

THE KNOX SCHOOL

Saint James, New York

July 23, 2020



2020-2021 School Reopening Plan

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OUR 2020-2021 SCHOOL YEAR

Fall Semester:

August 21- 24 - Move-in days for Boarding Students

August 25 - 28 - Student Orientation

September 1, 2020 - Classes begin

November 24, 2020 - End of Semester

November 25, 2020 - January 7, 2021 – Winter Break

Students will receive a break assignment that will count towards their Spring Semester grade.

This assignment will be due on the first day of the Spring Semester.

Spring Semester:

January 8- 10 - Boarding Students Return

January 11, 2021 - Classes Resume

March 22 - 26 - Spring Break Boarding students may remain on campus

June 11, 2021- End of Semester

June 12, 2021 – Graduation

THE KNOX SCHOOL'S REOPENING TASKFORCE

Kristen Tillona-Baker, Head of School

Clement Chan, President and CEO of Columbia International College

Craig Novak, Chairman of the Board of Trustees, Knox

Virginia Riccardi, Asst. Head of School

Aimee Roderick, Director of Health and Wellness

Jennifer St. Amour, School Social Worker

Barbara Missirlan, Director of Facilities

Carl Lisena, CulinArt Manager

Al Giuliano, Director of Technology

Karyn Cernera-Bush, Director of Communications

Majestic Mapp, Director of Athletics

Maureen VanMoffaert, Student Life Coordinator

Caitlyn Adams-Davis, Director of Admissions

Donna Pergola, Director of College Counseling & Chair of English Department

Frank Chisena, Chair of Science Department

INTRODUCTION

To help our current and new students continue to achieve the academic goals that only an American independent school education can provide, The Knox School has made adjustments to our 2020/2021 school year plan and is prepared to deliver a high-quality, rigorous educational program without delay or disruption.

The Knox School takes the health and wellbeing of its boarding and day students and faculty seriously and is prepared to take the necessary steps to reopen an on-campus learning and boarding environment in the safest way possible to protect its community from COVID-19, and to provide the rigorous and well-rounded education that it has since 1904.

COMMUNICATION AND FAMILY ENGAGEMENT

Engaging School Stakeholders

The Knox School has communicated with domestic and international stakeholders at every stage of the COVID-19 Pandemic, and will continue to do so prior to and upon reopening for the 2020/2021 academic year.

Most frequently used methods of communication with families include:

- Official Knox Communications through PlusPortals, the School’s Learning Management System. This is the primary form of contact with all families in the form of:
 - School Announcements
 - Email Communications
 - Student schedules and syllabi
- Other methods of communication
 - WeChat or What’s App for International families
 - Remind App
 - “Town Hall” meetings hosted via Zoom
 - Social Media - Facebook, Twitter, Instagram, You Tube
 - Constant Contact

COVID-19 Communications

- Bi-Weekly Communications/COVID Bulletins will be posted
- “Town Hall” meetings via Zoom will continue
- If a member of the school community tests positive for COVID-19, communication will be disseminated through our Health and Wellness Office and/or the Head of School
- Information regarding school-wide shutdowns will come through the office of the Head of School as mandated by the Governor of New York State and the CDC
- Should the School have a positive case of COVID-19 reported on campus; the school will work in consultation with the State and local health departments to plan for reducing in-person education or school closure. Should this happen, all communications will be delivered by the Head of School

On-Campus Communication

- Signs are posted around campus enforcing mandatory masks and reminding students and staff to use hand sanitizer upon entering leaving a space
- Directional arrows have been adhered to floors, doorways and hallways to promote one-way traffic and maintain social distancing
- Signage has been placed on floors where population density is higher to indicate and maintain 6 feet of distance between individuals
- Personal hygiene and handwashing signage instructions have been placed in all restrooms, locker rooms and shower areas

Additional Communications

- Student and faculty orientations will focus on mandatory safety procedures
- Student Council has created a safety video which will be utilized during orientation and posted on all of the School's social media platforms and channels
- The traditional Weekly bulletin that is disseminated to students, staff and families will continue with a focus on Covid-19 safety and Health and Wellness

Translation for International Families

- All communications have been, and will continue to be translated into Mandarin for our Chinese families and agents
 - Translated communications may be sent through WeChat and What'sApp
- Every effort will be made to translate documents into other languages as necessary

HEALTH AND SAFETY

Health Checks and Daily Screenings

For All Students and Faculty

Students and faculty will be required to adhere to strict social distancing guidelines in each building on campus. Classroom occupancy will be limited and has been determined by a specific method that was the focus of a New York State Association of Independent Schools (NYS AIS) eSeminar discussion attended by the Director of Facilities and Assistant Head of School entitled: *A Tool to Determine Classroom Capacity for Social Distancing (The Rosner Model)*.

Additionally, the following procedures will be implemented daily:

- Day families must complete and submit a health screening daily before their child arrives on The Knox School campus
 - The screening form will be sent electronically each night through the School's website
 - Magnus, our health data management system will be introducing a new module that allows families to complete a health screening online directly in their own Magnus accounts, which will be implemented when it is rolled out by the company
 - The School is also looking into another app for this purpose to use as a backup plan should Magnus not meet the deadline of mid-August

- Medical staff will be present each morning to confirm health screening submissions and record students' temperatures so they may gain entrance to the required campus buildings
- Students will not be allowed on campus/in class without the screening form and fever/COVID-19 symptom evaluations

Vulnerable Populations

The School will work to provide flexible learning and work options for students and staff who are at increased risk for severe COVID-19 illness. These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions.

