



# **Bancroft School Reopening Guide**

**Fall 2020**

Updated: August 25, 2020



## **Table of Contents**

<b>Introduction</b>	<b>4</b>
<b>Guiding Principles</b>	<b>5</b>
<b>Important Resources</b>	<b>6</b>
<b>Learning On-Campus or Remote Access</b>	<b>8</b>
<b>Health &amp; Safety: Buildings</b>	<b>9</b>
Maximizing Space	9
Improved Ventilation	9
Consistent Cleaning & Disinfection	9
Hands-free faucets	10
Water bottle filling stations	10
Reminders and Signage	10
<b>Health &amp; Safety: On-Campus Protocols</b>	<b>10</b>
Cohort / Pod Model	10
Physical Distancing	11
Masks	11
Hand Sanitizing & Hand Washing	12
Restroom Access	13
Getting to and from Campus	13
Lockers and Backpacks	14
Visitor Policy	15
Events & Gatherings	15
Health Center	15
COVID-19 Response Plan	16
Testing	17
<b>Health &amp; Safety: At Home Protocols</b>	<b>17</b>
Daily Monitoring for signs and symptoms	18
Stay Home When You are Sick	19
Travel	19
<b>Daily Activities</b>	<b>20</b>

Lunch	20
Aftercare for Lower and Middle School Students	20
Music Lessons	21
Physical Education	22
Athletics	22
Schedule	22
<b>Schedule Examples</b>	<b>22</b>
<b>Appendix 1:</b>	<b>26</b>
Orientation Programs for Lower, Middle, and Upper Schools	26
<b>Appendix 2:</b>	<b>29</b>
Technology Requirements	29
<b>Health Center Information</b>	<b>30</b>
<b>Additional Contact Information</b>	<b>30</b>

## **Introduction**

Dear Bancroft Community,

Over the past several months, I have been working with the Administrative Team, Faculty and Staff, outside experts, and the Board of Trustees to prepare for a variety of scenarios for reopening school. As we have expressed, our hope has always been that circumstances would allow for us to be back at Bancroft come the Fall. While we are confident in our ability to teach in a remote setting, we also understand the importance of mental health, behavioral development, and social connection that come with an in-person experience.

As things currently stand, we believe that we can safely stage a return to on-campus learning. We arrived at this decision based on the most recent data on COVID-19 transmission in Massachusetts and specifically in the towns where our families, faculty and staff reside, our own plan for increased health and safety measures on campus, and our small population size and large campus. The ***Bancroft School Reopening Guide*** also reflects our intention to be responsive to the most up-to-date COVID-19 information both locally and in our immediate community, and to pivot from in-person to remote learning if necessary.

We know Bancroft is ready for the challenge and commitment of this shared responsibility. This plan relies heavily on all of us to follow rules and policies and make informed decisions. While this will not be a typical year on Shore Drive, together we can continue to create an environment that celebrates and deepens curricular excellence, empowers each individual's journey to mastery and independence, and champions moral and ethical citizenship.

Thank you for your patience, partnership, and support as we navigate through this challenging time. Together, I know we will make the most of this school year.

Best,

Trey

## **Guiding Principles**

- 1. Provide a physically and emotionally safe and equitable teaching and learning environment for all students, faculty, and staff.*

Bancroft School's highest priority is the health, safety, and well-being of its entire community. We believe a healthy and safe learning environment is paramount to allow all teachers and all students to teach and learn comfortably and confidently. While it is impossible for us to eliminate all risk, we will continue to be guided by scientific data, aligning our protocols with guidance from the [Massachusetts Department of Public Health](#), [Centers for Disease Control & Prevention](#), and the [Office of the Governor of Massachusetts](#). We will do everything in our power to maximize our mitigation efforts. If at any point, based on the emerging science, the data, and the guidance of health and government authorities, we feel it is advisable to move to a hybrid or remote learning model to keep our community safe, we will do so.

- 2. Provide an excellent education with a focus on innovative teaching for active learning.*

To the best of our ability, and while following health guidelines and safety protocols, we will seek to provide as much on-campus and in-person instruction as possible. While this will not be the same type of active and hands-on learning Bancroft has traditionally strived for, our incredible teachers are working to design an engaging and robust curriculum. This challenge also provides an opportunity for innovative and creative teaching and learning. We have made an investment to outfit classrooms with cameras and software for our students learning remotely.

- 3. Foster an energized, engaged, invested community for all students, faculty, staff, families, and alumni.*

Bancroft School has a strong history of building and fostering community in its 120 year existence. We continue to energize and rely on this community as we navigate the pandemic. The COVID-19 era is

a trying time in our history and emphasizes the need for each person to care for the health and safety of his or her neighbor. We will all depend on each other. From the faculty and their ability to adapt curriculum, to parents emphasizing health and safety at home, to students following mask and distancing expectations, to alumni volunteering to be guest speakers in classrooms virtually, we can get through this even stronger as one Bancroft community.

## **Important Resources**

We utilized and consulted a variety of expert resources throughout our planning process. We also have learned important information from the reopening plans of schools and organizations across the world, seeking examples and best practices from their experience. In addition to these resources, we continuously monitor the patterns of COVID-19 infection rates in Worcester and the surrounding towns in which our families reside.

