncheons for the school community. On a rotating basis, dinner is served in a family-style setting Monday through Thursday nights with students serving as waiters. Due to sporting events, the school may opt out of family-style dinners on occasion during week nights. On weekends, brunch and dinner are non-family-style.

The dress for breakfast and lunch Monday thru Friday is school uniform unless a student is eating breakfast immediately following a morning athletic practice. Family-style dinners require either school uniform or formal dress. No one should have their cell phones out during family-style meals. Non-family-style meals are optional for upper school students. All middle school students are required to attend all meals that are served when they are on campus.

Students are expected to contribute to a pleasant atmosphere in the dining rooms by clearing their place when finished eating and by engaging in appropriate conversation in a moderate tone. Proper table manners are expected. No silverware, plates, or glasses may be removed from the dining room at any time.

### **The Advisory Program**

The Advisory Program is designed to support students with both the academic and social aspects of life at Knox. Faculty advisors are assigned to each student at the beginning of the school year and serve as the primary liaison between school and home, working in partnership with parents and students. Advisors serve as guides and mentors for students at Knox. Students meet with advisors during scheduled times throughout the school year. In addition, the advisor works with the appropriate administrators to ensure that all advisees are meeting their responsibilities in all areas of school life. In an independent school, it is customary for advisors to invite their advisees either on an outing or over for a meal once a trimester.

### **Service Learning by Grade**

By participating in Service Learning projects, students are left with a deeper understanding of who they are and what they are capable of doing to make a positive impact in their own communities and the world in general. Students complete Service Learning projects on a grade-level basis by participating in service-related trips and projects. To complement our Service Learning program, all Knox students will participate in a work-study program on campus once per 8-day cycle. The goal of the work-study program is to promote a strong work ethic among our students and to help them learn the value of giving back to their school community.

Questions regarding Service Learning or the validation of Service Learning hours should be directed to the Service Learning Coordinator.

### **National Honor Society**

Membership in The Semper Ad Lucem Chapter of the National Honor Society is based on academic achievements and a minimum 3.7 cumulative average for each of three consecutive terms as well as the student's character, service, and leadership. The faculty advisor for the Honor Society is a non-voting member. The National Honor Society Committee is composed of five faculty members chosen each year by the Head of School. Interested students must complete an application that will be reviewed by the committee to determine a student's eligibility and if he/she will be accepted.

### **Clubs**

A variety of clubs and student activities provide options for both day and boarding students. A time to participate in clubs is built into the academic day. Middle School Students are required to join 2 clubs. Upper School Students are required to join 1 club. Clubs offer the opportunity for enrichment by enabling students to share their common

interests and goals. It is expected that all students will participate in clubs and related activities. The successful Knox student recognizes the value of hands-on experience. Club involvement exposes students to the process of creative collaboration, budgeting of funds, enhances college resumes and promotes responsibility for balancing academics with personal interests. As clubs are student-driven, offerings vary from year to year. Students will have opportunities during the first two weeks of school to explore the current year's club offerings and decide which club(s) in which they would like to participate.

### **Student Council**

Student government at Knox is led by the Student Council, a well-established organization with a Constitution approved by the School. The Council is made up of officers and members who are both elected and appointed as per the Constitution. All powers of The Knox School Student Council are delegated to it by the School Administration. The purpose of the Council is to foster unity among the diverse elements of the student body and faculty, to promote the general welfare of all and to encourage positive attitudes that reflect The Core Values of The Knox School. Student Council members meet once per 8-day cycle during the school year with their advisor(s) to discuss student issues/concerns and to share ideas for the betterment of the School community. All Student Council initiatives are presented to the School Administration via formal proposals. Council members participate in approved projects and fundraisers, provide service to the school community and serve as leaders among the student body. All members of Student Council are held to the highest standards. Student council members are expected to uphold the School's core values and may face removal from their position for a core value or academic dishonesty infraction.

### **Student Proctors**

The Residential Life Director oversees the Proctor program. Select sophomores, juniors and seniors who possess qualities such as reliability, responsibility, friendliness, and leadership, may apply for the position of Proctor. Proctors are liaisons supporting all aspects of student life at the School. By accepting this role, the student agrees to uphold high standards of school citizenship. Proctors must demonstrate respect for faculty and peers and a positive attitude towards all aspects of the School. Proctors are expected to work in tandem with Dorm Parents to ensure that the Core Values are being upheld in the school community. Responsibilities include but are not limited to: supporting coverage in the dormitories, upholding dormitory rules, aiding in meal coverage, and mentoring younger students, organizing a dorm themed dinner once per year and dorm activities once a month.