Procedures for Boarding Students upon Arriving on Campus

Boarding students will arrive on campus between August 21-24, 2020

- All boarders must wear a mask inside all buildings and public spaces at all times.
 - Masks do not have to be worn in dormitory bedrooms once the quarantine period is completed
- Upon arrival, all boarders will be seen by The Knox School physician for a health screening, including COVID-19 testing
- Boarders will quarantine for two weeks on campus; at the end of the two weeks, students will be retested. Upon a second clear health screening, boarding students will be allowed to move freely about the campus while practicing social distancing
- Daily, boarding students will report to the Health and Wellness Center for a medical screening

Daily Procedures for Day Students upon Arriving on Campus

- All students on campus must wear a mask inside all buildings and public spaces at all times.
- Day students that arrive by bus or car must proceed to the tent on the Miura lawn to complete their daily health screening and temperature check. No student will be allowed to enter any building without first completing this screening. All students and faculty once cleared will report to their first period class or assigned study center once their screening is complete
 - School medical staff will be positioned on the Miura Lawn to confirm daily screening and record temperatures
 - Any student with a temperature of 99.9 F or above and/or symptoms of illness will be sent directly to an isolation area in the Health and Wellness Center to wait for an immediate parent pick-up
- After health screening, students who have been cleared will report directly to their classrooms

Procedures for Faculty upon Arriving on Campus/Prior to Starting the Work Day

- Any person working on campus must wear a mask inside all buildings and public spaces at all times
- Day Faculty must arrive on campus between 7:15 a.m. and 7:30 a.m. - no later.
- Day Faculty will report the tent on Miura Lawn daily for health screening and temperature check

- Residential Faculty must clear boarding students out of the dormitory by 7:30 a.m. - no later
- Residential Faculty will enter the tent on Miura Lawn between 7:30 a.m. and 7:45 a.m. daily for health screening and temperature check
- All other staff members must report to the Miura Tent daily for health screening and temperature check before entering their office buildings
- School medical staff will be present in the tent to confirm that daily health surveys have been completed; temperatures will be checked and recorded daily
- Once Faculty have cleared the morning health assessment, they will proceed to their classrooms and wait at the doorway for students to arrive to enforce masks, hand-sanitizing and social distancing prior to students entering the classrooms
 - Any faculty or staff member with a temperature of 99.9 F or above and/or symptoms of illness will be sent home immediately
- Faculty who are not feeling well should stay home and call their absence to the Assistant Head of School by 6:30 a.m. If a faculty member is feeling well enough to teach online that day, this will be allowed

Parent Pick-Up

- Parents picking up children will do so from outside the Dann Administration building
- Parents will call the main office upon arrival to confirm a verbal sign-out
- Parents picking up sick children will report the Health and Wellness center and call the Health and Wellness center to confirm a verbal sign-out
- There will be no visitors in any buildings or dormitories during the 2020/2021 school year

Additional Considerations

- On-campus admissions visits will be virtual until further notice

Healthy Hygiene Practices

- Faculty and students must wear a mask at all times inside all buildings and public spaces
- Faculty must ensure that desks and chairs are cleaned with sanitizing wipes (provided in every room) between classes
- Students and faculty must use hand sanitizer before entering and upon exiting all classrooms, dining areas, rest rooms and public spaces.
- Bathrooms and common spaces will be sanitized hourly throughout the school day
- Buildings and classrooms will be sanitized regularly throughout the day
- A maintenance log will be kept to record onsite cleaning of each building
- There will be no shared supplies
 - Students will be required to obtain and use personal supplies not limited to pencils, pens and notebooks; see our website for specific supply lists by course (i.e. art supplies), which will also be communicated via PlusPortals frequently throughout the summer by Department
- Eating and drinking in classrooms is prohibited outside of lunch periods, during which hygiene and social distancing will be monitored (see “Nutrition”)

Social Distancing

For Students

- All classroom spaces have been reconfigured to provide for proper social distancing during class time
 - Classroom occupancy has been determined by a specific method that was the focus of a NYS AIS eSeminar discussion attended by the Director of Facilities and Assistant Head of School entitled: *A Tool to Determine Classroom Capacity for Social Distancing (The Rosner Model)*.
- Each class size has been limited to assure social distancing measures are possible
- Students must sit front to back, facing forward. There is no circle seating or shared-space seating
- For classrooms where front-facing seating is not possible (i.e. Computer Lab, STEM Lab), Polycarbonate partitions have been installed
- Classes may be held outside if weather and the lesson requirements permit
- Larger communal spaces have been reconfigured to provide for adequate social distancing measures

For Faculty & Staff

Daily Requirements for Social Distancing (Faculty)

- Faculty members must be present to enforce all social distancing guidelines in the classrooms, in the hallways and in common areas.
- Faculty must be in their classrooms by 7:45 a.m. to ensure that students adhere to the guidelines
- There will be no congregating in classrooms or indoor spaces without masks and without following the appropriate social distancing guidelines.
- Department Meetings, faculty meetings, advisory, student council, National Honor Society, and class meetings will be held virtually or in an outdoor space if weather permits
- Service Learning projects will occur, but with strict social distancing guidelines in place.
- In the event that a faculty member is working remotely, a school administrator or another faculty member will cover the classroom to ensure proper social distancing

Main Office Guidelines

Social Distancing guidelines will be enforced in the front office. There is no entry for anyone without permission from the front office staff

- College Counseling staff only may enter the office to access student files
- No one except front office staff is permitted to enter the front office; the door will be locked
- Keys, AOD items, paper, supplies & items to be faxed/mailed should be submitted through the front window
- Mental Health Counselors will send confidential information to the Health and Wellness Office via email
- Marketing/Communication
- Staff will use back entrance to Marketing office

Faculty Room/Photocopier and Mail Pick Up Schedule & Guidelines_____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:15 - 7:45 a.m. English	7:15 - 7:45 a.m. Science	7:15 - 7:45 a.m. Math	7:15 - 7:45 a.m. History	7:15 - 7:45 a.m. VPA
OPEN FOR	PREP PERIODS;	TWO PERSON	MAXIMUM	OCCUPANCY
2 - 3 p.m. Math	2 - 3 p.m. World Language	2 - 3 p.m. BOOST	2 - 3 p.m. Science	2 - 3 p.m. Math
3 - 4 p.m. History	3 - 4 p.m. VPA	3 - 4 p.m. English	3 - 4 p.m. World Language	3 - 4 p.m. History

