



**KNOX**

**UNLOCKING STUDENT POTENTIAL SINCE 1904**

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# **Student & Family Handbook**

**THE KNOX SCHOOL**

541 Long Beach Road

Saint James, New York 11780

+1 631 686-1600 | [www.knoxschool.org](http://www.knoxschool.org)

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## **Greetings from the Head of School**

It is such a pleasure to introduce you to Knox through our Student and Family Handbook! This document will answer many of the questions you may have, whether you are a new or returning Knox Family. But first – what makes our school the right choice compared to others?

**At Knox, everyone cares for you and knows your name.** Small class sizes allow students to receive the individual attention they deserve when investing in a private school education. We are here for the RIGHT reasons - our students. Each and every member of our community has an authentic connection to Knox as a school, and to its students as young people with potential that only a Knox experience can unlock and maximize.

**At Knox, every student's potential is unlocked and maximized.** We believe that every student has specific strengths and ambitions - and even if you have yet to discover them, you will find them at Knox because we exist for student success. Our administrators, faculty and staff take dedication to the extreme to make sure every Knox student succeeds. Whether you are an aspiring engineer or equestrian, artist or actor, designer or performer, mathematician or writer, a Knox education unlocks every student's potential and poises them to excel after high school.

**At Knox, you will be inspired beyond academics.** The entire school community lives the Knox School Core Values of Respect, Responsibility, Integrity, Courage, Kindness and Scholarship, as part of our dedication to the continual development of the whole person.

**At Knox, boundless experiences await you.** Knox is known as the school where students try new things they never thought were possible. Students can be athletes and actors, equestrians and engineers, rowers, designers, performers, leaders and more – all in a supportive and nurturing environment.

**At Knox, opportunities are simply unlimited.**

**Our website ([www.knoxschool.org](http://www.knoxschool.org)) is also a valuable source of information.** As always, if you have further questions or need additional guidance, we are available to speak to you personally and can be reached by email or phone.

**Knox's ideologies and long-standing traditions have transformed our students for 118 years.** We welcome you to our school community and look forward to a rewarding and fulfilling year!

Virginia Riccardi, Head of School  
M.A., Columbia University, Teachers College  
B.A., Stony Brook University

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*This handbook outlines the standards required by The Knox School.  
The content is subject to change at the discretion of the Administration.*

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# Mission and Core Values

*Our Mission, Purpose, Philosophy and Core Values are the pillars on which a Knox experience is built, and guide us towards greatness as a school community.*

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## 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

Members of 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 (below) 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.

<b>Respect</b>	<b>Responsibility</b>	<b>Integrity</b>	<b>Courage</b>	<b>Kindness</b>	<b>Scholarship</b>
Acting with fairness, courtesy, timeliness and sensitivity to individuals and the community.	Acting in accordance with what is right, even in the absence of authority, and being accountable for one's behavior	Adhering consistently in word and deed to principles of truth, honesty, trustworthiness and sincerity.	Demonstrating the internal strength to act, venture, or persevere in the face of difficulty.	Acting with consideration, compassion, and empathy for others at all times.	Building a foundation of knowledge and skills that develops the intellect through open thought and freedom of inquiry.

# The Academic Program

## *College Preparatory Diploma Requirements*

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Departments	Credits
English	4 Credits PLUS 1 credit for Capstone
Math	3 Credits (Algebra 1 and above)
Science	3 Lab Science Credits
History	4 Credits
World Languages <i>May be exempt with appropriate documentation</i>	3 Credits, consecutive levels, same language
Visual Arts	1 Credit
Performing Arts	1 Credit
Health	1 Credit
Electives	3 Credits
Service Learning	1 Credit
Choir	1 Credit
PE/Sports	2 Credits
<b>TOTAL CREDITS</b>	<b>28 Credits</b>



*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. Read on for a description of our middle and upper school programs.*

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**The Middle School** serves students in grades six through eight and is a “cell phone free” student body. Students turn their cell-phones in to a secure space when they arrive at school and retrieve their phones at the end of the day. Day students may elect to leave their cell phones at home. Boarders may leave their cell phones in their dorm rooms during the school day.

The Middle School curriculum is designed to provide a solid foundation in both content and skills for a smooth transition into the Upper School College Preparatory Program. Some Middle School students may be eligible to pursue Upper School credit in Math, Science, and World Languages. The study of World Languages begins in grades 6 and 7; students study one trimester each of French, Spanish and Chinese, helping them choose a level I language course for grade eight. The appropriate use of technology and developing effective organizational and study skills are stressed across the Middle School curriculum as are writing, research and study skills. The academic day ends at 2:50 p.m. and enrichment, a study skills lab, and study hall runs until 5 p.m. when buses arrive for day students and boarders

return to their dorms to get ready for dinner.

**The Upper School** serves students in grades nine through twelve and provides a core curriculum of challenging, college preparatory classes, Advanced Placement courses and electives in all departments. Knox is committed to offering classroom instruction that is both engaging and challenging and encourages students to go “above and beyond” in their quest for academic growth and success. To accomplish this goal, cell-phones are stored in an over-the-door, hanging pocket system during the class period to minimize distractions. Honors credits are available in most areas of study and highly qualified Upper School students may work with the faculty to develop an independent study that is aligned with his or her future college goals. Upper School students also have access to dual-enrollment classes for college credit.

Students must accumulate a minimum of 28 credits according to stated distributions to meet the requirements for graduation, including one Visual Art credit, one Performing Art credit, one Choir credit 3 credits for Electives and 2 credits for Physical Education/Sports.

All students are expected to take a minimum of six classes per semester. At the beginning of each semester, there will be an add/drop period of five days. The Dean of Academics must approve all schedule changes. Knox follows a two-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 Dean of Academics.

### **Other Upper School Requirements**

Students must take and pass English and History each year to be eligible to receive a Knox diploma. Credit for a World Language not offered at The Knox School will be assessed on an individual basis.

Students for whom English is their second language must meet The Knox 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 Expanding ENL II is not guaranteed if a yearly average of "B" is not maintained.

To meet New York State Physical Education requirements, students must participate in at three seasons of after-

school competitive sports for each year they are enrolled in Upper School. Most Knox students, however, are three season athletes.

### **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 enrollment 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 Dean of Academics, 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.**

**Our Academic Program is College Preparatory.** 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 Dean of Academics.

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 semester of a course and is a year-long commitment.

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**

In very rare cases, qualified Upper School students may be granted permission to take an online course through an accredited online academic institution with approval from the Dean of Academics. Students must supply the Dean of Academics access to their online teacher

to receive regular progress updates. Grades earned in 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 semester, to be completed the last week in the classroom and at times, outside the classroom. A more detailed schedule will be released by the Dean of Academics 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 located in our course catalogue and in this handbook.



## Letter Grade System

<b>A+</b>	97 - 100	<b>B+</b>	87 - 89	<b>C+</b>	77 - 79	<b>D+</b>	67 - 69
<b>A</b>	94 - 96	<b>B</b>	84 - 86	<b>C</b>	74 - 76	<b>D</b>	65 - 66
<b>A-</b>	90 - 93	<b>B-</b>	80 - 83	<b>C-</b>	70 - 73	<b>F</b>	64 - 0

\***P**=Pass      \***F**=Fail      \***I**=Incomplete

*\*Not calculated into student's average or GPA*

An Incomplete is given only with permission from the Dean of Academics 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

**1- Excellent    2- Good    3- Fair    4-Poor**

To promote a strong work ethic in our students and encourage active learning, specific numerical values are assigned to describe the level of effort students put forth in their classes.

