
THE KNOX SCHOOL

St. James, New York



Student & Family Handbook 2019-2020



THE KNOX SCHOOL

Be a Part of Something Special

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 passions that inspire them, and our small faculty-to-student ratio allows them to receive the nurturing and mentoring needed to make 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) is also a valuable 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 115 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

Be a Part of Something Special

Mission and Core Values

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 ~

A diverse student body within a traditional, structured, and familial atmosphere will experience academic, intellectual, and character development while celebrating individual strengths and talents.

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.

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

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

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

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

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

Profile of The Knox Graduate

The Keeper of the Flame

The Keeper of the Flame is prepared to enter the global community with confidence, a broad world perspective and a wide range of skills to ensure his or her readiness to enter the next phase of his or her life journey. Knox graduates are equipped with:

- Confidence in their ability to communicate their ideas and perspectives
- An inner sense of their devotion to academics, athletics and the arts
- Awareness of the importance of Service to others
- Leadership Skills and the ability to work with diverse groups of people
- Application of the Core Values of Respect, Responsibility, Integrity, Courage, Kindness and Scholarship to their actions, words and deeds every day of their lives

Academic Program

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 further intellectual stimulation and cultural enrichment.

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 and boarders may leave them in their dormitories. The academic day ends at 2:55 p.m. After-school activities run until 5 p.m. when buses arrive for day students. If a middle school day student elects to leave at 2:55 p.m., no busing will be available, and the parent(s) or guardian(s) will be responsible for arranging pick-up and following the proper sign-out procedures (see p. 18).

Students in grades 7 and 8 have the option to compete in Upper School sports if they pass a qualifying physical exam, endurance test and

are academically eligible. Sports run from 3:15 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 the website.

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, dual enrollment courses for college credit and a generous complement of electives in all departments. Honors credits are available in most areas of study.

Students must accumulate a minimum of 23½ Upper School credits according to stated distributions to meet requirements for graduation. All students are expected to take a minimum of six classes per trimester. 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 each one-year course. Credit will be granted for courses taken at other institutions with the approval of the Assistant Head of School.

Academic Integrity

It is expected that all students will follow The Knox School’s Core Values: Respect, Responsibility, Integrity, Courage, Kindness and Scholarship. See the Appendix 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: Biology, Chemistry, Physics plus one more
History	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 + Service	3 Credits + .5 Service per term, one term grade 11, one term grade 12 (4 total)
Total Credits	23 ½

*May be exempt with appropriate documentation

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 two terms of physical education or after-school sports. Students will participate in Service Learning during their off semesters.

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 during senior year and 4 AP courses overall during high school at Knox.

Advanced Placement and Honors

Students applying for acceptance 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 withdraw from 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, and not every student who applies to the Honors track will be accepted.

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.

- Always put forth 100% to reach their highest potential
- Adhere 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.

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: they are medically excused with the proper documentation; they are absent due to a college visit, or they are classified as an Elite Athlete or Performer
- 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

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 posted regularly to the Portal and sent via the Portal 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 an A- (90) and all effort grades of “1” or “2”

Academic Honors is earned by students who have no course grade below a B- (80) and all effort grades of “1” or “2”

High Effort Honors is earned by students who have all effort grades of "1" and no course grade below a C (74).

NOTE:

- Students who receive less than a C- on any final exam are not eligible for academic recognition
- 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 mid-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 C- (70) 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-“ (70) 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 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

BOOST

The BOOST Department offers programs and support services designed to provide capable, students with the foundation and skills necessary to develop their abilities and reach their personal goals for academic success 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. BOOST classes meet during one period of the student's schedule. See our website for BOOST fees and course descriptions.

Evening Study

The goal for all Knox students is for them 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 and/or their results.

Library and Media Resources

The library is a quiet place to work and study and 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 the library and its materials may face a fine, loss of library privileges, and/or other disciplinary consequences. Computers and printers are available in the library as are books and other resources.

The English as a New Language Content Area Program

In support of the School's Mission, we offer a comprehensive English as a New Language Program (ENL). Our program includes six levels of English language learning. The goals of the ENL program are to build upon the English skills of the students to help them reach proficiency in reading, writing, listening and speaking in English. The courses will offer opportunities to practice skills through a hands-on, interactive approach. Most colleges and universities require a minimum TOEFL score of 100. All English as a New Language Learners must

earn a TOEFL Score of 92 to test out of ENL at The Knox School.

To ensure their success at The Knox School and beyond, some 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 Learners. Students who have not made sufficient progress in building English Proficiency should remain in the United States during the summer months to continue their English Language studies.

Ordering Text Books

Text books for academic courses may be purchased online via Amazon or other online sources. 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. Students begin by creating a Maia Learning account. Maia Learning 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. This software allows parents to stay abreast of the student'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. 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.

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 to process and send after report cards are released. 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.

Upper School Supply List

- Laptop for in-class writing and research assignments
- Flash Drive (8 gig or higher)
- Pens, Pencils, Highlighters
- Post-it Notes
- Loose-leaf paper
- Graphing paper
- 2 inch 3 ring binder w/ dividers (two)
- Graphing Calculator
- Index Cards (1 pack)
- 2 Composition Notebooks

* The Knox Faculty reserves the right to restrict laptop use in class and may revoke privileges if laptops become a distraction to the student or the class. See our Student and Family Handbook for additional technology policies.

Middle School Supply List

- Backpack (rolling backpack recommended for day students)
- #2 Pencils
- Colored Pencils
- Eraser - Magic Rub works great!
- Pens (blue, black, red)
- Pencil case/box
- Highlighters
- TI 83-89 calculator
- Ruler
- Scissor
- Loose leaf notebook paper
- 3-Hole puncher
- Pencil sharpener
- Five star composition notebook
- Ruled/unruled index cards
- Organizational helpers
- Zipper binder
- Tabbed dividers
- Weekly planner (provided by the School)
- Folders

Athletics and Physical Education

The Knox School is a member of the Private School Athletic Association (PSAA), the New York State Association of Independent Schools Athletic Association (NYSAIS), and New York State 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 are required to participate in Physical Education during the school day **or** competitive sports after school to fulfill the New York State PE credit graduation requirement. 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 in the School colors – Red and White - is required for all students. PE 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, with the exception of Equestrian.

Attendance at all team practices is mandatory to participate in competitive play. During sports seasons, there will be

practices and games that will take place outside of the academic day (8:00 a.m. to 5:00 p.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 and arrange for the student-athlete to attend all practices.

** Some athletic activities 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 Knox warm ups or sports uniforms when traveling to away games.**

Respecting Privacy Rights

In accordance with our Core Values and our philosophy, and in light of the changing times and recent state and federal guidelines, the School has instituted changes to its locker

rooms that maximize the privacy rights of both transgender and non-transgender students.

The female locker room for the Upper School includes multiple private changing areas which are 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.

The Knox School Elite Athlete / Performer Policy

An Elite Athlete / Performer is defined as a young athlete or performer who competes at the regional, national, or international level through a recognized organization in a specific sport or performance activity throughout the academic year.

The Knox School supports these students to ensure that they do not miss out on important learning experiences in the classroom. As all Knox students will be held to the same high academic standards, we realize that our elite athletes and performers may need extra support to meet academic expectations. At the same time, we expect these students to become independent learners and to acquire self-advocacy skills, both of which will be very important to their overall success.

