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# THE KNOX SCHOOL

St. James, New York

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## Student & Family Handbook 2020-2021

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# THE KNOX SCHOOL

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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](http://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 114 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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*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our official Reopening Plan.*

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## 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

Knox Graduates have cultivated the characteristics to be prepared to enter the global community with confidence, a broad world perspective and a wide range of skills to ensure their readiness to enter the next phase of their life journeys.

Knox graduates:

- Are poised with the moral compass to lead in today's global society
  - Are critical thinkers and highly articulate communicators
  - Are intrinsically motivated to pursue academics and lifelong learning
  - Have a high level of competence and commitment to pursuits beyond academics
  - Embrace the value of family and community
  - Are committed to service as a means to support the greater good
- 

## 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 Main 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 3:00 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 3:00 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).

*Some policies have changed due to the PANDEMIC-  
For full details about PANDEMIC related changes,  
[please see our official Reopening Plan.](#)*

Students in grades 7 and 8 have the option to compete in Upper School sports if they pass a qualifying physical exam and endurance test, and are academically eligible. Sports typically run from 3:15 p.m. until 5 p.m.

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For full details about PANDEMIC related changes,  
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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 and a generous complement of electives in all departments. Honors credits are available in most areas of study.

## 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 (1 semester)
Electives + Service	3 Credits + .5 credit of Service per term, grades 11 and 12 (4 total)
<b>Total Credits</b>	<b>23 ½</b>
*May be exempt with appropriate documentation	

Students must accumulate a minimum of **23½** Upper School credits according to stated distributions to meet requirements for graduation. This includes one Visual Art credit, and one Performing Art credit and 3 credits for Electives. All students are expected to take a minimum of six classes per semester. Both Middle School and Upper School World Languages requirements may be waived or deferred with appropriate documentation. At the beginning of each semester, there will be an add/drop period of five days. The Assistant Head of School must approve all schedule changes.

Knox follows a semester 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.

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.

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.

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

All students must participate in after-school activities. In order to meet New York State Physical Education requirements, students must participate in a minimum of two terms of physical activity with one term dedicated to a competitive sport. Students will participate in Work Study or 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.

## **Advanced Placement and Honors**

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

Honors students are assessed at mid-semester 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 semester. 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.

## **Academic Integrity**

It is expected that all students will follow The Knox School's Core Values of Respect, Responsibility, Integrity, Courage, Kindness and Scholarship. For additional details, please see our [Academic Integrity Policy](#).



## 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.

## 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 semester 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
- 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.

## Evaluation of Academic Performance and Reports to Parents

Knox follows a two term 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 semester 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 "2" or above.

**Academic Honors** is earned by students who have no course grade below a B- (80) and no effort grade below "2."

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



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

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

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

Students who consistently show poor academic effort and/or achievement are placed on *Academic Warning* or *Probation*. Students will be subject to appropriate actions and restrictions. Review occurs on a semester 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 semester
- Students earn a grade below “C-” (70) in a single specific course for two semester

#### **Academic Probation**

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

#### **Athletic/Activity Probation**

- Students earn a grade below “D+” (69) in one or more courses
- Students will be required to forfeit practices and games/performances and must report to afternoon study hall
- Students must earn a “C-“ or above to be taken off Athletic Probation

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

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

### **Repeating Courses**

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

## Academic Resources

### 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

*Due to the Pandemic, the library will not be utilized for 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 9:00 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

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, [please see our official Reopening Plan.](#)*

The library is a quiet place to work and study. Its resources include a wide range of media forms from paper books, e-books and on-line computer work stations to research data bases used in college, such as JStor. The Library is open during the academic day and Monday through Thursday evenings during Study Hours unless announced otherwise. Students who fail to uphold the trust placed in them regarding the fair use of library materials may face a fine, loss of library privileges, and/or other disciplinary consequences.

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

In support of the School's Mission, we offer comprehensive English as a 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 look for a minimum TOEFL score of 100 on the TOEFL. All English as a New Language Learners must have a TOEFL Score of 92 to test out of ENL.

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. These students will be placed in our Level 1 program. 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 continue their ENL studies in the United States during the summer months.

### Ordering Text Books

Text books for academic courses may be purchased online via Amazon, unless your instructor provides other information on acquiring your texts (i.e., digital or ebooks). 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 books for English classes (novels and non-fiction), will be purchased by the English Department and student PI accounts will be charged.

### 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. Through Maia Learning's Family Connection module, parents can 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 after report cards are released. Colleges require official transcripts from all applicants. At times interim transcripts may be sent. However, it is preferred that requests be submitted at the end of a semester or after final grades. Final transcripts are sent to colleges after the end of the academic year free of charge. However, there is a \$10.00 fee per Official Transcript request after a student graduates from The Knox School. Students requiring an Apostille certifying their academic work at Knox should expect to incur costs associated with verifying and certifying the documents by the State of New York. This process, usually concluded at the end of the academic year, may take several weeks. **Transcripts will not be released for students whose accounts have not been cleared through the business office.** This includes transcripts for transfers and summer programs.

## Athletics and Physical Education

*Some policies have changed due to the PANDEMIC-*

*For full details about PANDEMIC related changes, please see our official Reopening Plan.*

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

### Requirements

All upper school students must participate in approved after-school activities with a minimum of one term devoted to competitive athletics and one term devoted to intramural sports. In 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 semester 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. PI accounts will be charged for a Knox Sports Package. This package includes all the pieces of the uniform that is mandatory for all after school sports and activities, except horseback riding.

Athletic Practice Attendance – During sports seasons, there will be practices and games that will take place outside of the academic day (8:00 a.m. to 5:00 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.