1. [\*The Centers For Disease Control & Prevention\*](#) As the nation's leading health protection agency, the CDC protects people from health threats and advises methods and strategies to mitigate spread of viruses like COVID-19. This reopening plan meets or exceeds CDC standards for health and safety by addressing critical infrastructure upgrade needs and by creating policies for universal health protection.
2. [\*Massachusetts Department of Public Health\*](#) MDPH promotes the health and well-being of all Massachusetts residents by ensuring access to high-quality public health and healthcare services, and by focusing on prevention, wellness, and health equity. We continuously monitor the MDPH website for the latest data relating to daily and cumulative COVID-19 cases in the state.
3. [\*Harvard T.H. Chan School of Public Health: Risk Reduction Strategies for Reopening Schools\*](#) Harvard's School of Public Health experts published this thorough document for guidance regarding best practices for general operations of school buildings in an effort to reduce the risk of disease transmission. These risk reduction

strategies informed our planning for healthy buildings, healthy classrooms, and healthy schedules.

4. [\*The Office of Governor Charlie Baker\*](#) Governor Baker's office provides guidance to all constituencies in the State in regards to COVID-19 response. The Governor's weekly updates have included specific information and protocols for schools to follow, which Bancroft has adopted. We will continue to comply with all the Governor's orders.
5. [\*American Society of Heating, Refrigeration, and Air Conditioning Engineers\*](#) ASHRAE published standards and best practices for HVAC systems. We have upgraded Bancroft's HVAC system school-wide to provide an increased supply of outside air in accordance with [\*ASHRAE \(American Society of Heating, Refrigeration, and Air Conditioning Engineers\) Standard 62.1-2019\*](#), to dilute indoor contaminants as a first line of defense against aerosol transmission of COVID-19. HVAC upgrades also include the addition of MERV-13 rated filters in all systems. Further, we have added 60 HEPA filtration units--one for each classroom. This will provide mechanical filtration of the air to reduce any potential disease transmission.
6. [\*American Industrial Hygienist Association\*](#) AIHA published a reopening plan for schools entitled *Reopening: Guidance for Schools (K-12)* with best practices and protocols. These recommendations guide the physical distancing plan for classrooms and other campus locations.
7. [\*Fusion Cell\*](#) Fusion Cell is a consulting company with expertise in advising COVID-19 response planning within schools and other similarly structured organizations. Their consultants are military veterans with specialist credentials that include occupational and environmental health certifications, health protection policy expertise, infectious disease control proficiencies, and pandemic operations. Bancroft retained Fusion Cell to advise the School in our preparation for reopening and to provide an independent evaluation and assessment of this plan while considering all known government guidance, the emerging science, and best practices. Fusion Cell will continue to advise the School through the fall and beyond as needed. Fusion Cell has reviewed and evaluated this plan and given it their full endorsement.

## **Learning On-Campus or Remote Access**

This reopening plan is designed with the flexibility for our school to quickly pivot between in-person and remote learning as necessary based on the disease profile in our communities and on-campus conditions.

On-campus learning is structured to minimize contact among individuals. This distancing structure includes 6-foot spacing of seating within classrooms, strategies to minimize hallway contact (traffic flow plans, a class-schedule which reduces transition points), and maximum feasible use of outdoor space. It also includes class groupings and schedule changes which allow a layered "pod" structure, minimizing the contacts among students and adults who are not in the same pod.

At some point, we recognize that the community health conditions may necessitate a pivot to hybrid or all-remote learning. Our faculty are well-versed in the tools and strategies to conduct robust and engaging remote learning. They are committed to providing active and equitable learning for all students throughout the school year for five days each week. Since the Spring, Bancroft faculty have continued to enhance their ability to teach remotely, collectively participating in hundreds of hours of professional development to ensure the optimized delivery of remote learning for all who need it. Teachers have made appropriate adjustments to their curriculum and expectations for remote learning.

While we encourage students to participate in on-campus learning when available, we understand that learning from home may be the best course for some families and students. All families have the option to send their student(s) to campus or learn remotely from home. Each classroom has been equipped with a camera and software so that students who are home can participate in classroom activities. Students may change their mode (in-person or remote) by communicating directly with their respective Division Head.

## **Health & Safety: Buildings**

### ***1. Maximizing Space***

We have repurposed many large gathering locations and non-traditional areas into classrooms to maintain 6 feet of distance between students in classrooms. The renovations of the Upper School building that began this summer will provide larger classrooms to accommodate physically-distanced Upper School classes. The McDonough Building has enough classroom space to accommodate our Middle and Lower School populations comfortably. We have embraced the concept of the campus as a classroom, where outdoor space will also be utilized whenever we can. We will also use the Field House for teaching and learning. The Field House will not be available to the public.

### ***2. Improved Ventilation***

We have installed HVAC units for optimal ventilation in all renovated classrooms. We also have upgraded all HVAC units in all current classrooms utilizing a higher percentage of fresh outside air and high grade MERV-13 filters to meet ASHRAE standards for filtration. Additionally, air purification units with HEPA filtration are being placed in high density areas, especially classrooms, as an added layer of ventilation. As an additional added measure, we will check the air exchange in rooms using CO2 monitoring.