Elite Athletes / Performers are expected to:

- Submit an “Off-campus Physical Education Program” form at the end of every term that they are not participating in after school sports at Knox, signed by their outside coach/trainer/instructor. This form documents that the student has completed a minimum of 2 hours of physical activity per week. In so doing, they are in compliance with New York State Education Department policy and will receive a Knox Physical Education credit from The Knox School for the term.
- Sit for all term exams during the scheduled exam period. Minor adjustments may be made to allow for early departure for an event or late return from an event if only one exam day is impacted by the athlete’s exam schedule.
- Sit for at least 6 classes every term with one study period.
- May elect to sit for up to three courses online per term through an approved online provider. Online courses must be approved in advance in order to ensure that credit will be granted by The Knox School.
- Sit for a minimum of three classes out of six classes per term of matriculation at The Knox School in order to receive a Knox diploma. All English classes and

US History classes must be taken at The Knox School while the student is matriculated unless the student is enrolled in online AP courses in English and US History.

- Work to the best of their ability in all of their classes, engaging actively in all classroom activities and completing all assigned work and make-up work in a timely manner.
- Act as self-advocates, asking their teachers in class and via email for missed classwork, consulting the Portal and other online sources for homework assignments, and setting up extra-help sessions with their teachers as necessary.
- Meet all academic and behavioral standards set for all Knox students. Elite Athletes/Performers are expected to serve as role models for other students; those who are on academic or disciplinary probation risk losing their Elite Athlete/Performer status.

Teachers are expected to:

- Communicate regularly (in person or via email) with elite athletes/performers to ensure that they understand the concepts and skills taught in the course.
- Update the Portal daily to ensure that all learning materials, including evaluation rubrics, assignment descriptions and test dates are readily available to students.

- Offer additional extra-help sessions if the student's schedule does not allow him/her to attend the teacher's regularly scheduled sessions.
- Never penalize the elite athlete/performer for class participation when they are not present due to an elite status commitment. As discussion is an important aspect of the classroom experience, teachers should arrange to meet with the student outside of class (or communicate via email, facetime or Zoom) to discuss important concepts so that the student is up-to-speed with his or her classmates.
- Allow elite athletes/performers extra time to complete class projects and assignments if the student has not been in class (extra time to be determined on a case-by-case basis by the Assistant Head of School in consultation with the teacher and/or respective department chair).
- Offer make-up exams to elite athletes/performers for all in-class assessments that they have missed due

to training/competitions as well as give students sufficient time to prepare for the exams.

- Treat elite athletes/performers fairly in the grading process, always remembering that the student has outside commitments that are equally important to his or her future success.

The Knox School has a firm commitment to its elite athletes and performers and supports their goals for excellence. Likewise, the elite athlete/performer is expected to be responsible for his/her own learning, always remembering that the mission of The Knox School is to provide opportunities for capable students to excel within a liberal arts program and to prepare students for higher education at selective colleges and universities.

**For further information regarding our athletic program, please see The Knox School Athletic Handbook.*

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 disciplinary action.

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 Flynn O'Hara and The Falcon's Nest (school store). The School tie is the only item that can only be purchased through The Knox School.

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

Flynn O'Hara

516-221-3006

www.flynnohara.com

School Code: NY061

On the Bottom

- Khaki or Gray Twill Pants
- **BLACK PANTS ARE FOR SENIORS ONLY!**
- OR Blackwatch Plaid Kilt
- Black socks
- OR Black knee socks or black tights
- Black belt
- 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)

On the Top

- Knox short-sleeved polo – *ONLY at the beginning of School until October 15, and April 15 until the end of exams; see NOTE below*
- Pastel-colored (white, light blue) Oxford dress shirt with Knox School tie (tie available in Falcon's Nest only)
- OR Pastel-colored (white, light blue) Oxford blouse
- Knit turtleneck and sweater (options for cold weather)
- Two navy blazer (grades 6-11)
- Two men's red blazer or two women's cream blazer (**Seniors and PG's only**)

NOTE: Khaki shorts may be worn with a Knox short-sleeved polo from the beginning of School until October 15, and from April 15 until the end of exams; shorts must be knee-length; "boat shoes" (Sperry's or other similar style) with no socks are acceptable.

ALSO: Any non-uniform item worn because of inclement weather must be removed when entering any campus building during the academic day. This includes including Knox athletic wear hoodies, which are the only hooded sweatshirts permitted to be worn 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 theatre, opera, musicals and other occasions as specified throughout the year. Formal attire consists of:

- Suit or sports coat, dress slacks, shirt, tie and appropriate shoes and socks
- A dress or skirt with a blouse, or a dressy pant suit and appropriate shoes
- Knox School full 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), and white shoes

Commencement Attire for Non-Graduating Students

- **Males:** Navy school blazer, white or light blue 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 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

Dress-Down Day Attire

Occasionally, students may be approved to hold a “Dress-Down Day” to fundraise.

During these days, appropriate dress is still expected. This includes:

- No ripped jeans
- No shorts that are too revealing
- No see-through leggings
- No offensive or inappropriate t-shirts
- No cut off or skin-revealing blouses
- Knox hoodies are allowed to be worn inside **ON DRESS DOWN DAYS ONLY**

Daily Schedule

6:50 a.m.	All-School Wake-Up Calls
7:15 a.m.	Room Checks
7:15 a.m. – 7:50 a.m.	Breakfast
8:00 a.m. – 2:55 p.m.	Academic Day
*3:15 p.m. – 5:00 p.m.	Athletics and Activities (Upper School)
**3:15 p.m. – 5:00 p.m.	Middle School Enrichment and Supervised Study Hall
5:10 p.m.	Day Student Bus/Car Dismissal
5:10 p.m. – 6:10 p.m.	Evening Dorm Chores and Free Time
6:15 p.m. – 7:00 p.m.	Dinner
7:00 p.m. – 7:50 p.m.	Senior Tuck Open
8:00 p.m. – 10:00 p.m.	Upper School Study Hours
7:45 p.m. – 9:00 p.m.	Grades 6 to 9 Study
9:45 p.m.	Grades 6 to 9 Lights Out
***10:30 p.m.	Sophomores & Juniors Lights Out
***11:00 p.m.	Seniors/PG's Lights Out

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

**Some athletic practices will be held beyond school hours; all athletes must attend.

*** Middle School students may be **signed out at the front desk** at 3:00 p.m. if they do not wish to participate in after-school activities. **Busing is not available at this time and transportation is the responsibility of the parent(s) or guardian(s).**

**** “Late Lights” when extra study time is needed may be granted with permission from Dorm Parent(s).

Attendance Policies

Absences

If a student will be absent, parents should call the Main Office no later than 8:00 a.m. at (631) 686-1600 to report the 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 Disciplinary Committee or school Social Worker and/or the student may be placed on a Behavioral Probation Plan 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 1st.

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.

Excessive Absences

Chronic absence is defined as 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. Excessive, unexcused absences will result in disciplinary action or possible dismissal from The School.

Tardiness

It is imperative that students arrive to school and classes on time. Tardiness does not show a strong commitment to education and without a valid excuse, is a sign of disrespect. If a student arrives late to school, he/she must sign in at the main office. If a student is more than five minutes tardy to class, the student automatically receives a detention. Accrued tardiness will face appropriate disciplinary action.

Signing In/Out

Any student who arrives after 8:00 a.m. 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 p.m. for Upper Schoolers or 3:00 p.m. 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.

If a student is being picked up by a parent/guardian at the end of the School day, students must sign out at the gym with a faculty member. If a student is being picked up instead of going on the bus, notice must be given to the Office of Student Life.

Students must also sign in for Supervised Study Hall at their assigned location and remain there for the entire period.

Testing

Every effort should be made to schedule any testing (TOEFL, SAT, ACT, 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 the necessary paperwork.

Inclement Weather

The safety and well-being of students and staff is our top priority. 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, and continually monitors the forecast from the National Weather Service in order to make the best decision for students, staff and families. Additionally, delayed start times may occur depending on the circumstance.

