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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 January 2019.

BANCROFT SCHOOL MISSION STATEMENT

Bancroft, an independent, co-educational, college-preparatory day school, prepares talented, well-qualified, and motivated college-bound students, pre-kindergarten through grade twelve, to pursue and realize their academic, personal, and social potential.

We provide a comprehensive, caring, and creative curricular and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being life-long learners, teachers of others, and citizens of an increasingly complex global community.

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

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 which 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 expects all members of its community to appreciate the importance of being responsible. The School also wants everyone to develop the habits and strength to act this way in everyday life. Learning to be responsible includes learning to:

- Respect and show compassion for others;
- Practice honesty as a matter of course;
- Show courage in upholding principles;
- Develop self-control in acting on principles;
- Maintain self-respect.

HEADS OF BANCROFT SCHOOL

1901-1915	Frank H. Robson
1915-1926	Miriam Titcomb
1926-1938	Hope Fisher
1938-1943	Bradford M. Kingman
1944-1946	Edith J. Jones, Acting Head
1946-1959	Henry D. Tiffany, Jr.
1959-1960	Elizabeth Vandermoer, Acting Head
1960-1981	Wyatt Garfield
1981-1992	Marigolden G. Tritschler
1992-1998	Theodore G. Sharp
1998-1999	Wyatt Garfield, Interim Head
	Edgar A. Gauthier, Interim Head
1999-2014	Scott R. Reisinger
2014-	James P. "Trey" Cassidy III

DIVISION PHILOSOPHIES

LOWER SCHOOL

Pre-Kindergarten - Grade 5

Inspiring a love of learning in a nurturing, stimulating environment, Bancroft's Lower School fosters a strong community of friendship, respect, and responsibility for self and others, while empowering children to build a strong foundation of academic skills, thereby enabling them to realize their greatest potential.

MIDDLE SCHOOL

Grade 6 - Grade 8

The Bancroft Middle School strives to develop confident learners who are well prepared to thrive in our Upper School and in life. Dedicated teachers promote independent organizational skills through a challenging experiential learning environment and manage each student's transition to more abstract and inferential thinking. Students are steeped in a culture of compassion and respect. Through a community service program and a curriculum that celebrates world cultures, the Middle School experience pushes students to think beyond themselves and to embrace their roles as global citizens.

UPPER SCHOOL

Grade 9 - Grade 12

Bancroft's Upper School provides an environment of academic challenge and support where students build confidence in their unique identities and talents. They explore creativity through the arts, develop athletic skills and team spirit, and enlarge their sense of community, both locally and globally, to deepen their social and moral awareness. Students think critically, take risks, and cultivate habits of discipline and curiosity conducive to a lifetime of learning. In this community based on respect and mutual caring, students can exhibit leadership and character to lead lives of moral consequence.

BOARD OF TRUSTEES - 2018-2019

Executive Committee

President Catherine Colinvaux
First Vice-President Sheena Sharma
Vice-President Katy Sullivan
Treasurer John Duggan
Secretary David Duval
Ex-officio James P. “Trey” Cassidy III

Padgett Berthiaume ‘97
Micah Chase
Catherine Colinvaux
James Condon ‘83
David Cyganski
John Duggan ‘77
David Duval
Khurston Ellia-Epple, PFA President
David Fahlstrom
Terence Flotte
Andrew Freedman
Beckley Gaudette
Peter Janhunen ‘85
JoAnn Mills
Susan Onffroy
Michael Palermo
Martin Richman
Sheena Sharma ‘89
Katy Sullivan
Jo Truesdell, Alumni Council President

Information about the role of the Board of Trustees and copies of the Bancroft School By-Laws may be obtained by contacting the School.

SPECIFIC 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
 Directory
 Discipline
 Division Heads
 Exchange Programs
 Facility Rentals
 Faculty-Parent Conferences
 Financial Aid
 Food Services
 Fundraising
 Gym Clothing/Bookstore
 Health Issues/Illness
 Instrumental Lessons
 Lunch Programs
 Messages
 News/Media Relations
 Planning/Scheduling Events
 SAT Exams
 Schedules
 Security
 SSAT Exams
 Space Usage (General)
 Student Government
 Substitute Teachers
 Supplies
 Technology
 Tutoring
 Transcripts
 Upper School Clubs
 Worcester Partnership

SEE.....

LS/MS - Mrs. Hanssen, US - Ms. Rim
 LS/MS - Mrs. McCuine, US – Mrs. Coleman
 Business Office
 MS – Ms. Church, US – Mrs. Sheldon
 Mr. Ganas
 Mr. Townley
 MS – Mrs. Beckmann, US – Mrs. Sheldon
 Mrs. St. Germain
 Ms. Jones
 Mr. Taylor
 Business Office
 Mrs. Aubin
 See Page 26 of Handbook
 Mr. Townley
 MS – Ms. Church, US – Mr. Taylor
 Ms. Botty
 Mrs. Aubin
 LS and MS – Mrs. Beckmann, US – Ms. Silverman
 LS – Mrs. Beckmann; MS – Mrs. Beckmann; US – Ms. Baker
 Mr. Taylor
 Mr. McKone
 Division Heads
 Mr. Ganas
 Mr. Heenan
 Mrs. Fossey
 Mrs. L’Heureux
 Mrs. Morello
 Mrs. Whitney
 Business Office
 Front or Division Office
 Mrs. O’Malley
 Division Heads
 Mr. Townley
 Division Heads
 Mr. McKone
 Mrs. Aubin
 Ms. Brodeur
 MS – Mrs. Stephenson, US – Mrs. Sheldon
 MS and US – Mr. Bellos, LS – Mrs. Allen
 Mrs. L’Heureux
 Mr. R. Cassidy
 Mrs. McCuine
 LS/MS –Mrs. Hanssen, US – Ms. Rim
 Mrs. Sheldon
 Mr. Aleksiewicz

FACULTY AND STAFF

The date following the name indicates the year of appointment to Bancroft.

TITLE and LOCATION

Brian Abend (2018) A.B., Middlebury College	Chair, Mathematics Fuller Science Center – Ext. 159
Charles Aleksiewicz (1967) B.A., M.A., Assumption College	Director of Worcester Partnership Program Administration Building – Ext. 229
Halley Allen (1987) B.A., Wheaton College	Grade 4 Assistant Head of Lower School McDonough Center – Ext. 230
Shannon Arsenault (2014) B.A., University of Massachusetts-Boston M.Ed., Fitchburg State University	Grade 5 Hope Graham Program McDonough Center – Ext. 272
Nichole Aubin (2013) B.A., University of Massachusetts-Amherst	Executive Assistant to the Head of School Administration Building – Ext. 207
Lisa Baker (2017) B.A., The American University M.S., Johns Hopkins University	Head of Upper School Upper School – Ext. 262
Phyllis Barra (2018) B.A., Adelphi University	Assistant College Counselor Upper School - 384
Beth Beckmann (2015) B.A., Northwestern University M.Ed., Loyola University of Chicago	Head of Lower School Head of Middle School McDonough Center – Ext. 222
John Beauregard (2007) B.A., Assumption College Ph.D., University of New Hampshire	Chemistry Fuller Science Center – Ext. 289
Paul Belanger (1990) B.A., Boston University M.Ed., Harvard University	Chair, Performing Arts Department Performing Arts Center – Ext. 218
Shari Belanger (2013) B.A., Dartmouth College M.A., Middlebury College	Spanish, French Upper School – Ext. 252

Archie Bellos (2018)

B.A., College of the Holy Cross

Substitute Teacher Coordinator
Administration – Ext. 315

Kim Boin (2017)

B.S., Worcester State College

Kindergarten Assistant Teacher
McDonough Center – VM 764

Elisabeth Borg (2016)

B.A., Smith College

M.M., Longy School of Music

Capital Campaign Director
McDonough Center – Ext. 283

Carol Botty (2003)

B.S., Clark University

M.A., C.A.G.S., Anna Maria College

School Wellness/Health Coordinator
Health Center – Ext. 237

Susan Bream

B.S.N., South Dakota State University

School Nurse
Health Center – Ext. 398

Kevin Briggs (2014)

B.A., La Salle University

M.Ed., Endicott College

Computer Skills and Technology
Integration Specialist
McDonough Center – 239

Hannah Brodeur (2017)

Pre-Kindergarten Aide
McDonough Center – VM 763

Rhonda Brodeur (2010)

Receptionist
Administration Building – Ext. 200

Lisa Brown (2005)

A.A., Becker College

Pre-Kindergarten/Extended Day
McDonough Center – 224

Gail Buckley (2007)

B.A., M.Ed., American International College

Chair, History Department
Upper School – Ext. 266

Maureen Cabral (2009)

B.A., Assumption College

Kindergarten
McDonough Center – Ext. 221

Richard Cassidy (2013)

B.S., University of Massachusetts

Technical Support Associate
Upper School – Ext. 451

Trey Cassidy (2014)

B.A., M.Ed., University of Pennsylvania

Head of School
Administration Building – Ext. 207

William Chambers (2017)