### **Student Publications**

**Roseleaves:** The annual yearbook, *Roseleaves*, is one of the school's longest standing publications. It is student directed and faculty supported. All student PI accounts will be charged a fee for yearbooks.

**Scribblers:** *Scribblers* is Knox's Literary Magazine. Students and faculty may submit poetry, creative writings, and original works of art to this publication. *Scribblers* is published in the spring.

### **Red and White Team Competition**

The long-standing School tradition of Red and White teams promotes teambuilding and positive camaraderie amongst the student body at Knox. Students and members of the faculty experience Team Choosing, during which they become a Red or White for life. The Red Team, also known as the Bulldogs, and the White Team, also known as the Elephants, compete against each other in a series of athletic, academic and artistic events

and activities throughout the year. A highlight of the Red and White competition is Gym Night, held during the Winter Term. These activities provide an avenue for Knox School students to come to know and appreciate each other more fully.

### **Lost and Found**

Lost and found bins are located in the Dean of Students and Athletic Director's Offices. While every effort will be made to return articles left around campus, it is not always possible. The School will hold all lost items for two weeks after the close of school. Any article not claimed after this time will be donated to a local charity. Lost and Found items will be accessible to students and parents during school functions.

*Please be sure to mark all your personal items with identification.*

### **Personal and Incidental (PI) Accounts**

All students are required to establish a P.I. Account with the School. Funds in this account are designated for school expenses that may arise but are not limited to: Falcon's Nest and/or Senior Tuck purchases, weekend activities fees, uniform orders, books, tux rentals, standardized testing fees, athletic needs, yearbook, class rings, college application fees, house and club dues (when applicable).

### **Weekly Allowance**

A weekly allowance can be established and deducted from students' PI account. In order to take out money, students must put in a request using the online request form by Wednesday at 3:00 p.m. Students may pick up weekend allowances between 11:00 a.m. 3:00 p.m. on Fridays in the Business Office, which is located in Eriksen Hall but must present their student ID at that time. There are no exceptions to this policy. Should a parent want to put a limit on spending they must put this request in writing to the business office.

### Student Identification Cards

Students are issued a Knox student photo identification card at the start of the school year. Students must carry these cards at all times; they are used for identification purposes, weekend charges and to purchase items from the Falcon's Nest and Senior Tuck. Students who lose their cards will be issued a new one and charged a \$25 replacement fee.

### The Falcon's Nest

Students will find everyday necessities and school supplies in addition to snacks and drinks at the Falcon's Nest. Spirit items such as clothing, decals, and other Knox memorabilia are also available. Cash, credit cards (Visa/Master/Debit Card) and student photo identification cards that are linked to PI accounts are accepted at the school store. Parents can set weekly purchase limits by contacting the Business Office in writing.

## For Parents

### In Loco Parentis

While students are in the care of the School, the Head of School or Administrator on Duty (AOD) acts *in loco parentis*, that is, in place of the parents. Accordingly, we reserve the right to take whatever action we deem necessary and proper to address any health/safety concerns of the students as required in a supervisory relationship. This includes signing off on releases for school-sponsored, weekend trips for boarding students. In emergency situations, the administration and faculty will make immediate decisions to protect a student's welfare, including medical emergencies. The Knox School is mindful of its responsibilities to all of its students and thanks parents for supporting this relationship of shared trust.

### Online Communication System (Edline)

**Edline** is utilized by the Knox community as a vital link between students, parents and Knox faculty. Unofficial progress reports are made available to parents and students through **Edline**, which can be accessed through the school's website ([www.knoxschool.org](http://www.knoxschool.org)) or through Edline ([www.edline.net](http://www.edline.net))

Access to private reports requires using your school-assigned username and password.

### The Knox School Parents' Association (PA)

The Knox School Parents' Association is a valued group within the school community that supports student programming and school fundraising. All current parents and guardians are members of The Knox School Parents' Association. A \$50 membership fee per family is deducted from your student's PI account each year to fund the work of the Association. Families are expected to become actively involved in the Association by attending monthly meetings on campus and/or by participating in multiple activities, events and initiatives sponsored by this organization. There are numerous opportunities for both day and boarding families to participate.