Inclement Weather Plan

<p>COLD DAY Closing Closing due to extreme temperature or wind chill</p> <p>School will be canceled if the forecast for 6 a.m. the following morning shows:</p> <ul style="list-style-type: none"> • <u>Wind Chill</u> is below -40 degrees Fahrenheit OR • Air Temperature is below -25 degrees Fahrenheit • Decisions will be made by 6:30 p.m. the night before a cancellation. <p>Notification will be sent directly to families via Plus Portals and the Remind App</p> <p>Notification will be posted to New 12 Long Island</p> <p>Notification will be posted on The Knox School website</p> <p>Cancellations include:</p> <ul style="list-style-type: none"> • Classes and programs for all grades 6-12 • After-school programs and extra-curriculars • Field trips • School events • Athletics - posted on: www.plusportals.com/theknoxschool and www.knoxschool.org. • Family Engagement activities (Parent Association meetings, open Dorms, conferences, etc.) • Meetings and activities held at Knox by outside organizations (tutoring, etc.) Contact the organizer with questions 	<p>SNOW DAY Closing Closing due to snow or hazardous driving conditions</p> <p>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. Every attempt will be made to make the decision and begin notifications between 5 and 5:30 a.m. the morning of the cancellation.</p> <p>Notification will be sent directly to families via Plus Portals and the Remind App</p> <p>Notification will be posted to New 12 Long Island</p> <p>Notification will be posted on The Knox School website</p> <p>Cancellations include:</p> <ul style="list-style-type: none"> • Classes and programs at all grades 6-12 • After-school programs and extra-curriculars • Field trips • School events • Athletics - posted on: www.plusportals.com/theknoxschool and www.knoxschool.org. • Family Engagement activities (Parent Association meetings, open Dorms, conferences, etc.) • Meetings and activities held at Knox by outside organizations (tutoring, etc.) Contact the organizer with questions
<p>EARLY DISMISSAL Canceling school and after-school activities mid-day due to weather conditions that are expected to worsen throughout the School day. Families will be notified in “real time” via Plus Portals or the Remind App.</p>	<p>DELAYED START OF SCHOOL Delaying school due to weather conditions that are expected in the early morning hours. Families will be notified via Plus Portals or the Remind App and via the Notification Procedures outlined above.</p>

Conduct Policies

At The Knox School, there is a general expectation that students will exhibit our Core Values of Respect, Responsibility, Integrity, Courage, Kindness and Scholarship every day, even in the face of social pressure. Living by these Core Values fosters an environment at Knox 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 if a student violates a major school rule, the Disciplinary Committee may be called upon to review the situation and to recommend consequences.

The Knox School Core Values apply to our students and families 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. Actions that violate local, state or federal law are subject to being reported to the proper authorities.

Detention

There are two different types of detentions. Lunch detention or “work duty” is held during the student’s lunch period. Duty includes cleanup of the dining hall and/ or kitchen. After-school detention is held from 3:20 p.m. to 4:45 p.m. Monday through Thursday. Students will forfeit their ability to practice or take part in sports games if they receive after-school detention. Students will report to Dann Room 3 where their assignments will be given. Assignments include, but are not limited to: barn duty, cleaning duty, academic assignments, or other tasks given by the Dean.

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 or items that may be harmful if misused are strictly prohibited. Likewise, the distribution/possession/use of firearms, knives, any type of blade,

Fire Hazards

The possession or use of matches, lighters, candles, incense, or any item associated with combustion is prohibited. 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. Any 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 follows New York State’s rules and regulations regarding Hazing and Bullying and 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.

Every student of The Knox School has the right to a learning environment free from harassing behavior, hazing or bullying. At

the same time, every student has the responsibility to do his or her part to maintain a school free of such behaviors. Violations of these policies will result in a referral to the Disciplinary 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

The Knox School has a zero tolerance policy for use of drugs or controlled substances; using or being in possession of such substances will result in immediate dismissal from The School. Student use of alcohol, tobacco and e-cigarette products is strictly prohibited on campus. Possession, distribution, sale and/or use of such products will result in an automatic suspension. A repeat offense will result in automatic expulsion. Students who are suspected of any infraction of this policy will be subject to a general search by the Dean of Students, Director of Student Life, AOD or other administrator. **The School is within its rights to search backpacks, all areas of dorm rooms and vehicles** if a student keeps one on campus. Suspected students may be subject to testing for illegal or 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 is 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 and present for various Knox community commitments such as classes, assemblies, athletics, activities, meals, and other yearly school obligations, which are published in calendars on our website. All absences are recorded as part of the student's permanent record and will be listed on his/her academic transcript. Students may not be excused early or allowed to return late from family vacations, nor will they be excused from classes for family vacations.

Attendance and Tardiness

All teachers are required to track tardiness in Plus Portals for every student that is late for class without a note from a faculty member or administrator. If a student is more than five minutes late to class, the teacher should automatically assign a detention. Tardy reports are run regularly by the Dean's Office and reviewed for disciplinary action

in accordance with the Student Disciplinary Referral Flowchart on page 23 of this handbook. Excessive tardiness may be referred to the Disciplinary 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, a student may be asked to submit to a general search by the Dean of Students, Director of Student Life, AOD or other designated administrator to determine the presence of inappropriate items or stolen property. **The School is within its rights to search backpacks, all areas of dorm rooms and vehicles.** 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 who refuse to submit to a search will be considered acknowledging guilt which 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-out 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 The 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 day ends at 5:10 p.m. and **only** with the permission and presence of the Dorm Parent on Duty.

Uniform Policy

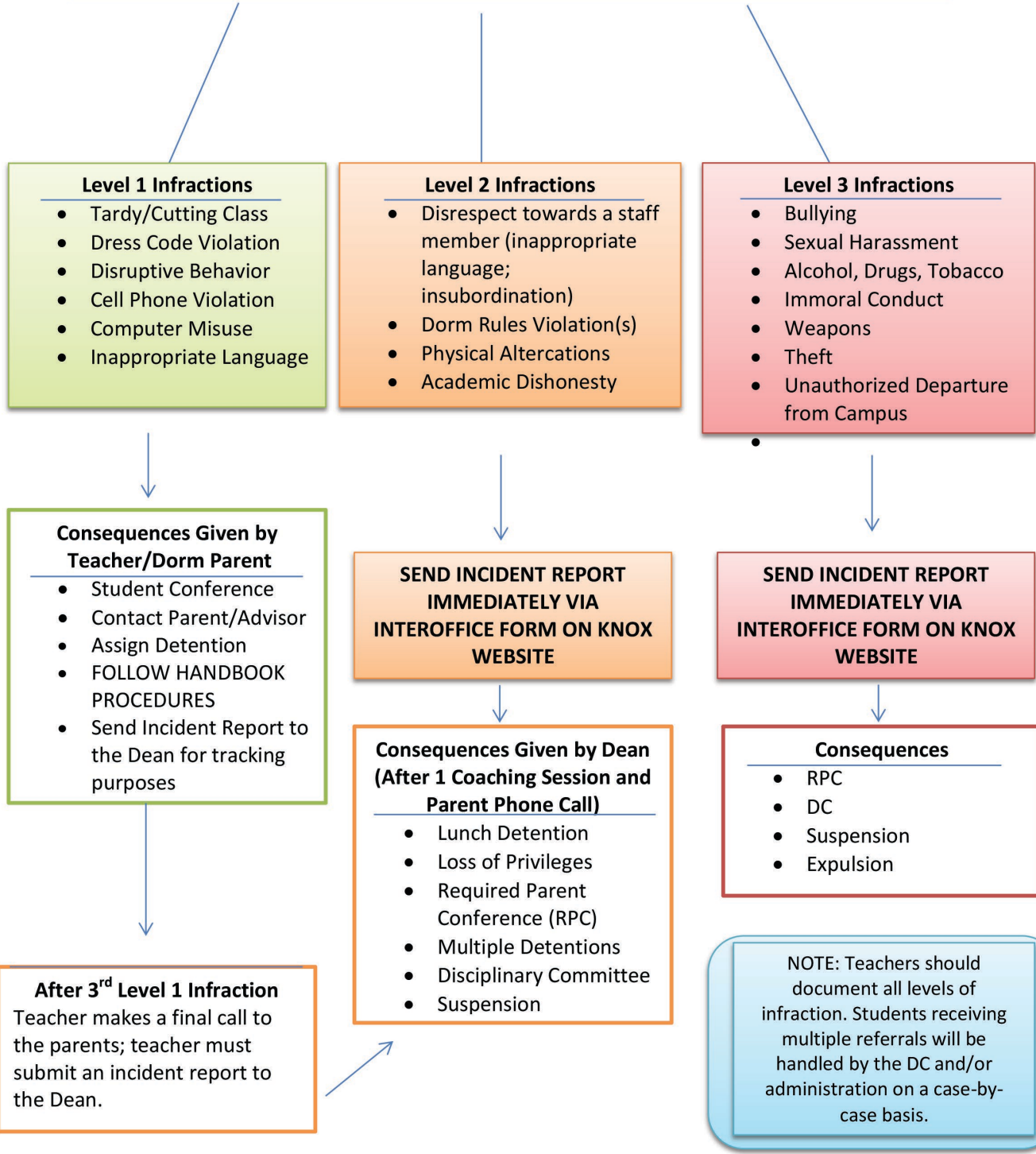
All students are expected to comply with uniform policies during the School day. The accumulation of three uniform violations as noted by any faculty or staff member within a trimester period will result in detention.