*\* 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 either Knox warm ups or school uniforms to away games.

### Respecting Privacy Rights

The Core Values of The Knox School are Respect, Responsibility, Integrity, Courage, Kindness and Scholarship. Furthermore, our school's written philosophy inspires us to offer a diverse student body with a supportive atmosphere that celebrates each student's individuality.

In accordance with our Core Values and our philosophy, and in light of the changing times and recent state and federal guidelines, The Knox School has instituted changes to its locker rooms that maximize the privacy rights of both transgender and non-transgender students.

The female and male locker rooms for the Upper School include 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 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 man or woman 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 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 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) 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).
- Will offer make-up exams to elite athletes/performers for all in-class exams 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 Land's End. The School tie is the only item that must 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](http://www.flynnohara.com)

School Code: NY061

### On the Bottom

- Khaki or Gray Twill Pants
- ***BLACK PANTS ARE FOR SENIORS ONLY!***
- Black socks
- Black belt
- Blackwatch Plaid Kilt
- Black knee socks or black tights
- Black shoes (no open toes or open backs; no sneakers or sneaker-styled shoes; no white rubber soles)
- Winter footwear: black dress boots/ankle boots (black rain and snow boots may be worn during inclement weather)

- Khaki shorts (*Beginning of School until October 15 and April 15 until the end of exams; must be knee-length; may be worn without socks and dark-colored "boat shoes," similar to Sperry's brand*)

### On the Top

- Knox short-sleeved polo - *Beginning of School until October 15, and April 15 until the end of exams* (also available in The Falcon's Nest)
- Pastel-colored Oxford dress shirt with Knox School tie (tie available in Falcon's Nest only)
- Pastel-colored Oxford blouse
- Knit turtleneck and sweater (options for cold weather)
- Two navy blazer (grades 6-11)
- Two red blazers (if student identifies as he, him, they, them or theirs) or two cream blazers (if student identifies as she, her, they, them or theirs). **(Seniors and PG's only)**

**Any non-uniform item worn because of inclement weather must be removed when entering any campus building during the academic day. This includes all hoodies, including Knox athletic wear.**



## 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 or musicals. Other occasions are specified throughout the year:

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

## Ceremony Attire

### Commencement Attire for Seniors

- **If student identifies as he, him, they, them, theirs:** Red school blazer, white collared button-down shirt, senior class tie, and white pants with belt, dark dress shoes and dark socks
- **If student identifies as she, her, they, them, theirs:** Appropriate white dress (calf to ankle length), and white shoes

### Commencement Attire for Non-Graduating Students

- **If student identifies as he, him, they, them or theirs:** Navy school blazer, white or pastel collared button-down shirt, school tie, uniform pants with belt, dark dress shoes and dark socks

- **If student identifies as she, her, they, them or theirs:** Solid pastel (light shades of color) dress, and white dress shoes

### Moving-Up Attire for Eighth Grade Students

- **If student identifies as he, him, they, them, theirs:** Blue school blazer, white collared button-down shirt, Knox School tie, white pants with belt, dark dress shoes and dark socks
- **If student identifies as she, her, they, them, theirs:** Solid white knee/calf-length dress, and white dress shoes

## Appropriate 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 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

NOTE: The schedule below is designed for our current Hybrid Model that was implemented as a result of the Pandemic. When the schedule returns to “normal,” it will be inserted herein.

<i>Student/Teacher's Schedule</i>					
Monday	Tuesday	Wednesday	Thursday	Friday "A"	Friday "E"
8:00 am – 9:10 am A Period	8:00 am – 9:10 am E Period	8:00 am – 9:10 am A Period	8:00 am – 9:10 am E Period	8:00 am – 9:10 am A Period	8:00 am – 9:10 am E Period
9:10 am – 9:27 am Morning Zoom	9:10 am – 9:27 am Morning Zoom	9:10 am – 9:27 am Morning Zoom	9:10 am – 9:27 am Morning Zoom	9:10 am – 9:27 am Morning Zoom	9:10 am – 9:27 am Morning Zoom
9:32 am – 10:44 am B Period	9:32 am – 10:44 am F Period	9:32 am – 10:44 am B Period	9:32 am – 10:44 am F Period	9:32 am – 10:44 am B Period	9:32 am – 10:44 am F Period
10:50 am – 12:02 pm C Period	10:50 am – 11:35 am G Period	10:50 am – 11:35 am C Period	10:50 am – 11:35 am G Period	10:50 am – 11:35 am C Period	10:50 am – 11:35 am G Period
12:07 pm – 12:52 pm LUNCH	12:07 pm – 12:52 pm LUNCH	12:07 pm – 12:52 pm LUNCH	12:07 pm – 12:52 pm LUNCH	12:07 pm – 12:52 pm LUNCH	12:07 pm – 12:52 pm LUNCH
12:57 pm – 2:09 pm D Period	12:57 pm – 2:09 pm H Period	12:57 pm – 2:09 pm D Period	12:57 pm – 2:09 pm H Period	12:57 pm – 2:09 pm D Period	12:57 pm – 2:09 pm H Period
2:15 pm – 3:00 pm Advisory	2:15 pm – 3:00 pm Clubs	2:15 pm – 3:00 pm Class Meetings/ College Counseling/ Extra Help	2:15 pm – 3:00 pm Student Council / Extra Help	2:15 pm – 3:00 pm Extra Help	2:15 pm – 3:00 pm National Honor Society/ Extra Help

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

\*\* 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 may not be available at this time of day and transportation is the responsibility of the parent(s) or guardian(s).**

## Attendance Policies

*Some policies have changed due to the PANDEMIC-*

*For full details about PANDEMIC related changes, please see our official Reopening Plan.*

### 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, the student 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 1<sup>st</sup>.

