

# FENN

## **PARENT AND STUDENT HANDBOOK**

**2020-2021**

*The Fenn School (“Fenn” or the “School”) Parent and Student Handbook (the “Handbook”) is published and distributed to members of the Fenn community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Fenn and any parent, guardian, or student affiliated with or attending the School. Fenn may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.*

Dear Fenn Parents and Guardians:

I hope this letter finds you healthy and safe during this disruptive, unprecedented time. Thank you for your patience and support over the past six months as the School has worked to adjust and respond to the health crisis gripping our community and the world.

As we embark on the 2020-2021 new school year, one which assuredly will be different in many ways, please note that Fenn provides to parents and students two key publications: The Fenn School Parent and Student Handbook and The Fenn School Directory. Each publication will serve as a definitive source of information for most essential aspects of Fenn School life. The Handbook and Directory are in printed form and mailed to all families. The Handbook is also available online to Fenn families.

As you will see, the Fenn School Parent and Student Handbook contains school policies and procedures as well as other essential information regarding the mission, program, events, schedule, and organizational structure of Fenn. The Fenn School Directory is the official source for Fenn family contact information, the listing of Fenn families by town, and Fenn personnel contact information, complemented by key information excerpted from the Handbook.

The Fenn Handbook and Directory merit careful review by both new and returning students and their parents. Please be certain to spend some time acquainting or reacquainting yourself with the information offered within each publication.

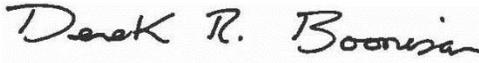
The Fenn Handbook this year contains important updates related to our program and operational planning during the COVID pandemic. While the information contained in this resource reflects our best judgment and most sound decision at the time of printing, the landscape will change and procedures will change along with it as the year progresses. Please understand that Fenn will continually review our approach during the 2020-2021 school year and adjust as we deem appropriate.

I offer my special thanks on behalf of the Fenn community to Lauri Wishner, Fenn's Registrar and Secondary School Counseling Office Manager, whose diligence and hard work as editor of each publication have ensured their high quality.

Please be sure to also read carefully our weekly edition of the *Friday Fenn* distributed online. This separate weekly publication serves as a complement to the Handbook and Directory, listing in detail the upcoming events of each

school week throughout the year and providing essential information and commentary from administrators, faculty, parents, and students. Your weekly reading of the *Friday Fenn* will ensure that you remain current with Fenn School life as it is lived in its vital and varied forms across the year.

With best wishes for the new school year,

A handwritten signature in black ink that reads "Derek R. Boonisar". The signature is written in a cursive style with a light grey shadow effect behind the text.

Derek R. Boonisar  
Headmaster

## PARENT AND STUDENT ACKNOWLEDGEMENT

This Form acknowledges that we understand that, as Fenn students and parents, we are asked to support the School and its mission and to acquaint ourselves with, and abide by, the School's policies and procedures.

We understand that this Handbook is for informational purposes only, and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the Enrollment Agreement signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2020-2021 Parent and Student Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook.

I understand that this Acknowledgement may be electronically signed, and by indicating my assent below, I am agreeing to the use of electronic signatures. I understand and agree that my electronic signature will have the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement. I understand that if I do not wish to sign this document electronically, I can print the document, sign it, and return it to the School.

_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Student(s) Signature	Date
_____	_____
Print Full Name of Student(s)	Date

**Please sign and submit this Acknowledgement by September 4, 2020.**



### **FENN NON-DISCRIMINATION POLICY**

The Fenn School was founded in 1929 to educate boys and to promote their personal growth and character development. It is the policy of The Fenn School to maintain a school environment that is free from unlawful discrimination and to conduct its educational practices, admissions program, financial aid policies, and athletic and other school-administrative programs solely on the basis of an individual's merit, qualifications, and abilities. The Fenn School does not discriminate on the basis of race, color, national or ethnic origin, citizenship, genetic information, religion, creed, sexual orientation, transgender status, or disability.

### **A NOTE REGARDING THE GUIDELINES AND POLICIES CONTAINED WITHIN THIS HANDBOOK**

Occasionally the exigencies of school life warrant the addition to or revision of school policies or guidelines during the course of the school year and after the publication of the Handbook. The Fenn School reserves the right to make necessary changes to any school policies during the course of the school year. Revisions of or additions to policies will take precedence over the prior policies or guidelines printed in the current edition of the Handbook and will appear in the updated version on Fenn's website.

### **PROPER USE OF INFORMATION IN THE HANDBOOK AND DIRECTORY**

All information contained within the Handbook and Directory, including but not restricted to names, addresses, phone numbers, and email addresses of students and parents, is strictly for school-related use. The use of this information for business purposes or for solicitation by political or non-profit organizations is prohibited. Requests for use of this information must be directed to the Office of the Headmaster.

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## ***THE MEANING OF SUA SPONTE***

Since its founding, Fenn has emphasized the School motto, Sua Sponte, which is interpreted to each student as meaning that he, and he alone, is ultimately responsible for his own education.

The following description was written by the founder, Roger C. Fenn, who was Fenn's Headmaster until 1960.

*In 1928-1929 when the original concept for The Fenn School was crystallizing in the minds of the founders, a mental mining operation was begun in search of a motto for the school. Sua Sponte was suggested by my father, Dean William Wallace Fenn, and promptly accepted.*

*Applied to school life, the motto means that you can lead a horse to water, but you cannot make him drink. You cannot pour education into a child as you pump gasoline into a car, and you cannot provide him with athletic victories merely by your ever-so-skillful coaching; the job itself is up to him.*

*The founder's original concept may be further clarified in the light of his having included in the School seal not only the motto but also a picture of the statue of the Concord Minuteman. When the Minuteman left his plow and shouldered his gun, he showed his determination to take into his own hands the responsibility for his own government and that of his people.*

Each boy receives guidance and support in accepting a continuing and growing responsibility to himself, to his fellow students, to his school, and to the larger community.

## **FENN SCHOOL MISSION STATEMENT**

The Fenn School seeks to prepare boys for a lifetime of learning, leadership, and integrity by offering a broad and challenging educational program in a personal community that honors diversity. Inspired by the ideals of honesty, respect, empathy, and courage, and guided by the motto, *Sua Sponte*, each boy is challenged to accept responsibility for himself, for his own education, and for the well-being of others.

## **FENN SCHOOL PHILOSOPHY**

The Fenn School embraces the following principles as fundamental to educating boys in their elementary and middle school years:

- A school specifically dedicated to teaching boys in their elementary and middle school years has the unique ability to provide a program that empowers boys to discover their talents, to develop their intellectual curiosity, to establish their essential academic skills and knowledge, and to define their moral character.
- A nurturing school community that is inspired by care offers a singular opportunity for boys to thrive and grow in personal confidence as they prepare to embark upon their adolescent and secondary school years.
- An understanding of gender-related cognitive, academic, emotional, social, leadership, and character developmental needs of boys, along with a recognition of their differences as individuals, informs development of the School's educational program.
- A challenging program of substantial breadth and depth in academics, the arts, and athletics, taught with versatile methods of instruction to boys of strong intellectual ability, high academic potential, and varied learning styles, best serves our students' learning in the present and the future.
- Shared values of honesty, respect, empathy, and courage provide the moral underpinnings of our school community and offer an ethical context for shaping the individual character of each boy.
- A range of opportunities for boys to care about and for others by investing their time, effort, and resources in community service and

philanthropic activities serve as a central aspect of educating boys to become ethical, effective, and empathetic leaders in their communities and the world.

- An inclusive school community that recognizes, respects, and celebrates the world's human diversity, including differences in culture, race, religion, gender, ethnicity, economic class, and sexual orientation, best educates and prepares boys for success in leadership and in life.
- Our motto, *Sua Sponte*, challenges boys to accept responsibility for their own learning and lives and instills their obligation to help ensure the well-being of others.

## **DIVERSITY**

The Fenn School is committed to achieving diversity and inclusion in its curriculum, its community, and in the life of the school. We believe that a critical component of elementary and middle school education is the opportunity to learn in a safe environment, with and from a variety of people and perspectives. We strive to create an inclusive community in which every member finds the opportunity to succeed and to excel, regardless of culture, ethnicity, race, religion, economic background, sexual orientation, transgender status, or physical and learning differences. Further, we expect all community members to apply our ideals of honesty, respect, empathy, and courage in their day-to-day interactions.

## **GENDER IDENTITY**

In the admissions process, any student who identifies and lives as a boy is welcome to apply to Fenn. If an enrolled student begins to explore their gender identity or expression, or identifies as transgender, gender non-conforming, or non-binary while at Fenn, the School is committed to partnering with the student and family to best support the needs of the student. In its communications, facilities, and other aspects of its campus, programs, and school life, Fenn will continually strive to maintain a safe and welcoming environment for all members of the community.

**THE FENN SCHOOL BOARD OF TRUSTEES**  
**2020-2021**

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*Ana Martinez Aleman – Vice Chairman*  
*Lisa M. Scopa – Treasurer*  
*Taragh T. Mulvany – Assistant Treasurer*  
*Carol C. Moriarty – Clerk*  
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Elizabeth A. Chang  
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Brian W. Davidson '89 (*ex officio*)  
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Jerrell Engermann  
Michael C. Fox  
G. Zachary Gund  
James G. Kitendaugh  
Rachel J. Kramer  
MaryEllen LaCamera (*ex officio*)  
H. Chandler Manly '06  
Ana Martinez Aleman

Neville G. McCaghren  
Carol C. Moriarty  
Taragh T. Mulvany '87  
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Edward V. Parsons  
James F. Remington '84  
Genesis Royal-Langham  
Lisa M. Scopa  
Douglas B. Sharpe  
Andrew J. Shilling  
Andrew J. Sohn '84  
Hillary N. Steinert  
Steven L. Stone  
Collins A. Tabiri

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Frederick H. Lovejoy, Jr. '51  
Kevin R. Parke

***Honorary Trustee***

Walter W. Birge III

***Headmaster Emeritus***

Gerard J. G. Ward H'18

Fenn's 28-member Board of Trustees defines and supports the mission of the Fenn School and ensures that important decisions are consistent with Fenn's philosophy and help to achieve the School's objectives. Board members are volunteers who serve for a three-year term, which is renewable. The Board is comprised of current parents, parents of alumni, Fenn alumni, and professional educators. The Headmaster, the President of the Parents Association, and the President of the Alumni Association serve as *ex officio* trustees. The composition of the Board reflects a careful balance of the professional expertise and personal perspectives that best serves the needs of the School.

The responsibilities of the Board of Trustees include establishing policy, hiring and evaluating the Headmaster, assessing the performance of the School, and planning for its future. The Board is also charged with assuring the School's compliance with all applicable laws and regulations and is accountable for Fenn's financial condition and physical plant. The implementation of policies and plans developed or affirmed by the Board is the responsibility of the Headmaster and the School's Faculty and Administration.

The Board does not involve itself in the day-to-day activities and operations of the School, nor does it serve as a conduit for communication between families and the School, which is the responsibility of the Headmaster, other school leaders, and the faculty and staff.

The Fenn Board of Trustees is organized into standing committees that work to ensure that the Board meets its fiduciary responsibilities and achieves its goals. Board committees for the 2020-2021 school year are as follows:

**Buildings and Grounds Committee** – This committee is charged with ensuring that Fenn's physical plant is safe, in compliance with all codes, and adequately meets the needs of the School. It also is responsible for monitoring plant maintenance and repairs and planning for renovations and new construction projects.

**Committee on Diversity, Equity, Inclusion, Enrollment, and Financial Aid** – This committee is responsible for supporting diversity, equity, and inclusion; enrollment efforts; and financial aid needs at Fenn, consistent with the School's mission statement. The committee makes policy recommendations in these areas and promotes understanding and education on these subjects among trustees and the wider Fenn community.

**Advancement Committee** – This committee oversees the fundraising and alumni activities of the School in partnership with the Fenn Advancement

Office. These activities include the Annual Fund, Capital Campaigns, Major Gift Campaigns, Alumni Affairs, and other advancement efforts.

**Faculty and Staff Committee** – This committee is made up of Trustees and members of the Fenn faculty and staff. It serves as the liaison between the Board and the faculty and staff, and works on selected issues of mutual interest.

**Finance Committee** – This committee is responsible for ensuring the sound financial condition of the School. In conjunction with Fenn’s Assistant Headmaster for Finance & Operations and Headmaster, the Finance Committee prepares the School’s annual budget for approval by the full Board and reviews monthly operating results. The committee also authorizes and reviews the yearly audit of the School’s financial condition prepared by an independent, certified public accounting firm. A subcommittee oversees Fenn’s investments through the selection of professional investment managers and the periodic review of investment performance.

**Committee on Trustees** – This committee is responsible for identifying, cultivating, and recruiting qualified individuals to serve on the Fenn Board of Trustees and orienting and integrating them into the Board and its work. In addition to overseeing the trustee selection and orientation process, this committee also conducts the annual Board and Head of School evaluations and reviews Board governance issues.

An Executive Committee of the Board’s officers and committee chairs meets periodically to plan and coordinate the work of the Board and its committees.



# ADMINISTRATIVE AND SCHOOL POLICIES AND PROCEDURES

## TRANSPORTATION

### RULES OF THE ROAD FOR DROP-OFF AND PICK-UP

Fenn drop-off and pick-up procedures have been revamped to prevent large gatherings of boys in one place at one time. Here are the “rules of the road” while the School operates under COVID-19 protocols:

- **Morning Drop-Off:** Fenn campus buildings will open for students beginning at 8:00 a.m. Families can drop off their students in the circle adjacent to the Campus Center, always following directions from faculty/staff directing vehicles. However, it is important to remember that:
  - **Boys must be in good health if they are coming to school.** If they are experiencing any symptoms of illness or if anyone in the family or anyone with whom they have come into contact is dealing with symptoms, they must remain home.
  - **A health attestation must be submitted for every student, every school day.** If it is, each arriving boy can proceed to the outdoor, designated free-play area for his cohort or to his cohort classroom in inclement weather. Fenn supervision will be provided at either location.
- **Late Arrivals:** Any adult dropping off a boy after school begins at 8:15 a.m. must call into the main office of the W.W. Fenn Building at 978-369-5800 from their parked vehicle. The student should not come into the office. Front office staff will confirm receipt of a health attestation before directing the boy to his classroom or to another appropriate location.
- **Afternoon Pick-up:**
  - **Families will be unable to walk onto campus to pick up their sons.** As Fenn’s COVID-19 visitor policy states, all visits to campus must be pre-approved by the School, and all visitors must submit health attestations before arriving. We

cannot accommodate this for family members at pick-up time. We also cannot allow bathroom use by anyone who may be coming onto campus for a pick-up, etc.

- On Mondays, Wednesdays, Thursdays, and Fridays, Lower School pick-up will begin at 3:40 p.m., Middle School at 3:50 p.m., and Upper School at 4:50 p.m. On Tuesdays, Lower School pick-up begins at 12:40 p.m., Middle School at 12:50 p.m., and Upper School at 1:00 p.m. Due to a higher volume of vehicle traffic during COVID-19 protocols, **vehicles may only queue five minutes before dismissal time.** Families arriving before then may be asked to exit the campus and return at the designated time.
- **All families will receive dashboard cards color-coded by division and bearing student names, and they should be prominently displayed before families enter campus on Jeff Adams Way.** Fenn personnel will use these cards to help direct cars into appropriate pick-up lanes and to radio ahead the names of students who should be ready for pick-up. Faculty/staff will have students ready and waiting to get into vehicles to facilitate a safe and efficient pick-up process.
- **Lower School boys will cross Carr Road at dismissal and assemble in cohorts for pick-up on the Athletic Practice Field in front of the Alumni & Development Office.** Families picking up Lower School boys will be directed to proceed through the upper parking lot and join the pick-up queue in the right hand lane heading down to the intersection with Carr Road. Boys will meet family vehicles in this queue, then will be guided down Carr Road and onto Monument Street. *(This resembles Summer Fenn pick-up for those Fenn families who have enjoyed camp in past summers.)*
- **Middle School boys will await pick-up on the main campus green adjacent to the pick-up circle,** assembled within their cohorts in designated areas. Families picking up Middle School boys will be directed to follow the loop road above the upper parking lot and down the left hand lane to the intersection with Carr Road. Fenn personnel will advise when they can turn right down Carr Road and into the pick-up circle.

