



NICHOLS
SCHOOL

Middle School

STUDENT HANDBOOK

2007 - 2008

1250 Amherst Street
Buffalo, NY 14216
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www.nicholsschool.org

NICHOLS SCHOOL CALENDAR 2007-2008 CALENDAR

August 2007

<i>Monday, August 27</i>	Bookstore Opens
<i>Tues.-Wed., August 28-29</i>	New Faculty Mentoring Meetings
<i>Thursday, August 30</i>	Opening Faculty Meetings

September 2007

<i>Monday, September 3</i>	School Closed - Labor Day
<i>Tuesday, September 4</i>	Freshman & New Students Orientation
<i>Wednesday, September 5</i>	Opening Day of the 116th Nichols School Year
	5th Grade to Camp Weona (return Thursday, September 6 @ 5:00 p.m.)
	6th Grade to Camp Allegany (return Friday, September 7 @ 3:00 p.m.)
	7th Grade to Camp Pathfinder (return Saturday, September 8 @ 6:00 p.m.)
	8th Grade to Cradle Beach leave @ 9:00 a.m., return @ 2:30 p.m.
<i>Friday, September 7</i>	MS Parents' Go-to-School Night, (6:00pm-9:00pm)
<i>Thursday, September 20</i>	Senior Retreat
<i>Friday, September 21</i>	US Parents' Go-to-School Night, (6:00pm-9:00pm)
<i>Tuesday, September 25</i>	Athletic Hall of Fame Induction
<i>Friday, September 28</i>	

October 2007

<i>Monday, October 8</i>	School Closed - Fall Weekend
<i>Saturday, October 13</i>	Homecoming

November 2007

<i>Friday, November 2</i>	No Classes (MS & US) - Faculty In-Service Day
<i>Thursday, November 8</i>	US Parent Conferences, 3:30 - 7:30pm
<i>Monday, November 12</i>	US Parent Conferences, 8:00am - 3:00pm - no US and MS Classes (Veterans' Day)
<i>Wednesday-Friday, November 21-23</i>	School Closed - Thanksgiving

December 2007

<i>Thursday, December 6</i>	MS Parent Conferences, 4:00 - 8:00pm
<i>Friday, December 7</i>	MS Parent Conferences 8:00am-3:00pm - no MS Classes
<i>Thursday, December 20</i>	Holiday Vacation Begins at end of school day
<i>Friday, December 21</i>	Alumni Luncheon

January 2008

<i>Monday, January 7</i>	Classes Resume
<i>Monday, January 21</i>	School Closed - Martin Luther King, Jr. Day
<i>Tuesday-Friday, January 22-25</i>	US Mid-Year Exams

February 2008

<i>Monday-Tuesday, February 18-19</i>	School Closed - Winter Break
<i>Wednesday, February 20</i>	Faculty In-Service Day-No Classes

March 2008

<i>Friday, March 21</i>	Spring Break Begins at end of school day
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April 2008

<i>Monday, April 7</i>	Classes resume
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May 2008

<i>Saturday, May 3</i>	Derby Day Auction
<i>Monday, May 26</i>	School Closed - Memorial Day
<i>Friday, May 30</i>	Awards Day/Verdian Day

June 2008

<i>Wednesday, June 4</i>	Senior Project Night
<i>Friday, June 6</i>	116th Upper School Commencement, 11:00 am
<i>Friday-Saturday, June 6 - 7</i>	Reunion Weekend
<i>Monday-Wednesday, June 9-11</i>	MS & US Final Exams
<i>Wednesday, June 11</i>	MS Moving Up Ceremony, 11:00 am
<i>Thursday, June 12</i>	Final Faculty meetings and dinner

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WELCOME FROM THE HEAD OF MIDDLE SCHOOL

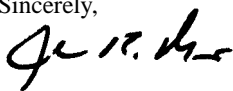
Dear Middle School Students and Parents,

Welcome to the 2007-2008 school year and to the 116th year of Nichols School. We are pleased to offer this handbook to Middle School families in an effort to consolidate our rules and policies, practices and procedures. The guidelines outlined in this publication are intended to inform and set a positive tone for all aspects of student life-academic, athletic, artistic, and social. We encourage your use of this handbook now and throughout the school year.

Please carefully review this handbook with your child before the opening of school. If questions arise, please don't hesitate to call me.

Thank you for entrusting your child to the caring professionals of the Nichols Middle School. We are privileged to work with your child and welcome his/her many positive contributions to the Nichols community.

Sincerely,



John R. Munro, Jr.
Head of Middle 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.

MIDDLE SCHOOL FACULTY AND STAFF 2007-2008

Head of Middle School

John Munro

Middle School Deans

Ann Newall

Michele Speech

English

Deborah Regan Howe-Chair

George Kloepfer

Lisa LaMarca

Michael Salmon

Michele Speech

Mary Sykes

Sheila Zamor-McDevitt

Mathematics

Allan Hayes-Chair

Julie Alford

Sandy Cunningham

Reed Harlow

Claudia O'Keefe

Geography/History

Dan Nolan-Chair

Reed Harlow

Deborah Regan Howe

John Munro

Michael Salmon

Michele Speech

Mary Sykes

Foreign Language

Franny Antoniadis-Chair

Magdalena Sidell

Sheila Zamor-McDevitt

Yajie Zhang

Science

Sandy Cunningham-Chair

Julie Alford

Allan Hayes

Greg Plumb

Fine and Performing Arts

Kate Olena-Chair

Corinne Damerau-Best

Ann Newall

Kerry Ring

Rebecca Torres

Carol Vacanti

Athletics/Physical Education

Coley Felser

Patty Sheehan

Beth Stone

Danielle Vallas

Technology

Tom Maynor

Carol Sue Stapleton

Library

Carol Sue Stapleton

Character Education Coordinator

Wendy Amato

Administrative Office

Nancy de Perio

Gyda Higgins

School Nurse

Nancy de Perio

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 Middle School, Mr. John Munro