B.A., Sarah Lawrence College
M.Ed., Antioch New England Graduate School
M.F.A., Massachusetts College of Art and Design

Chair, Visual Arts Department
Art Center – Ext. 254

Jun Chen (2014)

B.A., M.A. Fudan University
M.A., San Francisco State University

Director of International Program
Mandarin
McDonough Center – Ext. 250

Adrienne Chodnowsky (2018)

B.A., M.Ed., Lehigh University

Mathematics
McDonough Center - 269

Abigail Church (2008)

B.A., Hampshire College
M.Ed., Lesley University

History/English
McDonough Center – Ext. 243

Karla Cinquanta (2013)

The Art Institute of Boston, BFA program

Marketing & Creative Content Manager
Advancement – Ext. 319

Alisha Coleman (2017)

B.Ed., M.Ed., Fitchburg State University

Academic Support
Upper School – Ext. 249

Flavien Collet (2014)

B.A., M.A., University of Paris IV-Sorbonne

French
Upper School – Ext. 270

Kaitlyn Conor (2014)

B.S., B.A., Keene State College

Grade 1
McDonough Center – Ext. 223

Jennifer Dalton (2018)

B.S., St. Lawrence University
M.A., Ph.D., Bryn Mawr College

Mathematics
Fuller Science Center – Ext. 270

Patricia Doon (2017)

B.A., MBA, Clark University

Director of Finance and Administration
McDonough Center – Ext. 202

Mary Edwards (1996)

B.S., State University of New York
M.Ed., Fitchburg State University
Art Teacher Certification, Brandeis University

Visual Arts
Art Center – Ext. 253/255

Martha Fortier (2005)

B.A., Boston College
M.A.T., Tufts University

Chair, English Department
Upper School – Ext. 321

Tobey Fossey (2014)

B.S., Stonehill College

Chief Advancement Officer
McDonough Center – Ext. 209

Karen Fuller (1999)

B.A., University of Massachusetts
M.A., Ohio State University

Chair, Foreign Language Department
Upper School – Ext. 268

Christian Gal (2002)

B.A., Dartmouth College
M.A., Brown University

English
Upper School – Ext. 217

Sean Ganas (2017)

B.A., University of Massachusetts-Amherst

Director of Admission and Financial Aid
Administration Building – Ext. 213

Jane Gerhardt (1979)

B.S., Boston University

Chair, Physical Education Department
Athletic Center – Ext. 261

Beth Gondek (2015)

B.M., Anna Maria College

Performing Arts
Theater – 332

Suzannah Griffin (2017)

B.S., State Univ. of New York Univ. – Albany
M.S., State Univ. of New York College – Cortland

Math/Science
McDonough Center – 257

Laura Hamel (2013)

B.A., Boston College
M.Ed., Fitchburg State College

Grades 2 and 3 Hope Graham Program
McDonough Center – Ext. 760

Catherine Hanssen (2010)

B.S., Fitchburg State College
M.S., Regis College

Administrative Assistant
Lower/Middle School
McDonough Center Office – Ext. 240

Neil Heenan (2007)

A.S., Johnson & Wales University

Director of Food Services
Kitchen – Ext. 325

Elisa Heinricher (2001)

B.A., Mount Holyoke College
M.S., Carnegie-Mellon University

Computer Science
MPR – Ext. 238

Mason Hendershott (2016)

B.A., SUNY Potsdam

Science
Lower School – Ext. 290

Colleen Hunter (2018)

B.S., M.Ed., University of Connecticut

English Language Review

Katy Hwang (2018)

B.A., Vassar College
B.E., Thayer School of Engineering at Dartmouth

Science
McDonough Center – Ext. 287

John Irvine (2017)

B.A., The College of New Jersey

Assistant Director of Admission
Administration Building – Ext. 334

Megan Jackel (2007)

B.A., University of Vermont

Grade 3
McDonough Center – Ext. 232

Tracy Jones (2016)

B.A., Brown University
M.Ed., DePaul University

Director of Athletics
Fletcher Athletic Center – Ext. 260

James Kamosky (2007)

A.S., Quinsigamond Community College
B.S., R.N. Worcester State University

Science
McDonough Center – Ext. 284

Stephen Kelley (1990)

B.S., Springfield College
M.S., University of Rhode Island

Facility Manager and Program Director
Field House – Ext. 333

Emily Kent (2017)

B.A., Saint Anselm
M.A.T., Clark University
M.Ed., Boston College

English/Academic Support
Middle School – Ext. 374

Brian Kondak (1990)

B.A., College of the Holy Cross
M.N.S., Worcester Polytechnic Institute

Chair, Science Department
Fuller Science Center – Ext. 291

Fanfei Kong (2012)

B.A., Beijing Foreign Studies University
M.Ed., Harvard University

Mandarin
Upper School – Ext. 273

Jaime L'Heureux (2015)

ABA, Nichols College

Bookstore Manager
Bookstore – Ext. 275

Kimberly Landers (2016)

B.S., M.Ed., University of Vermont

Hope Graham Program
McDonough Center – Ext. 234

Lisa Leach (1994)

B.S., Fitchburg State College
M.L.S., Simmons College

Lower School Librarian
Prouty Library – Ext. 280

Gail LeBlanc (2002)

B.A., Bates College
M.Ed., Springfield College

Mathematics
Upper School – Ext. 267

Lana LeBlanc (2008)

B.A., Worcester State University
M.Ed., Lesley University

Michelle Lessard (2015)

B.A., Vassar College

Kendra McCuine (2015)

B.A., University of Massachusetts
M.Ed., Lesley University

Peter McKone (1983)

B.A., Clark University

Heather McLeod (2017)

B.S., Vanderbilt University

Clementine McNamara (2016)

B.S., University of Maine
M.Ed., Cambridge College

Neal Melley (2013)

B.M., University of Massachusetts - Amherst
M.M., Eastman School of Music
D.M.A., Eastman School of Music

Jane Merritt (2007)

B.A., Bowdoin College
M.Ed., Harvard University

William Meyers (2017)

B.A., University of Rhode Island

Janice Morello (1998)

B.S., University of Massachusetts - Amherst

Cynthia Morrissey (2018)

B.S., Merrimack College

Mark O'Brien (1989)

B.S., Lyndon State College

Christa Papula (2017)

B.S., M.S., University of Pittsburgh

Grade 4 Hope Graham Program
McDonough Center – Ext. 395

Latin/Technology
McDonough Center – 244

Director of Hope Graham Program
McDonough Center – Ext. 248

Director of Operations
Operations Office – Ext. 326

History
Upper School – Ext. 265

Academic Support
Upper School – Ext. 296

Music
Performing Arts Center – Ext. 216

History/English
Upper School – Ext. 274

Assistant Director of Admission
Administration Building – Ext. 206

Director of Health Services/School Nurse
Health Center – Ext. 256

Business Office Assistant
McDonough Center – Ext. 297

Physical Education
Athletic Center – Ext. 259

Advancement Assistant
McDonough Center – Ext. 300

Wayne Penniman (2007)

B.S., University of New England
D.P.T., Simmons College

Physical Education
Athletic Center – Ext. 310

Marlon Perez (2016)

B.S., M.S., University of Carabobo – Venezuela

Lower School Foreign Language
McDonough – Ext. 226

Patrick Petersen (2018)

B.S. Worcester Polytechnic Institute

Mathematics
Fuller Science Center – Ext. 314

Grant Phillips (2016)

B.A., Haverford College
Ed.M., Harvard University

Mathematics
McDonough Center – Ext. 251

Nathaniel Reden (2016)

B.A., Amherst College
M.S., Ph.D., Brandeis University

Science/Mathematics
Fuller Science Center – Ext. 312

Patricia Rim (2010)

B.S., University of Pennsylvania
J.D., Northwestern University
M.S., Simmons College

Administrative Assistant
Upper School – Ext. 281

Betsy Rocha (2003)

B.A., Gettysburg College

Grade 5
McDonough Center – Ext. 236

Richard Rogan (2018)

BBA, University of Massachusetts – Amherst
MS, Bentley University

Controller
McDonough Center – Ext. 214

Kimberly Rogers (2015)

B.A., Wheelock College
M.Ed., Lesley University

Hope Graham Program
McDonough Center – Ext. 721

Carol Ryan (2006)

B.S., Worcester State University
M.S., University of Arizona

Physical Education
Athletic Center – Ext. 327

Judith Sbrogna (1998)

A.B., M.Ed., Worcester State University

Reading Specialist/Tutor
McDonough Center – Ext. 228

Elaine Shack (1995)

B.S., Worcester State University
M.A., Anna Maria College

Grade 5
McDonough Center – Ext. 235

Christopher Sheldon (2002)

B.A., Carleton College
M.Ed., Harvard University
M.A., Duke University
M.T.S., Southern Oregon University

Performing Arts/History
Performing Arts Center – Ext. 215

Pamela Sheldon (2005)

B.A., Carleton College
M.A., University of Michigan

Director of Student Activities
Upper School – Ext. 292

Kate Sheridan (2013)

