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## **WELCOME FROM THE HEAD OF UPPER SCHOOL**

Dear Upper School Students and Parents:

I am honored to preface this handbook by welcoming you to Nichols' 114<sup>th</sup> school year. Consider, then, the following pages as the culmination of 113 years experience in and thoughtfulness about education, a poignant example of one of Nichols' core values outlined below. While the practices and expectations in this handbook are "grounded in the wisdom of the past," they also represent the necessary "adaptive and innovative abilities to prepare students for the future."

Please review this handbook together as a family. While it serves as an excellent resource for new members of the Nichols community, I also encourage new families to take advantage of our most valued resource: returning families. This simple interaction again embodies the value Nichols places upon "Tradition and Change."

I look forward to the new school year with you.

Sincerely,

Patricia Merz  
Head of Upper School

### **MISSION STATEMENT**

"Our aim is to train minds, bodies and hearts for the work of life, and to carry into all we do the highest ideals of character and service."

Joseph D. Allen, 1911  
Second Headmaster of Nichols School

### **CORE VALUES**

#### **❖ PURSUIT OF EXCELLENCE**

At Nichols School, inspired teachers and students are committed to a quality standard of learning and achievement in all aspects of school life.

#### **❖ INTEGRITY OF CHARACTER**

Our community strives to cultivate each student's sense of responsibility, compassion, honesty, and self-discipline, producing confident and ethical young people.

#### **❖ TRADITION AND CHANGE**

Grounded in the wisdom of the past, we stimulate adaptive and innovative abilities to prepare our students for the future.

#### **❖ RIGOR AND BALANCE**

Our challenging expectations and structured environment bring out potential. Each student is encouraged to find the balance among academic, artistic, athletic and extra-curricular involvements.

#### **❖ DIVERSE COMMUNITY**

Nichols School reflects the region's neighborhoods and the wider world, building mutual respect and understanding. In our daily school life, we strive to be a caring community for each individual.

## UPPER SCHOOL FACULTY AND STAFF

### Administration

Rick Bryan  
*Headmaster*  
Patricia Merz  
*Head of Upper School*  
Tim McCarthy  
*Dean of Students*  
Joe Bach  
*Director of Technology*  
Skip Bossinger  
*Director of Facilities*  
Elizabeth Gurney  
*Director of Development*  
Jim Kramer  
*Director of College Counseling*  
Jock Mitchell  
*Director of Admissions*  
Karen Illig  
*Director of Finance*  
Jack Writer  
*Director of Athletics*

### Administrative Support

Cathy Barish – Headmaster’s Office  
Donna Notto – Front Office  
    Receptionist, Adm. Asst. to Head  
    of Upper School  
Connie Klopp – Registrar

### Admissions Office

Chris Gibbons  
Laura Lombardo  
Jock Mitchell

### Arts Department

Elaine Gardner  
Kristen Tripp Kelley - Chair  
Andrea Mancuso  
Frank Sacheli  
Tim Schwartz  
Karen Wieland

### Business Office

Adrienne D’Aloise  
Jeanette Mahiques  
Mary McCarthy  
Suzanne Moravec

### Campus Store

Jeff Ryan  
Nancy Matthewson

### College Office

Walt Hutchinson  
Chris Writer  
Jim Kramer

### Deans

Ginna Walsh – III Form  
Steve Moscov – IV Form  
Kerry Bennett – V Form  
Aranya Maritime-VI Form

### Development Office

Joyce Angert  
Neil Farmelo  
Linda Fox  
Sarah Carney  
Elizabeth Gurney  
Denise Hathaway  
Kim Kimberly

### English Department

Dan Collins  
Bob Crowell  
Larry Desautels  
Aranya Maritime  
Patricia Merz  
Roddy Potter – Chair  
Sujin Seo  
Dick Stratton

### Facilities

Ron Hoffman  
Linda Rawls  
Frank Witkowski

### Foreign Language Dept.

Kerry Bennett  
Jeff Crane  
Natalie Kaplowitz  
Rebecca Montague  
Ron Montesano  
Steve Moscov  
Bella Stack  
Pat Stinger – Chair

### History Department

Rob Greene – *Chair*  
Jim Kramer  
Helen Marlette  
Tim McCarthy  
Kelly Ostendorf  
Mary Rech Rockwell  
Bruce Sanborn  
Joel Siepierski  
Anne Thomas

### Kitchen

Mark Shaffer

### Mathematics Department

Don Cockerill  
Elmer Kang  
Jody Kuhns  
Amanda Simmons - Chair  
Tim Vanini  
Don Wagner  
Ginna Walsh

### Science Department

Art Budington  
Philip Coburn  
George Mayer  
John Mendenhall  
Jake Morris  
Josh Ring  
Dan Rosenblum – Chair

### Library

Susan Allen – Director  
Heather Glogowski  
Heather Jenkins

### Physical Education/Wellness

Colleen Cotter  
Coley Felser  
Helen Marlette  
Beth Stone  
Danielle Vallas  
Jan Zasowski - Equipment

### Technology

Joe Bach  
Chad Coccionitti

## **ADMINISTRATIVE RESPONSIBILITIES**

**The Headmaster, Mr. Richard Bryan**, represents the entire school to all its constituencies. He is ultimately responsible for staffing the school and, with the Board of Trustees, for establishing the future direction and success of the school. The Headmaster is given recommendations by a wide variety of people on issues of concern to the school community, and possesses the final authority in all school matters.

**The Head of the Upper School is Patricia Merz**. She assembles and supervises the faculty, and works closely with the deans in overseeing the academic and personal progress of every student. She collaborates with the department chairs in the coordination of the curriculum and consults regularly with the college guidance and athletic offices. She represents the upper school at various events and functions, including leading school meetings and assemblies. Ms. Merz is available to students and families for academic counseling and problem solving.

**The Dean of Students, Tim McCarthy** is responsible for oversight of all clubs, activities and student publications at the Upper School. The Dean of Students serves as advisor to the Student Council and the Student Life discussion forum. The Dean of Students is responsible for management of the Upper School Discipline program including minor and major discipline issues. The Dean of Students with the assistance of the grade level deans develops the Wellness program and provides direction to the Upper School Advisement Program.

**The Grade Level Deans, Ginna Walsh, Steve Moscov, Kerry Bennett and Aranya Maritime** are responsible for overseeing the academic, athletic and extracurricular programs of individual students within the grade, for aiding advisors in academic counseling, for addressing grade level issues on a regular basis and for communicating directly with parents and advisors. Grade Level Deans work closely with the Head of the Upper School and the Dean of Students to develop and implement all areas of academic and non-academic life at the Upper School.

**The Director of College Counseling, Jim Kramer and the Associate Director, Christina Writer** are responsible for all aspects of college counseling at Nichols. This process begins with a meeting for V Form parents and students in January and February respectively.

## **ACADEMIC POLICIES**

### **GRADUATION REQUIREMENTS**

To receive a Nichols diploma, students must earn a minimum of 23 credits (a full year course or its equivalent in semester courses constitutes one credit). The normal course load during grades 9-12 results in a total of 24 credits.