- **Upper School dismissal will occur at the pick-up circle on the main campus green. Upper School families should follow the same pick-up route and guidelines as Middle School families. A map of the above protocols will be used to bring it to life.**
- **Families with two or more sons in different divisions must follow the pick-up protocols for each division.** Siblings cannot meet and wait together, as boys must remain within their cohorts until pick-up. We recommend families arrive for the later pick-up time, if possible, when both divisions will be available.
- **Early Pick-ups:** If a student must be picked up early before standard dismissal, a family member should call 978-369-5800 when they arrive on campus and remain in their vehicle. The student will be dismissed directly to the family vehicle.

### ***Transportation Program***

The Fenn-Nashoba Brooks Transportation Program for non-Concord residents is available for the 2020-21 school year but with considerable modifications at least at the start of the school year. Like any other year, the program is first come, first served. Registration opened on August 6 at 7:00 p.m., and families began learning of their son's registration status on August 17. Registration closes on Friday, August 28 at end-of-day, but we will do our best to accommodate late registrations.

**By registering for the transportation program, students and families agree to abide by the following COVID-19 safety rules and regulations. Any student in violation of these rules may be subject to dismissal from the program without refund.**

- Parents or guardians must complete a daily health attestation for their student before he boards a bus or van.
- Students must wear masks at all times, including at bus/van stops and while riding in vehicles. Back-up masks should be available.

- Students will be assigned seats based on their route location, boarding the back of the bus forward. Siblings will be seated together. Students must remain in assigned seats at all times.
- Students will be seated every other row on the bus, and they should remain near open windows to benefit from optimal airflow. Students riding Debonair vans will also be assigned seats to maintain physical distancing regulations.
- Students may only ride on the vehicle and route they are assigned. They may not switch between Early PM and Late PM routes.
- All Bedford Charter buses and Debonair vans will be cleaned and disinfected between all routes, and all drivers will be trained on how to do this properly.
- All Bedford Charter and Debonair drivers will be required to self-attest to their good health each day, and they will wear masks at all times.
- Families will be responsible for their own transportation if their child wants to have a friend over after school or if they want to travel to a friend's house after school.
- If a student misses his assigned bus or van, he must report this to the adult on duty, and he or she will help the student contact his family to secure a safe ride home. Buses and vans cannot return to campus.
- No food is allowed on the buses or vans.

***Note for Concord Families:***

We are awaiting a final plan from the Concord Transportation Department and will share it once we receive it. We do know that the Department hopes to have bus routes established before Labor Day, which they would post on their website. Morning drop-off should get Fenn boys to campus between 7:50 and 8:10 a.m., and afternoon pick-up will occur at 3:55 p.m. on all days except Tuesday when pick-up takes place at 12:55 p.m.

Fenn and Nashoba Brooks School students will be dropped off at their respective schools, so Nashoba Brooks students will not have to wait at Fenn for their next bus as in the past.

Masks will be required at all times, and hand sanitizer mounted at the front entrance of the bus must be used before boarding. Riders will load the back of the bus first, then unload from front to back. Family members will sit together. Otherwise, there will be one child to a seat and Concord Bus will make every attempt to stagger seating. Windows and roof vents will remain open (unless weather is an issue).

Cleaning of the buses will occur after each route, and each bus will be electrostatically cleaned every night.

***Bicycles:*** Boys riding their bicycles to school are expected to obey the rules of the road. **The School requires students to wear bicycle helmets while riding to and from school.** The School provides a bicycle rack for storage during the day and strongly recommends that students secure bicycles with a lock.

***Roller Blading/Skate Boarding/Scooters:*** **Roller blading, skate boarding, and use of scooters are not allowed on campus.** Due to the safety hazards posed by a lack of paved sidewalks in the vicinity of the School, roller blading, skate boarding, and scooter use to and from home and school are not allowed.

***Parent Drivers for Special Trips:*** Many parents help with transportation for special trips and games. The School's liability insurance does not cover drivers on these trips. Parents are urged to consult with their insurance agent to be sure that they are adequately covered.

## SCHEDULE

### Daily Schedule

Arrive at Fenn	8:00 to 8:15 a.m.
Earliest student time of arrival	8:00 a.m.
School day begins	8:15 a.m. <i>promptly</i>
M, W, Th, F Dismissal	3:40 p.m. (grades 4-5) 3:50 p.m. (grades 6-7) 4:50 p.m. (grades 8-9) (except for interscholastic away games when they resume)
Tuesday Dismissal	12:40 p.m. (grades 4-5) 12:50 p.m. (grades 6-7) 1:00 p.m. (grades 8-9 except varsity teams when they resume)
Extended Day Program	3:45 to 6:00 p.m. (M, W, Th, F) 12:45 to 6:00 p.m. (Tuesday)

The School operates on a five-day schedule. Generally, classes meet for 55 minutes (45 minutes on Tuesdays).

### Lunch Schedule

Fenn is committed to a sit-down lunch. Lunch is served at separate sittings for the Lower, Middle, and Upper Schools. Students and faculty eat together. *This year, lunch will be delivered to classrooms until circumstances allow us to come together in the Dining Hall.* In the spring and fall, weather permitting, there are picnic lunches. Lunch is not served on Tuesdays. Special announcements are made at the end of the lunch period.

### Schedule for All-School Meetings and Assemblies

At All-School Meeting, held most mornings, the community comes together to celebrate milestones, discuss common concerns, and make announcements. Assemblies are devoted to performances by Fenn students, outside groups, guest speakers, or special programs. These include the annual Geography Bee, the W.W. Fenn Public Speaking Contest, the Hector J. Hughes Extemporaneous Speaking Contest, the annual candidate speeches for the all-school election for President and Vice President in the spring, and other events in which boys from

various grades appear on the Ward Hall stage. Please watch the *Friday Fenn* for information about these events.

### **EXTENDED DAY PROGRAM - IMPORTANT UPDATES**

To accommodate parents' work schedules and other family commitments, Fenn offers an Extended Day Program, which is designed to provide students supervised, loosely structured activities directly prior to and well after the school day.

*While in the past students have been allowed on campus freely as early as 7:30 a.m., due to COVID restrictions, students will not be allowed onto campus without faculty supervision, which begins at 8:00 a.m. Students will not be allowed on campus before 8:00 a.m. unless they have a scheduled school commitment that meets before school. Students dropped off between 8:00 a.m. - 8:15 a.m. will be directed to report to their cohort rooms where they will be supervised until the academic school day begins at 8:15 a.m.*

Afternoon Extended Day is offered every day from dismissal until to 6:00 p.m. (M, W, TH, F 3:45-6:00 p.m., Tues 12:45-6:00 p.m.).

#### **PLEASE NOTE IMPORTANT NEW POLICIES AND PROCEDURES FOR AFTERNOON EXTENDED DAY:**

*Due to COVID restrictions and to accommodate the student cohort model, advanced registration is now required for Afternoon Extended Day. Although drop in extended day has been our policy in the past, this unfortunately will not be available while students remain in a cohort model. Students may only attend Afternoon Extended Day if they are registered. Families may register for one or more days of Afternoon Extended Day, offered in 10-13 week "trimester" sessions. Students will only be allowed to attend on the days for which they have registered. Registered families will be charged an hourly rate (\$18 per hour) for Afternoon Extended Day. Families will be billed directly only for the hours used. Upper Schoolers are exempt from attending Extended Day.*

*Registration dates/deadlines will be announced before the school year begins. As part of the Afternoon Extended Day program, study hall is also offered from 4:00 to 5:00 p.m. on Mondays, Wednesdays, and Thursdays, allowing students to complete their homework in a quiet, supervised setting.*

*If a child is not picked up at dismissal AND is not registered for Extended Day, Fenn will immediately reach out to the family, bring him to the office, and begin calling alternate, authorized adults for pickup.*

***LAST EXTENDED DAY STUDENT PICK-UP IS AT 6:00 P.M. PROMPTLY. There will be NO healthcare staff on campus after 6:00 p.m. and all students must be picked up by 6:00 p.m. There is a \$40 fee per 5 minute increment after 6:00 p.m. billed directly to the student's family. At 6:00 p.m. Extended Day staff will immediately begin calling alternate, authorized grownups if primary parents/guardian cannot be reached.***

Extended Day in the afternoon is supervised by Sarah “Friddo” Gianfriddo. To speak with Friddo directly or to leave a message for the Extended Day Program during academic school day hours, please call 978-318-3685. To get in touch with Friddo directly during afternoon Extended Day hours of operation, please call 978-318-3516.

## **“NO SCHOOL” ANNOUNCEMENTS**

### **SEVERE WEATHER POLICIES AND PROCEDURES**

*Ensuring the safety of Fenn students, families, faculty, and staff during adverse weather is paramount when making decisions about school closures, delays, and early dismissals.*

### **POLICY FOR SCHOOL CLOSURES AND DELAYS**

In the majority of cases, Fenn will take the same action as the Concord Public Schools related to school closures and delays due to snow or severe weather. Please know, however, that Fenn *may* face circumstances that prompt us to make a different decision than the Concord Public Schools due to the significant number of students, faculty, and staff who hail from outside Concord and may be impacted by more severe weather. Such circumstances may, for example, result in Fenn closing school when Concord Public Schools has opted to only delay. It is, therefore, important that families not rely solely on weather-related decisions that are made and publicized by the Concord Public Schools.

If there is no communication from Fenn, the School will open at the normal time. If Fenn chooses to close or delay the opening of school, **this will be communicated as close to 6:00 a.m. as possible via:**

- A recorded message or text message sent to families using our automated phone calling system, which employs emergency telephone numbers that families have provided;
- Postings scrolling along the bottom of the broadcasts and on the websites of local television stations WBZ, WCVB, and WHDH; and
- Announcements on the School phone at 978-369-5800 and on the School website at [www.fenn.org](http://www.fenn.org).

Families should not contact faculty, staff and/or the headmaster to receive this information.

### **POLICY FOR EARLY DISMISSALS**

The Headmaster may choose to dismiss school and/or the Extended Day program early due to severe weather conditions. Once such a decision is made, boys will be asked to contact their parents to arrange for their pick-up as soon as possible. The campus will stay open until all boys are picked up. Parents are urged to be sensitive to safety issues and to arrive at Fenn as soon as possible so that faculty and staff can also travel home in a timely and safe fashion.

At any time, parents may decide to pick up their sons early or bring them to school late because of poor driving conditions. Fenn simply asks that parents contact the Main Office at 978-369-5800 to inform us of these decisions so that we can make note of students' whereabouts.

### **CAMPUS EVACUATION**

The Incident Management Team or the Headmaster, with the assistance of the administrative staff, will determine the need for and form of an evacuation.

***In the event of any evacuation:***

- *Use building evacuation procedure, including the evacuation of all school buildings*
- *Full school attendance will be taken to determine those students who are absent/missing*
- *The Headmaster or a designated administrator will immediately contact appropriate town officials, including the Concord Police, to*

*advise them of the circumstances of any evacuation and to enlist their assistance in ensuring student safety.*

- *A designated administrator will inform the Director of the National Historical Park of the School's need to relocate our students.*
- *Students will walk under faculty supervision to Buttrick's Mansion on Liberty Street.*

***Once off-campus:***

- *Nashoba Brooks will be used as a relocation and facility reunification site for students until parents are notified.*
- *School faculty and administrators carrying mobile phones will travel with the students to the National Park and will organize transportation of students to the Nashoba Brooks School in coordination with the Head of School, Danielle Heard, or her assistant.*
- *Transportation arrangements to Nashoba Brooks will be made by contacting the Concord Police Department, which in turn will arrange with the Concord School Transportation Office for the busing of students to Nashoba Brooks School.*
- *The emergency calling system, Connect 5, will be activated to call parents to request that they pick up their sons.*
- *Faculty and administrators will remain with students at the Nashoba Brooks School until they are signed out by their parents or parent designate. Division Heads will orchestrate the sign-out procedure.*
- *Sign-out is mandatory. No student is to be released without being signed out.*

***In circumstances requiring less than immediate evacuation of the school campus:***

- *The emergency calling system, Connect 5, will be activated to call parents to request that they pick up their sons.*
- *Any students whose parents are not reached and who remain at the school after a pre-determined period will be transported to the Nashoba Brooks School until their parents are contacted.*

**For your reference and information, in addition to these Campus Evacuation procedures, Fenn has a robust Incident Management Plan which provides specific response procedures for a variety of potential events. In addition, the school trains our faculty, staff, and students to ensure that everyone understands how to respond to a particular situation.**

**Fenn's Incident Management Plan provides procedures for an Emergency Lockdown, Shelter-in-Place, and Active Shooter Response (ALICE). If you have questions about any of these procedures, please contact David Platt, Assistant Headmaster for Finance and Operations.**

## ATTENDANCE

Each student is expected to attend school every school day unless he is ill. Exam days, the Cultural Arts Festival, Field Day, Prize Day, and Graduation are considered school days. All boys, therefore, are required to be present at these events. If a student is ill, his parents **must** call the Main Office to report this illness by 9:00 a.m. at 978-318-3680 or by email to *attendance@fenn.org*. *If a student cannot attend school for any other reason, permission needs to be obtained from the appropriate Division Head.* Students who arrive late and are not able to meet with their advisor for attendance should fill out the “Sign In” book in the front office. They may then proceed to class.

Students are not allowed to leave the campus prior to check-out time without permission from school staff. Any student who is leaving campus outside of the normal pick-up time must come to the office to sign out and then wait in the office to be picked up. PARENTS OR GUARDIANS, UPON THEIR ARRIVAL ON CAMPUS, SHOULD CONTACT THE OFFICE OR THEIR SON TO ARRANGE FOR HIM TO MEET THEM OUTSIDE THE OFFICE WHEN THEY ARRIVE. Use of the short-term parking in the drop-off/pick-up area is acceptable when picking up a student who needs to leave campus outside of the normal pick-up time.

The Fenn School strongly discourages a student’s missing class time, tests, and team games for doctor’s appointments or school visits during the secondary school placement process. While missing some school time during the secondary school placement process is inevitable, the School discourages excessive absences for this reason. A student is ineligible to play an athletic contest if he has been absent from a majority of his classes on the day of the game or match, unless his absence has otherwise been approved by his Division Head. Failure to sign in or out may result in disciplinary action.

Fenn urges families to avoid taking their sons out of school for family vacations or business. However, if unavoidable circumstances dictate a boy’s absence, the family must seek permission from the student’s Division Head and the Director of the Academic Program and must inform the boy’s advisor. If such advance planning is not done, a teacher may not be able to assign credit for missed work. In the instance of an extended absence, the student is personally responsible for acquiring his assignments and for making up his missed work. In instances of discretionary absence, teachers will provide assignments in advance only if feasible, and teachers will not provide tutorial make-up work upon a student’s return to school.

In all instances, a student is responsible for consulting [www.fenn.org](http://www.fenn.org) (commonly referred to as MyFenn) for his assignments and/or contacting classmates to obtain assignments missed because of absence for any reason. After receiving the assignments, a student may contact his teacher for any needed clarification. All missed work must be completed as soon as possible on a schedule determined by each of the student's teachers.

**If a student misses more than 15 school days during the course of one academic year, his absences could prevent his completion of the educational program of the School and his receiving a Fenn diploma.** In such cases, the School may require consultation with the student's attending physician and reserves the option of requiring the student to complete additional academic work (during the year and/or the summer) or to repeat the grade. The awarding of a Fenn diploma is based in part upon a student's attendance at school at a level that is deemed acceptable by the Headmaster. Chronic absences and/or tardiness for reasons other than health may also prevent a student's successful completion of the School's educational program and his receiving a Fenn diploma.

***Student Leaves of Absence:*** Parents requesting a leave of absence for their son must apply to the Headmaster. Student leaves of absence for any extended period of time are not granted automatically; factors considered include the nature of the student's proposed educational program while on leave, the ability of the School to place him in appropriate academic courses upon his return to Fenn, and, in the case of a full academic year's leave, the School's financial ability to replace the lost tuition revenue due to a student's leave of absence.

