



**Bancroft School Family & Student Handbook
2023-2024**

Bancroft School Family & Student Handbook

2023-2024

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This handbook replaces all previous publications. The current Handbook is intended as a general guide and cannot cover all school policies and regulations. Any questions about finances should be directed to the Business Office. Concerns regarding academics or discipline should be addressed to the appropriate Division Head. The School reserves the right to amend these policies at any time.

Handbook revised and published for August 2023

VISION, MISSION, AND VALUES STATEMENTS

Mission: Through active, inquiry-based learning and challenging experiences, Bancroft School empowers students with the skills, knowledge, and confidence to make a difference in their community and the world.

Vision: Bancroft School works to be the first choice for students and families seeking to own their journey to mastery and independence in the greater Worcester region. We continue to strengthen our diverse and supportive community and invest in people to provide a robust education for all students in Pre-K through grade 12. Guided by outstanding teachers, curious learners engage with one another and celebrate the strengths and lived experiences of each individual.

Ideas We Value:

Excellence: *Empowering one another to do and be our best.*

We believe in people and their dreams. Bancroft School strives to deliver the very best educational experience to all our students. We prepare our students to succeed and thrive in college and beyond. We want and support excellence for our educators, and we are dedicated to helping our students discover their passions and become their best selves.

Inquiry: *Inspiring innovation through active learning.*

We fuel curiosity. We ask questions, test insights, reflect, revise and develop solutions. We go outside to explore our campus and our community. We experiment to discover new tools, new technologies, and new ways to learn. We collaborate and share our work, knowing the value of healthy debate and the exchange of diverse perspectives. We seek purpose in our learning.

Equity: *Ensuring everyone has a voice and opportunity to succeed.*

We work to create a diverse community where all people feel safe, respected and have a deep sense of belonging. We celebrate the range of lived experiences in our community and affirm that differences make us stronger. We commit to creating equity in all our practices and to challenging and responding to bias, harassment, and discrimination.

Community: *Caring for and supporting one another.*

We provide a safe environment and promote the emotional, intellectual and physical well-being of our students and staff. We guide students in recognizing their strengths and making meaningful choices about how and what they learn. We encourage educators to explore innovative ways of teaching. We invite families to be part of the student journey. Together, we confront challenges and celebrate success.

Ethical Leadership: *Putting our values into action.*

We hold ourselves accountable and support one another as we live out these values on our campus, in our local community, and throughout the world. We work hard to do better every day, and we own and learn from our experiences.

DIVERSITY STATEMENT

We believe that, in order to fulfill our mission, a healthy diversity must define Bancroft School.

We believe in the dignity of the individual and the celebration of difference.

We believe that our community must aspire to the best democratic ideals.

We believe that a diverse and inclusive community is a better learning community.

We believe that our sense of justice and inclusion will continue to evolve.

We strive to create a diverse and inclusive community in which each individual is safe, known, and valued.

We strive to create a school culture that affords each member the opportunity to construct a personal identity in an environment that is open, inviting, and accessible.

We strive to forge a community devoid of all forms of prejudice and discrimination.

We strive to build a community of families, faculty, and staff that reflects the diversity of the greater Worcester region.

We strive for an inclusive community that gives voice to all members, encourages challenges to biases and assumptions, and promotes ongoing discussion of these important topics.

ABOUT THE SCHOOL

Bancroft School is the oldest co-educational Pre-Kindergarten-12 independent day school in Central Massachusetts. In 1900, a group of Worcester parents invited Frank Robson of Princeton, New Jersey, to head the new school. The School was named in honor of George Bancroft, a diplomat, Secretary of the Navy, and historian who was born in Worcester in 1800. Mr. Bancroft personified those qualities of scholarship and service upon which Bancroft School was founded.

After outgrowing modest school buildings on Elm Street, the School moved to more spacious quarters on Sever Street in 1922, to a building that would accommodate the two hundred and fifty students who then attended the school. In 1958, the School moved to Shore Drive where today we occupy a modern complex of eight buildings on 34 acres of land.

Bancroft School
110 Shore Drive
Worcester, Massachusetts 01605
508-853-2640
School FAX: 508-853-7824 Health Center FAX: 508-854-9260

SPECIFIC CONTACT INFORMATION

QUESTIONS.....

Absences/Tardiness
Academic Support
Activity Accounts
Activity Planning
Admission
Advanced Placement Testing
Advising
Alumni Relations
Athletics
Bancroft Senior Cooperative
Billing
Calendar
City School Buses – Eligibility/Operation
College Counseling
Community Service
Counseling
Diversity, Equity, Inclusion and Belonging
Division Heads
Exchange Programs
Facility Rentals
Parent/Guardian Conferences
Financial Aid
Food Services
Development & Fundraising
Bancroft Apparel/Bookstore
Health Issues/Illness
Instrumental Lessons
Messages
News/Media Relations
Planning/Scheduling Events
SAT Exams
Schedules
Security
SSAT Exams
Space Usage (General)
Student Government
Supplies

CONTACT.....

LS/MS - Mrs. Vasquez-Okuturo, US - Ms. Ford
LS- Dr. Dibbert, MS - Mrs. Whitney, US – Mrs. Coleman
Business Office
MS – Ms. Church, US – Mrs. Sheldon
Mrs. Horan
Mrs. Barra
MS – Mrs. Whitney, US – Ms. Beleno Carney
Ms. Baker
Mr. Adams
Mr. Taylor
Business Office
Mrs. Hanssen
[See Page 26 of Handbook](#)
Ms. Small
MS – Mrs. Whitney, US – Mr. Taylor
Mrs. Coyne - LS/MS, Mrs. Webb - US
Mr. Jones
LS – Dr. Dibbert; MS – Mrs. Whitney US – Mr. Taylor
Mr. Taylor
Mrs. Conway
Division Heads
Ms. Horan
Mr. McKone
Ms. Gorski-Strong
Mrs. Thorsen
Mrs. Marzilli
Mrs. Conway
Main Office/Divisional Office
Mr. Mercurio
Division Heads
Mrs. Barra
Division Heads
Mr. McKone
Admission Office
Ms. Brodeur
MS – Mrs. Stephenson US – Mrs. Sheldon
Mrs. Thorsen

Technology
Tutoring
Transcripts
Upper School Clubs
Upper School Registrar
Worcester Partnership

Helpdesk
Division Heads
LS/MS –Mrs. Vasquez Okuturo, US – Ms. Ford
Ms. Merritt
Ms. Ford
Mr. Hendershott, Mr. Aleksiewicz

ADMISSION PROCEDURES

The purpose of the application process is to identify students who are most likely to benefit from and contribute to the Bancroft community. Families should begin the process during the fall prior to their intended date of enrollment. There are several steps to Bancroft’s application process:

Parent/Guardian Visits – As part of the application process, parents are asked to visit Bancroft, tour our campus, and meet with an admission officer. A short parent interview is a required part of the admission process.

Student Visits – All students are required to spend some time on Bancroft’s campus as part of the application process. Admission visits are customized to the grade of interest and are scheduled with the Admission Office. For Lower School and Hope Graham Program applicants, a classroom evaluation is a required part of the process. For Middle and Upper School students, a student interview is required.

Testing – All Bancroft applicants are evaluated in order to assess their academic ability and level of achievement. Middle and Upper School applicants are encouraged to take the Secondary School Admission Test (SSAT) or the Independent School Entrance Exam (ISEE). However, for the 2023-2024 admission cycle, Bancroft School is test-optional. This decision will be re-evaluated each year. Applicants to Lower School and Hope Graham Program will complete some academic work during their admission visit.

Prior School Records & Recommendations - Prior school transcripts and teacher comments are the best indication of an applicant’s academic achievement. Parents must send Bancroft a copy of any report card, written teacher comments, testing and/or school transcript that they have received from their student’s school within the past two years.

Application Forms – An application will be considered complete when the Admission Office has received all materials, including a \$50 application fee. First-round consideration will be given to

Lower, Middle and Upper School applications completed by January 15. Applicants who apply after the January 15th deadline are considered and processed on a rolling basis.

An admission committee reviews student files and makes recommendations on admission decisions. The first round of Lower, Middle and Upper School decisions are communicated on March 10th. Applicants who apply after March 10th will receive their Admission decision within 5-7 business days of completing their admission application. Families of accepted students are given the opportunity to reserve their space with a non-refundable enrollment deposit.

FINANCIAL AID POLICY

Non-Discrimination and Confidentiality - Bancroft does not discriminate in the administration of its financial aid or admission process on the basis of race, color, religion, national origin, gender, or sexual orientation. All information relating to applications for financial aid will be held by Bancroft in the strictest of confidence and will not be released to any third party. Documentation from custodial, non-custodial, and stepparents will not be shared with other members of the student's family.

Need-Based Aid - Financial aid at Bancroft School is based on a family's demonstrated financial need. Bancroft will not exceed in its offer of financial aid the amount needed to meet the difference between the resources determined to be available to the family and the student's total educational expenses. A family's financial need will be determined based on the formula suggested by Clarity. Bancroft routinely recalculates the "financial need" determined by Clarity, compares this need to other financial aid applicants and offers as much grant assistance as its resources will fairly allow.

Clarity for Financial Aid

Starting for the 2024-2025 Admission season and school year, Bancroft will be using Clarity as its new financial aid application system. Our goal is to make the financial aid application process as easy as possible for our families.

The purpose of Clarity for need-based financial aid is to establish an equitable and consistent approach to the distribution of funds for independent schools throughout the United States. Using many factors, including income, family size, assets and liabilities, an estimate is made as to how much a family can reasonably contribute towards Bancroft's educational costs. The difference between this suggested "family contribution" and Bancroft's total cost is the family's "financial need."

Percent of Need Met - Bancroft makes every effort to meet as much of a family's demonstrated financial need as possible. Financial aid is not available to students in Pre-K, K and 1st grade. Financial aid is not available to students enrolled in the Hope Graham Program or the International Student Program. Demonstrated need is determined by Clarity.

Complete Documentation - Financial aid cannot be awarded until Bancroft has received all appropriate documentation. Custodial parents or guardians must complete the Clarity application no later than January 15. In addition, they must submit all required W-2 tax forms, 1040 tax forms, and additional schedules as needed. Bancroft School reserves the right to request additional tax documents for verification purposes. Applications can be completed online at <https://app.clarityapp.com/sign-up>. Non-custodial parents or guardians must also complete an application through Clarity. Non-custodial parents should also submit copies of W-2 forms, 1040 tax forms and all applicable tax forms. Federal tax returns and W-2 forms from all parties are used to verify the financial information that is used and sometimes estimated on the financial aid application. Any significant differences between the PFS and the W-2 or 1040 may result in an altered financial aid award.

Financial Aid for Applicants - Application for financial aid will not affect admission decisions. Students earn admission to Bancroft by demonstrating that they will profit from and contribute to our educational community. The ability to pay Bancroft's tuition will not be considered by the admission committee.

Wait Pool or Late Applicants - Financial aid funds cannot be guaranteed to late applicants or wait pool students. The availability of funds after initial awards are sent out will vary from year to year.

Returning Students - Returning students will receive the first priority for financial aid funds. This consideration includes returning families who have not applied for prior financial aid as long as application materials are received in a timely fashion. Returning students can typically expect to receive the same level of aid from year to year, as long as their financial need is typically comparable and they remain in good academic and disciplinary standing.

Expectations of Financial Aid Recipients - Students who are placed on academic probation during two consecutive marking periods may not be offered aid the following year. This expectation does not apply to students during their first marking period at Bancroft. It is also within the Head of School's discretion to withdraw financial aid from any student who demonstrates a continuing inability to be a responsible member of Bancroft's community.

Separated or Divorced and Stepparents - When comparing the financial circumstances of families applying for aid, Bancroft will consider the income and assets of both natural parents. If either parent has remarried, the school will also consider the income and assets of the stepparent, always bearing in mind the obligation of that stepparent to his or her natural children. Bancroft will not be bound by the assertion that one parent or stepparent has disclaimed responsibility for a child's educational expenses.

