

NMH

Northfield Mount Hermon

FOUNDED 1879

A to Z

2010-11

Academic Assistance (see Learning Skills Center/Program)

Academic Integrity Northfield Mount Hermon is an educational community committed to cultivating high standards and accountability. Ethical behavior is expected of every community member in all aspects of school life, especially academic endeavors. A critical part of academic excellence is ethical use of information, which includes honest representation of a student's work. Students and faculty are expected to demonstrate the principles and practices of academic integrity, as well as to understand what constitutes academic fraud.

Academic Web academic-web.nmhschool.org This is a school intranet site which is only available from campus or from the virtual desktop. It features academic projects, information for teachers and students, links to other NMH intranet and Internet websites, and links to academic resources.

Accommodations Listing (www.nmhschool.org/admission-accommodation)

Hint: Because this is a popular region for visitors, especially during fall foliage season, it's a good idea to make lodging reservations as far in advance as possible.

Activities Fair The NMH Activities Fair is a great way to learn more about clubs, special interest groups, and volunteer activities. Held annually in early fall, the fair features displays of many organizations staffed by current members and adult advisors. Come explore the options and get involved.

Administration Thomas K. Sturtevant, head of school, is responsible for the overall leadership of the school. The dean of faculty and the dean of students support the head of school and provide leadership for the educational program. The dean of faculty provides leadership for the faculty and the academic work of the school; the dean of students oversees all areas of student life and the school's work with parents. Other senior members of the administration are the assistant head, dean of enrollment, director of communications, chief advancement officer, and chief financial officer.

Advising, Moody System of Each student has an advisor, called a DL (short for NMH founder D. L. Moody). The DL is selected from among faculty associated with the student's dorm. Students meet weekly with their DLs, either individually or as members of an advisee group (about seven advisees per group). It is the DL's responsibility to know and nurture his or her advisees. The DL is familiar with all aspects of a student's life, in and out of the classroom. This relationship offers the student an interested, informed, and trusted adult who can help the student make choices, examine beliefs and values, navigate difficulties, enjoy successes, and grow as an individual throughout his or her NMH career.

Parents should think of the DL as their point person.

When parents have questions of any nature, they should feel free to call or send emails to the DL. The work of the DL is supervised by the associate deans.

All-School Meeting A part of the student life curriculum, these weekly meetings provide a time for the entire school community to come together for celebration, spiritual reflection, announcements, and special programs. Past all-school meetings have included speakers such as John Updike, Howard Zinn, Fareed Zakaria, Nikki Giovanni, Spencer Wells, Tim Wise, Terry Tempest Williams, Sonia Sanchez, Richard Rodriguez, Jennifer Finney Boylan, Annie Leonard, John Hinderaker, Arn Chorn Pond and Robert Bullard.

Alma Mater

Standing high upon her hilltop,
O'er her valley broad and fair,
Is our Alma Mater glorious,
Her foundation laid in prayer.
Sainted ones with faith triumphant
Have upbuilt her walls in love;
Lo! she stands with God's own blessing

Shed upon her from above.
When we here have learned our lessons,
Send us forth to do Thy will;
Toiling far in life's broad duties
May Thy strength Thy children fill.
And when Thou dost judge us ready
For that wisdom learned above,
Call Thy pupils, blessed Teacher,
In the fullness of Thy love.

Alumni Association Everyone who attended NMH and whose class has graduated is a part of the Alumni Association. There are more than 29,000 NMH alumni.

Alumni Hall In June 2000, West Hall was renamed Alumni Hall in recognition of the generous gift of the class of '50 to renovate the central dining hall. Flags representing countries of students enrolled at NMH hang throughout Alumni Hall, along with photos of all NMH alumni.

Annual Fund The Annual Fund is a yearly collection of contributions from alumni, parents, students, and friends of the school. The Annual Fund helps meet the school's ongoing needs and affects all areas of daily life, providing financial aid and outstanding faculty, funding academic opportunities, and enhancing the NMH experience.

Archives The Northfield Mount Hermon Archives exists to preserve, promote, and provide access to material documenting the history of the school and the life of its founder, D. L. Moody. The archives serves researchers both within and beyond the NMH community. The archives offers general and teaching resources. Use by students, teachers, staff, and classes is particularly encouraged. Please call 413-498-3363 to arrange a visit.

Athletic Banquet Event at the end of each season at which awards are given out for each sport. This is a dress-up event and brings closure to the sports season.

Athletics (see also Sports Schedule) For a list of physical education courses and teams, see the *Guide to the Curriculum*.

CLOTHING AND EQUIPMENT—For physical education classes and activities, students must provide such equipment as sneakers, skis, ski boots, ice skates, tennis racquet, and weight belt.

Students participating on athletic teams will be outfitted appropriately with game uniforms, but must provide practice clothes and the following special equipment for teams:

- Baseball** glove, bat, cleats
- Basketball** basketball sneakers
- Cross-Country** cross-country shoes
- Field Hockey** shoes, stick, mouth guard
- Football** shoes, mouth guard
- Golf** clubs
- Ice Hockey** hockey stick, skates, mouth guard
- Lacrosse** shoes, stick, mouth guard
- Skiing** (alpine and Nordic) skis, ski boots, poles
- Soccer** soccer shoes
- Softball** glove, bat, cleats
- Tennis** racquet, shoes
- Track** track shoes
- Wrestling** wrestling shoes

FACILITIES—These facilities are made up of two gyms, an ice rink, an outdoor track, playing fields, a boathouse, and tennis courts. Forslund Gym has three basketball courts, a fitness center, and a pool. James Gym is used primarily for wrestling. McCollum Ice Rink is located below the gyms on Mount Hermon Road.

Thorndike Field is for football, track, and other spring sports. McLamore Fields are on the other side of Overtown. The Lower Fields are accessed from Main Road. A softball field is behind North Crossley.

TRAINERS—Trainers are available before each practice/contest begins and stay after each practice/contest ends. Preventive care, treatment, and rehabilitation services are provided.

ATM Students have access to a Bank of America ATM located in the student center.

Attendance (see the NMH Rules & Policies Handbook for the complete attendance policy) Attendance is required for classes, NMH work assignments, and other commitments; permission to be excused from any of these must be requested in advance, and can be granted by a student's associate dean of students or from health personnel.

Baccalaureate The formal farewell service for seniors and families that marks the beginning of Commencement Weekend. Attendance is required of all seniors. Held on the Friday before graduation, the service includes interfaith prayers, singing of the Alma Mater and the Senior Class Hymn, an address by the chaplain, remarks by the salutatorian and the head of school, and recognition of retiring faculty members.

Bedding (see also Room/Student) The standard mattress is 39" w x 80" l x 6" d. **Students should bring their own linens, blankets, and pillows.**

Bicycle At NMH, we encourage students to remain physically active, and many will choose to do so by bicycling, skateboarding, and in-line skating. While these activities are excellent forms of exercise and recreation, they can be dangerous if students do not take appropriate safety precautions. The following guidelines exist for bicycling, skateboarding, and in-line skating:

1. Students may bicycle, skateboard, and in-line skate on campus only. The only exceptions to this are when a student is a member of a physical education or outdoor education class, a member of the cycling team, or when special permission is on file with the dean of students office.
2. Any student on a bicycle, skateboard, or in-line skates **must** wear a helmet to prevent injury; skateboarders and in-line skaters should also wear protective pads.
3. No bicycling, skateboarding, or in-line skating is allowed after sunset.
4. Skateboarders should not crouch or lie down.
5. Vehicles and pedestrians have the right of way.
6. No skateboarding or in-line skating is permitted in school buildings, on tennis courts, on building steps, or in parking lots.

REGISTRATION/STORAGE—Bicycles must be registered at the security office and must have a front white reflector and either a red reflector or reflecting tape visible from behind. (Bikes not registered by mid-October may be confiscated.) They should be locked when stored on bike racks and in dorm basements. Bikes cannot be kept in student rooms or taken on buses. Bicycles still in storage on June 30 of each year will be disposed of.

Birthdays Birthday cakes can be ordered through the Blake Student Center bookstore (by phone 413-498-3411, fax 413-498-5410, or by submitting a form sent to parents). A birthday cake order includes an inscribed birthday cake, birthday message, balloons, birthday napkins, plates and forks, and decorative box. Cakes range from a 1/4-sheet cake (serves up to 16) to a full-sheet cake (serves up to 64). An optional bookstore gift certificate is also available.

Blake (see Student Center)

Book, The Each new student will be expected to sign and comply with the "Statement of Personal Commitment" (in the NMH Rules & Policies Handbook). This is referred to as "signing the book."

Book Buyback (see Textbook Buyback)

Bookstore (see also Textbook Buyback) Textbooks and a full range of school supplies are available at the Blake Student Center bookstore. Books, health and beauty items, clothing, greeting cards, stationery, telephones, gifts, and snacks are also available. The store offers a special-order service for books and merchandise. Purchases can be paid for in cash, by check, by credit card, or by debit card. You can also shop for NMH-imprinted clothing and gift items online at www.nmhschool.org/bookstore.

Open Monday through Friday 9:30 am to 4 pm (Bookstore hours are subject to change.)

Bridge, The NMH's newspaper published by students and distributed on a varying schedule. Lively, personal, and sometimes critical, *The Bridge* expresses a strictly student point of view. A subscription may be ordered at registration.

Calculator All math courses from Algebra II on require students to own a Texas Instruments TI-89 calculator. This calculator is used in class, for homework, and in tests and quizzes. The bookstore sells the TI-89, at a price competitive with that offered by discount stores. The TI-89 may be used on the PSAT and SAT exams, and is required for the advanced placement test in calculus.

Camping Camping is prohibited (except on sanctioned, chaperoned school trips).

Campus Directory (see *Facebook*)

Campus Nursery School NMH's campus nursery school provides an educational program geared to young children. NMH students can work alongside teachers in the infant/toddler and preschool classrooms, helping with a variety of activities from art projects to preparing snacks to playing games with children, both inside and outside. Students have opportunities to participate actively in the early childhood program, or they may come in to observe young children and teachers for course work. The nursery school has outreach opportunities.

Cashier The cashier's office is in Blake Student Center (located in the mail center). Make sure you have your ID with you.

cashier hours Monday–Friday
7:30–11:30 am
noon–3 pm

Cell Phones While cell phones are an important technological tool, they have the potential to become a public distraction. Cell phones are also used as time-keepers, calendars, and alarms. Students may use their cell phones as such at any time but for use as communication devices (phone or text), the following policy must be followed:

From Sunday, 7:30 pm to Friday, 5:00 pm

- Allowed in dorms and off campus only.
- Prohibited during study hours and after lights out.
- Day students may use their cell phones in their cars, in dorms, and in other designated areas.

From Friday, 5:00 pm to Sunday, 7:30 pm

- Allowed in dorms, off campus, and outside anywhere on campus.
- Prohibited after lights out.

Chaplaincy (see also Worship Services) At NMH all cultures and religions are respected, and students are encouraged to pursue their own spiritual beliefs and practices. Regular worship services are offered in a number of faith traditions, and the chaplain is available for student life curriculum sessions, as well as for confidential one-on-one or group pastoral counseling for students, faculty, and staff. The chaplaincy is responsible for the NMH Board of Deacons and assists with student programs, outreach, and other discussion groups. The chaplain's office is in Social Hall, 413-498-3338.