<b>English</b>	Students must take English every year. Senior English consists of two semester elective courses.	<i>4 Credits</i>
<b>History</b>	Students are required to take World History in 9th grade, Modern European History in 10th grade, and U.S. History in either 11th or 12th grade.	<i>3 Credits</i>
<b>Lab Science</b>	Students are required to take Conceptual Physics in 9th grade, Chemistry in 10th grade and Biology in 11th grade.	<i>3 Credits</i>
<b>Mathematics</b>	Students must pass Pre-Calculus in order to fulfill requirements, except as noted in the additional requirements section. Math in Senior year is contingent upon completion of Pre-Calculus with a C- or better.	<i>3 Credits</i>
<b>Foreign Language</b>	Students must successfully complete the third year of any one language (except as noted in the additional requirements section).	<i>3 Credits</i>
<b>Arts</b>	Students are required to take one credit of Arts in the 9th grade year and one credit in the 11 <sup>th</sup> or 12 <sup>th</sup> grade. Ninth graders can fulfill their requirement by taking Arts III. Juniors and Seniors may complete their requirement by taking Chorus, Orchestra, or a variety of other full-year arts electives.	<i>2 Credits</i>
<b>PE/Athletics</b>	Each season (fall, winter, spring), all students are required to take physical education or a Nichols dance class or be a member of a sports team or its manager, contracts will be issued for Fencing, Figure Skating, Swimming, Horseback Riding, Skiing and Gymnastics – 1 term only. Application must be approved by the Athletic Director one week prior to the season.	<i>2 Credits (.5 per year)</i>
<b>Electives</b>		<i>3 Credits</i>
<b>Senior Project</b>		<i>Low Pass, Pass or Honors</i>
<b>TOTAL</b>		<i>23 credits</i>

## **ADDITIONAL REQUIREMENTS**

- In Math and Foreign Language, students may satisfy their requirements in each department if they have completed level three (in FL) or Pre-Calculus by Sophomore year. In the event that a student completes both Math and Foreign Language requirements by the end of 10th grade, the student is then required to take at least one advanced course in either department before graduating.
- Sophomore Elective - All IV Formers (10th grade) are required to take a full year or two semester elective Arts courses. Chorus, Orchestra, or the beginning of a second Foreign Language will fulfill this requirement.
- Course Minimum/Maximum - Seniors must take a minimum of five courses, and they must pass all those courses in their final year. This requirement negates the use of the “wild card” credit during senior year. Six or more courses may be approved only by the Academic Review Committee (ARC) and if the schedule permits.

## **SENIOR PROJECTS**

In the second semester of the senior year, Nichols students are required to research and develop a project that will facilitate meaningful learning to culminate their Nichols educational experience. Students research and write a proposal for their project, which is reviewed by a faculty committee who provide oversight to the proposal process. Following senior exams in mid-May, students begin their three-week senior project. The projects conclude with a senior project night in the first week of June. The senior project is a graduation requirement which receives a pass or fail grade.

## **HONORS STATUS**

The following descriptions define Nichols’ categories of Highest Honors, Honors, and Commendation:

- Highest Honors is awarded when a student achieves a grade point average of 3.7 with no grade below C (approximately A-).
- Honors is awarded when a student achieves a grade point average of 3.0 with no grade below C (approximately B, B+).
- Commendation is awarded when a student achieves a grade point average of 2.7 with no grade below C (approximately B-).

A normal load in Forms V and VI is five courses. Some students, however, elect to take six courses. A student must carry at least five courses in a marking period to be eligible for marking period honors. Five exams must be taken to be eligible for honors. Year-end honors are calculated on year-end course grades.

## GRADING STANDARDS

The faculty evaluates work by a letter grade marking system which includes + and - distinctions. Ultimately, grade averaging is subject to the discretion of the instructor.

### Grade Standard

- A+** Superior achievement. Consistent excellence: neat, prompt,  
**A** thorough, accurate to a high degree, shows initiative, intellectual  
**A-** curiosity and creativity; a comprehensive grasp of concepts to a marked degree. Written work excellent both in content and mechanics.
- B+** Strong Achievement. Above average work: neat, prompt, shows  
**B** initiative, and thorough understanding of the material. Written work  
**B-** good in both content and mechanics. A grade of B at Nichols is an honors grade and should be regarded as such. It signifies distinctive mastery, not simply competency.
- C+** Satisfactory Achievement. Average work: neat, prompt, satisfactory  
**C** fulfillment of day-to-day requirements. A grade at this level indicates  
**C-** that a student is competent to continue work in the discipline involved. The average grade in most courses will fall within this range.
- D+** Minimal Achievement. Day-to-day work irregular and not always  
**D** satisfactory. Below average yet shows sufficient mastery of the  
**D-** material to count toward graduation. In sequential courses it should serve as a warning sign for possible future problems. The grade of D indicates that while a student has technically done passing work for the marking period at hand, the work is unsatisfactory, and that the student must take positive steps to improve or else a failing grade may result. At year end, a grade of D- will normally lead to a requirement of summer work before credit is finalized.
- F** Unacceptable work. Test results, papers, class recitations not up to standard. A grade of F indicates a year-end exam failure of such low distinction that the student will not receive credit for the course regardless of his/her previous average. The exam must be re-taken. The result of the first and second exam will be averaged and that number will constitute the exam grade. If a student fails a course, an F will appear on the transcript and the grade for summer work will be indicated parenthetically.

## ACADEMIC STATUS

After each marking period, the Academic Review Committee meets to review the progress of the Upper School student body. The ARC is composed of the Department Chairs, the Deans, the College Counselors, the Director of Admissions, Dean of Students, and the Head of Upper School. When students are in academic difficulty, the ARC may vote to place a student on one of the following levels of academic status:

- **Deans Warning** is invoked by the grade level Dean with approval of the Academic Review Committee when a student's academic performance is such that general concern has been raised. The Dean will contact the student and the family to help devise a strategy for the student's academic performance to improve.
- **Academic Warning** is invoked by the Academic Review Committee when a student's academic performance is such that the School must issue a formal warning to the student and the family. This status may be revoked after a specific period of time if the student has responded well. It does not appear on a student's record.
- **Academic Probation** is invoked by the Academic Review Committee when a student's academic performance is such that the student's place in the School is in jeopardy. This status may be revoked after a specific period of time if the student has responded well. Students on Academic Probation will not be issued a reenrollment agreement until the academic year is successfully completed.

*Academic Warning* and *Probation* are communicated to the student and parents by the Class Dean and in writing by the Head of Upper School. In both cases, an expectation of improvement is discussed with an appropriate course of study. In the case of *Warning*, if those levels of improvement are not attained, then the student will be placed on *Probation*. If by the end of the year, the student on Academic Probation has not shown an improvement in effort and achievement, he/she may not be invited to re-enroll the following year.

Sometimes, after a disappointing year, a student is invited back for a further year on academic probation. Again, a specific time period is set (first marking period, or semester) during which the student must demonstrate improvement in order to remain at Nichols.

**Withholding Re-Enrollment Agreements.** Students whose re-enrollment for the following year is in question will not receive a re-enrollment agreement in February/March. The form will be held until the student's status can be discussed at the final Academic Review Committee meeting in June.

**Summer Study.** At the end of the year parents are notified as to whether their child is required or recommended to seek summer study.