Waiving Non-Custodial Parent Requirements - The non-custodial parent will not be expected to submit a financial aid application only if documentation is provided stating that their location is unknown or that they provide no support and have had no contact with the family for at least two years. This documentation will be accepted from a doctor, lawyer, minister or any such person outside the immediate family. If there are any other extenuating circumstances that might waive this requirement, written requests should be sent to the Director of Enrollment Management.

Appeals Process - Awards are not changed unless new information is presented that was not available when the need was initially determined. Families experiencing job loss or other substantial changes in their circumstances are encouraged to communicate these changes to the Director of Enrollment Management. Families may appeal for their financial aid in writing through the Director of Enrollment Management, always keeping in mind that changes are subject to the availability of funds.

Tuition Funding Resources - Bancroft expects that families will consider all available family and/or other resources before requesting tuition assistance from the School. The purpose of financial aid is to supplement family resources.

FAMILY/STUDENT HANDBOOK POLICIES

Bancroft is committed to providing the best environment to foster student growth intellectually, socially, physically, and morally. In order to reach this goal, Bancroft has formulated a number of procedures and rules to facilitate our students in this growth process by establishing the expectations of behavior that will permit all students to work, study and play within an atmosphere of trust, safety, goodwill, and common human decency. This handbook explains many of these expectations and is meant to serve as a guide to students during their time at Bancroft.

Of course, no written policies can list all of the rules that a community must follow to function successfully. Students are expected to use common sense, honesty, and respect for others as guideposts in all aspects of daily life at Bancroft. This handbook does not constitute a contract with Bancroft, and Bancroft reserves the right to modify, delete, revoke, or suspend any of the policies contained in this handbook at any time without prior notice.

Students and parents/guardians are asked to read this handbook carefully. If there are questions, please reach out to the student's teacher or advisor first.

A positive and constructive relationship between the School and the Student's parent(s)/guardian(s) or other adults and/or children interacting with the School and/or School community by virtue of their relationship with the Student is essential to the mission of the School. Thus, the School reserves the right to expel, remove, or otherwise dismiss the Student if the School concludes in its sole discretion that the actions of the Student's parent(s)/guardian(s) or other adults and/or children interacting with the School and/or School community by virtue of their relationship with the Student impede the School's ability to meet its educational objectives or mission or make a positive or constructive relationship possible. The decision of the School regarding discontinuing a student's enrollment shall be final and not subject to arbitration.

I. GENERAL INFORMATION

Major holidays observed by many of our students and their families for the academic year 2023-24 are as follows:

- A. **Rosh Hashanah** - Begins Sunday evening, September 15, 2023, and ends Tuesday evening, September 17, 2023. No homework is due and no tests or quizzes will be given.
- B. **Yom Kippur** - Begins Sunday evening, September 24, 2023, and ends Monday evening, September 25, 2023. No homework is due and no tests or quizzes will be given.
- C. **Diwali** – Observed Sunday, November 12, 2023
- D. **Hanukkah** - Begins Thursday evening, December 7, 2023, and ends Friday evening, December 15, 2023.
- E. **Christmas** - Monday, December 25, 2023
- F. **Lunar New Year** - Sunday, February 10, 2024
- G. **Ash Wednesday**- Wednesday, February 14, 2024

- H. **Ramadan** - Begins Sunday evening, March 10, 2024, and ends Monday evening, April 9, 2024.
- I. **Palm Sunday**- Sunday, March 24, 2024
- J. **Passover** - Begins Monday evening, April 22, 2024, and ends Tuesday evening, April 30, 2024.
- K. **Good Friday**- March 29, 2024
- L. **Easter**- Sunday, March 31, 2024. No homework due AND no tests or quizzes on Monday, April 1, 2024.
- M. **Orthodox Easter**- Sunday, May 5, 2024.
- N. **Eid al-Fitr** - Begins sundown Tuesday, April 9, 2024, and ends sundown Wednesday, April 10, 2024.

DAILY SCHEDULE

- ARRIVAL:** By 7:45 a.m.
- CLASSES:** Begin at 8:00 a.m.
- LUNCH:** Upper School 11:15 a.m.
Middle School 11:45 a.m.
Lower School 12:30 p.m.
- DISMISSAL:** 3:30 p.m. – Monday through Thursday
2:45 p.m. – Friday
2:00 p.m. - Monday through Friday, optional dismissal for PreK and K

Middle and Upper School Class Schedule – The daily schedule of these two divisions utilizes a seven-day rotation of classes. All core classes meet four (4) out of seven (7) days.

Lower School Class Schedule – Grades 1-5 also currently use a seven (7) day rotation with varying class-meeting times. Pre-Kindergarten and Kindergarten use a five (5) day schedule.

BEFORE AND AFTER SCHOOL

Before School - No student should arrive before 7:30 a.m. Lower and Middle School students can go to classrooms at 7:45 a.m. Upper School students may go to the Upper School wing. Pre-K and K students may go to their classrooms at 7:45 a.m. Lower and Middle School students should be dropped off at the portico in front of the McDonough Center Lobby. Parents/Guardians who wish to walk their students into the building should park either on the lower driveway or at the Bancroft Field House.

After School - The Pre-Kindergarten and Kindergarten program ends at 2:00 p.m. Students have the option to remain at school until 3:30 p.m. Monday through Thursday and 2:45 p.m. on Fridays. After that time, students may be picked up or participate in the Aftercare Program.

Grades 1-8 end the school day at 3:30 p.m. Monday through Thursday and 2:45 p.m. on Fridays.

If a parent is unable to pick up a student at the end of the school day or practice time, parents/guardians must register the student for Aftercare or Supervised Study. All students remaining at the portico at 3:45 p.m. Monday through Thursday and 3:00 p.m. on Friday, are automatically accompanied to Aftercare or Supervised Study and your account will be charged accordingly.

Aftercare: Grades PreK-8

Aftercare is available to students grades PreK-8, Monday through Friday until 5:30 p.m. Registration is required one week in advance and drop-ins are not allowed. Service fees apply.

After-School: Grades 9-12

Students in grades 9-12 may remain on campus until 5:30 p.m. but are expected to be involved in a school-related supervised activity, e.g., sports practices, games, rehearsals, or club meetings. Students waiting for a ride should wait in one of the common spaces in the Upper School wing.

Auxiliary Programs: Music Lessons, Enrichment, Tutoring

Lower School and Middle School students who participate in after-school auxiliary programs will either report directly to the program following the end of the school day or if scheduled after 3:30 p.m., will first report to Aftercare and be dismissed to the program following. No additional service fees apply, and registration is not required for Aftercare if your student is participating in an after-school auxiliary program.

Dismissal Procedures – Cars are to pick up Lower and Middle School students from the Lower School portico. Kindergarten and Pre-K students are picked up at the outside door to the Early Learning Suite. If you are parking to come to the door of the Early Learning Suite, please park on the lower driveway or at the Bancroft Field House.

Cars must never block the lower lane of traffic in the driveway. Drivers in the pick-up lane should stay in their vehicles.

II. ADMINISTRATIVE INFORMATION

BILLING

All billing, information on accounts, comes from the Business Office located in the McDonough Center. Parents/Guardians can visit or call the office during school hours if there are any questions.

BUSES

Students who are Worcester residents are eligible for free transportation provided by the Worcester School Department. Non-Worcester residents are not allowed to ride the school bus even on a one-day basis. We receive all of the bus route information just prior to the start of school and will forward this to any family that has signed up for their student to ride the bus. For questions regarding eligibility for bus transportation please contact Mr. John Hennessey, Director of Transportation, or Annaliese Estabrook Transportation Router at the Worcester School Department at 508-799-3241 or 3242.

CLASS ASSIGNMENTS

If parents/guardians have information of particular importance to the sectioning process, such material should be given in writing to the Lower School Division Head by the end of April and to the Middle or Upper School Division Head by mid-May. Bancroft School does not accept requests for specific teachers. Sectioning in each of the Divisions is resolved in the following manner, with the final decision resting with the School.

Lower School - Determining the make-up of each Lower School section is the shared responsibility of the teachers. They rely upon their professional in-class experience with the students to make decisions based on a number of factors. The factors include the student's strengths and weaknesses, and the crucial need to promote or discourage relationships that nourish or impede a particular student's development. The sectioning is intended to provide the best possible grouping to encourage the potential of each student. All students and parents will be notified of teacher assignments in mid-August.

Middle School - Middle School faculty and student schedules are completed during the summer months. The Division Head determines the teaching assignments for each teacher.

Upper School - Scheduling is completed in late May and the early months of summer. The schedule is created based on student requests as well as divisional priorities. The Division Head works with Department Chairs to determine teaching assignments and the number of sections.

CLASSROOM GUESTS

Occasionally, a student might request a classroom guest. Permission to have a guest in the Lower, Middle, or Upper School should be arranged in advance with the appropriate Division Head. Guests are expected to follow the same rules of behavior, dress code, etc., as Bancroft students. Upon arrival at school, the guest should be introduced to the appropriate Division Head and each teacher at the beginning of class.

FIRE DRILLS

Evacuation procedures are posted in every room. Occupants are expected to exit the buildings quickly and silently to facilitate attendance taking and to remain silent until released back into the building.

STUDENT RECORDS

By law, students have the right to review their educational records. There will be a “log” sheet on each record to be signed and dated by anyone using it. A student folder may NEVER leave the Administration Building and nothing may be taken from a folder, excised, or copied without administrative approval. Access to a folder is limited to those faculty and administrators who deal directly with the student.

These safeguards of privacy apply as well to electronic records and grades and comments in the student information system. These records can be accessed only by those administrators, faculty, and staff whose responsibilities require access to such information about a particular student.

In compliance with state and federal regulations regarding student records, Bancroft School has established policies regarding the content of those records and their eventual disposal.

At the end of the academic year following the year of a student’s withdrawal or graduation from Bancroft, the School eliminates from the student folder all materials other than the transcript.

Students (or parents of minor students) who wish to retain any materials to be eliminated from the files must notify the school in writing of such a request, specifying the materials desired, one month before the scheduled purging of that file. This will provide adequate time for the school to inventory those files and prepare an appointment for them to be picked up and signed for.

TRANSCRIPTS

No student records will be sent without a signed and dated release indicating the intended recipient(s). In the case of minors, it must be the signature of a parent or legal guardian and, in the case of students or graduates over 18, their signature.

TRANSPORTATION/FIELD TRIP PERMISSION FORMS

Every student must submit a signed parental permission form. These forms are made available as part of our School Forms process in July. It should be noted that if these forms are not properly completed and returned, students may neither drive, ride with other drivers, nor leave campus for field trips.

III. CAMPUS RESOURCES

ALUMNI AND ADVANCEMENT OFFICE

This office supports the entire Bancroft community through alumni relations, fundraising, marketing, news and media relations, the *Bulletin* and *Shorelines*, photography, archives, and some special events.

BOOKSTORE

The Bookstore carries a variety of supplies and Bancroft apparel. These items are billed directly to student accounts through the School's billing system.

BUSINESS OFFICE

The Business Office is the main contact for student billing, club and activity accounts, and class treasuries. In addition, the Business Office is also responsible for background checks and fingerprinting for parent volunteers and students employed by the school.

COUNSELING

The School provides the services of a counselor(s) to students and counseling resources to families. The counselor(s) is on campus Monday through Friday during the school day to provide this service.

DINING HALL

As part of tuition, lunch is prepared and served on campus in our dining hall by our catering partner, Brock and Co. Pre-Kindergarten and Kindergarten students receive Brock meals delivered to the classroom and families order on a monthly basis. You may contact Brock at diningservices@bancroftschool.org.

If lunch is brought from home, lunch bags or boxes should be labeled with the student's name to avoid confusion.