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

### **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. If a student misses an academic commitment as a result of tardiness, he/she will receive a "zero" for any work missed. 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 is frowned upon at The Knox School and does not show a strong commitment to education. 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. A student with 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 be signed out at the front office by a parent or approved guardian and the reason must be provided.

If a student is being picked up by a parent/guardian at the end of the school day, the student must be signed 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 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 and school districts both inside and outside of the Smithtown area, 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

<b>COLD DAY Closing</b> Closing due to extreme temperature or wind chill	<b>SNOW DAY Closing</b> Closing due to snow or hazardous driving conditions
<p>School will be canceled if the forecast for 6 a.m. the following morning shows:</p> <ul style="list-style-type: none"> <li>• <u>Wind Chill</u> is below -40 degrees Fahrenheit <b>OR</b></li> <li>• Air Temperature is below -25 degrees Fahrenheit</li> <li>• Decisions will be made by 6:30 p.m. the night before a cancellation.</li> </ul> <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><b>Cancellations include:</b></p> <ul style="list-style-type: none"> <li>• Classes and programs at all grades 6-12</li> <li>• After-school programs and extra-curriculars</li> <li>• Field trips</li> <li>• School events</li> <li>• Athletics - posted on: <a href="http://www.plusportals.com/theknoxschool">www.plusportals.com/theknoxschool</a> and <a href="http://www.knoxschool.org">www.knoxschool.org</a>.</li> <li>• Family Engagement activities (Parent Association meetings, open Dorms, conferences, etc.)</li> <li>• Meetings and activities held at Knox by outside organizations (tutoring, etc.) Contact the organizer with questions</li> </ul>	<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. <i>Every attempt will be made to make the decision and begin notifications between 5 and 5:30 a.m. the morning of the cancellation.</i></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><b>Cancellations include:</b></p> <ul style="list-style-type: none"> <li>• Classes and programs at all grades 6-12</li> <li>• After-school programs and extra-curriculars</li> <li>• Field trips</li> <li>• School events</li> <li>• Athletics - posted on: <a href="http://www.plusportals.com/theknoxschool">www.plusportals.com/theknoxschool</a> and <a href="http://www.knoxschool.org">www.knoxschool.org</a>.</li> <li>• Family Engagement activities (Parent Association meetings, open Dorms, conferences, etc.)</li> <li>• Meetings and activities held at Knox by outside organizations (tutoring, etc.) Contact the organizer with questions</li> </ul>
<p><b>EARLY DISMISSAL</b></p> <p>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><b>DELAYED START OF SCHOOL</b></p> <p>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 practice all 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.

These Core Values apply at all times both on and off campus, when school is in or out of session, as long as the student is enrolled at Knox. The School is also obligated to acknowledge and support all applicable laws and ordinances of local, county, and state agencies and governments.

### 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 assignment 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, 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, fireworks,

ammunition or associated items is grounds for expulsion

### Fire Hazards

The possession or use of matches, lighters, candles, incense, or any item associated with combustion is prohibited. Small appliances and hair dryers must be unplugged when not in use. Fire alarms should be reserved for actual emergencies, and students are expected to exercise good judgment before using pull-stations. 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 Knox 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 Knox School.

Harassment is a form of discrimination. Discrimination is defined as the unfair treatment of someone in terms of the opportunities, benefits and advantages available to others. Every student of The Knox School has the right to a learning environment free from harassing behavior, hazing or bullying. 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.

### **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 Knox School. Student use of alcohol, tobacco and e-cigarette products are strictly prohibited on campus. Purchasing, selling, distributing, acting under the influence of, possessing or using such will result in disciplinary action or possible dismissal from The School. Students who are suspected of any infraction of this policy will be subject to a general search by the Dean of Students, Director of Student Life, AOD or other administrator. 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 Knox School.

### **Prescribed Medication, Over-the-Counter Medication and Dorm Medication Abuse**

The misuse of over-the-counter medication, prescription drugs or the abuse of Dorm medications containing inhalants and other harmful chemicals is prohibited and will result in dismissal from The Knox 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 Knox School.

### **Absences from Academic and School Commitments**

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

### **Attendance and Tardies**

All teachers are required to track tardiness for every student that is late for class without a note from a faculty member or administrator using Plus Portals. If a student is more than five minutes tardy to class, the teacher should student automatically assign a detention.

Tardy reports will be 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 while enrolled, 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. 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 and will result in immediate dismissal from The Knox 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**

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, [please see our official Reopening Plan.](#)*

Students are expected to remain on The Knox School campus at all times unless officially signed-out. Students are not allowed in wooded areas or on Long Beach Road without permission. Day students may enter boarding student residences after the school day ends at 5:10 p.m. and **only** with the permission and presence of the Dorm Parent on Duty.