## STUDY HALLS

The Upper School study hall is located on the first floor of Mitchell Hall. Rules for study hall are:

- **III Form** - All III Formers are assigned for the 1st marking period. Throughout the III Form year all students achieving Highest Honors will be excused.
- **IV Form** - Students achieving Highest Honors or Honors for the III Form year are excused for the 1st marking period. Through the remainder of the IV Form year, any student who achieves Highest Honors or Honors is excused from Study Hall each marking period.
- **V Forms** - Students achieving Highest Honors or Honors for their IV Form or the 4th marking period are excused for the first marking period. Through the remainder of the V Form year, any student who achieves Highest Honors or Honors is excused from Study Hall each marking period.
- **VI Forms** - Students are excused from study hall unless they are on an academic or behavioral status.

Students assigned to study hall are required to attend during all free periods, drop days, or days when a teacher is absent. At the conclusion of each marking period, the Class Dean will review the recommendations for those to be placed in the study hall. No changes should be made until new lists are posted. Students are expected to report promptly to study hall. Any excuse to be absent from study hall must be in the form of a signed note from a faculty member that must be presented to the proctor at the beginning of the assigned period. There will be no talking or group studying. There will be no sleeping or reading of magazines and newspapers. Failure to attend study hall will be considered a class cut.

## PROCEDURE FOR DROP/ADD

After the beginning of the year, we will make adjustments to students' schedules, for example, changing from AP to regular math or dropping a difficult sixth course. Only in very unusual circumstances, and only with the approval of the Academic Review Committee, may a student drop a year course after the third week of school or go below five courses. Students dropping a year or semester course after the third week of the semester will have the designation of withdrawn passing or failing on their transcript, unless that designation is waived by the Academic Review Committee.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

Nichols students are expected to show respect for the rights and property of others, to exhibit courtesy and good character, and to engage in behavior that brings credit to the school and to the community, whether they are on or off campus.

### **PLAGIARISM AND CHEATING**

In accepting membership in our school community, students and faculty alike commit themselves to personal integrity and honor. We at Nichols believe that there is no more important value than honesty.

Plagiarism is the act of using another person's ideas, writing, or work and representing any of this material as one's own. The following actions constitute plagiarism:

- Submitting under one's own name a piece of work, wholly or partially written by someone else, or submitting under one's name, without proper reference, a piece of work on which someone else has in some way collaborated.
- Changing a few words here and there from any source and using this slightly altered material as though it were one's own phrasing and of one's own authorship.
- Taking sentences, paragraphs, passages, concepts, data, or projects from a source written, oral or visual and incorporating them in one's own work without using quotation marks or citing the source of the material.
- Self-plagiarism or borrowing work from oneself. Specifically, the act of submitting a paper or any portion of a paper in one course that has previously been submitted to fulfill an assignment in another.
- Use of On-Line-Aids. Foreign Language Translation Programs are prohibited. Information from on-line services must be cited appropriately.

In addition, all material submitted to any of the school publications must be original or carefully documented. Fabrication or faking of documentation or source material is clearly dishonest and unacceptable. Material used in debates or in discussions or meetings where students are representing the school must be original and in no way falsified or inappropriately credited.

**Cheating occurs** when a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects. Some obvious forms of cheating include crib sheets, looking at someone else's paper, or using an open book. But it can take other forms as well: copying someone else's homework, handing in work that is someone else's, or asking your neighbor for an answer. Nichols students do not cheat in any form, at any time. The intent to cheat is as serious as the actual offense.

## CONSEQUENCES FOR DISHONESTY

The School takes a strong stand on all forms of personal dishonesty; instances of plagiarism and cheating will be reported to the Head of Upper School and the appropriate department. Penalties imposed are:

- A grade of F on the paper or assignment
- A requirement that the work be made-up
- Referral to the Student Conduct Committee (SCC).

All cases of cheating and plagiarism will be referred to the SCC. Typically, incidents of plagiarism and cheating will result in a suspension or dismissal from Nichols.

## DEPARTMENTAL POLICIES ON STUDY AIDS

**Use of Internet and Print Source Review Resources.** The use of source review websites or books, such as sparknotes.com or the Monarch and Cliff note series, is no longer just strongly discouraged, but prohibited as substitutes for the actual reading experience and for sound scholarship. Use of these source review books as substitutes for reading and for scholarship will be regarded by the English Department as the equivalent of plagiarism. Nichols students are responsible for the complete reading of assigned or recommended texts in required and elective courses. In addition, the English Department strongly discourages the use of these sources for purposes of paper preparation (“getting your ideas together”) or exam review, as such use frequently results in errors of fact or emphasis, confusion of ideas, and plagiarism (intentional or otherwise). We believe you owe yourself the joy of discovering the riches of reading works of literature, a discovery that source review websites and books prevent or destroy. As teachers committed to helping you improve your reading habits and abilities, we believe that a complete reading of the works we assign or recommend will stimulate your imaginations and enliven your minds. Only by a careful reading of the works can you appreciate the style and language of good writers, and become more aware of your own style and language. We also believe in the integrity of sound scholarship. Do not confuse source review websites and books, which are superficial and inaccurate, with scholarly literary criticism that can be an excellent aid to understanding. If you need guidelines for the review of your reading, your teacher will provide them upon request.

## DRUGS, ALCOHOL, AND TOBACCO

Nichols hopes to discourage use of alcohol/drugs in three distinctive ways. First, our Wellness Programs bring a variety of area experts on the use of chemical substances to the Nichols campus for all school presentations and small group discussions. We hope such programs help our students make wise choices about alcohol/drug use during both their high school and college years.

Secondly, Nichols has established and consistently enforced a strict rule forbidding students from either using alcohol/drugs on campus or coming on to campus at any time under the influence of such substances. The school cannot and will not tolerate behavior that compromises this fundamental expectation.

Finally, we as a school will communicate our concerns about student alcohol/drug use to parents when we sense a pattern of behavior or work that suggests that a student is falling into involvement. Over the years we have learned to know the signs of alcohol/drug use among adolescents: a sharp drop in academic productivity, a sudden change or exclusivity in a peer group, a refusal to engage in the normal activities of the school community, rude or insolent behavior to adults, and/or widespread rumors about drug/alcohol use.

When we suspect students are falling into a pattern of drug or alcohol use that is affecting their lives at Nichols, we will as a matter of course inform the child's parents of our concerns in a confidential meeting; we will ask the parents to pursue our questions with their son or daughter. In addition, if students approach members of the faculty to express concern about drug/alcohol use by their friends or classmates, we will again call in the child's parents and raise those concerns specifically with them.

The Core Group of Nichols is a "safe-place" organization of faculty where students, suffering directly or indirectly from the use or abuse of drugs and/or alcohol, can bring their concerns to one of the identified core members. Without compromising the safety of our students, the group provides confidential and non-punitive support, intervention, and prevention strategies to aid in the "total education" of students at Nichols School.

Students who use, possess, consume, or come to the campus or school-sponsored events under the influence of alcohol or illegal drugs violate a major school rule:

NICHOLS STUDENTS AND PARENTS SHOULD UNDERSTAND THAT THE NORMAL RESPONSE OF THE SCHOOL TO INFRACTIONS INVOLVING DRUGS AND ALCOHOL WILL BE REFERRAL TO THE STUDENT CONDUCT COMMITTEE. THE TYPICAL RESPONSE OVER THE YEARS HAS BEEN DISMISSAL, EVEN FOR A FIRST OFFENSE.