Mr. Munro's responsibilities include the day-to-day management of the Middle School. His duties are to lead the Middle School faculty and to work closely with the Middle School Deans in overseeing the academic and personal progress of every student. He collaborates with the Department Chairs in the coordination of the curriculum and consults regularly with the Headmaster, Head of the Upper School, and Athletic Director. He represents the Middle School at various events and functions, including meetings of the Parents' Council and Board of Trustees. He leads school meetings and assemblies in the Middle School. Mr. Munro is available to students and families for academic counseling and problem solving.

The Middle School Deans, Ms. Ann Newall (5/6) and Ms. Michele Speech (7/8)

The Middle School Deans are responsible for the management of student behavior and implementation of the discipline system. They serve as members of the Student Conduct Committee and oversee all discipline issues. Duties also include the management of the Middle School advisory program and, in consultation with the Middle School Social Worker, the character education program. Ms. Newall works primarily with the fifth and sixth grades, Ms. Speech with the seventh and eighth grades. The Deans also coordinate Student Life Committee activities and work with grade-level advisors on community service projects and field trips.

The Middle School Character Education Coordinator, Mrs. Wendy Amato '86

Mrs. Amato's responsibilities include the management of our Wellness and Character Education Programs. In consultation with the Middle School Deans, Mrs. Amato promotes our programs and provides faculty training in character education. She also coordinates our Wellness programs, including the drug and alcohol awareness curriculum in the eighth grade. Mrs. Amato is a Certified School Social Worker.

GENERAL INFORMATION

TEXTBOOKS AND THE CAMPUS STORE

Students may resell textbooks at year's end if the text will be used for the following year. Each student is provided a charge account (billed monthly to parents) at the Campus Store. All textbooks will be charged to this account. The Campus Store is open daily from 9:00 a.m. to 3:30 p.m.

ATTENDANCE AT SPORTS

All students are expected to participate in the sports program every day unless they are excused due to an injury. Under most circumstances, students who are injured are expected to attend sports to observe. To excuse a student from sports, please send a written request (preferably a physician's note) to the Administrative Office for our records. A physician's note is required for more than three days' absences. Any questions about team sports, games, or practices should be directed to the Athletic Office.

ATHLETIC INQUIRIES

The Athletic Office always has complete information and can be reached at 875-8212. Daily updated information is available after 2:00 p.m. on the Nichols sports hotline at 332-5111. Directions to most frequent opponents is posted on the Nichols website at www.nicholsschool.org.

LOCKERS

All middle school students are assigned a locker at the beginning of the year. Students must have a school-issued lock purchased from the bookstore. The Administrative Office keeps records of combinations for students who have forgotten or misplaced them. 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. All middle school students are also assigned a gym locker.

BACKPACKS

Students may use backpacks to carry books to and from school. During the school day, students should store their backpacks in their lockers, as backpacks cannot be carried between classes.

LOST AND FOUND

Students sometimes misplace books, other materials, and items of clothing. The Athletic Offices are the repositories of lost and found clothing. **To avoid confusion, please identify items clearly with the student's name.**

WEATHER-RELATED CLOSING

Families should listen to the radio (WGR55 or WBEN) after 6:00 a.m. on any day bad weather is forecast. Announcements regarding closings are posted on the Nichols website at www.nicholsschool.org. **Please note that Nichols will close when the Buffalo Public Schools are closed for weather.**

CHANGE OF INFORMATION

If at any time during the school year, there is any change in a student's home address, phone number, or parent's work information, that change should be reported to the Administrative Office.

SCHOOL HOURS AND TRANSPORTATION-RELATED INFORMATION

The Nichols Middle School Administrative Office is open daily from 7:30 a.m. to 4:00 p.m.

ARRIVAL

Students may arrive at school any time **after 7:30 a.m.** when Regan Hall opens. Students should not arrive before 7:30 a.m. because no buildings are open and there is no supervision. If a student must arrive before 7:30 a.m., he or she can wait in the Mitchell Hall Dining Room. First period class begins promptly at **8:05** a.m. Attendance is taken at that time. A student who is late to school must obtain a LATE SLIP from the Administrative Office before going to class. Arriving late to school puts your child in jeopardy of missing vital material, announcements, and classroom discussions. Children arriving late also have difficulty organizing their materials and preparing for their busy schedule of classes, rehearsals, practices, and extracurricular activities. We have witnessed added levels of stress at the beginning of the day for children arriving late.

DISMISSAL

Students are dismissed Monday through Friday at 3:30 p.m. A faculty member on Late Duty assists students with departure until the buses leave. The suburban buses collect students between 3:30 p.m. and 3:50 p.m.