Faculty Room Guidelines:

- Open for prep periods; two person maximum occupancy
- Masks must be worn in Faculty Room at all times, even if there is only one occupant
- Mail pick-up limited to Departments and times specified above
- Copier, computers and phones must be sanitized before and after use
 - Supplies for sanitizing to be provided in Faculty Room

Personal Protective Equipment (PPE) and Cloth Face Coverings_____

- The School will provide all employees with two cloth masks
- Employees are required to wear a mask at all times in any building on the School's campus, with the exception of private housing and while eating meals.
- All students will be provided with two cloth masks and are required to wear a mask at all times in any building on the School's campus
- Students may take off their masks in the dormitories and while eating
- Hand sanitizer will be provided in all classrooms and throughout the buildings
- Gloves will be provided upon request

Management of Ill Persons_____

If a student, staff or faculty member has any signs of being sick related to COVID-19 Symptoms as defined by the CDC, they are required to stay home. Symptoms of illness vary, so any presentation of COVID-19 is considered grounds for remaining at home.

Anyone feeling unwell must remain home. People with a fever of 100 degrees or higher must be fever-free for at least 24 hours and provide written clearance from a medical doctor.

Safety Protocol for the Health and Wellness Center

- Self-administration of non-narcotic medications (with permission in writing from the student's physician) has been implemented to reduce the number of students entering the Health and Wellness center for reasons not related to feeling ill
- A Triage station outside of the infirmary has been established to ensure limited contact between someone who is potentially ill and those who are healthy
- The Mezz has been designated as an isolation zone for students who exhibit signs of illness and need to be immediately isolated from the rest of the school community
- If a student, staff or faculty member tests positive for COVID-19:
 - Any area used by the infected person will be closed off until cleaned and sanitized - preferably 24 hours (or as long as possible) after the individual is confirmed to have COVID-19
 - The School and the affected individual will follow all CDC protocols for returning to campus
 - The School will notify the NYS and local Health Departments immediately upon being informed of any positive COVID-19 diagnosis test result by an individual in school facilities or on school grounds including students, faculty, staff and visitors

Tracing Support

The Knox School has 4 certified contact tracers on campus. In the case of an individual testing positive, Responsible Parties must develop plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations.

Responsible Parties must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

- If feasible, Responsible Parties may offer optional tracing and tracking technology (e.g., mobile applications) to streamline contact tracing and communication process among their students, faculty, staff, parents/legal guardians of students, and community
- Responsible Parties should partner with local health departments to train older students, faculty, and staff to undertake contact tracing efforts for populations in school facilities and on school grounds, where feasible
- Quarantine, Isolation, and Return to School

Additional Considerations

NY Emergency Paid Sick Leave entitles all current full and part-time employees up to two weeks of Emergency Paid Sick Leave if they are scheduled, but unable to work or telework, due to one of the following reasons:

- The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis

- The employee is caring for an individual who is subject to either number 1 or 2 above
- The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions
- The employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

FACILITIES

Cleaning and Disinfecting

Disinfecting is the responsibility of school custodial staff. They are trained to use disinfectants in a safe and effective manner. Staff is reminded to ensure procedures for safe and effective use of all products are followed. Staff do not need to wear respiratory protection (e.g., masks) while cleaning. Safety instructions are listed on product labels and include the personal protective equipment (e.g., gloves) that should be used. Place all used gloves in a bag that can be tied closed before disposing of them with other waste. Wash hands with soap and water for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer if soap and water are not available. Soap and water should be used if hands are visibly soiled.

Cleaning & Disinfecting Logs

Custodial staff will be required to log daily and hourly clearing and sanitizing in a log that will be placed within each building on campus

- The Knox School's Director of Facilities will oversee log entries

General Sanitizing

- HEPA air purifiers have been placed in all classrooms, the dining halls, gymnasium, community spaces and the Health and Wellness center
- All desks and door knobs will be wiped down at the beginning of a class period and at the end of a class period
 - To be facilitated by teachers and students
- Doors and windows in hallways, classrooms, offices, common areas and dormitories will be open all day, weather permitting
 - To be facilitated by teachers, dorm parents and administrators
- Public restrooms will be sanitized hourly during the school day.
 - To be facilitated by Strike Force employee
- All public door handles will be sanitized hourly during the school day.
 - To be facilitated by Strike Force employee

Science/Computer Labs

- All Science and Computer Lab spaces have been equipped with clear partitions made from Polycarbonate sheets that are designed to divide lab table spaces so that students are protected while engaging in laboratory or computer work
- Gloves, masks, gowns, goggles and UV sanitizing equipment will be used before, during and after lab/computer work occurs

- To be facilitated by lab monitor/Science Teacher

Art Studios/Photo Lab

- There will be no shared supplies
 - See our website for specific supply lists by course, which will also be communicated via Plus Portals frequently throughout the summer by Department

Library Guidelines

- UV wand lights will be available to sanitize computer stations and keyboards
 - Students will be trained on this procedure during Orientation
 - Faculty on duty in the library will monitor and enforce this process
- Books
 - Borrowing books is suspended until further notice
- Students must adhere to social distancing at all times while in the library
 - Polycarbonate dividers have been installed on tables in the library
 - Furniture that does not allow for social distancing has been removed

Boarding Guidelines

- Students will arrive on campus two weeks before school starts to quarantine.
 - Boarding students will arrive between August 21 and August 24, 2020
 - Student Orientation will begin on Tuesday, August 25, 2020
 - Classes will begin on **Tuesday, September 1, 2020**
- There will be at least one bathroom in each dorm labeled QUARANTINE for students to use during the school year after returning to campus from a weekend at home or vacation.