**Drugs.** We are aware that drugs - particularly marijuana, synthetic psychedelic drugs, and prescription sedatives and stimulants - are accessible to the students living in communities that serve our school. The abuse of most of these drugs is a

documented cause of serious physical and personality disorders. The ill-effect of marijuana on the health of the user is now rarely disputed among medical experts, and what is beyond dispute is the correlation between marijuana usage and the decline in the acquisition of skills and in personal performance.

Drug use, then, is clearly at cross-purposes with school life. Trafficking in drugs (either selling or sharing) is prejudicial to the health of a school community. And drug abuse is an emotional and often medical problem requiring the most serious concern and counseling. These facts lie at the heart of the School drug policy.

We earnestly discourage the “private” use of drugs of any sort, and we absolutely forbid any involvement with drugs at school. Students and their families should be aware that **ANY INVOLVEMENT WITH ALCOHOL AND DRUGS AT SCHOOL OR IN CONNECTION WITH A SCHOOL FUNCTION, ON CAMPUS OR OFF, INCLUDING TRAFFICKING OF ANY SORT, WILL TYPICALLY RESULT IN DISMISSAL.**

**Alcohol.** The School’s policy is identical to that pertaining to drugs, for precisely the same reasons. Though families have independent policies and regulations about serving alcoholic beverages to their own children in their own homes, they are reminded of several facts of teenage alcoholic life:

- The host family is responsible and legally liable for the behavior of any minor under the influence of alcohol served on its premises.
- According to New York State law, parents may bear similar liability for damages incurred as a consequence of beverages brought onto their premises by minors and consumed there.
- Students who have been served alcoholic beverages may under no circumstances be permitted to attend school functions, on campus or off.

**Tobacco.** Medical authorities agree that smoking is hazardous to health. Moreover, tobacco is not legally available to most students at Nichols School. Therefore, we discourage smoking in general and forbid it on or near school grounds. The chewing of tobacco is also considered a health hazard. Chewing tobacco and snuff are forbidden at Nichols. Violation of the tobacco policy will typically result in Behavioral Probation and referral to the SCC.

#### **SEARCH AND SEIZURE POLICY**

To maintain order on school property and at school-related events and to protect the safety and welfare of students and school personnel, Nichols School has the right to perform unannounced searches and to seize all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, alcoholic beverages, or weapons. Any item deemed to be illegal, disruptive, or inappropriate to the school environment may be seized by staff. Storage and/or return of such items shall be at the discretion of the Headmaster, subject to legal impoundment.

The school also has the right to perform searches of students to determine whether they pose a danger to themselves and others. Authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property. A student's locker is the property of Nichols School. School authorities may perform general inspections of lockers at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by the school. Unapproved locks will be removed and discarded.

School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if substances or materials prohibited by school policy or state and federal law are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

## DRESS CODE

The School's dress code is designed to encourage a clean, neat and modest appearance that is in keeping with a serious intellectual atmosphere. It is the responsibility of each student to be familiar with the dress code and adhere to it on a daily basis. The dress code applies to all parts of the campus, every day. Dress code will be checked daily when attendance is taken.

**Boys:** Dress slacks with a collared dress shirt and tie are required. A dress sweater or fleece may be worn over the shirt and tie. Dress shoes are worn with full-length socks. No mules or sandals are to be worn. A turtleneck worn under a dress sweater may be worn only during the second or third marking periods as a replacement for a shirt and tie.

**Girls:** Dress or skirt of a modest length at most two inches above the knee or dress slacks. Slacks must fit modestly and be in dress style. A dress blouse, preferably a collared blouse, that addresses the issues of modesty and inappropriate casual attire. Blouses may be any color or print but must be opaque. A dress sweater or fleece may be worn over the collared blouse or turtleneck. Dress shoes are required. Open-toed and mule shoes are prohibited.

**General:**

Clothing should be neat, clean, in good repair and neither too short nor too tight or too revealing.

Any garment where underwear is shown is inappropriate for school.

Polo's, t-shirts, sweats, hooded or fleece sweatshirts, overalls, cargo pants, denim style or denim material (with rivets or without) including denim jackets are not consistent with the dress code and are prohibited.

Sneakers, athletic style shoes, flip-flops or sandals may not be worn to school.

Hats and outdoor coats may not be worn indoors.

Modest piercing decorations other than of the ear are not encouraged.

Styles that expose the midriff, e.g. hip huggers or low riders worn with short blouses may not be worn to school.

Winter boots including hiking boots may be worn only in the second and third mark periods.

**ENFORCEMENT:**

- Since opinions as to proper attire sometimes differ, the final arbiter of appropriate dress will be the Dean of Students.
- Students who come to school in improper attire will be asked to change and may be required to call home, or be sent home, for a change of clothing.

## HARASSMENT

We emphasize the need of students to be responsible for their behavior, and to respect the rights, beliefs, gender, and cultures of others in the Nichols community. We will continue to promote the values of truth, respect, and responsibility.

*Any action that reflects a serious disregard for the academic or personal rights or safety of others in the community may result in dismissal from Nichols School.*

**Harassment Policy.** There are certain behaviors that, whether intended or not, undermine the climate of respect and trust. Sexual and racial harassment are behaviors that will not be tolerated at Nichols. Harassment consists of unwanted or repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is, or implies, a threat will be considered harassment.

If a student thinks he or she has been harassed in any way, he or she should talk with a teacher, his or her dean and/or faculty advisor, the Dean of Students or the Head of Upper School. Harassment can occur in varying degrees; hence, consequences will be determined according to the offense. Serious cases of harassment will be referred to the SCC and may result in suspension or dismissal.

## DRIVING AND PARKING

It is important that faculty, staff, parents, and students abide by the following rules to help provide a safe environment. We are grateful for your cooperation in this matter.

We ask faculty, staff, parents and students to follow the traffic and parking regulations listed below:

- Please adhere to the 10 mph speed limit on campus.
- All traffic will enter from Amherst Street and exit at Colvin Avenue.
- No cars may park along the roadway leading from the Amherst entrance to the Colvin exit as it is a City of Buffalo fire lane. This includes behind Mitchell and along the road from Moot to Colvin.
- Parents dropping students off in the morning should drop off students behind Albright Hall.
- No parking is permitted in front of or next to the stairs leading to the gym as this is a fire lane.

Everyone who parks in the lots provided by the school does so at his or her own risk. Over the last few years the school has learned of incidents of theft and minor bumps and scrapes that have occurred in school parking lots; while the school works hard to prevent these occurrences, the school is not liable in such cases.

## **ACCEPTABLE USE POLICY**

The computers and network at Nichols School provide access to a wide variety of resources such as: (1) educational software; (2) resources on CDROM; (3) the online library catalog and databases; (4) the Internet and (5) electronic mail accounts. These tools support legitimate academic pursuits, research, and telecommunications. They enhance classroom and community-wide teaching and learning.

Access to computer network resources is available to all members of the School community. In accordance with the principles of respect and integrity, Nichols seeks to provide a safe environment for the use of network resources through which all may learn, work, and obtain skills relevant to the Information Age.