Students are not allowed to leave campus during school hours (7:30 a.m. - 3:30 p.m.) unless written authorization from their parents is provided to the Administrative Office.

Students are expected to be picked up by 4:00 p.m. Supervision is available for middle school students who remain past 4:00 p.m. at Bright Place. In the interest of the safety of the students, we ask that you pick up your child immediately after school or arrange alternative means of supervision. Students playing in away games are returned to the gym for pick up. Students are reminded to take their book bags with them to any after-school game, as our buildings close at 4:00 p.m. A staff member is in the office until 4:15 p.m., so a student need never be stranded.

CAMPUS TRAFFIC PATTERNS AND DROP-OFF/PICK-UP PROCEDURES.

Middle School Car Procedures:

Procedures are the same for 8:00 a.m. drop-off and 3:30 p.m. pick-up. Please note: **Middle School classes begin at 8:05 sharp.**

Enter the Middle School entrance on Amherst Street (the entrance closest to Colvin Ave.). Before the circle, make the first right into the Middle School parking lot. The parking lot traffic is one-way. Drive through the parking lot and stop at the Middle School drop-off/pick-up point in front of the Regan Hall main entrance to drop off/pick up your child. Proceed into the circle, bearing right and exit the circle onto Amherst Street. The circle traffic is one-way and is a one-car lane. Please do not attempt a left-hand turn onto Amherst Street when exiting.

IMPORTANT:

- All campus traffic is one way.
- The circle is a one car lane. No parking or standing is permitted in the circle.
- Please help to keep the traffic moving by having your child ready to exit/enter your vehicle as quickly as possible.
- Visitor parking is available in the Middle School or Dann Memorial Rink lots, and behind Moot Hall.
- **There are no left hand turns onto Amherst Street between 7:45 a.m.-8:15 a.m. and 3:00 p.m.-4:00 p.m.**

Middle School School Bus Procedures:

School buses will enter the campus at the Amherst Street gates near the soccer field and proceed to the Middle School bus stop behind the Scully Athletic Complex. All Middle School students will exit and board school buses at this location.

ATTENDANCE

All students are expected to be in the first period classroom by **8:05** a.m. Students who arrive late must sign in at the Administrative Office and obtain a LATE SLIP. The school asks parents to plan doctor, dentist, and similar visits for after-school hours whenever possible. On occasions when your child is to be dismissed early, parents must send in a signed note requesting early dismissal, indicating the time of departure and who will be picking up the student. Please note that early dismissal notes should be turned into the Administrative Office at the beginning of the school day.

Students coming to school late or returning from midday appointments must sign in at the Administrative Office. When leaving early, parent/parent designee must sign out students.

The school year is interrupted by a variety of generous vacation times. It is strongly suggested that families plan their vacations to match these published dates. Missing a significant amount of time is difficult for students. The introduction of new content and the practice of skills are missed, and the student often returns with work to be made up.

Please do not ask our faculty to prepare an individualized “vacation study” package of work (other than assignments in textbooks or prepared materials) for students who are taken out of school for family vacations and/or non-Nichols athletic contests. Teachers are not expected to administer exams or quizzes earlier or later than scheduled because of student absence (other than illness).

When a family decides to travel during the school year, it must be recognized in advance that this decision carries a varying amount of negative risk to academic progress. It is the student's responsibility, not the school's or teachers', to make up academic work within a reasonable time limit established by the teacher(s). The Head of Middle School must be informed in writing well in advance of such

absences. Family trips and non-Nichols athletic contests resulting in a child missing school are considered unexcused absences. Frequent unexcused absences, or absences without advance notification, may result in academic penalty.

BREAKFAST AND LUNCH

Breakfast on a fee basis is available each morning in the Dining Room until 8:00 a.m.

A main dish, salad bar, soup, fruit, and peanut butter and jelly sandwiches are always available. A vegetarian choice is also available at each meal. Students may not bring a lunch from home unless there is a specific medical condition that is confirmed by the child's physician. The school is sensitive to religious observations and will always try to provide appropriate dietary choices.

Please do not send snacks or any classroom treats. We would like to keep Regan Hall clean.

CITIZENSHIP GUIDELINES

Outstanding: a student who is consistently
helpful without being asked
kind to others without expectation of reward/recognition
respectful of himself, others, her surroundings
readily accountable for his actions

Satisfactory: a student who is more often than not
uncomplainingly helpful when asked
kind to others
respectful of himself, others, her surroundings
accountable for his actions

Needs Improvement: a student who is
grudgingly helpful when asked, if at all
unkind to others
disrespectful of himself, others, her surroundings
unwilling to take responsibility for his actions

EMOTIONAL WELL-BEING POLICY

The health and safety of our students is the highest priority of the faculty and staff at Nichols Middle School. We address the mental and emotional ailments and infirmities of our students as we would any physical illness. As an institution, we are not equipped to deal on-site with students who are having emotional difficulties. Therefore, when a child appears to be experiencing acute emotional distress, we will act to ensure the health and safety of all of our students by requiring that the child be picked up from school immediately by the child's parent or guardian. Our staff is not trained to differentiate degrees of emotional distress; therefore, the best judgment of the Head of School and/or Deans will be used to

determine when a student needs to be removed from school. This should not be viewed as a punishment by the school or confused with a suspension.