### ***3. Consistent Cleaning & Disinfection***

Our Campus Enhancement & Maintenance team has been employing new cleaning and disinfecting protocols all summer. These include daily cleaning and disinfecting of all campus classrooms and buildings. All bathrooms and high-touch locations, such as railings and door handles, are cleaned frequently throughout the day. These practices will continue through the school year. A professional cleaning company will supplement our team's work during the day and overnight. Every classroom will be provided with cleaning materials for use during the day by students and teachers. Surfaces will be wiped down before and after meals and snacks and prior to each class transition.

#### **4. Hands-free faucets**

To eliminate another common touch point, we have installed hands-free faucets at all restroom and classroom sinks.

#### **5. Water bottle filling stations**

All on-campus water bubblers have been replaced with hands free water bottle filling stations to eliminate this contact point. Students will be expected to bring their own water bottles for use during the day. Bottles may not be shared with others.

#### **6. Reminders and Signage**

Infographics that demonstrate proper hygiene practices to minimize the spread of the virus will be displayed throughout campus. Directional signage will guide movement in hallways, public spaces, and on pathways. Visual spacing reminders will be placed throughout campus as a reminder to keep socially distant. Signs will be placed at each entrance door to indicate which class can enter each door of the McDonough building.

### **Health & Safety: On-Campus Protocols**

#### **1. Cohort / Pod Model**

Each division will operate independently in our cohort/pod model with its own teachers, spaces, and schedules to minimize contact between them. Students will be taught in small cohorts and will be limited in any exposure or close contact with other students or adults. By eliminating all cross divisional interaction and limiting our classroom capacity, we put ourselves in a better position to mitigate chances of any significant transmission.

Cohorts: These are the 6-8 students that your children would have regular interaction with within the school day.

- In Lower School, a cohort would be considered an entire grade given the small number of students per grade.
- In Middle and Upper School, cohorts would be considered advisories.

Pods: The pod is the slightly larger unit that students could have limited interaction with throughout the course of the day either in transit or from having the same set of teachers.

- In the Lower School, the pod consists of 2-3 grades (PreK-1, 2&3, 4&5)
- In the Middle School, the pod consists of an entire grade
- In Upper School, the pod is the students that share regular classes

We also note that while the Cohort / Pod model is an important layer of limiting contact between a high volume of students, there will be occasions when students from different groups will travel on school buses or family carpools together, including families with students in multiple grades.

## ***2. Physical Distancing***

Six (6) feet of distance between individuals will be the expected norm throughout campus. Our class sizes will be based on this standard in every building, and we have arranged seating in classrooms to enforce this expectation. We have removed additional furniture from classrooms and positioned all desks to maximize the space between them. Tents will be positioned on campus to provide additional space outside for classes, lunch, and mask breaks with greater distance between people.

## ***3. Masks***

Students, faculty, and staff will be required to wear face masks upon arrival at school and when inside school buildings, including hallways and bathrooms. Masks will also be required outdoors when six feet of physical distance cannot be maintained. Everyone is expected to have at least one extra mask available during the school day. Masks should:

- Be made of washable cotton or surgical fabric of at least double thickness; masks with clear windows are acceptable if they fit properly
- Fit snugly to the face, covering the nose and extending over the chin at all times
- Allow for breathing without restriction
- Be a basic color/pattern that will not pose a distraction to the community

- Worn properly at all times so as to protect yourself and others

**Gaiters, scarves, bandanas, or masks with air holes/valves are not permitted.** Face shields are allowed, but only in combination with an acceptable mask.

Bancroft will maintain a supply of temporary, disposable masks should a community member need a replacement.

We have built in frequent times throughout the day where students and staff can go outside and remove their masks with physical distancing in place. Masks can be removed during lunch and snack times when 6 feet physical distance will be maintained. Mask breaks and opportunities for movement will be important elements of our healthy environment for learning and social connection. When putting on and taking off a mask, it is important to not touch the front of it. Each student should bring a small plastic or paper bag to store masks during breaks. Wash hands or use hand sanitizer immediately before and after touching the mask. Make sure you wash the mask daily with soap and water. Employees may remove their masks while working in isolation for more than 15 minutes in a well ventilated area and as long as the mask is placed on the face 15 minutes prior to someone else entering the room. If a medical, intellectual, or sensory disability or challenge may make wearing a mask more difficult, please consult your primary care physician. A written doctor's note and alternative suitable face covering will be required for any exceptions. Please consult the [school nurse](#) if this issue pertains to your situation.

#### ***4. Hand Sanitizing & Hand Washing***

Alcohol-based hand sanitizing stations will be located at all campus building entry points. Each classroom will also be equipped with either an alcohol-based hand sanitizing or a hand washing station. Students are encouraged to bring their own hand sanitizer, but they may not share it with others. Signage will be located throughout campus reminding all community members to frequently practice these important hygiene measures for their safety and the safety of those around them.

## **5. Restroom Access**

Restroom use will be restricted to one or two people at a time depending on occupancy limits to limit contact and proximity. Knock before entering to ensure that no one is in the room. Masks should be worn at all times when inside any restroom. All users will sanitize their hands prior to entry and wash with soap and water prior to exiting. Specific restrooms will be assigned to each grade in the McDonough Building.