What do we believe? At NMH, all cultures are respected and students are encouraged to pursue their own spiritual beliefs and practices. The following are just a few of the opportunities available to students, faculty, and staff through the chaplain's office:

- **Sunday Chapel** Sunday Protestant worship services are held at 11 am in Memorial Chapel when school is in session. Holy Communion is celebrated the first Sunday of each month. Other services during the school year include multifaith and student-led services. Choral and instrumental music are an integral part of every service, with students, faculty, staff, and special guests contributing their talents.
- **Breakaway** Christians, both Catholic and Protestant, and any spiritual seekers, meet Friday evenings for Bible study, singing, prayer, a home-cooked meal, and fellowship. Marianne Wood is the advisor for this group (413-498-3294).
- **Buddhist Meditation Group** Meets weekly for silent sitting and walking meditation practice. All levels, including beginners, are invited to attend. Occasional meditation retreats are planned at area dharma centers. For more information, contact Atta Kurzmam (413-498-5077).
- **Catholic Students Association** Mass is celebrated at Our Lady of Czestochowa in Turners Falls at 10:30 am each Sunday. Transportation is provided. In addition, Catholic students gather for fellowship, confirmation classes, and special events throughout the year. David Dowdy (413-498-0241) is the advisor.
- **Jewish Services** The Jewish Student Alliance gathers regularly. Observances of Sukkot, Hanukkah, and Passover, as well as arrangements for High Holy Days services, are also provided. The advisor is Jim Burstein (413-498-2181).
- **Muslim Prayer** Opportunities for the Muslim Student Association to gather for fellowship, prayer, and study are facilitated by the advisor to Muslim students, Gorgui Diaw (413-498-5160). The association also works with the chaplain to make arrangements for fasting during the holy month of Ramadan and attending services.
- **Nature-Centered Beliefs** This group meets occasionally throughout the year to celebrate and enjoy nature and the earth's seasonal cycles. Specific celebrations include May Fair and Earth Day. Margaret van Baaren is the advisor (413-863-5046).
- **Unitarian Universalist** UU students stay in touch through the SWIS Unitarian Universalist folder. The Bernardston Unitarian church holds regular Sunday services at 11:30 am. Transportation is provided. There are also volunteer opportunities to sing or provide childcare for outreach credit on Sunday mornings. Questions? Contact the Chaplain, Michael Corrigan (413-498-3338).
- **Weekly Bible Study** Please contact Christine Sands (413-498-5307).

What matters? What gives meaning and shape to your life? Social consciousness, outreach, and action provide opportunities for expressing concern in meaningful ways for those around us, and for recognizing our connection within the interdependent web of life. The spiritual life at NMH encompasses a variety of possibilities for service.

- **Counseling and Support** The chaplain is available for confidential one-on-one or group pastoral counseling to students by appointment, by referral of health services, or just dropping by the chaplain's office. Faculty DLs are supported in encouraging the spiritual growth of students as they explore issues of commitment, conscience, and faith.
- **Deacons of the Church of Christ at NMH** (Protestant) Drawn from students, staff, and faculty, the deacons serve in the church's outreach to the school and the wider community. Together with the chaplain, the deacons provide leadership in worship and service for the congregation. The deacons are solely responsible for planning and implementing one worship service each term.
- **Multifaith Council** The council meets to promote dialogue and understanding between various faith traditions and works with the Office of the Chaplain.

• **Outreach** Students are able to provide service to the community through the NMH Outreach Program, which is designed to match the interests of students with the needs of surrounding communities. Throughout the year there are fundraisers to alleviate hunger and poverty such as CropWalk and the Walk for Hunger.

For more information on any of the above programs, contact:
The Reverend Michael Corrigan
Telephone: 413-498-3338

Charter Buses NMH offers charter bus service which is generally less expensive and more convenient than commercial transportation. The following is a list of frequently asked questions about the NMH charter bus service. If you need more information, call the charter bus office at 413-498-3203.

How do I reserve a seat on a charter bus? Students make charter bus reservations right on SWIS, and the fare is automatically deducted from their tuition account (not the debit account).

When is the reservation period? Before each break, students are notified through posters, SWIS, and DL announcements of the upcoming dates to make their charter bus reservations.

What if I miss the reservation deadline? Reservations made after the deadline may incur a \$10 late fee and can be made only if seats are available.

Can I cancel my reservation? A student may cancel a reservation and receive a full refund during the posted reservation period.

Where do I get my ticket? There are no actual tickets for charter bus service. Students are checked onto the bus by chaperones who have a master list of students with reservations.

Is there adult support on charter buses? Yes. Adult chaperones ride all charter buses.

Is an ID required? Yes. Students must present their current NMH ID when boarding a charter bus.

How much luggage may I bring? There is room for one suitcase and one carry-on bag or backpack per student.

Can I bring a big box? Boxed items, computers, bicycles, skis, snowboards, and other large items are not allowed on charter buses and should be sent by UPS from the NMH warehouse or mail center.

How will I know when a bus has arrived? It is the student's responsibility to look for the bus at the departure location. Don't wait inside.

What if I miss the charter bus? Call the NMH switchboard (413-498-3000) and ask to be connected to the charter bus duty person.

When do we get back to campus? Charter buses are generally back on campus between 6:30 and 9 pm.

What if I need help with transportation? If a student needs help with charter service, there are helpful staff in the charter bus office who will be happy to offer assistance. Just call 413-498-3000. The office opens on return days at 9 am.

For the **CHARTER BUS SCHEDULE**, please check the website.

Chat, The NMH's senior prom is known as the Chat, in reference to the former location of the dance. For many years it was held at the Château, a 99-room reproduction of a French chateau located by the Northfield golf course. The building was torn down in 1963. Now the Chat is held at Ford Cottage, beneath the stars and under tents decorated with twinkling lights.

Christmas Vespers Since the 1930s, a special service that combines choral and orchestral music, carols, and readings has been offered in celebration of the Christmas holidays. Christmas Vespers is held in Memorial Chapel as well as at an off-campus location for alumni. The service fills the chapel to capacity, and is partly conducted by candlelight.

Church (see Chaplaincy and Worship Services)

Class Advisors Faculty are assigned to each class and help to organize recreational events as well as fundraisers for the class.

Class Day A special event recognizing seniors' achievements. This event is traditionally held on the day before commencement, and all students on campus are required to attend. The valedictory is given and prizes are awarded. Friends and family of seniors are invited to attend.

Classroom Technology (see Computers)

Class Visitation Days NMH sets aside six days each spring for newly admitted students and their families to come to campus, visit classes and student dorms, have lunch in the dining hall, and talk with student and faculty hosts about life at the school.

Closed Weekends The first weekend of each term, the weekends before midterm and finals, and occasional other weekends are designated as closed weekends. Closed weekends provide students with opportunity for quiet study or required attendance at all-school events (or both). During a closed weekend, students are expected to remain on campus and may not have overnight guests. Consult the line calendar on the school's website for the closed weekend dates.

Clubs (see also Activities Fair) NMH Clubs, Organizations, and Affinity Groups

Asian American Students Association
Astronomy/Physics Club
The Bridge (student newspaper)
The Brothers
Chamber Orchestra
Chess Club
Chinese Language Magazine
Christian Fellowship
Circle of Sisters
Concert Band
Concert Choir
Dance Company of NMH
Deacons of the Church of Christ
Debate Team
Environmental Club
Gemini (yearbook)
The Globe (international student magazine)
Gay Straight Alliance (GSA)
Hoggapella (acapella group)
Interfaith Council
International Students Association
Jazz Band
Jewish Student Alliance
Korean Student Association
Mandala (art and literary magazine)
Muslim Student Association
Nellies (acapella group)
NMH Outreach
NMH Singers
Roman Catholic Community
Select Women's Ensemble

Spanish and Latin American Students Association (SALSA)
Student Congress
Symphony Orchestra
Taiwan Student Alliance
Theater Program
Unitarian Universalist Student Association
WNMH (FM radio station)
World Music Combo

Cocurricular Courses and Activities These courses are one term long and meet on weekends or during the class day in the afternoon. These courses and activities include outreach, athletics, dance, theater, visual arts, and many other community-based programs. Each cocurricular is classified as a full or a half activity. Freshmen and sophomores must participate in a minimum of one full or two half cocurricular activity(ies) each of the three terms. Juniors, seniors, and postgraduates must participate in a minimum of one full or two half cocurricular activity(ies) in two of the three terms.

College Counseling The director and four college counselors provide guidance to students in their college application and selection process. For general information, call the director at 413-498-3303. Beginning winter term, college counselors lead small group workshops with juniors to help them identify what they need and want in a college, sign up for the appropriate tests (given on the NMH campus), prepare college application essays, and generate a list of colleges to look into during the spring and summer. Individual counseling continues through the junior and senior years.

Parents receive a description of the college counseling process in the fall of their child's junior year. During February Family Days, parents of juniors may participate in a special program regarding the college application and financial aid processes. College counselors meet individually with parents of seniors and PGs during Family Days in October. Please visit the NMH website for our college counseling newsletter.

College Fair Juniors are invited to the Deerfield College Fair in the spring and are encouraged to attend the annual NMH College Fair in the fall. The NMH fair includes more than 100 colleges and universities and is open to the entire community.

Commencement This is the big day—the culmination of a student's education at NMH and a time to celebrate with family and friends. Parents of seniors and postgraduates are sent formal invitations to the Commencement Eve Dinner Dance and commencement. Seniors and PGs must remain on campus throughout the weekend. All members of the graduating class are expected to participate in Commencement Exercises.

Commencement Eve Dinner Dance Celebratory event for seniors, PGs, their families, and faculty. Held the evening before commencement, the event features dinner, dancing, and a time to connect or reconnect with friends, families, and people who've acted as home-away-from-home families. The cost is \$20 per person (no charge for members of the graduating class). Parents and seniors receive invitations in the middle of spring term. This event is always sold out, so reservations are a must.

Composting Program NMH composts waste from the dining halls. Nonmeat foods, wrappers, napkins, etc., are made into compost and used on the NMH farm, thereby helping NMH decrease its waste.

Computers, bringing your own Each student is required to bring a computer that meets specifications published on the school's website, www.nmhschool.org/technology. Students may choose to bring notebook or desktop computers, in either Windows or Macintosh platforms. Technical support is available for student-owned computers by contacting RCC/RAs (residential computer consultant/resident assistant.), the Help Desk via the Academic-Web IT and Phone Help Desk link, or by calling x3777. The Information Commons in Schaufler Library also has walk-in support every school day afternoon. Students are responsible for the cost of parts and labor for repairs not covered by warranty. The school will assist in diagnosing problems and will help students arrange for repairs as necessary. Students must bring copies of their operating system (Windows or Mac), known as a restore CD, to school with them. The school will provide software for the schoolwide information system (SWIS), virtual desktops, etc., for installation on student computers.

Classroom Technology The school equips each of its classrooms with computers and multimedia that are appropriate to the subjects being taught there. Students use these computers to access their virtual desktops and other software to support classroom activities.

Computer Help Go to *academic-web.nmhschool.org* for IT and phone assistance. You may use SWIS to contact the Help Desk or call the Help Desk Line at x3777. A technician is available from 1 to 4 pm, Monday through Friday, in the Information Commons at Schauffler-Rockey Library. Online help, as well as valuable information for using computers and peripherals, is on the school's network. The address for this page is *academic-web.nmschool.org/it*.

Computer Networks (see also Internet, SWIS, and Technology Use policy in the NMH Rules & Policies Handbook) Official school information and discussions regarding issues of interest to students and faculty are available on SWIS. Information regarding class schedules, school policies, class assignments, and support services are available on the school's intranet *academic-web.nmhschool.org*.

The school's web page is *www.nmhschool.org*.

Network services are available to current students as part of the annual technology fee. They may be accessed from classrooms, libraries, student computer labs, and from personal computers connected in residence halls. Virtual desktops, SWIS, and school conferences may also be accessed via the Internet through a third-party Internet service provider. Connections for portable computers are also available in the library, classrooms, and many other public areas. Students bringing their own computers to campus must register them in order to use them on the school's network.

Students will be provided with instructions to connect their computers to the school's network at registration.

Computer Use (see also the Technology Use policy in the NMH Rules & Policies Handbook) Student use of the school's network resources is intended to enhance education and communication. Recreational uses that detract from this purpose, or that significantly impact the performance or stability of the network, are not allowed. The high standards of communication described in the Statement of Personal Commitment include communications via services such as email and CHAT.

All students must read and accept the school's Acceptable Use statement prior to being given network privileges. Any activity that constitutes a violation of a major school rule under normal circumstances will also be considered a major school rule violation when the activity involves the use of a computer. Students are prohibited from viewing or retrieving pornographic materials from the Internet or elsewhere.

Dorm Computers Each dorm contains computers and a printer in public spaces for student use when collaborative work is needed, for day students, and for students who are experiencing problems with their own computers. Additional software may not be installed on these computers.