All students are expected to keep the area they eat in clean and neat at all times including putting trash in the receptacles designated for that purpose.

HEALTH SERVICES AT BANCROFT

The goal of Bancroft School Health Services is to care for the immediate health needs of students and staff in accordance with standard nursing best practices. A Registered Nurse is available on campus daily from 7:30 a.m. to 3:30 p.m., Monday through Thursday and Friday 7:30 a.m. to 2:45 p.m., when school is in session. The Health Center is located in the McDonough Building.

Health Center Contact Information

Liza Marzilli, BSN, RN, NCSN - Director of Health Services

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Parents/Guardians are asked to provide all health-related documentation, including an emergency treat and transport waiver, physicals and immunizations at the beginning of the school year or at their time of entry to Bancroft School. Bancroft School uses the [SNAP Health Portal](#) to collect health-related documentation. Should an emergency arise, the School will follow the procedures outlined on the waiver.

The Health Center must be in full possession of complete health information for each student. Failure to disclose important information may lead to serious consequences as to the proper treatment of each student in the Health Center's care. The Health Center staff is required to act with the utmost discretion in caring for the health issues of students, faculty, and staff in addition to complying with HIPAA/FERPA regulations. Information is shared on a need to know and emergency basis for the health and safety of the student.

Physical Examinations & Screenings

- All Students entering grades PK, K, 4, 7, 9, as well as all new students, all new international students and all middle school/upper school students participating in athletics are required to have a current, dated physical examination form on file done within the past 12 months performed by a non-family member physician, nurse practitioner, or physician assistant prior to the start of the school year per regulation 105 CMR 200.000. Students without a current physical exam will not be allowed to participate in sports, including practices and games.
- In accordance with M.G.L. c. 71, § 57, we inform all parents/guardians of enrolled students that the school **does not** conduct vision, hearing, BMI/weight or scoliosis examinations. It is recommended that a parent/guardian consult with their child's health care provider to ensure that these examinations are conducted. However, as a courtesy, if time allows during the school year, the following screenings will take place:
Vision - PreK, 4 and 5. Vision and Hearing - K, 1, 2, 3, 7.
If you would like your student to opt-out of a screening, please inform the health center. School vision and hearing screenings are not considered diagnostic. Any diagnosis would need to be made by a physician after further evaluation. Should your student fail either the vision or hearing screening, you will be notified in writing and asked to follow up with their primary care physician. If your student already wears glasses/contact lenses or hearing aids, they will be screened while wearing them.

Immunizations

- Bancroft School requires all students to be fully immunized per the Massachusetts school immunization requirements created under authority of 105 CMR 220.000 Immunization of Students Before Admission to School.
- Requirements apply to all students. For a medical or religious exemption, a letter of exemption needs to be updated annually and on file in the health center.
- Bancroft school recommends that eligible students receive any of the approved COVID-19 vaccinations as well as an annual influenza vaccination.
- In the event of an outbreak of preventable (with vaccine) disease occurring on campus, any student with a medical/religious exemption, or who is not up to date with required immunizations will be subjected to exclusion as described in the Reportable Disease and Isolation and Quarantine Requirements per regulation 105 CMR 300.000.

Tuberculosis (TB) Screening & Testing

Tuberculosis testing is required for students who are at risk of exposure to TB due to:

- Birth or residency in, or non-tourist travel greater than **one month** in duration to a country on the [WHO global list of high burden countries for TB](#).
- Known contact to someone sick with infectious TB disease during the child's lifetime
- History of immunosuppressive disease or use of medications cause immunosuppression
- Students should be tested for TB infection using either the Mantoux tuberculin skin test

(TST) or interferon-gamma release assay (IGRA). IGRAs are preferred over TSTs for persons with a history of BCG vaccination.

- All students that fall under the requirements of TB testing must submit negative tuberculosis testing results done no more than 3 months before the start of school to the health center.
- All positive results, especially students with symptoms of TB, require medical evaluation and a chest x-ray as soon as possible. Symptoms that need urgent medical evaluation include cough, fevers, night sweats, weight loss, lymphadenopathy, excessive fatigue.

Infectious Diseases Policy

Bancroft is committed to the idea that education is the most effective way to battle the occurrence of infectious diseases and to combat the backlash against those suffering from disease. Bancroft subscribes to the National Association of Independent Schools' policy governing infectious illnesses. Bancroft intends to foster a viable, educational and working environment for students and employees and therefore:

- Prohibits harassment of and discrimination against individuals affected by any disease(s); Promotes a policy of confidentiality regarding all medical information disclosed by students or employees; Does not require testing for infectious diseases as a prerequisite for employment or condition of admission.

Disabilities Policy

The School adheres to the Americans with Disabilities Act (ADA) and makes every effort to ensure that qualified individuals with a disability are not discriminated against in any terms, conditions, or privileges of employment.

- A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of the position, and who, with or without reasonable accommodation, can perform the essential functions of the position.
- Bancroft will make reasonable accommodations for students or employees with disabilities or illness, provided that such accommodations do not impose undue hardship on Bancroft's operation or alter the nature of the services that Bancroft provides; and will allow students and employees to remain at Bancroft and to participate in Bancroft activities as long as the medical condition allows them to perform up to Bancroft standards and does not present a health or safety risk to others.

Medications During the School Day

There are policies and procedures to ensure the health and safety of students needing medicines during the school day. These policies and procedures conform to the regulations set forth in the Massachusetts General Laws governing the administration of prescription and over the counter medications in public and private schools.

Students are not permitted to carry medications on their person or to put medications in lockers or personal bags, unless it is approved as a self carry medication by the nurse, doctor and parent.

Students can not share medications with others.

It may be advisable to share information about a student's health condition with certain administrators or teachers for the health and safety of the student.

Prescription medication must be administered by the School Nurse and certain conditions must be met:

- Two forms must be submitted to the Health Center; the first is a completed consent form signed by the parent or guardian authorizing the nurse to administer the medication; the second is a medication order signed by the student's physician, nurse practitioner, physician assistant, etc. This form must be renewed as needed but always must be renewed at the beginning of each academic year.
- Medications must be delivered to the Health Center in a pharmacy or manufacturer-labeled container by a parent or a responsible adult and never by the student. The pharmacy should provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be kept at school.
- Short-term medications (for no more than ten school days) will be administered provided the parent consent form is signed and on file for that medication. A pharmacy-labeled container may be used in lieu of a licensed prescriber's order for no more than ten school days.

Non-Prescription or Over-the-Counter (OTC) Medications must be administered by the School Nurse and certain conditions must be met:

- Two forms must be submitted to the Health Center; the first is a completed consent form signed by the parent or guardian authorizing the nurse to administer the medication; the second is a medication order signed by the student's physician, nurse practitioner, physician

assistant, etc. This form must be renewed as needed but always must be renewed at the beginning of each academic year.

- Medications must be delivered to the Health Center in a pharmacy or manufacturer-labeled container by a parent or a responsible adult and never by the student. The pharmacy should provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be kept at school.
- We have School Physician “Standing Orders” for specific over the counter “as needed” medications stocked in the health center. Parents must “opt-in” via the SNAP health portal for the over the counter medications they give permission for their student to have at school. We stock Tylenol (Acetaminophen), Advil/Motrin (Ibuprofen), Benadryl (Diphenhydramine), anti-itch cream (2% diphenhydramine hydrochloride and 0.1% zinc acetate), and vaseline/petroleum jelly. Medication can not be given without parent permission on file.

Self-Administered and Self-Carry Medication is a medication that the student is able to administer in the manner directed by the licensed prescriber without additional assistance or direction.

Students will be permitted to administer their own medication if certain conditions are met:

- Two forms must be submitted to the Health Center; the first is a completed consent form signed by the parent or guardian authorizing the nurse to administer the medication; the second is a medication order signed by the student's physician, nurse practitioner, physician assistant, etc. This form must be renewed as needed but always must be renewed at the beginning of each academic year.
- Medication is reviewed by the nurse and student as to documentation, conditions, knowledge, and time of administration.

All Emergency Medications such as inhalers, epipens/epinephrine auto-injectors, diabetic medication & supplies, etc come under the classification of self-administered and self-carry medications.

- All Upper School students need to self-carry their Emergency Medications with them at all times including a copy of their medication order form, parent/guardian consent form and appropriate action plan.
- Lower and Middle School students have their medications stored, unlocked and accessible in the health center for administration by/with the nurse or trained faculty if applicable.

Middle School students may be eligible to self-carry if approved by their parent/guardian, their doctor, and school nurse.

- Middle School students who participate in athletics are required to have an additional set of emergency medications (due to off-campus games and distance from the health center) given to athletics or in their sports bag if approved for self-carry.

Medication on Field Trips

- Daily Medications will be administered to students by school staff members trained in the administration of that medication. An extra pharmacy labeled container should be provided for the child's medication during a field trip.
- All emergency medications not approved for self carry are brought to the field trip by school staff members trained in the administration of medication.
- School physician approved standing orders for over the counter "as needed medications" are not sent on field trips with school staff. Any as needed medication warrants an assessment by a nurse before administration unless the student has a personal medication order from their physician on file in the health center detailing when to take their as needed medication due to a diagnosed medical condition.
- Overnight Trips require the overnight trip medication form to be on file with the health center and on file with the designated school staff on the trip 1 week before the trip date.

Retrieval of Medications from the School may be made at any time. The medicine may be destroyed if not picked up within one week following termination of the order or one week beyond the close of school.

ILLNESS & INJURY DURING THE SCHOOL DAY

If a student feels ill or is injured during the school day, they must report to the Health Center where the nurse will assess and make necessary arrangements. Even when picked up by a parent, a student leaving for health reasons during the day must first report to the Health Center and be excused by the School Nurse after assessment. A student may not phone a parent to come pick them up without the Health Center's knowledge.

Medical excuses from school attendance and physical education classes should be obtained from the student's physician. A physician parent is not allowed to excuse/clear their student medically.

Though a student may be excused from the school day or physical education participation, the student may be required to observe, make up the class, or meet some other requirement of the teacher.

Illness in School

Criteria for notification of parents and dismissal of students are the same. Usually, if one of the following conditions is present, the student is not kept in school. (This list is not exhaustive).

- Temperature over 100 degrees
- Vomiting/Diarrhea
- Severe migraine
- Untreated lice or scabies
- Suspected communicable diseases, e.g., covid, influenza, chickenpox, measles, untreated streptococcal pharyngitis.
- Chest pain

Procedure for dismissal

- Evaluation by nurse following above criteria
- Notification of parents
- Release of student to parents/guardians or authorized individuals from the Health Center.
- Students with cars may leave on their own, if able, after notification of parents by the School Nurse. A call to the School is required from the student upon arrival at home.

Return to School

Before returning to school, students recovering from an illness must be:

- Fever free for 24 hours without the use of fever-reducing medication
- Diarrhea and/or vomit free for 24 hours
- If students are diagnosed with strep throat or another infection, in which they have been prescribed an antibiotic, they should be on it for a full 24 hours
- Have significant improvement in symptoms

- Covid positive and covid exposure guidelines remain in effect. PLEASE NOTE: Bancroft will follow the current Massachusetts Department of Public Health COVID 19 guidelines and these guidelines can change without notice.
- Obtain physician clearance in writing if warranted and requested by the school.

Accidents at School

Criteria for notifying parents

- Any serious facial or eye injuries
- Any serious abrasion, contusion, or laceration
- Any concussion symptomatic injury or other serious head contusion

Criteria for dismissal

Any student who needs to be referred for medical diagnosis and treatment for:

- Lacerations requiring suturing/evaluation
- Musculoskeletal injuries
- Head injuries that are symptomatic for concussion
- Eye injuries

Procedure for dismissal

- Evaluation by the School Nurse
- Notification of parents
- Release of the student to parents or authorized individuals from the Health Center or designated area

Return to School

- Obtain physician clearance in writing if warranted and requested by the school detailing restrictions and accommodations recommended for school attendance due to the nature of injury.
- Suspected concussions require evaluation and clearance from the student's physician (please note: physician parents can not provide medical clearance) as well as documented concussion care plan for diagnosed concussions outlining accommodations and restrictions needed.