The Internet links thousands of computer networks around the world, giving Nichols students access to a wide variety of computer and information resources. Although the School has taken precautions to protect students from inappropriate material, Nichols does not have control of the information on the Internet and the ultimate responsibility lies with the user. The School believes that the value of access to information on the Internet outweighs the risk that a user may purposely or inadvertently gain access to inappropriate material; however, the School does not condone the use of such materials and does not permit usage of such materials in the school environment. All students will be trained in the use of the network, electronic mail, and Internet communication skills.

All computers and network resources are to be used in a responsible, efficient, ethical, and legal manner. Use of Nichols' computers and network is a privilege, and all users must adhere both to the standards of acceptable use and behavior stated below, as well as to any guidelines given orally by the staff. Any violation of these standards will result in the loss of network privileges, disciplinary action, and may include legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

### **Standards of Acceptable Use and Behavior on the Computer Network:**

Privacy -- Respect the privacy of others. Users must not intentionally obtain copies of or modify files, e-mail, passwords, or data that belong to anyone else. Do not divulge personal information such as name, address, or phone number while on the Internet. All data and information on the schools computers can be accessed by the school at anytime.

Protection of personal accounts -- Work only in your own account. Take responsibility for your account and its contents. Protect your password and log off when your work is complete. Report any problems with your password or account to the System Administrator. In order to ensure smooth system operations, the System Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Appropriate Language or Materials — In any setting, including a 'virtual' one,

use of language that is abusive, profane, racist, or sexually offensive is prohibited. Accessing or downloading offensive or sexually explicit material is also prohibited. Chat room access must be approved by library staff or a teacher. Any action by a student that is determined by a teacher, staff, or system administrator to constitute an inappropriate use of the Internet is a violation of the Acceptable Use Policy.

Copyright Guidelines — All computer software is protected by copyright laws, and unauthorized transmission of licensed software (uploading, downloading, altering, or copying) is illegal. If you include information obtained from the Nichols network or the Internet in your own work, you *must* practice accepted rules for documentation by citing documents and by attributing authorship.

Integrity of computing systems -- Use of the network for any illegal activities, for hacking, i.e., the unauthorized entry into any computer systems, or for any deliberate vandalism or destruction of computer equipment or computer files is prohibited. Do not change any settings on a shared computer. Do not add files to any directory on the network besides your own user folder. Do not spread computer viruses.

Courtesy -- Show exemplary behavior while using the network. The computer centers are quiet study areas. If a workstation looks as if it is being used, please ask before closing any files or re-booting. Exercise care in the use of computer equipment. The community will suffer from broken or stolen hardware. No computers are to be used for game playing at any time.

Consider yourself a representative of Nichols School while using the network, exploring sites on the Internet or using e-mail. All guidelines regarding appropriate student conduct outlined in the Student and Parent Handbook apply to any use of the computer center and network.

## **OTHER CAMPUS RULES**

Nichols students are expected to act with respect for others in all they do. Students must exercise respect for the conduct of classes and the work of Nichols employees by remaining well behaved and reasonably quiet on campus. Exhibiting good manners towards faculty, staff, students and visitors on campus is expected of all our students. As students leave campus during the day or for school related activities, they are expected to continue their adherence to school rules, dress code and behavioral expectations.

Living in a community that upholds respect as a central value to our mission necessitates the prohibition of certain behaviors and items that threaten our core values. Therefore, the following behaviors and items are prohibited:

- Weapons of any form
- Audio-visual devices, pagers, phones
- Consumption of food outside the Rand Dining Room
- Chewing gum
- Pranks on campus or off campus directed towards other members of the Nichols community

- Skateboards and roller blades

## **CELL PHONE POLICY**

Students are not to carry cell phones on their person throughout the school day or to make phone calls without permission from their class dean, the Dean of Students or the Head of the Upper School. With permission, phone calls to parents can be made from a Dean's Office or the Mitchell Hall rear entrance phone area. Students who fail to respect the cell phone rules will have their cell phones confiscated and be given a Detention. Confiscated cell phones may be picked up at the conclusion of classes from the receptionist in the Front Office.

## **DISCIPLINARY PROCEDURES**

Nichols students are expected to be familiar with the rules and behavioral expectations outlined in the Student Handbook. Underlying these rules and our enforcement of them is the basic belief that clarity of expectations together with fair and consistent measures for accountability are crucial components in building and maintaining a sense of community at Nichols. Violations of these rules are divided into three categories on the basis of severity:

### **Category I. Violation will result in suspension and/or expulsion:**

- Use, possession, distribution, or being under the influence of drugs or alcohol in school or attendance at any school function after their use.
- Dishonesty, cheating, and/or plagiarism.
- Serious disregard for the academic or personal rights or safety of others in the community.
- Stealing from another student, from a faculty member, or from the School.
- Committing any offense in violation of criminal laws.
- Repeated or gross violations of other school rules.

### **Category II. Violation will result in detention, warning, probation and/or suspension:**

- Unexcused absence from a class, morning meeting, study hall, sports, or any other school obligation.
- Smoking or using chewing tobacco on school grounds or at a school function.
- Disrespect toward a faculty or staff member.
- Fighting - both parties will be considered equally responsible.
- Failure to sign in or sign out.
- Driving violations.
- Repeated violations of any infraction in Category III.

### **Category III. Violation will result in a “blue slip” (three blue slips earns one late hall):**

- Unexcused lateness to school or to any appointment, including a class, study hall or sports.
- Dress code violations.
- Using foul or inappropriate language anytime during the school day.
- Disruptive behavior in class or study hall.
- Inappropriate behavior of a minor nature (e.g., littering, gum chewing, eating outside the dining hall, etc.).
- Minor violations of rules by students are reported by “blue slips”. Consequences for these infractions are determined by the Class Deans, the Dean of Students, and the Head of Upper School on a case-by-case basis. Any student who commits a
- violation of a more serious nature or who earns infractions beyond one detention during any academic marking period may be referred to the Minor Discipline
- Committee (see description of the MDC at the end of this section).

## **DETENTIONS OR LATE HALLS**

Detentions (also called Late Halls) will be conducted Tuesday through Thursday afternoons from 3:00 p.m. until 3:30 p.m. under the supervision of a member of the faculty. Students may not do homework, engage in conversation, read, or perform any other activity during the detention period.

Detentions must be served without excuses. Failure to do so will be responded to by assigning additional detentions and possibly referring the student to the Minor Discipline Committee.

Students will be notified prior to the detention by their faculty advisor and/or the Class Dean.

## **STUDENT DISCIPLINE RECORDS AND INFORMATION**

The School reserves the right to use disciplinary cases as educational tools to enhance the Nichols School community. Without using names, Nichols may cite the facts of a particular case in order to clarify the issues and reduce the damage caused by rumors that might develop about the case.

Many college applications include a question to students asking if they have been suspended from school; in addition, many colleges pose that same question to the Nichols college counselors as admissions offices review applications. Nichols expects students who have committed a Category I violation as stated on page 18 of this handbook to respond to such questions honestly and completely. The College Office will respond to such questions in a candid and forthright manner.

If a student commits a Category I violation following submission of a college application, Nichols will require him or her to report the disciplinary incident to the colleges where he or she has applied. We expect and counsel candidates to provide colleges a written account of what happened and how they have been affected as a result within one week of the completion of the disciplinary penalty.

The disclosure policy outlined above will be followed for students who are applying to other secondary schools as well.