Health and Safety Assurances

The safety of all students, faculty and staff is paramount at The Knox School. Professional development and regular training in safety procedures, including a “Stop the Bleed” program, Active Shooter Drills, Fire Drills, Lockdown Drills and other training programs are frequent and mandatory at The Knox School and meet local and State compliance guidelines. In light of the COVID-19 pandemic, relevant training and workshops will continue to occur throughout the school year as the situation continues to unfold.

Faculty should report any accident, injury or illness, COVID-19 related or not, immediately to the Health and Wellness Center, where they will be required to complete an accident report and will be directed to treatment. Prompt treatment can mean the difference between a minor injury and a more serious one. First-Aid kits are available for minor injuries throughout the campus and in every dormitory. AED equipment and signage is also present and maintained in every building on campus, including the gymnasium.

Additional Health & Safety Considerations in response to COVID-19

In an effort to maintain health and wellness in our school community, the following safety and hygiene protocols have been implemented in the appropriate buildings:

- Each classroom, meeting space, gymnasium and dormitory have been equipped with touch-free hand sanitizer stations
- Touchless water filtration systems have been installed in four campus buildings
- UV Light sanitizing systems have been purchased for the school's computer lab, science lab and computer stations within the school library
- HEPA air purifiers have been placed in all classrooms, dining halls, gymnasium, community spaces and the Health and Wellness Center
- UV lighting devices have been installed within the ductwork of campus buildings that utilize forced hot air heating/cooling to mitigate the risk of spreading COVID-19
- Entrances and exits to buildings will be one way and hallways will be marked with traffic moving in one direction.
- Dormitories will not be open for Day student overnight stays during the 20/21 school year
- Day faculty and Day students will not enter the dormitories during the 20/21 school year

Fire Code Compliance

Section 807 of the Education Law mandates that the principal or other person in charge of every public or private school or educational institution within the state (except colleges and universities) must instruct and train their students on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals.

The Knox School holds a minimum of 12 drills each school year, eight of which are held prior to December 1:

September 1---December 1	=	8
December 1---Summer Recess	=	4
Total	=	12

- At least one drill is held during a lunch period; students are instructed how to evacuate from a large, communal space,
- Dormitories participate in at least 4 evening drills (after sunset/before sunrise)
- Social distancing guidelines are followed during all drills

Emergency Drills

All faculty members and dorm parents receive training to familiarize themselves with the layout of the buildings on campus. At a minimum, they are familiar with the location of the:

- Main exits of each building
- Emergency evacuation routes
- Alternate emergency evacuation routes in case the primary route is blocked
- Fire warning emergency switches

- Fire extinguishers
- AEDs

During the school day, when classrooms are occupied, the procedures outlined in the Crisis Management Plan will be followed. Faculty will:

- Take an appropriate class roster when evacuating the building
- Direct all persons to clear the building immediately and to assemble in a predetermined location outside
- Students should not be given time to collect personal belongings
- Double check to ensure all students has evacuated the classroom
- Shut the door and turn off the classroom lights
- Maintain control and accountability of their students and lead them to assembly locations (near the flagpole or in the case of inclement weather, the gym). Students must remain with the classroom teacher
- Report accountability of their students to the Director of Student Life

When classes are not in session and students are in dormitories, the procedures outlined in the Crisis Management Plan will be followed. Residential faculty will:

- Take an appropriate resident roster when evacuating the dormitory
- Direct all persons to clear the building immediately and to assemble outside
- Students should not be permitted to take time to collect personal belongings
- Double check dorm rooms to ensure all students have evacuated
- Shut all dorm room doors
- Maintain control and accountability of residents and lead them to assembly locations
- Students must remain with dorm parents
- Report accountability of residents to the Administrator on Duty (call 631.873.8240), who will report accountability to the Head of School

Doorways

General Sanitizing

- All desks and doorknobs will be wiped down with a school and CDC approved cleaner at the beginning of a class period and at the end of a class period
- Doors will remain open all day long, weather permitting
- The public bathrooms will be sanitized hourly during the school day
- All public door handles will be sanitized hourly during the school day

Inspections

Deadlines for all inspections have consistently been met; all inspections for the 2020/2021 school year are scheduled for August, 2020.

Lead Testing Due in 2020

The Knox School is in yearly compliance with Lead Testing procedures. The next review is scheduled for August, 2020.

NUTRITION

Guaranteed Meals

The School's Food Service will continue to offer three meals a day to Boarding students and Residential Faculty. Day students and Day faculty will receive lunch daily. Special dietary needs will continue to be fulfilled. Food service is limited to the Dining Hall, and the Senior Tuck snack shop will be closed until further notice.

Seating in the Dining Hall is limited to boarding students and staff only. Day student and faculty lunches will be delivered to specific classrooms for consumption.

Boarding Students:

- Seating in the Dining Hall is limited to 4 students per table - half capacity
- Boarders will eat breakfast, lunch and dinner in the Dining Hall following a staggered schedule of student cohorts to ensure social distancing
- Students may bring food from the kitchen back to their dorms in the evening
 - Dorm parents will monitor kitchenettes in dorms to ensure regular cleanings
- Kitchen staff will provide snacks to be stored in the kitchenettes within the dorms on campus
- The Administrator on Duty (AOD) will monitor hand sanitization upon entry to the dining hall
- Weekend meals for boarders will include brunch and dinner. Diners are required to maintain social distancing at all meals

Day Students/Faculty:

- Day students and day staff and faculty will place lunch orders in the morning
- The kitchen staff will deliver the orders to assigned classrooms where Day students and day staff and faculty will eat lunch
- Day students and day staff and faculty will sanitize desks and hands before and after eating meals

Health and Safety Guidelines

- Self-service in the dining hall (i.e. salad bar, sandwich station and panini press) will be closed until further notice
- Dining Hall seating will be arranged to adhere to social distancing standards.
 - 4 chairs to a table to ensure social distancing
- Only residential faculty and Boarding students will eat their meals in the dining hall in cohorts.
 - Boarders will enter the Dining Hall during the first shift; Residential staff will enter the Dining Hall when all students have eaten and left the building

Addressing Food Allergies_____

A list of student and staff food allergies is provided to the kitchen staff and accommodations are made to support the student's specific dietary needs. The kitchen staff will meet with the student to prepare a guide of the student's dietary likes and needs. These meals will be "grab and go" style and will be given to the student(s) by the kitchen staff.