### **Uniform Policy**

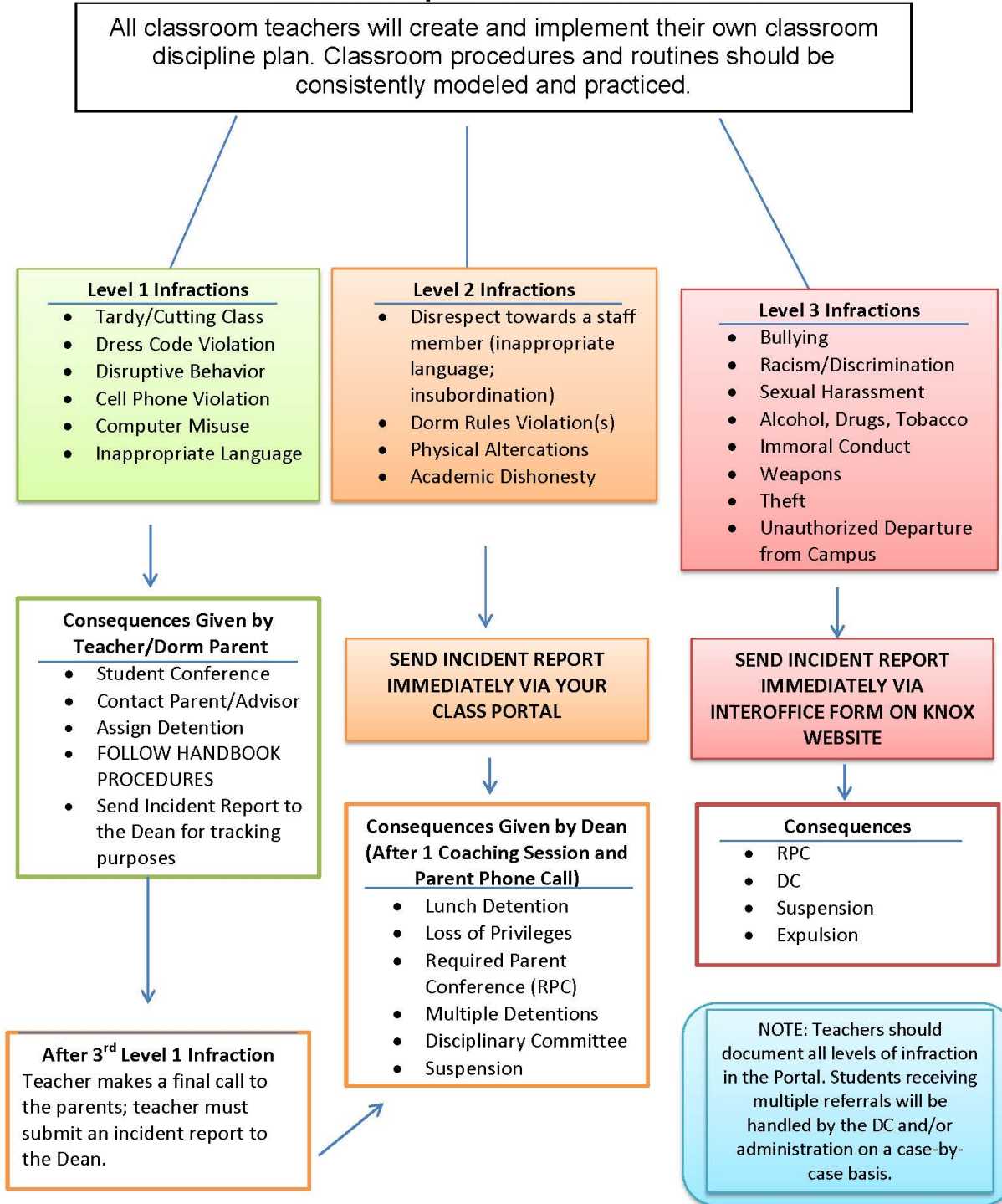
All students are expected to comply with uniform policies during the school day. The accumulation of three uniform violations as noted by any faculty or staff member within a semester period will result in detention.

### **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 that a student does not reside in, other than in approved lounges, is in violation of school rules. In addition, students that reside in the same dormitory are not allowed to enter the room of another student without permission.



## Student Discipline Referral Flow Chart



## Technology Policies & Acceptable Use and Social Media Policies

The Knox School provides technology resources for the educational and professional use of its students. Through technology, our school community has an endless flow of information, taking our students beyond the classroom and providing tremendous opportunities for enhancing, extending and rethinking the learning process. In keeping with The Knox 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 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 Knox 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. Chrome Books are also available for sign-out in the Main Office. You are expected to use these resources in a mature, ethical, legal and responsible manner. Access to The Knox School Network is a privilege and not a right.

### 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. 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. **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.**

### Privacy

The Knox School has the right to monitor usage of 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, on the Knox School Network or on workstations. The network is routinely monitored and maintenance is performed on a regular basis.

### Unacceptable Use of The Knox School Network

- Tampering with School workstations; such as disconnecting wires, removing or relocating workstations, disassembling components
- Involvement in any activity prohibited by law
- Intentional use of invasive software, such as viruses, worms, Trojan Horses and other malicious software
- Interfering with the operation of the network. This includes: hacking, cracking, probing, attempts to gain access to the

network servers and equipment, utilizing excessive amounts of bandwidth, and setting up network equipment (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
- Use of a web-camera, microphone or smartphone to record or take pictures of individuals which could be considered inappropriate, illicit, sexually explicit or embarrassing to anyone in any way
- To participate or engage in personal attacks, harass another person, or post private information of another person
- Posting personal contact information about yourself or others (phone number, address, etc.)
- Meeting with someone you met online without parent permission
- Misusing school-issued email accounts

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

Access to The Knox School Network is a privilege and not a right. Technological social misconduct is considered a violation of school rules, and students run the risk of loss of access to the Internet and confiscation of computer equipment. The Knox School reserves the right to confiscate all personal cell phones, tablets, laptops or other devices for review when there is suspicion of policy violation in all disciplinary cases. Serious infractions which include cyber bullying, hazing and or illegal activity are considered major violations and disciplinary action or expulsion is at the discretion of The Knox School.