Storing Your Computer Files Students should store important files in their network folders. Files stored on the network are securely available nearly anywhere in the world via the virtual desktop and are protected from loss by nightly back-ups. Files are often lost when they are stored on hard drives that aren't backed up.

Virtual Desktop Each student is provided a personal Windows desktop that can be accessed from nearly any network or Internet-connected computer in the world. This virtual desktop contains school software and provides secure access to Internet school networks for traveling and day students. Software installed on the virtual desktop and files saved there are protected from changes, damage, viruses, etc., that may occur on student computers. Students are provided with instructions for connecting to their virtual desktops at registration. Students may not install additional software on virtual desktops.

Computer Centers The school maintains Windows and Macintosh computer centers in Beveridge and Cutler Science Center. These facilities are staffed by student aides during times that are posted regularly on SWIS. Academic work is the priority for use of these facilities, and they should remain quiet and conducive to study.

Confidentiality (see also the NMH Rules & Policies Handbook) All members of the community have a right to privacy in counseling. This does not apply, however, in situations where there is a threat to health and wellness or of bodily harm, such as suicidal or homicidal thoughts, severe eating disorders, or circumstances that the state requires be reported, such as hazing, sexual harassment, or assault. In such situations, students are told that relevant information must be shared with the appropriate people at the school or home (or both).

Student request for confidentiality in other situations (e.g., communications with faculty) cannot be granted, as the safety of both the student and the community are paramount in our work with young people. Faculty will support students with issues and concerns through ongoing communication, consultation with appropriate colleagues, and referrals to appropriate services.

Convocation Convocation is the first time the whole school gathers formally to usher in the new school year. Color is added to the celebration by the carnations carried by seniors when they process. The ceremony features a speech by the head of school as well as the Spade Oration delivered by a member of the senior class.

Core Team (see Core Team policy, Protocols in the NMH Rules & Policies Handbook) Core team is a proactive way for students to receive help for themselves or a friend for substance abuse issues before they become a matter of significant health concern or a disciplinary matter. Any NMH community member, including students and parents, may make a referral to the core team.

Counseling (see also Advising, Moody System of, and College Counseling) For students wanting confidential help with emotional or psychological problems, two full-time psychologists are available (by appointment) to provide short-term, focused psychotherapy, free of charge for the first six sessions. Students in need of longer therapy may continue to see the school psychologist, or may be referred to one of our private affiliated therapists who will see the student at the health center and charge the parents and/or their insurance for the sessions. Contact the health services office for questions or appointments.

Crisis Management Plan In case of an emergency, the school has in place an emergency evacuation plan. Students would be notified by teachers or dorm heads, and a recorded message would be put on the school's voice mail system. The Massachusetts Emergency Management Agency has developed a response and evacuation plan for all schools in this area in case of an emergency at the Vermont Yankee Nuclear Facility.

Crossley Hall This dorm was originally built in 1885, four years after D. L. Moody founded the Mount Hermon School for boys. It was named after Lord Crossley, one of Moody's English friends, who donated the money for the building to house about 190 boys. After a disastrous fire, Crossley was rebuilt in 1911. Built in a Palladian-inspired beaux-arts style, Crossley can now house 150 students. In 1933 it was divided into North Crossley and South Crossley, and in 1974 South Crossley officially became a girls residence; North Crossley houses boys.

Cum Laude Society Recognizes and promotes academic excellence. Seniors may be elected to the Northfield Mount Hermon chapter of the Cum Laude Society on the basis of the academic record of their junior and senior years. Postgraduate students are not eligible for election but may receive a certificate of merit.

Day Students Day students are invaluable members of the NMH community. While they share similar experiences with boarding students, there are inevitable differences. Numerous programs and activities minimize these differences and draw day students deeply into the life of the school. The dorm system is at the heart of the NMH community, and day students have a firm place in it. They are assigned to dorms, where they form bonds with other students and take part in dorm-based activities, such as the student life curriculum and advising group meetings. See the NMH Rules & Policies Handbook for more information about day student policies.

Dean of Faculty Oversees the support, guidance, and recruitment of faculty; schoolwide leadership of adults involved in the educational programs; and academic leadership of the school. The dean of faculty is supported by department heads in providing leadership for the academic program.

Dean of Students Oversees the support, supervision, and guidance of students. The dean of students is supported by three associate deans and two ninth-grade class deans. The goal is to create a vibrant educational community through support of the residential program and a variety of opportunities, experiences, programs, and services that reflect the positive integration of the educational program.

Debit Card (see School ID)

Dining Hall (See also Alumni Hall) We have one central dining facility known as Alumni Hall. We offer a cyclic menu that repeats every five weeks. Within the menu, separate stations offer a fresh salad bar, a popular deli bar, and a pizza and vegetarian section. Dining services also provides panini grills for students to make their own wraps and sandwiches. Students serve themselves in each area. Cereal, Belgian waffles, and a yogurt bar are also available.

Grazing is available between meals so students can get a snack, sandwich, or drinks between classes and activities.

The menu is posted online through SWIS, and can be heard by calling x3663 (FOOD) at any time. Nutritional information is also available daily for each meal at the dining hall and through SWIS.

Dining services pledges to support local farms and businesses whenever possible and has increased local purchasing to over 10 percent of the annual budget. All food and products served in Alumni Hall are 100 percent trans-fat free.

Proper behavior is expected at all times in the dining hall. Food items should be eaten only in the hall (not carried out), and students should make an effort to take only what they will eat to avoid wastefulness. Occasionally dining services will pile all the chicken nuggets that have been thrown away to show the degree of food waste.

Students must change out of athletic dress (including cleated shoes) before entering a class or the dining hall.

Dining Suggestions Dining services welcomes student comments, requests, and concerns (send them through SWIS to dining services or to the dining services advisory committee). Students are also encouraged to participate on the dining services advisory committee, a group that includes students, faculty, and staff members.

Directions to NMH (see Map to NMH)

Dormitories These residences are where boarding students live. Day students are assigned to student dorms and take part in dorm-based activities. To learn more about each student dorm, look up the individual listing.

- Crossley
- Hayden
- Hubbard (aka Cottage IV, CIV)
- London (aka Cottage I, CI)
- MacKinnon Cottage
- Manchester (aka Cottage V, CV)
- Monadnock (aka Cottage II, CII)
- North Farmhouse
- Overtoun
- Rikert
- Shea Family Cottage
- Wallace

Dorm Closing (see also Residential Life, in the NMH Rules & Policies Handbook) At closing time, faculty check to see that students are present in the dorm or to verify that they are absent with permission (e.g., on a weekend or in the health center). The dorm must be quiet and conducive to sleeping 30 minutes after closing. Students must be in their own dorms between closing and 6 am. The computer network and phone lines are shut down during this time.

Dorm Staff Each dorm has a dorm head and additional faculty who reside in the building. Each dorm also has affiliated adjunct faculty. All faculty share duty rotation. Faculty-in-residence are listed, by dorm, in the front of the directory.

DL Name given to NMH advisors (see Advising)

Dress Policy NMH Students must dress in a respectable manner throughout their entire day. Clothing or apparel that falls outside of the dress code may not be worn regardless of fashion or cost. CLOTHES MUST BE PRESENTABLE, NON-REVEALING, PROPERLY FITTED, AND IN GOOD REPAIR. These requirements and those articulated below are made in the interest of health and safety as well as for respect for the many cultural and religious perspectives represented in our community.

AT ALL TIMES

- Baseball caps and hoods may not be worn in Alumni Hall and the Chapel. In the classroom it is at the discretion of the teacher. Religious head covering may be worn.
- T-shirts may be printed with logos and designs but must not contain any obscenities, rude expressions, or references to drugs or alcohol.
- Cleavage, backside, midribs, and undergarments must be covered.

ACADEMIC DRESS During the Academic Day, students should be dressed for the serious purpose of classroom work. Clothing should meet the following standards:

- Dresses, skirts, shorts should be no shorter than mid-thigh unless worn with leggings.
- Undergarments should be covered.
- At no time should cleavage, backside, or midriff be exposed.
- Tank tops must have two-inch straps or cover shoulders.
- No excessive or revealing rips, holes, or tears
- No pajamas
- In science and visual-arts classes students are required to wear close-toed shoes for safety reasons.

SPECIAL-OCCASION DRESS

- Girls: Dress slacks, dress, or skirt that conform to the academic dress standards.
- Boys: Dress slacks, jacket, collared shirt and tie, or turtleneck required. In substitution of a jacket, a long-sleeved sweater or cardigan may be worn.
- Both: Dress shoes or sandals required; no sneakers or flip-flops.

ATHLETICS AND DANCE Specific issues regarding athletic and dance attire for practices are at the discretion of the coach and/or the athletic director and the dance teachers.

Driver's Education Precision Driving School, an independently operated driving school, offers a driver's education course at NMH in accordance with Massachusetts law. The classroom portion is held on campus from September through February. Driving lessons are arranged with the driving school and may also begin in September. Students may take driving lessons until the end of the school year; however, they must be scheduled with Precision Driving School by February 15. Driving times scheduled after February 15 are subject to availability. Payment is made to the driving school at the time of enrollment. Students must arrange driving lessons at a time that does not conflict with school commitments. Information is available at the dean of students office or by calling Precision Driving School at 413-773-8600. International students should contact the driving school about specific procedures.

Driving Permission (see Residential Life, in the NMH Rules & Policies Handbook)

Drug and Alcohol Policy (see the NMH Rules & Policies Handbook) The school believes that the use of drugs or alcohol by students is incompatible with school life because of their negative impact on physical and mental health. NMH has, therefore, developed an educational program in response to the problems of illegal drug and alcohol use and has a clear disciplinary policy about students' use of drugs and alcohol.

Dwight Night A unique dinner and dance held during Founder's Day weekend in February. Gourmet food, music, and a specially decorated Alumni Hall make this a memorable night. All proceeds go to a special Dwight Night scholarship fund. This fund helps support a student studying at NMH.

Email (see also SWIS) Address emails to faculty, staff, and students as follows:

(login name)[@nmhschool.org](mailto:loginname@nmhschool.org)
For example: dmoody@nmhschool.org

Earth Day Each April we celebrate this wondrous planet and our school's commitment to improving environmental quality. Speakers, workshops, music, events, movies, presentations, and demonstrations infuse this lively day. Join the Earth Day planning committee to carry on this tradition.

Emergency Contact Health services will always contact parents or guardians of students who are seriously ill, injured, or who need surgery. Parents or guardians should notify the associate dean of students of any plans for extended travel so that, should the need arise, health services will be able to reach them quickly.

Emergency, Reporting an Students, faculty, and staff should dial 8-911, and if time permits, x3400 for campus security. Students have 24-hour access to security by dialing x3400. This will ring the emergency line in the security office.

Employment, Student Opportunities exist for students to work at NMH over the summer and at times during the school year. Some departments that may have the need for students workers are auxiliary services, dining services, plant facilities, and advancement. Applications for summer employment should be completed in April and returned to the human resources office. Call 413-498-3229 for information or applications. Completed forms are required prior to employment.

Enrollment Agreement The school needs this agreement (signed by parents or guardians) and a reservation deposit for each student. Otherwise, that student will not be included in room draw and won't be able to register for classes.

The agreement is a legal document that outlines conditions for enrollment at the school, and it must be signed by April 1 to continue a student's enrollment for the next year.

The deposit is applied against the first installment of tuition (due August 1).

English as a Second Language New students for whom English is not the primary language must participate in an academic orientation upon arrival at NMH and are then placed in English or ESL courses according to their skills in reading, writing, speaking, and listening. A student who is enrolled in an ESL course must live with a roommate whose native language is different from his or her own.

Facebook Nickname for the *Campus Directory*, because it contains photos of students, faculty, and staff. Each listing consists of a photo, name, home address, dorm, room number, mailbox number, and voice mail number, as well as email addresses for faculty and staff and program and building information. The facebook used to be a print publication but is now an online publication.

Facilities, Use of NMH allows the use of its facilities to a wide variety of faculty-sponsored student groups and organizations. However, no group will be permitted to use school facilities if any of its activities are determined by the head of school or his designee to impinge upon the rights or well-being of individual members of the community or of the community itself.