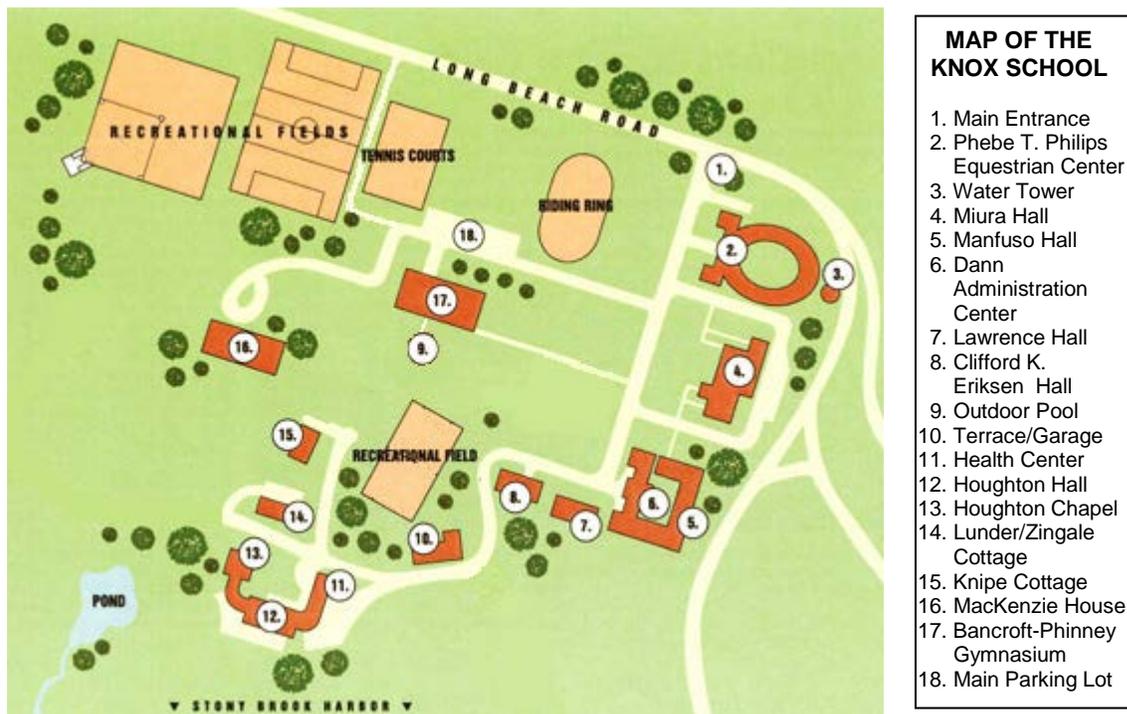
The Knox School Parents' Association is led by a Parent Board of elected officers. The Director of Admissions and Institutional Advancement and is the School's Administrative liaison to the Association and may be contacted at 631-686-1600 ext. 410. If you have questions about volunteering, activities or how to connect with fellow parents, contact the Association directly:

## **Family and School Community Partnership**

When families choose Knox, it is presumed that they understand and support independent school culture and the Mission of The Knox School. Along with teachers, administrators and mentors, parents serve as role models for their children. As such, parents and guardians are expected to work in partnership with the School and not at cross purposes where matters of policy and our Core Values are concerned. Families that are unwilling to uphold The School's policies and Core Values may be asked to seek another school placement.

Tuition alone does not cover the cost of educating a child at Knox. As an independent educational institution, The Knox School relies on the generosity of alumni, parents and friends to help fund its distinctive educational programs. It is expected that every Knox School family will donate yearly to the Annual Fund, and support other fundraising initiatives at the level in which they are able. Families should contact the Director of Advancement if they wish to discuss specific gifts in support of The School.

## Directions and Campus Map



• The Knox School is easily accessible by vehicle along routes 25A, 25, 347, or 97 as well as Interstate 495. • For those traveling by train, the local town of St. James offers quick access (4.7 miles/15 minutes from campus) by rail to stops east connecting with Jamaica and west to Port Jefferson along the Long Island Railroad.

• Air travel is also an option as the Long Island MacArthur Airport (15 miles/40 minutes from campus) has connecting flight service with other international airports (JFK and LaGuardia) in the area.

## Important Contacts

We would love to answer any questions you might have about Knox! The following people are available to help in the areas listed below.