B.A., Hamilton College

English
Upper School – Ext. 322

Angela Sigismondi (2014)

B.A., College of the Holy Cross
M.A.T., Clark University

Humanities
McDonough Center – Ext. 246

Robin Silverman (2010)

B.A., Wesleyan University
M.A., Tufts University

Latin
Dean of Students
Upper School – Ext. 372

Lynn St. Germain (1999)

B.S., Bridgewater State College

Director of Alumni Relations
McDonough Center – Ext. 298

Jody Stephenson (2004)

B.A., M.A., Middlebury College

MS Admission Liaison/Spanish
McDonough Center – Ext. 241

Alexis Stevens (2010)

B.A., M.A. Worcester State University

History
Upper School – Ext. 323

Taryn Surabian (2016)

B.S., College of the Holy Cross
M.S., Montana State University

Science
Fuller Science Center – Ext. 286

Mark Taylor (2006)

B.A., Boston University
M.A., American University in Cairo

Director of Community Engagement
Coordinator, Bancroft Senior Cooperative
Administration Building – Ext. 320

Nadine Telenson (1995)

B.A., Indiana University
M.A., University of Northern Iowa

Spanish
Upper School – Ext. 271

Stefani Torode (2017)

B.S., Fitchburg State University

Music
Performing Arts Center – Ext. 219

Timothy Townley (2018)

B.A., The George Washington University
M.Ed., Boston University

Director of College Counseling
Upper School – Ext. 263

Kristin Tupper (2000)

B.S., Springfield College
M.A., Lesley University

Grade 2
McDonough Center – Ext. 227

Michael Urban (2015)

B.A., Bucknell University
M.Ed., Framingham State College

History
McDonough Center – Ext. 390

Rachael Wagner (2009)

B.S., Worcester State College

Lower School Drama
Middle School Chorus
Performing Arts Center – Ext. 758

Carrie Whitney (2007)

B.S., Coastal Carolina University

Auxiliary Program Manager
MPR – Ext. 285

Robyn York (2017)

B.A., University of Massachusetts - Amherst
M.S., Simmons College

Librarian
Library – Ext. 331

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 Visits – As part of the application process, parents are invited to visit Bancroft, to tour our campus, and to meet with an admission officer.

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.

Testing – All Bancroft applicants are tested in order to assess their academic ability and level of achievement. Middle and Upper School applicants must take the Secondary School Admission Test (SSAT) or the Independent School Entrance Exam (ISEE). Applicants to Lower School 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 child'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 Middle and Upper School applications completed by February 1. Lower School applicants are considered on a rolling basis.

An admission committee reviews student files and make recommendations on admission decisions to the Director of Admission. Middle and Upper School decisions are communicated on March 10th and Lower School decisions are processed on a rolling basis. 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 the School and Student Service for Financial Aid (SSS). Bancroft routinely recalculates the "financial need" determined by SSS, compares this need to other financial aid applicants and offers as much grant assistance as its budget will fairly allow.

School and Student Service for Financial Aid - The purpose of the School and Student Service (SSS) for 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. Due to limited resources, Bancroft financial aid awards typically will not exceed 90% of demonstrated need for Upper School students, 50% of demonstrated need for Middle School students, and 50% of demonstrated need for Lower School students in grades 2-5. Financial aid is not available to students entering the primary grades, Pre-K through 1; Bancroft offers all families reduced tuition in these grades. Financial aid is not available to students enrolled in the Hope Graham Program or the International Student Program. Demonstrated need is determined by the School and Student Service for Financial Aid (SSS).

Complete Documentation - Financial aid cannot be awarded until Bancroft has received all appropriate documentation. Custodial parents must complete the *Parents' Financial Statement* (PFS) and return it to the School and Student Service for Financial Aid (SSS) based in Princeton, New Jersey no later than February 1. In addition, they must furnish to SSS all required W-2 tax forms, 1040 tax forms, and, if applicable, the SSS Business/Farm Statement. The SSS Business/Farm Statement should be completed by parents who carry any degree of ownership of a business or farm. We must receive the W-2 tax forms by February 1st and the other documents as soon as possible (but by April 15th at the latest). Statements can be completed online at sss.nais.org/parents. Non-custodial parents must complete a *Parents' Financial Statement* (PFS) and return it directly to Bancroft School. Non-custodial parents should also forward to Bancroft School copies of W-2 forms, copies of 1040 tax forms and if applicable, the SSS Business/Farm Statement. 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 *Parents' Financial Statement*. 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. Ability to pay Bancroft's tuition will not be considered by the admission committees.

Enrollment Deposits - For current families applying for financial aid, re-enrollment deposits are refundable after receipt of their financial aid package. Enrollment deposit due dates may also be extended for accepted applicant families applying for financial aid.

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.

Tuition Remission for Faculty and Staff - Faculty and staff receive 50% tuition remission for their first two children who attend Bancroft. Need-based financial aid of up to 90% of tuition is also available for all faculty children. Tuition remission for faculty and staff children is considered a benefit and is funded, administered, and accounted for separately from the need-based financial aid budget.

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 own 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 Admission and Financial Aid.

Appeals Process - Awards are not changed unless new information is presented that was not available when 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 Admission and Financial Aid. Families may appeal their financial aid in writing through the

Director of Admission and Financial Aid, always keeping in mind that changes are subject to 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.

PARENT/STUDENT HANDBOOK

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, good will, 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 are asked to read this handbook carefully and to speak to a member of the administration or faculty if there are any questions. We look forward to your active participation in school life.

I. GENERAL INFORMATION

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

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 rotation schedule.

BEFORE AND AFTER SCHOOL

Before School – No student should arrive before 7:15 a.m., the time when adult supervision begins in the McDonough Center Boone Room. Lower and Middle School students who arrive between 7:15 a.m. and 7:45 a.m. must report to the McDonough Center Boone Room. Upper School students may go to the Upper School wing. Pre-K and K students may go to their classrooms at 7:30 a.m.

After School – If a parent is unable to pick up a student in grades Pre-K-5 at the end of the school day, the parent should plan to meet the child at Aftercare in the Lower School Flex Room. Supervised care is provided there Monday through Friday until 6:00 p.m. There is a fee for this service. 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 the Lower School Flex Room.

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

If a Lower School student has an after school music lesson after 3:30 p.m., he/she must wait in the Lower School Flex Room unless he/she is with a parent.

Middle School students may only remain on campus after 3:30 p.m. Monday through Thursday and 2:45 p.m. on Friday if that student is involved in a supervised school activity or in supervised Aftercare. There is a fee for this service.

Students in grades 9-12 may remain on campus until 6:00 p.m. but should be involved in a school-related supervised activity, e.g., homework, sports practices, games, rehearsal, work calls, school projects, make-up work, and extra help.

Dismissal Procedures – Cars are to pick up Lower School students from the Lower School portico. Middle School parents should arrange with their child to pick up at the Middle School portico (in front of the gym) or the Field House. Cars must never block the lower lane of traffic in the driveway. Drivers are to remain in cars to await the children. Lower School teachers will load cars as quickly as possible.

II. ADMINISTRATIVE INFORMATION

BILLING

All billing, information on accounts, lunch plans, etc., comes from the Business Office located in the McDonough Center. Parents should feel free to stop in or call if there are any questions.

BUSES

Students who are Worcester residents are eligible for free transportation provided by the Worcester School Department. These buses operate on the Worcester Public School calendar, which means that parents will need to make alternative arrangements during public school vacation weeks. The bus routes can be found on cable television – Channel 11. Non-Worcester residents are not allowed to ride the school bus even on a one-day basis. For questions regarding eligibility for bus transportation please contact Mr. John Hennessey, Director of Transportation or Ms. Kerri Collins, Transportation Liaison at the Worcester School Department 508-799-3152.

CLASS ASSIGNMENTS

Parents are not encouraged to submit requests for specific teachers. If parents have concerns or 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. 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 children's strengths and weaknesses, and the crucial need to promote or discourage relationships that nourish or impede a particular child's development. The sectioning is intended to provide the best possible grouping to encourage the potential of each child. 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 the summer. The Division Head and the Department Chairs determine the teaching assignments and number of sections. In some instances, student placement has been predetermined by criteria set forth in the Course Catalog. These criteria have been developed by the faculty and are based upon years of experience. Bancroft strives to schedule students for success. Schedules will be sent to students in the summer.

CLASSROOM VISITS AND GUESTS

Parents are welcome to visit classes from the beginning of October until the end of April. Please make arrangements through the appropriate Division Head before visiting to ensure that the proposed date and time will be convenient. When visiting, please remember that the teacher's responsibility is to the class being taught.

A Lower School student wishing to have a guest at school should first obtain permission from the classroom teacher. Permission to have a guest in the 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 do Bancroft students. Upon arrival at school, the guest should be introduced to the appropriate Division Head and to each teacher at the beginning of class.