Student Dating

The School recognizes that social relationships between and with 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 is permitted in common lounge areas only. In addition, students that reside in the same dormitory are not allowed to enter the room of another student without permission.

Student Discipline Referral Flow Chart

All classroom teachers will create and implement their own classroom discipline plan. Classroom procedures and routines should be consistently modeled and practiced.



Technology Policies & Acceptable Use and Social Media Policies

The Knox School provides technology resources to students for educational and professional use. Through technology, our school community has access to 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 fuel students' desires 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 administrative team or 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. 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. The School maintains a primary computer network and workstations as well as an open wireless network to provide students with a host of resources at Knox and from 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 Library and computer labs. 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.

It is inappropriate and unacceptable for any Knox student to reach out to any employee of the School via social media or by personal and/or cell phone. Students who are caught participating in such behaviors will be subject to disciplinary action.

Connectivity to Faculty and Staff

Students have the opportunity to connect with faculty and staff whenever needed for academic or residential life purposes. In doing so, students **MUST** only utilize their Knox School email, Plus Portals or Boardingware accounts. Communication through personal emails or social media accounts will not be recognized. This includes, but is not limited to: WeChat, WhatsApp, Viber, Line, GroupMe, etc.

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 email 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
- Becoming involved in any activity prohibited by law
- Intentionally using 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 (i.e., 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 access someone else'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

- Using web-cameras, microphones or smartphones to record or take pictures of individuals which could be considered inappropriate, illicit, sexually explicit or embarrassing to anyone in any way
- Participating or engaging in personal attacks, harassing another person, or posting 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. Technological social misconduct is considered a violation of school rules, and students run the risk of losing access to the Internet and confiscation of computer equipment. The Knox School reserves the right to confiscate all personal cell phones and/or lap tops for review when there is suspicion of policy violation. 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 should use social media as a way to connect with others, share educational resources, create educational content, and enhance the classroom experience 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 becomes 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 reputation of the School
- If you make a mistake, fix it quickly and apologize if necessary
- Post images with care; respect brand, trademark and copyright laws

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, but are not limited to: Facebook, LinkedIn, Ning, SnapChat, Tumblr and Twitter., You Tube, Vimeo, Google Video, Instagram, Flickr, Prezi, Slideshare, Wikis, Google Docs, etc...

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

- All Middle School students must turn in their cell phones to the Dean of Students by 7:55 a.m. and may pick them up at 4:55 p.m. or prior to going home. Upper School students must place their phones in the storage pocket on the back of every classroom door at the beginning of class, and may retrieve the phone on the way out after class is dismissed.
- Cell phones are not to be used in the dining room, during evening study hours, during meetings, or after lights out. Students are not to use cell phones or receive calls during classes, athletic practices or games, meals, evening study hours, or school programs.
- Boarding and day students may use cell phones and receive calls during their lunch time (as long as they are not in the dining hall), during free periods, and after the conclusion of afternoon commitments such as sports or activities.

Saturday and Sunday

- Cell phones may be used throughout the day, except for during meals and Sunday evening study hours, until lights out

At no time are music listening devices allowed during academic classes, meals or evening study. Headphones are not allowed during the School day between the hours of 8:00 a.m. and 5:00 p.m. Students that wish to use headphones while studying must receive permission from the Dorm Parent. Students may use these devices during travel time on off-campus excursions, but must be put away upon arrival at a destination. It is understood that while such devices provide opportunities for entertainment, they also detract from socializing with peers and enjoying school activities fully, and therefore, may only be used with the above restrictions.

Faculty members and administrators will enforce these provisions in order to maintain an orderly and respectful school community.

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

- The parents/guardians of all students involved in the Sanctuary initiation will be notified of the incident
- The student(s) will be required to meet with a counselor recommended by school officials
- If the incident involves an illegal substance, the student may be required to undergo a drug and

alcohol evaluation by a substance abuse counselor (at parent expense)

- If the incident involves an illegal substance, the student will be subject to random drug and alcohol testing (at parent expense)
- Failure to follow the required treatment program may result in disciplinary action or full medical leave
- Testing results after Sanctuary will be confidential, but repeated positive testing may result in a full medical leave for treatment
- The student may not resume any school activities (academic or extracurricular) without permission from the Health and Wellness Director
- Under the auspices of confidentiality, only those with a "need to know" will be informed of the student's medical condition if one exists.

Health, Wellness & Safety

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

The Health Center is located on the first floor of the Mezzanine Dorm 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. New York State law upholds that all children attending public, private, parochial Pre K – 12 schools or child care settings will now be required to receive vaccinations as indicated in the New York State Recommended Child and Adolescent Immunizations Schedule for ages 18 years or younger. Exemptions for valid medical reasons are still in effect, but must be filed with the State by the diagnosing physician.

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 Absences

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 must provide medical documentation with health restrictions to the Health and Wellness Center and Dean of Students.

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 without visiting the nurse first. 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 also sign out at the front office before leaving campus. 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. 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, and are 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 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

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 any 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 Student 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 \$150 dollars per night for students requiring overnight or extended stays for non-school-sanctioned functions. The fee is waived only when the School requires an overnight stay for a school-sanctioned activity.

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. Please see Appendix E for the Day Student Overnight Form. This form must be signed by students and parents, and submitted to the Office of Student Life before a student's first overnight stay. No exceptions.

The Knox School weekend activities offer wonderful opportunities to enrich the lives of all students, Boarding and Day. The Director of Student 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 trips, 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 people 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 posted on Boardingware by the Residential Life Office on Tuesdays. Students wishing to attend events must sign up on Boardingware and are expected to pay for related costs through their 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.

Arrivals and Departures from Campus via School District Transportation and Private Vehicle

Arrival: 7:30 – 7:45 a.m.

Upon morning arrival, public school buses will proceed behind Miura Hall from the main entrance of the School and line up by the Library entrance that faces Miura Hall. Private vehicles must drop students at the side gym entrance and exit campus via the road behind the tennis courts.

Departure: 5:10 p.m.

Public school bus students will convene in the library no later than 5:05 p.m. 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.

If a student is being picked up by a parent/guardian at the end of the School day, he or she must sign out at the gym with the faculty member on dismissal duty. If a student is being picked up instead of going on the bus, notice must be given to the Office of Student Life.