**MAIN SCHOOL NUMBER - (631) 686-1600**

**Administrator on Duty (AOD)** (631) 873-8240 on weekends or after 4:30 p.m. on weekdays

### Academic Matters

Virginia Riccardi – Asst. Head of School	Ext. 409	vriccardi@knoxschool.org
Emma Sharkey-Frageau - BOOST	Ext. 405	esharkey@knoxschool.org
Donna Pergola- College Counseling	Ext. 406	dpergola@knoxschool.org

### Student Life

Kristen Tillona-Baker – Head of School	Ext. 415	ktillona@knoxschool.org
Amila Williams- Dean (Discipline)	Ext. 417	awilliams@knoxschool.org
Mark Navins – Residential Life	Ext. 418	mnavins@knoxschool.org
Mary Intardonato- Health & Wellness	Ext. 434	mintardonato@knoxschool.org
Kathleen Treccagnoli – Mental Wellness	Ext. 412	ktreccagnoli@knoxschool.org

### Athletics

Walter Townes – Director of Athletics	Ext. 426	wtownes@knoxschool.org
Nic DeZenzo – Crew, Soccer	Ext. 420	ndezenzo@knoxschool.org

### Business Matters

Lisa Lussardi – General	Ext. 439	lussardi@knoxschool.org
Debbie Argano - Transportation	Ext. 441	dargano@knoxschool.org
Karyn Certera-Bush – Marketing/Communications	Ext. 425	kcbush@knoxschool.org

### Admissions, Alumni & Giving

Meredith McCaslin	ext. 410	mmccaslin@knoxschool.org
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### Summer Programs

Nic DeZenzo – Director	Ext. 420	ndezenzo@knoxschool.org
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### Other Important Numbers

Main Fax Number	(631) 686-1650
Residential Life Fax Number	(631) 686-1654
Operations Fax Number	(631) 686-1651

Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6	Cycle 7	Cycle 8
8:00 – 9:00 am Period I A	8:00 – 9:00 am Period I F	8:00 – 9:00 am Period I C	8:00 – 9:00 am Period I H	8:00 – 9:00 am Period I E	8:00 – 9:00 am Period I B	8:00 – 9:00 am Period I G	8:00 – 9:00 am Period I D
9:05 – 10:00 am <b>Community</b> Assembly/ Work Study NHS/NJHS Mtg.	9:05 – 10:00 am <b>Community</b> Advisory/ Class Meetings (25 mins each)	9:05 – 10:00 am <b>Community</b> Club A Extra Help – Math and Science	9:05 – 10:00 am <b>Community</b> Club B Extra Help – Humanities/Lang	9:05 – 10:00 am <b>Community</b> Faculty Mtg. (Library) Red/White Prep (Gym/Tuck)	9:05 – 10:00 am <b>Community</b> Club A Extra Help – Humanities/Lang .	9:05 – 10:00 am <b>Community</b> Club B Extra Help – Math and Science	9:05 – 10:00 am <b>Community</b> Student Council Dept. Chair Mtg. Extra Help – All Middle School Team Meeting
10:05 – 11:05 am - Period II B	10:05 – 11:05 am - Period II G	10:05 – 11:05 am Period II D	10:05 – 11:05 am - Period II A	10:05 – 11:05 am - Period II F	10:05 – 11:05 am - Period II C	10:05 – 11:05 am - Period II H	10:05 – 11:05 am - Period II E
11:10 – 12:10 pm Period IIIA C	11:10 – 12:10 pm Period IIIA H	11:10 – 12:10 pm Period IIIA E	11:10 – 12:10 pm Period IIIA B	11:10 – 12:10 pm Period IIIA G	11:10 – 12:10 pm Period IIIA D	11:10 – 12:10 pm Period IIIA A	11:10 – 12:10 pm Period IIIA F
12:10 – 1:10 pm Period IIIB C	12:10 – 1:10 pm Period IIIB H	12:10 – 1:10 pm Period IIIB E	12:10 – 1:10 pm Period IIIB B	12:10 – 1:10 pm Period IIIB G	12:10 – 1:10 pm Period IIIB D	12:10 – 1:10 pm Period IIIB A	12:10 – 1:10 pm Period IIIB F
1:15 – 2:15 pm Period IV D	1:15 – 2:15 pm Period IV A	1:15 – 2:15 pm Period IV F	1:15 – 2:15 pm Period IV C	1:15 – 2:15 pm Period IV H	1:15 – 2:15 pm Period IV E	1:15 – 2:15 pm Period IV B	1:15 – 2:15 pm Period IV G
2:20 – 2:55 pm Period V E	2:20 – 2:55 pm Period V B	2:20 – 2:55 pm Period V G	2:20 – 2:55 pm Period V D	2:20 – 2:55 pm Period V A	2:20 – 2:55 pm Period V F	2:20 – 2:55 pm Period V C	2:20 – 2:55 pm Period V H
3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities	3:20 – 5:00 pm Upper School Sports & Activities