FIRE DRILLS

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

PHYSICAL EXAMINATIONS

Students entering Pre-Kindergarten, Kindergarten and grades 4, 7, and 9, as well as any new student to the school in any grade, are required to have a physical examination before the start of the school year. All students who will participate in any team sports during the school year are required to have a current physical examination form on file. Physical exams must be updated every 12 months. Failure to meet this condition will result in denial of sports participation until an updated physical examination form is on file in the Health Center. When a physical form is required, an examination by a physician parent is not acceptable. It is important that the Health Center is 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 child 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 regulations.

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 and standardized test results, which are kept for sixty years.

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 that file 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 own signature.

TRANSPORTATION/FIELD TRIP PERMISSION FORMS

Every student must submit a signed parental permission form. These forms are made available during the summer. Additional forms are available on the School's website. 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 provides students with necessary supplies, books and gym clothing. These items are billed directly to parents. It is usually not necessary for Lower School students to go to the Bookstore for individual supplies.

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.

COPY MACHINES

There are copy machines located in the library, Upper School Tech Office, and Middle School Tech Lab for student use. All other copy machines are off limits to students.

COUNSELING

The School provides the services of a counselor to students and other members of the Bancroft community. The counselor is on campus Monday through Friday to provide this service.

DINING HALL

All meals are eaten in the Dining Hall with the exception of Pre-Kindergarten and Kindergarten students. Students who sign up for lunch for the year will be billed in advance. Lunch may be

purchased or lunches may be brought from home. 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 Dining Hall clean and neat at all times, returning dishes to the kitchen area and putting trash in the receptacles designated for that purpose. Lunch table clean up is assigned to students in Middle and Upper Schools. In Lower School, a student is selected to sponge off the table each day.

HEALTH CENTER

The goal of the Health Service at Bancroft School is to care for the immediate health needs of students and staff in accordance with standard nursing practice. A Registered Nurse is available daily from 7:30 a.m. to 6 p.m., Monday through Friday.

If a student is ill, cots are available in the Health Center. Medical excuses from physical education class can be obtained from the School Nurse or otherwise specified by the student's physician. Though a student may be excused from physical education participation, the student may be required to observe, make up the class or to meet some other requirement of the teacher. Parents are asked to fill out an emergency form at the beginning of the year. Should an emergency arise, the School will follow the procedures outlined on this form.

For your convenience, the Health Center's FAX number is 508-854-9260.

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.

During the school year library hours are 7:45 a.m. until 6:00 p.m., Monday through Friday. Lower School students must be accompanied by a parent after the school day ends.

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. 295 (Middle and Upper Schools).

LOCKERS

All Middle and Upper 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. In the Upper School, non-school locks may be used if the combination is provided to the Dean of Students. 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. Middle and Upper School students will also be assigned lockers and locks for use during Physical Education classes and athletics.

Lockers are optional for all seniors and juniors. All junior and senior parents and students must complete the locker waiver form indicating whether or not students should be issued lockers for each school year. Any student who chooses not to have a locker is still responsible for his/her personal property on campus. The School reserves the right, however, to assign a locker to junior or seniors during the school year if it is determined that those students are not taking responsibility for their personal property.

LOST & FOUND

Lost clothing and books may be recovered in the area near the Upper School Faculty Lounge or in the appropriate 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 should periodically check the Lost & Found.

LOWER SCHOOL CUBBIES

Students are assigned an open "cubbie" for backpacks and clothing. Backpacks should be purchased to fit into the cubbies. The cubbies measure 32" in height, 11" in width, 11" in depth. Perishable items should not be stored in this area for an extended period of time.

MAILBOXES AND MESSAGES

Upper School students can obtain messages in mailboxes located outside the Upper School Office. It is the responsibility of the student to check mailboxes several times a day, particularly at the end of the day as teachers do leave items of importance for students.

Telephone messages can be left for a division office or individual's mailbox through the voice mail telephone system. Please listen to the automated menu for assistance in reaching the appropriate extension. Call the School as early as possible as it is not possible to deliver messages to the athletic fields in the late afternoon.

TECHNOLOGY CENTERS

There are over 250 computers and other technology related devices located throughout our campus. Teachers may reserve the computers in the Library, Digital Art Lab, Tech Labs, Chromebook carts, and Science laptop carts for their classes to use through an online calendar. Students have access to the computers in the Library, Digital Art Lab, and in our Tech Labs when the computers have not already been scheduled for a class.

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, or sexual orientation. 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. Lower School teachers are in their rooms by 7:45 a.m. Lower School students in grades 1-5 who arrive before 7:45 a.m. should report to the Boone Room. Students in grades PreK and K can be escorted to their classroom beginning at 7:30 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. should report to the Boone Room.

The school day begins for Middle School officially at 7:50 a.m. each day as students report to advisories where attendance is taken daily. Classes begin at 8:00 a.m. 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 he/she arrives after 8:00 a.m. (If a student has privileges and no 8:00 a.m. class, he/she must sign in and be present on time for his/her first class or no later than 9:30 a.m., whichever is earlier.)

Once a student has been tardy five times, he/she loses privileges for two weeks and he/she must serve a one-hour Thursday detention from 3:30 – 4:30 p.m. For each additional five mornings of tardiness, a student will serve an additional detention and lose privileges. Chronic detentions for such tardiness could result in conduct review.

FORESEEN ABSENCE

Except in case of illness, students are expected to attend school regularly and to observe stated School hours. The School asks that all outside appointments, such as for doctor, dentist, 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 child, please check in at the Lower School office, at which time your child will be called from the classroom. If your child is being dismissed for an appointment and will be returning to school, please make sure to check your child 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 with the parent arrives to 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.

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.

COLLEGE-RELATED ABSENCES

College Representatives on Campus:

When missing a class for a college representative visit taking place at Bancroft, Upper School seniors and juniors must fill out and turn in the Faculty Approval Form (the white sheet) available in the Upper School office. The completed form must be turned into the college counseling basket in the Upper School office one school day before the visit.

Off Campus College Visits:

When missing a full day of school for a college visit, at least two school days prior to the day of their absence, students must email all of the teachers of the classes they are going to miss and copy the Upper School office at usattendance@bancroftschool.org and the college counselor.

Additionally, a parent or guardian of the student must notify the Upper School office by either emailing usattendance@bancroftschool.org or calling extension 281.

Upper School students do not need to fill out the Excuse Form for missing school for college visits.

UNFORESEEN ABSENCE

When a student is ill and cannot attend school, parents must e-mail the School that morning prior to 8:00 a.m. to notify the appropriate Division. Upper School parents are asked to e-mail the division office at usattendance@bancroftschool.org by 8:00 a.m. or call extension 281 to report any attendance issues. Middle and Lower School parents are also asked to e-mail their division office at msattendance@bancroftschool.org and/or lsattendance@bancroftschool.org by 8:00 a.m. or call extension 240 to report any attendance issues. 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 work missed. 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 work missed.

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 a 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 one-self.

RETURN AFTER ABSENCE POLICY

When a student returns to school after a Medical Leave of Absence, the School may 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 may 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 problems. Such communications 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.

ILLNESS DURING THE SCHOOL DAY

If a student feels ill during the school day, he/she must report to the Health Center where the nurse will 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.

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.

1. Temperature over 100 degrees
2. Vomiting
3. Severe migraine
4. Lice or scabies
5. Suspected communicable diseases, e.g., chicken pox, measles, untreated streptococcal pharyngitis

Procedure for dismissal:

1. Evaluation by nurse following above criteria
2. Notification of parents
3. Release of student to parents or authorized individuals from the Health Center only.
4. 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.

ACCIDENTS:

Criteria for notifying parents:

1. Facial injury
2. Any serious abrasion, contusion, laceration
3. Any questionable head contusion

Criteria for dismissal: any child who has to be referred for medical diagnosis and treatment for:

1. Lacerations requiring suturing
2. Musculoskeletal injuries
3. Head injuries
4. Eye injuries

Procedure for dismissal:

1. Evaluation by the School Nurse
2. Notification of parents
3. Release of student to parents or authorized individual from the Health Center or designated area
4. Completion of school accident form describing incident

LONG TERM ABSENCES

Long-term absences due to chronic medical illness will be viewed by the School on an individual basis. The School reserves the right to determine if a student's placement at the School is in his/her best interest.

CONCUSSION PROTOCOL

What is a concussion?

A concussion, or a mild traumatic brain injury (mTBI), is defined as a complex patho-physiological 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.

Protocol

- Student sustains a head injury.
- Student is removed from play/sports activity.
- Physician evaluates student (ER, ImPACT Clinic, PCP).
- Coach/Athletic Trainer/School Nurse completes accident report if injury is school related, shared with Division Head.
- Physician instructs parent/student on Stage of Concussion at the time of injury evaluation.