CONCUSSION PROTOCOL

What is a concussion?

A concussion, or a mild traumatic brain injury (mTBI), is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces secondary to direct or indirect forces to the head. A mild traumatic brain injury is caused by a blow or jolt to the head that disrupts the function of the brain, which can result in a collection of physical, cognitive, emotional and/or sleep-related symptoms. Signs and symptoms for a mild brain injury include but are not limited to loss of consciousness, feeling “zoned out” or “in a fog”, slurred speech, amnesia, headache, nausea, dizziness, sensitivity to light/noise, tingling/numbness, problems concentrating, vomiting, drowsiness, balance disturbance, vision disturbance, and irritability. Duration of symptoms is highly variable and may last from several minutes to days, weeks, months, or even longer in some cases.

Bancroft School follows a comprehensive concussion management protocol for the care and recovery of all students who sustain a head injury. The School follows the ImPACT® Concussion Management Model for students participating in the Athletics program who sustain a concussion or mild traumatic brain injury (mTBI). This model incorporates the ImPACT computerized assessment test to assist in diagnosing concussion and managing a student’s recovery, through the use of preseason baseline testing and post-injury testing as part of the state-mandated Graduated Asymptomatic Return to Play protocol. This model ensures the highest level of care for our student-athletes. Students in grades 6, 7, 9, and 11 and all new students to Bancroft (regardless of grade) who are participating in the Athletics program take the computerized ImPACT assessment test to provide current baseline scores in the areas of memory, reaction time, speed, and concentration, as part of the ImPACT Concussion Management program.

Concussion Management Protocol

- Student sustains a head injury.
- Student is removed from play/sports activity.
- Athletic Trainer/School nurse notifies parent of injury and refers student to PCP or ER for diagnosis. The Athletic Trainer/School nurse provides parents with Acute Concussion Evaluation (ACE) Care Plan, which outlines general concussion care protocol; the Physician Clearance for Return to Play form, which will need to be signed by a physician for a student to return to Athletics participation; and if appropriate, the Graduated Asymptomatic Return to Play (RTP) Protocol, which outlines the state-mandated procedure the School must follow for a student-athlete to return to full participation in Athletics. This information can also be found on the Athletics page of the School website.
- Physician evaluates student (ER or PCP).
- Coach/Athletic Trainer/School Nurse completes accident report if the injury is school related, shares with Division Head.
- Physician instructs parent/student on the Stage of Concussion at the time of injury evaluation.
- School Nurse receives written notification of concussion diagnosis and Stage Protocol from the physician.
- School Nurse notifies Division Head/Advisor/Dean of Students/Director of Athletics/Athletic Trainer of injury diagnosis and Stage.
- Athletic Trainer and Coach ensure concussed student-athlete adheres to Stage Protocol.
- Advisor modifies work using the Guidelines for Post-Concussion Academic Accommodations.
- Advisor and student maintain an open dialogue regarding work expectations from teachers.
- Advisor meets daily with student during recovery and maintains email communication with parent/guardian.
- Student's physician notifies School Nurse/Athletic Trainer in writing when a student has reached Stage IV (i.e. cleared to return to full academic workload and begin the Graduated Asymptomatic Return to Play protocol for Athletic participation, if appropriate).

- School Nurse notifies Division Head/Advisor/Dean of Students/Director of Athletics/Athletic Trainer of Stage progression, recovery, return to classroom and clearance to begin Graduated Asymptomatic Return to Play protocol for Athletics. Post-injury ImPACT testing is part of the state-mandated Graduated Asymptomatic Return to Play protocol for student-athletes.

LIBRARY

The Bancroft School Library serves the whole community for reading, research and study. The collection includes a wide selection of print materials and electronic databases.

Following an honor system, students check out library resources themselves. Students are requested to honor due dates so that others may share needed materials. Replacement costs for lost materials will be billed to the student's account after parents are notified.

Access to the online catalog, reference databases, and other information about the library is available through the Bancroft web page at <http://www.bancroftschool.org/>.

The librarians are happy to answer any questions about the library. They can be contacted at ext. 280 (Lower School) and at ext. 331 (Middle and Upper Schools).

MIDDLE SCHOOL LOCKERS

All Middle School students will be assigned academic lockers where books, clothing, and technological devices must be kept. Devices must be locked in the student lockers when not in use. Students are encouraged to leave valuables and money at home. Students may not change lockers without permission. Lockers are school property and must be treated as such. All students will receive one lock from the School, and a lock must be utilized at all times. Locker combinations must not be given to other students. The Administration reserves the right to inspect lockers whenever it deems necessary or appropriate for health and safety reasons. Perishable items must not be placed in lockers for an extended period of time.

LOST & FOUND

Lost clothing and books may be recovered in the area near the Upper School Faculty Lounge or in the lobby area in the McDonough Center. Valuables such as jewelry, cameras and money may be recovered at the Receptionist's Desk. The student's name should be written on articles of clothing whenever possible. Parents and/or students are encouraged to periodically check the Lost & Found. Unclaimed items will be donated several times during the school year.

LOWER SCHOOL CUBBIES

Students are assigned an open cubby for backpacks and clothing. Backpacks should be purchased to fit into the cubbies. Perishable items should not be stored in cubbies.

TECHNOLOGY

The Technology team works closely with our faculty to integrate multiple devices into the curriculum and ensure that students have the technological resources they need to stay engaged and learn from anywhere.

Beginning in Pre-Kindergarten, every student has 1:1 access to a device for individualized learning. In Lower School, the School supplies iPads for PreKindergarten - Grade 1 HP Chromebooks for Grades 2–5. In the higher grades, each Middle School student (Grades 6–8) has their own Chromebook, and each Upper School student (Grades 9–12) has their own laptop.

INTERNET POLICY

School policy limits the use of all its electronic mail and communication systems, including the Internet, to legitimate academic purposes and school business in general. The School reserves the right to monitor the use of its equipment and facilities and their content in order to assure compliance with these policies.

Access to the Internet is available to Middle and Upper School students, and to Lower School students who are under the direct supervision of a teacher and are accessing specific curriculum-related sites on the Internet.

All students in grades 1-12 yearly read, sign, and have their parents sign a technology Acceptable Use Policy agreement, and these documents are kept on file.

Students who access or print inappropriate, offensive, or illegal material will be subject to penalties, including further disciplinary action.

IV. POLICIES AND PROCEDURES

EQUAL OPPORTUNITY POLICY

Bancroft School is committed to providing an equal opportunity for education to all students, regardless of, among other things, race, color, religion, national origin, disability, age, gender, sexual orientation, or gender identity. Bancroft prohibits discrimination against any of these legally protected classes by any of its faculty, employees, or students. Failure to abide by this policy may result in disciplinary action by the School.

ATTENDANCE PROCEDURES

Students are expected to be at school on time and to attend all classes. All attendance incidents (absence, tardiness, early dismissal) should be reported to the appropriate divisional office either by email or telephone.

Lower School - lsattendance@bancroftschool.org or 508-854-9209

Middle School - msattendance@bancroftschool.org or 508-854-9209

Upper School - usattendance@bancroftschool.org or 508-854-8211

Lower School teachers are in their rooms by 7:45 a.m. Students in grades PreK and K can be escorted to outside the door of the Early Learning Suite beginning at 7:45 a.m. The teachers will greet them there.

Middle and Upper School teachers are scheduled to be in their rooms by 7:45 a.m. Middle School students who arrive before 7:45 a.m. wait at the main entrance of the McDonough Center.

Any students arriving after 8:00 a.m. must report to the division office before entering class. Late arrivals of Middle School students should be reported to msattendance@bancroftschool.org.

UPPER SCHOOL TARDINESS POLICY

To help encourage students to be on time, The Upper School has adopted the following Tardiness Policy:

A student is recorded as tardy if they arrive after 8:00 am. (If a student has privileges and no 8:00 am class, they must sign in and be present and on time for their first on-campus commitment or no later than 9:15, whichever is earlier.) Once a student has been tardy three times, they lose privileges until the next mid-quarter review, and they must serve a one-hour Thursday detention from 3:30-4:30 pm. For each additional three tardies, a student will serve additional detention and lose privileges, if applicable. Chronic detentions for such tardiness could result in a Conduct Review.

FORESEEN ABSENCE

Except in case of illness or religious observation, students are expected to attend school regularly and to observe stated School hours. The School asks that all outside appointments, such as for doctors, dentists, music lessons, etc. be arranged for out-of-school hours so that early dismissal is unnecessary.

While the unexpected may occur occasionally, the school calendar is set well in advance to allow parents time to plan vacations accordingly. If for reasons of convenience, the family decides to take the student out of school, the School recognizes the authority of the parents to do so. The School strongly disapproves of this action. Written assignments and class notes cannot duplicate class participation or discussions. Any missed work due to extended vacations becomes the responsibility of the students and parents involved.

Lower School students may not leave campus without parental permission. When it is necessary for a student to be dismissed, please provide notification to the classroom teacher and the Lower School office either by sending an email to lsattendance@bancroftschool.org and cc'ing the classroom teacher, sending a written note to the classroom teacher, or by calling the Lower School office at 508-854-9209. When you arrive at school to pick up your student, please check in at the Lower School office, at which time your student will be called from the classroom. If your student is being dismissed for an appointment and will be returning to school, please make sure to check your student back in at the Lower School office prior to returning them to class.

Middle School students who need to leave campus must be excused by a parent (msattendance@bancroftschool.org). Students will be called from class when their parent/guardian arrives for pick-up. Students should talk to teachers ahead of time if they will be missing classes.

Upper School students should submit a note explaining the reason for any foreseen absence in advance to the Upper School office. Students should inform each teacher when they will be absent from school. An Absence Excuse Form, available in the division office, must be completed in each case. The form requires the initials of each teacher and a signature of approval from the Division Head. It is the responsibility of the student to arrange makeup work with the teachers. Failure to follow this procedure may affect the course grade and will result in a written warning.

Excessive Absences – Excessive absences, including tardies, in any course will lead to a written warning from the School after which any further absences will affect the course grade and possibly jeopardize course credit.

UNFORESEEN ABSENCE

When a student is ill and cannot attend school, parents must email the School that morning prior to 7:45 a.m. to notify the appropriate Division. Upper School parents are asked to email the division office at usattendance@bancroftschool.org by 7:45 a.m. or call extension 281 to report any attendance issues. Middle and Lower School parents are also asked to email their division office at msattendance@bancroftschool.org and/or lsattendance@bancroftschool.org by 7:45 a.m. Any student who is too ill to attend school in the morning is asked to stay home all day to ensure improved health and lessen the risk of spreading an illness to others.

UNEXCUSED ABSENCE

When a student is absent from school or classes without the knowledge and expressed approval of the School, the student is expected to make up the missed work. In the Upper School, academic consequences may result due to unexcused absences. Moreover, the faculty is not obliged to help the student make up the missed work.

MEDICAL LEAVE OF ABSENCE POLICY

Bancroft School commits itself to the education and well-being of the whole child and recognizes that there may be times when a student's physical and/or emotional health compromises his/her ability to function effectively within the school community and/or negatively impacts the educational environment. Should this situation occur, said student may be required to take a medical leave of absence. In terms of the implementation of medical leave, the School's administration will work in conjunction with the student's physician and/or psychologist and family to initiate a medical leave. The intent of this leave is for the student to focus on receiving the appropriate medical or psychological treatment. Our goal is to ensure that a comprehensive plan of care is established and maintained. Some examples of conditions necessitating a medical leave may include but are not limited to, acute/chronic illness, emergency surgery, any condition requiring extended medical care, suicidal ideation, and non-suicidal self-injury. "Self-Injury is intentional, non-life-threatening, self-effected bodily harm or disfigurement of a socially unacceptable nature, performed to reduce and/or communicate psychological distress." (Walsh, 2012) Self-Injury may include but is not limited to, intentional cuts, burns, and abrasions. Other forms of self-harm include eating disorders, substance abuse, risk-taking behaviors, and/or written or oral threats to oneself.