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(s) 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.*

## **Academic Performance Evaluation /Reports to Parents**

Knox follows a two semester 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. Student scholastic reports with teacher comments are posted to Blackbaud and are accessible on the student and parents pages at the end of each semester.

## **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 a "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**

While these instances are rare because of the caliber of our Knox students, occasionally, students may struggle and/or show poor academic effort and/or achievement. These students are placed on Academic Warning or Probation, and the School and its staff intervene to make every effort to assist the student in getting back on track. Students on probation will be subject to appropriate actions and restrictions so these interventions are given priority and have a time to occur. Progress reviews are conducted throughout each semester. Students placed on Academic Probation may be subject to loss of financial awards, dismissal or non-renewal of contract.

**Academic Warning is issued** to students who earn a grade *below C- (70) in two courses for one semester*, or to students who earn a grade *below C- (70) in a single specific course for two semesters*.

**Academic Probation is issued** to students who earn *a semester grade below D (65)*, or to students who earn *a semester grade below C- in three or more classes*.

Students on Academic Warning in the preceding term who do not demonstrate improved effort and achievement will be placed on Academic Probation.

Students on Academic Probation are at risk of losing financial awards.

**Athletic and Activity Probation is issued** to students who earn *a grade below D+ (69) in one or more classes*. These students will be required to forfeit practices and games/performances, and must report to an assigned afternoon study hall room.

*Students must earn a C- or above to be taken off Athletic or Activity Probation.*

### **Repeating Courses and Promotion to the Next Grade Level**

Students who have failed a course must repeat the course at Knox unless a passing grade has been earned in a summer school program approved by the Dean of Academics. 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.

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 requirements for graduation may be required to repeat these courses in summer school to be promoted to senior year.

# Academic Resources

*In keeping with our Mission, Purpose and Philosophy, The Knox School staff goes above and beyond to deliver a college preparatory education, and to offer appropriate support services to our students when necessary.*

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## **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. Students are enrolled upon recommendation of current documentation and/or parental request. BOOST classes are taught both individually or in a small (no more than 3 students) group setting by qualified learning specialists and meet during one period of the student's schedule. See our website for BOOST fees and course descriptions.

The Knox School works closely with the Smithtown School District to provide necessary services, when possible, according to specific IEP or 504 plans. These services typically include: speech, counseling, resource room, and occupational therapy. Other services may be available upon request and need. Since services are provided through the Smithtown School District, not all services may be available each year.

## **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. Supervised Upper School study hours are two (or more) hours each evening; Middle School study hours are typically an hour and 15 minutes each evening. Evening study hour times are announced at the beginning of each term.

## **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 Dean of Academics.

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 Services**

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 workstations to research databases 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 (ENL) 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.

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 2 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 Textbooks**

Textbooks 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. The Main Office will send the BOCES Textbook Program Information to all eligible students during the summer prior to the start of school. 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 continues through graduation. Students begin by creating a MaiaLearning account which is a comprehensive, web-based program that provides college and career planning solutions to optimize student success throughout the application process. Through MaiaLearning's Family Connection module, parents can stay abreast of the student's application progress. During their junior year, students 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. 415.

## **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). Official transcripts are sent directly to educational institutions or agencies, only. Transcripts must be requested via the School's website by the student or by parents or guardians if the student is under the age of 18. End-of-year transcripts for students transferring to other schools may take up to fifteen days after report cards are released. For students who graduate, their final transcripts are sent to the college they will be attending at the end of the academic year free of charge. However, there is a fee per Official Transcript request after a student graduates from The Knox School. Students requiring an Apostille certifying their academic work at Knox will be charged for the 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 to colleges, summer programs, or other high schools for students whose accounts have not been cleared through the business office.

# Athletics and Physical Well-Being

*As a student-athlete, you represent Knox on a whole different level. As such, all students are expected to uphold the School's Core Values while participating in any and all athletic activities, both on and off campus. The same goes for Knox coaches and parents.*

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## Requirements

All Upper School students must participate in three seasons of competitive athletics after school in lieu of Physical Education classes. In cases of illness or injury, written medical information from a doctor should be forwarded to the Director of Health & Wellness and Athletic Director. Being absent from athletics or activities without prior permission will be considered an unexcused absence. Students with five or more unexcused absences in a season may risk losing credit for that term.

Please note that a Knox athletic uniform is required for all students. PI accounts will be charged for a Knox Sports Package that provides all the pieces of the uniform that are mandatory for all after school sports and activities. A listing of all sports offerings can be found on the Athletics page of our website.

## Athletic Practice Attendance

During sports seasons, there will be practices and games that will take place

outside of the academic day. These practices and games may occur in the evenings and on weekends. It is expected that families will support their children's athletic pursuits.

*\* Some athletic activities may require an extra fee.*

## 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 maintain a diverse student body with a supportive atmosphere that celebrates each student's individuality.

As always, our primary goal is to educate every student in a safe and supportive atmosphere both in the classroom and on the playing fields. In accordance with Federal law, our locker rooms have been designed to maximize the privacy rights of all students, regardless of sexual orientation or gender identification. The locker rooms designated "Male" and "Female" include multiple private changing areas. Any student who wishes to have increased privacy while changing may use these areas on a voluntary basis.

# Elite Athlete / Performer Policy

*The Knox School recognizes that select students are involved in outside athletic or performances opportunities that may take time from their daily school schedule. While these occasions are rare, we take pride in our flexibility to accommodate these students.*

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## Elite Athletes and Performers

An Elite Athlete / Performer is defined as a student-athlete who competes 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. Only the Director of Athletics can approve Elite status after a formal application process and with all of the proper documentation.

## Elite Athletes/Performers Expectations

- Submit an “Off-campus Physical Education Program” form at the beginning and end of every season 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 9 hours of physical activity per week. In so doing, they are in compliance with New York State Education Department policy.

- 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.
- 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.



# 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. 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. 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. The School reserves the right to require students to change into appropriate Knox attire if they are deemed out of dress code. Image is everything!*

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## 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 is provided by School Uniforms by Tommy Hilfiger ([globalschoolwear.com](http://globalschoolwear.com)) and can be purchased online or at the Falcon's Nest, our school store. Students may choose their uniform pieces based on their gender identification.

## Blazers

Blazers are an important part of the Knox School Uniform. Navy and Red blazers can be purchased through [globalschoolwear.com](http://globalschoolwear.com) or the Falcon's Nest. White Blazers must be purchased through the Office of Student Life. It is highly recommended that students purchase two blazers.

- Students in grades 6-11 - Navy blazer, preferably two
- Seniors and PG's – Red blazer for those who identify as he, him, they, them, theirs;

White blazer for those who identify as she, her, they, them or theirs

## Fall and Spring Wear (until 10/15 and from 4/15)

- Short-sleeved polo in red or blue; white from years prior is acceptable.
- Khaki Shorts with a black belt, or kilt
- “Boat Shoes” (similar to Sperry’s) or other appropriate black or brown shoes; socks are optional with Boat Shoes. With any other shoes, wear black socks, knee highs or tights.