## **Social Media Policy**

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

## **Responsibilities**

- Use good judgment and act responsibly, in accordance with the Knox Core Values
- Know and follow The Knox School's Technology Acceptable Use Policy
- Know that all information you share is public information
- Use appropriate language, communication and digital images
- Act in a way that is expected of our community members, to enhance your reputation, the reputation of others and The Knox 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

Social Media: You Tube, Vimeo, Facebook, Instagram, Tiktok, WeChat, WhatsApp

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

Social Bookmarking: Delicious, Digg

## Cell Phones, Tablets and MP3 Players

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

### Monday–Friday

- Boarding and day students may use cell phones and receive calls, at lunch, during free periods, and after the conclusion of afternoon commitments such as sports or activities until their next school commitment. Cell phones are not to be used in the dining room during meals, during evening study, meetings, or after lights out
- Please note that students are not to use cell phones or receive calls during classes, athletic practices or games, meals, evening study hours, or school programs

### Saturday and Sunday

- Cell phones may be used throughout the day, except for meals and Sunday evening study hours, until lights out
- The sole purpose of the use of cell phones by Knox students focuses on providing the following:
  - Greater opportunity and extended time for communication with family

- More efficiency and less expense in making long-distance calls
- Improved communication for day students regarding pick-up times and locations

At no time are music listening devices allowed during academic classes, in between 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 also use these devices during travel time on off-campus excursions. Students must understand that these devices may only be used during the time of travel and must be put away when arriving at a destination. It is understood that while such devices provide opportunities for entertainment, they detract from socializing with peers and enjoying school activities fully.

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

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

## Sanctuary Policy

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

Sanctuary can be invoked in the instances of alcohol or drug use/overdose, danger due to physical or psychological distress, sexual or other harassment and/or an unsafe environment either on or off campus. Sanctuary is a confidential arrangement between the school, the student(s) and the student's 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

A student requesting Sanctuary should approach any adult on campus and state that Sanctuary is being sought 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.

- 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

### 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, particular to the incident
- 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)



## Health, Wellness & Safety

***Note: New York State law PROHIBITS smoking and vaping ANYWHERE on The Knox School Campus***

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our official Reopening Plan.*

A team of medical professionals provides Knox students with comprehensive health care at the Health & Wellness Center, located on the first floor of the Mezzanine House. The Center is staffed by Registered Nurses, a Licensed Clinical Social Worker (LCSW), Certified Athletic Trainers and a Certified Pediatric Nurse Practitioner. The 5-bed health center maintains Registered Nurses on duty Monday through Friday from 7am to 7pm. A Registered Nurse is accessible and on call every night and on weekends when school is in session. Our fulltime LCSW is available Monday through Friday during school hours and maintains an office in the Dann Administration Building. The Athletic Trainers are also Certified Chiropractic Sports Physicians and are on campus for athletic activities and games. They maintain an office in our athletic center.

The Certified Pediatric Nurse Practitioner is frequently on campus as needed and provides routine well visits, sick visits, vaccinations, referrals, prescriptions, and consultations. The Certified Pediatric Nurse Practitioner treats students on a fee-for-service basis and will bill to the students' health insurance. If your insurance is part of an HMO or another group that requires referrals, you will be required to obtain an insurance referral from your child's primary care physician. Alternatively, you can pay for the nurse practitioner's services upfront if your child's insurance is not accepted. The nursing staff will determine if a student requires an evaluation from our Certified Pediatric Nurse Practitioner and an appointment will be scheduled.

The Health & Wellness Center is well equipped to provide routine medical care for a majority of wellness needs, illnesses and injuries. In general, students should go to the Health & Wellness Center during their free time, such as before school, after school, during lunch or study hall periods. Students should not miss classes unless symptoms interfere with the student's ability to function and participate in class. If a student is too ill to attend class, activities or athletics, the student must be in the Health & Wellness Center. No student is permitted to return to his or her dorm for medical reasons during school hours.

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our official Reopening Plan.*

Should your child require health services outside the scope of our Certified Pediatric Nurse Practitioner – such as dental or orthodontic care, mental health, vision care, or other medical specialties – our staff will assist in the scheduling and transportation. Students requiring emergency care will be transported to local hospitals or urgent care centers. There are four hospitals within 5 to 10 miles of our campus (Stony Brook University Hospital, St. Catherine's of Siena, St. Charles Hospital and Mather Hospital). Stony Brook University Hospital is a Level 1 Trauma Center.

## **Required Health and Medical Forms**

All students are required to have annual physical examinations by a licensed health care provider. Immunization records must be submitted in compliance with New York State requirements. The Health & Wellness Center employs Magnus Health to manage students' health records, emergency information and health forms. Magnus Health is an online and electronic student medical record system. Parents/guardians are required to submit all health records using their student's Magnus Health Portal. Parents/guardians will receive instructions to set up their student's Magnus Health Portal upon registering their child for the next school year. All health forms are required to be updated annually.

## **Seasonal Sports Medical Updates**

Prior to start of our winter and spring sport seasons, parents/guardians will be required to complete an online medical update survey on behalf of their child. This update is in addition to the required annual physical and is in accordance with New York State Department of Education guidelines regarding interscholastic sports. Students will not be able to participate on a sport team if this update is not completed.

## **Prescription and Non-prescription Medication**

All medications (prescription, non-prescription, over-the-counter) must be stored at the Health & Wellness Center and administered by the Health & Wellness Center's nurses. All boarding students and any day students requiring medication administration during school hours must bring their prescriptions and physician instructions to the Health & Wellness Center for review by the medical staff. 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. Medications, both prescription and non-prescription, may not be kept in student dorm rooms. Exceptions to this are students who have received written permission from their physicians to self-carry or self-administer, such as epi-pens, inhalers, etc. Written permission must be submitted to the Health & Wellness Center.

All medications must be brought to the Health & Wellness Center by the student's parent or guardian in the original pharmacy packaging with the prescription label in place and written in English. Medications may not be sent to the students directly.