MESSAGES TO STUDENTS AND USE OF THE TELEPHONE

Parents may call school to leave messages for their children. We ask parents to call before 1:30 p.m., if possible, so that we can get the messages delivered on a timely basis.

Students may use the Front Office telephone while at school to call home if there is an emergency situation or a change of schedule or transportation. Students must get permission from the administrative staff to make any calls. We discourage students, however, from calling home for homework, athletic shoes or equipment, and books that have been left at home. We encourage parents to resist the temptation to deliver these items to school. We hope to encourage individual responsibility for materials needed for school. A few left-at-home occasions may help to jog the memory the next time.

CELL PHONES

While we discourage students from bringing cell phones to school, we do recognize that they can be useful at the end of the school day to coordinate transportation. Any student electing to bring a cell phone to school must register the cell phone with his/her advisor at the beginning of the school year. Students with cell phones must give them to the Deans prior to 8:00 AM. The phones will be secured by the Deans for the school day and returned no earlier than 3:30 PM (except for excused early dismissals). Students are not allowed to possess a cell phone during the school day. Students are not permitted to capture digital images with their cell phones at any Nichols event without the permission of the Dean or the Head of Middle School. Violation of these policies will be handled through the STP process (p. 14).

PHYSICAL EXAMS, IMMUNIZATIONS, MEDICATIONS, AND INJURIES

All students are required to have a current physical exam and a completed medical history on file before the start of school. Immunization records and a certified copy of the student's birth certificate are also required.

Illness and Medicine at School

If a student becomes ill during the day, the student should report to the Health Office. The school nurse will call home to make arrangements for the student to be picked up. When a student needs to take medicine during the school day, please send it to the Health Office with instructions. Medications must be labeled with the child's name, the drug's name, the dosage, and the time of administration. All medications must be dated. The school nurse will dispense all medications. The school is not allowed to dispense Tylenol or any medicine without parental permission. Parents may send a note to the Health Office for a standing order of Tylenol.

Without exception, all medications must be given to the school nurse. (This includes cough drops and throat lozenges.)

NICHOLS SCHOOL DRESS CODE (REVISED 6/07)

As a general rule, modesty, neatness, and cleanliness should prevail in all clothing choices. It is understood that Dress Code matters are subjective, therefore decisions of the Deans will be final.

BOYS:

Yes:

1. dress shirt with tie, fully tucked
2. turtleneck, fully tucked
3. polo shirt, fully tucked (seasonal - dates to be announced)
4. any of above under sweater (cardigan or pullover or vest)
5. dress pants held up by belt
6. dress shoes (oxford or loafer)
7. full length (over the calf), dark dress socks

No:

1. sneakers
2. sweat shirts of any kind
3. white socks of any length
4. peds
5. t-shirts
6. flip-flops or sandals
7. sweat pants of any type
8. hats
9. any piercings other than the ear

GIRLS:

Yes:

1. dress pants
2. skirt of modest length
3. dress of modest length
4. dress shoes with heel no more than 1 ½ inches in height
5. dress top of modest neckline, tucked in
6. turtleneck, tucked in
7. polo shirt, tucked in
8. v-neck sweater if worn over #5, 6, 7
9. crew neck sweater over collared blouse
10. cardigan if worn over #5, 6, 7
11. canvas or leather ballet flat-type shoe
12. peep-toe shoe with heel no more than 1 ½ inches in height

No:

1. sneakers
2. sweat shirts of any kind
3. white socks of any length
4. peds
5. t-shirts
6. open toe shoes
7. sling-back shoes

8. flip-flops
9. sandals
10. revealing necklines
11. sweat pants of any type
12. exposed midriffs
13. any piercings other than the ear

ACADEMIC INFORMATION

ACADEMIC SECTIONING IN THE MIDDLE SCHOOL

Philosophy

Nichols School groups students in academic ability-based sections. Depending on the range of abilities in each grade level in the Middle School, the grade may be broken into two, three, or four separate academic groupings. Students will travel with their "academic" group for math, science, English, and history class. They will mix with other classmates in foreign language, advisory, arts, lunch, and athletics.

The following items are considered when creating academic groupings; ability and potential in math, ability and potential in all other classes, academic maturity, gender balance of class, social fabric of class, and class size.

Process

Each spring the grade level teachers meet to discuss placement for the following academic year. Each of the items above is reviewed carefully in determining the number and range of groupings. For example, if the following year the grade grows from two to three sections the teachers will determine how many levels the group of three is broken into. The configuration may include one "A" and two "B" sections, two "A" and one "B" section, or one "A", one "B", and one "C" section. The breakdown of sections may change year to year based on the academic strengths and weaknesses of each grade.

The admission of new students also plays a role in sectioning as we typically add a section of students in grades six, seven, and eight each year. This factor will also influence the range of ability groupings in each grade depending on the academic abilities of our newly enrolled students.

If the class is fully enrolled by the spring (for the following year), we will notify parents of their child's fall academic placement in the June progress report. Otherwise, placements will be made over the summer and notification will be made through the August mailing. A child does not automatically remain in the same section from year to year. Occasionally sectioning changes will take place during the year if a child is missectioned or not working to potential.

The Role of Parents in Sectioning

Please recognize that the sectioning of children by academic ability is not a perfect science. We strive to place students in academically appropriate groupings where they are challenged academically. Effort and high performance do not always translate into placement in the strongest academic group. Please respect the

collective wisdom of our teachers as they are always looking out for the best interest of your child. Please speak with the Head of Middle School if you have questions concerning your child's academic placement.