**NOTE:** *Students may wear any winter uniform top or bottom during inclement or colder weather during the Spring and Fall.*

## Winter Wear (10/15-4/15)

### TOP:

- White or light blue Oxford shirt (long-sleeved, collared button-down) with Knox tie from the Nest
- White or light blue Oxford blouse (long-sleeved, collared button-down)
- Navy or Red Sweater or Sweater Vest over the Oxford - REQUIRED, Mon-Thurs.;
- Blazers on Friday (see p. 15)
- Appropriate, dark-colored Winter Jacket  
**NO HOODIES!**

## **BOTTOM:**

- Khaki Pants with a black belt and black socks

➤ **BLACK PANTS ARE FOR SENIORS ONLY!**

- Blackwatch Plaid Kilt with knee highs or black tights

➤ **BLACK KILTS ARE FOR SENIORS ONLY!**

- Black or brown dress shoes (no open toes or open backs; no sneakers or sneaker-styled shoes; no white rubber soles)

➤ No white gym socks! Dark dress socks only!

NOTE: Black or brown dress boots/ankle boots, rain and snow boots, including black UGG Boots and black Timberlands may be worn during inclement weather

## **Formal Fridays**

In keeping with The Knox School tradition of blazers, Fridays will be designated as formal-wear days, i.e., each student will wear his or her complete uniform, including his or her blazer during the winter-wear season (10/15-4/15) **every Friday**. Complete uniforms including blazers, will also be worn during formal events on The Knox School campus, or formal off-campus trips and will be announced as they arise.

## **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
- Appropriate-length dress or skirt with a blouse or dress pant suit and appropriate shoes
- Knox School uniform with blazer (every Friday during the winter season)

## **Ceremony Attire**

### **Commencement Attire for Seniors**

Students will wear a red cap and gown.

If student identifies as he, him, they, them, theirs: short sleeved button down shirt, tie, dress slacks and dress shoes (under cap and gown)

If student identifies as she, her, they, them, theirs: appropriate length summer dress (under cap and gown)

### **Commencement Attire for Non-Graduating Students**

If a student identifies as he, him, they, them or theirs: Navy school blazer, white or light blue short-sleeved button-down shirt, school tie, uniform pants with belt, dark dress shoes and dark socks

If a 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 a student identifies as he, him, they, them, theirs: Blue school blazer, short-sleeved, white collared button-down shirt, Knox School tie, white pants with belt, dark dress shoes and dark socks

If a 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 revealing shorts/skirts/dresses
- No leggings
- No offensive or inappropriate t-shirts
- ◇ No cut off or skin-revealing blouses

### **Uniform Violations (see page 21 for further details)**

**Any Boarder who is out of uniform** will be sent back to his or her dorm to change, which results in missing valuable class time. If a second uniform violation occurs, and a Boarding student cannot show that he or she has all pieces of The Knox School uniform, his or her PI account will be charged and the pieces will be ordered.

**Day students** will receive one warning. A second violation will result in a phone call home to either pick up the student, or bring his or her uniform to the School. After the third time, Day students’ PI accounts will be charged and the pieces will either be obtained immediately from the Falcon’s nest, or be ordered by the Office of Student Care and Compliance.

# Daily Schedule

*The Knox School adheres to a schedule that allows students to take 8 classes a year. Classes are blocked by 70 minute periods, designated “A” through “E.” Monday, Wednesday and every other Friday are “A” days – students attend their A, B, C and D classes. Tuesday, Thursday and every other Friday are “E” days – students attend their E, F, G and H classes. Lunch is always a stand-alone block. Classes begin at 8 a.m. and conclude at 1:55 p.m., after which our Mandatory Community Period takes place from 2 p.m. until 2:50 p.m. Our day ends with sports from 3 p.m. until 5 p.m. At this time, the busses arrive for our day students.*

Monday	Tuesday	Wednesday	Thursday	"A" Friday	"E" Friday
8:00 am - 9:10 am	8:00 am - 9:10 am	8:00 am - 9:10 am	8:00 am - 9:10 am	8:00 am - 9:10 am	8:00 am - 9:10 am
A	E	A	E	A	E
9:15 am - 10:25 am	9:15 am - 10:25 am	9:15 am - 10:25 am	9:15 am - 10:25 am	9:15 am - 10:25 am	9:15 am - 10:25 am
B	F	B	F	B	F
10:30 am - 11:40 am	10:30 am - 11:40 am	10:30 am - 11:40 am	10:30 am - 11:40 am	10:30 am - 11:40 am	10:30 am - 11:40 am
C	G	C	G	C	G
11:45 am - 12:35 pm	11:45 am - 12:35 pm	11:45 am - 12:35 pm	11:45 am - 12:35 pm	11:45 am - 12:35 pm	11:45 am - 12:35 pm
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:45 pm - 1:55 pm	12:45 pm - 1:55 pm	12:45 pm - 1:55 pm	12:45 pm - 1:55 pm	12:45 pm - 1:55 pm	12:45 pm - 1:55 pm
D	H	D	H	D	H
2:00 pm - 2:50 pm	2:00 pm - 2:50 pm	2:00 pm - 2:50 pm	2:00 pm - 2:50 pm	2:00 pm - 2:50 pm	2:00 pm - 2:50 pm
All School Meeting & Community Advisory/ Class Meetings	Community/ Extra Help/ Senior Graduate Seminar	All School Meeting & Community Extra Help/ Honor Society Meetings	Community/ Clubs/ Middle School Seminar	All School Meeting & Community Extra Help/ Academic and Athletic Council Meetings	All School Meeting & Community Extra Help/Main Council Meetings
3:00 pm - 5:00 pm	3:00 pm - 5:00 pm	3:00 pm - 5:00 pm	3:00 pm - 5:00 pm	3:00 pm - 5:00 pm	3:00 pm - 5:00 pm
Sports	Sports	Sports	Sports	Sports	Sports

**Community Period**

“A” Mondays – Advisory  
 “E” Mondays – Class Mtgs

**Honor Society Meetings (During Community Period)**

- 1<sup>st</sup> Wednesday – Rho Kappa (History)
- 2<sup>nd</sup> Wednesday – Mu Alpha Theta (Math)
- 3<sup>rd</sup> Wednesday – NEHS (English)
- 4<sup>th</sup> Wednesday – NAHS (Art)

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

# Attendance

*The attendance policies outlined herein must be precisely followed. Knox is an open campus, and students are in multiple buildings over 30 acres of land on a daily basis. While your children are in our care, it is important that we know their whereabouts at all times in case any emergency arises and we need to account for our student population.*

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## Absences and Punctuality

School Attendance is a legal document that The Knox School takes very seriously. All teachers are required to track absences and lateness in Blackbaud. Attendance reports are run regularly by the Main Office. **If a student arrives late to school, he/she must sign in at the main office before proceeding to class.** When a student is “absent unexcused” or “tardy,” he or she will lose participation points for the class, and will receive zeros for any of the work he or she has missed, including tests and quizzes. After 3 unexcused absences or tardies, detention will be assigned.