It is the student's responsibility to arrive at the Health & Wellness Center at the prescribed times to receive his or her medication. If a student fails to take his or her medication or does not arrive at the prescribed time(s), the student will be considered non-compliant and parents/guardians will be notified.

Parents/guardians are responsible to obtain prescription refill orders from their child's physician. The Health & Wellness Center requests that all new prescriptions and refills be submitted to Spages Pharmacy in St. James, (631) 584-6460. Parents/guardians will be notified when their child's medication quantity is running low. If the child's physician will not be renewing or refilling the student's medication orders, it is required that the Health & Wellness Center receive written notification in a timely fashion from the physician.

Medications brought to the Health & Wellness Center will not be dispensed nor sent home when the student is off-campus during school vacation breaks or holidays. Parents/guardians are asked to maintain an appropriate supply of the student's medications at home for these time periods.



If the student is off-campus for a school-sponsored trip, appropriate arrangements for the medication administration will be made. The Health & Wellness Center is fully stocked with, and may administer routine, over-the-counter medications for conditions prescribed by our Certified Pediatric Nurse Practitioner. This would include medication for pain, fever, colds, gastrointestinal discomfort, and allergies. Parents/guardians must complete the consent forms prior to the student receiving any treatment and/or over-the-counter medications. Consent forms can be found in each student's Magnus Health Portal.

### **Illness or Injury During the School Day**

Day and boarding students who become ill during the school day should report to the Health & Wellness Center after obtaining a pass from their current teacher or coach. Under no circumstance should the student contact their parent or guardian to arrange pick up. All ill or injured students must be assessed and evaluated by the Health & Wellness Center's medical staff. If it is determined by the medical staff that the student is too ill to complete the school day, the faculty and staff will be notified regarding the student's plan for the day. The Health & Wellness medical staff will contact day student parents in the event their child is ill and needs to be picked up. Only the Health & Wellness medical staff can release a student due to illness. Students who are released for medical illness or injury must be signed out at the Health & Wellness Center and at the Main Office. Students who do not follow these procedures will face disciplinary action.

### **Illness or Injury after Hours and Weekends**

Students who become ill or injured after the Health & Wellness Center closes or on the weekends should report to a dorm parent, supervising adult or the Administrator on Duty (AOD). The AOD will contact the on-

call Registered Nurse for consultation. In case of an emergency, the AOD and staff will follow standard emergency protocol and call 911.

### **Medical Related Absences and Returning to School**

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 injury or illness must provide medical documentation to the Health & Wellness Center and the Dean of Students upon their return. Before returning to school, students must be free of any fever, vomiting or diarrhea for a minimum of 24 hours. Additionally, if a student has been prescribed medication for a contagious illness such as strep throat, that student must not return to school until he/she has been on the medication for 24 hours or as advised by his or her physician.

### **Overnight Stays**

A boarding student may be admitted to stay overnight in the Health & Wellness Center if it is deemed the student is contagious or too ill to return to his or her dorm. The student will be cared for and supervised by a Health & Wellness Center Registered Nurse.

### **Required Student Health Insurance**

All students must have appropriate health insurance coverage. International students are required to purchase health insurance through The Knox School. This health insurance policy provides coverage for accident and illness expenses in addition to wellness care. Domestic students are encouraged to maintain a health insurance plan that is widely accepted in New York.

## For Day Students

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

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

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our [official Reopening Plan](#).*

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 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 emailed by the Residential Life Office on Tuesdays. Students wishing to attend events 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** Public school buses and private vehicles will proceed behind Miura Hall from the main entrance of The School and line up by the Library entrance that faces Miura Hall.

**Arrival:** 7:30 – 7:45 a.m.

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

**Departure:** 5:10 p.m.

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 the [IMPORTANT FORMS](#) section for the appropriate 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 is invited to attend breakfast in Houghton Hall. Questions regarding transportation, including busing, should be addressed to the Director of Transportation at 631-686-1600, ext. 441.

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

### **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

## For Boarders

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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 Residential 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 the 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.

### 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

Record of guardians is kept by the Office of Student Life. Please see the [IMPORTANT FORMS](#) for the appropriate 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**  
8:00 p.m. – 9:15 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 **for seniors & PGs only**
- Studying on bed or floor instead of at desk
- Studying in the student commons
- 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
- 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 school year. 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. 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 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 Student Life immediately upon arrival. These items will then be locked in a fire proof safe.

### **Dorm Safes**

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

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, [please see our official Reopening Plan.](#)*

Knox offers wonderful weekend opportunities to enrich the lives of all students. The Director of Residential Life 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 activity sign-ups are emailed to the student body on Mondays or Tuesdays and posted on or students to sign up. The cost of most weekend trips is built into students' tuitions; however, some trips may warrant extra charges, to be determined by the Head of School and/or Director of Residential Life. **Each boarding student is required to attend at least ONE off-campus activity each weekend.**

### Weekend Leave Procedure

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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 semester. 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 of 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 School Calendar.

For seven day boarding students, parents must submit proper permission to the Director of Student Life through email to the Director of Student Life by 12 noon on the Thursday prior to the requested weekend. For

students visiting a friend's Dorm, the host family must also submit proper permission through the Director of Student Life by 12 noon on the Thursday prior to the requested weekend.

