



August 2018

Dear Upper School Families,

I hope this finds everyone enjoying some relaxing time with family and friends this summer. As has been a family tradition for years, we hopped in the car last week and made the haul up Route 95 to Maine to enjoy some time together with extended family, eat mounds of blueberry pancakes, wipe out a few times on wakeboards and skis, and generally soak up some summer relaxation. Though school is never too far from my mind, as building student schedules, supporting faculty professional development, making minor tweaks to last year's successful roll-out of the new schedule, thinking big-picture about our educational program into the future, and more, are year-long endeavors. One of the highlights this summer has been meeting all of the new families joining our Upper School community, and without question, I can say that our community is on strong footing with such an excellent group of young people ready to be a part of this experience.

In terms of the talented group of faculty and staff who work each day with your child, I do want to share that we have a new faculty member, **Lee Butler**, joining our Upper School this fall as librarian. When Lee interviewed with us on campus last spring, I'll never forget when a group of Upper Schoolers who just spent an hour with him ran to my office and said, "We have to hire this person. He's perfect!" While the interview and selection process has many stages and many constituents, we always take the advice of our own students very seriously. Lee has a B.A. from Oberlin College and an MLIS from Simmons College's School of Library & Information Science. He has held librarian positions at four schools, two at the middle school level and two at high schools in Massachusetts: Stoughton High School and the Boston Latin School. In addition to this significant and varied experience in schools, Lee sits on the selection committee for a number of nationally recognized young adult fiction book awards. Lee's enthusiasm for ideas, lifelong learning, research support, and student growth have me very excited about our partnership. I know we will all welcome him to our community.

We also head into our first year of an official **1:1 laptop program**, and are working hard over the summer to be sure logistics are in place for a smooth transition. At the

following link you can [view additional information and specifications for the 1:1 Laptop Program](#). While discursive and face-to-face classroom environments are our focus, we see these technology tools as important ways for all teaching and learning to be at its best at Key.

Below are some important nuts and bolts as we get into the year. Please know that we are in the later stages of fine-tuning the schedule and will be sending to all students their specific schedules the week of August 20. Thank you for your patience. We look forward to seeing all new Upper School students for Orientation (all rising ninth graders and all new students across other grades) on Friday, August 24, and the whole school community on Monday August 27 at 8:15 a.m. in the Activity Building.

I hope everyone has a safe and fun remainder of summer, and if you have any questions or would like to touch base, I hope you'll reach out to me.

Regards,

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- On the [Parent Portal](#), which is accessed by clicking on the "Parents" tab at the top of [Key's homepage](#), you will find the **Forms, Letters, Lists, & Resources** page, sorted by Division, which contains Upper School forms, textbook lists, etc.
- We are putting final touches on **student schedules**, and they will be available the week of August 20. Please look for an upcoming separate email about schedules.
- The annual **fall Outdoor Education Program class trips** will be upon us very quickly once the school year begins. These trips are integral to our academic curriculum and important in terms of building community across the School. These trips will run from **September 12-14** for all grades. More information will follow, but please mark your calendars.
- All Upper School students and faculty will congregate on the first day of school, **Monday, August 27 at 8:15 a.m.** We will have an opening gathering in the

Activity Building, where students will receive a hard copy of their schedule for the first week of school.

- **New students, including ALL ninth graders**, are invited to attend the **Upper School New Student Orientation, 10:00 a.m. - 12:00 noon on Friday, August 24** in **Katharine Hall**. We look forward to seeing all students new to the Upper School at this event, which is led by our older students.
- Students will have an opportunity to sign up for **Activities** at the Activity Fair in the opening weeks of school. The various activities will be introduced, and there will be time for students to choose activities with the guidance of their peers and advisor. Activities will begin in early/mid September, and activity blocks prior to that date will be used for extra meetings of advisory groups, class meetings, student/faculty check-in time, individual checks on 1:1 laptops, and full Upper School assemblies to help get the new school year started.