**Day student parents are expected to contact the Main Office by 8:00 a.m.** the day of any absence, and provide written documentation of the absence upon the student’s return for the absence to be excused. If a student is absent 2 days or more due to illness, a doctor’s note is required for the student to return.

## Excused Absences

Students will be excused from school for only the following reasons, and must

produce written proof of the absence: sickness; sickness/death in family; required court appearances; scheduled appointments with physicians, health clinics and/or agencies; religious observance/impassable roads/quarantine; Counselor endorsed college visit.

## Absences for College Visits

Seniors are allowed to miss five days of classes prior to May 1 for the purpose of visiting colleges and universities. In the spring, juniors may miss two days of classes, and visits must be scheduled before May 1st. Formal written requests for approval of college visits must be received by the College Counseling office at least a week in advance of the visit, and should be submitted before final travel arrangements are made. Students must be prepared to complete all work they miss during college visits and will be asked to provide proof of the visit.

**Any unexcused absence** from a class or any after school program will result in a zero for the day. Students will not be excused for breaks, leaving early or returning late from school breaks, visits to other schools, family vacations, or any

other reason. There will be no exceptions to this rule. Absence from Community Period and Assemblies is also considered an unexcused absence.

### **Excessive/Chronic Absences**

Chronic absence is defined as missing nineteen or more days in a school year or an average of two days a month. Excessive, unexcused absences may result in a referral to the school Social Worker and/or the student may be placed on a Behavioral Probation Plan until or unless there is consistent improvement in attendance. Once a student has ten absences and has received the intervention described in the latter sentence, he or she will be issued an attendance warning letter. More than nineteen absences will place the student on Academic Probation. The School will make every effort to work with students and families experiencing attendance challenges, however excessive, unexcused absences may result in dismissal from The School.

### **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. If a student must leave school early for any reason, he or she must sign out at the Main Office before leaving campus. Any student who is departing campus earlier than 5:00 p.m. 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 instead of riding the bus, notice must be given to the Office of Student Care and Compliance by noon of the same day. Boarding students must follow all sign-out procedures outlined in the "For Boarders" section of this Handbook.

### **Testing Absences**

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 Dean of Academics. 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 Dean of Academics 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 show proof upon return that the absence was entirely related to documentation and only lasted as long as needed to complete and obtain 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 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 about closing school for students, staff and families. Additionally, delayed start times may occur depending on circumstances resulting from inclement weather.*

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## Cold Day/Snow Day Closings

School may close occasionally due to extreme temperature or wind chill, or when snow or hazardous conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. Every attempt will be made to make the decision and begin notifications between 5 and 5:30 a.m. the morning of the cancellation.

**In addition to heavy snow and icy conditions, school will be closed if the forecast for 6 a.m. of the following morning calls for:**

- Wind Chill below -40 degrees Fahrenheit OR
- Air Temperature is below -25 degrees Fahrenheit

**Notification will be sent directly to families via Blackbaud and the Remind App, and will be posted to News 12 Long Island and The Knox School website.**

Cancellations on school closing days include:

- Classes and programs for all grades 6-12
- After-school programs and extra-curriculars
- Field trips
- School events
- Athletics
- Family engagement activities (Parent Student Association meetings, school sponsored events
- Meetings and activities held at Knox by outside organizations (tutoring, etc.) Contact the organizer with questions.

## Delayed Opening/Early Dismissal

Occasionally, we will call a delayed opening or early dismissal. Families will be notified in “real time” via Blackbaud or the Remind App.

# Conduct Policies/Community Expectations

*At The Knox School, there is a general expectation that students will practice 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 creates a caring environment of which Knox is proud. Most student conduct “violations” are minor and are handled by teachers and appropriate members of the administrative team. If there are repeated infractions, or if a student violates a major school rule as outlined in this handbook, the Head of School may be called upon to review the situation and to recommend consequences. The School is also obligated to acknowledge and support all applicable laws and ordinances of local, county, and state agencies and governments with regards to student behavior both on and off campus and to adhere to the appropriate consequences.*

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## Uniform Policy

The Knox School uniform is a central part of the traditions that make our school unique, and all students are expected to wear their uniforms with pride every day. Uniform pieces should be cleaned and pressed regularly so students present themselves in the image of neatness and formality. Uniform requirements are clearly outlined beginning on page 14.

**Any Boarder who is out of uniform** will be sent back to his or her dorm to change, which results in missing valuable class time and a “zero” for participation points, which will be recorded in Blackbaud. If a second uniform violation occurs, and a Boarding student cannot show that he or she has all pieces of The Knox School uniform, his or her PI account will be charged and the pieces will be obtained from The Falcon’s Nest or ordered. Repeated violations will result in a phone call home and detention.

**Day students will receive one warning,** and parents will be notified that a second violation will result in a phone call home to either pick up the student, or bring his or her uniform to the School. After the third time, detention will be assigned, and Day students' PI accounts will be charged and the pieces will be obtained from the Falcon's Nest or be ordered by the Office of Student Care and Compliance.

Any non-uniform item worn because of inclement weather must be removed when entering any campus building during the academic day.



## **Conduct towards Others in the School Community**

Every student and staff member of The Knox School has the right to learning and working environment free from harassing behavior. At the same time, every member of our community has the responsibility to do his or her part to maintain a school free of such behaviors. While such instances on campus are rare, if you see something, say something.

The School follows New York State Law 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. Behavior that undermines the self-esteem of others will not be tolerated. Behavior such as unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments about a specific individual, a group of individuals or the School in general is unacceptable, and may result in dismissal from The Knox School.

### **Safety**

Endangering the safety of others or yourself by harmful or threatening behaviors is taken seriously at The Knox School. 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. 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. The possession or use of matches, lighters, candles, incense, or any item associated with combustion is also prohibited. 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.

### **Vaping, Drugs, Alcohol – Zero Tolerance**

New York State law PROHIBITS smoking and vaping ANYWHERE on The Knox School Campus. Student use/purchase of and/or sale or distribution of alcohol, drugs or non-prescribed controlled substances, tobacco, or e-cigarette products is strictly prohibited on campus. The Knox School has a zero tolerance policy; using or being in possession of such substances will result in immediate dismissal. 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.

## **Theft and Vandalism**

The Knox School is an intentionally small and trusting community. Incidents of theft or vandalism are extremely rare, but here are a few reminders...

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; actions that are determined to be criminal will be prosecuted and the student will be dismissed from The Knox 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.

## **Accountability and Consequences**

Students and families of The Knox School have invested in a private school education for a reason – to receive a well-rounded experience that teaches more than what can be learned from textbooks. While extreme cases of disciplinary action are few and far between, students will be held accountable if and when they engage in any type of behaviors that do not align with our Core Values. The School employs a Dean of Students who will deal with any issues that arise on a case-by-case basis. Consequences include parent outreach and/or meetings, detention, in-school suspension and out-of-school suspension depending on the infraction.

The goal of The Knox School Administration and staff is to provide a learning environment free of distractions that will allow each and every student to unlock his or her hidden potential. For this reason and others, students who are deemed to be distracting others, by their words or behaviors, will be dealt with accordingly.