Family Day (see Parent Events)

Farm NMH has its own working farm with draft horses and cows; vegetable, flower, and herb gardens; a student-built greenhouse; a sugarhouse; and a cider house. Volunteers and work program students harvest raspberries and pumpkins, press cider, boil down syrup, distill lavender, transplant seedlings, make compost, and harness horses. These students get hands-on experience in agriculture, horticulture, animal husbandry, and environmental science.

NMH Farm Facts

35 students work on the farm each term
26,000 gallons of sap collected to make approximately 650 gallons of syrup
2,000 gallons of cider pressed annually
600 quarts of raspberries picked every fall
36 cords of wood burned in the evaporator every sugaring season
1/2 acre of vera lavender distills down to one quart of lavender oil
3 dairy cows produce 12 gallons of milk daily
10 gallons of milk go into an eight-pound wheel of farm cheddar cheese

Farm Products/Farm Stand Farm products are sold at the sugarhouse. Our maple syrup is often available in the bookstore. Our farm products include maple syrup, maple cream, maple candy, cider, cider jelly, cider syrup, raspberries, raspberry jam, raspberry vinegar, lavender oil, rosemary oil, lavender and rosemary soap, asparagus, and compost.

Fax (for fax numbers of offices on campus, see the Campus Directory, under Fax) Faxes to a student should be sent to the NMH post office with the student's name and post office box number on it (post office fax: 413-498-3010). Faxes are placed directly in individual mailboxes; students should check for them daily. Students may send faxes from Holbrook Hall.

Fees The following fees are for the 2010–11 academic year and are subject to change. These fees are included with the first tuition billing.

DAY STUDENT MEAL FEE A fee of \$780 to cover weekday lunches.

GENERAL FEE A general fee of \$415 for boarding and day students is included with the first tuition billing due in August. This fee takes the place of several different fees that otherwise would have to be charged for nonacademic services. The fee covers the following items: student publications, such as the student paper and yearbook; registration fees; the *Campus Directory*; post office box rental; and the initial ID card.

HEALTH CENTER FEE (See Health Services for more information.) There is a fee of \$400 for boarding students and \$175 for day students.

INTERNATIONAL FEE International students are charged a fee of \$760. In this case an international student is defined as a student who is using an NMH I-20 form and is entered in the NMH's SEVIS database.

LAUNDRY FEE Boarding students pay a fee of \$510 and receive a wash/dry/fold laundry service for 25 to 30 pounds of clothing weekly and the use of dedicated washers and dryers on campus.

PRIMARY HEALTH INSURANCE A fee for primary insurance is initially billed to all students. You may choose to waive or adjust this fee provided you have adequate coverage with a US health insurance carrier. International families are required to have the school's primary policy.

TECHNOLOGY FEE This \$465 fee covers the use of computers and software, technical support, and network resources including Internet access.

TUITION REFUND PLAN (See Tuition Refund Plan for additional information.) This fee is 2.4 percent of net tuition (tuition minus grant and loan).

File Access Parents may have access to their son's or daughter's permanent file, and students who are 18 or older may have access to their own files by submitting a written request to the head of school or the dean of students to ask for the opportunity to read the file.

The file may not be removed from the administrative office and must be read in the presence of a staff member from the head of school's office or the dean of students office. Parents and students may not remove papers from the file.

Florist Fairview Gardens
Northfield 413-498-2484

Food Delivery (6–8 pm and 10–10:30 pm)

Antonios	413-648-9800
A-1 Pizza	603-239-8181
Domino's Pizza	413-774-7291
China Gourmet	413-774-2299
Chinatown	413-863-8988

Ford Cottage Home of Head of School Thomas K. Sturtevant, his wife Betsy, and their children. Ford Cottage was built in 1912 and named for Harriet Ford, wife of Henry Cutler, headmaster from 1890 to 1932.

Founder's Day (see also Dwight Night) In late January or early February, the school honors its founder, Dwight Lyman Moody, born February 5, 1837, through a special program.

Gemini Ever since the Northfield School for girls merged with the Mount Hermon School for boys in 1971, the yearbook has been called Gemini, after the constellation of the Twins.

Golf Club, Northfield NMH owns a nine-hole golf course in the town of Northfield; use of this club is available to the public (and to students) for a fee.

Grades (see also Academic Life in the NMH Rules & Policies Handbook) Grades and progress reports are published at midsemester and at the end of the fall and spring semesters, and are submitted for all courses at the end of the semester. In cocurriculars, tenth-grade seminars, sports, and PE classes, grades and progress reports are submitted at midterm only when the student's work or effort (or both) are less than satisfactory. After each midterm marking period, students also receive copies of their grades and comments from their DL.

Note: Your child's grades will only be sent if the Receive Report Card Form in the summer packet is completed and returned to the school. NMH Online passwords are sent in the fall. If you forgot your password, contact NMH security.

Graduation Requirements (see Academic Life in the NMH Rules & Policies Handbook)

Greenfield Closest large town with restaurants, retail stores, and hotel lodging for visitors.

Guests (see Guests on Campus in the NMH Rules & Policies Handbook)

Guide to the Curriculum Lists major courses and physical education courses as well as academic policies, graduation requirements, and requirements by class year. Each student receives a copy, and a copy exists on the NMH website: www.nmhschool.org/curriculum.

Hair Salons	Bobbie's Hair & Nail Salon	(Northfield)	413-498-2800
	Chris and Company	(Greenfield)	413-773-5131
	Main Street Hair Design	(Greenfield)	413-773-8683
	RMP Hair and Company	(Greenfield)	413-774-4040

Hayden Hall Built in 1952, this dorm was made possible by a \$200,000 grant from the Hayden Foundation. In the 1960s, Hayden housed an AC circuit transmitter radio station, which was transformed into the current WNMH radio station. Hayden houses nearly 60 students, including day students and three live-in faculty, and has a garden lounge, television lounge, and kitchenette, and Ping-Pong table. Adjacent to Hayden are tennis courts and a softball field. An added attraction for most Haydenites is the building's central campus location, which requires only a short trip to the mailroom, health center, student center, or Alumni Hall dining room.

Head, Heart, and Hand (see also Mission Statement) Northfield Mount Hermon educates the head, heart, and hand. Its curriculum is broad, deep, and inclusive, and challenges students to know and value the life of the mind. All students participate equally in the daily work of the school so that they may cultivate a respect for the dignity of labor and service to the community, both within and beyond the school. Northfield Mount Hermon values spiritual life and growth, and encourages each student to live with purpose and to make a difference in the world.

Health Education Health education at NMH includes a health course for ninth graders, health topics within the student life curriculum, all-school events, a nondisciplinary alcohol and drug intervention program (see Core Team), group discussions, literature, resources, and referrals. Health and wellness issues addressed throughout the year include homesickness, stress, time management, alcohol and other drug abuse prevention, nutrition, eating disorders, relationships, sexuality, and general well-being.

Health Insurance The health center fee does not cover the cost of prescription medications, lab testing sent out to commercial laboratories, certain medical procedures, and durable medical equipment. These charges will be submitted to the student's health insurance.

Health services must be informed of any changes to insurance coverage in order to file claims. If a student's insurance plan does not cover the medical expense, the charge will be applied to the student's tuition account.

Health Services (see also Counseling, Health Insurance) The school provides 24-hour medical care for all students at O'Connor Health Center (413-498-3407), an overnight facility with 20 beds. In addition to medical, psychological, and nursing care, health services provides programs in health education. Students in need of more intensive care are generally admitted to Baystate Franklin Medical Center in Greenfield, Massachusetts.

Health Services Forms For the health and safety of students, the school asks parents and guardians to complete forms with vital medical and contact information and send them back by August 1. Particularly urgent are an accurate phone number, an up-to-date history of significant allergic reactions (especially to medications), and a signature permitting emergency care.

The Student Insurance Information Form is necessary to ensure appropriate coverage and billing information.

Note: The law requires that students be asked to leave the school if these health forms are not completed.

Help with Your Computer Trained and experienced NMH technicians are available to help students, faculty, and staff diagnose problems with their computer or to help them use computers on campus. To report a problem or to ask for help, point your web browser to academic-web.nmhschool.org and click the IT and Phone Help Desk link. Log in following the instructions on the screen and fill in the fields regarding your problem. You may also report your problem by SWIS email to "Help Desk" or by calling the Help Desk Line at x3777. A technician is available from 1–4 pm Monday through Friday in the Information Commons at the Schauffler-Rockey Library.

History of NMH Northfield Mount Hermon began as two schools: the Northfield Seminary for girls, which opened in 1879, and the Mount Hermon School for boys, which opened in 1881. Both schools were founded by Dwight L. Moody, who wanted to provide a first-rate secondary education for young people regardless of race, religion, or means. In 1971 the schools became a single coeducational institution with shared faculty, one administration, and two coed campuses. In 2005 the school consolidated at the Mount Hermon campus, with the school's name remaining Northfield Mount Hermon.

Hockey Rink McCollum Arena is located behind Forslund Gym and is reached by Mount Hermon Road.

HoggerFair HoggerFair is an outdoor festival with music, food, games, and lots of activities.

Hoggers Nickname of NMH sports teams and name of school mascot.

Honor Roll

Academic High Honors: No grade less than A-

Academic Honors: Average of B+ with no grade less than B

Head of School's List: High honors both semesters

Dean's List: Academic honors or a combination of academic honors and high honors both semesters

Moody Effort Award: Effort grades of 1 or 2 in all academic, PE/A, cocurriculars, and work job for the year

Hubbard Also known as CIV (short for Cottage IV), this dorm was named after E. A. Hubbard, one of the first presidents of the school. Hubbard was the home of the head of school until Ford Cottage was built. Modeled after orphanages D. L. Moody saw in England, it was the first cottage built on Cottage Row. Hubbard boasts the record for longest-tenured dorm parents ever, held by Orville and Ompie Mirtz, who lived there for more than 25 years. In its inaugural year as a girls dorm, Hubbard earned a reputation as one of the most spirited dorms on campus.

Immigration To attend NMH, international students must have one of the following:

1) a US passport, 2) a green card, or 3) a non-US passport with an I-20 form (provided by NMH) and an appropriate US visa. In almost every case, this is an F-1 student visa. If your visa is a different type, please contact the Center for International Education or the admission office immediately. Without these documents, you will not be able to enter the United States.

Students are welcome to keep all immigration documents in a safe in the Center for International Education.

Independent Study In a few unusual situations, an independent study project may be undertaken in lieu of a cocurricular. Proposals must be developed with a faculty project advisor and need the written approval of the student's DL and the project advisor. The application form, available through the Office of Student Services, must be completed and returned by the last day of classes in the preceding semester.

Information Technology (see also Computer Help, Computer Centers) Office responsible for technology and related equipment, support, and repairs at the school.

In-line Skating (see Bicycle)

Insurance (see also Health Insurance, Personal Insurance, or Tuition Refund Plan) The school's insurance policy does not cover students' possessions while they are at school. Many homeowner's policies do cover such possessions against loss or theft. The school recommends that parents or guardians check their policies to be sure they are covered.

International Ambassadors Arriving early each fall for special training, international ambassadors assist new international students with registration and orientation, encourage positive communication between students of different backgrounds, coordinate activities throughout the school year that celebrate different cultures, and act as a school resource liaison for international students.

International Carnival Each year the International Student Association, together with school offices and dining services, holds a celebration of the community's diverse backgrounds, foods, cultures, and music. Students can sample foods and activities that represent the traditions of different countries and cultures. The food is prepared by students according to their own recipes. Don't miss it!

International Education, Center for This office provides immigration and other support to the international student community, administers study-abroad programs, and generally supports NMH's commitment to international education through a variety of programs and services for students, faculty, and staff. The office is located in the lower level of Beveridge and can be reached at x3251. From off-campus, the office can be reached by telephone at 413-498-3251 and by fax at 413-498-3254.

International Students (See also Immigration; Center for International Education; Travel, International; Visas) NMH is a diverse community, welcoming students from around the world. International students are a vibrant and important part of the NMH community. While they represent their own countries and cultures, they are also integral to the fabric of NMH culture. NMH's commitment to an

internationally diverse student body goes back to its founding years, and the many flags in Alumni Hall and the Auditorium bear witness to the many cultures and countries represented at NMH.