**\*\*Mondays, Wednesdays and Fridays are designated Announcement Days. Announcements will be made on these days prior to the start of Community\*\***

### MIDDLE SCHOOL – AFTERNOON ENRICHMENT

Time	Track	Monday	Tuesday	Wednesday	Thursday	Friday
3:20 – 4:05 pm	STEM	Robotics (till 5:00 pm)	Robotics (till 5:00 pm)	Media	Media	Fun time
	Arts & Humanities	Creative Arts	Creative Arts	Liberal Arts	Liberal Arts	
4:10 – 5:00 pm	Supervised Study Hall					

**NOTES:**

**STEM Track** is geared towards students who have a keen interest in Science and Technology. Those students who join the competitive **Robotics Team** will work every Monday and Tuesday until 5 pm to prepare for the LEGO FIRST competition. Those students who join the **Media** group will create and promote a Knox Middle School website, and will explore website design and blogging.

**Arts & Humanities Track** will provide interested students with the opportunity to engage in a variety of creative art projects, relax with a good book from our library, write short stories or poems for possible publication in *Scribblers* and collaborate with the media group on the middle school website content.

**All Middle School students participate in the enrichment program. ONLY those 8th grade students who meet all of the pre-requisites and qualifications will be exempt from enrichment to participate in a competitive sport. Students on Athletic Probation will not be cleared to participate in sports until they receive clearance from the Assistant Head of School.**



## Appendix A

### **Knox School ENL Summer Program Policy Statement**

#### Summer Programs in English as a New Language

The Knox School strongly recommends that all students enrolled in the English as a New Language program take at least one intensive ENL course in an English-speaking country over the summer while they are enrolled at The Knox School. An intensive ENL summer program is particularly important for the student who is below the Intermediate level of proficiency and for rising 11<sup>th</sup> and 12<sup>th</sup> graders. Those students who are below the Intermediate level need a jump start to improve their performance in the mainstream classroom in the coming year. Rising 11<sup>th</sup> and 12<sup>th</sup> graders may need to fine-tune their skills in order to be ready for college-level work.

Course curriculum in all content areas meets the Common Core standards established for schools in the United States. With this in mind, it has become increasingly important for all students, including English Language Learners, to be able to critically read, to analyze, and to respond in writing to more complex texts. Although we will continue to work hard and challenge our English Language Learners to develop the English language proficiency that they will need in our English as a New Language Program, meeting the Common Core standards will require some of our English Language Learners to acquire these skills more quickly than in the past.

Students whose English Language Proficiency is not sufficient to successfully meet the standards of the mainstream classroom may be required to attend a summer program in an English-speaking country. Students for whom this is a requirement will be advised of their status no later than April 1<sup>st</sup> in order for their families to make appropriate arrangements for their summer study. Students will be provided a list of approved programs or they may contact Virginia Riccardi, Assistant Head of School, ([vriccardi@knoxschool.org](mailto:vriccardi@knoxschool.org)) directly for a list of approved summer programs. Students attending summer programs should make their plans known to the Assistant Head of School before departing campus in the spring and they should return in the fall with a certificate of completion/progress report. Students wishing to attend programs not on the list must have the summer program approved by the Assistant Head of School BEFORE the end of the school year (i.e., May 31st).

In order for a summer ENL program to be considered for acceptance, it must meet the following criteria:

1. no less than 4 weeks in duration (6 weeks are recommended)
2. minimum of 80 hours of classroom instruction
3. curriculum focuses on Academic English
4. program addresses all four modalities of language (speaking, listening, reading, and writing) and includes a study of English grammar
5. program includes a co-curricular cultural component (trips to local sites, museums, and other cultural events)
6. program is immersion in focus. Students have opportunities to use English both in and outside of the classroom with both peers and native speakers of English.

Programs in the home country or programs in the United States wherein a student is dropped off at a language school for a few hours of study per day, then returns to the home of a family member or family friend where the student's native language is spoken will **NOT** be accepted.