***Religious Holidays:*** As an independent school that is not affiliated with a religion, Fenn remains in session during religious holidays. In its practices, however, the School supports families' observance of religious holidays in multiple ways. First, Fenn will not administer any significant academic assessments (quizzes or tests), assign major project due dates, or introduce new material on Yom Kippur, the first day of Rosh Hashanah, the day after the first evening of Passover, Good Friday, and the Monday after Easter Sunday. Fenn's athletic department will also avoid scheduling interscholastic competitions and other special events on the evening and first day of significant Jewish holidays and Good Friday.

Additionally, Fenn will accommodate individual requests for waiving or deferring homework assignments, extending due dates for assignments, and granting a student's absence for the observance of other religious holidays. In

these instances, parents should notify their son's advisor regarding any needed accommodations for their family's observance a week before the specific holiday so that the advisor can inform the boy's teachers, who will plan in advance with the advisor and the student the necessary academic accommodations.

***Appointments:*** The School urges parents to arrange medical and other personal appointments after school hours. If a student must leave school for an appointment, an email should be sent to the Main Office that morning (*attendance@fenn.org*), and the student must fill out the "Sign Out" book in the Main Office when leaving campus and when he returns, if not leaving for the day.

## **HOLD HARMLESS/FENN HEALTH HISTORY FORM**

The *Hold Harmless/Fenn Health History* form is part of the online electronic signature program. This form needs to be filled out every year before a student may attend classes. The School will not be held to the terms of any Hold Harmless Agreement individually revised by a parent or guardian.

## **HEALTH CARE, ALLERGIES, AND ILLNESS**

Parents of new students must submit completed medical forms. In addition to the *Hold Harmless/Fenn Health History* form, required forms include an *Annual Physical Examination* form and an updated *Immunization Records* form. Forms must be completed and signed, without revision, in order for a student to be enrolled at Fenn.

The *Annual Physical Examination* form, including immunization record, must be completed by the child's physician and sent to the Administrator of Health Services for all students. Massachusetts Law requires new students to provide this documentation prior to the beginning of school. According to requirements of the New England Preparatory School Athletic Council (NEPSAC), of which Fenn is a member, a student is not allowed to participate in the athletic program until the Administrator of Health Services has received this form.

Parents are expected to use the space available on the online *Fenn Health History* form to comment on their son's general health and known allergies, to share special instructions for their child's care, and to provide contact information for their child's physician, dentist, and emergency contacts. **Please**

**include any history of concussions or other significant medical history.**

Parents are asked to be as specific as possible when providing information on this form as this information will accompany students on field trips and sporting events away from Fenn's campus and will be consulted in instances where urgent care is necessary. Parents are also encouraged to electronically sign and give permission for the Administrator of Health Services to treat the student with over-the-counter medications, including acetaminophen, ibuprofen, and Benadryl.

Massachusetts Department of Health regulations also require *Medication Permission* forms to be submitted to the Administrator of Health Services for students who will be taking medication at school for 10 or more consecutive days. A student may not keep medication in his possession at school unless arranged in advance with the Administrator of Health Services. All medications a student needs to take during the school day must be given to the Administrator of Health Services in the **original bottle** with the prescribed instructions. Please note that controlled substances such as stimulants and certain pain medications must be transported by an adult to the Health Office. No more than a 30-school-day supply will be accepted. The Administrator of Health Services must have the signature of a parent and a parent's written permission before administering any medication, even acetaminophen. Noon-time medication is generally not given on Tuesdays or any other half-day school days. All of a student's medication must be picked up at the end of the school year; otherwise it will be discarded.

***Illness:*** If a student becomes ill during the day, or in the event of an accident, the Administrator of Health Services will telephone his parents or the emergency numbers. If no family member can be reached, the *Health History* form allows the School to dismiss the student to an authorized individual or to obtain medical assistance. Fenn appreciates a parent's supportive and prompt response when these situations arise.

If in the judgment of the Administrator of Health Services or consulting physician, a student's physical condition constitutes a danger to the health of other students, the School may require a medical leave until the student has recovered from his illness. All cases of contagious disease in the family or any exposure of a student to a contagious disease should be reported to the Administrator of Health Services.

There are times when a student should remain home for his own welfare and for the protection of other students and staff. The following criteria may be used to determine when a child should remain at home:

- Fever over 100° during the past 72 hours
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nasal congestion or runny nose
- Earache, red eyes, or drainage from eyes
- Undiagnosed rash or skin eruptions
- Tonsillitis or any communicable disease
- Nausea or vomiting or diarrhea within the past 24 hours
- Head lice (until treated and all nits are removed)

***Immunizations:*** In accordance with Massachusetts law, the School requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a Certificate of Immunization form and signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the School with an Immunization Exemption Certification, pursuant to state law. A Medical Immunization Exemption Certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. A Religious Immunization Exemption Certification must be signed by the student's parent or guardian, attesting that immunization conflicts with their sincerely-held religious beliefs. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may, in its sole discretion, exclude non-immunized students, including those with valid religious or medical exemptions, from school and all school activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the Massachusetts Department of Public Health.

***Communicable Illnesses:*** The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

***Medical Leaves:*** A medical leave might be appropriate in cases of severe or prolonged illnesses, significant injuries (especially those requiring major surgery), or serious mental health conditions. A medical leave can be voluntary or required. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave rest with the Headmaster, the Director of the Academic Program, and the student's Division Head, in close consultation with the Health Office and the Consulting Psychologist when appropriate. Such determinations will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School in its sole discretion) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities;

(c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are, or may be, impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include, in the School's sole discretion, the same team of School administrators identified above. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. The degree of impact of a medical leave on a student's academic status will vary with the amount of class time missed, the timing in the academic calendar, and the point in the student's Fenn career. While a student is on leave, the School will take steps to help the student make up missed work and, when reasonable and appropriate, to adjust expectations about the work necessary to complete a given course. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course.

The Headmaster, the Director of the Academic Program, and the student's Division Head, in close consultation with the Health Office and the Consulting Psychologist when appropriate, will convene in partnership with the student's

personal medical professionals to determine a student's readiness to return from leave. To return to school from a medical leave, a student is generally expected to provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains in the sole discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other School activities.

***Sports Waivers:*** If an Upper School athlete is too sick to attend a majority of his classes, he will not be allowed to participate in sports that day, whether a game or practice. **If a student is to be excused from sports for a day, a note from a parent or a physician is required for the Health Office.** Sports Waiver forms are issued by the Administrator of Health Services. If a student is to be excused from sports for more than three days due to illness or injury, a physician's note must be provided to the Health Office. **A final note from the student's physician for clearance to return to sports after an extended illness or injury is required by the Health Office. Students may not return to sports without this physician clearance.**

***Field Trips:*** All medication, health enhancers, herbal remedies, vitamins, etc. must be delivered to the Administrator of Health Services with written permission for faculty to administer, at least three school days prior to the trip.

***Allergies:*** Prior to supplying food for group consumption please check with the teacher or coach regarding allergies.

The School, with the advice of the Administrator of Health Services and Fenn's consulting physician, will carefully consider requests from parents to make reasonable accommodations regarding food and other possible allergens due to a student's allergies, which must be documented by his physician. Judgment regarding possible accommodations rests solely with the School. Requests for accommodations should be directed to the Administrator of Health Services. Due to the many factors beyond Fenn's control, the School does not take

responsibility for food allergens or other allergens to which students are exposed off-campus, including during field trips and events at parents' homes.

***Nut-Safe Policy:*** In order to maintain a safe and comfortable environment, The Fenn School is a nut-safe campus. Every reasonable effort will be made not to provide peanut or tree nut products in the kitchen or dining hall. We ask for parents' help in providing daily snacks brought from home that do not contain peanuts or other nut products. The safest snacks are unopened, pre-packaged products that conform to a nut-free list, which is available from the Administrator of Health Services. The School requests that snacks provided for the class on special occasions also conform to these guidelines. If you have any questions, please feel free to contact the Administrator of Health Services.

More detailed health guidelines are available upon request from the Health Office.

## **ADMISSIONS**

The Fenn School was founded in 1929 to educate boys and to promote their personal growth and character development. It is the policy of The Fenn School to maintain a school environment that is free from discrimination and to conduct its educational practices, admissions program, financial aid policies, and athletic and other school programs on the basis of an individual's merit and qualifications, and in consideration of the School's broader need to compose a student body that is balanced in terms of boys' talents, backgrounds, and a variety of qualities and characteristics to assure that its mission is carried out.

In addition to looking closely at the profile of each applicant for admission to determine the strength of candidacy and potential match with the School, Fenn seeks to honor existing affiliations with the School and ensure that the School remains open and inclusive to mission-appropriate boys from the larger community.

In an effort to manage the increasing complexity of balancing the consideration of boys with admissions preferences and those without, Fenn will give weight in the regular fourth grade admissions process to mission-appropriate boys who are brothers of current or past Fenn students, sons of Fenn alumni, sons of members of the Fenn faculty/staff, students at Nashoba Brooks School, and students representing diversity in its many forms. At this large entry point, the number of seats available allows the School to accept well-matched boys with admissions

preferences, with the knowledge that there are still a large number of openings remaining for students without any of these affiliations.

In other entry points (Intensive Literacy Program and grades 5-8) where there are fewer openings, these noted priorities influence our decisions, but to a more limited degree. The School retains flexibility in the application of the relative weights of these factors, depending on the composition of each class.

Admissions preferences at these entry points may not be weighted to the same degree as they would in the larger pool of applicants to regular fourth grade. At these other entry points with fewer seats, the School will maintain a balance between accepting boys with admissions preferences and accepting a broad array of other boys from the community at large, thus enhancing the School's ability to create an optimal learning environment for all of our students.

We realize that many Fenn parents and alumni wish to have all of their children receive the benefits of a Fenn education. As a result of the ever-increasing number of boys with admissions preferences who are hoping to attend Fenn, we encourage parents not to wait until grades 5-8 to apply to Fenn, but to apply their sons for grade four, where their chances of admission will be maximized.

The Fenn School does not discriminate on the basis of race, national or ethnic origin, religion, sexual orientation, or physical disability. As an independent school, Fenn selects students for admission, seeking to enroll boys who are best matched, in the judgment of the School, with Fenn's educational mission and programs.

## **ENROLLMENT STANDING**

Once a student is enrolled at Fenn, he must successfully meet the established standards of the School with regard to proper behavior and successful engagement with and completion of the educational program. If it is determined by the School that a student is not successfully meeting these standards, the Headmaster will counsel the boy's parents to enroll their son in another school, which may be done at any point during the course of the school year or at its close.

As stated in the subsequent section of this Handbook, entitled "The School-Parent Partnership," a parent's behavior toward the school can affect his or her son's enrollment status.

The School remains the final judge in determining a boy's enrollment at Fenn.

## **PAYMENT OF TUITION**

The tuition schedule and schedule of fees is published each year in early spring and included with enrollment agreements.

Fenn currently has three tuition payment plan options for families:  
Paying 100% of the tuition by July 1; paying 50% due July 1, and 50% due October 1; or paying over 10 months, designed to be complete by February 1. All tuition payments are managed via a third-party tuition management system. Please contact the Business Office if you have questions regarding these payment plans.

All accounts must be paid in full in order for students to graduate or for school records to be released. A student with an unpaid balance from the previous school year will not be permitted to commence classes until the balance is paid in full.

It is understood that students are enrolled for the entire school year. The fact that school fees are paid in installments does not constitute a fractional contract. If, subsequent to July 1<sup>st</sup> of any year, a student is absent, withdrawn, or dismissed from the School, the obligation to pay the tuition continues as though the student were in fact still enrolled for the entire year. In view of this unconditional obligation, a Tuition Refund Plan is available, under which there is an opportunity to insure fees (prepaid and due) in the event of absence or separation according to the terms of the policy. The Tuition Refund Plan informational brochure is provided with the enrollment agreement; the plan is strongly recommended for all families.

## **FINANCIAL AID**

Families who come to Fenn receiving financial aid must reapply for an award each year. Application information may be requested from the Admission Office. The School makes every effort to provide a consistent award based on a family's annual demonstrated need. However, the amount of financial assistance granted by Fenn may vary from year to year as a result of changes in the School's or a family's individual financial circumstances. Families should anticipate that their available funds for educational expenses will be expected to be divided evenly amongst all children in the family who attend tuition-charging institutions, including colleges. Fenn expects that all parents make earnest efforts to obtain employment in order to pay for as much of tuition as possible before applying for financial aid. This requirement may be waived if there are

extenuating circumstances such as, but not limited to, a parent having a debilitating condition that prevents them from gaining or maintaining employment.

Families who come to Fenn without receiving financial aid should assume that they will not receive financial aid in future years unless there is a significant change in the family's financial circumstances. Such a change must be documented via three years of past IRS 1040 forms. Significant changes may include, but are not limited to, job loss, income decline, and additional children enrolling in tuition-charging schools. Current families who demonstrate significant need in their financial circumstances will receive priority in the allocation of financial aid over incoming families.

Financial aid awards are based on the decision made by the Financial Aid Committee, which is chaired by the Director of Admission and Financial Aid. This committee maintains strict confidentiality throughout the financial aid process. Decisions are based upon a family's tax returns, the Parent Financial Statement (PFS) report filed with School and Student Services (SSS), and all other confidential information in a family's financial aid folder. Financial aid is awarded strictly on the basis of documented need. Fenn does not award merit scholarships.

At this time, funding is available for other ancillary needs beyond tuition assistance, including but not limited to, school-based tutoring, curricular trips, the Transportation Program, the Extended Day Program, Parent Association events, and school-required technology. Funding for these expenses is allocated at the same percentage as is tuition assistance for each individual family, and in some cases, these items are provided at no charge, depending upon family financial circumstances and the School's judgment. Families who receive financial aid and would like to request help with any of these other expenses may place a confidential call to the Director of Admission and Financial Aid.

When parents are separated, divorced, or never married, the assets of both original parents (by birth or adoption) are considered. Both the custodial and non-custodial parents must file the Parent Financial Statement (PFS). Supporting documents, including tax returns, are required from all parents, including current spouses (stepparents) of each original birth or adoptive parent. If a parent has remarried, the current spouse's information and support document are considered pertinent and are to be included in the application.

The Fenn School will not be bound by any divorce agreement specifying a parent's responsibility for education expenses since Fenn was not a party to the

agreement nor was Fenn represented at the hearing. Likewise, The Fenn School cannot be bound by the assertion that one parent has disclaimed responsibility for the student.

The Fenn School considers the obligations of the parents to their new family situations in determining the award, but will not become involved in allocating the award on a proportional basis to the families involved. The responsibility for all communications and payments ultimately lies with the custodial parents. In cases where one parent has had no contact with the student for more than seven years, the requirement that both parents apply for assistance may be waived. The guiding principle is ‘lack of contact,’ which must be documented by the custodial parent.

In cases where the involvement of the non-custodial parent is not in the best interest of the student, (child abuse, incest, spousal abuse, addiction) the requirement will be waived upon receipt of acceptable documentation from a disinterested third party.

## **TITLE IX**

### **NON-DISCRIMINATION POLICIES**

It is the policy of The Fenn School to maintain a school environment that is free from unlawful discrimination and to conduct its educational practices, admissions program, financial aid policies, and athletic and other school administrative programs solely on the basis of an individual’s merit, qualifications, and skills. The School admits qualified students of any race, color, national or ethnic origin, citizenship, ancestry, religion, sexual orientation, gender identity or expression, mental or physical disability, or any other status protected by applicable law, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The Fenn School does not discriminate on the basis of race, color, national or ethnic origin, citizenship, ancestry, religion, sexual orientation, gender identity or expression, mental or physical disability, or any other status protected by applicable law in the administration of its admissions, financial aid, and loans, and its educational, athletic, and other programs.

Additionally, The Fenn School does not discriminate in hiring or terms or conditions of employment on the basis of sex, pregnancy or pregnancy-related condition, age, marital status, military or veteran status, application for military service, race, color, national or ethnic origin, ancestry, citizenship, genetic

information, religion, creed, sexual orientation, gender identity or expression, mental or physical disability, or any other characteristic protected by federal, state, or local law.

### **Federal Financial Assistance and Title IX Policy**

As COVID-19 began to impact individuals and organizations across the country in the spring of 2019, Fenn took prompt action to ensure that it could continue to support employees and provide an exemplary education to all students during the uncertain times. To assist in this effort, the School applied for and received a federal loan that requires Fenn to comply with certain non-discrimination obligations under federal law for the duration of the loan. This includes **Title IX of the Education Amendments of 1972**, which mandates that Fenn will not discriminate on the basis of sex in its educational programs and activities or employment. In addition to this Title IX policy, Fenn has established separate policies that (1) outline the School's mandated reporting guidelines; (2) outline the School's processes for managing interpersonal relationships safely and appropriately; and (3) seek to prevent sex-based discrimination, harassment, and violence.