## **6. Getting to and from Campus**

### *a. Drop-off / Pick-up*

To avoid many students in close proximity upon arrival at the beginning of the day and departure at the end, we have created new protocols around drop-off and pick-up. All students and staff will be expected to keep their distance and wear masks upon arrival to campus and when departing at the end of the day. Upper School students will report directly to their first period classroom upon arrival to campus. Middle School students will report directly to their advisory. Lower School students will head directly to their respective classrooms.

Drop-off: Students must wait until their vehicle is in the “drop-off zone” to exit their car and head into the building. Multiple “drop-off zones” will be located along the main driveway in front of each building. Entry doors in the McDonough Building will be assigned to particular grades and used for exit and entry by students throughout the day. Upper School students will enter the buildings through the door closest to their first period class. PreK and K parents may escort to and pick up their children at the designated entry door but will not be allowed into the building. Parents will be expected to adhere to mask and physical distancing requirements. Parking for PreK and K is allowed in the visitor spaces along the lower driveway. PreK and K parents must maintain physical distance and wear a mask while on campus for drop-off and pick-up.

Pick-up (Lower / Middle): Once a car has arrived on campus and enters the “pick-up zone”, a Bancroft staff member on-site will radio to that student(s) classroom for dismissal.

Pick-up (Upper): Upper School students who get picked up should coordinate pick-up in the main parking area and their drivers must wait in the car. Bus riders will be escorted to the bus at pick-up time. Further details about these procedures will be reviewed with faculty, students, and parents during the first weeks of school.

Student Drivers: Students who drive themselves will park in the student parking lot and enter the Upper School via the door closest to their first period class. All students will be expected to adhere to mask and physical distancing requirements upon arrival to campus.

#### *b. Bus Transportation*

All students residing in the City of Worcester are eligible for bus transportation provided by the City of Worcester. The School organizes a fee for service bus route for families in the MetroWest area, providing pickup and drop off locations for those who register in advance. In both cases, buses will only carry Bancroft students on their routes and will have limited seating capacity with staggered seating patterns to comply with physical distancing rules mandated by the State and following the AIHA guidance. Windows will be open to provide additional ventilation, and all riders must wear a mask on the bus and sanitize hands before entering the bus. More information about routes, timing, and costs of the MetroWest service has been sent to families in the covered service area. Bus service will begin on September 8. Please contact [Rhonda Brodeur](#) to make arrangements for bus transportation. Buses will be transporting a mix of students from all divisions and students will adhere to strict distancing and mask-wearing guidelines while on the bus.

#### *c. Carpools*

To maintain the integrity of our cohort/pod model, we discourage multi-family carpools. Should a carpool be unavoidable, we will require that everyone in the vehicle wear a mask and that windows be open to maximize air circulation. No carpool vehicle should use recirculated air in the vents.

### **7. Lockers and Backpacks**

There will be no use of lockers, including gym lockers. Students will be expected to use a backpack or other bag to carry their school supplies and

other belongings with them. Students taking PE or participating in athletic activities are advised to wear suitable clothing for those activities to school. The dress codes have been updated to reflect this. Locker rooms will not be available for changing.

### **8. Visitor Policy**

To limit community exposure, visitation to campus will be restricted. Visitors will only be allowed on campus by appointment, or in the event of an emergency. All campus visitors, including parents, must call ahead and only enter the main entrance of any one building. They will be required to wear a mask and follow all health protocols for the entirety of their time on campus. The number to use if you have a need to come on campus is 508.853.2640.

### **9. Events & Gatherings**

We will not host any gatherings or events on campus. We also will not conduct any field trips this fall. We are working community-wide to reimagine important traditional large school gatherings.

### **10. Health Center**

To limit exposure and maintain our cohort system, we will have two health centers: our main center in the McDonough Building and a satellite center in the Fletcher Athletic Center for Upper School students.

#### *a. Medication Needs at School*

The school nurse will continue to supervise all medications taken during the school day. Parents/guardians should contact the [school nurse](#) to coordinate a drop off prior to the start of school.

#### *b. School Counseling*

We recognize the importance of social-emotional support for all of our students. Our school counselor [Carol Botty](#) will be supporting faculty in their work directly with students. She will also be available during the school day should a student need her direct support. The school counselor will be

contacted by a teacher or by the student and she will provide discrete counsel either via phone, zoom, or by meeting safely outside.

## **11. COVID-19 Response Plan**

### *a. If a Student Displays Symptoms at School*

If a student shows signs of illness while at school, the school nurse will place the student in the medical isolation room and notify the parent/guardian. The parent/guardian will be expected to pick the student up as soon as possible to limit further exposure. If more than one student is in the same waiting room at a time, they will be seated at least 6 feet apart. Students will wear a surgical mask provided by the nurse while in the medical isolation room. Students dismissed with symptoms must contact their physician and follow the physician's recommendations for testing and quarantine/isolation. Students that are healthy enough may continue to take classes from home via remote learning.

### *b. Notification and Contact Tracing*

If any student, faculty, or staff member experiences COVID-19 symptoms or receives a positive COVID test, the School Nurse must be notified. Close contacts will be required to quarantine for 14 days. Close contacts are defined as those who have been within six feet of the individual for at least fifteen minutes, while the person was infectious. The infectious period begins two days prior to symptom onset. If someone is asymptomatic, the infectious period is considered to begin two days prior to the collection of their positive test. Students, faculty and staff are expected to cooperate with public health contact tracing efforts. Students and staff not defined as close contacts may still come to school as long as they are symptom free.