When a student returns to school after a Medical Leave of Absence, the School will require a letter from a physician or other qualified health professional (non-family member) that states that the student's condition has been remedied sufficiently for the student to resume school activities and that such return will not create a danger to self or others.

Additionally, a re-entry meeting will be required for the student with the appropriate school personnel (i.e. Head of School, Division Heads, School Counselor, Dean and/or School Nurse) to ensure a plan is in place for support and transition into his/her daily school routine and to determine if an accommodation or behavioral contract is needed to permit the student to meet the essential requirements of the School. In the case of a mental health diagnosis (such as self-injury etc.), emotional containment is a critical piece of re-entry into the community. With this in mind, students are required to cover all visible self-injurious wounds and are also required to refrain from a pattern of provocative or triggering communications with their peers about self-harm or other

mental health concerns. Such communication should happen with mental health professionals. Not following this directive may result in disciplinary action. While it is not the intent of the School to punish the student for chronic medical conditions, a student's inability to contain emotions and/or behaviors is an indication that the student may require more extensive treatment that may be best served by separation from the academic community to focus on comprehensive evaluation and/or treatment. The School reserves the right to determine when the student's needs are best met by remaining at home seeking evaluation, treatment and support with off-campus practitioners. In order to assist with re-entry, the School reserves the right for Health Personnel to communicate with off-campus practitioners to ensure that treatment needs are being met. Consent may be required.

SNOW & INCLEMENT WEATHER PROCEDURES

Cancellation or delayed opening of school because of snow is announced on the major Worcester radio and television stations. An automated message is sent to phone numbers and email addresses registered with Bancroft School. When Worcester Public Schools are closed but Bancroft is open, there will be no Worcester bus service. Please remember that the Bancroft School bus will operate according to the public school schedule. An announcement will also be placed on the Bancroft website.

If a weather emergency prevails, school may be canceled after it is in session. In that event, classes will be canceled but staff will remain on campus until all students are dismissed.

1. Students who drive themselves may be excused by a phone call to the school from a parent.
2. Parents picking up their own children in the Lower and Middle School must come to the office and sign them out. If someone other than the parent is picking the child up, the parent must notify the school beforehand.
3. A parent driving in a carpool must come to the divisional desk to sign the children out. We must, however, have verbal parental permission for each unrelated student in that carpool. Students will not be called from class until they have been signed out by an adult. This will help minimize missed class time.

Because the School serves a wide geographic area, weather conditions may vary. Parents/Guardians are urged to use their own discretion in deciding whether to keep students home due to inclement weather.

While it is a great inconvenience for families to have school canceled or delayed, it is the family's responsibility to have an emergency plan in place for these days. Students should not arrive on campus earlier than one half hour before the scheduled start time of school.

EMERGENCY PROCEDURES

Emergencies fall into two categories: those involving a single student and those that involve many students. When an emergency that involves a single student arises, the School will attend to the safety and well-being of the student, and will immediately contact the person designated on the Bancroft School Emergency Information form submitted to the School at the beginning of the school year. Some emergencies may involve large groups of students or the entire student body. Such emergencies include fire, bomb threats, intruders on campus, or terrorist and biological threats. In these cases, the Emergency Management Team, comprising the Head of School, Director of Operations, Division Heads, School Counselor, School Nurse, and Chief Advancement Officer, meets to determine proper action, consistent with the guidelines set forth in our Emergency Plan. Responses include, but are not limited to, evacuation of individual buildings, evacuation of the campus, locking down buildings and individual classrooms, and turning off HVAC.

In the event of an emergency that requires evacuation or lock down for an extended period of time, parents and guardians will be notified through our emergency notification system. Depending on the nature of the emergency, every attempt will be made to provide information on the School's phone system and on our web site: www.bancroftschool.org.

Should the situation warrant, the School will also contact parents through our emergency notification system. Please provide us with your e-mail address should we not have it on file. Instructions on where and when to pick up students will be provided in the communication through the media, website, or e-mail. Also note that, in the event of a lock down, no one, including parents and guardians, will be permitted to enter any buildings.

ANIMAL POLICY

Pets are not allowed in classes, meetings, offices, gyms or any all-school events. Outside the previous restriction, pets are allowed on campus grounds; they must be leashed and owners must pick up after their pet. This policy is in effect during the entire calendar year including nights and weekends.

Service animals do not fall within the School's no-pet policy. The determination to allow a service animal in school and in the workplace is done on a case-by-case basis. The School reserves the right to exclude a service animal on campus if it is determined that the particular service animal poses a direct threat to the health and safety of others.

The school reserves the right to bar any individual pet from coming to campus.

TOBACCO POLICY

Bancroft School is a tobacco-free school. Employees, students, and guests are expected not to smoke or use tobacco, including smokeless tobacco and electronic smoking devices, in any of the buildings or on the grounds. The Massachusetts Smoke-Free Workplace Law prohibits smoking in all enclosed workplaces, including private schools (M.G.L. ch. 270, §22(b)(2) as amended).

ACADEMIC ACCOMMODATIONS

In each division, a team of administrators and faculty partner with families to gather information about students with documented learning disabilities who might need academic accommodations. Questions about this process should be directed to the Division Heads.

BIRTHDAYS & CELEBRATIONS

To promote an inclusive community, we ask that all invitations for student birthdays, other special celebrations, and thank you notes go through the mail and/or email – even if every child is invited. We also ask that in planning parties you consider not having them at the close of the school day. If only a few children have been invited we are invariably faced with some disappointed and unhappy children. To prevent this occurrence, we urge you and your children to plan parties with these thoughts in mind.

V. ACADEMIC INFORMATION

ADVISING SYSTEM

The advising system is critical to maintaining the support of all students and ensuring consistent and meaningful communication with the student's home. The faculty advisor (classroom teacher in Lower School) is the keystone around which Bancroft's advising system has been structured.

Each Middle School student is assigned an advisor. Advisee groups meet every morning from 7:50 am to 8:00 a.m. and during Half-Time, in addition to formal meetings once per seven-day rotation and periodic lunches. Individuals meet with advisors frequently. Advisors are responsible for communicating trends to parents throughout the year.

In the Upper School The Dean of Students oversees the advisory program and develops the social-emotional learning goals for group advisory work. Each Upper School student has an advisor. The advisor will monitor the student's overall progress during the year and communicate trends to parents. If students have any academic or personal problems, they are encouraged to discuss them with the advisor. There is a formal meeting between the student, advisor, and parent at the end of the first marking period on Parent/Student/Advisor Conference Day.

GRADES

Lower School

No grades are given in Pre-K through grade 5. Written reports using narrative and checklist forms describe the child's progress in academic areas and social development. Reports will be posted to the current Student Information System in January and June from the classroom and specials teachers.

Middle and Upper Schools

Grade 6 transitions from narrative reports to letter and number grades. In grades 6 through 12, letter grades are given. These correspond to number grades following the list below:

A	93-100	B+	87-89	C+	77-79	D+	67-69
A-	90-92	B	83-86	C	73-76	D	63-66
		B-	80-82	C-	70-72	D-	60-62
						F	Failing

The Middle School functions on a quarterly basis. Interim grades and comments are posted to the current Student Information System at intervals throughout the year.

In the Upper School, report cards will be posted to the current Student Information System. Students who are not earning a 75 or better will receive a comment and a numerical grade from teachers at the mid-quarter.

WITHDRAWAL FROM CLASS POLICY

Students may withdraw from a first semester or year-long class without any record of the class on their transcript up until the Monday after Parent-Teacher Conferences, or by the Friday after Mid-Winter weekend for a second-semester class.

- If a student withdraws after these dates, the transcript will reflect the withdrawal with the grade that had been earned at the time of the withdrawal.
- If a student withdraws from a year-long class after the first semester, she/he will receive half of the credit for that class and the semester grade will be reflected on the transcript.
- A student must always maintain a 20-block per semester minimum of class time, as stated in the graduation requirements.

CONFERENCES

In the Lower School, individual Parent/Guardian-Teacher conferences are held in November and March/April. The Middle School holds Parent/Guardian/Guardian-Teacher conferences in October and Student-Led conferences in March. The Upper School holds Parent/Guardian-Student-Advisor conferences at the end of the first quarter.

HONOR ROLL

Middle School and Upper School students achieve Honors with an academic average of B+ and High Honors with an academic average of A-. No student with a grade below C in a particular course, including Physical Education, will be eligible for Honor Roll consideration. This will be calculated once a year at the end of the academic year. Students will be notified by mail.

ACADEMIC PROBATION

Students who are not able to meet the expectations of our academic program may be placed on academic probation and could place their enrollment for the following year in jeopardy.

VI. CODE OF CONDUCT AND DISCIPLINE POLICY

GENERAL POLICY

Bancroft expects a high level of ethical and moral behavior from its students and the entire Bancroft community. Honesty, courtesy, self-discipline, attention to safety, and respect for others are cornerstone community expectations that serve as the foundation for Bancroft's aspirations and allow us to foster intellectual and personal growth.

Every community establishes rules and regulations to allow individuals to grow and reach their goals. Bancroft's rules regarding student conduct are meant to ensure that each student has the opportunity to learn and grow both intellectually and socially. The rules of conduct for our students range from maintaining a neat appearance to avoiding drugs and violence. While we cannot list every expectation for students, these rules provide a basic guideline to help students thrive in the Bancroft community. Bancroft students are expected to abide by all of these rules and to behave at all times in an appropriate and honest manner.

Students who engage in inappropriate conduct, whether or not specifically enumerated in this policy, may be subject to disciplinary action by Bancroft. In addition to inappropriate behavior that takes place on Bancroft property or at Bancroft functions (including athletic events at other schools), Bancroft reserves the right to discipline students for serious inappropriate behavior that occurs away from Bancroft if in the opinion of the Administration the inappropriate behavior

negatively affects Bancroft, Bancroft students or Bancroft community members, including faculty and staff. Disciplinary action may range from warnings to detentions, restriction of privileges, probation, suspension, or expulsion. Bancroft reserves the right to apply the form of discipline, which, in its sole judgment, it believes is in the best interests of Bancroft, the students, and the Bancroft community.

EXPECTED BEHAVIOR

The following non-exclusive list of expected behaviors should serve as a guideline for the behavior of all students. Disciplinary action for violation of these rules or for other inappropriate behavior in part will be determined according to the severity of the violation, the age and expected maturity level of the student, whether it is a repeat violation, and the harm caused by the violation. Bancroft reserves the right to discipline students for inappropriate behavior not directly covered by these rules and to determine the type of disciplinary action appropriate for the violation.

RESPECT FOR SELF, OTHERS, AND PROPERTY

Students must show respect by not engaging in any disruptive behavior, not using offensive language of any kind, not verbally, physically or sexually threatening or attacking others and not taking something that is not theirs without permission from the owner.

Disruptive behavior, harassment of fellow students, vandalism and stealing are serious offenses. As required by Massachusetts law, Chapter 269 Sections 17-19, all Upper School students must read, understand and sign a pledge stating that they will not participate in any conduct which willfully or recklessly endangers the physical or mental health of another student or person. Any student found guilty of bullying or hazing will face disciplinary action by the School and a detailed report of the incident will be forwarded to the office of the Attorney General of the Commonwealth.

Students are expected to attend all required functions and classes and to be on time for all School commitments, including turning in homework or reports and attending teacher extra-help meetings.

Students should not access, print or forward inappropriate, offensive, or obscene material.

Students should follow the dress code rules explained in this handbook.