Internet (see also Computers in the NMH Rules & Policies Handbook) The school maintains a connection to the Internet that students may use for research and communication with other Internet subscribers. Access to the Internet is available to students from 6 am to midnight Sunday through Thursday with longer hours on weekends. Email messages sent to student accounts outside of these hours are accepted by the system. Some services, such as interactive gaming, are not allowed on the NMH Internet connection.

Jacqueline Smethurst Series The goal of the series, which was created by generous friends of NMH, is to enrich the intellectual and cultural life of the school by bringing significant, noteworthy speakers and performers to campus. Jacqueline Smethurst was head of Northfield Mount Hermon from 1988 to 1998, and this series was created to honor her decade of outstanding leadership. The first speaker in the series was noted author Maya Angelou; other guests have included Ken Burns, Fareed Zakaria, John Updike, Paul Winter, Spencer Wells, Nikki Giovanni, Richard Rodriguez, and Jennifer Finney Boylan.

Jerusalem School song, sung at most school events. The music was composed by C. Hubert Parry (1848–1918), and the text written by William Blake (1757–1827).

JERUSALEM

*And did those feet in ancient time
Walk upon England's mountains green?
And was the holy Lamb of God
On England's pleasant pastures seen?
And did the countenance divine
Shine forth upon our clouded hills?
And was Jerusalem builded here
Among those dark Satanic mills?*

*Bring me my bow of burning gold!
Bring me my arrows of desire.
Bring me my spear! O clouds unfold!
Bring me my chariot of fire!
I will not cease from mental fight;
Nor shall my sword sleep in my hand
Till we have built Jerusalem
In ev'ry green and pleasant land.*

Keys Students are issued room keys at the beginning of fall term. Lost keys cost \$15 to replace. There is a \$65 charge if keys are not turned in at the end of the year (locks will be changed and new keys issued). Students who've lost their keys should contact their dorm head.

Key Cards (See also School ID) In addition to room keys, students are issued an NMH ID card that will be used as a debit card as well as an access card to his or her dormitory. All of the dorms at NMH are on a security key-card system. Girls have access only to girls dorms and boys have access only to boys dorms. If a student loses or damages his/her key card, he/she needs to notify security immediately for a replacement. The fee to replace a key card is \$30. Damaging or tampering with an electronic access point will result in disciplinary action, up to and including dismissal. Likewise, anyone possessing or using an access card or TEMP card, without authorization, will be subject to disciplinary action and/or criminal charges where appropriate.

Laundry The school contracts with E&R campus laundry services. Each boarding student is provided with a personal laundry bag with his or her name and "Northfield Mount Hermon" clearly visible on it. Each student is allowed to send in one full bag per week. Each bag can hold approximately 25 to 30 pounds of clothing, such as jeans, underwear, socks, undershirts, bed linens, etc. All laundry will be washed, dried, and folded. Dress shirts will be laundered, pressed, and returned on hangers. A laundry fee of \$510 is included in the General Fee (page 20).

Also included in this plan:

valet service: Includes replacing of missing buttons and sewing of minor tears upon request.

three-day service: Personal laundry bags will be picked up from each dorm on Tuesdays and Fridays. Students can send laundry once per week on either day, whichever is more convenient. Items picked up on Tuesday will be delivered back on Friday; items picked up on Friday will be delivered back on Tuesday. Clean laundry is delivered to each dorm folded neatly, shrink wrapped, and placed inside the student's personal laundry bag. Clean items on hangers (shirts and dry cleaning) are delivered back to the school's laundry facility, and students should see an attendant to pick up these items during operating hours.

washer and dryer service: Each boarding student will also have unlimited free access to the washers and dryers that have been installed in several dormitories throughout the campus. In so doing, students will be able to do an occasional load of laundry themselves if needed.

E & R offers two optional services for students to take advantage of at an additional cost. They are a dry cleaning plan and a bed and bath linen rental plan. A mailing will go out over the summer to all incoming students providing detail on these services, including how to sign up for them.

Student are strongly encouraged to label their clothes with first and last names.

Learning Skills Center/Program The mission of the learning skills program is to optimize academic success and foster confidence. Support through the program, available to all students, includes individual tutorials and minor courses. Cocurricular courses include a general survey of study skills and standardized-test preparation. Individual tutorials consist of 60 minutes per week of direct support/instruction and, although it does not appear on student schedules, it is a required commitment. Unexcused absences will result in a charge to the family.

Students and learning specialists develop strong relationships through their regular weekly meetings and email communication. Topics covered may include time management, organization, goal and priority setting, reading (strategies, not remediation), writing, test preparation, note taking, and general study skills. Specific strategies include brainstorming webs, mapping, study guides, setting schedules, finding (and managing) free time, developing mnemonics, previewing texts, and writing margin notes. The ultimate goal of learning skills support, however, revolves around a general increase in self-knowledge, self-efficacy, and self-advocacy. It is the hope of the program that students will learn to better understand how they learn and what they need in order to be successful scholars.

Students with documented learning disabilities and attention deficits can be successful at NMH, but it is in the best interests of students that families disclose information about a disability as early as possible so support systems (if appropriate) can be discussed and put in place.

NMH is committed to providing qualified students with disabilities equal access to the school's programs through the use of reasonable accommodations. Although these accommodations level the playing field, they cannot fundamentally alter the educational mission of the school, nor can they put undue burden on the faculty/staff or the educational program. Learning styles, learning differences, academic problems, and/or test anxiety in and of themselves do not constitute a disability.

In order to be eligible for an accommodation, current educational testing (within three years) must meet approved standards and document a specific need. Documentation should be sent to the director of the learning skills program for review and, if approved, will result in the creation of an accommodation form (AF). The AF includes specific information related to a student's strengths and weaknesses as well as required accommodations and suggested (but not required) recommendations. The AF is sent at the beginning of each semester to the student's teachers, advisor, coaches, and deans.

Confidentiality is maintained and information is shared on a need-to-know basis. Although the director of the learning skills program informs teachers of accommodations, it is expected that students will speak with their teachers directly. The director of the learning skills program is available for consultation and support as necessary.

When a student is in need of subject-specific extra help, she/he is encouraged to set up an appointment with her/his teacher. If a student needs additional assistance, she/he can engage a content area tutor. The director of the learning skills program oversees the tutoring network. Tutoring fees (\$40/hour for an adult tutor and \$10/hour for a peer tutor) are charged to a student's tuition account through the accounting department. The writing center (staffed by English teachers) and math/science/computing support (staffed by math, science, and computer studies teachers) are available as drop-in services on study hall nights.

The learning center is located in Beveridge Hall on the first floor. To schedule an appointment, students should contact the learning skills program at 413-498-3591.

Leave of Absence (see Academic Life, in the NMH Rules & Policies Handbook)

Library The NMH library program exists to support, stimulate, and inspire the educational environment of the school. Schauffler-Rockey Library is both an academic and community center for students and faculty. Collections, facilities, and services are geared to education, self-exploration, serious study, and enjoyable browsing.

The library's reference room, reading room, silent study area, information commons, and media center provide ideal spaces for every stage of a research project. The library's collection of print and electronic resources are the tools for authoritative research, while both the technology-rich information commons and media center host the presentation software students need for a final product, be it a traditional paper or a multimedia presentation.

Librarians work with classes and individual students, teaching information literacy skills such as locating, evaluating, and citing resources. Adults and peers are on hand in the information commons and media center to help students with the production of projects such as multimedia presentations, video editing, and web pages. A silent study room is available throughout the day and evening.

The library is open and staffed every day of the term. It is a great source for leisure reading as well as research and study. Access the library's catalog, databases, and information on policies, staff, and service at www.nmhschool.org/nmhlibrary or through: nmhlibrary.typepad.com.

Library Expectations During the day, the library is busy with class visits, orientations, group projects, and research activities. In the evening, the library is a place for quiet study, in accordance with schoolwide study hall. Portions of the main floor are set aside for students engaged in group projects requiring conversation. The entire lower floor is reserved for silent study. Students are responsible for ensuring an atmosphere conducive to study during this time. Librarians and proctors are present to help students achieve and maintain this goal.

Library Circulation Policy Circulating material must be checked out and returned in accordance with library policy. Failure to respond to overdue notices and destruction or theft of library materials are serious offenses and will result in disciplinary action. Materials placed on reserve by teachers, as well as some textbooks, are available on request at the circulation desk. These materials and all reference materials must be used in the library.

Library, Replacement of Lost Items For each item of library material (e.g., a book or CD) not returned after the third notice is sent, or by the end of the school year, students will be charged a \$10 lost fee, plus a replacement fee determined by the library. If material is returned after the bill is paid, the replacement fee will be refunded, minus the lost fee.

Library hours:	Monday–Thursday	7:45 am–10 pm
	Friday	7:45 am–5 pm
	Saturday	11 am–4 pm
	Sunday	1–9:30 pm

London Also known as Cottage I or CI, London was one of the first school residences and is the home for ninth-grade boys. It is centrally located between the gym and dining hall and is well known for its great snack bar and frequent cookouts.

MacKinnon Cottage, Mary E. This girls dormitory was completed in 2005 along with its brother dorm, Shea Family Cottage. The side-by-side buildings share a central terrace; their traditional brick-and-stone design reflects the smaller, turn-of-the-century dormitories that form Cottage Row. MacKinnon Cottage accommodates 31 students and three faculty families.

Mail Because teachers use campus mailboxes, voice mail, and SWIS to notify students of meetings, events, or schedule changes, students should check their various mailboxes daily. Faxes are put in students' individual mailboxes (see Fax).

Notes: All medicine should be sent to O'Connor Health Center (see Medications). The school reserves the right to search any questionable or suspicious items sent to students.

Mail Center The mail center is in Blake Student Center. Individual mailbox information is included in students' registration packets.

Do NOT send cash through the campus mail system (the pony). The mail room is not responsible for cash lost in this manner.

Mail center window hours

Monday–Friday 7:30 am–11:30 am and noon–4 pm

Saturday 9 am–11 am

Mailing Address It is **VERY IMPORTANT** that all mail include the **student's box number**.

Major School Rules (see Residential Life, in the NMH Rules & Policies Handbook)

Manchester Manchester Cottage, informally known as CV, is home to ninth-grade girls. Manchester was built in 1882 but became a residence for girls in 1972 when Northfield and Mount Hermon merged. It is well-located—near the mail center, the student center, the dining hall, and classroom buildings.

Mandala The NMH literary magazine. Available at the campus post office.

Map to NMH (see also Travel to NMH)

From eastern Massachusetts: Follow Route 2 west to Route 63, then go north on Route 63 for approximately 10 miles. Make a left onto Route 10 west and look for the school's sign on your left.

From the south: Take I-91 north to Exit 28A in Massachusetts and follow Route 10 east for 4.4 miles to the campus entrance.

Martin Luther King Jr. Week To mark this national holiday, the school sponsors all-school events along with several other performances and activities celebrating the life and legacy of Dr. King and the US civil rights movement.

Medical Appointments The school expects that routine medical, dental, and optical care will be handled during school vacations. Students needing appointments in Greenfield or neighboring towns will be charged for transportation.

When a student has a scheduled medical appointment with an off-campus health care provider, a member of health services will contact the student two days prior to the appointment to remind him or her of the day and time and of transportation arrangements. The student will be billed and will receive dorm restriction for any missed medical appointment. If a student misses any two scheduled medical appointments without giving 24 hours notice, health services will not book any future appointments or provide transportation for that student.

Medical Assistance (see Health Services)

Medical Leave of Absence (see Academic Life, in the NMH Rules & Policies Handbook)

The director of health services, in consultation with the dean of students, may grant students a medical leave of absence when a student's medical condition requires that he or she be away from school for an extended period.

Medications/Prescription Drugs (see School Policies, in the NMH Rules & Policies Handbook)

Families and students must inform health services about any medications taken by students. Most prescription medications, including all antidepressants, sedatives, and other psychotropic medicines, and medicines for attention deficit disorder must be stored in the health center.

Mission Statement Approved by the NMH Board of Trustees May 2009.

Education of the Head, Heart, and Hand

Northfield Mount Hermon engages the intellect,
compassion, and talents of our students,
empowering them to act with humanity and purpose.