The Fenn website (at [www.fenn.org/nondiscrimination](http://www.fenn.org/nondiscrimination)) provides links to these detailed policies and procedures (or interested parties can request hard copies from Fenn's designated Compliance Coordinators listed below):

- **Title IX Policy**
- **Title IX Grievance Procedures**
- **Title IX Complaint Form**

Because the School has always made it a priority to ensure that all students, employees, and community members are treated in a fair and nondiscriminatory manner, the changes required by these obligations under federal law were largely procedural and not substantive. Nonetheless, the School implemented the new additional policies to ensure its continued compliance with applicable law.

These policies and procedures augment, but do not replace, existing School policies and procedures, and they will remain in place for the term of the federal loan. During that period, any conflict between the Title IX policies and the School's existing policies should be resolved in favor of the Title IX policies.

Questions or inquiries regarding Title IX or any other non-discrimination policies, or how these policies apply to the School, should contact Fenn's designated Compliance Coordinators:

**Name:** Jennifer Everett  
**Title:** Director of Marketing and Communications  
**Office Address:** 516 Monument Street, Concord, MA 01742  
**Telephone:** 978-318-3583  
**Email:** *jeverett@fenn.org*

**Name:** Nathaniel Carr  
**Title:** Head of Lower School; Director of Faculty and Professional Development  
**Office Address:** 516 Monument Street, Concord, MA 01742  
**Telephone:** 978-318-3645  
**Email:** *ncarr@fenn.org*

*For assistance related to Title IX or other civil rights laws, contact OCR at OCR@ed.gov or 800-421-3481, TDD 800-877-8339.*

## **THE SCHOOL–PARENT PARTNERSHIP**

The School assumes primary responsibility for a boy's academic education and works earnestly to reinforce the ethical and moral upbringing that a boy receives at home. Fenn regards the education of its students as a true partnership with parents, necessarily characterized by a mutual respect for the respective complementary areas of expertise and knowledge of teachers and parents. This constructive, mutually respectful, and supportive relationship between home and school is essential to a boy's success at Fenn and to the broader realization of the School's mission and educational program. In light of those needs, Fenn continually encourages and strives for open, constructive communication between parents and the School.

In the instance of a parent or guardian who is antagonistic toward or disrespectful of the School's established educational program, its behavioral or academic standards, or its considered judgment and efforts with his or her son, Fenn reserves the right to decline the renewal of the enrollment contract of that parent's or guardian's son. Substantive discussion and communication between parents/guardians and School would, of course, occur before the School reached such a decision, given Fenn's abiding desire to resolve differences between parents and the School.

## COMMUNICATION

For the sake of a Fenn student's education and the effective functioning of the School, it is imperative that the channels of communication between boys and their teachers and among parents, faculty, and staff be open, frank, cordial, and frequently used. The following guidelines are provided regarding communication channels at Fenn.

### ***Student and Faculty:***

Each student has a faculty advisor who is concerned with his academic, artistic, athletic, and personal development at Fenn. His advisor will assist the student in setting and pursuing goals and will coordinate communication among the School, student, and parents during the school year.

### ***Parent and School:***

A parent's first line of communication with the School is through the student's advisor. The advisor schedules parent conferences twice a year. As the need arises, advisors may include particular teachers or Division Heads in these conferences. Parents may also call or email teachers directly at the School to ask questions and share concerns. In instances where the concern is academic in nature, and a parent needs to go beyond conversation with the classroom teacher, the parent is encouraged to contact the appropriate Academic Department Chair and, then, if necessary, the Director of the Academic Program. In instances where the concern is social in nature, and a parent needs to go beyond conversation with the advisor, the parent is encouraged to contact the appropriate Division Head.

The School discourages the informal, unscheduled "parking lot" conference with faculty or administrators. Such communication is usually not useful either to parents or to faculty and can often lead to misunderstandings, often because the teacher or advisor may not be properly prepared to discuss a boy's progress in detail.

### ***School and Parent:***

The School provides parents with information to help develop additional insights into their child's educational and personal development. Parent conferences and other programs such as Back-To-School Nights, New Parent Dinners, and Parent Coffees sponsored by the Parents Association help to clarify our plans and our expectations of each other, and provide forums for discussion.

### ***Communicating with Families in Cases of Divorce or Separation:***

Believing that a child's educational experience is enhanced through active parent participation and partnership, Fenn seeks to facilitate communication with all parents in the case of divorce or separation. Absent a court order to the contrary, and regardless of which parent signed the enrollment contract, all parents will be entitled to receive normal school mailings (i.e., grades, teacher comments, all-school email) and to visit a child on school grounds or during school-sponsored events or trips. It is the parents' responsibility to provide record of court orders or up-to-date contact information for all parents. Access to a student's official school file shall be restricted to the parent(s) who formally enrolled the child in the school by signing the enrollment contract. Broader access may be authorized by the signing parent. In responding to communication (e.g., email) from one parent, the school cannot take responsibility for including other parents. In such cases, the parents involved are encouraged to communicate between themselves. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g., to comply with a court order).

### ***The Parents Association:***

The Parents Association serves as a primary link between Fenn families and the School. Every Fenn parent is a member of the Parents Association. The Parents Association arranges social functions and educational programs for Fenn families, conducts fundraising activities to benefit the School, and assists with general school activities. Officers of the Parents Association are elected in the spring. Parents are actively encouraged to attend school events and to participate in the activities of the Parents Association.

### ***Parents Affinity Group for Diversity and Inclusivity (PADI):***

This group seeks to provide a safe environment where parents and guardians of underrepresented students come together in fellowship and community building. Members of this group are from many racial, ethnic, and religious backgrounds and a variety of family constellations. PADI members affirm and create an atmosphere of support, and the group also provides the opportunity for formal or informal discussions on race, class, power, and school culture from the perspective of underrepresented voices.

PADI meets at least three times a year to check in and affirm that the School community fulfills those aspects of its mission statement that seek to maintain a safe and inclusive atmosphere for all students regardless of ability, race, class, religion, sexual orientation, and/or gender identity.

## CONTACTING THE SCHOOL

Fenn School employees may be reached through their direct dial number or their email listing, or in the case of an urgent matter, through the Main Office. To facilitate communication, those contacting the School are asked to observe the following:

***To Reach Faculty, Staff, and Administration:*** Parents wishing to speak with a member of the faculty, staff, or administration should leave a voice mail message or send an email to the individual. Faculty members strive to respond to inquiries as soon as possible, often within twenty-four hours. Faculty, staff, and administration email addresses and direct dial listings can be found in the Directory and on the website.

*No faculty home phone numbers will be provided by the office. Faculty also cannot be reached during school vacation periods.* Faculty or administrators may provide their own home phone numbers to students and parents at their discretion. This option is an individual choice of a faculty member or administrator and is not an expectation of the School.

***To Reach Students:*** Parents wishing to contact their child during the day should contact the receptionist in the Main Office with the message. During the school day, messages are normally delivered to students at lunchtime. Therefore, messages for students should be given to the receptionist ***before lunch***. Please limit student messages to essential information and requests.

***Phone Use by Students:*** School phones should be used by students with the permission of the office staff. Students may use mobile phones during school hours only with permission from a teacher and only to call home to arrange for transportation after dismissal. Parents should refrain from texting to or calling their son's mobile phone or iPad during the school day.

## WEEKLY EMAIL NEWSLETTER

The School's weekly email newsletter is the *Friday Fenn*. Look to it for timely information about events at or involving Fenn and for key school and division announcements. If community members wish to submit items for the *Friday Fenn*, these should be emailed to [FridayFenn@fenn.org](mailto:FridayFenn@fenn.org). *Friday Fenn* is not published during school vacation weeks or during summer vacation.

Please note the following guidelines for submission:

- **The deadline for submissions is Wednesday by 4:00 p.m.**
- Submissions must include date, time, place, and contact person. Fenn personnel reserve the right to edit submissions they receive.

## **POLICY FOR USE OF STUDENT’S IMAGE AND STUDENT PARTICIPATION IN VIDEOS FOR SCHOOL PUBLICITY AND SOCIAL MEDIA PURPOSES**

For purposes of communicating and marketing in Fenn brochures and publications, on social media sites, in press releases, etc., Fenn personnel frequently take photos of students and/or interviews students and uses quotes from the interviews. Additionally, Fenn captures video of moments and events in the life of the School to give a window into the Fenn School experience.

With their son’s enrollment at Fenn, parents grant permission for the student’s photograph or appearance in a video, and his narrative, quotes, artwork, etc. to be used in ways that enhance the profile of the School on any of these media. **Any restrictions parents wish to place on such use must be delivered in writing to the Headmaster’s Office and this must be done annually if a parent wishes for the restrictions to apply to multiple school years.**

If such restrictions are not received, the School assumes that parents have released it from, and indemnify it against, any and all claims for invasion of privacy and/or defamation arising from publication, social media use, etc. of any photograph/video, name, and/or likeness of a student.

## **CLOTHING AND APPEARANCE**

### **RELAXED FENN DRESS CODE POLICY UNDER COVID-19 PROTOCOLS**

For as long as Fenn is operating under the health and safety protocols required by COVID-19, the School’s dress code will be relaxed. This is largely due to the inaccessibility of locker rooms within which boys could change into clothing for sports, etc. during the school day.

Fenn boys should expect to remain in the same outfit for the entire school day, and these outfits should enable them to move freely during sports and other physical activity. Casual and comfortable active wear such as t-shirts and sports or cotton shorts are welcome; however, inappropriate messages and/or slogans

on t-shirts are unacceptable. The same applies to the masks or face coverings that boys wear to school. Fenn will rely on boys and families to make their best judgments as to the appropriateness of certain t-shirt designs. Fenn personnel will certainly address any issues if a boy comes to school in an outfit that is problematic and shouldn't be worn again.

Sleepwear of any type is also not allowed, which includes pajama pants popular with the age group of Fenn boys. Flip-flops, slides, and slippers are also unacceptable. Shoe wear should include sneakers or other casual styles that accommodate physical activity, and visible socks must be worn.

The aim for all Fenn boys should be to come to school neat and clean, while embracing their own unique styles within the parameters described in this adjusted policy. And since active wear is allowed, boys will not be required to tuck in their shirts as Fenn policy normally dictates.

**Fenn personnel will alert boys and families to the School's return to the formal dress code policy (below); until then, boys are permitted to wear a more casual style of dress.**

**FORMAL FENN DRESS CODE POLICY  
(Resumes once COVID-19 Protocols are lifted)**

It is a principle of The Fenn School that the school setting warrants attire that reflects and sets the tone for an appropriate seriousness of purpose and respect for the school community. A boy's clothing and general appearance should strike the proper balance between individual comfort and choice and appropriate respect of community standards. **Neatness, respectfulness, and cleanliness are the definitive standards for dress at Fenn.**

Shirts with collars are required and should be worn tucked in at the belt. Shirt collars must always be visible. Hooded sweatshirts are allowed with a collared shirt underneath. Soccer shirts, athletic team shirts, bowling shirts, and work shirts, with or without collars, are not allowed. Collars are defined as folding; mock turtlenecks are not allowed. Pants should be tailored, with a zipper and a hem. Cargo pants or shorts must be neatly tailored and not unduly baggy. Fatigue pants are not allowed. Jeans or sweatpants of any color are not allowed. Pants must be worn at a proper height at the waist. Tailored shorts (*no sports shorts*) are permitted in hot weather. Socks and proper shoes, athletic or otherwise, are required at all times. Sport coat and tie are required dress for concerts, graduation, and similar events. Hats may be worn only out of doors.

Each student is required to supply his own personal and athletic clothing and footwear. Sneakers with non-marking soles are required for athletics in the winter term.

*Extreme styles of personal appearance including ostentatious clothing, jewelry (including earrings or other jewelry for body piercing), or extreme hairstyles are not allowed. Longer styles of hair must be worn so that a boy's face is not obscured. Judgment regarding these matters rests solely with the Headmaster and faculty.*

## **TEXTBOOKS AND SUPPLIES**

Fenn supplies most textbooks and most of the consumable materials (paper, folders, binders, etc.) a boy will require for his academic work. Some paperbacks and consumable materials become the student's personal property, but all textbooks remain the property of the School. If a student loses a book, he is responsible for the full cost of replacing it.

Because many teachers have specific recommendations about the materials needed for their classes, the School suggests that parents and students wait until you receive a supply list from the School before purchasing school supplies.

Specific information regarding minimum requirements for student iPads as well as the list of required apps can be found on Fenn's website at the following link: [www.fenn.org/technology](http://www.fenn.org/technology).

**All personal athletic equipment and clothing should be clearly marked with the student's name.**

## **FENN SCHOOL STORE**

The Fenn School Store will be closed for the 2020-2021 school year.

## **LOST AND FOUND**

Lost and found articles are kept in the Athletic Department Office and are displayed every few weeks. Unclaimed articles are then sent to charity. **Parents are asked to put their son's name in all clothing he wears or brings to Fenn.**

## **FUNDRAISING INITIATIVES WITHIN THE FENN COMMUNITY**

Fenn strives to teach and support an understanding of the importance of service to others and philanthropy among its students. The School is also sensitive to the fact that there are a great many worthy causes and organizations that seek support from students and adults in the Fenn community, and that our collective resources (time, money, etc.) are finite. As a result, we work carefully to manage the number and scope of those efforts.

Fenn seeks to avoid possible situations in which any members of the community feel discomfort if they are not able to or interested in supporting a particular cause or effort. We respect that individuals have legitimate reasons for supporting certain causes as well as for choosing not to participate in others.

Fenn endorses student-run initiatives when managed correctly. On-campus initiatives that encourage boys to commit their own money (earned through jobs, allowances, etc.), effort, and time are encouraged because such efforts help teach valuable lessons about philanthropy and making a personal commitment to a worthy cause. However, Fenn discourages initiatives that imply or suggest that a boy simply ask his parents for money to donate to a particular cause as the positive lessons are greatly diminished without the boy's personal effort and initiative. Fenn's management of fundraising efforts is also intended to avoid making parents feel undue pressure to participate or that they are continually being solicited.

To assist us in fostering a positive and healthy atmosphere around fundraising and service efforts, the School requests that any members of the Fenn community who are considering conducting a drive to raise funds or goods first speak with the appropriate person, as noted below:

- Fundraising efforts that are to be run by and among the students must first be reviewed and approved by the Student Senate Advisor and the respective Division Head.
- Parents who wish to organize and execute a fundraising initiative on campus and/or among the Fenn community must first speak with Fenn's Director of Advancement.

We also ask that faculty and staff do not solicit goods or money from parents, students, or fellow employees without first speaking with Fenn's Director of Advancement.

# **PROGRAM POLICIES AND PROCEDURES**

## **COURSE PROGRAM REQUIREMENTS AND REVISIONS**

A student's continuation at Fenn and his being awarded a Fenn diploma at the close of grade eight or nine are contingent upon the student's successful completion of the course program stipulated by the School for each year of his enrollment.

Each student at Fenn must enroll in all of the courses prescribed by the School as the standard course schedule for the grade in which he is enrolled, or in a revised course program approved by the School. Course load and content are described in the Fenn Family Handbook and Curriculum Guides that are available online to all parents. The prescribed course program is subject to change, based on the School's mission, as needed.

Every Middle or Upper School student is required to enroll in five academic courses at Fenn each term, along with completing courses in the arts and participating in the Fenn athletic program. Every student is scheduled into the standard course program each year.

Any potential change in a student's course of study must be approved by the Director of the Academic Program. The School evaluates the merits of a requested revision in a student's studies on the basis of his specific educational needs. The School grants course of study revisions only in circumstances that serve the individual student's educational needs while maintaining the integrity of the School's educational program.

As a general rule, students are not allowed to pursue as part of their Fenn program courses that are taught by non-Fenn faculty, nor are course waivers granted to allow a student to pursue a non-Fenn course.

Questions regarding a student's course of study should be directed to the Director of the Academic Program who will consult, as needed, with other administrators to obtain the requested information or consideration.

