



Knight School Family Handbook

Knight School is a program designed to help Middle and Upper School students access teaching and learning from a school environment on their remote learning days. Knight School provides structure and support to students as they participate in both synchronous and asynchronous lessons and assignments.

Knight School is staffed by members of the Knight Corps, a cohort of 23 young professionals serving the BB&N community during the 2020-2021 school year, and overseen by Emma O’Loughlin, Co-Director of Extended Year Services and Knight School Coordinator, and Dr. Jed Lippard, Chief Learning Officer.

Location:

46 Belmont Street, Watertown

Days and Hours:

- Knight School is open from 7:45 AM - 3:30 PM on Monday, Tuesday, Thursday, and Friday.
- Middle School Knight School adheres to the following schedule:
 - 7th grade is in Knight School on Thursdays and Fridays.
 - 8th grade is in Knight School on Mondays and Tuesdays.
- Upper School Knight School will adhere to the following schedule:
 - 9th and 10th grade are in Knight School on Thursdays and Fridays.
 - 11th and 12th grade are in Knight School on Mondays and Tuesdays.
- There is no Knight School on Wednesdays.

Arrival, Dismissal, & Parking:

- Students may arrive at Knight School beginning at 7:45 AM and will be supervised outside until 8:00 AM.
- All non-bus students are expected to arrive at Knight School by 8:00 AM.
- Buses will arrive at Knight School by 8:15 AM.
- Middle School dismissal is at 3:00 PM for non-bus students and 3:25 PM for students taking the bus.
 - Middle School bus students will have a supervised study hall or a supervised break from 3:00-3:25 PM.
- Upper School dismissal is at 3:25 PM for all students.

- Bus departures are at 3:25 PM for all Knight School students.
- The traffic pattern for arrival and dismissal is as follows:
 - Enter through the entrance closest to the building.
 - Students should be dropped off at the main entrance in the parking lot.
 - Please be aware that there is a bus lane next to the entrance, so please don't idle in that lane.
- Parking is available in the 46 Belmont Street lot to Upper School students authorized to park on campus.

Registration:

- Registration is available on Campbrain, starting Monday, September 14, through this [link](#). Please use this [link](#) any time you would like to add or change your registration.
- Knight School is free to all Middle and Upper School families; there is no registration fee.
- You may register for the entire term at once or register week by week.
- To accommodate staffing needs, registration for each week will close on the prior Wednesday at 8 PM.
- Steps to register:
 - If you signed up for Summer@BB&N 2020 and After School 2020 you can use the same email and password for this registration.
 - If you have previously signed up for Summer@BB&N or After School prior to 2020, you can use the same email address; however you will need to reset your password to access your previously established family portal.
 - If you are new to registration, please fill in the new user information to create your account and family portal.
- For all registration questions, please contact Emma O'Loughlin, Knight School Coordinator, eoloughlin@bbns.org

Medication:

- If your child carries an EpiPen or inhaler at school, please make sure they continue to do so anytime they are on campus including at Knight School.
- If your child takes a prescription medication during the school day, please reach out to your campus nurse to review the procedure for Knight School.

Student Guidelines:

- Knight School adheres to the same guidelines and policies stated in the [2020-2021 Student and Family Handbook](#).
- Knight School adheres to the same health and safety procedures as the other campuses. For a reminder of what these entail, please refer to the [COVID-19 Appendix](#).
- Attendance at Knight School is a privilege. Students are expected to adhere to the BB&N Code of Conduct at all times. Failure to do so may result in removal from Knight School.
- Knight School attendees will begin each day by completing a goals sheet/work plan to guide their learning for the day and to enable Knight Corps staff both to be helpful on-site

and to communicate with campus-based teachers about student progress and support needs.

End-of-day Routine:

- Knight School attendees will end each day by participating in the cleaning of their personal workspace.
- Students who walk to/from school will be dismissed from Knight School first. *They will: 1) pack-up, 2) clean desk, 3) sanitize hands, 4) leave by nearest exit from school building*
- Students who are waiting to be picked-up will be texted by their parent/guardian when they are outside at the front of the line. If students do not have a cell phone Emma O'Loughlin will notify when they can leave. *While waiting, they should pack up and prepare to clean the desk. When they are called, they need to 1) clean desk, 2) sanitize hands, 3) Leave by the nearest exit from the school building*

What to bring:

Knight School attendees should bring the the following items to Knight School each day:

- Their BB&N-authorized laptop
- All relevant schoolwork and materials
- A water bottle
- Noise canceling headphones with microphone
 - Please consider [this option](#) if your child does not have a set already.
 - Please reach out to [Dr. Jed Lippard](#) if your family requires assistance in acquiring headphones.

Additional Information:

- Lunch and a snack are served at Knight School.
- There are dedicated mask and movement breaks.
- Outdoor spaces are utilized as much as possible.
- All students are required to stay on campus for the duration of the day at Knight School.
- Designated Upper School bathrooms are on the 2nd floor.
- Designated Middle School bathrooms are on the 1st floor.
- Knights will use the same bathroom of the cohort that they follow.

For any Knight School questions, please contact:

Emma O'Loughlin, Knight School Coordinator, eoloughlin@bbns.org