Monadnock Informally known as Cottage II or CII, this dorm was named Monadnock because on a clear day residents can see the peak of Mount Monadnock in New Hampshire. The dorm is located on Cottage Row—a short walk to Alumni Hall, the post office, Blake Student Center, and Memorial Chapel. Its annual fundraiser is selling corsages and boutonnieres for the Chat. The fundraiser helps support activities throughout the year.

Moody, D. L. Dwight L. Moody was the most renowned and successful Christian evangelist of his time. He was born in Northfield on February 5, 1837. At age 17 he left home and moved to Boston, and in 1855 he was “born again” and felt compelled to preach. Within the year, he moved to Chicago and began preaching and teaching Bible study classes on weekends. His commitment to evangelism went from weekends to full time, and he and his wife traveled to England, Scotland, Jerusalem, Ireland, Italy, Egypt, France, Switzerland, Mexico, and across the United States.

When Moody founded Northfield Seminary for girls in 1879 and Mount Hermon School for boys in 1881, he selected students from among talented but poor young people. As he did in his revival campaigns, Moody drew students from all over the world, from all over America, and from every race.

Moody died in Northfield on December 22, 1899. He is buried at Round Top in Northfield. This is considered hallowed ground.

Mountain Day What better way to appreciate being at school in New England than to have classes canceled so you can join classmates and faculty on mountain hikes and admire the fall color? A tradition that dates back to 1881, Mountain Day is a surprise holiday, announced the evening before in the dorms (day students are called at home). Attendance is required of all students. Seniors hike Mount Monadnock, juniors hike Northfield Mountain, while ninth graders and sophomores have different climbs along Northfield Ridge. After the hikes, students are served chili and picnic foods, and launch into pickup games of football, soccer, Frisbee, and the like.

Multicultural Education, Office of As part of the educational program team, the director of multicultural education develops and implements programs that are geared toward helping students, faculty, and administrators embrace the challenges of becoming a fully multicultural school, one that includes, supports, and honors people from all backgrounds, races, religions, and orientations.

Music Stores Where to buy music: About Music (Greenfield), F.Y.E. (Greenfield), Downtown Sounds (Northampton), and the NMH bookstore. Used CDs and tapes: Turn It Up (Northampton, Keene, and Brattleboro).

NMH Magazine The school's magazine is published twice a year by the communications office and is mailed to all alumni and parents. Students may pick up copies in the library. The Magazine contains feature stories and news briefs about the lives and achievements of alumni, students, faculty, and staff.

NMH Online Parents can access their child's grades, schedules and school calendar.

NMH Website www.nmhschool.org

Ninth-Grade Experience NMH Ninth-Grade Experience, an initiative started September 2003, includes special housing arrangements, courses, and out-of-class activities, as well as a two-day outdoor orientation program.

Dorm staff members specifically invested in working with younger students oversee ninth-grade residential life in neighboring student dorms, London (CI), and Manchester (CV), along with the deans. The dorm staff and deans plan the student life curriculum and weekly social activities and may coordinate special class trips, sit-down dinners, and big brother/big sister-like pairings of older and younger students.

The ninth-grade curriculum also includes Humanities I, Arts Foundations, health education, and student life curriculum sessions. In addition, all ninth graders are required to participate in one term of interscholastic athletics. They may also choose cocurricular options as their schedule allows.

Northampton Nearby city known for galleries and restaurants; 30 miles away.

Northfield From 1879 to 2005, students lived and studied on the Northfield campus. It began as the Northfield Seminary for Young Ladies, founded by world-famous evangelist Dwight L. Moody in 1879 to educate poor, hard-working Christian girls. The school, later known as the Northfield School for Girls, developed a stellar academic reputation. In 1971 Northfield merged with her brother school, Mount Hermon, and became a coeducational institution with more than 1,100 students. They lived on both campuses and took buses back and forth for classes.

In 2004 the NMH Board of Trustees voted to make NMH a smaller school on one campus. They chose Mount Hermon as the school's site, and spring 2005 marked Northfield's final days as an NMH campus.

North Crossley (see Crossley Hall)

Nursery School (see Campus Nursery School)

O'Connor Health Center (see Health Services)

Off-Campus Permissions (see Residential Life, in the NMH Rules & Policies Handbook)

Off-Campus Study (See the Guide to the Curriculum for complete information on the application process.) On rare occasions, students wish or need to complete academic work for credit outside the parameters of the summer study or study abroad programs. Students considering such an endeavor must meet certain requirements.

One-Tined Fork The fork is passed from seniors to juniors at the last school meeting of the year. Its significance is said to date back to an early commencement, at which the speaker said anyone could eat soup with a spoon, but it took a real person to eat soup with a one-tined fork. D. L. Moody was so taken with the image that he declared to the audience, "Whatever else you forget, remember that forever." The fork has come to represent a can-do attitude, a conviction that it is possible to function even under bare-bones circumstances.

Orientation Orientation precedes the start of school and continues throughout the first week of the school year. This is a period of transition with a formal program designed to familiarize new students with life at NMH as well as to introduce them to faculty and returning students. The orientation period incorporates social and academic activities and provides the foundation for community development.

Outdoor Education The mission of the NMH Outdoor Education Program (OEP) is to enrich the school's academic, residential, and athletic programs by providing adventure and instruction in exploring the outdoors.

The foundation of the program is the outdoor team and outdoor classes such as Introduction to Rock Climbing and Recreational Bicycling. The outdoor team, which meets fall and spring terms, satisfies the athletic team requirement for any grade level. Outdoor classes meet any physical education class requirement in a given term. Both the outdoor team and classes are coed.

The OEP also plays a role in orientation, leadership training, and student activities. Ninth graders spend their first night at school in tents and take part in hiking, canoeing, and bicycling during orientation. In the spring, the OEP facilitates the Adventure Challenge, an on-campus race using bicycling, canoeing, and orienteering skills. In the fall and spring terms, OEP coordinates Hogger disc golf tournaments for the NMH community. Outdoor instructors are available to supervise independent PE studies, oversee student club activities such as canoeing, and facilitate any outdoor experience a classroom teacher may have in mind.

Outreach Program NMH is proud of its long history of community service. The NMH Outreach Program located in Blake Hall, is designed to match the interests of students with the needs of surrounding communities. Students can apply to participate in regular programs or design their own volunteer experience. Other than one-day events, outreach activities generally require an eight-week commitment.

Overnight Guests (see Residential Life, in the NMH Rules & Policies Handbook)

Overtoun Hall Also known as TRON, it is the site of the annual TRON bonfire. The boys of Overtoun form a unique and diverse community, and they believe their dorm has the largest and most interesting rooms on campus. The full kitchen, computer lab, and lounges make the walk to Overtoun, located on the edge of campus, well worth it.

Parent Community www2.nmhschool.org/parent_login.asp

This is an online, password-protected website for parents to access student, faculty, and staff directories, a parent-to-parent directory, school forms, and more.

Parent Events The parent events for the 2010–2011 school year are as follows:

FAMILY DAYS, FALL—October 15 and 16, 2010

A day-and-a-half of experiencing what life at NMH is like. During this event, parents and other family members have the opportunity to visit classes, meet the head of school, schedule meetings with teachers and DLs, take part in work jobs, be spectators at athletic events, and enjoy a fall weekend on the campus.

FAMILY DAYS, SPRING—February 4 and 5, 2011

Much like Fall Family Days, this event also includes College Counseling Days for class of 2012 parents.

Parent Update An online newsletter published monthly by the communications office. *Parent Update* is automatically emailed to parents and is also available on the NMH website, www.nmhschool.org/parents/update.

Parents Council The council, a 40-member group of current NMH parents, meets once each term and is active in program development, improving communication between parents and the school, and advising the administration on issues related to school life. Projects supported by the council include Family Days. For more information, call the dean of students' office at 413-498-3252.

Parents Fund The NMH Parents Fund is an essential component of the Annual Fund and, therefore, the school's operating budget. Gifts to the Parents Fund go to work immediately, while your child is still here, making an impact on every aspect of an NMH education. Regardless of the size of the gift, participation tells students and teachers that NMH parents value the education that their children receive. Yearly tuition covers only 75 percent of the actual cost of educating each student at NMH. The remaining 25 percent comes from the endowment and annual contributions from parents, alumni, and friends of the school, and helps bridge the gap between tuition and the real cost of an NMH education.

Current parents are contacted by parent volunteers during each academic term to ask for their participation and support. They also receive direct mail solicitations. Gifts may be directed towards the school's greatest need, faculty support, or scholarships. In 2008–09, parents' gifts ranged from \$5 to \$100,000.

The Parents Fund underwrites three Parents Council Faculty Chair Awards, given annually to outstanding instructors in academics, athletics, and residential life. Each faculty chair receives a \$5,000 cash stipend and community recognition.

For further information or to become a parent volunteer, contact Chantal DuPuis, director of the Parents Fund, cdupuis@nmhschool.org, 413-498-3676.

Support NMH with a gift through the Parents Fund at www.nmhschool.org/giving.

Password Students receive a user ID and password for SWIS, and another for access to the network when they arrive on campus.

Students are responsible for actions taken on a computer that is logged on with their password, even if they are not aware of it. Therefore, students are not allowed to share their passwords with other students.

Use of another student's password will be considered a breach of the major school rules, and the user will be subject to discipline. In rare circumstances, it may be necessary for a teacher or a technician to ask a student for his/her password. In these cases, the student should request a new password from the Help Desk immediately. Students will never be asked for their passwords over the phone and should consider such a request unauthorized.

Peer Mediators Trained intensively before school begins, peer mediators are active, unbiased listeners who help students resolve interpersonal conflicts with each other or with faculty. The philosophy of the program is that mediators are not just neutral, they are "multipartial," meaning they work for the interests of all parties involved. Peer mediators also serve on the harassment panel, which is a nondisciplinary process for responding to allegations of harassment. See the NMH Rules & Policies Handbook for more details. If you are interested in becoming a mediator or working with one, contact faculty member Bob Cooley (413-498-3248).

Permission Forms (see also Residential Life, in the NMH Rules & Policies Handbook) Permission forms and releases are available on the school's website to parents during the summer so they can discuss these permissions with their son or daughter. Parents are asked to fill out and submit the forms electronically by mid-August. The school will not grant permission for privileges without the appropriate forms.

Personal Insurance The school's insurance policy does not cover students' possessions while they are at school. Many homeowner's policies do cover such possessions against loss or theft. The school recommends that parents check their policies to be sure they have the needed coverage.

Pie Race The annual Pie Race (this year to be held Wednesday, November 17) awards pies to all those who complete the footrace within a specified time. Its full name is the Bemis-Forslund Pie Race, in honor of Henry Bemis, class of 1891, who donated prizes back in the early 1900s, and Gladys Hall Forslund, a Northfield alumna and wife of longtime Mount Hermon athletic director Axel Forslund. Mrs. Forslund put the race into its present form and started the practice of awarding pies as prizes.

There's always a little confusion about the record-winning time (held by Olympic marathoner Frank Shorter '65), because the length of the course has changed over the years. The current length of the course is 4.3 miles, and pie-winning minimum times are 40 minutes for girls and 33 minutes for boys.

Pool An indoor swimming pool is located in Forslund Gym. Check SWIS for open pool hours.

Precision Driving School (see Driver's Education) Offers driver's education through NMH. For more information call 413-773-8600.

Press Information Policy The communications office produces news releases, photographs, publications, web pages, videotapes, and other media that highlight students and their achievements. These may be distributed to newspapers, regional and national publications, and radio and television stations. In addition, students may be asked to express opinions in interviews by the news media.

Parents who do not want their child photographed, quoted, or written about in press releases, publications, or other media should indicate this on the media permissions form. Unless you inform the communications office otherwise, the school will assume that it has permission to include your son or daughter in any of the above.

Press Releases A press information form is posted on the NMH website. *This form must be completed every year because the database is reconstructed annually.* Once the completed form is submitted to the school, student news such as honor roll, special awards, and graduation announcements will be sent to hometown newspapers.

Printers Students can print at any classroom, library, or dorm printer through the virtual desktop.

Prize Assembly End-of-school-year event that honors ninth, 10th and 11th graders for their achievements.