CONFERENCES

Parents' Go-To-School Night takes place in the fall. The teachers describe their courses and their expectations for students during the evening's gathering. Parent Conference days are scheduled during the first week of December so parents can meet individually with their child's teachers and advisor to discuss each student's progress. In addition to these scheduled conferences, faculty will meet with students and parents when the need arises. The advisor will call parents of their advisees at approximately mid-trimester with an update on the their child's academic and social progress.

MARKING PERIODS

The school year is divided into trimesters, each of which is approximately twelve weeks in length. Grades and Progress Reports are sent home at the end of each trimester. Final examinations are given in early June. The year-end grade is an average of the trimesters and the final examination grade.

ACADEMIC REVIEW

The Nichols Middle School Academic Review Committee meets at the end of each trimester to review student performance in the classroom and overall contribution to our community. Students who are not working to potential may be placed on the status of Warning or Probation for the next mark period.

ACADEMIC STATUS

When students are in academic difficulty, the Academic Review Committee may vote to place a student on one of the following levels of academic status.

- **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 certain period of time if the student has responded well.
- **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 certain period of time if the student has responded well. Students on Academic Probation will not be issued a reenrollment agreement.

Academic Warning and Probation are communicated to the parents by the Head of Middle School. In both cases, an expectation of improvement is discussed with an appropriate plan of action. 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 will not be invited to reenroll the following school year.

ADVISORY PROGRAM

The Nichols Middle School Advisory Program prepares our students for the work of life emphasizing citizenship and personal integrity.

In the middle school, each student is assigned an advisor. The advisor has a special responsibility toward each advisee. Advisors meet regularly with advisees to keep abreast of any academic or social issues that may arise. The advisor monitors the academic progress of each advisee and communicates with parents. The advisor is also intended to be the student's advocate within the school community. The advisor is a listener, a guidance provider, a goal-setter, and above all an ally. Parents, as well as students, should rely on the advisor for information, sharing of concerns and questions, or any other school-related matters.

COMMUNICATION

Our parents and teachers are united in the desire for students to become committed, successful learners. Open lines of communication between school and home are essential, as is student accountability for school preparation. The advisor's close relationship with the student helps to foster sound work habits. Regularly, teachers and advisors will remind and assist students to meet academic obligations. They will telephone parents to enlist their support if a student falls behind. It is hoped that parents will call the advisor when circumstances at home may be affecting a student's performance in school.

Over the four years in the middle school, the nature of teacher communication with parents will change. The school aims to make students responsible for their achievement and increasingly independent as learners. It is as important to let students suffer the consequences of irresponsibility, as it is to prevent students from bearing the burden of tasks they are not yet ready to undertake. Determining just how much to expect of a student at any time in the process of maturation is best done with the combined resources of school, family, and student.

HOMEWORK

Homework is crucial to the academic progress of students at Nichols. It teaches responsibility and provides an opportunity to learn about the organization of time. Homework also encourages the incorporation of material and skills by providing practice and repetition of material presented in class. It provides for independent study and the accomplishment of projects and assignments that cannot be completed within the structure of a class. Students are expected to turn in assigned homework when it is due.

Homework should be completed by the student with minimal parental help, unless such participation is an integral part of a specific assignment. Parents can be helpful in ensuring that there is a quiet area for study and that there is a clearly scheduled time for the completion of school-assigned work. As students grow older, they need to take on increasing responsibility for doing this themselves.

Parents should feel free to answer specific questions and to help with directions. It is often more educational for a parent to help a student by asking leading questions that encourage the student to think through the task rather than simply answering the questions. Quizzing students as a test preparation is very useful.

Throughout the course of the year, students are required to do a variety of special projects, some of which may take a good deal of time at home. If the amount of help that the child should receive from parents is unclear, please call the teacher immediately. The goal of these projects is not the production of a “professionally” finished product; rather, it is *student* participation and learning. Parents should expect the following amount of homework:

When a student is absent due to illness, the homework or portions of it, may be able to be made up. *The school asks parents to remember that sick children are often in no shape to do or profit from homework.* If a student is able to do homework when ill, the assignments will be available after 2:15 p.m. from the Administrative Office. It is left to the discretion of each teacher about when missed assignments are due, although we urge students to complete missed work as soon as is reasonable.

GRADING SYSTEM

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1
			F = 0

Highest Honors will be awarded to students who achieve an average of 10.0 with no grade below A-.

Honors will be awarded to students who achieve an average of 9.0 with no grade below B.

Commendations will be awarded to students who achieve an average of 8.0 with no grade below B-.

Students must maintain an average of 5.0 or better to remain in good standing. If a student falls below 5.0, the Academic Review Committee will consider a variety of options, including mandatory remediation, as requirements for the student to ameliorate the situation.

Teachers use letter grades to record student progress. Listed below are the numerical equivalents of the letter grades:

A = Superior Achievement - (100-90): A+ =100 - 97, A = 96 - 93, A- = 92 - 90.

Consistent excellence: neat, prompt, thorough, accurate to a high degree, shows initiative, intellectual curiosity, and creativity; a comprehensive grasp of concepts to a marked degree. Written work is excellent both in content and mechanics.

B = Strong Achievement - (89-80): B+ =89 - 87, B= 86 - 83, B- = 82 - 80.