# Responsible Use of Technology

*The Knox School provides technology resources so that students can advance academically and have an advantage among their peers. Through technology, our school community has an endless flow of information, taking our students beyond the classroom and providing tremendous opportunities for enhancing the learning process. Students are encouraged to bring laptops and personal computers to use in their dorm rooms to support their academic success. 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. Additionally, our classrooms are "cell-phone-free zones." Students store their cellular devices in pockets over each classroom door at the beginning of the period, and are permitted to retrieve the devices at the end of the period only. The following technology policies are based on the upholding of our Core Values and are designed to protect the entire School community.*

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## Responsibilities

As a Knox student, you will have access to the School Network and the Internet. Designated workstations are provided for students in the Library and the STEM lab. 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, and may be revoked at any time for any reason. The use of personal and school computers is also 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.

## 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. 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 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 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.
- Involvement in any online activity prohibited by law.
- 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 financial or personal gain.
- Attempting to log onto 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.

- Participating or engaging in personal attacks, harassing another person, or posting private information of another person
- Posting personal contact information about yourself or others (phone number, address, etc.)
- Meeting with someone you met online without parent permission
- Misusing school-issued email accounts

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

Access to The Knox School network is a privilege, 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 their technology when they violate this policy. 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 Administration.

### **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.

- 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 reputation of 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, YouTube, Vimeo, Instagram, Tiktok, WeChat, WhatsApp, Prezi, Slideshare, Wikis, Google Docs, Blogging, etc.

### **Cell Phones, Tablets and MP3 Players**

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

#### **Monday–Friday**

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 during classes or sports, in the dining room, during evening study, meetings, or after lights out.

#### **Saturday and Sunday**

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

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 may use these devices during travel time on off-campus excursions, but 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.

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.

# Health, Wellness and Safety

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

*The Knox School prides itself on providing the highest levels of care to the entire school community. Students and staff alike have access to our round-the-clock nursing staff and school physician. In addition to physical health and well-being, our team of dedicated professionals provides social-emotional learning and support for our students. Whether you are a boarding student or a day student, your families can rest easy knowing you will be safe and your needs will be supported at The Knox School.*

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**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 Pediatrician. The 5-bed health center maintains Registered Nurses on duty Monday through Friday from 7 a.m. to 7 p.m. A Registered Nurse is accessible and on call every night and on weekends when school is in session.

**The School Pediatrician** is frequently on campus as needed and provides routine well visits, sick visits, vaccinations, referrals, prescriptions, and consultations. The Pediatrician 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 Pediatrician's services upfront if your child's insurance is not accepted. The nursing staff will determine if a student requires an evaluation by our Pediatrician and will schedule an appointment and arrange transportation.

**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.

Should your child require health services outside the scope of our Pediatrician—such as dental or orthodontic care, mental health, vision care, or other medical specialties – our staff will assist with 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 a Pediatrician. 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.

### **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 RN. 911 will be called in an emergency.

### **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 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.

### **Mental Health Support**

Our School Social Worker is available on campus during the school day to provide brief counseling services to help students navigate any challenges they may be facing. The Social Worker provides the necessary support to enhance students' social and emotional well-being, which helps students increase their academic performance and get the most out of their Knox experience, both educationally and socially.

## For Day Students

*Day students and their families are a very important and integral part of the Knox community. As such, the School offers day students the opportunity to participate in any supplemental and boarding activities and events. Knox is a stronger community because of the diversity of its population, and we encourage our day students to join our weekend activities that are planned through the Office of Student Life.*

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

Day students are encouraged to participate in evening and weekend activities and stay overnight when necessary. Overnight permission forms can be downloaded via Blackbaud and must be submitted to the Director of Student Care and Compliance 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.

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. Student Life at Knox seeks to provide exciting adventures and opportunities for all students both on and off campus. Students may choose to attend a variety of outings and 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 Office of Student Life on Tuesdays. Students wishing to attend events are expected to pay for related costs through their PI accounts.

Although most weekend trips are included in our 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**

Public school buses and private vehicles will proceed around Miura Hall from the main entrance of The School and line up by the side entrance of the library for drop off and pick up.

**Arrival:** 7:30 – 7:45 a.m.

After check in, if a day student has time before class he or she is invited to attend breakfast in Houghton Hall.

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

Buses and private vehicles will pick up students by the side entrance of the library. Students not picked up by 5:20 p.m. must check in with the Administrator on Duty and report to their assigned dormitory. Male Day Students are assigned to Houghton Hall. Female students are assigned to Knipe Cottage.

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 library 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 Care and Compliance that morning.

If a student is going to be picked up and dropped off at school by a guardian, the

Office of Student Care and Compliance must have record of the person. These forms can be accessed via Blackbaud and must be submitted to the Office of Student Care and Compliance.

The Knox School does not follow the public school schedule and students receiving public school transportation may not have busing services during the time public schools are closed. It is the parent's responsibility to be in contact with the home school district to determine busing availability. When transportation is not available parents are responsible for making alternate arrangements so students can be in attendance for the regular school day and other mandatory school events.

Questions regarding transportation, including busing, should be addressed to the Director of Student Care and Compliance at 631-686-1600, ext. 421

### **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 assist in providing transportation.

## **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 if the following guidelines are not adhered to:

- Students must register their car with the Office of Student Care and Compliance and apply a school decal to their vehicles.
- 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 Director of Student Care and Compliance. Violations may result in the suspension of driving privileges.

# For Boarders

*Residential Life at The Knox School grows students' abilities to be engaged and empowered community members through Knox's Core Values. Our Residential Life programming is supportive and student-centered. We believe:*

- A nurturing and familial environment will promote mutual respect, 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

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## **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. A Knox residential experience:

### **Self**

- Provides students with opportunities for personal, academic, and intellectual growth as well as individual character development
- Presents the opportunity to identify and strengthen personal talents and life skills
- Establishes consistent and appropriate expectations, procedures, guidelines and methods of communication

### **Community**

- Facilitates a familial environment

- Creates, promotes and ensures a safe and secure environment
- Grows the ability to compromise, and respect the rights of others
- Models 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**

- Provides opportunities for the building of values to prepare students for dormitory living in college

Each and every member of the Residential Life Community is expected to promote these objectives 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 assist our staff in communicating 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. Students must vacate campus during Winter and Spring Break. It is only under highly unusual circumstances that students will be allowed to remain on campus over breaks, and a fee will be charged.

Record of guardians is kept by the Office of Student Care and Compliance. All forms are available on our website ([www.knoxschool.org](http://www.knoxschool.org)) and Blackbaud.

## **Dorm Parents**

Each dormitory has Dorm Parents, with one serving as Head Dorm Parent. 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 and successful life. 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 for a school commitment or medical appointment.

### **Roommates**

Every effort is 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 pairings 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. Additionally, each roommate should conduct him or herself to create a dorm-room environment in which his or her roommate can 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 is observed Sunday through Thursday after dinner for two standard hours each evening; upper classmen often study beyond the two hours that are enforced by our Dorm parents. Study times are announced at the beginning of each school year and students receive reminders on the daily bulletin.

- 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, unless they choose to study in the library or lounge after getting permission from a dorm parent.