### *c. Return to School*

In order for a student, faculty or staff member to return to school after testing positive or experiencing COVID symptoms they must follow one of these protocols:

- After a positive COVID test: If a student or faculty or staff-member tests positive, they must stay home for a minimum of 14 days and may return when symptoms have improved and they have been fever-free for 24 hours without fever reducing medication.
- After a negative COVID test: If a student, faculty or staff member has COVID-19-like symptoms, they may return to school after they have

tested negative for COVID-19, have improvement in symptoms, and have been without a fever for at least 24 hours without the use of fever reducing medications.

- Close contacts: Quarantine for 14 days and return if no symptoms appear or provide documentation of a negative COVID-19 test.
- Symptomatic, but not tested: Quarantine for a minimum of 10 days and return after symptoms have improved **and** there has been no fever for at least 24 hours without medication.
- With an alternative diagnosis: If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g. influenza, strep throat).

## **12. Testing**

At this time, Bancroft will not be requiring baseline or providing recurring COVID-19 testing. We will continue to monitor the availability, timeliness, and accuracy of various testing protocols and will reassess this policy if there are significant changes in testing protocols or public health recommendations. This approach follows the current practices of independent day schools across the country. We will require parents to screen children for symptoms before the start of each academic day, keep them home if they experience any symptoms and inform the school through attendance protocols.

### **Health & Safety: At Home Protocols**

While the health and safety of our community are always a priority, COVID-19 requires us to take additional action to mitigate risks to the health and safety of our entire community, including students, faculty, staff, our family members, and our caregivers. Our policies and our actions must be governed by a public health approach that focuses on the well-being and safety of the community as a whole.

We must all commit to the expectations and protocols in this plan to meet our goal of providing an in-person and on-campus educational experience for as many students as safely as possible, to reduce the risk to those on campus and in our community, and to protect the health and safety of our caregivers. Compliance will require significant adjustments in how we

conduct ourselves on and off of campus and will require a commitment by all Bancroft families, students, faculty, and staff to adhere strictly to public health guidelines. This applies to all members of your family as well as any other caregivers or household members involved in the care of your children whose role involves any Bancroft interactions (e.g., pick-up or drop-off).

**Community-wide adherence to these expectations is essential to Bancroft's ability to provide on-campus operation during the pandemic.**

We understand that there is inherent risk in engaging in activities during a pandemic, including attending school on-campus. We also understand that we can increase the risks to ourselves and our Bancroft community when our actions on and off-campus put us at greater risk of exposure. Bancroft has taken significant measures to ensure the highest level of health protection within our walls. With that in mind, we ask you to be mindful of the health and safety of the entire community as you make decisions about your actions in and outside of Bancroft.

### ***1. Daily Monitoring for signs and symptoms***

Bancroft will require that all students, faculty, and staff take their temperature before school and report their temperature and answer questions about their health status each day. Anyone experiencing COVID symptoms or other illness (fever, chills, cough, shortness of breath or difficulty breathing from baseline, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea), even mild ones, should **not** come to school and report their absence to the school. If families need assistance in acquiring a thermometer, please contact your respective Division Head.

**Health Screening App:** We will be utilizing a mobile application called [MyMedBot](#) to help families, faculty, and staff self screen for COVID-19 every morning and have the results go directly to our health team. All students, faculty and staff must report this information before coming to school each day or they will not be allowed to stay on campus. Students working remotely are expected to use the app each day as well.

The product enables our school nurses to easily screen for COVID-19 symptoms, communicate their latest protocol and have the data to make informed decisions. This will be a required health and safety measure for each of us each school day that will add another layer of mitigating the risks of COVID-19 and we appreciate your cooperation.

You will receive a registration email from us, which will include an invitation code and links to the Apple App Store and Google Play Store. Click on the link that works with your device to download the app for free. If you do not have access to a smart device, please let us know and we will provide you with appropriate accommodations to be able to self report another way.

If you have any questions regarding MyMedBot, please contact school nurse [Janice Morello](#).

## ***2. Stay Home When You are Sick***

If a fever or illness is suspected, stay home and contact the school nurse and your physician. Err on the side of caution with any flu-like symptoms and stay home until medical professionals deem it safe to return. When staying home is necessary, students can continue classes via remote learning until symptoms are clear.

## ***3. Travel***

We ask you to heed travel warnings and restrictions imposed by local, state, or federal authorities and the CDC. If you are considering travel, please check for the most up to date information. As a school, we cannot be the enforcers of best practices off-campus. We do, however, strongly encourage you to consistently observe the best practices recommended by the CDC, especially if your student is learning on-campus.

**[Travel outside of Massachusetts to locations where the virus is spreading rapidly requires a 14 day quarantine to return.](#)** If someone in your household must quarantine and cannot do so in isolation, everyone in the household must quarantine for the required period.

## **Daily Activities**

### ***1. Lunch***

Lunch will be provided each day by our dining service team for those who purchase this option. As always, allergies and individual dietary needs will be carefully accommodated and overseen by our school nurse and the dining services team. Families will order their lunches in advance and our dining services team will deliver individually packaged meals to each classroom at the designated lunch time.