If a student is going to be picked up and dropped off at school by a guardian, the Office of Student Life must have record of the person. Please see Appendix G for the required paperwork.

All day students must check in with the faculty member on duty in the Library upon arrival. After check in, if a day student has time before class he or she may attend breakfast in Houghton Hall.

The Knox School does not follow the public school schedule and students receiving public school transportation may not have busing services during the time public schools are closed. It is the parent's responsibility to be in contact with the home school district to determine busing availability. When transportation is not available parents are responsible for making alternate arrangements so students can be in attendance for the regular school day and other mandatory school events. Questions regarding transportation, including busing, should be addressed to the Director of Transportation at 631-686-1600, ext. 441.

Third Party Transportation Services

Please note that The Knox School has a strict policy against students using LYFT, UBER, or any other third party transportation services. Students under the age of 18 are legally not allowed to utilize such services independently and are at risk as a minor. If a car service is needed for a student, please contact the Office of Student

Life and they will provide scheduled transportation. Students caught using such services will face 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 Director of Student Life 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 on campus 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, dorms, 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 vehicles with appropriate permissions from parents and the Dean of Students. Violations may result in the suspension of driving privileges
- The School reserves the right to search student vehicles upon suspicion of possession of any illegal substance or contraband.

For Boarders

Residential Life at The Knox School serves as an extension of our liberal arts curriculum. The Residential Life program grows students' abilities to be engaged and powerful community members through Knox's Core Values. Knox's Res Life Programming is supportive and student-centered. We believe:

- A nurturing and familial environment will promote mutual respect, personal integrity, and personal growth
- A safe, clean, courteous, cooperative setting will provide an enjoyable residential life experience
- Students will develop healthy interpersonal behaviors, attitudes, and skills as well as effective academic habits and practices by being part of a community
- Giving a multitude of opportunities through activities, the Res Life program will help students find their passions and callings
- Through embracing and practicing The Knox School Core Values of Respect, Responsibility, Integrity, Kindness, Courage and Scholarship, students will develop into better-rounded citizens who can create meaningful change in the world

Objectives of Knox's Residential Life Program

The objectives within our Residential Life programming include building a student's

sense of *self*, recognizing one's role in a *community*, and nurturing the *values* for life-long success.

Self

- Provide students with opportunities for personal, academic, and intellectual growth as well as individual character development
- Present the opportunity to identify and strengthen personal talents and life skills
- Establish consistent and appropriate expectations, procedures, guidelines and methods of communication
- Help students find their “niche.”

Community

- Implement and facilitate a familial environment
- Create, promote and ensure a safe and secure environment
- Grow the ability to compromise, and respect the rights of others
- Develop important and relevant life skills for the future
- Develop in students the desire and skills to live respectfully, responsibly and compassionately within a diverse and changing community

Values

- Provide the opportunity for expansion of values to prepare students for dormitory living in college

Each and every member of the Residential Life Community is expected to promote these goals in the daily life of his or her dormitory. Some goals will be achieved throughout each Dorm in a specific and identified manner. Some goals will be achieved in a manner that is unique to the Dorm and its residents.

Student Campus Locations & Travel Plans- Boardingware

Boardingware is a management tool to improve communication between parents/guardians, boarders, administrators on duty and dorm parents. Based around a web-based and iOS app, it allows us to keep track of the status of each boarder whether ‘in Dorm’, around campus or off site. Up-to-date details of a boarder’s whereabouts can be put into the app through computers and tablets located in the dormitories and campus locations, in order to provide information directly to the faculty as a whole as they care for students. The aim of the system is both to ease and improve the collection of information, thereby providing a clear picture of a student’s location.

One of the benefits of the system is that parents/guardians can create a Boardingware account in order to request leave for their child, thereby simplifying the process of informing the Office of Student Life and dorm parents. Through each Boardingware account, parents/guardians are able to review activities that their child undertakes off campus. You can use Boardingware with a web enabled device, such as a smartphone or laptop, and all that is required to sign up is an active email address. Once you have signed up and use Boardingware, we hope that you will find it much simpler to stay up-to-date with your child’s activities here at Knox and to communicate with the Office of Student Life and dorm parents.

Boarders will also create their own accounts in order to request leave. Once this is done, and parents are signed up, the system will link up students, parents/guardians and dorm staff. Families will receive an invitation directly from the company to sign up for Boardingware. If you would like further information please contact Maureen VanMoeffert, Student Activities Coordinator at mvanmoeffert@knoxschool.org. For technical assistance, please use Boardingware's help center or contact: Kathleen Lowry at support@Boardingware.com or kathleen@Boardingware.com

***All students and parent/guardians MUST have a Boardingware account. All communication for weekend leave, travel plans, parent/guardian permissions, and trip sign-ups MUST go through Boardingware.**

Boardingware Getting Started Guides

Parent Guide

<http://success.Boardingware.com/parent/your-account/getting-started-parent-guide>

Student Guide

<http://success.Boardingware.com/student/getting-started-student-guide>

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. **Guardians must be over the age of 18.** 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 Knox School calendar for dates).

Record of guardians is kept by the Office of Student Life. Please see Appendix F for the required paperwork.

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 for pairing to be successful. The Director of Student 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.

- **Post Graduate**
8:30 p.m. to 10:30 p.m.
- **Upper School**
8:00 p.m. to 10:00 p.m.
- **Grades 6 to Grades 9**
7:45 p.m. – 9:00 p.m.
- A quiet study environment is expected and proper study conditions must be maintained

- 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:

- Closed bedroom door while studying **for seniors & PGs only**
- Studying on bed or floor instead of at desk
- Studying in the student common area
- Group study in another dormitory lounge – follow proper request and sign-out procedures

Room Checks

Dorm Parents inspect rooms at 7:15 a.m. every morning before a student starts his or her day. Additionally, dorm chores are to be completed from 5:10 p.m. to 6:10 p.m. before attending dinner. 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. The following are items to consider:

- Bed made
- No clothes on floors or under beds
- No food, wrappers or trash on floors
- Floors are vacuumed daily and free of debris
- No overflowing trash cans; all trash taken out to the dumpster
- All food items are wrapped and secured in sealed containers
- Desks, closets and bookcases must be neat, dust-free 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
- Common spaces are neat and orderly; no personal belongings are left in the lounges or restrooms
- No personal items should be left on the bathroom sinks and counters – use your shower caddy
- Bathroom trashcans should be emptied and toilets should be flushed after use

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 dorm must check the visitor in with the respective Dorm Parent on duty. Students are responsible for the actions that occur 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 p.m. – 7:50 p.m. on school nights, 7:00 p.m. to 9:45 p.m. on Fridays, and 12:15 p.m. – 9:45 p.m. on Saturdays, Sundays and holidays.

Guests on Campus During the Weekend

Guests are allowed on campus during non-Academic times on the weekends with specific permission. Students who wish to host a guest after school or on the weekend must obtain prior approval from the Director of Student Life. A verbal or written consent from the student’s parents and the guest’s parents is needed prior to the 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. If visitors are not checked in properly, students will be subject to disciplinary action in addition to loss of guest privileges.

Room Furnishings and Decor

The rooms and furnishings within 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 extreme 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 DVD’s, playing video games on the weekend and watching television in the lounges. To that end, DVD’s 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 Dorm 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 or any type of blade
- Televisions
- Microwave
-

Damage

Students are responsible for the complete care of their rooms and the contents therein. Students will be held responsible for incurring the full cost of any repairs. Students must report damage to their Dorm Parent as soon as they notice the damage or immediately 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 among 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 they are not in their rooms, during meals, classes, athletics, and upon leaving for the weekend or leaving the Dorm for an obligation on or off campus. Students must show their room keys to the Dorm Parent when requested and return them during the end-of-year Dorm inspections. A replacement fee of \$100 is charged to those students who lose their keys or do not hand in their keys at the end of the Schoolyear. In accordance 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 Dorm Parent to unlock a room because of

lost keys indicate a lack of personal responsibility.