- School Nurse receives notification of concussion and Stage Protocol from physician/parent.
- School Nurse notifies Division Head/advisor/coaching staff of injury and Stage.
- Athletic Trainer/Coach insures 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 maintains communication with parent.
- Physician orders post-concussion testing as appropriate.
- Physician notifies School Nurse when student has reached Stage IV.
- School Nurse notifies advisor/Division Head of Stage progression, recovery, return to classroom and return to play plan.
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DISABILITIES & INFECTIOUS DISEASES POLICY

Bancroft School 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 and disabilities. The School follows the recommendations of the Massachusetts Comprehensive School Health Manual (MCSHM) regarding infectious illnesses. A copy of the MCSHM is located in the Health Center. The School intends to foster a viable, educational and working environment for students and employees and therefore:

1. Prohibits harassment of and discrimination against individuals affected by diseases or disabilities
2. Promotes a policy of confidentiality regarding all medical information disclosed by students or employees
3. Does not require testing for infectious diseases as a prerequisite for employment or condition of admission
4. Will make reasonable accommodations for students or employees with disabilities or illness as long as such accommodations do not impose undue hardship on the School's operation or alter the nature of the services that the School provides
5. Will allow students and employees to remain at school and to participate in school activities as long as the medical condition allows them to perform up to school standards and does not present a health or safety risk to others.

DISPENSING OF MEDICATIONS

There are policies and procedures to ensure the health and safety of children 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 medications in public and private schools.

It may be advisable to share information about a student's health condition with certain administrators or teachers. However, this can only be done with permission of the parents or guardian.

1. Prescription medication must be administered by the School Nurse and certain conditions must be met.
 - a. 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 child's licensed prescriber, i.e., child's physician, nurse practitioner, etc. This form must be renewed as needed but always must be renewed at the beginning of each academic year.
 - b. Medications must be delivered to the School 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.
 - c. Short-term medications (for no more than ten school days) will be administered provided the consent form is signed and on file. A pharmacy labeled container may be used in lieu of a licensed prescriber's order.

2. Non-prescription, or over-the-counter (OTC) medications are to be administered by the School Nurse and never by the student. A signed doctor's order as well as a signed parent permission form must be on file for both prescription and other-the-counter (OTC) medications. Both prescription and non-prescription medications must be left in the Health Office. According to law, students are neither permitted to carry medications on their person nor allowed to put medications in lockers or purses.

3. Self-administered medication is medication that the student is able to consume or apply in the manner directed by the licensed prescriber without additional assistance or direction. Students will be permitted to administer their own medication if certain requirements are met, a consent form has been signed and is on file in the Health Center, and reviewed by the nurse and student as to documentation, conditions, knowledge, and time of administration.

All emergency medications (i.e. inhalers and epipens) come under the classification of self-administered medications. Upper and Middle School students may carry their emergency medications after the above requirements are met. Lower School students must use their emergency medications in the Health Center.

4. Medication on field trips: medications will be administered to students by school staff members trained in administration of medication. An extra pharmacy labeled container should be provided for the child's medication during a field trip. The parent or guardian must sign a consent form before the staff member is allowed to administer the medication.

5. 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.

SNOW PROCEDURES

Cancellation or delayed opening of school because of snow is announced on the major Worcester radio stations, (WORC, WXLO, WTAG, and WSRS) and WBZ in Boston. The television stations Bancroft notifies are WBZ channel 4, WCVB channel 5, WRKO channel 7 and WFXT channel 25. 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 must come to the divisional desk to sign an Early Dismissal Release Form.
3. A parent driving in a carpool must come to the divisional desk to sign an Early Dismissal Release Form. We must, however, have verbal parental permission for each unrelated student in that carpool. Students will not be called from class until the release form has been signed. This will help minimize missed class time.

Because the School serves a wide geographic area, weather conditions may vary. Parents 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 many parents 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.

SNOW DAY EXPECTATIONS

Students will be expected to complete work on snow-days. Students should check the Portal and Bancroft email during snow days for information on assignments or other teacher directives. Teachers will post any assignments or directions by 9:00 a.m. These directions could include: electronically sending in an assignment due that day, watching an online video, preparing for assessments scheduled the next day, etc. Teachers whose classes are not scheduled to meet on the snow day will not assign new work; however, any work that was previously assigned for the next day will still be due as scheduled.

For Upper School Students Only:

All communication about snow day work expectations must be emailed to students by noon on the snow day.

In the event of a **single snow day**, teachers have two options with regard to work due in classes that would have met that day:

1. Have the assignment due the next time the class meets.

2. Ask the students to complete the assignment prior to the next class meeting and turn it in electronically.

N.B. Students will not be asked to complete any additional work to cover what may have been missed in the class time of the snow day. Long-range assignments can continue as planned. Teachers whose classes were not scheduled to meet should not add new assignments.

If there are **back to back snow days**, teachers have the following options for classes that were scheduled to meet on the second day only:

1. Have the assignment due the next time the class meets.
2. Ask the students to complete the assignment prior to the next class meeting and turn it in electronically.

N.B. Students will not be asked to complete any additional work to cover what may have been missed in the class time of the snow day. Long-range assignments can continue as planned. Teachers whose classes were not scheduled to meet should not add new assignments.

If there are **back to back snow days**, teachers have the following options for the one class that was missed on both days (would have met first period day one and last period day two):

1. New material: Teachers can provide materials such as a video of themselves presenting the material, a link to a website (i.e. Khan Academy) that explains the lesson, a guided inquiry activity, or further reading, any of which students could complete prior to their next class. This work should not last more than 60 minutes. Homework based on that new material can be assigned for the next time the class is scheduled to meet. Students should not be expected to teach themselves new material, and then do homework based on it.
2. Ongoing reading assignments can be assigned, if appropriate.
3. If an assessment was scheduled, a take-home version could be offered, if appropriate.
4. If class time was to be spent working independently on a project, students could be asked to spend 75 minutes doing that at home.

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, Director of Finance and Administration, 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 e-mail. 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

Employees, students, and family members are asked not to bring pets to classes, meetings, offices, gyms or any all-school events. 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.

Family members who drop off and pick up students or employees are asked to keep their pet(s) on a leash at all times and not to bring the animal into any school buildings, gyms or work spaces. The School asks that the owner pick up after the animal.

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).

EXTRA TIME POLICY

Students with documented learning disabilities may receive additional time for Bancroft examinations and may be eligible to sit for non-standard administrations of the ERB's, PSAT, SSAT, SAT I and II tests. See the appropriate Division Head for further details.

INTERNET POLICY

School policy limits 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 and the World Wide Web is available to Middle and Upper School students, and to Lower School students who are in 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.

LOWER SCHOOL BIRTHDAYS

A child's birthday is truly a special event that we celebrate at our Friday gatherings. We do, however, ask that all invitations and thank you notes go through the mail – even if every child is invited. This procedure will eliminate the hurt feelings we see when children are not included. 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.

TUTORING POLICY

Some Bancroft School students require additional support as they encounter the challenges of our academic program. Academic Support is available by contacting the appropriate Division Head. Other students may need support in a specific discipline. Students must seek extra help from their teacher during common free periods. An advisor may help his/her advisee in making these arrangements as well.

In the event that a student requires more intensive assistance, the family may decide to hire a tutor for their child. Bancroft School will maintain a list of approved tutors who may meet with students on campus during specified hours. To be on that list, a non-Bancroft tutor must adhere to guidelines established by the School and coordinated through the Director of Academic Support. Any tutoring not arranged through them is the sole responsibility of the family and school facilities may not be used. Bancroft School faculty members are not permitted to tutor their own Bancroft School students for financial remuneration during the school year.

V. ACADEMIC INFORMATION

ADVISING SYSTEM

The advising system is critical to maintaining 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 am, 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.

Each Upper School student has a faculty 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 student, advisor and parent at the end of the first marking period on Parent/Student/Advisor Conference Day.

HOMEWORK

Homework is an integral part of the academic program at Bancroft. Length and type of assignments will vary from division to division and subject to subject. Homework is meant to reinforce the classroom instruction, strengthen concepts and skills, and give the student an opportunity for independent achievement. Every effort is made by the faculty to adjust assignments in the event of all school activities or programs.

Regularly assigned homework in the Lower School occurs only in grades 1-5. Middle School students should expect 1.5 to 2 hours of homework. Each Middle School student is encouraged to free read for one half hour each night. In the Upper School, there is approximately 45 minutes of homework for every class period. Advanced Placement classes are college level courses, which require more homework in a given day than other classes. Long-term assignments will also require students to do additional research and independent study.

Should you have a question or concern about a particular assignment, contact the teacher involved. If your question relates to procedures or policy, please contact the department chair concerned. In Middle and Upper Schools, the student's advisor may also be contacted.

In case of illness, students are responsible for homework assigned during their absence. Students should contact their teachers, classmates, or access the portal for more details about the assignments and classes they have missed.

GRADES

Lower School

No grades are given in Pre-K through grade 5. Written reports using narrative and/or 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 special teachers.

Middle and Upper Schools

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	60-66
		B-	80-82	C-	70-72	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 C 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 a grade on their transcript up until the Monday after Parent-Teacher Conferences, or by the Friday after Mid-Winter weekend for a second semester class. A student must always maintain a 20-block per semester minimum of class time, as stated in the graduation requirements.

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.