As a community we are committed to equitably serving the needs of all students. Students who have previously, or who now qualify for free lunch while at school will continue to receive it and will have the same choices and flexibility as their peers. Students who opt to learn remotely but need lunch assistance please let your division head know and we will make appropriate arrangements.

Families will still have the option to provide their own lunch which does not require microwave or refrigeration. We recommend it be provided in a compostable or recyclable container. Any reusable containers brought to school will need to be washed daily.

Lunch will be eaten in classrooms and outdoors with the smallest groupings possible based on staffing and room sizes. Upper and Middle School students will eat lunch with their advisory group. Lower School students will eat with their class. Students and teachers will wash their hands and clean surfaces before and after eating lunch.

### ***2. Aftercare for Lower and Middle School Students***

Aftercare will be available for those families with students who are on campus during the school day in grades PreK-8 and who pay to participate in the program. In order to anticipate groups, families must pre-register, with a nonrefundable fee, indicating they plan to participate in the Aftercare Program. In order to provide accurate daily attendance numbers, families will register their children for specific days one week in advance. Reminder emails will be sent to pre-registered families. Students will be placed in pods

that includes an additional grade. **Drop-in care will not be available.** Refunds will not be provided unless the school moves to remote learning.

Middle School students participating in after school athletics must be picked up immediately following the conclusion of the athletic program. If it is not possible to pick your child up at that time, please pre-register for the Middle School Aftercare Program.

*a. Aftercare Pick-Up Procedures*

Parents/Guardians will drive up to the McDonough portico and stay in the car. Our staff will radio to your child's location and bring them to meet parents at the Portico location. Two scheduled pick-up times are available -- 4:00 p.m. and 5:00 p.m. You are expected to arrive no later than your scheduled pick-up time. A late fee will be charged to your account if you are more than 10 minutes late for picking up your child. If you know you are going to be late, please call your emergency contact person to pick-up your child on time.

*b. After School Snack*

As part of the Aftercare's daily schedule, we will have snack time at 3:00 p.m. Please provide a snack and drink for your child. No snacks will be provided by the School. It may be helpful to pack the snack separate from lunch to ensure it is not consumed with lunch. If you are purchasing lunch, you will still have to provide an after school snack if your child is participating in the Aftercare Program.

To sign up for aftercare or for any questions or concerns, please contact Director of Auxiliary Services [Carrie Whitney](#).

### **3. Music Lessons**

After school music lessons will be available remotely from home. For the time being, we will not be able to accommodate lessons on campus; however, our instructors are able to teach students remotely. Music lesson registration and availability information will be sent out at the beginning of September.

#### **4. Physical Education**

Physical Education classes will be held within the school day in each division and be organized by a division-specific member of the Physical Education staff. Activities will be organized in outdoor spaces and adhere to the safe distancing protocol. Lower risk activities that allow for spacing will be provided.

#### **5. Athletics**

Our Middle and Upper School student-athletes compete in the Eastern Independent League (EIL) and the New England Preparatory School Athletic Council (NEPSAC). Both of these governing organizations have cancelled competitions and championships for the fall season. As a result of these announcements, Bancroft will not participate in interscholastic competition with other schools at either the Upper or Middle School levels for the fall season. Bancroft is, however, committed to continuing to provide an athletic experience that provides student-athletes the opportunity to stay active and fit, while working with teammates to hone their skills in a fun, competitive, and safe environment. These activities will adhere to guidelines as presented and updated by the Governor's Office of Energy and Environmental Affairs, which regulates youth sport programming statewide.

#### **6. Schedule**

*Ensuring Stability With A Consistent Daily Schedule:* The daily school schedule for each division will provide meaningful learning and engagement and will follow the same structure regardless of what academic model (on-campus, hybrid, or remote) is used. This stability of schedule and consistency of the school-day experience is an important element of our planning, allowing us to shift between learning environments with relative ease. The combination of our creative schedule, infrastructure upgrades, small school size, large campus, and abundant facilities will enable the safest feasible in-person learning model while limiting direct contact and exposure.

#### **Schedule Examples**

*a. Lower School Schedule*

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00 - 10:00</b> Attendance /Morning Meeting/Grade Level Academics				
<b>10:00 - 10:30</b> Mask Break / Movement Break (Staggered by Grade Level)				
<b>10:30 - 11:15</b> Grade Level Academics				
<b>11:15-12:00</b> Special	<b>11:15-12:00</b> Special	<b>11:15-12:00</b> Special	<b>11:15-12:00</b> Special	<b>11:15-12:00</b> Special
<b>12:00 - 1:00</b> Lunch/Mask Break/Movement Break				
<b>1:00 - 1:45</b> Special	<b>1:00 - 1:45</b> Special	<b>1:00 - 1:45</b> Special	<b>1:00 - 1:45</b> Special	<b>1:00 - 1:45</b> Special
<b>1:45 - 2:00</b> Quick Break				
<b>2:00 - 2:45</b> Grade Level Academics & Daily Wrap Up				
<b>2:45</b> End of Day				