Hygiene Before and After Eating_____

Boarding students and Residential Faculty will be required to use hand sanitizer upon entering and leaving the dining hall.

Safety and Disinfection Plans for Kitchen and Dining Hall_____

- Only disposable cutlery will be used until further notice
- Food service is provided by an outside vendor that follows health and safety standards accordingly
- Culinary Manager will clean and disinfect all tables and food prep spaces during and in-between meals

Compliance with Nutrition Guidelines_____

Culinary provides the food service for The Knox School and they work with a certified nutritionist to provide a well-rounded menu that meets all of the required nutritional needs of our students.

Communication with Families_____

The school will follow all communications protocols as listed earlier in the [communications section](#) of this document.

TRANSPORTATION

Safety and Social Distancing Standards_____

- All social distancing protocols will be followed on the bus
 - Only one student will sit in a seat unless they are from the same household
- The bus driver will wear a mask and all students will use hand sanitizer upon entering the bus
- All passengers must wear a face mask at all times as long as they are medically capable.
- Students will load the bus from the back to the front and unload from the front to the back
- Students using school district bussing will follow guidelines specified by that district

Cleaning and Disinfecting

- The bus will be spray sanitized after the morning and evening run

Additional Consideration

Disposable masks will be provided for students who are without a mask (transportation will not be denied if a student is not wearing a mask).

SOCIAL AND EMOTIONAL WELL-BEING

Counseling Programs

Total Care Support

Total Care will be provided to all students during the school year and is an integral part of a Knox education.

Total Care Education will be part of every student's experience, whether the learning happens remotely or on campus. To ensure student success and our parent's peace of mind, the School will focus on the following aspects of Total Care:

- Support for optimal academic performance
- English as a New Language core programming
- College Counseling
- Social and Emotional Health through counseling services, advisory and regular check-ins by our Wellness staff
- Student Development through Service Learning and Clubs
- Equity and Inclusion programming throughout the year
- Athletic programs as allowed by New York State
- Student leisure activity programming in the evenings and on the weekends
- Technical support for IT issues
- Supportive Administrative, Faculty and Residential Team
- Personal assistance upon arrival to campus
- Daily Medical screening to ensure good health for all students

Social-Emotional Well-Being

The Knox School has a full-time Licensed Clinical Social Worker who will continue to provide support and services to ALL students to enhance their social-emotional well-being. This support will be implemented in the following ways:

- Provide brief counseling services, either face to face or virtually to help students navigate any challenges they may be facing during the school year
- Link students when needed to community resources for additional mental health services
- Implement the Knox Advisory Program which is designed to support all middle and high school students both academically and socially. Each student will be assigned to a

faculty advisor who serves as a guide and mentor to the students throughout the school year. Advisory will meet on a weekly basis where students will receive academic advising and have discussions on a variety of topics

- Small group Advisory meetings will follow social distancing guidelines
- If social distancing cannot be adhered to, Advisory can be conducted via Zoom
- Provide weekly Student Well-Being surveys during advisory to ensure that students feel safe and cared for and follow-up with any student concerns
- Work closely with teachers and administrators to help remove any obstacles students may face during the year which may be preventing them from being successful
- Support parents regarding any concerns they may have that are affecting their child's well-being
- Co-facilitate Men and Women monthly support groups where students are provided the opportunity to share experiences, build trusting relationships and provide encouragement to each other

“School Climate Team”

The “School Climate Team” consists of all faculty, administrators, staff and athletic coaches. Social/Emotional wellness will be implemented as a standing agenda item at the following meetings:

- Bi-weekly administration meetings
- Bi-weekly faculty meetings
- Bi-weekly department meetings
- Weekly department chair meetings

Additional Requirements:

- Teachers will report all student mental health concerns to the School’s Social Worker
- Teachers will report all behavior concerns to the Head of School
- Teachers will report all academic concerns to their Department Chairs, who will report to the Assistant Head of School

Mental Health Referral Program

- The School Social Worker assesses the risk level of students who have been referred by teachers, staff, coaches, etc.
- Based on assessment, School Social Worker will report high-risk behavior to the Head of School
- High-risk cases are reported to appropriate agencies based on mental health concerns

Faculty/Staff Development Training to Identify At-Risk Behavior

Each year during Faculty orientation, faculty receives training from the Director of Health and Wellness and the School Social Worker. Training topics have included:

- Risk factors
- Red flag behavior

SCHOOL SCHEDULES

The Knox School has prepared two class schedules and learning plans. These plans provide an academic experience that meets the needs of all our students as they navigate this evolving world. These plans will allow our students to learn in-person at Knox and through online remote teaching from anywhere in the world.

Scenario I – In-Person Learning:

New York schools are permitted to open for in-person learning following strict social distancing procedures for the safety of our students, faculty, and staff. In Scenario I, we will run a hybrid classroom model for our students.

Students who can attend in-person classes should attend their scheduled classes. Students who have a conflict with arriving to campus (visa and/or travel restrictions) should attend class synchronously by logging into their classes during their regularly scheduled class time (8:00 a.m.-2:00 p.m. EST), or asynchronously by logging into their portal account to watch the recording of class from earlier in the day and completed the assigned tasks.