## GOOD ACADEMIC STANDING

In order to continue his enrollment at Fenn from year to year, a student must remain in good academic standing. Students in the Lower School must meet expectations in each subject area. Students in the Middle and Upper Schools must achieve grades of C- or higher in each subject with an overall yearly average of C to attain good academic standing. For any student who does not attain good academic standing by year-end, the School will review his performance and assess his potential for academic success in subsequent grades. The School will then make a determination regarding the student's eligibility to continue at Fenn in the next grade. Repeating of a grade at Fenn is extremely rare and is done only with special permission and compelling circumstances in the judgment of the School. In the rare instance of a student whose academic needs and performance indicate that he is not being well served by Fenn, the School may require a boy to withdraw from Fenn during the course of the academic year. This action would be taken only after extensive consideration of the boy's needs and thorough communication with his parents.

## CITIZENSHIP

Like any community, a school functions best with a few clearly understood, essential rules. Fenn School's rules are purposely kept simple and are reviewed often with the students, both at All-School Meetings and grade-level meetings. The fundamental rules of the School are as follows:

*Truthfulness and honesty in all personal and academic matters are always expected.*

*Responsible and courteous behavior and respect for the rights and property of others are expected at all times.*

*No student may leave the school grounds without faculty permission and without signing out in the Main Office.*

*No one may possess or use illegal drugs, liquor, tobacco, vaping devices, or any other illegal substance while at school or while participating in any school sponsored event, nor may anyone bring to school any potentially dangerous implements such as knives, firearms, or explosives.*

*Responsible and appropriate use of technology and the Internet are expected at all times.*

A breach of these standards by a student in any degree would entail disciplinary action and could result in his suspension or expulsion from school. Beyond these basic standards, it is expected that the attitudes and actions of each member of the school community reflect positive citizenship.

When representing the School during off-campus events such as field trips, athletic contests, concerts, and dances, boys are expected to meet all school rules and standards of behavior. Each student should be aware that his actions on and off campus always reflect on his school community as well as on himself. Therefore, a student's behavior away from school can affect his citizenship status and his eligibility for enrollment at Fenn.

## **CITIZENSHIP GRADES**

Fenn reviews the citizenship of every student during each marking period. The citizenship assessment indicates the faculty's evaluation of a student's behavior and his progress toward meeting the School's standards for proper conduct and citizenship in the community. The citizenship assessments employ the following scale:

“S” for “Satisfactory” indicates that a boy's behavior is acceptable and meets the School's expectations.

“NI” for “Needs Improvement” indicates that a boy is not fully meeting the School's expectations for behavior. Assigned by the Division Head and advisor in consultation with the faculty, an “NI” grade is a clear and succinct means of communicating to a boy that there is some aspect of his behavior, in or outside of the classroom that he must change for the better. The “NI” is assigned to a boy whose behavior is not dramatically in violation of a major behavior standard but who, nonetheless, must improve his citizenship. An “NI” is assigned to encourage him to improve his behavior.

“U” for “Unsatisfactory” indicates that a boy has failed to meet consistently or in a dramatic instance one or more of the School's fundamental standards for behavior and citizenship.

While citizenship assessments are not reported on the report cards or on a student's cumulative transcript, the School informs the boy and his parents when an “NI” or “U” assessment for citizenship is designated by the faculty. The Division Head or advisor will explain the reason for the assessment and the actions to be taken by the student's advisor, teachers, or the Headmaster. Any

boy who receives two “Unsatisfactory” citizenship assessments in a single year or two or more “Unsatisfactory” assessments over two years may be required to leave the School. In such instances, the Headmaster, the student’s Division Head, and his advisor will meet with the student and his parents to discuss the student’s behavior and enrollment status, and, in the case of continuing students, to stipulate the steps necessary for a student’s improvement and continued enrollment.

## **ANTI-BULLYING POLICIES AND PROCEDURES**

In compliance with legislation in the Commonwealth of Massachusetts, the School has adopted an anti-bullying policy that stipulates expectations regarding student behavior, school reporting to the authorities, and other essential responses. The policy is posted on the parent portal section of Fenn’s website for reference.

## **ACADEMIC HONESTY**

Fenn students are expected to demonstrate honesty, respect, empathy, and courage in all endeavors undertaken at school, including the completion of their academic work. In order to avoid academic dishonesty and plagiarism, students should carefully follow school guidelines for documentation of sources as well as any additional expectations that may be provided by academic departments.

The academic program at Fenn utilizes open inquiry, problem-solving, research, and collaborative group work to enhance the learning process. When working in groups, students will be directed by their teacher regarding which part of their work may be done as a group and which part must be completed individually.

A student who presents another boy’s work as his own is committing an act of academic dishonesty; a student who uses another person’s words or ideas without properly attributing those ideas to their author is plagiarizing. In each of these cases, the student would be subject to appropriate academic consequences and possible disciplinary action.

## **TECHNOLOGY USE AT FENN**

### **FENN SCHOOL EDUCATIONAL TECHNOLOGY VISION STATEMENT**

The Fenn School, in its efforts to prepare boys for a lifetime of learning, strives to balance the time a student spends in the digital and non-digital realms, prioritizing the unmatched value of in-person, face-to-face interactions with peers, teachers and parents. Its use of technology complements these efforts by helping students to become thoughtful, knowledgeable, empathetic and critical users of technology to achieve their larger educational goals.

At Fenn, technology should:

- enhance the collaboration between student and teacher, making feedback more meaningful, reflection more frequent, and the learning process and growth more visible and tangible;
- enhance collaboration between students;
- empower students to tailor their learning experiences to their individual needs;
- foster ethical and responsible digital citizenship, with guidance and support from knowledgeable faculty and engaged parents;
- promote informed, critical consumption of information and media; and
- offer students the opportunity for innovation, creativity, resourceful problem solving, and demonstrating understanding and mastery of a given topic.

### **RESPONSIBLE USE OF TECHNOLOGY AGREEMENT**

Fenn students have many opportunities to use technology to enrich their learning. As in all areas of life at school, students are expected to demonstrate responsibility, respect, and good judgment when using technology, both on and off campus. Fenn also values highly the personal interactions between community members (teachers, staff, students, their parents, and visitors) which happen during the course of the day. Therefore, any use of technology which inhibits or prevents this interaction (walking across campus with head down reading texts, “hanging out” in public spaces with headphones plugged into one’s ears, or using mobile technology during community gatherings such as All-School Meeting) is not permitted.

Fenn has explicit guidelines for using computers and other electronic devices, both on and off campus, using the School’s network, and accessing the Internet,

to which Fenn expects students and parents to adhere. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

*Students may:*

- use technology for school work or class projects and assignments, at the teacher’s discretion;
- access the Internet with teacher permission to enrich learning related to school work; and
- use technology in ways directed by the teacher.

*Students may not:*

- post personal contact information about themselves or other people;
- engage in recreational “gaming,” including fantasy sports websites;
- access or attempt to access network resources not intended for them;
- share their passwords or other’s passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet a stranger in person;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the School’s policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;
- access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- install or download software on to Fenn computers from the Internet, home, or by any other means;
- create or use a mobile hotspot on the School campus;

- remove any Fenn-owned computer equipment (including, but not limited to, network cables and keyboards) from the School without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on a Fenn-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to Fenn or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for illegal or commercial activities;
- vandalize, steal, or cause harm to the School’s equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the School network; or
- be “friends” with, or otherwise directly connect to via online networks and services, any School employee on any social networking site that is not used primarily for educational purposes. If a student is contacted by a Fenn employee via non-Fenn channels for non-educational purposes, the student should immediately notify his Division Head.

*Students should understand that:*

- the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled in the School, is prohibited;
- permission to record another’s image must be clearly requested of that individual(s) in each instance when it might occur and must be explicitly granted in each instance; this includes but is not limited to recording a teacher’s presentation in class, a coach’s comments on the field or in the locker room, a student’s performance or presentation at school, and the many informal interactions between community members which occur throughout the day;
- there is no guarantee of privacy associated with their use of the School’s technology resources. Students should not expect that email,

voicemail, or other information created or maintained on the School's network, School-issued devices, or School-administered services (even those marked "personal" or "confidential") will be private, confidential, or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School's network. Each student consents to the School's right to view and/or monitor the School's network and all of its associated accounts; and

- they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.

*Parents/guardians should understand that:*

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student damages the hardware or software of any School-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.

In the spirit of *Sua Sponte*, each division of the School has a specific policy of supervision regarding the use of technology. Together, these policies reflect the expectation that boys' understanding of appropriate use will develop over time.

- ***Lower School*** – Students in grades 4 and 5 are permitted to use technology only with the direct supervision of a teacher.
- ***Middle School and Upper School*** – Students in grades 6-9 may exercise their judgment and are trusted to use technology appropriately for educational and course-related work or research at school without direct supervision or specific permission from a teacher.

To support students in making good choices around the use of technology, especially mobile phones, parents are asked not to contact their son via his mobile device during the school day; however, if a student asks and receives explicit permission from a Fenn faculty or staff member during the day, he may briefly use his phone to access text messages or to contact a parent.

## **Security**

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's network.

## **Reporting Violations**

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another School community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to his **Division Head**.

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations to the fullest extent of the law

## **School-wide One-to-One iPad Program**

Fenn has adopted a one-to-one iPad program in grades four through nine in order to support efficiently and effectively Fenn's mission of promoting productive, lifelong learning. This approach is predicated upon ready, consistent access to technology which allows teachers to support students as they explore concepts and ideas; collaborate with peers, teachers, and others; communicate their insights and understanding; practice important academic skills and curate a record of their academic progress and accomplishments. Our approach also allows us to mentor our students thoughtfully in the responsible use of technology and the practice of digital citizenship. Additional information about Fenn's iPad program can be found on Fenn's website at the following link: <http://www.fenn.org/technology>.

## **The Fenn School Parent/Student iPad Loaner Program Agreement 2020-2021**

The Fenn School ("Fenn" or the "School") loans school-owned iPads to all students in Grades 4-7 for their educational use. As part of this loaner program, Fenn expects that students and parents will share in the responsibility for caring for the iPad. In order to be eligible to receive a School-owned iPad (the "iPad"), families must agree with the following guidelines, policies, and procedures. The

School requires the undersigned parents/guardians (the “Parent/Guardian”) of the above-referenced student (the “Student”) to review these guidelines and policies with the Student and execute below. Students in grades eight and nine use family-owned iPads and are currently not part of the Fenn iPad loaner program.

Ownership. The iPad is owned by the School and should be considered a “loaner.” The Student’s ability to use and possess the iPad is a privilege granted by Fenn and not a right. Fenn may terminate this Agreement and revoke the privilege granted at any time for any reason in Fenn’s sole discretion. Additionally, at any time, and at the School’s sole discretion, the iPad may be swapped for a different iPad with or without notice. The School is not responsible for lost information on iPads.

Usage. The iPad is for the sole use of the Student. Due to safety and security reasons, sharing the iPad with other students or family members is not permitted. In accepting the iPad, the Student is subject to all rules, policies, and standards of behavior as stated in Fenn’s Parent and Student Handbook (the “Handbook”), including, but not limited to, the Fenn School Educational Technology Vision Statement, Responsible Use of Technology Agreement, iPad Loaner Program Agreement, e-Safety Policy, Anti-Bullying Policy, and Citizenship Policy, as well as all applicable laws and regulations. The School has the right to repossess the iPad if the Student fails to comply with these rules, policies, and standards of behavior.

Device Management System. A device management system will be loaded onto the iPad to manage Wi-Fi, apps, and general settings. On campus, Internet restrictions will be enabled to ensure the iPad is used for educational purposes only. Off campus, the Student and the Parent/Guardian are responsible for using the Internet for educational purposes and in accordance with the the Fenn School Educational Technology Vision Statement, Responsible Use of Technology Agreement, iPad Loaner Program Agreement, and e-Safety Policy.

Inappropriate Materials. As explained in greater detail in the Handbook, the Student may not use the iPad to access, submit, post, publish, forward, download, scan, or display materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, or threatening.

Damaged and Lost iPads.

1. For iPads which were used by students in grade six and who are returning for grade seven, the iPads were purchased under this specific AppleCare+ coverage. Fenn obtained Apple Care+ coverage to cover a maximum of two

accidental damage incidents at a cost of \$49.95 per incident for which you will be billed to repair the iPad. On the third incident of accidental damage, Fenn will repair or replace the device and you are responsible to pay the full cost of repair or replacement.

- 2 For iPads used by students in grades 4-6 and by newly admitted students in grade seven, Fenn has obtained Apple Care+ coverage to cover a maximum of two free accidental damage incidents for the iPad. On the third or more incident of screen breakage or accidental damage, the iPad will be repaired at a cost of \$49.95 per incident, which will be billed to the Parent/Guardian. If the iPad is damaged and cannot be repaired under the Apple Care+ warranty, Fenn will repair or replace the device and you are responsible to pay the full cost of repair or replacement.

If the iPad is lost or stolen, the Parent/Guardian must immediately contact **support@fenn.org** to report the incident and so that Fenn can attempt to track the iPad. If the iPad cannot be recovered, Fenn will replace the device, and the Parent/Guardian will be responsible for paying the full cost of the replacement. Fenn will not accept a replacement device from the family in the event of loss or damage. Fenn may assess the Parent/Guardian any and all costs associated with repair or replacement as part of Fenn's standard billing procedures. Fenn's policies and procedures concerning payment of fees will apply to any billed repair or replacement costs.

Returning the iPad. The Student is responsible for returning the iPad periodically, upon request for maintenance or for any other purpose, and permanently, upon the completion of the Student's last day of academic study at Fenn. The Student may not use the iPad during the summer vacation. Graduating seniors and eighth graders must return the iPad in a timely manner, prior to graduation. If the Student fails to return the iPad within seven (7) days of receiving a written request, Fenn will bill the Parent/Guardian for the full replacement cost of the iPad.

Backups. Fenn iPads use Apple iCloud backup. Students are asked not to turn off the backup. If they do, they risk losing data on the iPad. Students are responsible for backing up local documents, photos, videos, etc. to the Student's Google Drive. On an ongoing basis, the Student is responsible for backing up important documents to the Student's Google Drive.

Shutting Down And General Care. The Student may not leave the iPad in an overly hot or cold location - even if the iPad is shut down.

Storage. Unless otherwise instructed by Fenn, the Student must take the iPad home each day and keep it in a secure location. iPads left in the School overnight remain the Student's responsibility.

Travel. At all times, the Student is responsible for the security and safety of the iPad.

No Public WiFi. Fenn School does not recommend connecting to public WiFi networks. Students connecting to public WiFi networks do so at their own risk. For the purposes of this Paragraph, if there are other people that the Student or the Parent/Guardian does not know connected to the same network, then it is public.

Peripheral Equipment. The School may supply dongles, chargers, headphones, and other equipment for in-school use. The Student is responsible for returning any such equipment by the end of the school day. Optional personal items, such as mice, personal headphones for at-home and/or in-school use, or second chargers must be purchased at the family's expense.

No Expectation Of Privacy Regarding School E-Mail Or Other Information Contained On iPad. All School e-mail is owned by Fenn. If necessary, the School has full access to the Student's School e-mail, even e-mail that has been deleted and trashed. The Student should not consider any information contained on or accessed via the Student's iPad to be private.

Software Installation. The Student may not download and/or install software on to the iPad without the express written authorization of the **Director of Technology.**

Violating Copyright. The Student may not use the iPad to copy, download, or use copyrighted materials without the copyright owner's permission. If the Student or Parent/Guardian has any doubt about whether information is covered by the Paragraph, they must first consult with the **Director of Technology.**

Please call the **Director of Technology.** with any questions about Fenn's iPad Loaner Program, including questions about this Agreement.

**Students and Parents/Legal Guardians** will need to sign an acknowledgement separate from the signature required for the Parent/Student Handbook that states: I acknowledge that I have carefully read, or my parent/guardian has read to me, the Fenn School Educational Technology Vision Statement, Responsible Use of Technology Agreement, iPad Loaner Program Agreement, and e-Safety Policy.

By my signature on the form, I acknowledge that I have satisfied myself that I understand what these Agreements mean, and I agree to their terms and conditions.

## **e-SAFETY**

The School incorporates online and remote learning programs in its curriculum and program. The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School's standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the requirements and limitations of the School's online and remote learning technology.