TECHNOLOGY ON CAMPUS

ACCEPTABLE USE POLICY

Technology resources are for the sole use of students, faculty, staff and administrators of Bancroft School. These resources include, but are not limited to computers, monitors, printers, scanners,

mobile devices, multimedia equipment, access to the Internet, use of Bancroft School's email system and any other technology provided by Bancroft School.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Bancroft School users will not allow any other person to access or use Bancroft School computer resources.

The purpose of the Acceptable Use Policy is to ensure school-wide compliance with the guidelines and educational objectives set forth by Bancroft School. The Acceptable Use Policies and guidelines shall apply to all students, faculty, staff, administrators, and parents who use the Bancroft School Technology Resources as defined above. This document works in tandem with Bancroft's Anti-Bullying Policy and for US students the Upper School Code of Conduct. The ultimate responsibility for appropriate use of the Internet and Bancroft School's resources lies with the user of these resources.

Students are granted use of Bancroft School's Technology Resources upon their return of a Bancroft School AUP Agreement signed by both the student and his/her parent/guardian. This document is written to work in tandem with Bancroft's Anti-Bullying Policy and the Upper School Code of Conduct.

General

- Computer, mobile device, email, Internet, and Intranet users shall respect the privacy of other users on and off campus.
- Any recording device, including but not limited to video and digital cameras and cameras embedded in phones, iPads or other electronic devices to take videos or still pictures, may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and or administrator, on or off the campus at any time.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- Use of Bancroft School Technology Resources must be in support of curriculum/research and must reflect the accepted standards expressed in the school's Mission Statement. Purposefully accessing pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Bancroft School is prohibited.
- Software or hardware should **not** be installed on any computer at Bancroft School without the approval of the Technology Department.
- Food and/or beverages are **not** permitted in the McDonough Center Computer Lab. With the exception of students with medical notes on file, failure to adhere to this guideline may warrant disciplinary action.

- Bancroft School, under the direction of the Director of Technology and/or his/her designee, reserves the right to access all incoming/outgoing data accessed by students, faculty, staff and administrators.

On/Off-Campus

- All messages or postings to any Internet site on or off campus at any time (notes, email, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as Instant Messaging) shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited. Appropriate messages would include such communications relating to Bancroft School academics, co-curricular events, and school community life.
- Students making inappropriate references about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by the School and could include suspension or expulsion.
- Use of the BANCROFT SCHOOL logo and seal are prohibited without expressed permission of the BANCROFT SCHOOL administration.

Users

- Users may **not**, under any circumstances, log on under or use another user's network account, e-mail, portal accounts, etc.
- Users may **not** share passwords.
- When on campus, students are encouraged to use BANCROFT SCHOOL's wireless network.
- Users are responsible for all activities conducted through their personal accounts.
- Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
- MS/LS students may only access social networking sites, use Instant Messaging, and access outside email accounts and educational games under the supervision and at the discretion of a teacher, administrator, or Technology Department member.
- Users connected to the Internet will be allowed to download or transfer appropriate programs, pictures, music files or data onto their devices for educational purposes.
- It is strongly recommended that users connected to the Internet should **not** give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or member of the Technology Department. For example, students may be asked to provide personal information when signing up for Web 2.0 tools or when registering to access online textbooks and resources.

- All student devices will be securely stored when not in use.
- Users may **not** use any means to access restricted sites.
- Users may **not** post images of teachers, staff, other school personnel, or students on the Internet without receiving permission from the individual(s) involved.
- Users may **not** alter the configuration of any school-owned computer or mobile device.

Consequences for Behavior in Violation of this Document

All use of Bancroft School Technology Resources will be monitored with the assistance of the Director of Technology and/or his/her designee. Students who have repeated or severe infractions of the AUP will be subject to disciplinary action. Violations of federal and state regulations such as sending threatening emails and accessing or distributing obscene material will be dealt with by the governing law enforcement agency.

Disclaimer

Bancroft School will not be responsible for any damages incurred including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or mobile device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Dean of Students or respective Division Head. Vandalism is defined as any malicious attempt to harm or destroy any part of Bancroft School's or someone else's technology resource. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the Bancroft School system. This includes but is not limited to all operating systems, student and administrative files, and any other private files of Bancroft School.

Participation in any of the above-stated inappropriate behaviors will lead to penalties including revocation of Internet/technology privileges and/or further disciplinary action.

LOWER SCHOOL MOBILE DEVICES

Lower School Students are discouraged from bringing a cell phone to school. If a student arrives with a cell phone it is to remain turned off and stored in the student's backpack at all times. Students may only contact home from the LS Office under the supervision of an adult.

MIDDLE SCHOOL MOBILE DEVICES

Middle School Students with cell phones must have phones turned off and stored in the students' lockers from 7:45 a.m. – 3:30 p.m. each day. A student may have his/her phone confiscated if it is not in their locker.

Students may not play games on their devices unless the games are approved by a teacher and during a time specified by the teacher.

UPPER SCHOOL MOBILE DEVICES

Cell phones must be turned off and kept out of sight during class and at assembly. (A phone on "silent" is still considered to be "on.")

Texting is permitted in the hallways during free time, but it is prohibited in instances where the cell phone should be turned off. (See above.)

Students may talk on cell phones outside school buildings only. Phones may be confiscated until the end of the day for any chronic offenses.

Users may not post images of teachers, staff, other school personnel, or students on the Internet without receiving permission from the individual(s) involved.

Upper School students are not permitted to use portable listening devices during class or assembly. Students may listen to music or audiobooks in study halls while working diligently and as long as the volume cannot be heard by others. In public spaces, students may listen to music while seated with headphones at a low level. Listening devices may be confiscated until the end of the day for chronic offenses.

Academic Dishonesty can include giving or receiving information during a testing situation, using crib notes, sharing lab reports and papers, or copying homework without the authorization of the teacher. Both the giver and receiver are responsible in these situations. Students should check with teachers about whether cooperative work is allowed on homework, take-home tests, examinations, and any other graded work.

Inappropriate Collaboration can occur when a student violates the instruction given by their teacher about acceptable collaboration in such a way that the final product no longer represents their independent thinking and writing. Often, inappropriate collaboration occurs when students share their work through a Google Doc to get feedback from a peer. Students should not share work electronically with anyone unless under the direct supervision of a teacher. Failure to adhere to this rule could result in inappropriate collaboration. Both the giver and receiver are responsible in these situations.

Students who violate these rules may receive a failing grade on the work involved and may be subject to further disciplinary action.

In the Upper School, the first offense of academic dishonesty, inappropriate collaboration, or plagiarism may result in:

1. A grade penalty on the assignment
2. One Thursday detention
3. Placement on Academic Integrity Conduct Review for the remainder of a student's time at Bancroft. A further breach of academic integrity may result in suspension and/or expulsion.

COPYRIGHT GUIDELINES

Students regularly will use copyrighted materials to complete their schoolwork.

1. Students may make a single photocopy of copyrighted material needed to do schoolwork. Students may keep the copies they make as long as they like, but they may not sell them, nor make copies of the copies.
2. When students use an author's words or ideas, they must give the author credit, either by a direct and clear statement or, in the text of a research project, by an internal citation within the text and/or a bibliographic entry at the end of their work. The following guidelines pertain to research work in print, audiovisual, or digital form:
 - a. If reporting factual information that is considered common knowledge, the author (or the source of information) must be given credit by including a bibliographic entry at the end of the student's work.
 - b. If paraphrasing the author's words or using the author's ideas as inspiration, the author must be given credit by using an internal citation within the text and a bibliographical entry at the end of the work.
 - c. Failure to give proper credit to an author is plagiarism.
3. Use of copyrighted materials outside of regular classwork requires written permission of the copyright holder. This requirement applies to graphic material such as cartoon characters or other spirit or decorative matter.
4. Students may not copy computer software from the School computers.
5. Information received from the School computers may be used only for regular schoolwork. Information accessed or printed from the Internet that will be used in either classroom presentations or research reports should be properly cited following the library's citation format.

6. The use of any foreign language translators or the use of the Internet for foreign language translations is prohibited for work done in a foreign language course and is considered plagiarism.

SAFETY

For safety reasons, it is necessary for the School to know the whereabouts of each student at all times. Therefore, students are not to leave campus without permission. The parking lot and the woods behind the school are considered “off campus.” In addition, no Upper Schoolers are allowed at Middle School lunch.

Do not use illegal drugs or alcohol. Bancroft School is a tobacco-free school. Employees, students, and guests are expected not to smoke or use tobacco, including smokeless tobacco and electronic smoking devices, in any of the buildings or on the grounds. The Massachusetts Smoke-Free Workplace Law prohibits smoking in all enclosed workplaces, including private schools (M.G.L. ch. 270, §22 (b)(2) as amended).

Students may not possess a weapon of any type. No weapons are permitted on the Bancroft campus unless carried by on-duty law enforcement officials or by security personnel retained by the School and expressly authorized by it to possess such weapons. While the term "weapon" is not amenable to precise definition, the School retains the right to determine what is included. At a minimum, weapons will include firearms, knives, explosives, fireworks and anything else commonly considered a weapon.

Do not tamper with safety equipment.

Use of drugs or alcohol, assault, possession of a weapon, and tampering with safety equipment are serious threats to the rights and safety of others. These actions may also be illegal and may also subject the offending student to more serious consequences outside of Bancroft.

ANTI-DISCRIMINATION, HARASSMENT, BULLYING, HAZING AND RETALIATION POLICIES

All Bancroft students have the right to attend a school free of discrimination, harassment, bullying or hazing. Conduct of this nature undermines Bancroft’s mission to maintain a “diverse and inclusive community in which each individual is safe, known, and valued and that gives voice to all members, encourages challenges to biases and assumptions, and promotes ongoing discussion of these important topics.” At Bancroft, the impact of behavior is as great a concern as the intention behind it.

Discrimination is the unfair treatment of a person or a particular group of people. Bancroft School will not tolerate any form of discrimination, including discrimination based on an individual's sex, gender, race, color, ethnicity, national origin, age, religion, sexual orientation, disability status, or any other category protected by applicable law. In order to promote a safe and inclusive community, we affirm the identities of all members of our Upper School and therefore condemn any form of harmful bigotry that undermines these students' identities. Such condemned harmful behaviors include but are not limited to, racism, homophobia, sexism, xenophobia, and transphobia. Bancroft School prohibits discrimination by and/or against any student, employee, faculty member, or other person, including visitors and vendors, in connection with any school-related activity.

In addition to prohibiting discrimination, Bancroft School prohibits any form of unlawful harassment by and/or against students, employees, and visitors based on their status in a protected category, including sexual harassment. Harassment seriously interferes with our goal of creating an atmosphere in which everyone is treated with respect and dignity and will not be tolerated.

Definition of Harassment and Sexual Harassment - Generally, harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's academic performance by creating an intimidating, hostile or offensive learning environment. It can include verbal abuse or insults, demeaning jokes or innuendoes, gestures or physical contact and display or circulation of degrading pictures or materials, either in-person or online.

In particular, harassment based on a person's sex, gender, race, color, ethnicity, national origin, age, religion, sexual orientation, disability status, or any other category protected by applicable law is a serious threat to the rights and safety of others. These actions may also be illegal and may also subject the offending student to serious consequences outside of Bancroft.

Sexual harassment is behavior directed at an individual on the basis of their gender that is not welcome, is offensive, affects morale and, as a result, interferes with the victim's ability to learn or work. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated at Bancroft School. In particular, sexual harassment includes any conduct when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic progress or otherwise is used as a basis for academic decisions affecting a student; or

2. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational environment or performance by creating an intimidating, hostile or offensive working or learning environment, whether it is intended or not.

While it is not possible to list all the circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances, propositions, or flirtations - whether they involve physical touching or not;
2. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, displaying sexually suggestive objects, pictures, cartoons, stories or drawings;
3. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
4. Inquiries into one's sexual experiences; and
5. Discussion of one's sexual activities.