Checking Out of the Dorm

It is required for students to communicate their whereabouts to the Dorm Parent on duty when leaving and returning to the dorm. Students wishing to leave their dorms and visit other locations on campus must verbally communicate in person with the Dorm Parent on duty and sign out/in via their Boardingware accounts. Students are responsible for knowing who is on duty. Examples of check-out include, visiting Senior Tuck, going for a walk or jog on campus, going to the gym for theatre rehearsal or a work-out, 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 "Off-Campus" Sign-Outs

Occasionally, students may be given permission by their parents or guardians 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 Student Life. These personal excursions are allowed only after the conclusion of students' academic and athletic responsibilities. It is imperative that students return to campus by 7:00 p.m. for

dorm chores 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 Admissions 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 his or her dorm parent immediately.

Theft can and sometimes does occur in schools. Students are 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 Dorm Parent on duty. Should a theft occur, the local authorities may be notified and legal action may be pursued.

Room Security and Privacy

Unauthorized persons should not enter a student's room in his/her absence, nor should any student enter another person's room without explicit permission. "Borrowing" from another student without expressed consent is akin to stealing and, as such, is prohibited. All students should keep

their rooms locked when unattended. Passports and other small valuables should be stored in The School safe located in the Office of Student Life. Each student must display respect for the privacy of another student's room at all times. No student may enter the room of another student unless the occupant is present. No student may give permission for another student to enter the room if the occupant is not physically present in the room. The sharing of keys/combinations to dormitory rooms and safes is forbidden. This rule exists for the protection of students and their personal property. Students who violate this rule put themselves in a position where others might suspect them of a Core Value violation.

Tampering with a lock or door is strictly prohibited and is considered a Level 2 infraction.

Personal Laundry

Washing machines and dryers are the property of The Knox School, and are available in all dormitories 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.

The Knox School will also provide frequent opportunities for clothing to be dry cleaned. This ensures student uniforms look their best, especially for upcoming school functions. Additionally, an optional laundry service will be provided for students who

wish to have their clothing laundered off campus for a fee.

Allowances and Spending Money

Parents should discuss limitations on purchases with their child to establish a firm expectation regarding expenses. It is not the responsibility of the School to control student spending. It is anticipated that various expenses may arise during The School year that will necessitate the use of cash for weekend activities, uniform orders, books, tux rentals, standardized testing fees, athletic needs, yearbook and class rings, and college application fees. Providing spending money or an allowance for 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 from their PI accounts. 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 on the Knox website 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 Tuck Shop and The Falcon's Nest provide goods at specified times during the day; the School is not responsible for how students spend money in these areas.

Weekend Activities

Knox offers wonderful weekend opportunities to enrich the lives of all students. The Student Activities Coordinator seeks to provide exciting adventures and opportunities for all students 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 trips, etc. Students attending these performances should dress in a style appropriate for the activity. One of the great benefits of the Knox community is that students get to meet and make friends with people 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 activities are emailed to the student body on Mondays or Tuesdays and posted on Boardingware for students to sign up. The cost of most weekend trips is built into student tuition; however, some trips may warrant extra charges, to be determined by the Head of School and/or Student Activities Coordinator. **Each boarding student is required to attend at least ONE off-campus activity each weekend.**

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. During 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. For Closed Fridays, Closed Weekends and Mandatory Dates, please refer to The Knox School Calendar.

For seven-day boarding students, parents must submit proper permission to the Student Activities Coordinator through Boardingware by 12 noon on the Thursday prior to the requested weekend. For students visiting a friend's home, the host family must also submit proper permission through Boardingware to the Student Activities Coordinator 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 students are enrolled at The Knox School. If, for any reason, the host family changes during the course 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 theatre 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 a student's boarding status.

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

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, as well as confirmation of travel plans in Boardingware, should be sent from parents or guardians to the Student Activities Coordinator 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. All student contracts contain the information about fees that will be incurred should a student not adhere to student not adhere to the rules of arrival and departure times.

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 *to JFK International Airport only*. 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 at 1-877-886-0013 or email Maureen VanMoeffert at mvanmoeffert@knoxschool.org to request assistance. Please submit your request at least two weeks in advance.

Third Party Transportation Services

Please note that The Knox School has a strict policy against students using LYFT, UBER, or any other third party transportation services. Students under the age of 18 are legally not allowed to utilize such services independently and are at risk as minors. If a car service is needed for a student, please contact the Office of Student Life and they will provide scheduled transportation. Students caught using such services will face disciplinary action.

Departure and Arrival Dates for Boarding Students can be viewed on The

Knox School Calendar (located on The School website (www.knoxschool.org) or PlusPortal (www.plusportals.com/theknoxschool).

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**, text, 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. **It is The Knox School policy for students to open ALL received packages in the Facilities Office in front of an Administrator.** Packages may be picked up in the Facilities Office. FedEx, UPS, DHL etc. usually make daily stops. When sending mail, the following address should be used:

<p>Student's Name Dormitory Name The Knox School 541 Long Beach Road Saint James, NY 11780</p>

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 or headphones out during ALL 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, and meet with students 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. All Knox juniors and seniors will participate in a Service Learning afternoon program on campus for one term and earn credit for their work.

Questions regarding Service Learning or the validation of Service Learning hours should be directed to Matt Frageau, Service Learning Coordinator at mfrageau@knoxschool.org.

Work Study

Our Upper School students participate in Work Study activities after school. This program takes place for one term after school in lieu of an athletic activity. The goal of the Work Study program is for freshman and sophomore students to learn how to give back to their school community. Students are appointed jobs throughout campus that help the Knox community in a variety of ways. Each Work Study that a student performs is a vital part of The School's operation. We believe that preparing meals, keeping classrooms clean,

or organizing school events are important hands-on lessons that develop the Knox Core Values in all of our students.

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 GPA for each of three consecutive terms as well as demonstrated and documented character, service, and leadership. The National Honor Society Selection Committee is composed of five faculty members chosen each year by the Assistant Head of School. The faculty advisor for the National Honor Society is a non-voting member of the Committee. 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 are available for both day and boarding students. A time to participate in clubs is built into the academic day. 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. 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 6-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 and members are expected to uphold The Knox School's Core Values. Members may face removal from their positions for Core Value or Academic Integrity infractions.

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, photography and copies of 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 promotes teambuilding and positive camaraderie amongst the student body at Knox. New students and 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 and The School's traditions more fully.

Lost and Found

Lost and Found bins are located outside The Office of Student Life 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 personal items for identification purposes.

Personal and Incidental (PI) Accounts

All students are required to establish a PI 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, Dorm and club dues (when applicable).

Weekly Allowance

A weekly allowance can be established and deducted from students' PI accounts. 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 student allowance withdrawal 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 Apple Pay are accepted. The School is not responsible for monitoring student spending in these areas.

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 (Plus Portals)

Plus Portals 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 **Plus Portals**, which can be accessed through the School's website (www.knoxschool.org).

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

The Knox School Parent Student Association (PSA)

The Knox School Parent Student 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 Parent Student 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.

The Knox School Parent Student Association is led by a Parent Board of elected officers. The Advancement Office is The School's Administrative liaison to the Association. Please call 631-686-1600 ext. 410 if you have questions about volunteering, activities or how to connect with fellow parents.

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 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 to which they are able. Families should contact the Advancement Office if they wish to discuss specific gifts in support of The School.