Prom (see Chat)

Quiet Hours The school has instituted times during the day and night when all dorms must observe quiet hours. During these hours, students must create conditions that are conducive to study or sleep. Music systems may not be used in such a manner as to create a noise nuisance on the campus. (see Residential Life, in the NMH Rules & Policies Handbook)

Recycling At NMH, we recycle paper, glass, plastic, aluminum, and corrugated cardboard. Students are expected to recycle their waste. Recycling bins are located in every student dorm either in the basement or lounge area. Find your dorm's recycling area and use it!

Registrar's Office The registrar's office takes care of student transcripts, changes of address, and diplomas; maintains student files; and creates student schedules. Located in Holbrook Hall, 413-498-3204

Religious Holidays At times students may need to be excused from classes in order to participate in religious services. In such cases the parent/guardian should call the dean's office, and the student should come to the dean's office and fill out a special permission form.

Religious Life (see Chaplaincy, Worship Services)

Restaurants (see also www.nmhschool.org/admission-dining)

Bella Notte	(Bernardston)	413-648-9107 (not open for lunch)
China Gourmet	(Greenfield)	413-774-2299
Four Leaf Clover	(Bernardston)	413-648-9514
Gill Tavern	(Gill)	413-863-9006
Goodies Pizza	(Greenfield)	413-772-2586
Hope & Olive	(Greenfield)	413-774-3150
Mesa Verde	(Greenfield)	413-772-2531
Rooster's Bistro	(Northfield)	413-498-0006
Taylor's Tavern	(Greenfield)	413-773-8313

Rikert Located next to the music building and a short walk from the dining hall, Rikert is a cozy home for 14 girls. Rikert is small enough to have a tight-knit community and large enough for students to have their own personal spaces.

Room, Student changes/inspections (see Residential Life, in the NMH Rules & Policies Handbook)

- The school provides desks, chairs, dressers, and either single or bunk beds. The standard mattress is 39" w x 80" l x 6" d.
- Students should provide their own linens, clothes hangers, desk lamps, and wastebaskets. Students may wish to provide a mug, bowl, and flatware for dorm use.

Room Draw Room draw is held each May to allow returning students to select their rooms and roommates. Students wishing to remain in their current dorm (living with another resident of the dorm, or a new student, or a student they “pull in” from out of dorm) choose rooms based on points awarded by class year and number of years at NMH. There are quotas to ensure that there is a good mixture of new and returning students in each dorm. Five points for seniors, three points for juniors, one point for sophomores, plus one point for each year at NMH.

Rope Pull The first Rope Pull took place in 1884 in the woods west of campus; D. L. Moody was a member of the first team. The junior-senior rivalry started in 1925, when the seniors challenged the juniors to a rope pull after having lost a softball game. In 1926, the event was moved to Shadow Lake and became a regular fall event.

Sacred Concert This annual weekend concert celebrated its 115th anniversary in the spring of 2009. The first Concert of Sacred Music was performed by students for school founder D. L. Moody to celebrate his building of the Auditorium. Today the program includes student choirs, orchestras, and alumni who return to perform and rekindle their ties with music and one another.

Sanctuary (see Residential Life, in the NMH Rules & Policies Handbook)

School Closing As most faculty and students are on campus, school is rarely delayed or canceled. If weather conditions warrant postponing or canceling classes or closing school, the decision will be made by 6 am and announced on the school’s website and the intranet.

Day students will receive calls via the ConnectEd System if classes are delayed or canceled. Otherwise, they are expected to attend classes if at all possible. If weather conditions are bad and a student must remain home, a parent must call the dean of students office (413-498-3252).

School ID (See also Key Cards) Each student is issued a school photo ID/debit card that will be used for the duration of enrollment at the school (this photo also appears in the facebook/directory). In addition to being ID cards and debit cards, they are key access cards to the student dormitories. Students are asked to show their ID/debit cards when cashing checks and using reserve materials in the library. Students may use their ID/debit cards when picking up packages delivered by the US Postal Service.

The student ID/debit card also functions as an ATM card or a prepaid credit card. Parents or guardians can deposit money into the student’s account. As long as funds are in the account, the student can use the card for cash withdrawals, purchases at the school store and snack bar, and for personal purchases.

Lending or borrowing an ID/debit card is considered deceitful behavior and will make a student liable for disciplinary action. The replacement fee for a lost or damaged ID/debit card is \$30.

To replenish the account, a check should be sent to the accounting office with a notation that it is for the debit card. Address envelope as follows: Attn: Accounting, Northfield Mount Hermon, One Lamplighter Way, Mount Hermon, MA 01354.

Security Students, faculty, and staff have 24-hour access to the security office by dialing extension 3400. This will ring the emergency line in the security office during the hours that the switchboard is open. The switchboard hours are:

Monday–Saturday, 7:30 am–11:30 pm
Sunday, 11:30 am–7:30 pm

When the switchboard is closed, calls will be forwarded to an outside answering service operator, who will take a message and send it to the security officers on duty. The officers on duty respond to all messages received, including non-emergency calls.

Senior Day On this day in May, seniors have no classes or work jobs, and spend a few hours playing Frisbee or volleyball, picnicking, and signing yearbooks.

Senior Events The following special events are held for seniors: Senior Honors Recital; Senior Night (time together with great food and dancing); Senior Day (seniors receive their copies of the Gemini yearbook); the Chat (annual senior prom); Baccalaureate (formal farewell service, marks the beginning of seniors' last week); Class Day Exercises (recognizes seniors' achievements); Commencement Eve Dinner Dance (for seniors, their families and guests, and faculty); Senior Service of Worship; Commencement Exercises.

Senior Gift Each spring, seniors and postgraduates leave their mark by raising funds for a special gift to the NMH Annual Fund. Just as generous alumni have helped to provide for today's students, in turn, the senior gift benefits the school and students of the future.

Senior Night The senior class enjoys a special night together in the spring semester. The night includes a nice meal, entertainment, and dancing.

Senior Privileges After fall term interim, senior privileges are defined and granted by dorm heads to seniors in good standing.

Shea Family Cottage This three-story cottage-style dormitory for boys was completed in 2005 (its sister dorm, Mary E. MacKinnon Cottage, stands alongside and shares a central terrace). Built of brick, stone, and slate, it reflects the traditional materials and architecture of Cottage Row. Shea Cottage holds 29 students and three faculty families.

Shipping (see Mailing Address) The school will not accept any items shipped c.o.d.

When students wish to ship luggage or parcels home or to other destinations, they are responsible for making their own arrangements. Although shipments are the responsibility of individual students, the mail center staff will help by offering information and advice. Students are encouraged to insure all packages and should remember that the school is not responsible for lost articles.

Signing Out STUDENTS MUST SIGN OUT OF THEIR DORM IN THE FOLLOWING SITUATIONS:

- whenever they will be out of the dorm during study hall
- whenever they go beyond campus boundaries
- whenever they leave the campus for any purpose

Students may leave campus to travel to local towns if they have no school commitments. They must return for study hall during the week or by dorm closing on Friday and Saturday.

Not following signing-out policies is an infraction of school rules.

Skateboarding (see Bicycle)

Smoking (see Residential Life, in the NMH Rules & Policies Handbook) NMH is a tobacco-free campus: any form of tobacco use is prohibited.

Snack Bar Located in Blake Student Center (x3459), the snack bar offers ice cream, grill entrees, and fried food, as well as traditional snack-bar menu items.

Snow Days (see School Closing)

South Crossley (see Crossley Hall)

Spade Oration At Opening Convocation, this speech is given by a senior selected by the junior-class teachers during the spring of the student's junior year.

Spade, Ritual of the At commencement, a member of the graduating class passes a ceremonial spade to a rising senior. The spade implies manual labor, a value at NMH embodied in the work program, and is also a symbol of planting and new growth.

Special-Occasion Dress (See Dress Policy)

Sports Schedule Schedules are posted on the website at the beginning of each season. Because dates and game times sometimes change, check with the athletics office at 413-498-3466 or check on-campus postings for up-to-date information.

Storage Students interested in leaving items during the summer must contact one of the local storage companies. The companies listed below will pick up and store items for the summer.

Crofter Moving & Storage	(Brattleboro, VT)	800-736-1588
Greenfield Furniture & Storage	(Greenfield)	413-773-5343
Sitterly Self-Storage	(South Deerfield)	413-665-2121
Wisdom Way Self-Storage	(Greenfield)	413-775-9333
Yankee Self-Storage	(Greenfield)	413-774-2331

Student Activities This office is responsible for providing students with an array of activities both on and off campus and with overseeing special-interest clubs and groups. Visit the NMH Activities Fair in the fall to learn more about clubs and organizations, and check for on-campus happenings, trips, and other school-sponsored activities.

Student Calling Program During March break, a group of students telephone alumni, past parents, and friends of NMH on behalf of the NMH Annual Fund. Students earn money and gain work experience while raising thousands of dollars in gifts for NMH.

Student Center The student activities office, bookstore, snack bar, game facilities, and lounge are located in Blake Student Center. A cashier and the mail center are also located in Blake.

Student Congress This is NMH's student government. By integrating student perspectives into the administrative process, Student Congress facilitates cooperation, communication, and action among students, parents, faculty, and the administration. The body is elected by class; representatives are responsible for running some class meetings, as well as all-school meetings.

Student Leaders Each dorm has student leaders who are role models and mentors for students in the dorms. Student leaders are given a high degree of responsibility, which is seen as a high honor. As a member of the dorm staff, student leaders provide a link between faculty and students. They also help organize the dorm-based portions of the student life curriculum. Student leaders are expected to adhere to community standards at all times and to address students who violate these standards. Day student leaders are also selected to work closely with the ninth- and 10th-grade day students as they adjust to day student life in a boarding school. The day student leaders are held to the same standards and expectations as student leaders in the dorms.

Student Life Through the departments, programs, and services of student life, the dean of students is responsible for fostering an environment that integrates the curricular and cocurricular experiences of students. It also supports conditions for the healthy advancement of community, promotes a sense of well-being, encourages personal integrity, fosters an understanding of the expectation of individual responsibility and accountability, and is committed to the growth and development of students as individuals.

Student Life Curriculum NMH's formal student life curriculum takes place in dorm-based, class-based, and all-school educational sessions. With a focus on personal and community responsibility, the student life curriculum seeks to foster respect, health, and understanding within the community.

Study Abroad NMH has a variety of study abroad programs each year. Trips to China, Costa Rica, France, Germany, Greece, Ireland, Italy, New Zealand, Turkey, Uruguay, and the continental United States are offered for juniors and seniors who have been in residence at NMH for at least one year. Sophomores may choose an integrated, Humanities II study-abroad option to Brazil or South Africa. **Not all programs are offered every year.** Requirements and prerequisites are different for each program, as are the programs themselves, but admission to all programs is competitive. Study-abroad programs allow students to earn three academic credits. For more information, please consult the curriculum guide or contact the Center for International Education at 413-498-3251.

Study Hall The goal of study hall is to ensure that residents can study in their rooms without the interruptions of visitors or phone calls (only seniors with privileges may receive calls or phone out during this time) and without the distraction of televisions, radios, stereos, etc.

Study hall lasts from 7:30 to 9:30 pm on Sunday, and 8 to 10 pm, Monday through Thursday. Dorm staff need to account for all students at 8 pm. To study in another building or to attend an approved event (such as a game or rehearsal), residents must be signed out. Students who spend study hall in the library are expected to maintain the same level of conduct, whether engaged in group or individual work. Study hall conditions in the library begin at 7 pm nightly.

Students should expect to receive at least two hours of homework per night.

Study Skills (for tips, see the NMH Rules & Policies Handbook)

Summer Programs Northfield Mount Hermon Summer Session offers on-campus and overseas opportunities for students to enrich, supplement, or accelerate their academic-year NMH education. Programs allow students to take a single course and earn NMH credit in just five weeks of concentrated study. Call the NMH Summer Session office at 413-498-3290.

Sustainability At NMH we aim to use fewer resources. We encourage students to turn off their lights when they leave a room, take shorter showers, and only use what they need—whether it's paper, food in the dining hall, water, or clothes. We ask students to turn off their computers when not in use, and to recycle their waste. All conservation methods help to make a difference!