*b. Middle School Schedule*

**Week 1**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-8:15</b> Advisory/Attendance				
<b>8:15-9:30</b> P1	<b>8:15-9:30</b> P5	<b>8:15-9:30</b> P1	<b>8:15-9:30</b> P5	<b>8:15-9:30</b> P1
<b>9:30-9:45</b> Munch				
<b>9:45-11:00</b> P2	<b>9:45-11:00</b> P6	<b>9:45-11:00</b> P2	<b>9:45-11:00</b> P6	<b>9:45-11:00</b> P2
<b>11:00-11:45</b> Lunch/Recess				
<b>11:45-1:00</b> P3	<b>11:45-1:00</b> Activities	<b>11:45-1:00</b> P3	<b>11:45-1:00</b> Activities	<b>11:45-1:00</b> P3
<b>1:00-2:15</b> P4	<b>1:00-2:15</b> P7	<b>1:00-2:15</b> P4	<b>11:00-2:15</b> P7	<b>1:00-2:15</b> P4
<b>2:15-2:45</b> HALF Time				

**Week 2**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-8:15</b> Advisory/Attendance				
<b>8:15-9:30</b> P5	<b>8:15-9:30</b> P1	<b>8:15-9:30</b> P5	<b>8:15-9:30</b> P1	<b>8:15-9:30</b> P5
<b>9:30-9:45</b> Munch				
<b>9:45-11:00</b> P6	<b>9:45-11:00</b> P2	<b>9:45-11:00</b> P6	<b>9:45-11:00</b> P2	<b>9:45-11:00</b> P6
<b>11:00-11:45</b> Lunch/Recess				
<b>11:45-1:00</b> Activities	<b>11:45-1:00</b> P3	<b>11:45-1:00</b> Assembly	<b>11:45-1:00</b> P3	<b>11:45-1:00</b> Activities
<b>1:00-2:15</b> P7	<b>1:00-2:15</b> P4	<b>1:00-2:15</b> P7	<b>11:00-2:15</b> P4	<b>1:00-2:15</b> P7
<b>2:15-2:45</b> HALF Time				

*c. Upper School Schedule*

**Quarters 1 and 3**

Quarters 1 and 3	A	B	A	B	A	B
8:00-9:30	1	1	1	1	1	1
9:30-9:50	Break	Break	Break	Break	Break	Break
9:50-11:20	2	2	2	2	2	2
11:20-12:10	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory
12:10-1:40	3	3	3	3	3	3
1:40 - 2:00	Break	Break	Break	Break	Break	Break
2:00-3:30	7A	7B	7A	7B	7A	7B

**Quarters 2 and 4**

Quarters 2 and 4	A	B	A	B	A	B
8:00-9:30	4	4	4	4	4	4
9:30-9:50	Break	Break	Break	Break	Break	Break
9:50-11:20	5	5	5	5	5	5
11:20-12:10	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory	Lunch/Advisory
12:10-1:40	6	6	6	6	6	6
1:40 - 2:00	Break	Break	Break	Break	Break	Break
2:00-3:30	7A	7B	7A	7B	7A	7B

## **Appendix 1:**

### **Orientation Programs for Lower, Middle, and Upper Schools**

The first two weeks of the school year are both short weeks (on both Friday, September 4 and Monday, September 7 school will be closed for Labor Day weekend). We will utilize these short weeks to make personal connections, adjust to being together (albeit physically distant) after six months away from campus, and allow new students to become acclimated with our community. Given the truly unprecedented spring semester our students and teachers experienced, it will be critically important for everyone to have time to readjust and reconnect through these grade-level activities primarily centered around building community.

The purpose of these first two weeks is to build community and stamina for the students and to re-establish classroom routines.

#### **Important Orientation Notes:**

- Snacks and water will be provided, and students may bring their own snack and water bottle.
- Your child will need to bring a bag lunch in disposable packaging. Students will not have access to microwaves or refrigeration.
- If you cannot provide lunch or snacks for orientation, please let your division head know and we will ensure there is food for your child.
- Bus transportation service will begin on September 8.
- Aftercare for grades 3-8 starts September 8(pre-registration required).
- Aftercare for grades PreK-2 starts September 14(pre-registration required).

## Bancroft School Fall 2020 Orientation Master Schedule

### Week 1 (8/31 - 9/4)

	<b>Monday, 8/31</b>	<b>Tuesday, 9/1</b>	<b>Wednesday, 9/2</b>	<b>Thursday, 9/3</b>	<b>Friday, 9/4</b>
LOWER (PreK - 5)	NO CLASS	Grade 4 (8 - 11:15) Grade 5 (8 - 11:15)	Grade 2 (8 - 11:15) Grade 3 (8 - 11:15)	PreK (8 - 11:15) K (8 - 11:15) Grade 1 (8 - 11:15)	CAMPUS CLOSED
MIDDLE (6-8)	ALL NEW STUDENTS (8-10)	Grade 6 (8 - 11)	Grade 7 (8 - 11)	Grade 8 (8 - 11)	CAMPUS CLOSED
UPPER (9-12)	Grade 9 (8 - 2:30)	Grade 12 (8 - 2:30)	Grade 11 (8 - 2:30)	Grade 10 (8 - 2:30)	CAMPUS CLOSED