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
Anthony Aurisano, Dean of Students	Ext. 417	aaurisano@knoxschool.org
Maureen Van Moeffert, Student Activities	Ext. 418	mvanmoeffert@knoxschool.org
Aimee Roderick, RN., Health & Wellness	Ext. 434	aroderick@knoxschool.org
Jennifer St. Amour, School Social Worker	Ext. 412	jstamour@knoxschool.org

Business Matters

Lisa Lussardi, Controller	Ext. 422	llussardi@knoxschool.org
Debbie Argano, Dir. of Transportation	Ext. 441	dargano@knoxschool.org
Karyn Cerner-Bush, Dir. of Marketing	Ext. 425	kcbush@knoxschool.org

Athletics

Majestic Mapp, Director of Athletics	Ext. 452	mmapp@knoxschool.org
Alexandra Tannous, Asst. Dir of Athletics	Ext. 425	atannous@knoxschool.org

Admissions

Caitlyn Adams, Director	Ext. 407	cadams@knoxschool.org
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Summer Programs

Majestic Mapp, Director of Summer Programs	Ext. 452	mmapp@knoxschool.org
Alexandra Tannous, Asst. Dir., Summer Pgms	Ext. 420	atannous@knoxschool.org

2019-2020 Cycle Schedule The Knox School

Monday*	Tuesday	Wednesday*	Thursday	Friday A*	Friday E*
8:00 – 9:10 am A BLOCK	8:00 – 9:10 am E BLOCK	8:00 – 9:10 am A BLOCK	8:00 – 9:10 am E BLOCK	8:00 – 9:10 am A BLOCK	8:00 – 9:10 am E BLOCK
9:15 – 9:35 am Morning Meeting	9:15 – 9:35 am Extra Help Math/English	9:15 – 9:35 am Morning Meeting	9:15 – 9:35 am Extra Help Science/History	9:15 – 9:35 am Morning Meeting	9:15 – 9:35 am Morning Meeting
9:40 – 10:50 am B BLOCK	9:40 – 10:50 am F BLOCK	9:40 – 10:50 am B BLOCK	9:40 – 10:50 am F BLOCK	9:40 – 10:50 am B BLOCK	9:40 – 10:50 am F BLOCK
C BLOCK --	G BLOCK --	C BLOCK --	G BLOCK --	C BLOCK --	G BLOCK --
10:55 – 12:05 pm CLASS (C1)	10:55 – 12:05 pm CLASS (G1)	10:55 – 12:05 pm CLASS (C1)	10:55 – 12:05 pm CLASS (G1)	10:55 – 12:05 pm CLASS (C1)	10:55 – 12:05 pm CLASS (G1)
12:10 – 12:55 pm **SECOND LUNCH 45min	12:10 – 12:55 pm **SECOND LUNCH 45min	12:10 – 12:55 pm **SECOND LUNCH 45min	12:10 – 12:55 pm **SECOND LUNCH 45 min	12:10 – 12:55 pm **SECOND LUNCH 45 min	12:10 – 12:55 pm **SECOND LUNCH 45min
-OR-	-OR-	-OR-	-OR-	-OR-	-OR-
10:55 – 11:40 pm *FIRST LUNCH 45 min	10:55 – 11:40 pm *FIRST LUNCH 45 min	10:55 – 11:40 pm *FIRST LUNCH 45 min	10:55 – 11:40 pm *FIRST LUNCH 45 min	10:55 – 11:40 pm *FIRST LUNCH 45 min	10:55 – 11:40 pm *FIRST LUNCH 45 min
11:45 – 12:55 pm CLASS (C2)	11:45 – 12:55 pm CLASS (G2)	11:45 – 12:55 pm CLASS (C2)	11:45 – 12:55 pm CLASS (G2)	11:45 – 12:55 pm CLASS (C2)	11:45 – 12:55 pm CLASS (G2)
1:00 – 2:10 pm D BLOCK	1:00 – 2:10 pm H BLOCK	1:00 – 2:10 pm D BLOCK	1:00 – 2:10 pm H BLOCK	1:00 – 2:10 pm D BLOCK	1:00 – 2:10 pm H BLOCK
2:15 – 3:00 pm Community Advisory	2:15 – 3:00 pm Community Clubs	2:15 – 3:00 pm Community Class Mtgs/Assemblies	2:15 – 3:00 pm Community Chair mtg/Student Council/YEARBOOK	2:15 – 3:00 pm Community Department Mtgs	2:15 – 3:00 pm Community Faculty Mtg/NHS
3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning	3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning	3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning	3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning	3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning	3:15 - Competitive Sports Begin; Extra Help by Appointment; Service Learning

<p>C BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Academic Writing Intro to Legal Studies Graduate Seminar World History II World History I US History Finance ENL Boost</p>	<p>G BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Honors English II Honors English III Honors World History Philosophy Stagecraft Boost ENL Resource Room</p>	<p>C BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Academic Writing Intro to Legal Studies Graduate Seminar World History II World History I US History Finance ENL Boost</p>	<p>G BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Honors English II Honors English III Honors World History Philosophy Stagecraft Boost ENL Resource Room</p>	<p>C BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Academic Writing Intro to Legal Studies Graduate Seminar World History II World History I US History Finance ENL Boost</p>	<p>G BLOCK *FIRST LUNCH CLASSES</p> <p>Middle School Honors English II Honors English III Honors World History Philosophy Stagecraft Boost ENL Resource Room</p>
<p>C BLOCK **SECOND LUNCH CLASSES</p> <p>Media Spanish IV/V Chinese IV Health Pre Calc Bio CAD Geometry (2 classes) Chemistry</p>	<p>G BLOCK **SECOND LUNCH CLASSES</p> <p>2 Science Labs Health Chemistry Choir Calculus Pre Calculus Spanish III Ceramics Anatomy and Phys Chinese V Statistics/ AP Stats</p>	<p>C BLOCK **SECOND LUNCH CLASSES</p> <p>Media Spanish IV/V Chinese IV Health Pre Calc Bio CAD Geometry (2 classes) Chemistry</p>	<p>G BLOCK **SECOND LUNCH CLASSES</p> <p>2 Science Labs Health Chemistry Choir Calculus Pre Calculus Spanish III Ceramics Anatomy and Phys Chinese V Statistics/ AP Stats</p>	<p>C BLOCK **SECOND LUNCH CLASSES</p> <p>Media Spanish IV/V Chinese IV Health Pre Calc Bio CAD Geometry (2 classes) Chemistry</p>	<p>G BLOCK **SECOND LUNCH CLASSES</p> <p>2 Science Labs Health Chemistry Choir Calculus Pre Calculus Spanish III Ceramics Anatomy and Phys Chinese V Statistics/ AP Stats</p>



THE KNOX SCHOOL

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Appendix A

Day Student Overnight Stay Form

The Knox School encourages day students to be involved in the Knox community. We welcome students to stay late or overnight for sports practices, play or musical rehearsals, or other Student Life events happening on campus. When a student wants to stay late or stay overnight, the following steps must be completed:

1. If a student is staying after 5:00 p.m. on a school day or will be on campus on a weekend day, the parent needs to email Ms. VanMoeffert **by 1:30 p.m.** the day of or the Friday before to confirm the student will be on campus. Include the reason why the student is staying, till what time and how they will be departing campus.
2. If a student would like to stay overnight for a school engagement, the parent must email Ms. VanMoeffert **at least 24 hours in advance**. Ms. VanMoeffert will confirm space availability in the dorms via email and the student can confirm with the Student Life office where they are staying the morning of the overnight.