Non-Sexual Forms of Harassment - Other non-sexual forms of harassment may occur when someone humiliates or intimidates another person, whether it is intended or not.

While it is not possible to list all the circumstances that may constitute non-sexual harassment, the following are some examples of conduct that may constitute harassment and will not be tolerated by the School:

1. Verbal conduct such as threats, epithets, racist comments or slurs, derogatory comments about a student's religion, harmful personal jokes, or teasing about sexual orientation or gender identity;
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
3. Physical conduct such as interference with movement or work, whether or not this includes actual physical contact;
4. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.

Bullying is strictly prohibited at Bancroft School. Bullying occurs when a student is the target of negative actions, usually in the form of intentional, repeated hurtful acts, words, or other behavior. These actions include, but are not limited to: intimidation, such as name-calling or threatening; social alienation, such as shunning or spreading rumors; or physical aggression, such as spitting or

pushing. Bullying also includes “cyberbullying,” which includes the sending or posting of harmful and/or cruel text or images, spreading rumors or sharing any other slanderous or unauthorized information via the Internet, cell phones, chat rooms, email, instant messaging, or any other digital communication devices. (Please refer to Bancroft’s “Acceptable Use Policy” in Appendix 1 of this Code of Conduct.)

Hazing is a crime and is prohibited by law and by Bancroft in any form which might be practiced by any school group, team, club, or organization.

Definition of Hazing - The Massachusetts Hazing Law (Commonwealth of Massachusetts General Law, Chapter 269, Section 17) defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person”. All students entering the Upper School must read and sign a copy of the hazing law (see Appendix 3), acknowledging knowledge of the rules, expectations, and consequences regarding hazing.

REPORTING - If you, as a student, believe you have been subjected to, or if you have witnessed, discrimination, harassment, bullying, or hazing, you should report your concerns to either the Head of School, the Division Head, the Dean of Students, school counselor, or your advisor. These individuals are available to provide you with information about the School’s policy for resolving any issues you may have.

INVESTIGATION - Any reported incident will be promptly and thoroughly investigated. While each investigation will proceed as the particular circumstances warrant, generally an investigation at a minimum will involve an interview with the individual making the complaint and interviews with persons identified as witnesses or otherwise having knowledge of the incident or conduct. All persons will be instructed to treat the investigation as confidential and not discuss the allegations with other persons at the School, particularly those not involved in the incident or conduct. Also, all persons will be informed that retaliation against an individual who has complained in good faith is unlawful and Bancroft School will not tolerate any form of retaliation directed towards an individual who in good faith makes a complaint or participates or cooperates in an investigation. Any individual who has been found to have engaged in retaliation against a student or a faculty/staff member for reporting an incident or participating in the investigation of a complaint may be subject to disciplinary action, up to and including expulsion. All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, all claims of discrimination, harassment, bullying, or hazing require the honest and full disclosure of facts by all involved persons.

DISCIPLINARY ACTION - If as a result of the investigation, it is determined that any student or employee engaged in conduct that either constitutes discrimination, harassment, bullying, or hazing

or otherwise violates Bancroft School's policies or rules of conduct, appropriate remedial or disciplinary action will be taken up to and including termination of employment for staff or faculty and expulsion for students. Also, Bancroft School will meet with the individuals involved to make certain that any improper conduct has stopped, and that there has been no discrimination or retaliatory action against the complaining student and/or witnesses.

Please note that while this policy sets forth our goals of promoting an environment that is free of any forms of unlawful discrimination, harassment, bullying, or hazing the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of said behaviors.

[1] Some of the language in this section is adapted from NAIS: Student Handbooks: The New 3 Rs: Rights, Responsibilities and Ramifications By Linda S. Johnson, Esquire, June, 2010 and from Upper School Handbook of The Chapin School, NY, NY.

BANCROFT DRESS CODE

The purpose of Bancroft's dress code is to help create a safe and positive learning environment for all of our students. To this end, we encourage students to consider the wide variety of activities they may undertake and the audiences they may be expected to interact with on a daily basis. The following regulations aim to cultivate a sense of appropriateness, and each student is expected to dress accordingly.

Families and students should also note that special school occasions, such as concerts, special ceremonies, or commencement, require dress-up clothing. On game days, Bancroft teams frequently commit to dressing up, and there are events for which teachers or club sponsors may ask students to dress up as well; conversely, Bancroft students and faculty sometimes sponsor spirit dress days.

Students may not wear:

- Clothing that has inappropriate writing or pictures on it
- Halter, tube, tank tops* (defined as a shirt whose bottom is more than one inch from the top of the pants/shorts/skirt/other bottom being worn.)
- Beach wear (bathing suits, cover-ups)

Special Occasion Days:

On special dress days, students should wear dress pants, shirts, jackets, ties, dresses, skirts, blouses or any other clothing the student feels is appropriate for a special event. Sneakers or flip-flops are not permitted for anyone.

Conduct Review

Conduct Review is a major warning used in instances where students have committed an act of academic dishonesty or a serious behavioral offense that is not at the level warranting immediate suspension. Conduct Review is an internal designation and is not recorded on a student's permanent record. Examples of behavior which may result in being placed on Conduct Review include, but are not limited to:

- academic dishonesty
- inappropriate collaboration
- plagiarism
- receiving multiple detentions in one semester
- repeated instances of disrespect
- major behavioral offenses

Students may be placed on Academic Integrity Conduct Review or Behavioral Conduct Review. Once a student is on Conduct Review, the student and parents are made aware that if a future incident of this nature were to occur during the student's time on Conduct Review, it would be taken more seriously by the School and could result in more serious disciplinary action.

The length of term that a student is on Behavioral Conduct Review depends upon the year of the student and the severity of the incident. Placement on Academic Integrity Conduct Review is for the remainder of a student's time at Bancroft. A further breach of academic integrity may result in suspension and/or expulsion.

Instances warranting placement on Conduct Review will be shared with a student's parents, advisor, and teaching team.

Sometimes discipline issues in Lower, Middle, or Upper School require more serious action as follows:

Suspension

Suspension requires the student to be out of school for one or more days as a sign that he or she has broken the community values. No participation in classes, sports, or extracurricular activities and no appearance on campus or attendance at any school-related activity is allowed during suspension. The Division Head oversees suspensions. Instances warranting suspension will be shared with a student's parents and the Upper School faculty and will become a part of a student's permanent record.

Probation

Probation is a period of time during which the student's status at Bancroft is in question. The Head of the appropriate division leads a review of the student's progress during and at the end of the probationary period to assess whether the student should be allowed to continue in the program. During the probationary period, the student may participate in all school activities. The Head of the appropriate division oversees probation. Probation may involve a family conference. Being suspended and/or placed on Academic Integrity Conduct Review, Behavioral Conduct Review, or Probation may jeopardize a student's ability to serve in a leadership role at Bancroft.

Expulsion

Expulsion is Bancroft's most serious disciplinary action. Asking a student to leave is a very grave event. Expulsion is decided by the Head of School after consultation with the Head of the appropriate division. In the Upper School, expulsions will be shared with a student's parents and the Upper School faculty.

DISCIPLINARY HEARING PROCESS FOR APPEALING:

This disciplinary hearing process must be followed if a student wishes to officially appeal an automatic detention, conduct review, or suspension that they have received. In this process, the role of the Student Council, or a designated discipline subcommittee of the Student Council, is to serve as a neutral body between the student and the faculty member(s) who gave the disciplinary action and to deliver a recommendation to the Upper School Head based on the Code of Conduct.

1. The Student Council may determine its own rules of jurisdiction and procedure within the guidelines set forth in this section.
2. To catalyze an appeal to the Council, a student must first speak in person with either the President of Student Council or a representative on the Student Council and express interest in presenting a case to the Student Council. The student will be informed by the President or Representative of the Student Council of the procedures necessary for appeal to the Student Council.
3. The President of the Student Council will confirm with the Dean of Students that the student was in fact given a disciplinary action and when the disciplinary action was given.
4. The student must then submit a written statement to the Dean of Students and to the President of the Student Council. The written statement must, at least, include a description of the disciplinary action given, the name of the person who gave the disciplinary action, the reason the disciplinary action was given, and the reason an appeal is desired.
5. The Student Council calls the meeting at the request of the student after verbal interest has been expressed and a written statement submitted.

6. Issues warranting the Council's attention include offenses that are punishable by more than a Written Warning and less than Expulsion and for which no issue of confidentiality or legality makes a hearing inappropriate in the opinion of the school administration and the student involved.
7. Each hearing shall begin with an opening statement by the Dean of Students and a reading of the accused student's written statement.
8. The accused student and each witness called shall appear separately before the Council to offer testimony and answer questions posed by Council members.
9. Each student appearing before the Council shall have the right to be accompanied by his or her advisor, or by another faculty member if the advisor is unavailable.
10. Once all testimony has been gathered, the Council shall discuss and begin to formulate possible recommendations on the case. Discussion shall continue until a majority of those present wish to proceed to a vote on a specific recommended solution.
11. A majority vote of the Council members present shall be necessary and sufficient to pass a recommendation. The President or Acting President shall vote only to break a tie.
12. After a recommendation is decided upon, the Council will present the recommendation to the Head of the Upper School, and who will take into account the input when determining the final decision on the disciplinary action.

VII. CO-CURRICULAR PROGRAMS

INTERSCHOLASTIC ATHLETICS PROGRAM

The interscholastic Athletics program at Bancroft is an integral part of the academic program and the student activities of the School. The Athletics program is designed to teach students athletic skills, good sportsmanship, character, and commitment. To accomplish these goals, athletic excellence and work ethic are emphasized, as coaches help students learn to handle the challenges of competitive sports. The School will support student-athletes and their teams in pursuit of their educational and extra-curricular goals and aspirations. In turn, the School holds expectations of its student-athletes, in the form of self and team discipline, beyond those of other students. At Bancroft, there are established standards of behavior and discipline for athletics teams. The head coach in each sport sets specific training rules and expectations within these standards. The desire of student-athletes to excel in athletics should be as strong as their desire to excel in all other Bancroft activities and functions. The School is committed to fielding competitive, well-coached teams of student-athletes who represent it with pride, enthusiasm, loyalty, and good sportsmanship. When representatives from other schools come to Bancroft, they will be treated with courtesy, respect, and hospitality. When Bancroft teams, in turn, are guests of other schools or on school-sponsored trips, student-athletes are expected to conduct themselves accordingly.

The Middle School Program

Middle School students of all athletic abilities are strongly encouraged to participate in the interscholastic athletics program during the year. Students can expect a practice or game daily, Monday through Friday. Practices are held from 2:45 to 4:00 p.m. Monday through Thursday. The primary emphasis of the Middle School sports program is on instruction, participation, and teamwork. All students who wish to participate will have a place on a team. The goal of the Middle School coaches is to ensure that all students who attend daily practice participate in games. While all players will participate in games, the amount of playing time will not always be equal. It is expected that the School athletics team commitments will take priority over other outside activities or sports teams.

SPORT OFFERINGS

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls	Cross Country	Basketball	Lacrosse
	Soccer	Yoga	Tennis
	Volleyball	Fitness	

Boys

Cross Country	Basketball	Lacrosse
Soccer	Yoga	Tennis
	Fitness	

The Upper School Program

With the exception of crew and alpine skiing, the Upper School boys' and girls' teams compete as members of the Eastern Independent League (EIL), a conference made up of independent schools with similar academic and athletics philosophies. Upper School practices are held daily, Monday through Friday, from 3:45 p.m. – 5:30 p.m. It is expected that the School athletics team commitments will take priority over other outside activities or sports teams.

