



July 2, 2020

Dear Students, Parents, and Partners,

Under the COVID-19 Pandemic threat, pursuing the dream of an independent school education, domestically or internationally, and qualifying for acceptance to a top University in the United States presents new challenges. However, allowing these unprecedented circumstances to defer your dream will delay your pursuit of success and will have irreversible consequences. 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 following document presents two scenarios for delivering an effective solution for guaranteed learning, and will be administered based on reopening requirements outlined by the Governor of New York State. Our new 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.

In addition, The Knox School has outlined student support practices and on-campus safety procedures to minimize the spread of germs between students, faculty and staff. Our goal is to provide tools to maintain the highest quality of physical and mental wellness while students receive the exceptional student experience that The Knox School is known for.

Finally, we will be holding a virtual campus meeting **Thursday, August 6, 2020 at 7:00 p.m. EST** through Zoom to discuss reopening plans and to address any questions you may have at this time. A link for this meeting will be sent via email in the coming weeks. You will need to register ahead of time for this event. In the meantime, please visit our [“Welcome, Students”](#) webpage for resources that will assist you in preparing for the coming school year.

Sincerely,

Head of School

An Effective Solution for Guaranteed Learning

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Our 2020-2021 School Year

Fall Semester - 2020

August 21- 24 - Move-in days for Boarding Students
August 25 - 28 - Student Orientation
August 28 Team Choosing from 2:00 p.m. to 3:00 p.m. for students and faculty only.
Weather permitting
August 27 - Parent Meeting Via Zoom at 7:00 p.m.
September 1 - Classes begin
September 7 – **School Closed for Labor Day**
November 24- 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 - 2021

January 8 - 10 - Boarding Students Return
January 11 - Classes Resume
March 22 - 26 - Spring Break (*Boarding students may remain on campus*)
June 11- End of Semester
June 12 - Commencement

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 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.

- Boarding students will arrive between August 21 and August 24, 2020
- Student Orientation will begin on Tuesday, August 25, 2020 (all students will arrive on campus)
- Classes will begin on **Tuesday, September 1, 2020**
- Fall Sports begins 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 in person 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 in person 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 in person 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 or asynchronously if they are overseas.*

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

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 by 3:00 p.m..
- 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.

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 Knox approved school uniform whether in person or online.

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 Support & Procedures

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
- COVID Testing for Residential Students as needed

Mental Health

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
- 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

Student and Staff Protection

Students and faculty will be required to adhere to strict social distancing guidelines. Classroom occupancy will be limited and the following specifications will be implemented:

- Day families must submit a health screening daily before their child arrives on The Knox School campus.
- This form will be sent electronically the night before.
- Medical staff will be present to confirm health screening submissions and take students' temperatures so they may gain entrance to the required campus buildings before the school day begins.
- Boarding students will meet with medical staff daily for health screening.
- Faculty and students must wear a mask at all times while in a public space on campus.
- Students and faculty must use hand sanitizer before entering and upon exiting all classrooms and dining areas.
- Desks and chairs will be sanitized in between classes.
- Bathrooms and common spaces will be sanitized hourly throughout the school day
- Entrances and exits to buildings will be one way and hallways will be marked in to walk in one direction to allow for social distancing..
- Dormitories will not be open for Day student overnight visits during the 20/21 school year.
- Day faculty and students will not enter the dormitories during the 20/21 school year.

Medical Care

The school medical team has put together a comprehensive plan for managing the Health and Wellness Center. The following protocols will be put in place:

- Students will only visit the Health and Wellness Center if they are sick or need to take a prescribed medication.
- Vitamins and non-controlled medications will be kept in the dormitories. Students will be required to submit a letter from their doctor stating that the student is permitted to manage their own medications.
- When students arrive at the Health and Wellness Center, there will be a waiting room where students will be triaged.
- Any Day student who is sick on campus will immediately be sent home.
- Boarding students who become ill will be put in isolation rooms on the second floor of the Health and Wellness Center.
- All social distancing guidelines will be followed in the Health and Wellness Center.
- Boarding students will receive a medical examination and a Covid-19 Test by the School's pediatrician upon arriving on campus. A second Covid-19 test will be performed after students have spent 14 days on campus.

Food Service

The School's Food Service will continue to offer three meals a day to Boarding students. Self-service in the dining hall (i.e. salad bar, sandwich station and panini press) will not be available and seating will be arranged to adhere to social distancing standards.

Only Residential faculty and Boarding students will eat their meals in the dining hall. Day faculty, students and staff will place lunch orders in the morning. The kitchen staff will deliver the orders to classrooms where Day students and staff will eat lunch.

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

Athletics

Knox Athletics are prepared to begin on September 1, 2020, under New York State High School Federation rules, and will follow strict COVID-19 protocols for reopening. Final 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.

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

Day parents dropping off their children late will need to report to the Health and Wellness Center and the student will need to be cleared by our medical staff before attending class.

Parent teacher conferences will be held through Zoom or teleconference.

Boarding Students

Boarding students will arrive on campus between August 21 - 24. Travel plans must be sent directly to mvanmoffaert@knoxschool.org.

Boarders will be expected to follow all the above guidelines when in public spaces. This will include wearing a mask when not in their dorm rooms and when leaving campus.

Any Boarding student who feels ill should report this to the Health and Wellness Center immediately, or call the Administrator on Duty (AOD) at (631) 873-8240 if feeling ill after 7:00 p.m. or on the weekend.

Domestic Boarders may travel home on the weekends and International students may visit their local relatives or guardians on the weekends. The school does not recommend that students use public transportation to reduce the risk of being exposed to Covid-19. Families or guardians will

be expected to submit a health screening before the student is permitted to return to campus.

The School is recommending that all Boarding students purchase their bedding and personal belongings for their dorm rooms online before arriving on campus. This will allow for fewer trips off campus and will reduce the risk of being exposed to Covid-19. These items can be shipped directly to:

Student's Name
The Knox School
541 Long Beach Rd
Saint James, NY 11780

Below are some websites to assist you:

[Target.com](https://www.target.com)

[bedbathandbeyond.com](https://www.bedbathandbeyond.com)

[Amazon.com](https://www.amazon.com)

For all questions regarding returning to school, please call (631) 686-1600 between 9:00 a.m. and 1:00 p.m. After 1:00 pm call the Administrator on Duty (AOD) at (631) 873-8240.

SAVE THE DATE:

Virtual ZOOM Meeting to Discuss Reopening
Thursday, August 6, 2020 at 7:00 p.m. EST

ONLINE REGISTRATION

Please keep an eye on your email for details about Virtual Registration Meetings. Info will be sent in late July.