CONFERENCES

In the Lower School, individual Parent-Teacher conferences are held in November and March/April. The Middle School holds Parent-Teacher conferences in October and Student-Led conferences in March. The Upper School holds Parent-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, including Physical Education, will be eligible for Honor Roll consideration. This will be calculated at the end of each semester in Upper School. Students will be notified by mail.

ACADEMIC SUPPORT AND ACADEMIC PROBATION

Middle School - Any Middle School student who receives two grades of C- or lower may be placed on Academic Probation. At the start of Academic Probation, student, parents, advisor and Head of Middle School will gather to design individualized plans to include support and consequences. A student on Academic Probation needs to demonstrate a superior level of effort and work productively with faculty, tutors and parents. The student's academic record will be under close scrutiny and his/her academic status will be reviewed at the end of the quarter.

Upper School - A student may be placed on Academic Support for earning two C- grades or more, or one grade below C- in any given quarter. The student may be placed on Support for the following quarter.

Students on Academic Support are monitored and may receive support in the following ways:
They are scheduled for study halls during free periods.
They meet regularly with an Academic Support Specialist to review progress.
They receive additional reports from all teachers.

If a student's record has not improved after two quarters in a row on Academic Support, that student will be placed on Academic Probation for the following quarter. A student's re-enrollment status is contingent upon a concerted effort and improvement made during the probationary period.

STUDY HALLS

Middle School students have daily opportunities for support. Students not involved in the athletic program are assigned to X-Block Study Hall from 2:45 p.m. to 3:30 p.m. every day except Friday.

For Upper School students, there are faculty-proctored study halls. Study halls are required for all freshmen during semester 1. Freshmen who receive no grade lower than a B- at the end of semester 1 will gain the Freshman Privilege of being excused from all study halls during semester 2. Study halls will also be assigned to students experiencing academic difficulties and are required for any student on Academic Support or Probation.

During the first semester, all freshmen will attend X-Block study hall in the Dining Hall Monday through Thursday from 2:45 -3:30 p.m.

FREE PERIODS (Upper School)

Upper School schedules provide some non-class time, which students are encouraged to use productively. Although this time may be used to relax and socialize, it also provides an excellent opportunity to meet with advisors and teachers, to make up work after absences, to do research in the library or to prepare assignments. During this time, Upper School students may enjoy the freedom of their campus, which includes the Upper School hallway and hub, the athletic facility, the Fuller Science Building, the library, and the Technology Center. Off-limits to Upper School students are the parking lot, the woods, the Lower and Middle Schools and their play areas and areas behind the Lower School, Middle School and Science buildings.

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 which 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 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.

POLICY FOR ORDERING FOOD FROM OFF-CAMPUS

1. You must bring an envelope with your name on it with the appropriate payment and tip in cash to the front office as soon as you place your order.
2. You must be prompt in picking up your food from the front office.
3. You should only order food to be delivered when you are not in class.

As a rule, you may not pay for food with your credit card over the phone or online because sometimes that requires a signature which is problematic if you are in class when your food arrives. If the restaurant you are ordering from does not accept cash payment upon delivery, you may use your credit card, but you must include the tip when you pay or have cash on hand when the food arrives. If you use a credit card, please inform the front office that you are expecting a food delivery.

If you do not follow this procedure, you will receive a written warning.

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.

Purpose

The purpose of the Acceptable Use Policy is to insure 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.

BANCROFT SCHOOL ACCEPTABLE USE POLICY (AUP)

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. Responsible use of food and/or beverages is allowed in the Upper School Tech Center.
- 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 reference 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 such as Facebook, 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 email 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 suffered 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 Deans 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.

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 in the Hub and 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 audio books in study halls while working diligently and as long as the volume cannot be heard by others. In public spaces, students may only listen to music with headphones on and with volume at a low level. Listening devices may be confiscated until the end of the day for chronic offences.

HONESTY, INTEGRITY, AND ACADEMIC HONESTY

Honesty and integrity are the cornerstones of our community. In order to preserve the healthy functioning of our individual members and the community as a whole, not telling the truth is unacceptable.

Students must not forge anyone's signature or interfere in any way with home/School communications.

Students may not gamble or play games of chance on campus for money or any other prize except in academic situations when expressly authorized by the teacher.

Bancroft School expects all students to be honest and truthful. Academic honesty is the basis of sound scholarship, so situations involving plagiarism, academic dishonesty or inappropriate collaboration will not be tolerated. We do not allow any cell phones to be present during a test, quiz, or exam. The use of foreign language Internet translators and other online sources is prohibited for work in foreign language classes, unless specifically authorized by the teacher.

Plagiarism is the passing off as one's own the ideas or words of another; it is to use another's ideas or words without crediting the source; it is the presentation as new or original an idea or product derived from an existing source. Most often plagiarism occurs on a research paper. All sources, quotations, allusions and references should be attributed to the original article and/or source by using internal citations, quotation marks, or clear statements. Any student in doubt about plagiarism should consult the teacher before the paper is due.

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 his/her teacher about acceptable collaboration in such a way that the final product no longer represents his/her independent thinking and writing. 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 offence 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 your 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 class work 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."

Do not use skateboards and rollerblades on campus. Do not throw any objects within the immediate area of the buildings and the parking lot, as people or property may be damaged by such behavior.

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.

FITNESS CENTER POLICY

In order to use the Fitness Center, students must be certified by the Athletic Trainer, with their name on the Master List. When using the facility, all Fitness Center guidelines must be followed or a student's privilege of using the facility may be revoked.

STUDENT DRIVING POLICY

Upper School students may drive to school provided parents have signed the Transportation/Field Trip Permission Form. Students are given the privileges of parking cars in the school parking lot only. Any student who drive recklessly on school property may lose on-campus parking privileges. Except for students with privileges, no student may leave campus during the school day. Students may not enter cars during the school day unless they are leaving on a privilege or have obtained special permission from the Dean or the Head of Upper School. Violation of any of these rules will result in the loss of driving permission and/or other disciplinary action.

PRIVILEGES POLICY (UPPER SCHOOL)

CRITERIA - The School gives privileges to Juniors and Seniors who meet the following academic, disciplinary, and legal requirements:

1. Academic: No grade below C, no incomplete grade.
2. Disciplinary: No major offenses or no more than two detentions served during the semester. Juniors who are on Conduct Review are not eligible for Privileges. The eligibility of Seniors who are on Conduct Review is determined on a case by case basis. If a student has been tardy five times, he/she loses privileges for a period of two weeks.
3. Legal: The School must have on file for the current year three signed forms: Upper School Code of Conduct Signature Form, Privilege Permission Form, and Transportation Form. The latter requires that permission be given to leave campus during the school day on non-school business.
 - a. Seniors: Seniors with privileges may arrive on campus after 8:00 a.m. but must sign in with the Upper School office before 9:15 a.m. or their first school commitment, whichever is earlier. If students choose to exercise this privilege of late arrival (any time after 8:00), they may not leave campus on privileges during the 9:15-10:00 a.m. block. If seniors **are** on campus from 8:00-9:15 a.m., they may leave campus during the 9:15-10:00 a.m. block as long as they do not have any commitments. Seniors with privileges may also leave campus during the Upper School lunch/Co-Lab period, 11:15 a.m. – 12:30 p.m., except on Advisory and Assembly days. Seniors who do not have a

last period class may leave for the day at 1:45 p.m. Finally, all Seniors may leave for the day at 3:00 p.m., as long as they sign out when they leave and have no on-campus commitments.

- b. Juniors - Beginning second semester, Juniors with privileges may arrive on campus after 8:00 a.m., but they must sign in with the Upper School office before 9:150 a.m. or their first school commitment, whichever is earlier. They may also leave campus during the Upper School lunch/Co-Lab period, 11:15 a.m. – 12:30 p.m., except on Advisory and Assembly days. Finally, they may leave for the day at 3:00 p.m., as long as they sign out when they leave and have no on-campus commitments.

RULES

1. Students leaving campus on privilege must sign out and sign back in in the Privileges Book located outside the Dean of Students' office. Failure to do so will result in loss of Privileges.
2. Students may not leave on Privilege when they have an on-campus commitment. Classes, assemblies, meetings, table duty, study halls, etc. constitute commitments.
3. Student drivers who take unauthorized students off campus will forfeit their privileges and may be subject to further disciplinary action such as detention or suspension.
4. Students may not sign other students out or back in.

ADDITIONAL RULES PERTAINING ONLY TO INTERNATIONAL STUDENTS

DRIVING POLICY

All international students, including those with a valid driver's license, are not allowed to operate any motor vehicle. Students may enroll in an accredited Driver's Education Program the second semester of their senior year. Students are not, under any circumstances, to drive a vehicle other than one owned by a Driver's Education Program, no matter the location or duration (this includes parking lots and driveways).

EMPLOYMENT POLICY

Students are not allowed to secure employment while enrolled in school. Students are in the United States on an F1 student visa which is federally issued and which legally prohibits international students from working.

TRAVEL POLICY

In order to travel independently out of the state or country, a waiver of liability signed by a student's parent at the start of each academic year must be on-file with EduBoston. If a waiver has not been signed, travel may be permitted but would require an additional approval process and is not guaranteed.