This e-Safety policy is intended to work in concert with the School's other rules and policies, including those set forth in this Handbook. Students and parents are therefore expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere, including, but not limited to, the Fenn School Educational Technology Vision Statement, Responsible Use of Technology Agreement, iPad Loaner Program Agreement, e-Safety Policy, Anti-Bullying, Citizenship, Attendance, and other policies. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

- Dress Code: When visible in the online and remote learning environment, and in any related interactions, students are expected to be appropriately dressed, which requires that students adhere to the dress code policy as stated in the Handbook.
- Cyberbullying and Online Conduct: When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- One-on-One Interactions: School faculty, advisors, music teachers, academic tutors, and administrators will provide virtual one-on-one meetings with students as appropriate. The School will seek to limit

one-on-one interactions to those necessary to support the academic and social well-being of students and families.

- Recording: Online and remote learning sessions and communications should not be considered confidential and may be recorded. The purpose of the recording may be to provide students not able to be present with the session they missed. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- Risk Management: All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

## **HOMEWORK**

Homework is an important component of Fenn's academic program. The School asks parents to help boys establish good study habits in quiet, distraction-free surroundings at home. Each student's advisor and teachers are available to assist him and his family with suggestions about completing his assignments effectively and in a timely fashion.

The School strongly recommends restricting online social networking, television, video games, and other distractions during the school week. Placing a student's iPad and/or computer in a common family area helps proper monitoring. Parents should also avoid involving their sons in numerous commitments outside of school (multiple sports teams, lessons, etc.). Such activities are likely to affect their son's ability to focus on his homework; homework must remain a priority throughout the academic year.

Teachers expect that students will submit assignments on time and that they will be done neatly, completely, and accurately. Each student has a number of periods during the week at school devoted to supervised study time with his advisor or another teacher in his grade. Fenn also cedes greater responsibility for planning and using time at school and at home as a student progresses through the School. The amount of work assigned each day varies, and the homework load increases as the student moves from grade to grade. If any homework is not

done or is not completed properly, teachers may keep a student after school (usually on a Tuesday afternoon) until the work is completed satisfactorily. If a student consistently experiences difficulty completing his assignments in a reasonable amount of time, he or his parents should be in communication with the student's teacher or advisor so they can assess the situation and develop strategies which will assist the student in completing the assignments more efficiently.

When a student is absent, he is responsible for keeping up with his school work. He should get his assignments from a member of his classes or check his course pages on *www.fenn.org*. If he needs books or materials, he should ask a friend or someone from his car pool to collect them and bring them home. *The Main Office and the faculty should not be called for assignments or materials.*

## **GRADING PROCEDURES**

At Fenn, grades are assigned in order to provide a student and his parents substantive, useful feedback on his performance. In accordance with boys' cognitive and emotional development, Fenn assigns grades differently in each division of the school. This progression of grading provides a continuum that begins with an exclusive focus on the learning process in the Lower School, introduces students to the concept of letter grades for academic achievement in the Middle School, and combines the two into one overall grade in the Upper School.

***Sua Sponte* grades** are based on specific "Observable Learning Behaviors" and reflect the extent to which a student accepts responsibility for his own learning. *Sua Sponte* grades are assigned according to the following scale:

**EE** – Exceeds Expectations; **CE** – Consistently meets Expectations; **MP** – Making Progress toward meeting expectations; **NI** – Needs Improvement

**Academic grades** are based on the work a student produces. The scale of academic grades is as follows:

**A** = Excellent work; **B** = Good work; **C** = Satisfactory work; **D** = Poor work;  
**E** = Unsatisfactory work.

A	93 and above
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
E	59 and below

**Lower School**

Lower School students receive *Sua Sponte* grades for Observable Learning Behaviors as well as for specific performance-based skills within each academic discipline.

**Middle School**

In Middle School classes, a student receives both academic grades and *Sua Sponte* grades. The *Sua Sponte* grades reflect each teacher's assessment of three Observable Learning Behaviors: engagement, preparation, and conduct. Observable Learning Behaviors do not affect the academic grade in a class. At certain points during the year, academic grades will be accompanied by teacher comments.

**Upper School**

In each Upper School academic class, an average is calculated for a student's academic work. A student receives academic grades and each teacher's assessment of three Observable Learning Behaviors: engagement, preparation, and conduct. Observable Learning Behaviors do not affect the academic grade in a class. At certain points during the year, academic grades will also be accompanied by teacher comments.

In each Upper School Arts class, a student receives an overall academic term grade based on the teacher's assessment of a combination of Observable Learning Behaviors and specific performance-based skills.

In all three divisions, grades are assigned and report cards are made available multiple times during the year. Teachers write comments and complete academic skills checklists for all academic and arts courses, and advisors write

summary letters. The timing and frequency of these comments, checklists, and letters vary by division. In the final trimester, teachers write comments only when there is a grade of **C- or below**, a *Sua Sponte* Grade of **Making Progress toward meeting expectations or Needs Improvement**, or a significant decline in a student's performance (e.g., from A to C). All students receive a summary advisor letter at the end of the school year.

Report cards and letters and/or course comments are made available to parents shortly after the end of each trimester.

## HONOR ROLLS

### Lower School

As the Lower School represents a time when students and their parents are expected to focus upon each boy's acclimation to Fenn and the development of the academic skills and habits he will require for success later in his Fenn career, the Lower School faculty does not award summative *Sua Sponte* grades for each academic or arts course. As a result, boys in the Lower School are not eligible for academic or *Sua Sponte* honors recognition.

### Middle School *Sua Sponte* Honors

Each term, Middle School students receive *Sua Sponte* Honors and *Sua Sponte* High Honors according to the following criteria:

- *Sua Sponte* Honors is awarded to a sixth or seventh grade student who receives a summative grade of Exceeds Expectations in all but one of his academic classes, and all but one of his arts courses for the term.
- *Sua Sponte* High Honors is awarded to a sixth or seventh grade student who receives a grade of Exceeds Expectations in every academic and arts class for the term.
- A student is ineligible for *Sua Sponte* honors if he receives an overall grade of Making Progress toward meeting expectations or Needs Improvement in any academic or arts class during the term.

### *Sua Sponte* Scholars

Middle School students who have achieved *Sua Sponte* Honors or High Honors each trimester are recognized as *Sua Sponte* Scholars at the end of the year.

### Upper School and Middle School Academic Honors

Academic Honors and High Honors are awarded to Middle and Upper School students based on their academic term grades in each class, including arts.

**Academic Honors:** Each course in which an academic term grade is given is assigned 5 credits. These credits are the basis for calculating honors and high honors recognition. Academic honors are determined according to the following method:

1. Any term grade below B- disqualifies a student for academic honors or high honors.
2. For each course the student is taking, the course credit is multiplied by the number for its letter grade according to the following scale:

A	A-	B+	B	B-
1	2	3	4	5

3. Their products are added, and the total is divided by the total number of course credits for all courses graded during the term.
4. A quotient of 3.0 (B+) or lower qualifies for academic honors. A quotient of 2.0 (A-) or lower qualifies for academic high honors.

### **Fenn Scholars**

In the Middle and Upper Schools, students who have achieved High Academic Honors each trimester are recognized as Fenn Scholars at the end of the school year.

## **GRADUATION REQUIREMENTS**

Diplomas are conferred to members of the graduating class by the Headmaster and Trustees, with the assent of the faculty. Failing a course for the year, receiving unsatisfactory citizenship grades, not meeting attendance requirements, or having any outstanding tuition balance will jeopardize a student's graduation and may lead the School to withhold his diploma. To be eligible to receive a diploma, a student must have been enrolled at Fenn for a minimum of two complete academic school years. Exceptions to this two-year requirement may be granted by the Headmaster based on a review of a student's academic performance, school citizenship, and record of attendance.

Diplomas for graduates are awarded with Honors and with High Honors based on two years' work: graduating ninth grade students' grades in eighth and ninth grades and graduating eighth grade students' work in seventh and eighth grades. Students who have achieved a combination of Academic Honors and/or High

Honors each term for two years graduate with Honors. Students who are Fenn Scholars both years graduate with High Honors.

***Eighth Grade Diplomas:*** All students who leave Fenn at the end of the eighth grade are awarded an eighth grade diploma at graduation. During the week of graduation there is an evening of celebration for all eighth graders and their parents. This includes both students remaining for ninth grade and those who are graduating. The celebration recognizes and honors the members of the entire class, and the Headmaster provides an individual reflection on each boy who is graduating that week. Every boy who attends Fenn remains a member of his class, regardless of when he leaves the School. A student who is awarded an eighth grade diploma may not subsequently return to Fenn for his ninth grade year. Exceptions to this policy will be considered by the Headmaster only in the case of extraordinary circumstances.

## **SUMMER WORK**

The Fenn School may recommend or require summer work for boys who have not adequately mastered the content or essential academic skills associated with a course. This work can help the student keep his mind engaged during the summer, and it can enable him to begin the next school year with confidence. At times, this work can be done effectively at home with someone available to check accuracy, answer occasional questions, do some quizzing, and provide encouragement and structure as needed. At other times, summer work requires a trained tutor or the student's participation in an approved summer school. The School will assist the family in identifying appropriate tutors and programs in any such instance.

In the circumstance of Fenn's recommending or requiring summer work of a student to prepare him for academic success in his subsequent grade, a school-parent conference will take place. At that time the proper information and guidance will be provided to parents so that the length, focus, and timetable of the supplementary summer instruction will be shared.

## **TUTORING**

Tutoring at the Fenn School provides opportunities for additional academic support and skill development in the areas of reading, writing, and math. Support in these areas also incorporates executive functioning skills. Students may receive assistance in small group or one-on-one tutorials, depending on the need(s) of the student and availability of learning specialists. The goal of

tutoring at Fenn is to foster self-advocacy and independence through an understanding of individual learning styles and skill development.

### **Referral Process for Tutoring**

Parents, teachers, and advisors are encouraged to contact the Director of Learning Support Services to determine and evaluate the necessity for tutorial support. The referral process is critical in order to assess and define the needs of each student and to create the appropriate pairing with a learning specialist. Parents, teachers, and advisors are requested to bring all questions concerning possible tutorial support directly to the Director of Learning Support Services. Upon completion of the referral process, when tutoring is deemed necessary, the student is assigned to a learning specialist and the tutorial is scheduled. Parents will receive a letter of agreement, which is an acknowledgement of the commitment on part of the student, family, and specialist in the process. In order for tutorial services to commence, a signed letter of agreement must be returned to the Director of Learning Support Services.

### **Tutorial Sessions**

Tutorial sessions are usually scheduled for once or twice a week during non-academic, non-arts, or non-sports periods (i.e. study halls, Help and Work period, and before or after school).

Parents are encouraged to consider two tutorials, per week, throughout a complete term as the optimal model. Behavior may take six to eight weeks to change; thus, a full term of twice a week support should see gains more quickly than once for the same period of time.

As part of the tutorial session fee, specialists are expected to communicate with teachers and parents on an as needed basis, as well as during three formal reporting times which fall at the conclusion of each term. Specialists develop tutoring goals for each student to help guide the sessions. Additionally, if their schedules permit, specialists will attend parent/teacher meetings, when requested by families.

If a parent wishes to initiate a change in services, whether an increase, decrease, or cessation, they should notify the Director of Learning Support Services via email. For students continuing in tutoring from one year to the next, every effort is made to keep them with the same learning specialist; however, the new school year's academic schedule may necessitate a change. If a student leaves tutoring during the year, parents are responsible for services rendered and not for those

that have not yet occurred. Tutorial charges are billed monthly and will appear on the billing statement from the Fenn School Business Office. Any questions about tutorial billing should be directed to the Director of Learning Support Services.

### **Absences from Tutorial Sessions**

Understandably, there are times when a student, or learning specialist, will need to be absent from tutoring and a summary of these possible circumstances follows.

**1. Student absence due to illness or Fenn sponsored events:**

Students are allowed one excused absence per term, due to illness or conflicts with Fenn-sponsored events. The learning specialist will make every effort to re-schedule the student's missed tutorial time, if at all possible. As a courtesy, we ask that parents directly notify the learning specialist, via email, when their son will be absent to allow specialists to adjust their schedule accordingly.

All subsequent absences will be considered unexcused and will be billed accordingly. Only in extreme cases (e.g. death in the family, extended illness) will additional excused absences be permitted.

Unfortunately, small group tutorials are very difficult to reschedule. Therefore, if a student is absent from a small group tutorial, parents may discuss re-scheduling for a 1:1 session, which will be billed accordingly.

The terms are delineated as follows:

Term 1: September until Thanksgiving Break

Term 2: Thanksgiving Break until Spring Break

Term 3: Spring Break until End of the Academic Year

Finally, students are responsible for attending tutorials when scheduled; learning specialists will not be responsible for finding a student if he does not arrive at his tutorial. Learning specialists, however, will make every effort to help each student remember his tutorial appointments, as we know that for some students meeting this expectation can pose a challenge.

**2. Absence of learning specialist and holidays/snow days:**

If a learning specialist is absent from a tutorial session, or school is cancelled due to a holiday or a snow day, another learning specialist may cover the tutorial session or the tutorial session will be rescheduled. If neither of these options is possible, then there will be no charge for the missed tutorial session.

## **PRIVATE TUTORING**

Fenn employees may tutor Fenn students if the tutoring takes place outside of the school day, the student is not enrolled in their tutor's class, and the tutor is not currently supporting the tutee's family through the secondary school counseling or admissions process. Academic tutoring includes all subject areas and the SSAT.

## **HAMMETT ORY LIBRARY**

The library program nurtures lifelong intellectual curiosity and love of story. The library's resources, teaching, and support extend beyond the library walls so the entire community can have equitable access to finding, evaluating, and using information for their educational, informational and recreational needs.

The curriculum is designed to foster empathic problem solving by using authentic, project-based research skills and explorations of multiple identities in literature. In a stimulating, risk-taking, collaborative environment students develop into critical thinkers, multimedia content creators, and avid readers.

During library hours, all students are expected to use iPads for **academic work only**. No headphones, including air pods, may be worn in the library at any time. Boys must sit at the tables on the main floor when using a device. During dismissal, there is **no** iPad use and students may only use cell-phones for dismissal issues while standing at the circulation desk. If a student violates these expectations, he will be asked to leave the device with the librarians and will be sent to the appropriate Division Head. He also may be at risk of losing access to the device while on campus.

The job of helping students become responsible and respectful users of a rapidly ever-evolving world of digital access and content is a community endeavor. The librarians encourage caregivers to have conversations with students about the rights and responsibilities that such tools offer. Check the library website for periodical resources around digital citizenships, and the pros and cons of

particular apps or web 2.0 programs. In addition, caregivers are encouraged to contact the school librarians for any further information.

All members of the Fenn community can access the library's audio, e-book, and print collections, online subscription databases, summer reading lists, and a host of other resources by visiting the library website. Many of these materials can be accessed and used on any mobile device.

To make resources accessible to the community in an equitable manner, books circulate for three weeks and can be renewed unless requested by another patron. As a general reminder, overdue notices are sent out three times a year (November, February, and May). While there are no fines for overdue items, replacement costs will be levied for lost or damaged materials at the end of each school year. The Business Office will bill these costs directly to families.

The library's selection of materials and reconsideration policies are available upon request.

*This year, we will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines.*

## **SUMMER READING**

At Fenn, faculty members encourage boys to read during summer vacation. The Fenn School assigns summer reading for a variety of reasons. Boys often discover the pleasure of recreational reading by exploring the selections from the summer reading list. There is also no doubt that boys approach the new school year in a better state of academic readiness if summer reading has stimulated their minds. Recreational reading is also one of the most effective ways for a student to build vocabulary and to learn the skill of interpreting inferences. Finally, summer reading can provide an opportunity for family-wide conversations, and we encourage several members of the family to read the same book and discuss it.

To foster excitement about books and reading, English faculty and librarians have recommended a wide range of popular summer reads. Divisional reading lists are available online in the summer reading portion of the Fenn School Library webpage.

Please note that these lists are intended to be a suggested starting point, not an exclusive source of all reading choices. Specific questions about appropriate

selections can be directed to English teachers, the English Department Chair, school and public librarians, or other parents.

