



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 the office of Student Life **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. Adams **at least 24 hours in advance**. Our staff 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.