Commendable: neat, prompt, shows initiative, and thorough understanding of the material. Written work is 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 - (79-70): C+ = 79 - 77, C=76 - 73, C- = 72 - 70.

Average: neat, prompt, satisfactory fulfillment of day-to-day requirements. A grade in this range indicates that a student is sufficiently well rounded to continue successful work in that subject.

D = Minimal Achievement - (69-60): D+ =69 - 67, D = 66 - 63, D- = 62 - 60.

Limited mastery: day-to-day work is irregular and not always satisfactory. In sequential courses, it should serve as a warning sign of possible future problems. The grade of D- indicates that while a student is technically passing, the work is unsatisfactory, and that the student must take positive steps to improve. If not, a failing grade may result. At the end of the year, a grade of D- will normally lead to a requirement of summer work before credit is finalized.

F = Failing Work - (below 60). Unacceptable work: test results, papers, homework assignments, and class work are not up to standard. F indicates work of such low distinction that the student will not receive credit for the course.

THE NICHOLS SCHOOL HONOR CODE

Nichols School pledges to provide its students with a safe learning environment in which they will be respected as individuals and treated fairly as members of a community.

On their part, Nichols students agree to abide by school rules and make the following assurances to the rest of the school:

I pledge to value myself as a member of the Nichols community and hold myself up to the ethical expectations of the school.

I pledge to treat all members of our school community with respect and fairness.

I pledge to respect and foster the ideals of diversity in our school.

I pledge to maintain the highest standards of academic honesty.

I pledge to show respect and restraint while attempting to resolve conflicts.

I pledge to respect the property of others.

ACADEMIC INTEGRITY

HONESTY

By accepting membership in our school community, students and faculty alike commit themselves to personal integrity and honor. Nichols believes that there is no more important value than honesty. To this end, Nichols faculty endeavor to teach appropriate methods for using and citing outside sources. So that there can be a clear understanding of one's responsibility, the school has formulated the following statement on academic honesty.

Plagiarism and Cheating - TO PLAGIARIZE OR CHEAT MEANS TO USE ANOTHER PERSON'S IDEAS, WRITING, OR WORK AND TO PASS ANY OF THIS MATERIAL OFF AS ONE'S OWN.

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 from work from oneself. Specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another.

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

Student work is expected to represent the individual student's skills and knowledge. To represent the work of another person (from text or from classmate) as his or her own is a most serious affront to the entire school community and constitutes a major infraction of the school's basic principles. Such occurrences will be handled on an individual case basis. Student will first be asked to report to the Dean. The student will re-do the assignment and beyond that, the consequences may range from a note to the advisor to expulsion from the school. The involved faculty member(s), the Head of the Middle School, and the Middle School Student Conduct Committee are involved in such situations and will decide what course of action will be taken.

STUDENT BEHAVIOR AND DISCIPLINE

The Nichols Middle School staff shares the view that students who experience success and are meaningfully engaged in appropriate material do not often display behaviors which need correcting. However, when a student demonstrates behavior that is inappropriate or dangerous to the student or others, we will approach the situation from the position that students must accept responsibility for their behavior. Depending on the age and stage of the student(s), a variety of strategies will be used to help the student(s) to understand what happened and to look for ways to avoid any future repetition of the behavior.

The students of Nichols Middle School are expected to behave in a courteous and respectful manner to fellow students and toward all adults in the school. The overriding rule is that students must at all times behave in a manner that shows respect for the feelings, rights, and property of others and of the school. The school wants all students to live by the values of truth, respect, and responsibility.

The school makes every attempt to make the “punishment fit the crime.” In serious cases of inappropriate behavior, suspension and even dismissal from the school may occur. *The decision of the headmaster is final in disciplinary matters.*

BEHAVIORAL EXPECTATIONS

To insure the success of every student, the following list of expectations will be enforced from the time students arrive on campus until they leave school grounds for the day.

1. Follow all specific rules and directions established by school personnel for classrooms, dining room, library, office areas, school buildings and grounds, assemblies, field trips buses, sports activities, and any other school-sponsored activities.
2. Use or consumption of gum, candy, food, or beverages during school hours is strictly prohibited. Lunch food should remain in the dining room. Food and beverages allowed at school-sanctioned functions will be confined to the appropriately supervised areas. Use of vending machines is prohibited during school hours.
3. Backpacks may be used to bring materials to and from school. During the school day, however, backpacks must be stored in the locker and may not be used. School materials, wearing apparel, musical instruments, sports equipment, and personal belongings should be stored either in lockers or in specifically designated areas. Students may only use school-issued locks and should use only their assigned lockers.
4. Please be on time to school. School begins promptly at 8:05 a.m. each day. If for some reason you arrive at school late, report directly to the Front Office and notify one of the administrative staff IN PERSON of your arrival. Be in attendance, be on time, and be prepared for all classes and school activities.
5. Inappropriate language, “put-downs,” fighting, and rudeness will not be tolerated. Confrontations (including verbal or physical exchanges) will be handled by the Middle School Deans and the Conduct Committee.

6. Sports equipment (bags, sticks, etc.) must be stored properly and cannot be carried from class to class during the day.
7. Skateboards, walkmen, electronic games, magic or sports cards, toys, squirt guns, large amounts of money, and irreplaceable items (a family heirloom, for example) should be left at home.