### **Room Checks**

Dorm Parents inspect rooms at 7:45 a.m. every morning before a student starts his

or her day and again immediately following dinner. Additionally, dorm chores are to be completed before 10:00 pm. 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. The following are items to consider:

- Beds are made
- No clothes on floors or under beds
- No food, wrappers or trash on floors
- Floors are vacuumed or swept regularly 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
- 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 with Dorm Parent permission and by following the proper sign in/sign out procedure.

## **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 by the end of lunch on the preceding Wednesday. 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 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 loss of guest privileges.

## **Room Furnishings and Décor**

The rooms and furnishings within are the property of The Knox School. Rooms should 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.

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, nails and adhesive LED lights cause significant damage to the walls and may not be used. Student PI accounts will be charged for supplies and repair labor if the walls are left damaged.

## **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 in dorm rooms:

- 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. Typically, student PI accounts are charged unless other arrangements are made.

## **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 return their keys 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. 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 and will not be tolerated.

## **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 before 9:00 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 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 may not conflict with a student's attendance at mandatory school events. 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, and students must 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, copies of passports, I-20 forms and visas must be given to the Admissions Office immediately upon arrival. Copies will then be locked in a fire-proof safe. Students are responsible for the safekeeping of their original copies.

## **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. 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, which will result in a meeting with the Dean of Students.

## **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.

## **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**

Knox offers a variety of weekend activities to enrich the lives of all students. The Director of Student Life seeks to provide exciting adventures and opportunities for all students on and off campus. Day and boarding students may attend their choice of outings. Weekend activity sign-ups are shared with the student body on Mondays and/or Tuesdays. 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 Student Life. Boarding students are required to attend at least ONE off-campus activity each weekend.

## **Weekend Leave Procedure**

Weekends at Knox begin on Friday or Saturday at the conclusion of the student's athletic responsibilities, except for Closed Weekends which are noted on the School Calendar. 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 by 12 noon on the Wednesday prior to the requested weekend leave. For Boarders visiting a friend's home, the host family must also submit proper permission through the Director of Student Life by 12 noon on the Wednesday prior to the requested weekend.

When inviting students to visit, host families are expected to provide proper adult supervision. It is important for host families to remember and be familiar with The Knox School's 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 Knox Administrator on Duty must be notified.

All Boarding students on weekend leave must return to campus by 7:00 p.m. on Sunday or they may lose weekend travel 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 for any reason at any time.

## **Vacation Departures and Arrivals**

Vacation departure and arrival procedures are established to facilitate the safe transition of students on and off campus. 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 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.

**Arrival**

If a student arrives to the School any later than the Scheduled Arrival Date per the School Calendar, there will be a \$250 fee.

**Breaks**

During School Breaks, if a student leaves campus before the allowable travel time or returns to campus after the scheduled return date, the student will receive a grade of -0- for the classes missed and charged a \$750 administrative fee.

**Transportation to and From JFK Airport**

For your family's convenience, The Knox School provides a shuttlebus *to and from JFK International airport only* on designated arrival and departure days. 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.

Departure and Arrival Dates for Boarding Students can be viewed on the School Calendar (located on our website ([knoxschool.org](http://knoxschool.org)) or in Blackbaud.

**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 do not have their phones on their persons during class time or study time. 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. Student packages are delivered to the dormitories daily by our Maintenance Staff. It is the right of The Knox School to request that a student open their packages in front of an administrator.

***When sending mail, the following address should be used:***

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

# For All Students

*The Knox School Community is a unified group of administrators, educators and students who choose a Knox working and learning environment because of what makes it unique compared to many other schools. At Knox, the student experience is at the center of everything we do. Beyond academics, we provide for the physical and social-emotional needs of our students through our family atmosphere and co-curricular programming.*

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## Dining Services

All students of The Knox School, Boarding and Day, have access to three meals a day as part of their tuition. Our dining facilities serve breakfast and lunch, with periodic, family-style, all-school luncheons for the entire school community. On a rotating basis, dinner may be 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 be using their cell phones or headphones during any meals. Middle school students are required to sign in at 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 hall 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 every area of school life.

## **Service Learning by Grade**

Students are expected to complete 15 service learning hours each year of attendance at Knox. 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. Service Learning is part of the academic program at Knox and a class that is offered to students so they will have the opportunity to fulfill their requirements.

## **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. Interested students must complete an application that will be reviewed by a faculty committee, composed of five faculty members selected by the Head of School, to determine a student's eligibility and if he/she will be accepted. As a group, students participate in and lead activities that aid the local community and the country through fundraising efforts and service projects.

## **Other Honor Societies**

The Knox School is proud to offer membership in: Mu Alpha Theta (International Math Honor Society) Rho Kappa (International History Honor Society), Tri-M Music Honor Society, National Art Honor Society, National English Honor Society Science National

Honor Society, National Junior Honor Society.

## **Clubs**

Clubs are a mandatory part of our program at The Knox School and are built into students' academic schedules. Clubs offer opportunities for enrichment by enabling students to work together with their peers who share common interests and/or goals. A variety of clubs and student activities are available for all students and are primarily student-driven. Club offerings vary year- to-year based on student interest.

## **Student Council**

The Knox Student Council is a well-established organization with a Constitution approved by the School, and provides leadership training and experience for our students. The Council is made up of officers and members who are both elected and appointed as per the Constitution. The purpose of the Council is to foster unity among the student body and faculty, to promote the general welfare of all, and to encourage positive attitudes that reflect the Knox Core Values. 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.



### **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 Team Member 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. This event provides 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 Director of Student Care and Compliance 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 activity 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, PI and credit/debit cards are accepted at the school store. The School is not responsible for monitoring student spending in these areas.

## For Parents

*Parent involvement is an integral part of The Knox School experience. The School encourages families to be as involved as possible, and to attend school functions and events to see firsthand the value of your Knox School investment, and how it extends beyond the classroom walls. We look forward to partnering with you as we navigate your childrens' educational journeys together!*

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**Online Communication System (Blackbaud)** Blackbaud is utilized by the Knox community as a vital link between students, parents and Knox faculty. Progress reports are made available to parents and students through Blackbaud, 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.

### **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.

### **The Knox School Parent Student Association (PSA)**

The Knox School Parent Student Association is a valued group within the school community that supports student programming and school fundraising. All current parents and guardians are members of The Knox School Parent Student Association. Families are expected to become actively involved in the Association by attending monthly meetings on campus or via Zoom and/or by participating in multiple activities, events and initiatives sponsored by this organization.

### **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.



## Important Contacts

We would love to answer any questions you may have about Knox! The following people are available to help in the areas listed below.