## Appendix B

### **FERPA STATEMENT Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.



## Appendix C

### Academic Integrity Policy

The Knox School *Student Handbook* states: “The Knox School’s Core Values – Respect, Responsibility, Integrity, Courage, Kindness and Scholarship – provide students with an internal, ethical compass to guide them through their journeys at Knox and beyond” (4). In particular, Integrity, Responsibility and Scholarship are at the core of The School’s academic policy. Knox students are expected to consult research materials for their studies; however, instances of academic dishonesty and/or plagiarism are unacceptable:

- Borrowing ideas or language from a source, including an online translator without giving that source credit is plagiarism.
- Downloading, copying, and/or cutting and pasting material (either in whole or in part) without crediting the source and/or the information through formal citation methods is plagiarism.
- Submitting work created in whole or in part by another person when it is understood that the work being submitted is supposed to be your original scholarship is dishonest and violates policies of academic integrity.
- Buying essays or research papers or hiring someone to do the assignment for you is dishonest and violates policies of academic honesty.
- Negotiating, asking or agreeing to have someone complete an assignment for you is dishonest and violates policies of academic honesty.

Students are expected to produce work that displays proper use of the MLA citation protocol. This includes, but is not limited to, the use of in-text citations, quotation marks, and references to ensure proper acknowledgement is given to any external source(s) used in the creation of academic material.

The following steps will be taken when students have violated The School’s Academic Integrity Policy:

1. **FIRST OFFENSE:** In addition to meeting with the class instructor, the student’s advisor, and the Assistant Head of School, the parent(s) or guardian(s) will be notified and the student will receive a grade of “0” for that assignment. A Violation Report will be added to the student’s academic file.
2. **SECOND OFFENSE:** The student will fail the course for which the second violation occurred.
3. **THIRD OFFENSE:** Expulsion

I, \_\_\_\_\_, understand that plagiarism and academic dishonesty violate The Knox School’s core values and will not be tolerated.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix D

# Concussion Guidelines and Procedures

### Prevention

The Knox School recognizes that protecting students from head injuries is one of the most important ways of preventing a concussion. The risk of a concussion is present with all sporting and athletic activities. The Knox School, following the guidance of the CDC's Heads Up program and resources, utilizes the following to help minimize the risk of injuries:

- Concussion education for staff, students and parents
- Use of proper athletic equipment
- Employing concussion trained coaches, athletic trainers and registered nurses
- Supervising all athletic activities

### Education – Staff

The Concussion Management and Awareness Act, specifically Chapter 496 of the Laws of 2011, requires that school coaches, physical education teachers, nurses and certified athletic trainers complete a New York State Education Department (NYSED) approved course on concussions and concussion management every two years. NYSED has approved the course *Heads Up, Concussion in Youth Sports* for physical education teachers and coaches. This free online course was developed by the CDC and is available at [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

NYSED has approved the course *Heads Up to Clinicians* for school nurses and athletic trainers to be completed every two years. This free online course was developed by the CDC and is available at <http://preventingconcussions.org/>. This is not a NYS specific training video; therefore, the scope of practice of certified athletic trainers and school nurses in NYS may differ from what is described in the training. Registered professional nurses and certified athletic trainers practicing in NYS must follow NYS laws in regards to licensing and scope of practice. All Knox School coaches, athletic trainers and registered nurses (RNs) will complete the appropriate training as mentioned above and will maintain active certifications.

### Education – Parents and Students

The Knox School athletic director, athletic trainer, coaches and school RNs will provide concussion education to all parents and students.

The Knox School provides to the parents, the written concussion information provided by the CDC Heads Up program. This written information is specific for parents and is attached to The Knox School's *Parent Consent Form for Athletic Activities*. Prior to consenting, all parents are required to review the information and are encouraged to ask any questions. Additionally, parents will learn about concussions during preseason sports meetings. Printed concussion information sheets will be available. Education should include, but not be limited to, the definition of concussion, signs and symptoms, how concussions may occur, why concussions

are not detected with CT Scans or MRIs, management of the injury and the protocol for return to school, activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion, regardless if the accident occurred outside of school or while participating in a school activity.

Concussion education will be provided to all students and should be reviewed periodically throughout each season. Emphasis must be placed on the importance for students to report any injuries or any symptoms of a concussion to their coaches and parent/guardian. Additionally, it is important that students understand the need for medical evaluation should such an injury occur to prevent persisting symptoms. Students must follow the guidelines for return to school and activities.