## **STUDENT CONDUCT COMMITTEE**

For cases involving academic or personal dishonesty, violations of the school's smoking, drug or alcohol policies, repeat violations, disrespect, vandalism, stealing or harassment, the following procedures will be followed unless in the opinion of the Headmaster extraordinary circumstances merit alternative procedures.

A notice of the incident will be made to the Student Conduct Committee (SCC) Chairman in writing. This will be given to the student by the Class Dean with copies provided for faculty advisor and parent or guardian in advance of the SCC meeting at which he/she will appear. The statement should inform him/her specifically of what he/she is alleged to have done including approximate dates and some recitation of details.

The notice will inform the student of the right to appear before the SCC at a specific date and time with the Class Dean or a faculty member of the student's choice. Evidence may be presented, including witnesses or affidavits, as the student may wish to rebut the evidence. Parents may request a conference with the Head of Upper School prior to the SCC meeting if they have questions or concerns. Parents are not allowed to appear at the SCC meeting.

The student will be advised that a student member of the SCC may be asked to leave the case if the student appearing before the SCC requests it. In such cases the student appearing before the committee may request that the student alternate sit on the case.

As soon as it appears that the disciplinary response considered by the Committee might include suspension or a more serious response (including expulsion), the Head of Upper School may sit in as one of the faculty members of the Committee and will participate in the deliberations in a non-voting capacity.

Following the SCC review of the case with the student involved, the SCC's recommended action will be reported to the Headmaster. The Headmaster or the Dean of Students will later report the final decision to the student, his/her parents and the SCC. If the Headmaster does not accept the recommendation of the SCC, he may meet with the SCC to further discuss the issue before giving a final decision to the student and his/her parents. All final decisions of the Headmaster will be transmitted by letter. The Upper School faculty will be notified of all pertinent decisions, and in cases where the Headmaster feels it appropriate, decisions will be reported to the student body or a particular form or group of students.

The SCC is composed of seven faculty members and seven student members. The faculty are appointed by the Headmaster and Head of Upper School with an attempt to represent the faculty, different areas of the School, and to provide some measure of continuity. Student members are nominated by the rising IV-VI Forms, following the student government elections, and then selected after interviews by the faculty representatives and senior class representatives of the SCC.

The SCC will typically respond in most cases by placing the student on *Behavioral Warning* or *Behavioral Probation*:

**BEHAVIORAL WARNING** is invoked when a student's attitude and conduct are such that the School must issue a formal warning to the student and the family. This status may be revoked after a specific period if the student has responded well. Continued unacceptable attitude and conduct would definitely lead to a more serious response by the School.

**BEHAVIORAL PROBATION** is invoked when a student's attitude and conduct are such that the student's place in the School is in jeopardy. This status may be revoked after a specific period of time if the student has responded well. Continued unacceptable attitude and conduct would definitely lead to a more serious response by the School.

Sometimes the SCC may recommend *Suspension* or *Dismissal*:

**SUSPENSION** is invoked when a student's attitude and conduct are such that they have resulted in the School's desire to remove the student from the community. Suspension is the student's last chance to meet the expectations of the school in the areas of attitude and conduct. The 80% rule (see Attendance section, page 22) is in effect for any work missed while on suspension.

**DISMISSAL** is invoked when a student's attitude and behavior are such that the

student has lost his/her right to continue as a member of the Nichols community and must therefore matriculate at another school. The Headmaster, in all instances that may result in dismissal, is empowered to determine the appropriate response.

#### **MINOR DISCIPLINE COMMITTEE**

The Minor Discipline Committee (MDC) is responsible for oversight of minor discipline offenses on the upper School Campus. The MDC will confer with the Dean of Students to advise disciplinary responses for students who have violated minor discipline at Nichols. Students who have repeat violations of daily discipline may be required to appear before the MDC for a hearing. At the conclusion of the hearing, a recommendation for disciplinary response will be made to the Dean of Students who will in turn, inform the student. The Dean of Students will also inform the student's parents, advisor and class dean of the disciplinary response.

## **ATTENDANCE**

Students are expected to be at school and keep all of their commitments everyday when health and family circumstances permit. Sleeping in, missing classes to complete other work, or any form of cutting is not acceptable and will be subject to disciplinary response.

### **ABSENCES FROM SCHOOL**

- **Absence due to Illness.** In the case of absence due to illness or any other emergency, a parent or guardian must advise the School Office by phone between 8:00 a.m. and 8:30 a.m. on the day in question. A message may be left on 875-8212, ext. 201 before 8:00 a.m. to report an absence. No student may call the School to report him or herself as absent or tardy. Falsifying a call will be treated as lying by the SCC.
- **Medical Appointments.** Medical, dental, and other legitimate appointments should be pre-arranged with the Class Dean by phone or note from a parent. Parents are urged to make such appointments outside of school hours whenever possible.
- **Schoolwork Missed due to Absences.** Students with a pre-arranged absence should submit assignments and complete tests before departure and get assignments that will be due upon return. Students who do not notify teachers of a known absence are subject to the “eighty percent rule” (see page 22).
- **Extended Absences.** For extended absences, the parent or student should speak directly to the Class Dean, make arrangements to collect his or her assignments, and prepare a schedule to make up missed work. Upon return to school, the student should schedule tutorials to go over missed work and arrange a time with his or her teachers to take any missed tests as soon as possible.

### **WITHHOLDING ACADEMIC CREDIT**

Class instruction and participation are critical elements of each course and cannot be recaptured fully when a student misses class. *The School may withhold academic credit, subject to appeal, from any student who has accumulated.*

- twenty-one (21) or more absences in a full-year course,
- twelve (12) absences in a semester course,
- fifteen (15) absences in a full-year course that meets four times per rotation,
- seven (7) absences in Fall or Spring P.E., or
- nine (9) absences in Winter P.E.

Parents will be notified in writing by the Dean of Students when a student’s absences become a concern. *All absences, excused or un-excused, are subject to*

*the provisions of this policy.* The only exceptions are those absences resulting from school-sponsored activities such as field trips, athletic competitions, or approved college visits.

## **TARDY POLICY**

The school day begins at 8:00 a.m. with class meetings or with a school meeting in the Flickinger Performing Arts Center or an advisory meeting. Students who are late to school should sign in with the Front Office or in the foyer of Flickinger. Penalties for lateness are outlined in the Disciplinary Procedures section of this handbook.

## **STUDENT MESSAGES**

Should you find it **absolutely necessary** to get a message to your child, please contact the Front Office Receptionist who will see that your child receives the message as soon as possible. Messages can't be delivered after 2:30 PM.

## **LEAVING SCHOOL DURING THE DAY**

Permission to leave during the day can only come from the student's own Class Dean, the Dean of Students or the Head of Upper School. With such permission, students in grades 9 - 12 must sign out and back in upon their return in the Front Office. Students who violate school expectations regarding leaving campus will be referred to the Student Conduct Committee and risk suspension. Students may leave after their last commitment on Friday (including lunch and athletics) only with the approval of their Form Dean.

## **SENIOR PRIVILEGES**

Seniors who have arrived at school on time by 8:00 a.m. may leave campus during one free academic period in the morning, before lunch, with the approval of Ms. Maritime or Mr. McCarthy. Seniors must sign in and out in Ms. Maritime's office. These privileges may be revoked at any time for an individual or the class as a whole, if they are misused. Students on behavioral or academic status are not allowed to exercise senior privileges.