STOP, THINK, PLAN

Disciplinary infractions at the middle school are dealt with through the “**Stop, Think, and Plan**” or “**STP**” process. The goal of STP is to help students identify the behaviors and decision making that get them into trouble, and empower students to make choices that will lead them to success.

The STP process involves three distinct phases, and is virtually the same for all students, regardless of the seriousness of the infraction. This process is outlined below.

STOP

When a student commits an academic or behavioral infraction, he or she is referred to STP with one of the Middle School Deans. The student explains to the Dean why he or she has been referred, and then they discuss the events that led up to the STP referral. The student is asked to briefly describe the incident on an STP form.

THINK

The next step is for the student to identify the specific decision or decisions that were made by the student that got the student into trouble. This is a crucial part of the process, because it forces the student to take responsibility for his or her actions, and to identify those behaviors which need to be avoided in the future. The student also has to identify the parties with whom he or she will need to make amends.

PLAN

Lastly, the student formulates a plan for making amends and avoiding committing a similar infraction in the future. This is the most important part of the process to the student, because it gives the student control for making decisions and regulating his or her behavior to be in accordance with the school policies. Rather than simply assigning an arbitrary consequence to a student, we use a disciplinary infraction into a “teachable moment” by helping the student to modify his or her own behavior. The student is given the opportunity to choose and appropriate consequence for him- or herself, should the infraction occur again.

Once the student has completed the meeting with the Dean, the student returns to the referring teacher with the outline of the STP process that was created during the meeting. If the teacher approves of the plan, then a copy is sent to the student's advisor and kept on file in the Dean's office. If the teacher does not approve of the plan, either with the student's account of the events or the plan for correcting the behavior in the future, then the student is sent back to the Dean's office to revise the plan to the teacher's satisfaction.

For minor and first-time offenses, students will typically be given a warning and have to commit to a strategy for improving their behavior. At this time, the parents are usually not contacted, so that the student has the opportunity to fix the behavior on his or her own. For major or multiple infractions, the Dean may recommend a more serious consequence, which may include detention, suspension, removal from extra-curricular activities, or referral to the Student Conduct Committee. For serious and repeat infractions, the parents will be contacted.

DISCIPLINARY PROCEDURES

Middle School students are expected to comply with the letter and spirit of the rules presented in the Student Handbook. Violations of these rules are divided into two categories on the basis of severity:

Major Violations. Serious violations and disregard for major behavioral expectations will result in a student being sent to STP, Middle School Dean and the Head of Middle School. Consequences may include appearing before the Student Conduct Committee, detention, suspension, or expulsion. Students will also be placed on behavioral status such as “warning” or “probation” depending on the severity of the situation. Status is given as a measure reflecting the student’s need to change behavior and meet the standards of the school. Reenrollment contracts are withheld from students while on behavioral status.

Major violations include:

- Use, possession, distribution, or being under the influence of drugs or alcohol in school or at any school function.
- Dishonesty, cheating, or plagiarism.
- Serious disregard for the academic or personal rights or safety of others in the community.
- Disrespect toward a student, faculty or staff member, or guest of the school.
- Stealing from another member of the community.
- Fighting-both parties will be considered equally responsible.
- Using tobacco on school grounds or at a school function.
- Inappropriate use of technology.
- Repeated minor violations.

Minor Violations. Minor violations may be reported to STP or referred to the Dean for detention. Parents may be notified in writing with a list of the infractions.

Minor violations include:

- Use of cell phone during school hours.
- Unexcused lateness to a class, sports, or school activity.
- Dress code violation.
- Using inappropriate language.

- Disruptive behavior in class, sports, or school activity.
- Inappropriate behavior of a minor nature (e.g., littering, gum chewing, eating outside the dining hall, using the vending machines during school hours, etc.)
- Failure to sign in or out.

DRUGS, ALCOHOL, AND TOBACCO

Nichols School hopes to discourage the use of alcohol, drugs, and tobacco in three distinct ways. First, our Wellness Programs bring a variety of chemical substance abuse experts (Freedom from Chemical Dependency) to the Nichols campus for all-school presentations and small group discussions. In conjunction with this program a core group of faculty members has been formed to be available to students. We hope such programs help our students make wise choices about alcohol/drug use during both their middle and high school years.

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

Third, as a school we 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, widespread rumors about alcohol/drug use.

When we suspect that students are falling into a pattern of alcohol or drug 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 alcohol/drug use by their friends or classmates, we again will call in the child's parents and raise those concerns specifically with them.

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 ALCOHOL AND DRUGS WILL BE REFERRAL TO THE MIDDLE SCHOOL STUDENT CONDUCT COMMITTEE. THE COMMITTEE IS EMPOWERED TO RECOMMEND DISMISSAL, EVEN FOR A FIRST OFFENSE.

DRUGS - We are aware that drugs -- particularly marijuana, synthetic psychedelic drugs, and prescription sedatives and stimulants -- are accessible in the

communities from which our students come. The use 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. 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. We absolutely forbid any involvement with drugs at school. Students and their families should be aware that any involvement with alcohol and drugs in school or in connection with a school function, on campus or off, and trafficking of any sort under any circumstances 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:

- (a) The host family is responsible and legally liable for the behavior of any minor under the influence of alcohol served on its premises.
- (b) Furthermore, a recent court case in New York seems to establish that parents may bear similar liability for damages incurred as a consequence of alcoholic beverages brought onto their premises by minors and consumed there.
- (c) 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 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 result in Behavioral Probation and typically suspension.