### Week 2 (9/7 - 9/11)

	<b>Monday, 9/7</b>	<b>Tuesday, 9/8</b>	<b>Wednesday, 9/9</b>	<b>Thursday, 9/10</b>	<b>Friday, 9/11</b>
LOWER (PreK - 5)	CAMPUS CLOSED	PreK (8 - 11:15) K (8 - 11:15) Grade 1 (8 - 11:15) Grade 2 (8 - 11:15) Grade 3 (8 - 2:45) Grade 4 (8 - 2:45) Grade 5 (8 - 2:45)	PreK (8 - 11:15) K (8 - 11:15) Grade 1 (8 - 11:15) Grade 2 (8 - 11:15) Grade 3 (8 - 2:45) Grade 4 (8 - 2:45) Grade 5 (8 - 2:45)	PreK (8 - 11:15) K (8 - 11:15) Grade 1 (8 - 11:15) Grade 2 (8 - 11:15) Grade 3 (8 - 2:45) Grade 4 (8 - 2:45) Grade 5 (8 - 2:45)	PreK (8 - 11:15) K (8 - 11:15) Grade 1 (8 - 11:15) Grade 2 (8 - 11:15) Grade 3 (8 - 2:45) Grade 4 (8 - 2:45) Grade 5 (8 - 2:45)
MIDDLE (6-8)	CAMPUS CLOSED	Grade 6 (8 - 2:45) Grade 7 (8 - 2:45) Grade 8 (8 - 2:45)	Grade 6 (8 - 2:45) Grade 7 (8 - 2:45) Grade 8 (8 - 2:45)	Grade 6 (8 - 2:45) Grade 7 (8 - 2:45) Grade 8 (8 - 2:45)	Grade 6 (8 - 2:45) Grade 7 (8 - 2:45) Grade 8 (8 - 2:45)
UPPER (9-12)	CAMPUS CLOSED	REMOTE LEARNING (8 - 3:30)	REMOTE LEARNING (8-3:30)	REMOTE LEARNING (8-3:30)	REMOTE LEARNING (8-3:30)

### Week 3 (9/14 - 9/18)

	<b>Monday, 9/14</b>	<b>Tuesday, 9/15</b>	<b>Wednesday, 9/16</b>	<b>Thursday, 9/17</b>	<b>Friday, 9/18</b>
LOWER (PreK - 5)	ALL GRADES (8 - 2:45)				
MIDDLE (6-8)	ALL GRADES (8 - 2:45)				
UPPER (9-12)	REMOTE LEARNING (8 - 3:30)				

**Week 4 (9/21 - 9/25)**

	<b>Monday, 9/21</b>	<b>Tuesday, 9/22</b>	<b>Wednesday, 9/23</b>	<b>Thursday, 9/24</b>	<b>Friday, 9/25</b>
LOWER (PreK - 5)	ALL GRADES (8 - 2:45)				
MIDDLE (6-8)	ALL GRADES (8 - 2:45)				
UPPER (9-12)	ALL GRADES (8 - 3:30)				

## **Appendix 2:**

### **Technology Requirements**

#### ***Upper School Laptop Information***

Upper School students are required to have a laptop for classes. Students who qualify through our financial aid program will be provided with a school-issued laptop.

#### **GENERAL SPECIFICATIONS**

The laptop you choose should meet the following specs:

Able to run the latest version of the Operating System, which is currently:

- 10.15 Mojave for Mac
- Windows 10 for PCs
  - No more than 1 to 2 years old
  - Intel i5 (or greater/comparable) Processor
  - Minimum 8GB of RAM
  - Minimum 256GB Hard Drive Space
  - WiFi Capable

#### ***Middle School Chromebook Information***

As part of Bancroft's Middle School Chromebook Program, students are required to purchase a Chromebook. This year the technology department has worked with Dell and are now able to offer families the Chromebook 3100 2-in-1 device with touch screen and dual cameras for \$416.50. This price includes a 3-year warranty that covers accidental damage. Bancroft was able to secure this added protection by purchasing Chromebooks in bulk. Please contact [helpdesk@bancroftschool.org](mailto:helpdesk@bancroftschool.org) for more information.

#### ***Lower School Technology Information***

One-to-one technology in the Lower School will be provided by Bancroft using classroom sets. Students will be assigned to a specific device that they alone will have access to. In the event a given pod, division, or the entire school is forced to move to remote learning, students will be able to utilize their assigned device from home. All devices will be sanitized at the end of the day.

*\*Any student that has already qualified for financial aid has received a school issued device.*

### **Health Center Information**

The Bancroft Health Center is located in the McDonough Building. To support our pod/cohort model, we have created a satellite Health Center for Upper School students, faculty, and staff in the Fletcher Athletic Center.

The Health Center is managed by our school nurse, Janice Morello, who should serve as the primary point of contact for all students and parents who have health-related concerns or questions. Mrs. Morello can be reached via email at [jmorello@bancroftschool.org](mailto:jmorello@bancroftschool.org) or via phone at 508-854-9240.

**NOTE:** Any parent who has a child who is immunocompromised or who has particular concerns about their child's presence on campus is encouraged to notify the school as soon as possible by filling out [this form](#) or speaking to Mrs. Morello.

### **Additional Contact Information**

While health-related questions should be directed to our school nurse, other key points of contact are:

[Trey Cassidy](#), Head of School

[Beth Beckmann](#), Head of the Lower and Middle Schools

[Rebecca Gratz](#), Head of the Upper School

[Matt Ganas](#), Director of the Hope Graham Program & Academic Support

[Robin Silverman](#), Upper School Dean of Students