- Boarding students will arrive between August 21 and August 24, 2020
- Student Orientation will begin on Tuesday, August 25, 2020
- Classes will begin on Tuesday, September 1, 2020

Definition of Hybrid Instruction: Hybrid instruction is a carefully planned blend of both traditional classroom instruction and online learning activities.

Synchronous Learning: A general term used to describe forms of education, instruction, and learning that occur in real time, but not necessarily in the same place. Students and teachers are present at the same time and can engage in live discussions.

Asynchronous Learning: Asynchronous learning occurs through online channels without real-time interaction; students can view a recorded lesson or lecture to complete assignments that are posted by the instructor

Students will participate (synchronously) in the evenings, given the average 12-hour time difference (approximately 8:00 p.m. - 2:00 a.m.) or asynchronously and receive full credit for the semester.

To adhere to social distancing guidelines put forth by the CDC in our classrooms and on our campus, a hybrid model is ideal, provided schools are permitted to open for face-to-face instruction. Day students and Boarding students will rotate the days they attend in-person classes.

Class Attendance

Day Students will attend classes on A days for one week and then E days for the following week on a rotating basis. During the time they are not on campus for in-person classes, they must log in to their live classes from home.

Domestic Boarding Students will attend classes on E days for one week and then A days for the following week on a rotating basis. During the time they are not in our Knox classrooms or on-campus, they must log in to their live classes from their dorm rooms or from home.

International Boarding Students will attend classes on E days for one week and then A days for the following week on a rotating basis. International students may join their classes in real-time

2020/21 Class Schedule - Hybrid Model

Time (EST)	Monday	Tuesday	Wednesday	Thursday	"A" Friday	"E" Friday
8:00 a.m.- 9:10 a.m.	A Block	E Block	A Block	E Block	A Block	E Block
9:10 a.m.- 9:27 a.m.	Community Zoom	Community Zoom	Community Zoom	Community Zoom	Community Zoom	Community Zoom
9:32 a.m.- 10:44 a.m.	B Block	F Block	B Block	F Block	B Block	F Block
10:50 a.m.-12:02 p.m. OR 10:50 a.m. - 11:35 a.m.	C Block OR Lunch	G Block OR Lunch	C Block OR Lunch	G Block OR Lunch	C Block OR Lunch	G Block OR Lunch
12:07 p.m. - 12:52 p.m. OR 11:40 a.m.- 12:52 p.m.	Lunch OR C Block	Lunch OR G Block	Lunch OR C Block	Lunch OR G Block	Lunch OR C Block	Lunch OR G Block
12:57 p.m. - 2:09 p.m.	D Block	H Block	D Block	H Block	D Block	H Block
2:10 p.m.- 3:00 p.m.	Advisory	Clubs	Extra Help	Student Council	Class Meetings	NHS Meeting

Scenario II – Remote Learning

The Governor of the State of New York will not permit schools to open for in-person learning and the School will educate its students remotely - synchronously for domestic students, with the choice of synchronously or asynchronously for international students.

- Synchronous Learning: A general term used to describe forms of education, instruction, and learning that occur in real time, but not necessarily in the same place. Students and teachers are present at the same time and can engage in live discussions.
- Asynchronous Learning: Asynchronous learning occurs through online channels without real-time interaction; students can view a recorded lesson or lecture to complete assignments that are posted by the instructor

2020/21 Class Schedule – Remote Learning Model

Time (EST)	Monday	Tuesday	Wednesday	Thursday	"A" Friday	"E" Friday
8:00 a.m. - 9:00 a.m.	A Block	E Block	A Block	E Block	A Block	E Block
9:10 a.m. - 10:10 a.m.	B Block	F Block	B Block	F Block	B Block	F Block
10:10 a.m. - 10:35 a.m.	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:40 a.m. - 11:40 a.m.	C Block	G Block	C Block	G Block	C Block	G Block
11:50 a.m. - 12:50 p.m.	D Block	H Block	D Block	H Block	D Block	H Block
1:00 p.m. - 2:00 p.m.	Advisory	Clubs	All School Meeting	Student Council	Class Meetings	NHS Meeting

ATTENDANCE AND CHRONIC ABSENTEEISM

Daily Attendance Collection Policy_____

Student attendance will be taken at the beginning of each period through the PlusPortals system which is collected in the School's main registration office. A member of the attendance staff will contact the family of absent students upon receipt of the absence data.

If a faculty member is absent, the substitute faculty member who covers the class must take attendance and report the names of students who are not present in an email to the Director of Student Life. The faculty member assigned to cover the class is accountable for attendance records.

- Faculty members are expected to be rigorous about marking students absent. Students arriving late for legitimate reasons should have a pass explaining their tardiness. Faculty members should impose penalties for students who arrive late. Students who are perpetually late should be reported to the Dean of Students
- Students should be properly attired according to the school dress code and groomed accordingly for school. Students, who violate the school dress code and require a change of clothing, should be sent to the Dean of Students office to address the issue

Remote Attendance Policy_____

Students who can attend in-person classes should attend their scheduled classes. Students who have a conflict with arriving to campus (visa and/or travel restrictions or medical) should attend

class synchronously by logging into their classes during their regularly scheduled class time (8:00 a.m.-2:00 p.m. EST), or asynchronously by logging into their portal account to watch the recording of class from earlier in the day and complete the assigned school work.

- Students will participate (synchronously) in the evenings, given the average 12-hour time difference (approximately 8:00 p.m. - 2:00 a.m.) or asynchronously and receive full credit for the semester.

Chronic Absenteeism Plan

- Knox follows the State guidelines with absence allowance
- Administration work with families of chronic absentee student to assess deeper issues and needs for support services
- Cases are handled on a case by case basis

Educational Neglect

Faculty members will contact the Assistant Head of School and the School Social Worker at the first sign of educational neglect.