HARASSMENT POLICY

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.

There are certain behaviors that, whether intended or not, undermine the climate of respect and trust. Sexual and racial harassment, bullying are behaviors that will not

be tolerated at Nichols School. Harassment consists of unwanted or repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any words or actions that are, or imply, a threat will be considered harassment.

If a student thinks he or she has been harassed in any way, she or he should talk with a teacher, the school nurse, or the head of the middle school. Harassment can occur in varying degrees. Consequences, therefore, will be determined according to the offense. Serious cases of harassment will be referred to the Middle School Student Conduct Committee and will result in suspension or dismissal.

Students should be advised that they are expected to treat every visitor and every adult on campus with respect and courtesy. Students who cannot adhere to this simple, but vital, regulation will be referred to the Middle School Student Conduct Committee.

MIDDLE SCHOOL ATHLETIC PROGRAM

All Middle School students participate in sports each day. The sports program recognizes developmental differences among students. Its goal is to develop individual competence in a number of sports and to build confidence in each student about her or his physical abilities. The school encourages students to practice good sportsmanship and to value the team experience.

The Middle School athletic program is an important part of the Nichols curriculum. As such, all students are expected to follow the rules set by Nichols School and its coaches. All students will treat the Nichols locker rooms, sports fields, buses, fellow students, staff, and coaches with the respect set forth in the Nichols Student Handbook. Students are expected to comply with the letter and spirit of the rules at all Nichols events, home and away. The Middle School athletic program allows for another portal to reinforce the values taught in the classroom.

Fifth and sixth graders are introduced to the skills and rules of team sports. These include soccer, field hockey, touch football, ice hockey, basketball, lacrosse, softball, tennis, and baseball. Physical fitness is increased through a variety of games: tumbling, skating, handball, badminton, volleyball, squash, and rock climbing (indoor climbing wall).

The seventh and eighth grade sports program emphasizes interscholastic and intramural team competition. Several sports, as mentioned above, are available for each of the three sports seasons. Dance is also available as an option to any student Monday-Thursday throughout the year, or for any one of the sports seasons.

Nichols will no longer waive Middle School athletic requirements in lieu of participation in non-Nichols programs. The Middle School athletic program is a vital part of the curriculum and we expect full student participation. Students are encouraged to participate in teams and activities outside of school, but may not use these activities as “substitutes” for programs offered by the school. It is important

that students who choose to participate in athletic programs outside of school plan ahead so that they successfully balance their academic and extracurricular commitments. Seventh and eighth graders seeking a limited athletic commitment may choose to enroll in our intramural program rather than participating on an interscholastic team.

Students should bring all sports equipment to school in an appropriate, sturdy, and clearly labeled sports bag. In mid-August, families receive a list of recommended athletic supplies for gym class. Throughout the year, mouth guards, shin guards, and Nichols sportswear may be purchased from the Campus Store. Team uniforms are provided by the school and should be returned at the end of each season.

LAPTOP COMPUTERS AND PERSONAL ELECTRONIC DEVICES

We have noticed that several of our students are bringing laptops and Palm Pilot-type devices to school. Please remind your child about her or his responsibility for securing against theft and protecting from accidental damage this expensive equipment. The school cannot be responsible for laptops and personal electronic devices brought onto the campus.

COMPUTER 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. Users should be aware of copyright infringements with respect to commercially available music and video.

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 Handbook apply to any use of the computer center and network. Violations of AUP will lead to referral to STP.

PARENTS' COUNCIL

The Parents' Council is a formal organization of Nichols School parents who work to support a variety of activities and programs that add immeasurably to the vitality of the school. All Nichols parents are by definition "members" of the Parents' Council. In addition to officers and chairs of specific committees, the Parents' Council has representatives for each grade level, as well as divisional coordinators and regional and alumni representatives. The group meets at the school, and its meetings are open to all. Parents are encouraged to attend and to discover ways in which they might wish to be involved in the life of the school. Minutes of the Parents' Council meetings are available to all families.

FUND RAISING/ANNUAL GIVING

The Nichols School Board of Trustees is responsible for the financial well being of the school. As is the case in all good independent schools, the regular operating budget does not cover all of the expenses associated with educating students at Nichols. Therefore, several fund-raising strategies exist to cover the needs of the school. The primary vehicle for fund-raising is the Annual Fund. This fund functions as the means for bridging the gap between tuition and the school's operating budget. The Nichols School Development Office staff provides the technical expertise to coordinate our annual giving campaign. A by-product of a healthy independent school is the high percentage of participation by its constituency in the annual fund.

The Annual Auction is also an integral fund-raising effort that the school undertakes yearly. Various committees work on this event under the direction of the Parents' Council. Participation helps build a sense of community and provides a way to get involved and to get to know other families.

SPECIAL EVENTS

The school year is filled with many special events. A calendar with these events clearly marked is sent home each month with a letter that describes and explains the events and the life of the school.

EMERGENCY EVACUATION ARRANGEMENT

In the event of a school evacuation, students will gather at the Elmwood Franklin School, where you may reach them. The Elmwood Franklin School phone number is 877-5035.

August, 2007

Notes:

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