Swimming An indoor pool is available for student use during posted hours in Forslund Gym. Students are not permitted to swim in the Connecticut River or in Shadow Lake.

SWIS Stands for School Wide Information System (see also Computer Networks and the NMH Rules & Policies Handbook). SWIS is the system through which email is sent across campus and to the Internet. It also houses class folders, conferences, and news for students, faculty, and staff.

When they arrive on campus, students receive an electronic mail account on SWIS. The email address of faculty members and students with SWIS accounts is as follows:

(login name)@nmhschool.org

For example: dmoody@nmhschool.org

NMH SWIS folders are monitored by faculty and staff to ensure that NMH standards of communication are upheld, and that no member of the community is harassed. Inappropriate use of SWIS may result in disciplinary action.

Tip: Students are encouraged to check SWIS regularly,
as it is often the best and fastest way
for faculty to get messages to students.

Switchboard From outside the school system, dial 413-498-3000 to reach the switchboard. On campus, dial 0.

Television (see Residential Life in the NMH Rules & Policies Handbook for lounge television hours of use)

Textbooks (see Bookstore)

Textbook Buyback Textbooks may be returned for refunds within the guidelines specified under the bookstore's textbook return policy. At the end of each term, the bookstore will buy back (at 50 percent of the retail price) only those books that will be used in an NMH class the following term. Books not being used by NMH the following term will be bought back at the current wholesale price, if in demand.

Theaters, Movie

Garden Cinema (Greenfield)
For movie listings call 413-774-4881

Latchis Theater (Brattleboro)
For movie listings call 802-246-1500

Traditions With its nearly 130-year history, NMH has built up a rich bank of traditions. To find out more about each tradition listed here, look it up by name.

All-School Meeting

Baccalaureate

Chat, The

Commencement

DwightNight

Founder's Day

HoggerFair

International Carnival

"Jerusalem"

Opening Convocation

Pie Race

Prize Assembly

Rope Pull

Sacred Concert

Senior Day

Senior Night

Spade Oration

Ritual of the One-Tined Fork

Travel Agencies

Cruise & Travel Co. 413-863-3143; 888-763-3143

Greater Falls Travel 413-774-2306; 800-499-2306

Lyon Travel 802-254-6033; 800-648-3749

Travel, International (see also Visas) When international students arrive at NMH, they should make sure that the Center for International Education has a copy of their passport, I-20 form, visa, and I-94 entry card. Failure to do so may constitute an infraction of BCIS (Bureau of Citizenship and Immigration Services) rules.

When an international student leaves NMH, he/she must carry his/her visa, passport, and I-20. Periodically the I-20 must have a new signature from the Center for International Education. **Always** check your documents with the Center for International Education before you travel internationally, and always carry identification. Security measures have become tight, so identification and proper documentation are very important.

Note: For trips home, many overseas parents prefer to make travel arrangements through travel agents in the NMH area so that they do not have to send tickets through the mail.

Travel to NMH

By air: The closest international airport is Bradley International Airport, which serves the Hartford-Springfield area and is 60 miles south of Greenfield. Students also fly into and out of Logan Airport in Boston (a two- to three-hour drive from campus) and JFK Airport in New York (a four-hour drive).

By bus: Greenfield (10 miles south of campus) is served by buses from Springfield, Boston, Albany, New York City, and Vermont.

By car: (www.nmhschool.org/admission-directions)

public TRANSPORTATION information

BUS CARRIER INFORMATION

Peter Pan Trailways 800-343-9999 or 800-237-8747

Greyhound 800-231-2222

Vermont Transit 800-552-8737

(Traveling by public bus, you will need to get a taxi between Greenfield, MA, and NMH)

PRIVATE LIMOUSINE/VAN SERVICE

Thomas Transportation 800-526-8143 or 603-352-5550 - Keene, NH
Poupon Limo 800-309-5466 or 413-648-9285 - Gill, MA
Connecticut Limousine 800-472-5466 (*connects with NMH charter bus at Stamford, Connecticut*)

TRAVEL AGENCIES

Cruise & Travel Co 413-863-3143 or 888-763-3143
Greater Falls 413-774-2306 or 800-499-2306
Lyon Travel 802-254-6033 or 888-443-3263

TRAIN

Amtrak 800-872-7245 or 800-USA-RAIL - Springfield, MA

TAXI

ABC Cab 413-773-9062 - Greenfield, MA
Brattleboro Taxi 802-254-6446 - Brattleboro, VT

FOR AIRLINES, BUS CARRIERS, TRAVEL AGENCIES, OR ANY COMPANY THAT MIGHT HAVE AN 800 NUMBER, CALL 1-800-555-1212 AND THE OPERATOR WILL ASSIST YOU IN GETTING THE NUMBER YOU REQUIRE.

Travel Plans, Vacation Parents or guardians need to make arrangements for student travel during breaks, and students must make arrangements for charter bus reservations. Check the calendars for the dates when students are expected to arrive on campus and to leave for vacations and midterm breaks. Students may leave campus during the long weekends. (Students have to complete exams before traveling.) Students will not be excused from school commitments because of travel plans. If students are traveling somewhere other than home, the school needs a signed travel permission form from parents or guardians prior to each vacation period. Any delay or change in travel plans should be communicated to the associate dean of students office or to the duty phone as soon as possible. Messages may also be left at the switchboard, 413-498-3000, or on the duty dean phone, 413-498-DEAN.

Tuition The standard terms of payment for tuition costs are as follows: 65 percent of net tuition (tuition minus financial aid) less the reservation deposit, plus all fees due by August 1, and the remaining 35 percent due by December 1. A late fee of 1.5 percent per month will be assessed on any outstanding balance on a student’s tuition account. The school reserves the right to deny registration, reenrollment, or graduation to any student whose tuition account is in arrears.

Reminder: The school has an arrangement with Sallie Mae (TuitionPay) to offer a monthly payment plan. This plan allows parents to divide tuition costs into as many as 10 equal monthly payments.

Tuition Refund Plan Once they sign an enrollment agreement, parents or guardians are responsible for the entire annual tuition and fees. Therefore, unless the full year’s tuition and fees are paid, and a signed waiver form is received by August 1, parents must participate in the Tuition Refund Insurance Plan offered by the A.W.G. Dewar Company of Boston.

The premium for the insurance is due with the first installment of tuition in August. Tuition refunds are based on the days remaining in the school year and on a percentage of tuition that is determined by the reason for the student’s absence or separation from the school, according to the terms of the policy. All refunds from the Dewar Company will be sent directly to the school. Any balances owed on the tuition account will be settled first, and any excess will be refunded to the parents or guardians.

Tutoring (see Learning Skills Center/Program)

Vacations (see Line Calendar on the NMH website for specific dates) All dorms close during the following vacations:

- November 24 to November 29, 2010**
- December 17, 2010, to January 3, 2011**
- March 5 to March 21, 2011**

Because dorms close during these times, students must make arrangements to leave campus. Most students either go home or visit another home.

Our academic-year calendar also includes three long weekends: October 16–19, February 5–8, and April 23–25. Students are welcome to stay on campus during these long weekends. **Students wishing to stay for the fall long weekend must receive the dean’s permission to do so.** As a service for those students who live in the Boston and New York City areas, we offer charter buses from NYC (Lincoln Center) and Boston (Park Plaza) for the **return** to campus. (see Charter Buses).

Valuables As the school cannot be responsible for items that are stolen, students are discouraged from bringing valuable possessions to the school. Students are asked to lock their room doors, to leave large amounts of cash with the school cashier, and to contact security for information on how to register valuables, including bicycles.

Vegetarian and Vegan Food Options A vegetarian offering is available at each meal. Many of our entrees are vegan, and we add new choices all the time. We offer two hot vegetable choices for lunch and dinner. Soy milk is available. Our pizza bar offers a vegan crust as well. Many protein items are found at our extensive salad bar, and our toast bar features low-fat yogurt and a variety of toppings.

Virtual Desktop (see Computers)

Visas All international students who do not have a US passport or a “green card” must apply to the US consulate or embassy in their home country to obtain a US student entry visa. Almost all international students come to NMH with an F-1 student visa. If you have a different type of visa, such as a J-1, please contact the Center for International Education or Office of Admission immediately.

Do not attempt to enter the US with a tourist visa.

To obtain an F-1 student visa, submit the following to your local US consulate or embassy:

- 1) form I-20 (sent to you by NMH)
- 2) visa application form (obtained from local US consulate or embassy)
- 3) proof that you have sufficient financial support for one year

If the consulate approves the visa application, a stamp indicating the type of visa, the place issued, and the date of expiration will be placed on the passport. Upon arrival at US customs in the United States, you will be issued an I-94 card. This card, which is usually stapled in the passport on the same page as the visa, will state the official visa type and the length of time that a student may stay in the United States. If the date of the expiration is marked “D/S,” or “duration of status,” you may remain in the United States as long as you are a full-time student. Students are welcome to keep all immigration documents in a safe in the Center for International Education.

Important notes regarding visas: Please note that immigration regulations are strict, security is tight, and many procedures take longer than expected. Please plan ahead and schedule plenty of time for your visa application process.

If the consulate or embassy official believes that you intend to stay permanently in the United States, the visa will be denied. Anything you can provide to prove that you plan to return to your country after completing your studies in the United States will increase your chances of obtaining the visa. Strong family ties, adequate financial resources, and future employment opportunities will help convince the official that you plan to return to your own country. You must renew your visa in your own country.

Visiting Hours (see also Residential Life, in the NMH Rules & Policies Handbook) For grades 10, 11, 12, and PGs only. To enable students to meet with each other in an informal setting, visiting hours and open houses are privileges that permit students to entertain and socialize in their rooms with NMH students of the other gender. (At all other times, guests of the other gender are allowed only in public lounges and only according to posted hours.) Permission from parents is required.

Visiting hours and open houses are considered privileges and may be withheld at the discretion of the on-duty faculty member. Visiting hours begin on the first Tuesday in October.

Visiting Hours:	Monday, Wednesday, & Thursday	7–7:45 pm
	Friday	7–10:15 pm
	Saturday	7–11:15 pm

Voter Registration Massachusetts voter registration forms are available in the associate deans of students offices.

Wallace This dorm was dedicated in 1969 by DeWitt Wallace, founder of Reader’s Digest. In 1971, with the merger of Northfield and Mount Hermon, it became a girls residence, and houses 60 students as well as three faculty families. Wallace is best known for its Valentine’s Day fundraiser and the famous Wallace beach.

Website, NMH www.nmhschool.org

The website has hundreds of pages including calendars, photos, information about athletic teams, forms, a parents section, and an online parent community (see Parent Community for more information).

Weekend Activities The student activities office works hard to provide lots of activities during weekends. Two of the biggest events of the year are DwightNight and HoggerFair. If you are not the dancing type, there are also student concerts, movies, coffee houses, carnivals, and day trips to Boston, Northampton, and the Ingleside Mall. There are student performances such as plays, dance performances, and music recitals. Athletic contests take place on Wednesday and Saturday afternoons when students gather to see the Hoggers compete against some of the best teams in the East. Weekend religious activities are available both on and off campus (for which transportation is provided).

Weekend/Overnight Permission (see Residential Life, in the NMH Rules & Policies Handbook)

Work Program Guidelines (see Residential Life, in the NMH Rules & Policies Handbook)

The work program is a tradition that dates back to the school’s beginning.

The mission of the NMH work program is to engage students in meaningful jobs that will help them to explore and understand the nature and value of work and to develop a strong work ethic. The work program also provides a labor force critical to accomplishing the essential work of the school.

Worship Services (see also Chaplaincy) Sunday chapel services are held at 11 am at Memorial Chapel. Holy Communion is celebrated the first Sunday of each month. Multifaith and student-led services occur several times during the year, with choral and instrumental music an integral part of every service.

Other services and religious-based meetings include Catholic Mass in Turners Falls, Jewish services, Jewish Student Alliance, Muslim prayer services, Breakaway, (Christian Fellowship), and Buddhist meditation. Additional groups or meetings can be organized by interested students under the direction of a faculty advisor.

Writing Center Usually open during study hall. Watch SWIS for notices about the writing center. English teachers will be available to help students with essays and other written work.

Yearbook (see Gemini)