BUDGET AND FISCAL MATTERS

Flexible Budget Plan for Reopening School

The Knox School has made the necessary budgetary adjustments to account for COVID-19 expenses. The budget has been reviewed by the Board of Trustees and will continue to be reviewed at monthly finance meetings.

TECHNOLOGY AND CONNECTIVITY

Ensuring Access

The Knox School conducted a poll for families to learn about access to technology.. Due to the nature of Knox families and the technology requirements present within the Student Family Handbook, access to technology was of minimal concern. In an effort to address access issues, the School implemented the following efforts:

- Limited use of Google platforms for international students whose country of origin is restrictive
- School provided software access, including Adobe Creative Cloud
- Cloud-based portal platform
- Zoom classes were recorded and posted on the PlusPortals

- Faculty used open source technology including - Flipgrid, Knight's Lab, Jamboard, Padlet, etc.

Providing Technology

In addition to providing access to technology and app-based learning strategies, a full-time Director of Technology is available to address all technology challenges as they arise.

Multiple Methods of Participation

Moving forward, Knox plans to continue using synchronous and asynchronous class meetings, where all classes will be recorded. Faculty are also engaging in professional development to utilize app-based and open-source learning tools.

TECHNOLOGY AND LEARNING

Guaranteed Learning Plan

Exceptional Remote Learning Experience:

Knox educators will approach the remote learning experience using Zoom to deliver and record content, and Google Classroom and Plus Portals to manage student learning and assignments. This will allow our students to have a comprehensive experience and to learn and excel from anywhere in the world.

Teachers will:

- Post a syllabus on Plus Portals to outline student expectations for each semester
- Be present for every online Zoom meeting with students who are learning synchronously
- Record all Zoom meeting classes and post them to the Plus Portals daily for students learning asynchronously
- Create discussion boards to promote interaction and dialogue between the teacher and all students
- Post homework assignments on Plus Portals daily
- Hold office hours for asynchronous learners to Zoom with their teacher for additional support and discussion
- Post graded assignments in the Plus Portal Gradebook within a week's time so that students and parents will be able to monitor their progress in each class closely
- Limit paper-submission of assignments whenever possible

Students will:

- Be expected to log in punctually for every class, keep their cameras and sound turned on for the entire period, and engage in lively discussions with their teachers and peers
- Connect and collaborate with their classmates from around the world
- Complete all assignments on time - homework, reading, essays, discussion board questions, vocabulary studies, exam review materials, projects, etc.

- Review lesson materials and class notes daily
- Be prepared for each lesson
- Make presentations using slide shows
- Be required to demonstrate active participation in discussion groups and during class time
- On average, there will be 2½ hours of homework nightly for upper school students and 1-hour of homework nightly for middle school students. This may vary for students who are taking honors and/or Advanced Placement (AP) courses
- Synchronous learners will be in school uniform whether in person or online

Additional Considerations:

- Because class meetings will be recorded, all students and staff must sign the disclosure form because all classroom activities will be videoed and posted on the portal for students unable to attend class due to illness or quarantine
 - Disclosure form has been added to each students’ enrollment agreement
- The Knox School faculty has been trained to continue to deliver a high-level of instruction both during online class lectures and in person. As such, our online education will match the same standards that define our in-person classes
- Students will have the same classmates and teachers for the duration of each course to ensure a seamless delivery of instruction and collaboration

Additional Faculty Requirements:

Teachers at The Knox School are required to teach and manage the instruction of up to 6 classes in their subject area(s).

- Teachers will submit lesson plans relevant to the hybrid model of instruction for the week ahead to Department Chairs via Google Doc no later than the Sunday evening before the week starts
- Teachers will make appropriate use of various materials, teaching aides, electronic equipment, technology and facilities necessary for the successful implementation of hybrid model lessons
- Teachers will keep the School’s Learning Management System, PlusPortal, up-to-date, inclusive of, but not limited to:
 - Creating, posting and maintaining a Zoom meeting “gateway” in the Portal for each course that is taught
 - Creating Portal discussion boards/groups for online learners
 - Using the Portal quiz builder to administer online formative assessments
 - Posting course assignments and homework no later than 5 p.m. of the day the work was assigned
 - Inputting grades into the Portal grade book no less than once a week
 - Posting links to recordings of daily lectures for online learners
 - Assessments must be varied and administered regularly
 - Class participation points and homework count in course averages
 - Required duties outside the classroom include:
 - Teachers will hold online office hours outside of the school day to offer additional support, extra-help, and discussion of course topics
 - Teachers will also be available for extra-help during Community Period and by appointment

- Teachers will meet once a week with a small group of students during Advisory
- Online learners will attend virtually via Zoom
- Teachers will lead and facilitate one extra-curricular club, once per week during Community Period
- Teachers will serve on a small team of Class Advisors for one-grade level
- Teachers will be responsible for fulfilling two terms of an afternoon duty (e.g., coaching, detention monitor, after-school enrichment, service learning, etc.)
- Teachers will complete other tasks as requested by Department Chairs and/or Administrators
- Teachers will assign a relevant assignment to students during Winter Break that will be graded and will count toward their Spring Semester grades
- Assignments should be submitted to Department Chairs for approval by Wednesday, November 18, 2020
- Teachers will maintain a safe educational environment for their students and supervise students during fire drills, safety drills, etc. and will perform any duties that may be required of them by the Administration during these drills or in the event of emergencies as would be in the best interest of the safety and protection of the students
- Teachers will demonstrate ethical behavior as well as maintain the confidentiality of information about students
- Teachers will follow all social distancing guidelines as laid out in the Reopening Plan and Staff Handbook
- Science Teachers will use PIVOT Interactive Labs to mirror the in-person labs for students who are not well enough to come to school or who are overseas and learning remotely.