## **EXTRACURRICULAR PARTICIPATION**

A condition of participation in the extracurricular life of Nichols including games, plays, concerts, etc. is attending school. Barring unusual circumstances, a student who is able to play or perform in a school function should also be able to attend school. Therefore, a student must complete a full school day (8:00 a.m. to 3:15 p.m.) to be eligible for extracurricular participation. Students absent on a Friday may not compete or perform over the weekend.

## **VACATION PLANS**

Nichols must insist that students make their vacation and travel plans within the times and dates that are printed in the school calendar. By any standards, school vacations are generously long. Students who miss school time to meet vacation arrangements are subject to the “eighty percent rule” (see below).

## **THE EIGHTY PERCENT RULE**

When a student is absent from school without a legitimate excuse he or she must make up all of the work missed but will receive only 80% of the grade earned (e.g., a score of 80% on a test would be recorded as a 64%). The eighty percent rule applies to but is not limited to the following situations:

- Absences caused by cutting school
- Vacation trips beyond those that are part of the published Nichols calendar
- Participation in non-Nichols athletic tournaments
- Participation in non-Nichols artistic performances

If the missed schoolwork includes a test, quiz, or paper, it is up to the teacher’s discretion whether or not a makeup should be given. If no make-up is offered, the student will not be penalized. A student may be required to take an announced test or quiz before his/her absence, or on the day he/she returns to school.

## **SCHOOL DEADLINES**

Meeting deadlines is an important part of the school experience. Due dates for papers and other assignments are determined by individual teachers as are the penalties for lateness. A student who must be absent the day an assignment is due should make arrangements to have it delivered to school on time. *The School urges parents not to condone their child’s absence from school due to a desire or need to catch up on work or to finish a major assignment*

## **ATHLETIC TEAM PARTICIPATION**

For student-athletes, attendance at every sports practice and athletic contest is mandatory except for excused absences from school. A team member is required to remain at an interscholastic contest for its duration unless a prior arrangement has been made with the head coach. A student who misses a practice or game due to an unexcused absence will be subject to immediate dismissal from the team and must complete his/her athletic requirement with another activity.

## **COLLEGE VISITS**

The school sanctions three (3) days of excused absences in the first and second semesters designated as college trips. Students should schedule these visits carefully, being aware of the importance of fulfilling all of their academic responsibilities, and having discussed their plans with their teachers. The College Visit Permission Form must be completed and handed into the College Counseling Office at least one week prior to the intended trip. In the spring, when seniors are making final decisions, the School strongly urges students to limit the number of college visits and to schedule them responsibly and thoughtfully. The College Visit Permission Form is again required.

## **STUDENT SERVICES**

### **CLASS DEANS**

The Class Deans are responsible for supervising and giving direction to the academic and personal development of the students in their respective forms. The Deans work under the general guidance of the Head of Upper School and the Dean of Students with the advice of department heads and the consistent assistance of the students' teachers, advisors, coaches, and faculty activity advisors. In addition to frequent contact with the faculty and individual students, each Dean chairs morning class meetings, maintains student files, represents students at SCC hearings, coordinates disciplinary offenses' and works with parents to provide communication between school and family. After every marking period, the Deans prepare an academic summary of their form for the Academic Review Committee.

### **FACULTY ADVISORS**

Every student in the Upper School has a faculty advisor. Advisors meet regularly with their advisees to share curricular and extra-curricular information. The advisor system is an important one as it provides each student with an adult who is available to provide counsel and support during the school year. Additionally, the advisor gives parents another important link to the school to discuss any aspect of their child's life at Nichols. Serving as an advisor affords the professional staff an opportunity to become better acquainted with students outside the classroom.

The strength of the advisor system is largely dependent upon effective communication. Parents are encouraged to contact their child's advisor whenever they feel it is necessary during the school year. At the end of the second and fourth marking periods, advisors will write personal comments on each advisee.

### **WELLNESS PROGRAM IN THE UPPER SCHOOL**

Wellness education related to physical, mental and emotional health is provided at all four grade levels in the Upper School. The III Form Wellness Program which meets throughout the full III Form year provides our students with fundamentals for living a healthy life. This required non-graded course meets in a seminar structure which enables students to explore and discuss wellness topics and learn about community resources on campus and in the greater community from teachers and advisors.

Following the III Form year wellness foundation course, students in the IV, V and VI Form years participate in wellness workshops that are selected to further enhance student understanding about themselves, their peers and life in a healthy community. Wellness Workshops will be presented by professional organizations from within the Western New York community as well as nationally recognized programs such as Freedom from Chemical Dependency which has provided highly effective workshops at Nichols for the past several years.

## **STUDENTS' WELLNESS RELATED ISSUES**

There are times that students and families are confronted by a crisis that is outside the usual school experience which negatively impacts the student's health and life while at school. While not trained to provide crisis counseling, the Dean of Students and the class Deans can be helpful listening to student problems and providing referral to local agencies and professionals in private practice who are skilled at helping adolescents through such difficulties.

Adolescents can experience a variety of physical, social and emotional conditions that are best served by professional help. The Western New York community has an abundance of agencies staffed with licensed professionals who can provide assessment and if necessary, ongoing counseling. The following list offers areas of typical adolescent needs and agencies in the community with expertise in providing necessary services.

### **General Counseling**

Brylin Hospital	886-8200
Catholic Charities	681-7394
Child and Adolescent Treatment Services	835-4011
Life Transition Center	836-6460

### **Eating Disorders**

Eating Disorder Association	885-8834
Avalon Eating Disorder Treatment Program	839-0999

### **Drug and Alcohol**

Alateen and Alanon	856-2520
Brylin Outpatient Adolescent Addiction	633-1926
Mid Erie Treatment	681-5077
Erie County Council Prevention of Alcohol and Substance Abuse	831-2298
Horizon Health Services	833-3713
Renaissance House	821-0391

### **Emergency Services**

Buffalo General/Kaleida Health	859-1508
ECMC Psychiatric Program	898-3465
Crisis Services	834-3131

## **COLLEGE GUIDANCE**

In late January, the School invites parents to an orientation program on the college process. In February of the junior year, the junior class attends a special half-day college admissions orientation workshop. Throughout the spring, juniors meet on several occasions with their college counselor. Those individual meetings are followed by consultations involving student, parents, and college advisor so as to arrive at a consensus on the appropriate colleges to visit and consider. Throughout the fall, as numerous representatives from colleges and universities visit Nichols to meet with seniors, the individual counseling continues. The School presents workshops for students and parents on a variety of topics, among them are; application procedures, college essay writing, financial aid, and athletic recruiting. Nichols also hosts a college night for families at which college admission officers review and explain the admission process. The School encourages students to visit colleges over the summer months and at other convenient times. Mr. Kramer, Mrs. Writer and other members of the faculty are available to work with students through all phases of the application and selection process.