Students must also inform their Program Manager and Host Family at least five days prior to travel, providing the dates and state or country of intended travel.

NON-DISCRIMINATION AND NON-HARASSMENT POLICY

GENERAL POLICY

Bancroft School supports all students' right to work and learn in an environment free from all forms of discrimination, including discrimination based on an individual's gender, race, national origin, age, religion, sexual orientation, or veteran, marital, or disability status. Bancroft School prohibits discrimination by 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 students or employees 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.

In particular, harassment based on a person's race, religion, sex, color, national origin, sexual orientation or membership in any other protected category, 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.

Sexual harassment deserves special mention. 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.

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.

REPORTING - If you, as a student, believe you have been subjected to harassment, you should report your concerns to Ms. Robin Silverman, Mrs. Beth Beckmann, Ms. Lisa Baker, Mr. Trey Cassidy, or Ms. Catherine Colinvaux. These individuals are available to provide you with information about harassment and 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 to 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. All persons involved in an investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, all claims of harassment 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 harassment 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.

Please note that while this policy sets forth our goals of promoting an environment that is free of sexual and any other forms of unlawful harassment, 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 sexual or other unlawful harassment.

BANCROFT DRESS CODE

The purpose of Bancroft’s dress code is to help students present themselves well in a school setting. To this end, we encourage students to consider the wide variety of activities they may undertake and audiences they may be expected to interact with on a daily basis. Coming to school dressed in a neat, clean, and modest manner, while also factoring in a schedule filled with activity and movement, are the considerations that form the basis of Bancroft’s dress code. 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 events such as concerts 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 dress-down days.

General Guidelines (apply to all school days):

- Students must wear neat, clean, properly fitted clothing that is not ripped, torn, revealing, or frayed
- Hair should be neat and clean

Students may not wear:

- Shirts that have inappropriate writing or pictures on them
- Spaghetti strap, halter, tube, crop, or off-the-shoulder tops/dresses
- Short shorts (i.e., shorts must have at least a three-inch inseam)
- A skirt or dress of a length shorter than four inches above the knee or fingertip length
- Hats or hoods indoors
- Athletic wear bottoms (including all sweatpants, shorts, track/running/athletic pants/leggings)
- Beach wear (bathing suits, cover-ups)

Dress-Up Days: On dress-up days, students should dress well. This should be dress pants, shirt, jacket, tie, dresses, skirts, or dress pants and blouses, and dress shoes. No sneakers or beach flip-flops.

Dress-Down Days: On dress down days, students may wear hats/hoods and athletic wear. However, the General Guidelines still apply.

TYPES OF DISCIPLINARY ACTIONS

Division Heads work closely with advisors, teachers, parents, and students in all matters of discipline. As is developmentally appropriate, the Upper School has specific disciplinary policies and procedures as follows:

Written Warning

A written warning is a reminder of the rules and the student’s failure to abide by them. Three written warnings in one semester will result in a detention. At the beginning of the second

semester, all written warnings will reset to zero. All faculty members and members of the Administration may give written warnings. Some behaviors which may result in a written warning include, but are not limited to:

- being tardy to class
- inappropriate cell phone or device use
- inappropriate language
- minor AUP violations
- tampering in any way with the televisions in the Hub
- dress code violations
- failure to complete assigned tasks such as Table Duty or Advisory Clean-Up Duty
- failure to have locker properly locked
- repeatedly leaving belongings on the floor
- failure to complete Excused Absence Form when a student has a planned absence of at least one full day
- failure to inform the Upper School office and teachers of absences due to college visits
- failure to follow procedure for ordering food from off-campus
- other transgressions which any faculty member deems appropriate

Detention

Detentions are a one-hour period proctored by an US faculty member in their classroom on Thursday afternoons from 3:30-4:30. Detentions take precedence over other commitments. Parents will be notified of the detention electronically. During detention, students will respond in writing to a set of questions in order to reflect on why they are in detention. The proctor will collect these responses and give them to the Dean. After the students complete this exercise, they may do non-electronic homework. If they must use an electronic device, they must sit near the proctor so their screen can be monitored.

All faculty members and members of the Administration may give detentions.

Actions which may warrant an automatic detention include but are not limited to:

- receiving 3 written warnings in one semester (and for each subsequent set of 3)
- skipping a class or an assembly
- disrespect or behavior deemed inappropriate by a faculty member
- consistent disregard for daily rules of Bancroft
- disruptive behavior to the point of being asked to leave class
- being tardy (unexcused) to school 5 times in one semester (Tardies will reset to zero in the second semester.)
- driving irresponsibly on campus
- dangerous behavior

Consequences of Multiple Detentions for Mild Infractions in One Semester

- 3 detentions in one semester may result in the loss of Privileges and a phone call from the Dean of Students to the parents.
- 4 detentions in one semester may result in being placed on Conduct Review.
- More than 4 detentions in one semester may result in a 1 day suspension.

Consequences for Instances of Disrespect or Inappropriate Behavior

In order to address any chronic, low-level disruption of classes as well as more severe cases of disrespectful behavior, the disciplinary consequences are more severe for disrespect.

- For the first instance of disrespectful behavior to a faculty member, a student will receive a detention and a phone call to the parents from the Dean of Students.
- A second or third offense (depending on the severity) may result in 2 detentions and a parent phone call with the possibility of meeting with the Head of the Upper School and Dean of Students and placement on Conduct Review.
- Once the student is on Conduct review, the next instance of disrespectful behavior may result in a suspension.

Loss of privileges

Students who have received privileges by meeting the academic, disciplinary, attendance and legal requirements may lose their privileges if their conduct does not meet Bancroft's expectations.

Examples of behavior which may result in loss of privileges include but are not limited to:

- receiving more than two detentions in one semester
- being placed on Conduct Review
- missing a commitment on campus due to being off campus on privileges
- driving irresponsibly on campus
- taking unauthorized students off campus
- failing to follow any of the instructions on the Privilege Form

If a student has been tardy five times, he/she loses privileges for a period of two weeks (in addition to serving a one-hour Thursday detention from 3:30-4:30 pm).

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 probations. Probation may involve a family conference.

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 he or she has 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 he or she will take into account the input when determining the final decision on the disciplinary action.

VII. CO-CURRICULAR PROGRAMS

TRAVEL PROGRAMS

The Global Studies Program, a multifaceted program including travel, study, and service opportunities, educates our students as to their roles and responsibilities as citizens of an

increasingly interconnected world. As part of the global engagement and cultural awareness that form the basis of Global Studies, Bancroft School maintains relationships with schools and organizations in several countries and offers travel programs in Western Europe, Iceland, the Americas, and China, among other places.

INTERSCHOLASTIC ATHLETICS PROGRAM

The interscholastic athletics program at Bancroft is an integral part of the academic program and the student activities of the School. While the name of the School is enhanced whenever its athletes excel, by far the greatest rewards and satisfactions are enjoyed by those who participate on teams.

The athletic program is designed to teach student athletic skills, good sportsmanship and commitment. To accomplish these goals, athletic excellence and consistency are emphasized as coaches help students learn to handle the challenges of competitive sports. Student-athletes may expect the School's personal interest in them as individuals and assistance in achieving educational and extra-curricular goals and aspirations. In turn, there are certain expectations of student athletes. Obligations of self and team discipline beyond those of other students are required. Only the individual can weigh the merits and the benefits as opposed to the added responsibilities. Please direct all questions and concerns to the Director of Athletics.

At Bancroft, there are established standards of behavior and discipline for athletic teams. The head coach in each sport sets specific training rules and expectations. The desire to excel in athletics is as strong as the desire to excel in all other Bancroft activities and functions. The School is determined to field aggressive, well-coached teams of young men and women who represent it with pride, enthusiasm, loyalty, and good sportsmanship. When representatives from other schools come to Bancroft, they will be treated with courtesy and hospitality. When Bancroft teams, in turn, are guests of other schools or on school-sponsored trips, athletes are expected to conduct themselves accordingly.

The Middle School Program

Students of all athletic abilities are strongly encouraged to participate in team sports during the year. Athletes can expect a practice or game every day 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 and participation. The goal of the Middle School coaches is to ensure that all students who attend daily practice participate in games. All students who wish to participate will have a place on the team. While all players will participate in games, the amount of playing time will not always be equal.

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls	Cross Country Field Hockey	Basketball Yoga	Lacrosse Softball

	Soccer	Fitness	Tennis
	Volleyball		
Boys	Cross Country	Basketball	Baseball
	Soccer	Yoga	Lacrosse
		Fitness	Tennis

The Upper School Program

With the exception of crew and skiing, the boys' and girls' teams compete as members of the Eastern Independent League (EIL) made up of independent schools of similar size and philosophy. During the season, practices are held Monday through Friday from 3:45 p.m. – 5:30 p.m.