ATHLETICS

Knox Interscholastic Athletics is prepared to begin on September 24, 2020, under New York State High School Federation rules, and will follow strict COVID-19 protocols for reopening. Finals decisions regarding resuming athletic programs will be determined by The Governor of the State of New York. There will be no pre-season athletics program.

Athletics Guidelines

- Follow all guidelines provided by NHFS- Will be printed in the handbook. https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
- Follow NYSAIS and PSAA League rules accordingly for Fall, Winter and Spring Season. (New Start and End Dates will be present with a schedule in the handbook. We are waiting for the NYSAIS Schedule

Each Athlete Complete:

- Covid-19 Re-opening Checklist <https://gams.omecl.com/portal/wts/ucmens-kDb7%5Ecetbfrjd>
- Covid -19 Mobile Health Screening Tools

<https://gams.omecl.com/portal/wts/ucmcns-kDb7%5Ece%5Ebfrjd>

- Covid-19 Waivers - Waivers will be added to coaches, parent and athlete requirements.

All sports teams will follow all P.E. Protocol

All events are subject to change due to the state of the Coronavirus.

P.E. Protocol and Procedure

- Class Session will be 60 minutes.
- All students will be required to wear mask
- Class will be split into small groups of 9 (each group under 10 students)
 - Student groups will be selected by teacher
- P.E. Schedule will take on a class model / school model Hybrid Model
- Each class will have a 10 minute break to organize and sanitize
- Class will run and operate with Social Distancing guidelines enforced
- No more than 9 students in the designated gym area
- No Contact allowed until guidelines change
- Restrooms will be open

Administrator Responsibility

- Take the teacher's temperature prior to class session
- Keep a log of all temperature and attendance
- Make sure all rules and regulations are being upheld and enforced

Teachers / Coaches Responsibilities

- Take temperatures prior to each class session
- Keep a log of all student's temperatures
- Attendance is a must
- Students will not handle any gym equipment (only teachers or administrators)
- Students will not be allowed in the gym outside of allocated time
- Set student activities to follow social distancing
- Set student areas ahead of class time
- Have hand sanitizer present before class session and make sure to use it before and after each class session.
- Have a backup mask present at all times

Students/ Student Athlete Responsibilities

- Student's should wait for Teacher to give them directions before becoming active or participating in any activity
- Students are responsible for bringing their own water bottle, bag and equipment
- Students will not be allowed to share any water bottles or clothes
- Absolutely no contact allowed until clearance. (No hugs, handshakes, etc. with coaches, teammates)
- Students will not touch any equipment if not their own
- Students should wear a mask before and after each class session

EXTRACURRICULAR ACTIVITIES AND STUDENT LIFE

Clubs/Extracurricular Activities:

Clubs and Extracurricular activities that will be held on campus will follow the same social distancing procedures as in traditional classes, not limited to:

- Wearing masks at all times
- Sanitizing hands upon entry to a classroom
- Disinfecting work stations before and after all meetings

Additional Considerations

- All-School Meetings - will be conducted virtually via Zoom
- Class Meetings- Due to the large volume of students that are required to attend class meetings, they will be conducted virtually, via Zoom
- Clubs - Small cohorts of students will meet weekly to perform club activities
- Student fundraising activities will require creative planning to maintain social distancing
 - Bake sales and sale of goods/food items is prohibited
- Student Council - meetings will be held in larger campus spaces including the Library, Chapel or outside, weather permitting
- School field trips are temporarily halted and will be assessed for safety standards as the school year progresses

School Activities and Weekend Trips

It is the School's plan to hold weekend outings for our Boarding students. Trips will be carefully planned where students will be able to follow proper social distancing guidelines and still enjoy the many cultural and social experiences that only an independent school education can provide.

Visitors on Campus

- There will be no visitors in any school building or dormitory during the 20/21 school year. Day students cannot enter the dormitories or dining hall
- If a Day parent is picking up or dropping off his or her child(ren), please call (631) 686-1600 to inform the receptionist and complete the sign in/out procedure
- Parent teacher conferences will be held through Zoom or teleconference

SPECIAL EDUCATION

All students who receive special education services through The Knox school will continue to receive these services in person or online. Services provided by the school district are at the districts discretion.

BILINGUAL/WORLD LANGUAGES

The Knox ENL Program provides a comprehensive study of both spoken and written English to international students in need of such instruction. The ENL program enables these students to converse with ease in English and prepares students for the TOEFL, SAT, and other standardized testing in preparation for admission to selective American colleges and universities.

- ENL classes are small and are offered for a variety of ability levels
- A low student-to-teacher ratio encourages accelerated learning
- Extra help is available from subject area specialists
- Advisors regularly meet with each ENL student to review individual progress and provide academic guidance and emotional support
- ENL students interact extensively with English-speaking students in mainstream classes, at arranged-seating dinner tables, and on sports teams, as well as during school activities, field trips and leisure time

Students are placed in an ENL program based on the TOEFL and DuoLingo examinations scores submitted through the Admissions process. The three Knox ENL Programs include:

DIRECT	ENL - LEVEL 1	ENL - LEVEL 2
92+ TOEFL Score	61-91 TOEFL Score	TOEFL Score of 60-Below
Students progress directly into the standard Knox curriculum	Students are required to take one ENL class* in addition to the standard Knox curriculum	Students are required to take one ENL class* in addition to ENL-specific subject-matter classes and select courses within the standard Knox curriculum

Important DuoLingo Deadlines:

- All new international students must complete Duolingo and notify the admissions office by August 1, 2020
- All new international students enrolled after August 1, 2020, must complete Duolingo within 7 days

TEACHER/PRINCIPAL EVALUATIONS

The Knox School follows all NAIS Guidelines to teacher evaluations listed online at <https://www.nais.org/articles/pages/evaluation-and-supervision-145038/>