**Main School Number: (631) 686-1600**

**Virginia Riccardi, Head of School** Ext 409  
[vriccardi@knoxschool.org](mailto:vriccardi@knoxschool.org)

### Academics

**Donna Pergola, Dean of Academics** Ext 406  
[dpergola@knoxschool.org](mailto:dpergola@knoxschool.org)

**Emma Sharkey-Frageau, BOOST** Ext 405  
[efrageau@knoxschool.org](mailto:efrageau@knoxschool.org)

**Stephanie Kilgannon, College Counseling** Ext 415  
[skilgannon@knoxschool.org](mailto:skilgannon@knoxschool.org)

### Athletics & Student Life

**Liam Power, Director of Athletics & Student Life** Ext 420  
[lpower@knoxschool.org](mailto:lpower@knoxschool.org)

**Barbara Missirlian, Director of Student Care and Compliance** Ext 421  
[bmissirlian@knoxschool.org](mailto:bmissirlian@knoxschool.org)

**Mike Ryan, Dean of Students** Ext 431  
[mryan@knoxschool.org](mailto:mryan@knoxschool.org)

**Kristin Thoden, RN, Director of Health & Wellness** Ext 434  
[kthoden@knoxschool.org](mailto:kthoden@knoxschool.org)

### Business Matters

**Denise Gehring, Controller** Ext 422  
[dgehring@knoxschool.org](mailto:dgehring@knoxschool.org)

**Kathy Miller, Accounting Manager** Ext 441  
[kmiller@knoxschool.org](mailto:kmiller@knoxschool.org)

**Karyn Cernera-Bush, Marketing & Communications** Ext 425  
[kcbush@knoxschool.org](mailto:kcbush@knoxschool.org)

### Admissions

**Cindy Simkus, Director of Enrollment Management** Ext 414  
[csimkus@knoxschool.org](mailto:csimkus@knoxschool.org)

**IMPORTANT  
SCHOOL  
POLICIES**

# Academic Integrity

*The Knox School takes the concept of Academic Integrity very seriously. Your learning journey with us is not about getting the highest grade – it is about gaining the many skills you will need – academic, technical, social-emotional, character, and more – to be successful in a world that is ever-changing. Cheating in any form to simply achieve a high grade is unacceptable here at Knox. Please read this policy carefully, which will also be reviewed in your classrooms and advisory groups at the start of school, and sign it to acknowledge your understanding of this important policy.*

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Academic Integrity involves the commitment to honest behavior in an academic environment. It requires adhering to the five pillars of academic success: honesty, trust, fairness, respect, and responsibility. Academic Misconduct is a violation of academic integrity and comes in various forms.

## Types of Academic Misconduct Violations

- Cheating
- Fabricating
- Facilitating
- Plagiarizing
- Misrepresenting

## What is Cheating?

Cheating is the use or attempted use of any unauthorized assistance for any academic assignment or assessment, including but not limited to:

- Copying answers from or looking at another student's exam or assignment.
- Submitting any work as your own that you, or someone else, paid a third party to complete. Submitting the same assignment you completed for one teacher/class to another teacher/class.
- Accessing or possessing any materials not previously approved by the instructor (including, but not limited to, notes, translators, novels/textbooks, computer, etc).
- Continuing to work after time has been called on an exam or an assignment. Taking an exam out of the classroom without permission.
- Fraudulent possession of an exam, assignment, or grading key before it has been widely distributed to all students involved in taking the exam or completing the assignment.
- Sharing information about or asking/receiving information about an exam or assignment.
- Using unapproved resources to complete assignments or exams (cell phones, internet, cameras, etc.).

### **What is Fabrication?**

Falsifying or inventing information on an academic assignment or exam including, but not limited to:

- Changing answers on an assignment or exam after it has been returned and claiming it was incorrectly graded/scored.
- Falsifying or leaving out specific data, information, or sources.
- Fabricating information or excuses in an attempt to receive more time to complete an assignment or exam, or more credit on an assignment or exam.

### **What is Facilitating?**

Knowingly helping or attempting to help yourself or another student violate a principle of academic integrity including, but not limited to:

- Allowing another student to copy your work on an exam or assignment.
- Working in pairs or groups on an assignment or exam without direct consent from your instructor (including facetimeing or group-chatting on homework assignments or exams).
- Completing work for another student in exchange for money, popularity, the completion of another assignment, or any other purpose.
- Using a translator to complete assignments (homework and independent assignments).

### **What is Plagiarizing?**

Presenting words or ideas of another person as your own on any homework, assessment or writing assignment, including, but not limited to:

- Copying verbatim without proper quotation marks and citations.
- Paraphrasing without proper credit being given to the original author.
- Using phrases from another source or person mixed in with your personal and original ideas without proper credit being given to the other party(ies).
- Copying of any intellectual property (including thoughts, artwork, graphics, photography, written work, etc) without proper citations and/or permission from the author/publisher.

### **What is Misrepresenting?**

Misrepresenting or tampering with any academic document including, but not limited to:

- Claiming an assignment has been submitted when it has not been submitted.
- Deliberately missing a class/school day to avoid submitting an assignment or taking an assessment without a proper and approved reason.
- Doing more or less than your fair share of a partner or group assignment and presenting it as a fair assessment of your contribution.

## **Community Responsibilities**

Academic integrity is the responsibility of all parties involved including, but not limited to, the student, teacher, parent, and administrator.

## **Students' Responsibilities:**

- Read and understand The Knox School Academic Integrity Policy
- Be aware of and abide by all course-specific rules and consequences explained by your teacher.
- Report if cheating is taking place in the course.
- Do not copy or let other people copy.
- Understand the difference between “helping” or “tutoring” a peer and facilitating cheating.
- Do not use any unauthorized aids for assignments or assessments.
- Do not work with others when independent work is expected on an assignment or assessment.
- Take responsibility for your own work and for completing your fair share on any group assignments.
- Be sure to properly cite and/or give credit to original sources on all submitted work.
- Never discuss any aspect of a test or assignment until it has been graded and returned by the teacher.
- Communicate with your teacher if you have concerns about your ability to complete an assignment or an assessment. Always be honest!

## **Teacher Responsibilities**

- Be clear and precise about the expectations you have for your students and align the expectations with the school’s academic integrity policy.
- Communicate the range of consequences with your students.
- Address the use of unauthorized aids for assignments and assessments.
- Clearly specify if/when students are allowed to work together on assignments or when they are expected to work together on assignments and the expectations of how much each student should contribute.
- Review student work regularly for violations of the academic integrity policy.
- Enforce the academic integrity policy fairly and equally across all of your classes for all of your students.
- Report violations of academic integrity to other teachers as observed (students sharing Science work before, during, or after History class, or during study halls, athletic practices, club meetings, or any other down time).
- Be clear with students when they can/cannot discuss exams or assignments with their peers in class and other sections.
- Be available and open to communication with students and parents regarding a student’s ability or potential struggles to complete an assignment.

## **Parent Responsibilities**

- Read and understand our Academic Integrity Policy.
- Help your child understand that you value academic integrity and expect your student to comply with the policy.
- Support your child regardless of a grade earned to help promote academic integrity and reduce the risk of your child committing academic misconduct.
- Communicate with your child's teachers if you have concerns about your child's ability to complete the work.
- Require your child to complete his/her own work.
- Remind your child, when necessary, to work independently if you see or hear him/her working with other peers.
- When helping your child with his/her work, be sure that the work remains their own.

## **Administrator Responsibilities**

- Have a copy of our academic integrity policy available for all students, teachers, and parents.
- Facilitate ongoing conversations about the academic integrity policy.
- Administer fair and consistent consequences for offenses of the academic integrity policy.
- Maintain records of all academic integrity policy offenses.