## TESTING AT NICHOLS

Scholastic Assessment Tests (PSAT, SAT I, and SAT II)

- Juniors and Sophomores take the PSAT in October 2005. For the Juniors this test also serves as the National Merit Scholarship Qualifying Test (NMSQT).
- Juniors normally take the SAT I for the first time in January 2006.
- Juniors usually take the SAT I a second time in May 2006.
- Seniors may take the SAT I or SAT II in October, November or December of 2005 or in January of 2006.
- The American College Test (ACT) can also be submitted, either in addition to or instead of the SAT's, on behalf of college applicants. See the college counseling staff for registration dates.
- Many colleges require or strongly recommend that candidates take the SAT II (Subject Tests) in two or three subject areas. All juniors should take SAT II's in June. Seniors may take SAT II's again, pending the specific advice of their college counselor. Throughout, students need to take responsibility in signing up for the appropriate tests.

## STANDARDIZED TEST DATES FOR 2005 - 2006

Nichols is a test center for SAT I and SAT II as well as Advanced Placement exams. Mr. Kramer is the coordinator for SATs. Mrs. Stack is the coordinator for the A.P. Exams. The Nichols School code for both is 331080.

For specific details, see SAT and ACT registration materials or contact the college counseling office. Relevant dates also appear on the School's website, [www.nicholsschool.org](http://www.nicholsschool.org).

[www.collegeboard.com](http://www.collegeboard.com)

[www.act.org](http://www.act.org)

SAT I & II	Oct. 8
	Nov. 5
	Dec. 3
	Jan. 28
SAT I	April 1
SAT I & II	May 6
	June 3

ACT	Oct. 22
	Dec. 10
	April 8
	June 10

## **BOOCOCK LIBRARY & INFORMATION CENTER**

The Library/Information Center will be open from 8:00 a.m. until 4:45 p.m. all school days except for early dismissal for holidays, exams, snow days, etc. *Food and drink are not permitted anywhere in the library at any time.*

**Reading Room.** The Reading Room is a place for students to do academic work as well as be able to talk quietly. Students are asked to show respect for each other as well as the Library staff and facility. Therefore, food, drink, loud talking and rough housing are prohibited.

**Information Center.** The Information Center is designed for student use in the areas of research and curriculum support. There will be assistance available. The computers are for academic use only; the Authorized Use Policy (AUP) stipulations are in force at all times.

## **LIBRARY CIRCULATION PROCEDURE**

- Materials are checked out for 14 days, renewals are available unless someone else has requested the material.
- Current issues of magazines, reference materials and bound periodicals must be used in the Library. Reference materials and bound materials will be photocopied free of charge. Class notes, tests, extra work for teachers, or work missed due to absence WILL NOT be copied free of charge.
- All library obligations must be met at the end of each school year.
- Overdue notices will be sent out via the Class Dean at the end of each marking period. Students who do not return overdue materials two weeks after notices are sent will be billed for the replacement cost plus a non-refundable fine of \$2.00 per item.

## **TECHNOLOGY**

Nichols School views technology as a tool, capable of enhancing both the communicative ability and the productive capacity of our students, staff, and parents. Nichols wishes to assure all members of the learning community the opportunity to access, analyze, apply, and communicate information effectively and responsibly. In an effort to do this we have adopted an Authorized Use Policy (AUP) that must be on file for all members of the Nichols Community. We have provided a teaching lab, numerous small pods of computers, and a large grouping of student use computers in the Information Center.

Students bringing personal laptops to school are expected to assume responsibility for securing them against theft and protecting this expensive personal property from accidental damage. The School cannot be responsible for personal laptops brought onto the campus.

Nichols assesses the basic skills of all incoming ninth graders and provides any remediation necessary during the first semester of school. A scope and sequence of student technology skills helps to evaluate a student's progress throughout his or her Nichols experience. The goal is to prepare all students for the technology rich world in which they live.

## **CAMPUS STORE**

Nichols provides a campus store located in the basement of Moot for the purchase of books, school supplies and athletic apparel. The Campus Store is open daily from 9:00 AM - 3:30 PM.

## **SCHOOL AND GYM LOCKERS**

All upper school students are assigned a school and a gym locker for their convenient use during the school day and after school. School locks purchased in the Campus Store must be placed on the students' assigned lockers to secure all personal possessions. The School is not responsible for the safekeeping of your belongings.

## **ATHLETICS**

Both Athletics and Physical Education are integral parts of the educational program for all students at Nichols School. They enhance student capacities for living and learning, and they provide socializing experiences that complement and expand upon those found in the classroom and in the community.

Nichols conducts an extensive interscholastic athletic program in the belief that competitive team experiences contribute significantly to the development of character and school spirit. We expect all members of our community to represent Nichols in a manner that is respectful of others on and off the playing fields. Our aim is to develop and maintain the highest standards of courtesy, emotional discipline, good sportsmanship, and the ability to act as good hosts and guests.

## **INTERSCHOLASTIC SPORTS**

FALL		WINTER		SPRING	
<b>Boys</b>	<b>Girls</b>	<b>Boys</b>	<b>Girls</b>	<b>Boys</b>	<b>Girls</b>
Cross Country	Cross Country	Basketball	Basketball	Baseball	Crew
Football	Field Hockey	Bowling	Bowling	Crew	Lacrosse
Golf	Soccer	Hockey	Hockey	Lacrosse	Softball
Soccer	Tennis	Squash	Squash	Squash	Tennis
	Volleyball	Wrestling			

## TEAM PARTICIPATION

- **Eligibility.** For a student to participate in any practice or draw equipment he or she must have: a current physical and an emergency medical form on file in the health office, meet eligibility requirements of the League, and have a clear student accounts bill.
- **Academic Standing.** The Academic Review Committee, the Student Conduct Committee, or the Upper School Head can call for an eligibility meeting for any student based on academic or behavioral concerns.
- **Freshmen on Varsity Teams.** Any freshman who is being considered for a varsity team must be approved to compete at that level by the Head of Upper School, the Dean of Students, the Freshman Dean and the Athletic Director. Academic standing, physical and social development will be considered.
- **Early Dismissal.** It is the student's responsibility to notify each classroom teacher of his/her absence from class at least one day prior to the absence due to an athletic event. The student is responsible to make-up all work missed as a result of the absence.
- **Equipment.** Students are responsible for the proper care, use, storage and return of all equipment issued to them. Personal and school valuables should be locked in lockers whenever they are not in use. Equipment and uniforms must be returned within three (3) days of the end of an athletic season. Students will be billed for the replacement cost of any missing items.
- **Team Membership.** A student who withdraws or is dismissed from a team is responsible for notifying both the coach and the Athletic Director and returning all equipment issued. The student must be enrolled in a physical education class by the following day or the resulting absences will be considered unexcused and will result in detentions.
- **Transportation.** In special cases, juniors and seniors may be given permission by the Athletic Director and coach to drive personal vehicles to athletic contests. Those students must have on file, in advance, a completed driving permission form signed by the parents. **No other students may ride in that vehicle.** Athletes are required to return from away events with their team unless arrangements are made to return home with his/her parents and the coach is notified. A student may be allowed to return with another parent or car pool driver providing his/her parents have signed a note indicating the travel plans and giving permission.
- **Tournaments and Overnight Trips.** Airplane flights or special transportation to state or federation tournaments will be billed to the student's account. All room and board expenses are also billed to the student's account.

## **SPORTS HOTLINE**

There are frequent changes to the sports schedule published at the beginning of each season. Daily updated information is available after 2:00 p.m. on the Nichols Sports Hotline at 332-5111, including directions. Athletic Information is also posted on the Nichols website at [www.nicholsschool.org](http://www.nicholsschool.org)