The following educational topics will be given to the students:

- Preventing head injuries
- Knowing the signs and symptoms of concussions
- Reporting signs and symptoms of a concussion to a coach, certified athletic trainer, school RNs, parent/guardian, or other staff
- Risk of concussion
- Informing the coach, parent/guardian, certified athletic trainer, school RNs or other staff members about injuries and the symptoms
- Risk of severe injury, permanent disability, and even death that can occur with re-injury by resuming normal activities before recovering from a concussion
- Following the instructions from their private medical provider
- Asking for help and informing teachers of difficulties they experience in class and when completing assignments
- Encouraging classmates and teammates to report injuries
- Promoting an environment where reporting signs and symptoms of a concussion is considered acceptable
- Post-concussion and second impact syndromes
- Return to play and school protocols
- Available local resources for concussion management and treatment

Particular emphasis should be placed on the fact that **no** athlete will be allowed to return to play the day of injury and also that **all** athletes should obtain appropriate medical clearance prior to returning to play or school.

### **Concussion Management Team**

The Knox School has established a concussion management team (CMT). The CMT includes the athletic director, athletic trainer, school RNs and school physician. Additional school staff such as administrators, guidance counselors, teachers, physical education teachers and coaches may participate with the CMT on an as needed basis. The CMT will collaborate with the private medical provider, the student and the student's family to assist with the student's recovery. The CMT will coordinate training for all administrators, coaches, teachers, student athletes and parents. Training is mandatory for all physical education teachers, coaches, assistant coaches and volunteer coaches who work with student athletes. Training is also mandatory for all school RNs

and athletic trainers. Parents need to be aware of The Knox School's policy and procedures and how these injuries will ultimately be managed by school officials and what information is necessary for the school to receive from a medical provider.

The CMT will act as a liaison for any student returning to school and/or play following a concussion. The CMT will review and/or design an appropriate plan for the student while the student is recovering.

### **Concussion Management Protocol**

- Prior to the beginning of each school year, all student athletes will have a baseline SCAT (Sport Concussion Assessment Tool) or Impact Assessment Tool evaluation. This information will be used to assess any changes in the event a student experiences a concussion. Parents will be notified about the testing and can notify the athletic trainer if they wish to exclude their student athlete from the testing. Results of the initial testing and any subsequent testing will be made available to the parents.
- If a student sustains a possible head injury during school hours or school activities, the student is to be seen by the school RN and/or the athletic trainer.
- The school RN and/or athletic trainer will follow the first aid protocols for a suspected head injury. The school RN and/or athletic trainer will evaluate for a concussion using the SCAT5 concussion assessment tool and will complete The Knox School's Injury Report. The student will be monitored over a period of 30 minutes, evaluating for any changes. Notification will be made to the athletic director, administrators and parents/guardians with oral and/or written instructions on observing the student for concussive complications that warrant immediate emergency care.
- If a concussion is suspected, the student athlete will be referred to a concussion specialist/clinician (licensed physician, nurse practitioner or physician assistant). The student athlete must be removed from all athletic activity and/or physical activities and may not be returned to athletic activities until he/she has been symptom-free for a minimum of 24 hours **and** has been evaluated by **and** receives written and signed authorization to return to activities by the concussion specialist/clinician.
- If the student sustains a possible head injury off-campus or when the school RN or athletic trainer is not available to assess, the coach or supervising adult will remove the student from the activity, follow the first aid protocols, will utilize the Sport Concussion Recognition Tool (CRT5), and follow the notification protocol.
- The school RN will be responsible for follow-up and coordination between the student, parents, physical education teachers, coaches, athletic director, athletic trainer, school physician and student's health care provider.
- When the student athlete receives clearance or authorization to return to activities from the concussion specialist, the school RN will review the medical provider's written clearance for the student to begin graduated physical activity. If the student is still experiencing symptoms, or if the medical history, concussion severity etc., concern the school RN, he/she will contact the parent and the physician for a re-evaluation.
- When it is determined to be safe for the student athlete to return to play, the athletic director and athletic trainer will be notified that the student athlete can begin the return to play protocol.

### **Return to play – Student Athletes**

Return to play following a concussion involves a stepwise progression once the individual is symptom free for at least 24 hours. There are many risks to premature return to play including: a greater risk for a second concussion because of a lower concussion threshold, second impact syndrome (abnormal brain blood flow that can result in death), exacerbation of any current symptoms, and possibly increased risk for additional injury due to alteration in balance. No student athlete should return to play while symptomatic. Students are prohibited from returning to play the day the concussion is sustained. If there is any doubt as to whether a student has sustained a concussion, it should be treated as a concussion. Once the student athlete is symptom free at rest for 24 hours without pain medication and has a signed release by the treating clinician, and has been cleared by the school RN/school physician, he/she may begin the return to play progression below (provided there are no other mitigating circumstances). The return to play will be supervised by the athletic director and athletic trainer for student athletics.