When inviting students to visit, host families are expected to provide adult supervision. It is important for host families to remember and be familiar with The Knox 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.*

### Fall Registration and Vacation Departures and Arrivals

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our official Reopening Plan.*

Vacation departure and arrival procedures are established to facilitate the safe transition of students on and off campus. It is important to plan the purchasing of tickets and/or arranging car services to and from airports or train stations for specified arrivals and departures in advance. An email detailing travel arrangements should be sent from the parents or guardians to the Director of Student Life for approval. With advance notice, The School can arrange for

transportation to and from the St. James train station for specified arrivals and departures. Students will not be permitted to leave campus with a driver arranged by the family if the parent or guardian has not given prior permission. The School will not manipulate exam schedules, classes, athletic contests, the closing of school for vacation or other commitments to correspond with a student's travel plans. All student contracts contain the information about fees that will be incurred should a 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. The shuttle only goes to JFK International Airport. In an effort to accommodate everyone arriving and departing, the bus will make stops during certain busy times. If a student arrives earlier than a designated pick-up time he or she is welcome to wait in the airport until the shuttle arrives. On departing days, if a student's flight is after the designated drop off time the student may take the shuttle to the airport and wait until it is time for his or her flight.

For all other travel needs to the airport, including escorting younger students to security, please contact Excellence Car and Limo Service 1-877-886-0013 or email Maureen Van Moffaert, Student Life Coordinator at [mvanmoffaert@knoxschool.org](mailto:mvanmoffaert@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 Student can be viewed on The School Calendar (located on The School website ([knoxschool.org](http://knoxschool.org)) or Plus Portal ([www.plusportals.com/theknoxschool](http://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**, 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><b>Student's Name</b> <b>Dormitory Name</b> <b>The Knox School</b> <b>541 Long Beach Road</b> <b>Saint James, NY 11780</b></p>
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## For All Students

*Some policies have changed due to the PANDEMIC- For full details about PANDEMIC related changes, please see our official Reopening Plan.*

### 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 for students at Knox. Students meet with advisors during scheduled times throughout The School year. In addition, the advisor works with the appropriate administrators to ensure that all advisees are meeting their responsibilities in all areas of school life. In an independent school, it is customary for advisors to invite their advisees either on an outing or over for a meal once a semester.

### 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 Susan Layton, Service Learning Coordinator at [slayton@knoxschool.org](mailto:slayton@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 average 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 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 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).

### 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 at The School store. The School is not responsible for student spending in these areas.

## For Parents

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### 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](http://www.knoxschool.org)).

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

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

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

The Knox School Parents' Association is led by a Parent Board of elected officers. The 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 Knox School relies on the generosity of alumni, parents and friends to help fund its distinctive educational programs. It is expected that every Knox School family will donate yearly to the Annual Fund, and support other fundraising initiatives at the level 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.

<b>MAIN SCHOOL NUMBER - (631) 686-1600</b>
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Kristen Tillona-Baker, Head of School	Ext. 415	<a href="mailto:ktillona@knoxschool.org">ktillona@knoxschool.org</a>
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### Academics

Virginia Riccardi, Asst. Head of School	Ext. 409	<a href="mailto:vriccardi@knoxschool.org">vriccardi@knoxschool.org</a>
Emma Sharkey-Frageau, BOOST	Ext. 405	<a href="mailto:esharkey@knoxschool.org">esharkey@knoxschool.org</a>
Donna Pergola, College Counseling	Ext. 406	<a href="mailto:dpergola@knoxschool.org">dpergola@knoxschool.org</a>

### Student Life

Maureen Van Moffaert, Director of Student Life	Ext. 427	<a href="mailto:mvanmoffaert@knoxschool.org">mvanmoffaert@knoxschool.org</a>
Aimee Roderick, RN., Health & Wellness	Ext. 434	<a href="mailto:aroderick@knoxschool.org">aroderick@knoxschool.org</a>
Jennifer St-Amour, School Social Worker	Ext. 412	<a href="mailto:jstamour@knoxschool.org">jstamour@knoxschool.org</a>

### Business Matters

Phil Savana, Business Manager & Controller	Ext. 422	<a href="mailto:psavana@knoxschool.org">psavana@knoxschool.org</a>
Debbie Argano, Dir. of Transportation	Ext. 441	<a href="mailto:dargano@knoxschool.org">dargano@knoxschool.org</a>
Karyn Cernera-Bush, Dir. of Marketing & Communications	Ext. 425	<a href="mailto:kcbush@knoxschool.org">kcbush@knoxschool.org</a>

### Athletics

Majestic Mapp, Dir. of Athletics	Ext. 425	<a href="mailto:mmapp@knoxschool.org">mmapp@knoxschool.org</a>
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### Admissions

Caitlyn Adams-Davis, Director of Admissions	Ext. 418	<a href="mailto:cadams@knoxschool.org">cadams@knoxschool.org</a>
Cindy Simkus, Administration for Admissions	Ext. 414	<a href="mailto:csimkus@knoxschool.org">csimkus@knoxschool.org</a>

### Alumni & Giving

Danielle Taylor, Operations Director Admissions and Development	ext. 439	<a href="mailto:dtaylor@knoxschool.org">dtaylor@knoxschool.org</a>
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### Summer Programs

Liam Daugherty, Director of Summer Programs & Crew Coach	Ext. 420	<a href="mailto:ldaugherty@knoxschool.org">ldaugherty@knoxschool.org</a>
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# THE KNOX SCHOOL

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## IMPORTANT FORMS

Please complete and submit these forms before school begins

- ✓ [FERPA Act – Consent to Disclosure of Information](#)
- ✓ [Parent Authorization for Boarding Student Guardianship](#)
- ✓ [Day Student Permission to Stay Overnight Form](#)
- ✓ [Student Driver – Permission to Drive On/Off Campus](#)
- ✓ [Permission to Leave Campus with a Student Driver](#)
- ✓ [Parent Authorization for Day Student Dismissal](#)



## Appendix A – 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.
- Cheating on homework or exams, in any of its forms, is dishonest and violates policies of academic honesty.