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls	Cross Country	Basketball	Lacrosse
	Field Hockey	Alpine Skiing	Softball
	Soccer	Swimming	Tennis
	Golf		Track & Field
	Volleyball		Crew
Boys	Cross Country	Basketball	Baseball
	Soccer	Alpine Skiing	Lacrosse
	Golf	Swimming	Tennis
			Track & Field
			Crew

Bancroft Athletics Policy

The overriding goal of the Bancroft athletics program is to develop student athletes who display character in all areas of life. The key to this development is preparing students to live in a world where actions have consequences and our students are prepared to deal with them.

Athletically, Bancroft has different goals depending on a student's level of participation:

MIDDLE SCHOOL PROGRAM: participation & skill development. On A level teams, all students will play; however, playing time may not be equal. On B level teams all students will play as equally as possible.

JUNIOR VARSITY PROGRAM: participation & skill development. All students will play; however, playing time may not be equal.

VARSITY PROGRAM: competitive excellence.

Playing to win, our best players will play and the coach will determine playing time.

NEPSAC Code of Ethics and Conduct

Bancroft School subscribes to the New England Preparatory School Athletic Council 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 dissatisfactions 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 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 athletic event.

In addition to the NEPSAC guidelines, Bancroft will not tolerate hazing of any kind. Please refer to Bancroft's Student Handbook regarding this issue.

Award of Bancroft Varsity Letters

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

Captain Selection

The selection of team captain(s) rests with the head coach. Some coaches choose to have players vote, while some coaches will select captains without input from players. The coach has the responsibility to make the final decision. Criteria for selection include a student who can effectively communicate, has a positive attitude, leads by example, is confident on and off the field, and understands team traditions and what must be accomplished. The team captain does not have to be the most skilled player on the team and leadership qualities override skill.

Athletics Awards

In the Middle and Upper Schools, the selection of these awards rests with the coach. The coach has the responsibility to make the final decision. The coach uses the following as criteria for selection, player attitude and effort on a daily basis at practice as well as during the games. It is the overall performance of the athlete that determines his/her selection for these awards.

All-League Selection

The coaches of each sport meet with their peer coaches in the Eastern Independent League to determine All-League selections. Each coach nominates players they believe are of such a skill level that the player would start for every team in the EIL. The Most Valuable Player Award is given to the student with the most votes of the coaches in the sport. Athletic skill is not the only factor in determining All-Star selection. Attitude and sportsmanship are key factors. Selection is determined on play from the just completed season and previous selection does not guarantee current selection.

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, captains or fellow players. Communication is key to a positive experience for all concerned.

Parents should be supportive of the 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

Each athletic season will begin with a pre-season meeting. The Athletic Director will determine the topics to be discussed.

New coaches will be paired with an experienced coach. The goal of this mentoring is to pass on practical experience with players and parents.

It is the responsibility of the coaches to communicate clearly to their players what the policies of the team will be. Attendance, playing time, skills required, etc. should be addressed in a concise fashion.

Coaches should be aware at all times that Bancroft is providing a character- based education. Character should be displayed in all areas of sport. Respect should be shown for coaches, players, and officials.

The Athletic Director will evaluate each coach at the end of the season. Evaluation can be formal or informal, a decision to be made by the Athletic Director.

APPENDIX

PARENT-FACULTY ASSOCIATION

Bancroft School Parent-Faculty Association BYLAWS

ARTICLE I – NAME

The name of the Association shall be the Bancroft School Parent Faculty Association (PFA).

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 PFA 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 ByLaws 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 1.

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.

ARTICLE VI – DUTIES OF THE LEADERSHIP TEAM

PRESIDENT

- Organize and lead the fall and spring all school meetings
- Facilitate communication between parents, students, faculty and administration regarding activities, events and meetings
- Facilitate the nominating process
- Participate in PFA sponsored activities and events
- Serve on the Board of Trustees as a voting ex-officio member
- Develop and implement an annual budget
- Plan major fundraising efforts in conjunction with the Advancement Office

VICE-PRESIDENT

- Support the President in all his/her duties
- Participate in PFA sponsored activities and events
- Attend Board of Trustee meetings as a non-voting ex-officio member

SECRETARY

- Record and distribute the minutes of meetings as appropriate
- Conduct correspondence of the Association as needed
- Give notice of meetings as appropriate
- Participate in PFA sponsored activities and events

TREASURER

- Collect all funds of the Association from the business manager and disburse them subject to the approval of the Leadership Team
- Maintain a bank for the benefit of the Association

- Maintain and provide data to the Leadership Team for the purposes of developing the annual budget including planning for major fundraising and the fulfillment of approved faculty requests
- Support the procedures necessary for the School’s annual fiscal audit
- Generate and communicate a budget report for the spring all school meeting
- Participate in PFA sponsored activities and events

ARTICLE VII – FUNDRAISING GUIDELINES

1. It is the responsibility of the Leadership Team to assist in the organization and oversight of fundraising activities including review of all new major fundraising efforts with the Advancement Office.
2. In the case of major fundraising efforts, the Board of Trustees must approve the allocation and expenditure of all funds raised on behalf of the Bancroft School consistent with its charge for the overall operation of the School.
 - a. The Head of School, Division Heads, PFA President and PFA Vice President shall develop a priority list for the distribution of proceeds to be presented to the Board of Trustees for their approval.
3. The Leadership Team, together with a dedicated committee, is responsible for the conduct of a major fundraising event with the prior approval of the Board of Trustees, the proceeds of which are targeted for specific and defined purposes determined prior to the initiation of the planning of the event which should be held not less than every third year or at the discretion of the Advancement Office.
4. The Association may conduct other smaller fundraising events while in communication with the Advancement Office and the Head of School.

ARTICLE VIII – PARENT FACULTY ASSOCIATION SPONSORED EVENTS/ACTIVITIES

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

Welcome Back Social
Gift Wrap Fundraiser
Winter Social
Community Dinner
Faculty Appreciation Luncheon
Spring Social
Parent Independent School Network Representatives

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
Lower/Middle School Ski Program
Dog House
Lower School Social Committee

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 PFA Board.

ARTICLE XI – AMENDMENTS

These ByLaws 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 PFA 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.

Revised 4/7/10

PARENT-FACULTY ASSOCIATION POLICY ON THE SERVING OF ALCOHOL TO MINORS AT PRIVATE PARTIES

The serving of alcohol to minors is illegal and presents safety concerns to the students of the Bancroft community. We urge that all private social gatherings remain substance free according to Massachusetts General Law 119 section 63. A committee of PFA members has formulated some guidelines for keeping a party safe.

1. You and your child should mutually agree to keep the party/gathering drug-free, alcohol-free, and tobacco-free.
2. Responsible adult chaperones should be present during the entire event.
3. Parents should make it easy for their children to leave a party when drugs and/or alcohol are present.

The following is the text of the pertinent law for your information:

Chapter 119 Section 63 of the Massachusetts General Laws:

“Any person who shall be found to have caused, induced, abetted, or encouraged or contributed toward the waywardness of a child, or to have acted in any way tending to cause such waywardness or delinquency, may be punished by a fine of not more than five hundred dollars or by imprisonment of not more than one year, or both.”

**Religious Holidays Policy
2018 – 2019 School Year**

Bancroft School is a culturally diverse community. Our school community embraces people of many different religious faiths whose holiday observances sometimes require students and their families to choose between being in attendance at school, or being at home, in their churches, synagogues, mosques or temples. To respect our students' commitment to their own and their families' faith lives, and to their obligations at School, the following policies and practices will be observed:

I. No student will ever be penalized for observing a religious holiday. Should a student miss school for the celebration of a religious holiday, the School expects that the student will be given a reasonable amount of time to make up any work that is missed. Communication with students and their families, respect for the decisions students make, and a sensitivity to the sometimes inevitable conflict between religious obligation and the need to be in attendance at school will make this work well for all members of the community.

II. Major holidays observed by many of our students and their families for the academic year 2018-2019 are as follows:

- A. Rosh Hashanah - Begins at sundown on Sunday evening, September 9, 2018 and concludes at sundown on Tuesday evening, September 11, 2018. No homework due AND no tests or quizzes on September 10 and 11.
- B. Yom Kippur - Begins at sundown on Tuesday, September 18, 2018 and ends at sundown on Wednesday, September 19, 2018. No homework, tests, or quizzed on September 19 and 20.
- C. Diwali – Begins on Tuesday, November 6, 2018 and ends on Saturday, November 10, 2018.
- D. Hanukkah - Begins Sunday evening, December 2, 2018 and ends Monday, December 10, 2018.
- E. Christmas, Tuesday, December 25, 2018.
- F. Ash Wednesday, March 6, 2019.
- G. Palm Sunday, April 14, 2019.
- H. Passover - Begins at sundown on Friday, April 19, 2019 and ends Saturday, April 27, 2019.
- I. Good Friday, April 19, 2019.
- J. Easter, Sunday, April 21, 2019. No homework due AND no tests or quizzes on Monday, April 22, 2019.
- K. Orthodox Easter Sunday, April 28, 2019. No homework due AND no tests or quizzes on Monday, April 29, 2019.
- L. Ramadan - Begins Sunday evening, May 5, 2019 and ends Tuesday evening, June 4, 2019.