## **Academic Integrity Potential Consequences**

### *First Offense:*

The student will receive a zero "0" on the assignment and be required to redo the assignment under supervision of the instructor for no credit.

The student will relinquish his or her leadership roles.

If the student is in any honor societies, they will be placed on probation for the equivalent of one grading period.

### *Second Offense:*

The student will receive a deduction of 40% from their final semester grade.

The student will be removed from any honor societies they currently have membership in.

The student will lose the privilege of applying for any leadership positions.

### *Third Offense:*

The student will receive a supervised in-school suspension of up to five (5) days.

During the in-school suspension, the student will have to turn in all electronics and will be given paper copies of work and assignments to complete.

### *Fourth Offense:*

The student will meet before the Academic Integrity Committee with his/her advisor. The student could risk expulsion if (s)he reaches a fourth offense.



\*\*Offenses are counted overall, not on a class-by-class basis. Therefore, if the second offense occurs in a class different from where the first offense occurred, it would still be treated as a second offense.

In all cases of academic misconduct, documentation will be completed with required signatures from the teacher, parent/guardian, student, and Dean of Academics to acknowledge the misconduct, understand the consequences given, and acknowledge what the future consequences could be if misconduct is reported again. This documentation will be shared with the parents/guardians and added to the student's academic file.

Teachers have the right to refuse to write a letter of recommendation for a student who is in violation of the Academic Integrity Policy, including those for scholarships, colleges, and summer programs.

### **Academic Integrity Acknowledgement**

*Student Acknowledgement:*

Please copy the statement below. Then sign and date below the statement.

I, \_\_\_\_\_, have read and understand The Knox School's Academic Integrity Policy. I acknowledge that any and all work submitted to my teachers must be completed on my own unless otherwise directed by my teachers. It also must be my original work or it must include proper credit and citation to the original owner/author/source. I am aware of the consequences I will face if I am caught committing academic misconduct and accept the responsibility of my choices and actions.

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STUDENT SIGNATURE _____	PARENT SIGNATURE _____
DATE: _____	DATE: _____

## Late Work Policy

*At Knox, every assignment is important. Just as important, is completing all work on time. Late assignments lose their value as learning opportunities because they are no longer aligned with what is happening in class. The following policy applies to all classes at Knox across the board.*

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- If assigned work is reviewed and corrected the next day in class, IT WILL NOT BE ACCEPTED AS LATE WORK!
- Major projects or assignments will be accepted late for up to 5 days with a deduction of 10% per day (per week day, not school or class day).
- Some smaller assignments (based on teacher and department) will be accepted up to 3 days late with a deduction of 20% per day (per week day, not school or class day) or until the assignment is graded and returned (whichever comes first)
- A teacher may grant an individual extension if the student communicates a valid reason, confirmed by parent communication, why they cannot meet the due date with the teacher at least 24 hours before the due date.
- If a student is (excused) absent on the due date, the assignment must be submitted the first day the student returns to school. If the assignment can be submitted electronically, then the due date should still be met unless the student is unable to submit it for a valid reason (illness, etc.)
- If a student's absence is unexcused and he or she does not submit a homework assignment or project, the student will be graded based on the late work policy deduction of points.
- If a student is absent on the day the assignment was given, the student should check the portal/google classroom and complete the assignment by the due date. If the student needs assistance with it, the student should reach out to the teacher within 24 hours.
- Excessive late or missing assignments will result in communication with the student's parent/guardian and potential probation from sports practices and competitions.

# Participation Rubric

*Knox students are expected to be active, engaged learners who demonstrate a commitment to excellence in the classroom and beyond. Students are evaluated on their participation using the rubric below:*

Category/ Score	4	3	2	1	0
<b>Timeliness</b>	Student arrived on time	Student arrived 1-2 minutes late	Student arrived 3 minutes late	Student arrived 4 minutes late	Student arrived 5 or more minutes late
<b>Preparation</b>	Student arrived with all necessary materials for class including any homework due		Student arrived missing some of the required materials for class		Student arrived with none of the required materials for class
<b>Behavior</b>	Student was engaged in class and showed no disruptive behavior. Student followed all of the class and school rules (core values)	Student was mostly engaged and showed no disruptive behavior. Student mostly followed the class and school rules (core values)	Student was sometimes engaged but was either distracted or caused a distraction in class; Student needed to be reminded of class and school rules (core values)	Student was barely engaged or did not pay attention in class. Student was disruptive and did not follow class or school rules (core values)	Student was asked to leave class due to multiple reminders to behave differently and engage appropriately
<b>Participation</b>	Student actively and voluntarily participated in class discussions or readings	Student volunteered to participate in class discussions or readings	Student participated in class discussions only when called on	Student rarely participated in class discussions or readings even when called on	Student did not participate in class discussions or readings
<b>Dress Code</b>	Student was in full uniform	Student was in uniform but refused to take off a jacket or hoodie	Student was slightly out of uniform (shoes, no belt, no tie, length of kilt, no stockings/knee highs, not tucked in, etc)	Student was missing a major part of the uniform (wearing black as an underclassman, no blazer, etc)	Student was completely out of uniform
<b>Cell Phone</b>	Immediately put cell phone in assigned pocket		Needed one reminder to put phone in the pocket		Refused to put the phone in the pocket.

SCORE: \_\_\_\_\_/24

# Cell Phone Policy

*Technology has made life easier! At the same time, the overuse of tech, in particular cell phones, can have a negative impact on young people. Beyond the physical health impacts of technology, there exists a growing body of research on the potentially negative effects of technology on children's mental health. Excessive tech use has been associated with anxiety, depression, addiction, obesity and other issues. Please read below to understand and follow The Knox School's policy on cell phones during the school day.*

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## **Middle School**

Students in the Middle School will be expected to turn their cell phones into the Dean of Student's Office *before first period every day*. Cell phones will be kept in a safe location and returned to students at 3:00 p.m. Students will only receive their cell phone earlier if they are leaving campus before 3:00 p.m.

## **Upper School**

Every Knox classroom has an over-the-door pocket organizer system. Students will be assigned a pocket number for each of their classes. Upon entering the classroom, the student will place his or her cell phone in that number pocket. Failure to place the cell phone in the pocket without a reminder will result in a loss of participation points for the day. Refusal to place the cell phone in the pocket will result in a referral to the Dean of Students and the phone being confiscated by the teacher for the remainder of the day.

If a student is given permission to leave the classroom for a restroom break, PHONES ARE TO REMAIN IN THE POCKET IN THE CLASSROOM.

Cell phones are not used in the library or the dining hall at any time. Students will receive one warning to put and keep the phone away before the phone is confiscated and given to an administrator for the remainder of the day.

Multiple cell phone infractions will result in the upper school student being required to turn his or her cell phones into the Dean of Student's Office at the start of each day, and pick them up at 3 p.m.

## Concussion Guidelines and Procedures

*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*
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### **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%20training.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.

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.

### **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 cues

## Concussion Signs and Symptoms for Teachers to Look For

### 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-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 KRISTIN THODEN, RN.,  
DIRECTOR OF HEALTH AND WELLNESS, EXT. 434 or  
[kthoden@knoxschool.org](mailto:kthoden@knoxschool.org)**