## **SECONDARY SCHOOL COUNSELING**

In the fall, families interested in applying to secondary schools meet with the Counseling Office to discuss the next educational step beyond Fenn for their sons. Families are encouraged to contact the Counseling Office to schedule a meeting prior to scheduling school tours and interviews. Whether the family is interested in an independent or public school, it is important to discuss options that are appropriate and realistic for each student. Fenn has found it best to confer in August or early in the school year, before students start to actively visit secondary schools.

For additional secondary school information, please visit [www.fenn.org/secondarycounseling](http://www.fenn.org/secondarycounseling).

We encourage families to schedule school visits on days that will least impact their son's academic schedule. As in the case of other absences, a student missing classes to visit schools is fully responsible for all work missed at Fenn, and he should communicate with his teachers before he visits and after he returns.

Students who apply to independent schools must take the Secondary School Admission Test (SSAT) and complete applications. Independent secondary schools notify applicants of their admission decisions on March 10. Replies to acceptances are due by April 10. Once a decision has been made, please inform the Counseling Office which school your son will attend.

## **FACULTY ADVISORS**

The key role in planning and reviewing each student's overall program and in coordinating school, student, and parent efforts during each school year is assumed by each student's faculty advisor. The advisor serves as the conduit for communication between parents and the School and, in most situations, should be the first contact for parents. While direct calls/emails to or conferences with individual course teachers are at times appropriate, parents are encouraged to communicate initially through the advisor.

Ideally, each boy is assigned to a faculty member with whom he will have frequent contact to complement the daily scheduled meetings. Most frequently,

an advisor also serves as a boy's teacher in one of his subjects. Every student has a group meeting with his advisor at the start of every day. An advisory period is also scheduled periodically in lieu of All-School Meeting. Moreover, advisors meet individually with their advisees during common free periods and study halls as needed.

Each advisor meets regularly with his or her advisees' teachers. He or she confers with the parents of his/her advisees at least two times during the academic year, once in the early fall and again in the spring. More meetings may be held as the need arises. Advisors report home formally twice a year. The advisor helps guide each advisee's program through discussing course selection and placement with the boy and his parents. Perhaps most important, the advisor can be someone whom advisees and parents come to know and trust, and with whom they can discuss whatever might arise during the school year.

### **ADVISOR AND CLASS ASSIGNMENTS**

The School determines the proper assignment of a student to his advisor and his class sections. Department and Division Heads make the appropriate assignments based upon their assessment of the individual boy's needs and the overall composition of classes and advisor groups. While parent requests regarding their son's placement are considered in the process, the School determines a student's placement in order to serve both the individual student and the class at large. **All requests from parents regarding their son's advisor or teacher placement for the fall must be submitted in writing to the Director of the Academic Program by May 15 of the current school year. As academic sectioning will begin immediately after this date, requests submitted subsequent to May 15 may not be considered.** Requests should focus on the characteristics of the type of the teacher or advisor who would work well with their son, rather than as a request for a specific teacher or advisor (or, alternately, that their son *not* be placed with a specific advisor or teacher).

# PROGRAMS

## ARTS AT FENN

*During this time of COVID-19, the Fenn arts faculty remains dedicated to offering a broad-based artistic experience for all students. We will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines.*

*Curricular Arts Program: Students will be assigned Arts classes by cohort group. Lower School will experience coursework in Art, Music, Drama, and Woodshop. Middle School will be assigned six different Arts courses. All eighth grade students will be assigned to three courses, maintaining Fenn's commitment to requiring Upper School students to participate in Visual and Performing Arts courses. All ninth grade students will take courses in Woodshop and Video Production, and they will collaborate on a dramatic presentation in the second trimester.*

*Co-curricular Arts Program: Fenn's Performing Arts faculty is committed to continuing its strong Performing Arts tradition, while complying with mandates regarding COVID-19. This applies to the Fenn's co-curricular instrumental, choral, and drama programs.*

***Lower School Arts:*** The Lower School Arts Program is Fenn's introduction to a six-year, sequential curriculum in the arts. Lower School students take four core arts courses in the fourth and fifth grades: Studio Art, Drama, Music, and Woodshop. All courses are offered for a semester. All of these courses are required and involve beginning to intermediate skills. They provide a solid foundation for the more advanced Middle School Arts Program.

***Middle School Arts:*** The Middle School Arts Program continues with the four core arts classes offered in the Lower School and also includes courses in Ceramics and Photography. Students take six courses during each academic year. This complement of six required courses provides a rich background for the greater variety of courses available in the Upper School Arts Program. Middle School students receive an academic and a *Sua Sponte* grade in Arts courses.

***Upper School Arts:*** The Upper School Arts Program is a rich and exciting program, enabling students to explore, experiment, and excel in the arts. Unlike the required curricular offerings in Lower and Middle School, our Upper School students indicate their choices from a dozen courses in fine, dramatic, and musical arts. Courses routinely offered in a given year include: Painting, Ceramics, Photography, Woodshop, Drama, Theater Tech, Video Production, Music Composition, Steel Drums, Rhythm Ensemble, Dance, Sculpture, Improvisation, and Beginning Guitar. Students take one intensive course per trimester in classes composed of eighth and ninth graders. Upper School students receive an academic grade in Arts courses based on skills, engagement, preparation, and conduct.

Eighth and ninth graders are presented with sign-up sheets and course descriptions of all available offerings, and number the courses in order of their preference. Arts class assignments are made based on these sign-up sheets, with ninth graders receiving priority in class placement. First choices cannot be guaranteed, but careful records are kept throughout the year to ensure fairness to all. In order to graduate from Fenn at the end of the ninth grade year, students must complete three arts requirements: one in Fine Arts, one in Dramatic Arts, and one in Musical Arts. Students graduating as eighth graders are expected to meet two of the three requirements.

The Upper School Arts Program of electives and requirements ensures that Fenn students will have hands-on experience in a variety of art forms, while allowing them to develop real expertise in a medium they find particularly rewarding. It provides our students with a valuable broad-based arts education in preparation for their next school and for the rest of their lives.

#### **Additional Curricular Arts Information**

***Fine Arts Exhibits:*** Fenn is proud to exhibit student work in the Kane Gallery and elsewhere on campus, selected by the Fine Arts faculty from artists in all grades. Fenn also arranges exhibits of work from visiting artists. These special exhibits are advertised in the *Friday Fenn* and provide our students and the entire Fenn Community with wonderful opportunities to view and discuss the works of talented professional artists.

***Drama Performances:*** All students in grades four through seven participate in drama classes designed to build confidence and self-esteem, increase poise, inspire creativity, and promote effective participation in solo and group endeavors. Work culminates in class presentations to which parents are

invited. Fourth graders present short plays and fifth graders perform in and work backstage for their productions. Sixth graders present scenes from *Shakespeare*. Seventh grade drama students participate in small-scene studies. Upper School students may participate in courses such as Improvisation, the Comedy, the Musical, and Theatre Tech. These classes frequently require Tuesday afternoon and occasional weekend or evening rehearsals. Performances are listed on the calendar. The dates of all these presentations are announced in the *Friday Fenn* as well as being listed on the annual school calendar. Attendance at curricular performances is mandatory for all participating students, and absences may impact a boy's grade.

***Music Performances:*** The Lower School curriculum includes a comprehensive music education as well as participation in a choral performance. All students may also choose to participate in other instrumental and vocal performance ensembles, although students must successfully pass an audition process in order to participate in some of these ensembles. These performance classes are augmented by opportunities for students to perform in Fenn's music concerts during the year. Dates are announced in the *Friday Fenn*, email, and listed on the annual school calendar. Attendance at curricular performances is mandatory for all participating students.

### **Co-Curricular Arts Program**

The Co-Curricular Arts Program at Fenn provides additional artistic opportunities and activities that are not part of the Fenn arts curriculum, but which provide invaluable enrichment to interested students. These special programs are scheduled, at least in part, outside the academic school day, before or after school, as well as on designated weekend days. Each program enables students to spend extra time developing skills in art forms that appeal to them. Participation is determined either by volunteering or by an audition process. Fenn's Co-Curricular Program includes the Fenn Band, small music ensembles, the Fenn Treble Chorus, the Middle School Play, and the Fenn-Nashoba Musicals.

***The Fenn Instrumental Music Program:*** The Fenn Instrumental Music Program is a comprehensive instrumental music program consisting of a Beginning Band, Second Year Band, Concert Band (6<sup>th</sup> - 9<sup>th</sup> grade), Jazz Ensemble (6<sup>th</sup> - 9<sup>th</sup>, audition only), String Ensemble, and a variety of small ensembles. All instrumental music students are required to take private lessons. Students may elect to take lessons on the Fenn campus, with skilled professional musicians, or they may elect to take their lessons off campus. Lesson times at Fenn are scheduled in the fall. Students make a commitment to be a part of the

Instrumental Music Program for the full year, and are required to attend all lessons, rehearsals, and concerts.

***Beginning Band:*** The Beginning Band is open to students who wish to begin playing a band instrument. A demonstration of these instruments will be given during the first weeks of school. The Beginning Band is open to students in all grades and meets twice a week. It performs at the Winter Concert and Spring Concert.

***Second Year Players:*** This ensemble consists of second year instrumentalists who wish to continue to develop their skills on a band instrument. This band is open to second year instrumentalists in all grades, meets twice a week, and performs at the Winter Concert and Spring Concert.

***The Concert Band:*** The Concert Band is comprised of 6<sup>th</sup> - 9<sup>th</sup> grade instrumentalists with at least two years of playing experience. This band performs at the Winter Concert, Patriot's Day Parade, Spring Concert, and Graduation. The Concert Band rehearses twice a week and plays a variety of music, from marches to classical pieces to selections from a contemporary repertoire.

Members of the Concert Band are required to participate in the Patriots' Day Parade and must wear a navy blazer, Fenn tie, white shirt, white footwear, and white pants. White pants are fitted and sold in the spring, and other band apparel is "recycled" at the Fenn Sports Exchange held annually in early November.

***The Jazz Ensemble:*** The Fenn Jazz Ensemble is an audition-only group for talented students in the 6<sup>th</sup> - 9<sup>th</sup> grades. It plays a repertoire which includes jazz standard, rock, and modern jazz pieces. All members of the Fenn Jazz Ensemble must audition in the fall and be a fully participating member of the Fenn Concert Band to qualify for audition. The Jazz Ensemble performs at the Winter Concert, Spring Concert, and music festivals. It rehearses once a week on Tuesday afternoons.

***Small Ensembles:*** Small ensembles are offered at Fenn throughout the year. These groups are available at the discretion of the Arts Department Chair and rehearse throughout the year.

***The Treble Chorus:*** The Treble Chorus is an auditioned chorus in the English boys' choir tradition. Musical selections primarily consist of folk songs and works from the great masters. Rehearsals are twice a week: Tuesday morning before school and Wednesday afternoon after school. The Treble

Chorus performs at the Winter and Spring Concerts, special Fenn-related events, Homecoming, and Graduation, and at select events off campus. Boys who are accepted into the ensemble are expected to make a yearlong commitment to the group and attend all performances. Boys are required to wear a navy blazer, khaki pants, white shirt, Fenn tie, and dark shoes for performances.

***The Middle School Play:*** The Middle School Play is a tradition at Fenn. Open to sixth and seventh graders, the cast is selected by audition. Rehearsals for this full-length play are held on Tuesday afternoons and on Mondays, Wednesdays, Thursdays, and Fridays after school in the fall or winter. Size of role determines how much rehearsal time is required. Attendance during tech week, which starts the Saturday before opening night, is mandatory for all cast and crew members. The play is performed twice, Friday evening and Saturday afternoon. Auditions and performance dates appear on the school calendar.

***The Fenn-Nashoba Musicals:*** The Fenn School and The Nashoba Brooks School collaborate on the production of two major Broadway musicals every year. Each school hosts a separate musical, providing both the stage space and the faculty to direct the show. Eighth and ninth graders from Fenn and eighth graders from Nashoba Brooks are eligible to audition for the musicals, or they may sign up to help on support crews. Cast members are selected by a casting committee composed of faculty members from both schools.

While routine rehearsals are scheduled during Fenn's Upper School Arts time, this activity is still considered co-curricular because of the significant after-school and weekend rehearsal time required to do the show. Size of role determines how much rehearsal time is needed by each student. Participating in a musical requires a substantial time commitment, and students are asked to review and understand the rehearsal schedule before auditioning. Attendance at all rehearsals during tech week is mandatory for all cast and crew members, and absences may impact a boy's term grade. Boys participating in the cast and tech crew do so as their second trimester Arts course, and they receive an academic grade. Performances occur at the end of the winter term; dates are posted on the website and on the Fenn calendar.

Any questions about Fenn's curricular or co-curricular arts programs may be directed to the Chair of the Fenn Arts Department.

## SPORTS AT FENN

### Athletic Program

*During the time of COVID-19, Fenn Sports will take on a different look. Instead of our traditional program of soccer, cross-country and football, which we usually offer both intramurally and interscholastically, we will be switching to a program that can be done more safely and with social distancing.*

*The boys in fourth through seventh grades will be exposed to various sports and activities in their Cohort Groups. In the eighth and ninth grades, boys will be able to choose which sports and activities they wish to play this fall.*

*Some of the new offerings will be: archery, disc golf, yoga and fitness, volleyball, fall baseball, canoeing, cross-country/track and field, and fishing. Eighth and ninth graders who have a strong interest in an outside sport will have the opportunity to apply for a sports alternative.*

The Fenn athletic program promotes athletic competence, confidence, and enjoyment for students of varying athletic abilities and interests. It stresses learning and practicing individual and team skills, and it offers a variety of individual and team activities with various levels of competition. At all levels, good sportsmanship is emphasized as the primary lesson to be learned from a well-organized athletic program.

In grades four and five the attention is focused on fun, coordination, team play, and basic skills through semi-formal games and activities. The sixth and seventh grade sports program is based on intramural competition and stresses fundamental skills and team play. In the eighth and ninth grades, competition with other schools is offered at third team, junior varsity, and varsity levels.

In the Upper School, Fenn is committed to offering a quality experience to each boy at whatever level he plays. This does not mean that he is guaranteed to make a varsity or even a junior varsity team. It is Fenn's philosophy that the quality of the boy's athletic experience is more important than the level of the team he makes. It is also Fenn's policy that a highly skilled and mature seventh grade athlete may play on a junior varsity, or sometimes, varsity team. Only seventh graders who will be significant contributors and are at the top level of a team are selected. An extraordinary sixth grade athlete whose needs, in Fenn's view, will be better met by playing on an Upper School team may have the opportunity to do so if the Fenn Athletic Committee deems it appropriate. However, such circumstances are extremely rare.

In Lower School, *Sua Sponte* grades are given in sports to provide feedback on how hard a student tries, as opposed to how well he performs.

Participation on interscholastic athletic teams is a fundamental aspect of Fenn's Upper School program. Upper School students may, however, pursue a personal sports interest, known as a Sports Alternative, for one season each year with parent and School approval. The athletic interest should be one which Fenn does not already offer as part of its interscholastic program. Guidelines and applications for the Sports Alternative program are made available to students before each season begins or upon request. Each application is reviewed by the Sports Alternative Review Committee and decisions will be communicated by the Director of Athletics.

### **Playing Time Guidelines for Varsity, Junior Varsity, and Third Teams**

***Varsity:*** Coaches of varsity teams will determine how best to utilize their players in each game in order to be most competitive. In close games, it is possible that every boy will not play. In other games coaches have the responsibility of playing as many boys as much of the time as possible. A player's poor conduct or his absence from practice may limit his playing time.

***Junior Varsity:*** As with varsity, junior varsity squads will be the best practicable sizes to allow quality playing time for the boys. Coaches will play every boy a minimum of approximately a quarter of each game. Having done that, a coach may play his best players in an attempt to win the game. A player's poor conduct or his absence from practice may limit his playing time.

***Third Team:*** It is incumbent upon the School and the Athletic Director to supply enough coaches and game schedules so that the third team squads are not too large. It is the goal of the third team coaches to play every boy on their teams for approximately equal time. As is the case with varsity and junior varsity levels, a player's poor attitude or his absence from practice may limit his playing time.

**All players are expected to attend all practices, games, and tournaments.** See the Health Care section for the procedure a student must follow in order to be excused from athletics.

In sports that may have only one team (football, hockey, lacrosse), every attempt will be made to meet the needs of all levels of players on the team. On these varsity teams it is possible that not every boy will play in every game. When possible, additional games can be added to enhance the experience of all the players. Fenn strives for a positive overall experience for each member of the team.