***Please Note: Vacancy in the dormitory for day students is subject to change on a day-to-day basis and is not guaranteed.**

For the Parent:

Day students are expected to meet the same expectations and adhere to the same guidelines as the boarding students when remaining on campus beyond typical day-student times. As the parent of _____, I allow him/her to stay overnight at The Knox School in their Residential Life facilities. I recognize the following when my child stays overnight at the Knox campus:

- Students are under the care of The Knox School in loco parentis.
- Students may stay overnight free of charge if they have a school engagement or responsibility deemed a requirement by The School that ends late or starts early in the morning. All other overnights are subject to a \$150 fee.
- Students provide their own bed linens for a twin sized bed, towels, toiletries, as well as any other personal items needed. Students are expected to depart the dormitory with all personal belongings the following day.
- Students are expected to leave the dormitory room they've used in good order. This includes no garbage or personal belongings left behind. If they are staying more than one night in a row, the student must receive a room check from the dorm parent in the morning before starting The School day. Should a student not leave his/her room in good order, a cleaning fee of \$75.00 will be charged to the student.
- Students must adhere to the rules and policies set forth by The School and Residential Life program.
- Failure to follow school policy may result in immediate departure from campus or restriction from future overnight stays.

For the Student:

As a student of The Knox School, I _____, agree to uphold the Knox Core Values and adhere to the rules and regulations of Residential Life. I recognize that, though I am a Day Student, I am taking on the role of a Boarding Student while staying overnight and must conduct myself accordingly. I have also read and understood the Residential Life Handbook. I will abide by all rules set forth by the Residential Life program. I will follow the policies of living in a dormitory on campus and I will be a respectful contributor to the residential life community. Failure to do so will result in the loss of the privilege to stay on campus overnight or further disciplinary action.

Parent Signature

Student Signature

Date



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Appendix B

Parent Authorization for Day Student Dismissal

Student Name: _____ Date: _____
Parent Name: _____ Phone Number(s): _____
Parent Email: _____

I hereby give the following person(s) the right to pick up my child(ren) from school at school regular times or in case of an emergency. This person(s) will act as a temporary guardian in my absence and is responsible for the care and safety of my child(ren) once he or she is dismissed from school. This person also has permission to serve on my behalf to, but not limited to:

- Drive my Child(ren) to Campus Events and Activities
- Provide a place my son/daughter may be allowed to stay overnight, pending appropriate sign out procedure through the Knox School
- Act as an approver of weekend and school break travel plans on Boardingware

I am aware that:

- I must contact the School within 24 hours if I no longer want the person(s) I designated as a guardian to hold such authorization
- If my child(ren)'s designated guardian changes, I must provide updated contact information via a new "Parent Authorization Form" and update my student's Boardingware profile.

Designated Guardian(s)

Primary: _____	Secondary: _____
Name: _____	Name: _____
Relationship to Student: _____	Relationship to Student: _____
Address: _____	Address: _____
City, State: _____	City, State: _____
Phone Number(s): _____	Phone Number(s): _____
Email: _____	Email: _____

Please acknowledge the following Knox Student/Residential Life Policies by initialing the lines below:

_____ My child(ren) will not utilize the services of Uber or Lyft as a person under the age of 18 years old.

_____ Permission for my child(ren) to leave campus must be submitted by the parent or guardian to the Office of Student Life via Boardingware for every departure. My child(ren) will not be allowed to leave campus without parental or guardian permission.

Parent Signature: _____ Date: _____



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Appendix C

Parent Authorization for Boarding Student Guardianship

Student Name: _____ Date: _____

Parent Name: _____ Phone Number(s): _____

Parent Email: _____

I hereby give the following person(s) the right to act on my behalf as a guardian the while my child(ren) is enrolled at the Knox School as a boarding student. This person(s) will serve as the first line of contact for school communications including, but not limited to:

- Weekend Leave Permissions
- Break Leave Permissions
- Campus Events and Activities
- Academic or Disciplinary Matters
- A place my son/daughter may be allowed to stay overnight, pending appropriate sign out procedure through the Knox School
- An approver of weekend and school break travel plans on Boardingware

I am aware that:

- I must contact the School within 24 hours if I no longer want the person(s) I designated as a guardian to hold such authorization
- If my child(ren)'s designated guardian changes, I must provide updated contact information via a new "Parent Authorization Form" and update my student's Boardingware profile.

Designated Guardian(s)

Primary: _____ Secondary: _____

Name: _____ Name: _____

Relationship to Student: _____ Relationship to Student: _____

Address: _____ Address: _____

City, State: _____ City, State: _____

Phone Number(s): _____ Phone Number(s): _____

Email: _____ Email: _____

Please acknowledge the following Knox Residential Life Policies by initialing the lines below:

_____ My child(ren) will not utilize the services of Uber or Lyft as a person under the age of 18 years old.

_____ Permission for my child(ren) to leave campus must be submitted by the parent or guardian to the Office of Student Life via Boardingware for every departure. My child(ren) will not be allowed to leave campus without parental or guardian permission.

Parent Signature: _____ Date: _____



Appendix D

Student-Driver Allowance to Drive On/Off Campus Agreement

I understand and accept the following conditions for allowance of the privilege to drive a vehicle on and off The Knox School campus:

1. I will observe all NYS laws governing the use of a motor vehicle on all roadways at all times.
2. If the student-driver obtains a moving violation, or a violation of any kind from any law enforcement agency, local, state, or otherwise, the driver must notify the Dean of Students at The Knox School immediately.
3. If the student-driver receives a speeding ticket that exceeds 5 mph over the speed limit, the driver will lose the privilege to drive on and off campus for at least one trimester as per the decision of the Dean of Students and/or the Disciplinary Committee (DC).
4. The student-driver must not linger in their respective car i.e. no sitting in the car listening to music or engaging in any activity whatsoever while on campus. All student-drivers must exit their vehicles and return to the appropriate area, dorm, class, practice etc. immediately upon return to campus.
5. All vehicles registered and/or parked on campus by a student-driver, visitor or any other are subject to search at the discretion of the Dean of Students, Head, and Asst. Head of School.

I acknowledge that driving on and off campus during and after the school day is a privilege based on trust between student-driver, parents, and the Knox School staff. This privilege can be taken away at the discretion of the Dean of Students, Head, and Asst. Head of School at any time.

I _____, and my child
_____ acknowledge and agree to the above statement
on this _____ of _____.

I _____ **allow** my child _____ to leave
campus in their motor vehicle and/or that of another Knox School student at designated times
throughout the Knox school day (and/or at any other time during the day or evening for boarding
students).

I _____ **do not** allow my child _____ to
leave campus in their own vehicle or that of any Knox student during the school day or (and/or at
any other time during the day or evening for boarding students).

**Questions regarding students driving on and off campus, should be addressed to the
Dean of Students at 631-686-1600, ext 417.**



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Appendix E

Student Permission to Leave Campus with Other Students

By signing this form I give permission for my child _____, to drive onto and off of campus with the below listed student(s) for the 2019-2020 school year. I understand that this is a privilege granted to my child and it can be revoked at any time by you, the parent(s), or the Dean of Students, Head, and/or Asst. Head of School.

All students within the vehicle of another Knox School student or otherwise are subject to all rules and regulations outlined in the *Student Driver Allowance to Drive On/Off Campus* form, which must be filled out in conjunction with this form.

I acknowledge that driving on and off campus during and after the school day is a privilege based on trust between student-driver, parents, and the Knox School staff. This privilege can be taken away at the discretion of the Dean of Students, Head, and Asst. Head of School at any time.

I _____, and my child _____ acknowledge and agree to the above statement on this _____ of _____.

I allow my child _____ to leave campus with the following student(s)

_____	_____
_____	_____
_____	_____

Parent Signature: _____

Questions regarding students driving on and off campus, should be addressed to the Dean of Students at 631-686-1600, ext. 417.



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Appendix F

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: _____



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Appendix G

The Knox School ENL Summer Program Policy Statement

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 11th and 12th 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 11th and 12th 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 1st 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) 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. the program's focus is on immersion; 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.



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Appendix H

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 I

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

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

REMEMBER: WHEN IN DOUBT, CONTACT AIMEE RODERICK, RN., and DIRECTOR OF HEALTH AND WELLNESS, EXT. 434 or aroderick@knoxschool.org