Students are expected to academic writing 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



## Appendix B -The Knox School ENL Summer Program Policy Statement

### Summer Programs in English as a New Language

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

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

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

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

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

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





## Appendix C - Concussion Guidelines and Procedures

### Prevention

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

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

### Education – Staff

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

NYSED has approved the course *Heads Up to Clinicians* for school nurses and athletic trainers to be completed every two years. This free online course was developed by the CDC and is available at <http://preventingconcussions.org/>. This is not a NYS specific training video; therefore, the scope of practice of certified athletic trainers and school nurses in NYS may differ from what is described in the training. Registered professional nurses and certified athletic trainers practicing in NYS must follow NYS laws in regards to licensing and scope of practice.

All Knox School coaches, athletic trainers and registered nurses (RNs) will complete the appropriate training as mentioned above and will maintain active certifications.

### Education – Parents and Students

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

The Knox School provides to the parents, the written concussion information provided by the CDC Heads Up program. This written information is specific for parents and is attached to The Knox School's *Parent Consent Form for Athletic Activities*. Prior to consenting, all parents are required to review the information and are encouraged to ask any questions.

Additionally, parents will learn about concussions during preseason sports meetings. Printed concussion information sheets will be available. Education should include, but not be limited to, the definition of concussion, signs and symptoms, how concussions may occur, why concussions are not detected with CT Scans or MRIs, management of the injury and the protocol for return to school, activity or interscholastic athletics. The protocols will cover all students returning to school after suffering a concussion, regardless if the accident occurred outside of school or while participating in a school activity.

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

The following educational topics will be given to the students:

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

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

### **Concussion Management Team**

The Knox School has established a concussion management team (CMT). The CMT includes the athletic director, athletic trainer, school RNs and school physician. Additional school staff such as administrators, guidance counselors, teachers, physical education teachers and coaches may participate with the CMT on an as needed basis. The CMT will collaborate with the private medical provider, the student and the student's family to assist with the student's recovery.

The CMT will coordinate training for all administrators, coaches, teachers, student athletes and parents. Training is mandatory for all physical education teachers, coaches, assistant coaches and volunteer coaches who work with student athletes. Training is also mandatory for all school RNs and athletic trainers. Parents need to be aware of The Knox School's policy and procedures and how these injuries will ultimately be managed by school officials and what information is necessary for The School to receive from a medical provider.

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

## Concussion Management Protocol

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

## Return to play – Student Athletes

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

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

**Phase 1** – Low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 2** – Higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 3** – Sport specific non-contact activity such as low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 4** – Sport specific activity, non-contact drills such as higher resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 5** – Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to

**Phase 6** – Return to full activities without restrictions.

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

### **Return to play – Non-Athletes**

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

### **Classroom Teacher**

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

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

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

## Concussion Signs and Symptoms for Classroom Teacher

### *Physical Symptoms*

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

### *Cognitive Symptoms*

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

### *Social and Emotional Symptoms*

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

**REMEMBER: WHEN IN DOUBT, CONTACT AIMEE RODERICK, RN., DIRECTOR OF HEALTH AND WELLNESS, EXT. 434 or [aroderick@knoxschool.org](mailto:aroderick@knoxschool.org)**

# THE KNOX SCHOOL

Saint James, New York

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## 2020-2021 School Reopening Plan

541 Long Beach Road, Saint James, NY 11780 • (631) 686-1600 • [www.knoxschool.org](http://www.knoxschool.org)





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## OUR 2020-2021 SCHOOL YEAR

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### **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

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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 Missirlian, 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

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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

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### 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

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## **HEALTH AND SAFETY**

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### **Health Checks and Daily Screenings**

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#### **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**

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- 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

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### 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 NYSAIS 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. <b>English</b>	7:15 - 7:45 a.m. <b>Science</b>	7:15 - 7:45 a.m. <b>Math</b>	7:15 - 7:45 a.m. <b>History</b>	7:15 - 7:45 a.m. <b>VPA</b>
OPEN FOR	PREP PERIODS;	TWO PERSON	MAXIMUM	OCCUPANCY
2 - 3 p.m. <b>Math</b>	2 - 3 p.m. <b>World Language</b>	2 - 3 p.m. <b>BOOST</b>	2 - 3 p.m. <b>Science</b>	2 - 3 p.m. <b>Math</b>
3 - 4 p.m. <b>History</b>	3 - 4 p.m. <b>VPA</b>	3 - 4 p.m. <b>English</b>	3 - 4 p.m. <b>World Language</b>	3 - 4 p.m. <b>History</b>

### 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**

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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**

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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

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### Cleaning and Disinfecting

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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 cleaning 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 PlusPortals 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
<b>Total</b>	=	<b>12</b>

- 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 have 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

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### Guaranteed Meals

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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

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- 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
- CulinArt Manager will clean and disinfect all tables and food prep spaces during and in-between meals

## Compliance with Nutrition Guidelines\_\_\_\_\_

CulinArt 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.

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# TRANSPORTATION

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## 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).

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## SOCIAL AND EMOTIONAL WELL-BEING

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### 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”

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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

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- 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

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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

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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.	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
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

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### Daily Attendance Collection Policy

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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

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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

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- 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

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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

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### Flexible Budget Plan for Reopening School

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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

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### Ensuring Access

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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

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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

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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

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## Guaranteed Learning Plan

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### **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.

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## ATHLETICS

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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

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- 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](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/ucmcns-kDBa7%5Ecetbfrjd>
- Covid -19 Mobile Health Screening Tools

<https://gams.omecl.com/portal/wts/ucmens-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

### **Teacher's / 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

### **Student's/ 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

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### **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, Chape 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

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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

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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

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