SPORT OFFERINGS

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls	Cross Country	Basketball	Lacrosse
	Soccer	Alpine Skiing	Tennis
	Volleyball	Swimming	Track & Field

Golf
Club Crew

Crew

Boys

Cross Country
Soccer
Golf
Club Crew

Basketball
Alpine Skiing
Swimming

Baseball
Lacrosse
Tennis
Track & Field
Crew

Bancroft Athletics Policy

The overarching goal of the Bancroft Athletics program is to develop student-athletes who display character in all areas of life. Participation in athletics provides myriad opportunities to learn important life skills that will better prepare students to live in an ever-changing world, where actions have consequences and our students are prepared to handle them. Bancroft has different goals for each level of interscholastic athletics participation. The Middle School program is focused on participation and skill development. On middle school teams 'all students will play, however, playing time may not be equal. . The goal of Junior Varsity level teams in the Upper School is skill development and participation. All students on JV teams will play; however, playing time may not be equal. At the Varsity level, teams are focused on striving for competitive excellence. Teams play to win, the best players will play, and the coach determines playing time.

NEPSAC Code of Ethics and Conduct

Bancroft School subscribes to the New England Preparatory School Athletic Council (NEPSAC) Code of Ethics and Conduct. As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what "fairly played" means and to provide guidelines for NEPSAC athletics, coaches, officials and spectators alike to follow.

Proper Conduct and Good Sportsmanship - At the heart of this matter lie several terms that are often hard to define - yet no more important task confronts teachers and coaches than to set standards which are fair and honorable. Throughout this Code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

- Treat other persons as you know they should be treated, and as you wish them to fairly treat you.

- Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, you are expected to behave as an honored guest when you visit another school.
- Be gracious in victory and defeat; learn especially to take defeat well.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you and your school.

Guidelines for Players

- Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the values of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.
- They shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their dissatisfaction with the decision made.
- Players will not deface property or remove equipment of any kind from their own or another school.
- Students will be held responsible for unsportsmanlike behavior.

Guidelines for Spectators:

- Spectators - whether students, faculty, parents, alumni or friends - bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.
- Spectators should watch games from those areas defined by each school as spectator areas. They must not run up and down the sidelines, call to players, coaches, or officials in an unsportsmanlike manner, go onto the field of play, or deface property. Any action that detracts from the ability of coaches, players, and officials to do their best is not acceptable.
- Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.
- The use of alcohol and illegal drugs should not be associated with any athletics event.

In addition to the NEPSAC guidelines, Bancroft School does not tolerate hazing of any kind.

Concussion Management Protocol

A concussion, or mild traumatic brain injury (mTBI), is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces secondary to direct or indirect forces to the head. A mild traumatic brain injury is caused by a blow or jolt to the head that disrupts the function of the brain, which can result in a collection of physical, cognitive, emotional and/or sleep-related symptoms. Signs and symptoms for a mild brain injury include but are not limited to loss of consciousness, feeling “zoned out” or “in a fog”, slurred speech, amnesia, headache, nausea, dizziness, sensitivity to light/noise, tingling/numbness, problems concentrating, vomiting, drowsiness, balance disturbance, vision disturbance, and irritability. Duration of symptoms is highly variable and may last from several minutes to days, weeks, months, or even longer in some cases.

Bancroft School follows a comprehensive concussion management protocol for the care and recovery of all students who sustain a head injury (see below). The School follows the **ImPACT® Concussion Management Model** for students participating in the Athletics program who sustain a concussion or mild traumatic brain injury (mTBI). This model incorporates the ImPACT computerized assessment test to assist in diagnosing concussion and managing a student’s recovery, through the use of preseason baseline testing and post-injury testing as part of the state-mandated Graduated Asymptomatic Return to Play protocol. This model ensures the highest level of care for our student-athletes. Students in grades 6,7,9, and 11 and all new students to Bancroft (regardless of grade) who are participating in the interscholastic Athletics program take the computerized ImPACT assessment test to provide current baseline scores in the areas of memory, reaction time, speed, and concentration, as part of the ImPACT Concussion Management program.

In addition, all Bancroft coaches complete an online concussion education program annually from either the Center for Disease Control (CDC) or the National Federation of High Schools (NFHS) and review the School’s Athletic Department concussion protocols prior to each season with the Director of Athletics and Certified Athletic Trainer. Information regarding recognition of the symptoms of head injury, the importance of reporting possible head injuries, and the rules for Return to Play after a concussion are also shared with all student-athletes by the Certified Athletic Trainer at the beginning of each season. Parents/Guardians are also strongly encouraged to complete one of these FREE online concussion education programs as well. Additional information about concussion management and links to these educational programs can be found on the Athletics page of the School website.

Concussion Protocol

- Student sustains a head injury.

- Student is removed from play/sports activity.
- Athletic Trainer/School nurse notifies parent of injury and refers student to PCP or ER for diagnosis. The Athletic Trainer/School nurse provides parents with Acute Concussion Evaluation (ACE) Care Plan, which outlines general concussion care protocol; the Physician Clearance for Return to Play form, which will need to be signed by a physician for a student to return to Athletics participation; and if appropriate, the Graduated Asymptomatic Return to Play (RTP) Protocol, which outlines the state-mandated procedure the School must follow for a student-athlete to return to full participation in Athletics. This information can also be found on the Athletics page of the School website.
- Physician evaluates student (ER or PCP).
- Coach/AT/School Nurse completes accident report if injury is school related, shares with Division Head.
- Physician instructs parent/student on Stage of Concussion at the time of injury evaluation.
- School Nurse receives written notification of concussion diagnosis and Stage Protocol from physician.
- School Nurse notifies Division Head/Advisor/Dean of Students/Director of Athletics/Athletic Trainer of injury diagnosis and Stage.
- Athletic Trainer and Coach ensure concussed student-athlete adheres to Stage Protocol.
- Advisor modifies work using the Guidelines for Post-Concussion Academic Accommodations.
- Advisor and student maintain open dialogue regarding work expectations from teachers.
- Advisor meets daily with student during recovery and maintains email communication with parents.
- Student's physician notifies School Nurse/Athletic Trainer in writing when student has reached Stage IV (i.e. cleared to return to full academic workload and begin the Graduated Asymptomatic Return to Play protocol for Athletic participation, if appropriate).
- School Nurse notifies Division Head/Advisor/Dean of Students/Director of Athletics/Athletic Trainer of Stage progression, recovery, return to classroom and clearance to begin Graduated Asymptomatic Return to Play protocol for Athletics. Post-injury ImPACT testing is part of the state-mandated Graduated Asymptomatic Return to Play protocol for student-athletes.

Awarding of Bancroft Varsity Letters

Varsity letters are awarded by the coach. Each academic year, a player will receive only one varsity letter B. A sport pin is also awarded for each varsity sport, thus a three-sport player would receive one Varsity B and three sport pins in a year. The pins symbolize the individual varsity sports.

Captain Selection

The selection of team captain(s) rests with the Head Coach. Some Head Coaches choose to have players vote for team captains, while some coaches select captains without input from players. The coach has the responsibility to make the final decision. Criteria for selection include, but are not limited to, the ability to effectively communicate, possessing a positive, inclusive attitude, leading by example, displaying confidence on and off the field, and putting the team's needs before one's own. The team captain does not have to be the most skilled player on the team or the oldest player on the team, and leadership qualities override skill.

Athletics Team Awards

In the Upper Schools, the selection of team awards rests with the coach. The coach has the responsibility to make the final decision on award selection. The coach considers player attitude and effort on a daily basis, as well as a players' overall performance in determining his/her selection for these awards.

All-League Selection

The coaches of each Varsity sport meet with their peer coaches in the Eastern Independent League (EIL) to determine All-League selections. Each coach nominates players who s/he believes are of such a skill level that the player would start for every team in the EIL. Athletic skill is not the only factor in determining All-League selection, however. Attitude and sportsmanship are also key criteria. Selection is determined on play from the just completed season and previous selection does not guarantee current selection. The EIL Player of the Year Award is given to the student with the most votes of the League coaches in that sport.

Responsibilities of Coaches, Players, and Parents

Coaches will communicate their goals and policies to their players at the start of each season. Players will communicate concerns to their coach, or team captains. Communication is key to a positive experience for all concerned. Parents should be supportive of the team, coaches, and players by attending games and voicing positive comments. If parents have concerns that cannot be addressed by the student, then the parent should arrange a meeting with the coach at a mutually agreeable time.

Bancroft Coaches

The Director of Athletics holds a pre-season coaches' meeting at the beginning of each school year season, where relevant topics, procedures, and School protocols are reviewed. It is the responsibility of the coaches to communicate clearly to their players what the policies of the team will be. Expectations around attendance, behavior, and conduct, as well as the policy for playing time should be addressed by the coach to the team at the beginning of each season. Coaches should

be aware at all times that Bancroft School provides a character-based education and athletics experience. Character should be displayed in all areas of sport. Respect should be shown for coaches, players, officials, and the game. The Director of Athletics meets individually with each coach at the end of each season to review the season, program needs, schedule, and equipment. Evaluation of coaches, both formal and informal, is conducted regularly by the Director of Athletics.

APPENDIX

Parent-Faculty Association

ARTICLE II - PURPOSE

The Purpose of the Association shall be to support the School's programs through constructive parent participation in activities, which involve parents, faculty and/or students in support of the school community and its mission.

ARTICLE III - MEMBERSHIP

The membership of the Association shall consist of parents and guardians of students attending Bancroft School and the Faculty of Bancroft School.

The annual dues shall be set by the Leadership Team and ratified by the PFA Board.

Dues shall be assessed per family and shall be added to the tuition bill.

ARTICLE IV – LEADERSHIP TEAM

The Leadership Team shall consist of the President, Vice-President, Secretary and Treasurer.

The leadership Team shall have general supervision of the affairs of the Association and responsibility for all major programs and activities sponsored or supported by the Association.

The Leadership Team shall review and render decisions on all faculty requests.

In conjunction with the Parent Faculty Association Board (consisting of the Leadership Team, Divisional Liaisons, Head of School and Faculty Liaison), the Leadership Team will recommend the dues structure and budget for the upcoming school year as well as any amendments to the By-Laws for approval by a two-thirds vote of the general membership present at the all-school meeting.

The Leadership Team shall meet no fewer than five times during the school year with the first meeting to be held no later than three weeks after the academic year has begun.

ARTICLE V – ELECTION OF LEADERSHIP TEAM AND DIVISIONAL LIAISONS

Individuals may nominate a specific individual or themselves by communication in writing or email of their intention to the President prior to March 1st.

The proposed Leadership Team and Divisional Liaisons for the following school year shall be recommended by the PFA Board and submitted as a slate to the general membership for approval at the spring All School meeting by a two-thirds vote of those present. If vacancies remain after the spring meeting, the acting Leadership Team will be responsible to fill these vacancies prior to the end of the current school year.

Terms: The President, Vice-President and Secretary shall serve a one-year term. The expectation will be that the Vice-President will serve as President the following year. At the discretion of the PFA Board, the Treasurer and Divisional Liaisons shall be allowed to serve more than two consecutive one-year terms but not to exceed three consecutive one- year terms, unless an exception is approved by a two-thirds vote of the general membership present at the all-school meeting.

- Parent Socials
- PFA Fundraiser
- Community Dinner
- Faculty Appreciation Luncheon
- Parent Independent School Network Representatives (PIN)
- Homecoming Festival
- Humanities Series

ARTICLE IX – PARENT FACULTY ASSOCIATION SUPPORTED EVENTS/ACTIVITIES

This list serves as an example and is not mandatory or exclusive and is based on the discretion of the Leadership Team.

- Middle School Community Service
- School Picture day
- Various Divisional events

ARTICLE X - MEETINGS

There will be two All School Association meetings held each year – one in the fall and one in the spring. All other meetings will be held at the discretion of the Leadership Team and/or the Association Board.

ARTICLE XI – AMENDMENTS

These By-laws may be amended by a two-thirds vote of the members of the Association present at any called meeting of the Association provided the proposed amendment(s) has been approved by the Association Board and notice of the proposal to amend has been given in the call to the meeting. Notice of the called meeting must be given no less than ten business days prior to the meeting.