The following is the recommended return to physical activity protocol based on the Zurich Progressive Exertion Protocol:

- Phase 1** – Low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;
- Phase 2** – Higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;
- Phase 3** – Sport specific non-contact activity such as low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;
- Phase 4** – Sport specific activity, non-contact drills such as higher resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;
- Phase 5** – Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to
- Phase 6** – Return to full activities without restrictions.

Each step should take at least 24 hours so that an athlete would take approximately one week to one-and-a-half weeks to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussion symptoms occur while in the stepwise program, the student should drop back to the previous asymptomatic level and try to progress again after an additional 24-hour period of rest has passed. If a student is not progressing or there is an indication of a more serious head injury, the athletic director, athletic trainer or coach will notify the school RN. The school RN will consult with the school physician and the student may be required to be re-evaluated by the concussion specialist prior to continuing the Return to Play Protocol.

### **Return to play – Non-Athletes**

The school RN will be responsible for the return to play for non-athletes. The same clearance documentation will be required from the student's concussion specialist/clinician. When the student is cleared, the school RN will notify the athletic trainer and physical education teacher and the return to play will be initiated. The first week will involve rest, no physical activities and

then the student will be slowly returned to play with the school RN and athletic trainer monitoring the progress.

### **Classroom Teacher**

The school RN will notify administration and the student's teachers that the student has sustained a concussion. Teachers should make accommodations that minimize aggravating symptoms so that the student has sufficient cognitive rest. The school RN will provide information from the private medical provider regarding limitations on the student during the recovery phase.

Students transitioning into school after a concussion might need academic accommodations to allow for sufficient cognitive rest. These include, but are not necessarily limited to:

- Shorter school day
- Rest periods
- Extended time for tests and assignments
- Copies of notes
- Alternative assignments
- Minimizing distractions
- Permitting student to audiotape classes
- Peer note takers
- Provide assignments in writing
- Refocus student with verbal and nonverbal clues

### **Concussion Signs and Symptoms for Classroom Teacher**

#### *Physical Symptoms*

- Headache
- Neck pain
- Nausea
- Lack of energy and constantly feeling physically and mentally tired
- Dizziness, light-headedness, and a loss of balance
- Blurred or double vision and sensitivity to light
- Increased sensitivity to sounds
- Ringing in the ears
- Loss of sense of taste and smell
- Change in sleep patterns especially waking up a lot at night

#### *Cognitive Symptoms*

- Difficulty concentrating and paying attention
- Trouble with learning and memory
- Problems with word-finding and putting thoughts into words
- Easily confused and losing track of time and place
- Slower in thinking, acting, reading, and speaking
- Easily distracted
- Trouble doing more than one thing at a time
- Lack of organization in everyday tasks

*Social and Emotional Symptoms*

- Mood changes including irritability, anxiousness, and tearfulness
- Decreased motivation
- Easily overwhelmed
- More impulsive
- Withdrawn and wanting to avoid social situations especially in large crowds



# THE KNOX SCHOOL

Always Toward the Light

## The Knox School

**Mission** ~ To provide the opportunity for capable students to excel within a liberal arts program infused with artistic and athletic pursuits, in preparation for higher education at selective colleges and universities.

### **Purpose** ~

To inspire in each student a love of learning and the desire to continually develop the skills necessary to lead happy, confident, and successful lives in a complex and changing world.

### **Philosophy** ~

To provide a diverse student body with a traditional, structured, and familial atmosphere that fosters academic, intellectual, and character development while celebrating individual strengths and talent.

## Core Values

*The Core Values of The Knox School establish the foundation of a positive and trusting standard of conduct for students, teachers, staff, administrators, and parents. These values additionally provide an ethical compass for the entire Knox community to promote an environment of understanding, reason, honor, and confidence.*

**Integrity:** Adhering consistently in word and deed to principles of truth, honesty, trustworthiness, and sincerity.

**Kindness:** Acting with consideration, compassion, and empathy for others.

**Courage:** Demonstrating the internal strength to act, venture, or persevere in the face of difficulty.

**Respect:** Acting with fairness, courtesy, timeliness, and sensitivity to individuals and to the community.

**Responsibility:** Acting in accordance with what is right even in the absence of authority and being accountable for one's behavior.

**Scholarship:** Building a foundation of knowledge and skills that allows for development of the intellect through openness of thought and freedom of inquiry.