### **Varsity, Junior Varsity, and Third Team Sports Schedule**

**Home Games and Practices:** All home games begin at 3:30 p.m. unless otherwise announced. All practices are over at 4:45 p.m.; students can be picked up after 5:00 p.m. During all three seasons, there are some Tuesday afternoon practices for varsity teams. The schedules for these practices will be published on the game schedule. The athletic schedule and last minute schedule changes will be available on the Fenn website, [www.fenn.org](http://www.fenn.org).

**Away Games:** Generally, away games are scheduled for 3:30 p.m. Schedules and game times will be published on the Fenn website, [www.fenn.org](http://www.fenn.org). Teams arrive at the schools one half-hour prior to game time and return to Fenn immediately after the game. Please note that since game start times may vary due to traffic conditions, return times may also vary. **Please understand that return times for tennis, baseball, and track and field away games may be later than for other sports.**

Parents are welcome to pick up their son at an away game; a parent must be present when the game ends as coaches will not leave a boy unattended.

Fenn School faculty and staff are responsible for transporting Fenn athletes in school mini buses or school buses to and from most away games and off-campus athletic facilities.

### **Sports Charges, Clothing, and Equipment**

*The charges described below are approximate and are subject to change.*

**Transportation related to the Athletic Program is included in tuition.**

**Hockey:** Each hockey player is charged a \$700 fee for ice time at a nearby rink.

**Tennis:** Each varsity and junior varsity tennis player is charged a \$180 fee for court rental at an off-campus tennis facility.

### ***Note on Sports Clothing and Equipment:***

*Per the "Fenn Dress Code Policy under COVID-19 Protocols" on page 39, boys will not have access to locker rooms to change into sports clothing when school opens for the 2020-2021 school year. Interscholastic sports are also canceled for the fall 2020 season. Winter and spring sports are pending at the time of publication of this Handbook.*

*Following are the guidelines that will be enforced in full when COVID-19 protocols are lifted:*

Each student is expected to bring all necessary sports clothing on the first day of each athletic season (including the first day of school). Sports clothing includes: sneakers and cleats, socks, tee shirt, sweatshirt or sweater, sweatpants, and shorts. A boy should also have a complete change of clothes in his sports locker or bag at school. Starting after Thanksgiving, sneakers with non-marking soles are also required in the winter term. **Students who wear glasses should use sports glasses when playing Fenn sports.**

Each student will be assigned locker space for his athletic clothes and equipment; he may bring a combination lock for his locker.

Fenn supplies equipment for grades four and five, except for hockey skates and baseball gloves. For the Middle and Upper Schools, boys are required to supply their own equipment (e.g., baseball gloves, lacrosse sticks and gloves, arm pads and shoulder pads, hockey sticks and skates, and tennis rackets). The School supplies some equipment (except for hockey and lacrosse) and uniforms as needed.

**All personal athletic equipment and clothing should be marked with the student's name.**

***Illness:*** If an Upper School athlete is too sick to attend a majority of his classes, he will not be allowed to participate in sports that day, whether a game or practice. **If a student is to be excused from sports for a day, a note from a parent or a physician is required for the Health Office.** Sports Waiver forms are issued by the Administrator of Health Services. If a student is to be excused from sports for more than three days due to illness or injury, a physician's note must be provided to the Health Office. **A final note from the student's physician for clearance to return to sports after an extended illness or injury is required by the Health Office. Students may not return to sports without this physician clearance.**

## INFORMATIONAL EVENTS

*During this time of COVID-19, we will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines. Some or all of these programs may be offered virtually. Please check the Friday Fenn or contact the School for more information*

### School Orientation

***“New Boys” Orientation (students and parents invited):*** Fenn’s annual meeting for newly enrolled boys and their parents is an opportunity for newly enrolled boys to meet their advisors, receive and review their schedules, and receive a general orientation and tour before the first day of school. This is also an opportunity for parents to ask questions of the returning students and faculty who attend. This orientation will be held on the first Wednesday after Labor Day in September from 3:30-6:00 p.m. The dress code is school attire.

### Parent Programs

***Back-To-School Nights:*** In the fall, Fenn holds three Back-to-School Nights, one for each division of the School. At these meetings, the School’s expectations for students and the content and requirements of the academic course program are presented to parents. In turn, parents have an opportunity to ask questions and briefly meet advisors. The quality of cooperation between families and the School is at its best when parents have the opportunity to understand teachers’ goals and the philosophy and expectations of the School in general for the year. It is important that parents attend their sons’ Back-to-School Nights.

Please see the school calendar or the website for Back-to-School Night dates.

***Parent Education Evenings:*** The Parents Association and/or the School occasionally offer evening programs of broad or specific educational interest to parents. Topics have included departmental presentations, a curriculum overview, athletics, moral development, and boys’ development. Outside speakers are occasionally featured.

***Fifth-to-Sixth Grade Transition Meeting:*** The rising sixth grade class (boys returning from Fenn Lower School and boys coming to Fenn in the fall)

and their parents are invited to a Transition Information Evening in the Library in mid-May. The schedule for the evening includes a panel of teachers and advisors each with brief presentations about various aspects of sixth grade life, followed by a question and answer session. At the same time, the rising sixth grade boys hear from a panel of middle school students about their sixth grade experience, followed by a question and answer session. Topics addressed will include the role of the advisor, academics, social dynamics and friendships, athletics, arts, leadership opportunities, service learning, and extracurricular offerings. It is our hope that the evening will help to familiarize boys and their families with the Fenn sixth grade experience and ease their transition into Middle School.

***Ninth Grade at Fenn Night:*** In the fall, Fenn holds an informational evening on the ninth grade program. While the evening session is most relevant to eighth grade parents and students, parents and students from other grades are also welcome. Ninth grade faculty and administrators will present Fenn's curriculum, the history and mission of the ninth grade program, secondary school placement data, and information about leadership opportunities. Also, ninth grade alumni and their parents will present their perspective of the ninth grade year and answer questions from those who attend.

***Secondary School Forum:*** In May, Fenn offers parents and students a special forum which focuses on the admissions process, the issue of ninth versus tenth grade applications, and the transition into secondary school. To present information and address questions which arise, Fenn assembles a panel of admissions officers from area secondary schools. Each panelist will offer a perspective that should be valuable to parents and students. Fenn's Secondary School Counseling Office will moderate the discussion. Parents and students from all grades are welcome.

## **SPECIAL EVENTS**

*During this time of COVID-19, we will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines. Some or all of these programs may be offered virtually. Please check the Friday Fenn or contact the School for more information*

## Grandparents' Day

The Friday before Mother's Day each spring is designated as Grandparents' Day. Students invite their grandparents to spend a morning with them at school. These special guests attend two classes with the boys, meet the Headmaster for a special assembly, and tour the campus. It is a very special day for grandparents and Fenn boys.

## End-of-the-Year Events

**Field Day:** Field Day, at the conclusion to the academic year and prior to Graduation, is a long-standing tradition and family event. For the afternoon, the School is divided into Blue and Gold teams. Boys sign up for various track events and the winners earn points for their teams. The day culminates with a grand relay race. Ribbons are awarded for all events, and the winning team is announced. Parents are encouraged to attend Field Day and to cheer for the boys.

**Celebration of the Eighth Grade:** This event is a celebration of the entire class as it is constituted in grade eight and serves as a clear affirmation of the lasting place that all students, departing and continuing, have in that class. This event is scheduled during graduation week, and invitations are mailed to all eighth grade boys and their parents. All eighth grade students are expected to attend this event regardless of whether they plan to stay for ninth grade.

**Celebration of the Ninth Grade:** This event takes place the evening before graduation and provides members of the senior class and their parents or guardians the opportunity to come together with each other and members of the faculty and staff for dinner and conversation as the year comes to a close. The Headmaster offers well wishes to families and the faculty members celebrate each boy with a personal send-off. The dress code is school attire.

**Prize Day:** Prize Day is the Wednesday before graduation. It begins at 8:30 a.m. in Ward Hall, with the presentation of special citations, as well as certain arts and academic awards. Following a short break, the School reassembles in the New Gym for the presentation of citizenship prizes, other awards, and the recognition of Fenn Scholars and *Sua Sponte* Scholars. Fenn Certificates of Attendance are awarded to boys in grades 4-7 who will not be returning the following year. School is dismissed at the conclusion of the Prize Day ceremonies (approximately 12:00-12:30 p.m.). All Fenn students must attend Prize Day ceremonies and sport coat and tie are required attire.

**Graduation:** Graduation is traditionally held on the Friday of the first or second full week in June. At Graduation, formal academic prizes and faculty prizes are awarded. Eighth graders who are graduating receive Fenn eighth grade diplomas. The Headmaster's reflection for each graduating eighth grade student is offered at the Celebration of the Eighth Grade Class during the week of Graduation. Fenn Graduation includes the awarding of Fenn School diplomas for ninth graders, and the offering by the Headmaster of a reflection on each graduating ninth grader. All Fenn students must attend graduation ceremonies, and sport coat and tie are required attire. Ceremonies normally conclude at about 11:45 a.m. The School is then dismissed for summer vacation.

## **STUDENT ACTIVITIES**

### **Student Government**

The student government, called the Fenn Student Senate, is composed of two representative senators from each grade, chosen by class elections for a half-year term. Elections are held in October and February. The School President and Vice President preside over Senate meetings with the support of the faculty advisor to the Senate and are elected by the entire school in the spring of their eighth grade year for a one-year term.

The Student Senate offers a means for students to address issues that affect each grade or the entire school openly and responsibly. It organizes service projects that benefit the school, the local community, and the national and world communities. All senators take leadership roles in encouraging their fellow students to participate in these projects.

### **School Trips**

*During this time of COVID-19, we will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines. Some or all of these programs may be offered virtually. Please check the Friday Fenn or contact the School for more information*

In late May, the fifth grade spends three days and two nights at Merrowvista, a residential camp in Tuftonboro, New Hampshire. The trip provides students a time to further connect with their classmates, to celebrate their growth and accomplishments in Fenn's Lower School, and to prepare for their transition to sixth grade.

The seventh grade travels to Washington, D.C. usually in the three days preceding spring vacation. Beyond exposing students to the historic and cultural richness of the nation's capital, this trip offers boys increased opportunity to assume personal responsibility and independence, and to deepen their relationships with classmates.

An important part of the eighth grade is the annual challenge and discovery experience of outdoor camping at Windsor Mountain in New Hampshire. This is a vigorous outdoor program focusing on personal reflection, problem solving, and group cooperation. It is scheduled during the first month of school to promote class unity.

In the ninth grade, students travel for a three-day trip to Camp Belknap in Mirror Lake, New Hampshire, where they engage in a program of individual and group challenges with a focus on leadership development. Evenings are devoted to reflecting on their upcoming senior year experience. This experience promotes class spirit, camaraderie, and leadership.

The dates for school trips are noted on the school calendar.

***Other Trips:*** Other special field trips occur at various times throughout the year. Information about these trips is sent home by the faculty or administration. Parents are urged to consult their insurance agent to be sure that they are adequately covered.

### **Fenn Social Activities**

*During this time of COVID-19, we will maintain as much of the program as we are able, but we recognize that we need to adapt as dictated by the CDC, DESE, MA and local governing bodies, and the Fenn Board of Trustees guidelines. Some or all of these programs may be offered virtually. Please check the Friday Fenn or contact the School for more information*

***School-Sponsored Social Events:*** Fenn School and Nashoba Brooks School coordinate several coed events for the seventh, eighth, and ninth grades. All these events are sponsored by the Schools, requiring students' adherence to their respective school's regulations. They are chaperoned by faculty members from the respective schools. If you have any questions or concerns regarding these events, call Patricia McCarthy, Head of the Middle School, or David Irwin, Head of the Upper School.

***Upper School Service and Social Activities:*** A variety of service and social committees are chaired by those ninth grade students who have demonstrated exceptional leadership capabilities and notable leadership interest. Other members of the ninth grade class, and in some cases eighth grade students, represent the membership of the committees and provide key participation and planning.

Other committees, such as the Class Gift Committee and the Dance/Social Committee are comprised strictly of ninth grade students. The School Store Committee is comprised of middle and upper school students.

In some years, new committees may form depending on emerging trends, student or faculty interest, or campus needs.

***Private Events:*** Occasionally, students enjoy planning parties or events for their classmates, and they sometimes choose to hold these events on Fenn's campus. We believe these social events enrich the lives of our students, and we encourage well-planned activities. **It is important for parents to know that all student-initiated (or parent-initiated) activities held on Fenn's campus are considered private events, and are the full responsibility of the parent chaperones in attendance. No Fenn faculty will be present at any private event not designated as a School-sponsored event.**

Any questions regarding student events on or off campus should be directed to the appropriate Division Head. Students and parents who plan events, on or off campus, should adhere to the activity guidelines available at Fenn upon request.

***Headmaster's Suggested Guidelines for Parents' Hosting of Off-Campus Parties:*** In an effort to support our students and to ensure their safety and welfare, Fenn strongly discourages off-campus parties this year given the health crisis. Failure to honor this and adhere to State guidelines may result in a review by the Headmaster of a family's status at Fenn. *In the event that a party is held, the Headmaster, in consultation with parents and faculty, requests that the following guidelines be respected by parents and students when hosting parties in their homes. Some of these guidelines are clearly relevant to older students.*

1. Before the party, parents should:

*Be certain to follow all guidelines established by the State for gatherings. Attendees should wear masks and social distance to uphold the health and safety of the community.*

- Establish with attendees and their parents that no alcohol, drugs, or smoking will be allowed.
- Encourage parents of guests to call ahead of time, if they wish, to discuss any concerns or questions about the nature of the party.
- Establish with guests a clear time of arrival and departure.
- Be certain to know what carpool arrangements are being made by parents of guests to avoid any delays in arranging for a guest's ride home.
- Secure from each guest's parents a telephone number at which they can be reached if they are not going to be available at home during the hours of the party.

2. During the party, parents should:

- Admit no guest who is even suspected of being under the influence of alcohol or drugs.
- Make it clear that civility and respect for all guests and proper care of the premises are expected.
- Have a reasonable adult-guest ratio, generally 1:10, to ensure a controlled atmosphere.
- Establish with guests from the outset the ground rules of the party, emphasizing their good behavior and the option of sending home any guest who does not respect the guidelines of the party.
- Provide an adult presence throughout the party, checking intermittently in all rooms to be clearly present and vigilant as host parents.
- Prohibit any inappropriate physical intimacy and avoid unsupervised circumstances that promote this behavior.
- Prohibit the use of any coarse language.
- Allow the use of only age appropriate videos and games.
- Allow for enough lighting so that undesirable behavior won't be encouraged.

Before parents either host a party or have their sons attend a party, we also encourage parents to:

- Help your sons acquire skills to assert and remove themselves if they are in an uncomfortable or inappropriate social situation.
- Work out a way in which your son can make a call to you as a parent to ask to come home if he is at a party that is not comfortable for him. It is helpful to establish a code word or code message that will allow your son to communicate with you his discomfort without having to state it directly in front of his peers.

To ensure a safe, healthy and respectful social environment for Fenn students and their friends, we encourage close and open communication and collaboration between parents and Fenn about off-campus social events. Feel free to call the Headmaster or Division Head with any questions or concerns. The School welcomes this collaboration for the sake of our students.

**We reiterate that Fenn strongly discourages parties this year and requires families to adhere to State guidelines. We also reiterate that a student's behavior off campus, if it is counter to the School's basic citizenship principles of respect, responsibility, honesty and decency, can affect his disciplinary standing and his enrollment at the School.**

**THE FENN SCHOOL**  
**516 Monument Street**  
**Concord, MA 01742**  
**(Phone) 978-369-5800**  
**(Fax) 978-371-7520**

*www.fenn.org*

**Office Hours**  
**Monday-Friday**  
**7:30-5:00**

**To report an absence:**  
**978-318-3680 or**  
*attendance@fenn.org*

**Health Office**  
**(Phone) 978-318-3607**  
**(Fax) 978-318-3507**

**Extended Day**  
**978-318-3516**

**Alumni/Advancement**  
**Office**  
**(Phone) 978-318-3519**  
**(Fax) 978-318-3527**

**Business Office**  
**978-318-3524**

**Summer Fenn and**  
**Auxiliary Programs**  
**978-318-3614**